



**Excellence in learning through faith, relationships
and engagement!**

School Handbook 2020-2021

St. Kateri Tekakwitha Academy
980 Westwinds Drive
Morinville, Alberta
T8R 1K7
www.skta.gsacrd.ab.ca

This agenda belongs to:

Name: _____ **Grade:** _____

GSACRD Mission Statement

*"Greater St. Albert Catholic Schools is
a welcoming learning community that
awakens the hearts and minds of
students while educating and
nurturing each to learn, live fully and
serve others."*

OUR NAMESAKE: ST. KATERI TEKAKWITHA

St. Kateri Tekakwitha was born in 1656 is the patron saint of ecology and the environment. She is the first Indigenous saint recognized by the Catholic Church. St. Kateri contracted smallpox as a child and often wore a blue blanket to hide her scars and shield her eyes from the sun. Unfortunately, her entire family died during the smallpox outbreak and she was raised by her uncle who was chief of the Turtle Clan. She was a patient, skilled worker, weaving mats, baskets and boxes from reeds and grasses. She refused to marry, turning to Catholicism when she was 19. The white pine tree is a symbol for peace and St. Kateri was very devout, often fashioning crosses from branches, reminding people to pray. Lilies are a symbol of purity and were found throughout the Mohawk Valley where she was born. St. Kateri is often known as "Lily of the Mohawks" for her purity. St. Kateri passed away on April 17, 1680 and was canonized by Pope Benedict XVI on October 21, 2012.

WELCOME

Welcome to St. Kateri Tekakwitha School! We are so excited to welcome you to our **FIRST school year** and we hope to celebrate and mark this milestone in many ways! This School Handbook will outline our School Code of Conduct - the educational, moral and ethical expectations of our students as well as our policies and procedures that help us provide a safe and caring learning environment. Welcome to our inaugural 2020-2021 school year!

St. Kateri is a Christ-centered professional learning community that nurtures the gifts and celebrates the strengths and uniqueness of each child. Our dedicated staff members create an engaging learning environment and work together with you, the parents and St. Jean-Baptiste Parish, to prepare our students of today to meet the challenges of tomorrow.

At the heart of our school is a love for the Lord and a desire to grow in our Catholic faith. Students are encouraged to develop their strengths and serve one another. Our faith goal for this year will be supportive of the GSACRD theme: **Arise: Get Up, Get Going, Go with God.** We will build on this theme to guide our social justice work in making a difference in the lives of others.

SKTA maintains a positive, yet disciplined, atmosphere that fosters respect for God, self and others. We look forward to working with our parents, students and staff in developing our SKT mission, vision and mascot in the upcoming weeks and months!

We are so excited to welcome everyone to our new school and look forward to an outstanding year in our beautiful, dynamic learning environment.

Sincerely,

Cheryl LaBuick and Lisa Giacobbo

SCHOOL OPERATIONS

St. Kateri Tekakwitha School Day

2020-21

First Bell Music Bell	8:20 8:25	Minutes
Morning Prayer	8:32 - 8:35	3 min.
First Period	8:35 - 9:15	40 min.
Second Period	9:15 - 9:55	40 min.
Third Period	9:55 - 10:35	40min.
RECESS	10:35- 10:55	20 min.
Fourth Period	10:55 - 11:35	40 min.
Fifth Period	11:35- 12:15	35 min.
LUNCH RECESS	12:15- 12:45	30 min.
Lunch Eating	12:45 - 1:10	25min.
Sixth Period	1:10- 1:50	40 min.
Seventh Period	1:50 - 2:30	40 min.
Eighth Period	2:30- 3:10	40 min.

Kindergarten School Times:

Morning Classes: 8:25 a.m. - 11:20 a.m.

PreKinder School Times

Morning Classes 8:25 – 11:25 am

MORNING SUPERVISION

Please note that there is no official supervision of students before 8:15 a.m. We ask students who do not take the bus to arrive no earlier than this time. Students may enter the building at first bell at their assigned doors, which are opened by staff who will greet and supervise them. For the safety and protection of our students, we require **ALL VISITORS** to report to the office.

PARENT TRANSPORTATION OF STUDENTS

If you are picking your child up after school, **please do not park in the bus lane in front of our school**; this area is reserved for bus loading. You can park along the road or in available designated spots in our parking lot. If visiting the school, please leave the **handicapped zones** found in the parking lot free for those who need them.

