

# ST. TERESA OF AVILA SCHOOL



# Student Handbook 2021 - 2022

## GREETINGS FROM THE ADMINISTRATION TEAM

Welcome to St. Teresa of Avila School! We are looking forward to an exciting year as we work alongside parents to ensure all children realize their passion and fulfill their potential.

We believe the best education students can receive is accomplished through continuous cooperation between home, school, and parish. Such a model must be collaborative, respectful and always have children's best interests at heart. We look forward to working closely with you and invite you to become an integral part of our school and parish community.

This handbook contains information for parents and students about programs, operation procedures and services offered by our school. We recommend you keep it handy for reference throughout the year. Please contact our school office (403-346-0505) should you require additional information about our school's procedures and operations.

In Christ's Service,

*Nicole Zimmerman*

Principal

*Chris McCullough*

Vice-Principal

## **VISION:**

With joyful hearts, we are guided by faith, nurtured by love, enriched by diversity and focused on academic excellence.

## **MISSION:**

- We permeate faith in everything we do.
- We build meaningful, supportive relationships with students, staff, parents, members of the community and service providers.
- We collaborate to meet the needs of all students through flexible, innovative and responsive approaches.
- We attain excellent student-centered teachers and support staff who love their students.
- We achieve academic excellence through engaging, hands-on learning opportunities.
- We create independent, confident, lifelong learners who are able to advocate for self and others.

## **VALUES:**

- Catholic Faith & Community
- Diversity & Inclusivity
- Safe & Caring Community
- Respect & Kindness
- Student and parent voice
- Team & Collaboration
- Continuous improvement
- Fun

## **MINDFULNESS:**

### **Character is higher than intellect. Ralph Waldo Emerson**

At St. Teresa of Avila, we strive to create healthy, productive citizens both at the school, and beyond.

"What matters most in a child's development, they say, is not how much information we can stuff into their brain in the first few years. What matters, instead, is whether we are able to help children develop a very different set of qualities, a list that includes, persistence, self-control, curiosity, conscientiousness, grit, and self-confidence." (Tough, 2012) A focus on mindfulness, the ability to be fully present and aware of where we are and what we are doing will assist our students in improving their academic, social and emotional learning. The students' development processes such as focus, resilience will be strengthened and improved for life.

## **DRESS CODE:**

Clothing must be appropriate and respectful for the classroom. Clothing items with slogans inappropriate to a Catholic school are not permitted. As well, tops and pants/shorts must be appropriate for a Catholic school setting. Spaghetti straps or tops that show the belly area are not proper school clothing. In the winter students go outside for recess. Students should wear winter coats, boots, gloves, and a toque or headband. **Indoor shoes and outdoor footwear are required all year** and students change their footwear at the entrance.

## DING DONG! SCHOOL'S IN!



Outside supervision begins.....8:10 a.m.  
Opening Bell.....8:25 a.m.  
Classes in session.....8:28-10:20 a.m.  
Recess.....10:20-10:35 a.m.  
Classes in Session.....10:35 a.m.-12:05 p.m.

Lunch.....12:05-12:25 p.m.  
Lunch Recess.....12:25-12:55 p.m.  
Classes in Session.....12:55 -3:00 p.m.  
Dismissal.....Monday-Friday- 3:00 p.m.

### **SCHOOL OFFICE HOURS:**

Monday-Friday 8:00 a.m. - 4:00 p.m.

### **RECESS**

We want our students to have the opportunity to play safely outside and come inside better prepared to learn on as many days as possible, always keeping safety in mind.

A reasonable outdoor recess practice would have the objective of maximizing outdoor playtime for children while avoiding the potential for frostbite. Increasing exposure to outdoor playtime should also maximize learning potential while minimizing behavioural issues. The objective would not be to avoid the children from feeling cold. In conjunction with Environment Canada Wind Chill Chart, we will determine if a shortened (20 min.) noon hour recess is needed. This will occur when the temperature with the wind chill is up to -25 degrees Celsius. Please ensure that your child is always dressed appropriately for the weather conditions.

Recess is supervised by staff. They always wear special orange vests, making it easy to identify them. Staff also have radios in order to stay in communication with the front office. If at any time the staff who are outdoors feel that it is necessary to bring the students inside (weather has gotten colder, wind conditions, etc) they will call into the office and the call will be made.