ABSENTEE /LATE REPORTING

If your child will be **late or absent**, we request that you call School Messenger at 1-844-818-9908 **or communicate through our absentee website at go.schoolmessenger.ca** and leave a message which includes your child's name, teacher and duration of absence. Absences can also be reported through our district app. The system will follow up with a phone call for any child that is absent without notification. It is important that you keep the office informed of any changes to address, phone numbers and emergency contacts.

Students who arrive late are asked to check in at the office upon arrival for a late slip prior to proceeding to their classroom. If you are taking your child out of school for any reason during the school day, we require that you sign them out at the front office. This ensures we know the whereabouts of all students at all times or in the event of an emergency. Office hours are from 8:00 a.m. – 4:00 p.m.

STAFF MEETING/PROFESSIONAL DEVELOPMENT DAYS

Division-wide PD days are held one day per month, with the exception of October and February. As all staff will be engaged in training and business meetings, there will be **NO CLASSES** for students on the following days due to PD:

Sept. 25, Oct. 13, Nov. 2 (ATA Institute Day), Jan. 29, Feb. 4 & Feb. 5 (Teacher's Convention), Mar. 12, April 23, May 21 & June 7

Early Dismissal: Nov. 6, Dec 11, Feb 12 (*students dismiss at 12:00pm.*)

COMMUNICATION

As parents are our partners in education, it is important that there be open and honest communication between home and school. If you wish to express concerns about your child's learning or need clarification of classroom expectations, your first contact should be your child's teacher. Through open communication, concerns can be understood and addressed. For further assistance, please contact our office.

PARENT-STUDENT TEACHER INTERVIEWS

Interviews are held in October and February. Scheduled interviews are intended to provide additional information, which support the assessment information on the report card. We encourage you **not** to wait for the report cards should you have any questions or concerns. Together we will help students achieve to their potential.

ST. KAT NEWSFLASH!

Stay tuned for our weekly Newsflashes! We email the weekly **Newsflash** to keep you up to date on future events, along with a review of special happenings in the past week. We invite you to provide us with an email address that you access often to ensure you receive our communications. Please visit our website at www.skta.gsacrd.ab.ca and follow us on Twitter and Facebook !

CONTACTING STAFF MEMBERS

Each teacher has a **website page/Google Classroom** for parents to find information. Website pages can be found on St. Kateri's website under "sites" at the bottom of the page. Staff email addresses are also available on the website.

STUDENT AGENDAS

Students in Grades 1-5 will be issued a Daily Agenda for daily parent and teacher communication which includes the School Handbook that provides the year's calendar and student expectations.

****Information pertaining to the whole family will be sent with the youngest child attending our school.****

PARENTAL INVOLVEMENT

SCHOOL COUNCIL

School council is an excellent way to become involved in the life of SKTA. We hope that you will take this opportunity to stay informed, provide input and get to know other parents. All parents of children who attend St. Kateri Tekakwitha Academy are members of the School Council. Our first meeting will be held in September. **Stay tuned for more information about meetings/events/initiatives by this dynamic group!**

VOLUNTEERS are an extremely valuable resource to our school. Requests for volunteers will be made through email or the school newsletter. Volunteers are required to complete a Child Welfare and Criminal Record check prior to volunteering. Please contact our office for a request letter to avoid associated fees.

VISITORS

For the safety of students, to adhere to our emergency protocols and to better assist you, we require **all visitors to report to the office to sign in** and to also wear a badge, which identifies them as a safe visitor to our students.

BEFORE AND AFTER SCHOOL CARE

McCauley Community After School Care Association is available at our school. They provide before and after school care for grades 1 - 5, as well as, Kindercare. They can be contacted by phone 780-424- 9367 by email mccauleydaycare@icloud.com.

LUNCH POLICY

LUNCH ROUTINE

The lunch break begins when the bell rings at 12:15 with Lunch Recess. Students will head outside for recess and return to eat their lunch at 12:45. During this time, two students from Grades 5 will supervise students in each of the Grades 1 - 4 classrooms. There are also adult hallway supervisors while students are eating.

Student safety is always our top priority. Students are required to stay on school property at all times and require parental **supervision** to go home or leave the school premises. Teachers join the adult supervision team to provide indoor and outdoor support. All students are required to go outside unless there is inclement weather. In the event of extremely cold weather, the outdoor portion of recess is cancelled and students will remain supervised in their classrooms doing quiet activities. As per GSACRD Administrative Procedure 133 [AP 133](#) **An indoor recess will occur when the temperature is -20 C. including wind-chill. Students should dress appropriately for cold or rainy weather.**

FAITH AND COMMUNITY DEVELOPMENT

MONDAY MORNING ASSEMBLIES

In order to foster a sense of community at St. Kateri Academy, we feel it is important for the whole school to meet often as a group. We have set aside time on the first day of each week to assemble as a community in the gym. It is during this time that we pray as a school community, sing our national anthem, share good news and reinforce school-wide initiatives and behavioral expectations. This is a great opportunity to meet the students regularly and celebrate our accomplishments as a community. Parents and guests are welcome to share in this special time which begins at 8:40 am and lasts approximately 30 minutes.

DAILY ANNOUNCEMENTS/PRAYER

Daily announcements and the start of our morning prayer takes place via Google Hangout Tuesdays- Fridays. Administration, students and special guests share information on video and prayer continues in the classroom. We ask that guests in our school respect this special time and help to emphasize to our students that prayer is a sacred and valued part of who we are called to be.

SOCIAL JUSTICE ACTIVITIES

As Christians our mission is to serve others. With this in mind, we promote social justice learning and projects to support Development & Peace, Catholic Social Services, Holy Childhood Association, as well as other local and global initiatives. Our students are also encouraged to provide service and leadership within our school community.

SACRAMENTAL PREPARATION

Sacramental preparation is offered through St. Jean Baptiste Parish. There are generally three sessions for each sacrament and the parish provides several options for evening sessions. Please visit the St. Jean Baptiste website (<https://www.sjbp.ca>), or your family parish, for information regarding dates and times.

EXTRA-CURRICULAR PROGRAMS AND ACTIVITIES

SPORTS ACADEMY – We are home to Morinville’s first **GSACRD Sports Academy**! Students in grades 4-5 can register to participate in our Hockey Academy or Cheer/Dance Academy twice a week. There is a fee for this program to cover transportation and costs associated with the various activities – visit our office for more info!

DYNAMIC OPTIONS – Students in grades 4-5 who are NOT part of the Sports Academy choose three (3) options a year, one for each term. Options may include drama, art, dance and coding to name a few. We are thrilled to be able to offer such diverse programming to meet the interests of our students!

CULTURAL PERFORMANCES

In order to complement the Fine Arts component of the curriculum, artists are brought in periodically to perform for our students and introduce them to a variety of artistic genres. These may include the arts of drama, dance, music and opera. The cultural fee that is charged as part of the school registration offsets the cost of these performances.

EXTRA CURRICULAR ACTIVITIES

We are very blessed to have a number of staff members who share their time, talents and treasures with us. Throughout the year, students will be invited to participate in various activities to utilize their God given talents. These may include Running Club, Intramurals, Coding Club, Choir, and our SKT Environment Team to name a few. We encourage students to get involved in our school community!

FIELD TRIPS are an integral part of the educational programs at SKTA. They provide children with unique experiences to enhance the curriculum being taught. Prior to each field trip, parents will be notified of the educational and safety assessments, and asked to provide informed consent for each field trip. Transportation to and from the site is usually by bus. Bussing and entry fees have been included in the fee. **Please note:** For each field trip, parents will receive an information letter. Informed consent requires that parents return the **School Copy of the parent/guardian letter with their signature of consent**. Fees for the field trips and transportation, if necessary, will be requested from parents prior to the trip through cash on line.

<https://gsacrd.schoolcashionline.com>

Please note that any child who participates in a field trip where bussing is provided is expected to travel by bus. Should a parent choose to transport his/her own child, you must fill out the declining school transportation form, which is available at the office or by contacting the teacher in charge. In this circumstance, students cannot be transported by anyone else other than the parent or guardian. Please note that the Board of Trustees or the Superintendent reserves the right to cancel any field trip up to the departure date in the event that there are severe issues or concerns with student and staff travel. Furthermore, the School Principal may refuse the right of a student participating in a field trip.