# 2021-2022 School Calendar

\*N.S. = No School, P.D.= Professional Development

August 31, 2021	1st Student Day
September 6, 2021	Labour Day (N.S)
September 24, 2021	P.D. Day (*N.S.)
Oct.8, 2021	P.D. Day (*N.S.)
Oct.11, 2021	Thanksgiving Day (*N.S.)
Oct. 22, 2021	P.D. (*N.S)
Nov. 10, 2021	Lieu of Student Led Conferences (*N.S.)
Nov. 11, 2021	Remembrance Day (*N.S)
Nov.12, 2021	(*N.S)
Nov. 26, 2021	P.D. (*N.S)
Dec. 10, 2021	P.D. Day (*N.S.)
Dec.22-31, 2021	Christmas Break (*N.S)
Jan.3-4, 2022	Christmas Break (*N.S.)
Jan. 5, 2022	Return from Break
Jan. 31, 2021	P.D. Day (*N.S)
Feb. 21-22, 2022	Family Day (*N.S.)
Feb 23	P.D. Day (*N.S)
Feb. 24-25, 2022	Teachers' Convention (*N.S.)
March 4, 2022	P.D. Day (*N.S)
March 25, 2022	Lieu of Student Led Conferences (*N.S.)
April 15-22, 2022	Easter Break (*N.S)
April 15, 2022	Good Friday(*N.S.)
April 18 -22, 2022	Easter Break (*N.S.)
May 6, 2022	P.D. Day (*N.S.)
May 20, 2022	P.D. Day (*N.S.)
May 23, 2022	Victoria Day (*N.S.)
June 3, 2022	P.D. Day (*N.S.)
June 28, 2022	Last Day of School
June 29, 2022	Teacher Admin. Day(*N.S.)



## **Red Deer Catholic Regional Schools are SAFE AND CARING SCHOOLS**

Our schools strive to be places where all students, staff and parents feel welcome. Our Division motto, "Inspired by Christ, Aspiring to Excellence" and our Principles of Practice, proudly proclaim that our schools are Christ-filled centers that ensure a climate conducive for learning and that we respect each student as a person, unique in God's creation.

Our Division has administrative procedures outlining the division's policy on student behaviour and staff discipline procedures. These are located in Administrative Procedures #310-314 and can be found on the division's website.

Each school has student behaviour expectations specific to the needs of that school to ensure a safe and caring environment. These expectations are listed on the school's website and are posted in classrooms. Expectations are shared with students at the beginning of each month throughout the year and are also shared with parents so we can work together to provide all students with the best possible educational experience while in our school.

## **STAFF PARKING LOT/DROPPING OFF STUDENTS — Drop and Go**

As we make every effort to increase student safety in our parking lot, we will be continuing the practice of drop and go. We ask that you utilize the drop and go lane ensuring that children exit alongside the sidewalk **(the driver must remain in the vehicle)**, to either pick up or drop off. If you need to enter into the school for any reason, we ask that you use the visitor parking located on the south end of the parking lot. The drop and go was created to ensure optimal safety of the students and to make certain they are always on a sidewalk. **Never permit your child to exit the car onto the road.** Please come and talk to someone in the school office if you would like further clarification on this. Thank you for your help in ensuring all children are safe in our parking lot.