****If your child does not return a signed field trip form he/she will be required to remain at the school for the duration of the trip****

St. Kateri Tekakwitha Academy Code of Conduct

St. Kateri Tekakwitha Academy affirms the joint responsibility of home and school in guiding students to behave in acceptable, positive ways. Students are expected to demonstrate responsibility in meeting both individual and group expectations. In dealing with unexpected behavior, an attempt is always made to relate the incident using logical consequences and restorative justice practices maintaining the dignity of the person. The school will attempt to assist those students who have difficulty with punctuality, attendance, completion of assignments, or inappropriate behavior. Parents/guardians will be advised of difficulties if the need arises and a plan developed.

Within our school, we are building a more inclusive community where respect for one another, our community and diversity are celebrated. We work on this throughout the year developing relationships, student leadership, & social justice projects and the promotion of a schoolwide Positive Behavior System.

We will develop our own schoolwide Positive Behaviour System this year with input from our students/staff and parents to foster positive relationships in our school community.

Sustaining a Safe and Caring Learning Environment

Definitions:

1. **Harassment** refers to derogatory (e.g., excessively critical, insulting, belittling) or vexatious (e.g., aggressive, angry, antagonistic) conduct or comments that are known or ought reasonably to be known to be offensive or unwelcome. Harassment includes, but is not limited to, the following:
 - a) any objectionable comment, act, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act of intimidation or threat;
 - b) conduct or comments involving any of the prohibited grounds of harassment and discrimination as defined in the *Alberta Human Rights Act*.Any form of harassment may be caused by a single incident or a series of events.
2. **Sexual Harassment** includes comments, gestures or physical conduct of a sexual nature where an individual knows or ought reasonably to know that the behaviour is unwelcome and personally offensive. Sexual harassment includes, but is not limited to:
 - a) inappropriate or derogatory comments, humour, insults or behaviour based on gender and/or gender expression, gender identity;
 - b) inappropriate, lewd, or sexually offensive written, graphic or behavioural displays on school board property;
 - c) inappropriate, lewd, or sexually offensive slogans or graphics displayed on clothing worn on school board property or during school-related activities;

- d) inappropriate conversation, physical touching, or leering that could be construed to be a sexual advance;
 - e) inappropriate conversation regarding an individual's sexual behaviour;
 - f) unsolicited and/or unwanted requests to engage in sexual activity;
 - g) reprisal or threat of reprisal against an individual for rejecting a sexual solicitation or advance.
3. **Bullying** refers to repeated and hostile or demeaning behaviour by an individual where the behaviour is intended to cause harm, fear or distress to another individual in the school community, including psychological harm or harm to the individual's reputation. Bullying often occurs in circumstances where one party endeavors to maintain power and control over another based upon systemic inequalities within a social setting.

Harassment and Bullying Codes of Conduct

The school does not support Harassment and Bullying in any of its schools and / or sites or at all. To this end, the Greater St. Albert Catholic School Division has implemented (and revised) the following Administrative Procedures which will serve as the basis for addressing matters pertaining to Harassment and Bullying:

- a) Student Discipline Framework, Administrative Procedure 350
- b) Harassment Administrative Procedure 460 (Employees)
- c) Harassment Administrative Procedure 358 (Division Students)
- d) Safe and Caring Learning Environments Administrative Procedure 359
- e) Code of Conduct Review to Address Bullying Behaviour Administrative Procedure 360
- f) Accommodating and Respecting Gender Identity and Expression Administrative Procedure 361
- g) Revised Use of Technology Administrative Procedure 140
- h) Revised Social Media Administrative Procedure 149

Expectations

- 1. No action toward another student, regardless of the intent of that action, will or is intended to cause harm, fear, or distress to that student.
- 2. No action toward another student within the school community will or intend to diminish the student's reputation within the school community.
- 3. Any action that contributes to a perception of Bullying, whether it occurs during school time, or after school hours, or whether by electronic or other means, will be addressed by the school if it is determined that the actions impact the well-being of the alleged victim within the school community.
- 4. Any action that humiliates or contributes to diminishing the reputation of a student because of race, religious beliefs, colour, gender identification, gender expression, physical disability, mental disability, ancestry, age, place of origin, marital status of parents, source of income of parents, family circumstances, or gender expression, or gender identity of a student.
- 5. No report by a student that he / or she is being "harassed" or "bullied" will be ignored by a school official. The official will report the incident to the school principal who shall investigate the matter and act in accordance with Harassment Administrative Procedure 358 (Students) as required.

6. In establishing consequences for bullying, teachers and principals will use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
7. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions will be applied dedicated to stopping the behaviour in the future, and supporting the victimized student. Those disciplined for their involvement in bullying will be communicated what to “stop” doing, and “start” doing in order to further a safe and caring culture within the school.
8. Incidences of Bullying that adversely impact the safety of individuals or are an affront to the common good of the school community may be addressed through application of applicable administrative procedures and practices, including Harassment Administrative Procedures 358 (Division Students) and 460 (Employees).
9. Students will not be discriminated against according to the application that the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms has to the School Board as a Catholic Separate School Division.
10. All actions by students that impact the safety and well-being of students or staff will be addressed through the Student Discipline Framework AP 350 and the Harassment AP 358 (Division Students) as appropriate.
11. The expectation for students in all their school-related interactions that pertain to the School Division is that they:
 - a) conduct themselves in a manner which upholds the dignity and worth of all members of the school community;
 - b) be aware of and adhere to their school’s code of conduct; and
 - c) be aware that these expectations form the school’s and division’s standards for creating a safe and caring school.
12. No report by a student that s/he is being “bullied” is to be ignored by a school official, who will report the matter to the school principal as required by Harassment AP 358 (Division Students).
13. In establishing consequences for Bullying, teachers and principals may use corrective interventions that consider the context of the circumstance, the behavioural history of the students involved, and the age / stage of development of the student.
14. If in the opinion of the teacher or principal an act of Bullying has occurred, interventions may be applied dedicated to stopping the behaviour in the future, and to providing reasonable supports to the victimized student.
15. Appropriate interventions and supports will be provided to the student who has engaged in wrongdoing to ensure that the student establishes productive, positive behaviors in the future.

This code will be reviewed for its effectiveness in meeting District expectations annually. Please note that Section 16.2 of the School Act, specifies the following reminder for parents:

A parent of a student has the responsibility:

Please note that Section 32 of the *Education Act*, specifies the following reminder for parents:

A **parent** has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g) engage in the child's school community.

St. Kateri Tekakwitha Academy values your participation within our school community to support the safety, well-being, and success of all our students.

SAFE AND CARING SCHOOLS

LIFE-THREATENING ALLERGIES

With the passing of Bill 201 – Protection of Students with Life Threatening Allergies Act, **all students with a serious or life -threatening medical condition must have a form on file in the school office** indicating the condition and procedure in case of emergency. To provide a safe and caring school for our students who have allergies, we require the cooperation of our families. We have students with severe life -threatening food allergies (anaphylaxis) to peanuts and all nut products. Please **DO NOT send any items containing peanut butter or nut products in your child's lunch or for classroom treats.** Children with allergies requiring an epi-pen **MUST** carry it with them at all times. It is the parents' responsibility to inform school of allergies and ensure that their child's epi-pen has **not expired**.

STUDENT ILLNESS

We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will contact the parent/guardian and request someone pick him/her up. We require an emergency contact number in case no one is available at home.

MEDICATION

Some students require prescribed medical treatment during the school day to maintain their physical and mental well-being. Parents may request school office personnel to provide assistance in administering medication by completing an "**Authorization for the Administration of Medication**" form available at the office. **Authorization must be renewed each September.** Please contact the office for further information if your child requires medication at school.

STUDENT LANYARDS

A lanyard is a cord or strap that is used to hold identification, information, keys, or personal possessions. Lanyards that are designed to be worn around the neck are deemed to be potentially **dangerous to the safety of students**. Monitoring for the effectiveness of lanyards worn around student's necks cannot be appropriately controlled in the school environment. For this reason, use of a lanyard of any kind that involves placing a cord or strap around the neck area of a student is prohibited. Students are expected to use other approaches to manage their personal possessions while at school.

COUNSELLING SUPPORT

St. Kateri delivers a counselling program designed to meet the diverse learning needs of all students. A Counselling Program Plan is for all students and focuses on three areas of guidance and counselling: educational, personal/social and career. The Counselling Program Plan is specifically designed to meet the student's needs that have been identified. The focus is on both developmental, preventative and restorative activities. Within this plan, the counselling team will respond to crisis situations and provide timely interventions for all students.