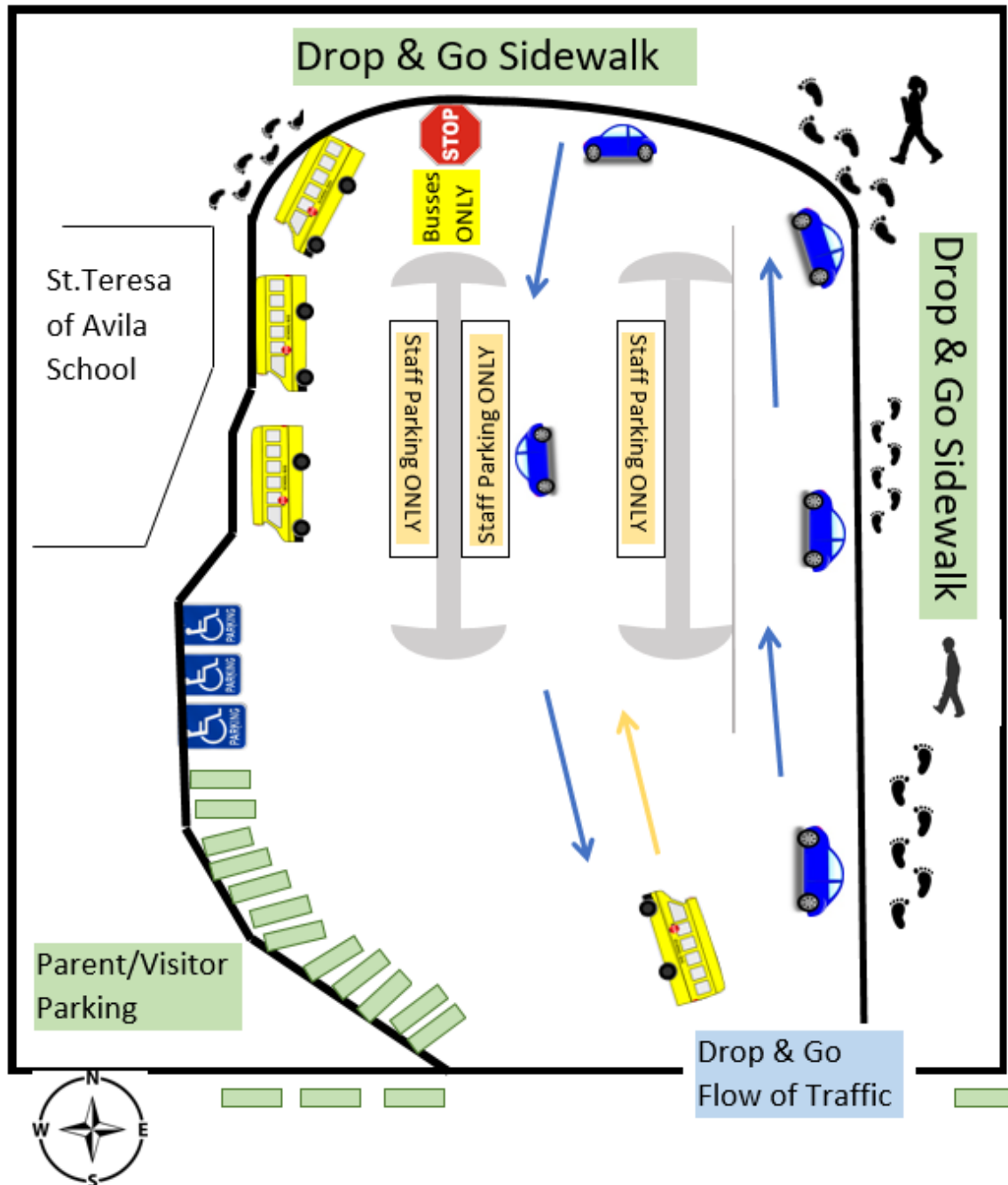
We thank parents who are conscious that the handicapped parking is required for the Action Bus and those with valid placards; please ensure that the spot is kept vacant.

We thank parents who are responding respectfully to our staff as we help to direct traffic during these high traffic times.

St. Teresa of Avila is an Idle Free School. When you are dropping off or picking up your children at school, please stop in a safe, legal space and turn off your engine. **Help to make your school an idle-free zone. We'll all breathe a little easier.**

**The safety of your children is our first concern and we thank you for working with us to create an environment that is safe and respectful.**

# Drop & Go Zone and Parent/Visitor Parking Map



## **BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES**

Students **must wear helmets** when riding any of the above. They may bring bicycles or scooters to school, provided they are locked all day in the bicycle racks. Students may blade, or skateboard to school (items must be kept in their lockers) but **they must get off and walk once they reach school property.**

## **EVACUATION/EMERGENCY PROCEDURES**

We will practice fire drills, lockdowns, and evacuations 6 times a year, to be sure that we can do each safely if we need to. Evacuation drills may be unannounced and every person must leave the building when the alarm sounds.

## **LIFE Framework**

Red Deer Catholic Regional School Division is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. They will keep their communities informed as these groups are established by placing notices in their newsletters/websites.

## **GENERAL INFORMATION YOU NEED TO KNOW!**

### **RELIGIOUS CLASSES AND CELEBRATIONS**

As a Catholic school, religious beliefs and practices are a large part of every day. This helps everyone to live and see the effects of Christ in our everyday life.

Our school is a member of Sacred Heart Parish. Children in grade 2 celebrate the Sacrament of First Reconciliation, and First Eucharist. In grade 4 they participate in and receive a Bible, and in grade 5 they receive the Rosary. We also have monthly school-wide celebrations. If you have missed or delayed receiving the Sacraments of Baptism, Reconciliation and First Eucharist and wish to celebrate these, please contact the vice-principal to learn of opportunities scheduled throughout the year.

### **SACRED HEART CHURCH MASS TIMES:**

- |                 |                                     |
|-----------------|-------------------------------------|
| Weekday Mass:   | 9:00 a.m.                           |
| Weekend Masses: |                                     |
| • Saturday      | 7:00 p.m.                           |
| • Sunday        | 9:00 a.m., 11:00 a.m. and 7:00 p.m. |



## **HOMEWORK**

Most students should complete their school work in class, however, any assignment not complete at school may be sent home for homework. The teachers promote 10-20 minutes of reading and basic math facts practice at home every day.