STUDENT DIVERSITY GROUPS

Greater St. Albert Catholic Schools is committed to using its **LIFE** (Lived Inclusion for Everyone) **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, justice, and respectful relationships and language. This Framework is a component of the District's Safe and Caring Learning Environment Administrative Procedure, and is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework / Diversity Groups. The school will keep you informed as these groups are established by placing notices within our ongoing news notifications.

EMERGENCY PROCEDURES

In order to provide an effective response to any school crisis, the District relies upon its Emergency Response Plan. The Plan works in conjunction with other local emergency plans, since a school emergency could require the involvement of numerous agencies. The plans created for individual schools, along with the District Plan, are reviewed annually and after an emergency occurs. There is an on-site emergency response team at each school, along with a District-based Emergency Response Team that provides support and aid to schools at time of an emergency. All staff members are regularly trained on emergency protocols and drills are practiced at each school. Please visit <https://www.gsacrd.ab.ca/about-us/emergency-preparedness-information> for a complete explanation of our district emergency procedures.

Throughout the year, schools conduct training drills to help better prepare students and staff for possible emergency situations. These exercises prepare students and staff to act quickly and help to minimize a child's fear during a real emergency. When a school is confronted with an emergency, staff will assess the situation and then decide on a course of action.

Specific Emergency protocols to be followed:

1. EVACUATION

- In response to threat/danger within the school (e.g. fire, flooding):
 - Fire alarm sounds - An Evacuation requires all students and staff to leave the school and go to an alternate location. This may mean only going outside and away from the building until it is safe to re-enter the school.

2. LOCK DOWN

- In response to immediate threat/danger within the school (e.g. Intruder):
 - During a Lock-Down all doors within the school are locked. No one is permitted in or out of any area once it has been locked.

3. HOLD AND SECURE

- In response to non-immediate security threats/dangerous activity OUTSIDE of school (e.g. dangerous animal in area):
 - Activities/classes continue after being secured in designated classes

4. SHELTER IN PLACE

- In response to immediate environmental threats (e.g. storms or chemical spills).
 - Students and staff retreat to safe zones to seek shelter. This includes having students or staff who are outdoors come back into the school.

******All staff and students and visitors are required to participate in these drills******

EMERGENCY CLOSURES

Schools are always **OPEN**. The Superintendent has the authority to close the schools in the event of mechanical failure in the school, unsafe road conditions, blizzards, or threat of major disaster. St. Kateri does not close because of cold weather however, parents should use discretion when sending young children to school under adverse conditions. Please inform your child that in severe weather they are to wait no longer than ten minutes for their bus. If the bus has not arrived they are to return home.

You will be contacted via the automated notification system to announce bus cancellations and other delays. In each instance, these announcements will be made the preceding evening or before 6:30 a.m. on the same day that bus services are to be suspended. Information will also always be posted on our division website. Local radio and television stations will be contacted for announcements regarding the cancellation of bussing operations and school closures.

Announcements of any cancellations will be broadcast on the following radio stations:

- AM Radio Channels: 630, 740, 790, 880, 1260
- FM Radio Channels: 91.7, 92.5, 96.3, 97.3 100.3, 103.9, 104.9
- Television Stations: Global, CITY TV, CTV

DRESS REGULATIONS

St. Kateri Tekakwitha Academy fosters a culture that emphasizes faith values, academic excellence, social and athletic success. Research on the psychology of clothes indicates that if people are dressed for work, the mind is ready to engage in work. To help create optimal learning we encourage students to dress for work and have established and communicate the following expectations to prepare for optimal learning:

- **Indoor Footwear** (non-marking) must be worn at all times.
- Clothes - clean and in good repair, free of holes, tears, slashes and graffiti.
- Outdoor clothing/ jackets are **not be worn in the classroom** unless directed by teacher (i.e. Phys. Ed.).
- Slogans on all clothing are positive and appropriate for the Catholic school setting
- Midribs, shoulders (about 3 finger width min.) and backs covered at all times.
- Skirts and shorts should fall halfway between the knee and the inseam.
- Headwear (hoods, bandanas, caps) not permitted, except on the designated theme days

Exceptions to the dress code for special events will be announced as needed. Students dressed inappropriately will be required to change to conform to dress code and return to class. Parents will be notified if dress is repeatedly inappropriate

TECHNOLOGY /ELECTRONIC DEVICES

Our goal is to enhance student engagement by using innovative approaches to learning and technology. Smart boards are utilized in every classroom. At SKTA we will utilize our mobile labs (Chromebooks & iPads) as tools for learning as directed by teachers as well as student owned devices. Devices are to be used during the school day for learning only. The school is not liable for student owned devices that are lost, stolen, damaged or broken. Students bringing Student Owned Devices will be provided a lock to secure it in their locker and take personal responsibility for it.

BYORD (BRING YOUR OWN ROBUST DEVICE)

At St. Kateri we are seeing first hand the power of technology to enhance learning for students. The use of technology is allowing students to engage in learning tasks that promote greater understanding and that were previously inconceivable. Today, devices can be personalized for each individual adding special support to individual learning needs. With this in mind we are developing plans across our school division to encourage students to BYORD. Our education on Digital Citizenship will also continue to be at the forefront as we work to educate our students on responsible and acceptable use.

Technology will be promoted in all grades, however **BYORD is strongly promoted and encouraged in our school in Grades 4-5.** We utilize Google Classroom and student gmail accounts. Staff will be posting study guides, reading tasks and assignments on their classroom Google accounts as well as through their email. This works well for students to have access to their material at home and to assist students to catch up on items they have missed while they are away.

How to choose the best device for your child? Choosing the right device begins first and foremost with the question “What tool will best support my child in achieving the learning outcomes that are presented in class?” This means that what might be best for one student might not be best for another. When choosing a device we encourage you to consider one that features the following for best learning results:

- Wireless networking capability (the district provides filtered wireless access in all buildings for students)
- A microphone
- An external keyboard for entering text
- An audio output for earbuds or headphones
- A minimum of 6 hours of use from one battery charge
- A full-functioning, recent Chrome web-browser that will allow access to Google Apps for Education tools and documents.
- A sturdy carrying case that will protect the device
- An integrated camera that takes both still photos and video

BUSSING

The school division will transport students outside of the walk boundary to and from school. Bus applications are available online on our district website: <https://www.gsacrd.ab.ca/> under Transportation. There is a transportation fee for students in Grade K – 5. Lost bus passes may be replaced for \$10. There is a processing period of up to 4 days to receive the pass. Bus safety is a concern to all of us. We ask your support in helping us to reinforce safe and proper bus behavior:

- Students must conduct themselves in a manner that will be helpful to the driver in observing traffic safety. Shouting, whistling, yelling, loud singing, and boisterous conduct that may distract the driver will not be tolerated.
 - Students must remain seated on the bus at all times when the bus is moving.
 - Students must line up a reasonable distance (three meters) from the designated bus stop.
 - Students must respect the property of homeowners by walking and standing on the sidewalk and not on people's lawns or driveways.
- ***Students may only ride the bus assigned to them and use their pass each day to scan on and off the bus. Parents may access a temporary bus pass from Division office for special circumstances*****

Items that can be transported on the bus are limited in size to 13x13x23 inches. The following items **cannot** be transported on the bus:

1. Sports equipment such as skateboards, hockey sticks, baseball bats or any other objects that cannot fit into a gym bag.
2. Pets
3. Firearms, lighters or knives.
4. Snow skis or snowboards. Ski programs are considered an extracurricular activity and therefore skis must be transported to and from school by the parent.
5. Musical instruments may not be transported on the bus unless they are smaller than a trumpet, and must be kept on the student's lap.

Division Transportation Policy

- respect for the authority of the bus driver is crucial in maintaining a safe bus ride
- a student may be suspended from the bus for a specified amount of time should his/her behavior warrants it
- misbehavior will be reported by the driver to the administration of the school
- parents will be contacted by the administration to be made aware of the infraction
- a plan of action will be developed to encourage proper bus behavior
- continued infractions may lead to the suspension of bus privileges.

Division Office Transportation Department - 780-459-7711 ext. 139

OFFICE STAFF CONTACT

Learning Support Team

Cheryl LaBuick	Principal	clabuick@gsacrd.ab.ca
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Mary Richard	Counsellor	mrichard@gsacrd.ab.ca

Office

Monique Blinston	Secretary	mblinston@gsacrd.ab.ca
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For complete staff contact information and links to class webpages, please see our school website www.skta.gsacrd.ab.ca