## **LEARNING COMMONS**

Our Learning Commons is open for book exchange and class visits during the day. We encourage children to exchange their books weekly and participate in available Makerspaces. Students can visit the library and use all resources as needed for school work or pleasure reading.

## **PHYSICAL EDUCATION**

All classes receive daily 30-minute physical activity. All students are required to have running shoes designed for GYM USE ONLY (non-scuffing soles). Grade 5 students have the opportunity to join our boys' or girls' basketball team.

## **LUNCH PROGRAM**

Students eat in their classroom from 12:05-12:25 p.m.. This is ample time for most children, however, we do provide additional time to those who require it. The School Council has a GREAT weekly hot lunch program. Menus and information are sent home with the students and online payment is available.



## **BREAKFAST PROGRAM**

Students who are fed a nutritious breakfast make significant improvements in learning, school attendance, behavior and self-esteem. The goal of St. Teresa of Avila's Breakfast Program is to ensure that all children start with a healthy breakfast so they are ready to learn and succeed at school. The Breakfast Program begins each school day morning at 8:15 a.m.



## **COMMUNICATION**

Each classroom will send home regular class newsletters either electronically or hard copies. St. Teresa of Avila School communicates all school activities through our webpage, email, Facebook, Twitter and SwiftReach SwiftK12. We encourage all families to sign up to receive emails as well as visit our webpage, like our page on Facebook and to Follow us on Twitter.

### **Stay Connected with your child's school:**

- To receive these updates through email, please send an email to: [stt-info@rdcrs.ca](mailto:stt-info@rdcrs.ca)
- Be sure to visit our webpage at [stteresaschool.ca](http://stteresaschool.ca)
- Like our page on Facebook: [www.facebook.com/StTAvila](https://www.facebook.com/StTAvila)
- Follow us on Twitter: [@StTAvila](https://twitter.com/StTAvila)



## **EDSBY - LIVE REPORTING**

We have moved to online reporting therefore, there will be no formal Report Card. Parents will be required to sign in to Powerschool and an invitation to Edsby will be issued. Passwords will be shared with new families at the beginning of the school year. Edsby will allow you to view your child's progress on a regular basis.

## **SUPPLIES AND VALUABLES**

We highly recommend that, for their protection, students leave all their valuable items at home. The school is not responsible for lost or damages to these items.

## **LOST AND FOUND**

Items of value that have been found are kept in the office. Clothing and other items are then sent to the "lost and found" container. They will be put on display just before school holidays and during Parent/Teacher Conferences. All unclaimed clothing will be donated to charity; in January and May. A final donation of unclaimed clothing will also be made on the last day of school. Please be sure to encourage your child to check lost and found on a regular basis. Parents are welcome to come and check Lost and Found for any missing items.



## **SERVICES FOR YOU**

### **COUNSELLING SERVICES**

A guidance counselor is available for students who are having learning, behaviour, or emotional difficulties. We encourage you to contact the office or the counselor directly.

### **FAMILY SCHOOL ENHANCEMENT COUNSELLOR**

The Family School Enhancement Counsellor provides support to the families of St. Teresa of Avila which promote healthy individual and family development. Supports vary, including: advocacy in accessing community services, referrals to community resources, in home supports for behavioural strategies and transitional supports (moving, grief, new school, etc.). If you are interested in hearing more about this program, please contact the school at 403 346-0505.

### **RED DEER CHILD CARE**

St. Teresa is a supervision site for Red Deer Child Care. This agency is a non-profit organization that has been serving families in Red Deer since 1970. Red Deer Child Care offers before and after school child care to students who attend St. Teresa of Avila. If you would like more information about this program, please call them directly at 403-347-7973.



## **SCHOOL ADVISORY COUNCIL**

Parents are an essential part of the learning team. We invite you to attend the School Council meetings every 3rd Monday of the month. This is an opportunity for parents to hear about upcoming events and programs, to have input in aspects of the school community and celebrate the work of students, parents and staff as we make St. Teresa of Avila. Please mark these dates on your calendar.

Meeting Dates:

Monday, September 20, 2021

Monday, October 18, 2021

Monday, November 15, 2021

Monday, January 17, 2022

Monday, February 14, 2022

Monday, March 21, 2022

Monday, April 11, 2022

Monday, May 16, 2022

Monday, June 20, 2022



## **STAY CONNECTED WITH ST. TERESA OF AVILA**

- Contact us at: 403-346-0505  
[stt-info@rdcrs.ca](mailto:stt-info@rdcrs.ca)
- Visit our webpage: [stteresaschool.ca](http://stteresaschool.ca)
- Like us on Facebook: [www.facebook.com/StTAvila](https://www.facebook.com/StTAvila)
- Follow us on Twitter: @StTAvila
- #themindfulschool

