



Student and
Parent

Handbook

2023-2024

Available to view on our website at:

www.sts.hfcrd.ab.ca

A link will also be sent out via e-mail if you have provided one to the school.

4301-51 Avenue
Box 840
Valleyview, AB
T0H 3N0

Telephone: 780-524-3562

Fax: 780-524-3278

***Please sign & RETURN THIS to verify you have viewed the STS
Parent/Student Handbook that is on our website.***

Print / Signature: _____

Date: _____

HOLY FAMILY CATHOLIC REGIONAL DIVISION

- St Stephen's School -

2023-2024 SCHOOL YEAR

August 2023					September 2023					October 2023					November 2023					December 2023					January 2024					February 2024					March 2024					April 2024					May 2024					June 2024																			
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27	28	29	30	31																																																																	
OD 3					ID 0					OD 20					ID 18					OD 21					ID 20					OD 15					ID 15					OD 16					ID 14					OD 19					ID 19					OD 21					ID 21				
<p>August 29, 2023 Staff meeting /Prof. Dev. Day August 30, 2023 Staff meeting /Prof. Dev. Day August 31, 2023 Division Gathering/ Mass September 1, 2023 Teacher Prep Day September 4, 2023 Labor Day September 5, 2023 First Day for Students September 22, 2023 Staff Meeting/Prof. Dev. Day September 30, 2023 National Day for Truth and Reconciliation October 6, 2023 ATA PD Day October 9, 2023 Thanksgiving Day November 10, 2023 Teacher Prep Day November 13, 2023 Remembrance Day (Nov 11 in lieu) Dec 22-Jan 7, 2024 Christmas Break January 31, 2024 Staff meeting /Wellness Day February 1, 2024 2nd Semester Begins February 16, 2024 Non-Operational Day February 19, 2024 Family Day March 7-8, 2024 Teachers' Convention Mar 25- April 1 Easter Break April 12, 2024 Teacher Prep Day April 19, 2024 Faith Day May 17, 2024 Non-Operational Day May 20, 2024 Victoria Day June 7, 2024 Staff Meeting/PD Day June 26, 2024 Last Day for Students June 27, 2024 Teacher Prep Day/Last Day for Staff</p>																																																																					

TOTAL ID/OD				
Semester 1	Semester 2	Total		
Instructional	90	90	180	
Operational	98	96	194	

Monthly Total ID / OD					
Month	OD	ID	Month	OD	ID
August	3	0	February	19	19
September	20	18	March	16	14
October	21	20	April	21	19
November	21	20	May	21	21
December	15	15	June	19	17
January	18	17			
Semester 1	98	90	TOTAL	96	90



INTRODUCTION

Welcome to St. Stephen's Catholic School! We are very pleased that you are a part of St. Stephen's family environment. Our handbook will provide you with information regarding our school. If you have further questions about the school, please feel free to call the office at 524-3562, or drop by for a visit.

MISSION

“Creating an atmosphere of respect and a tradition of excellence in a Christ centered environment”

SCHOOL PHILOSOPHY

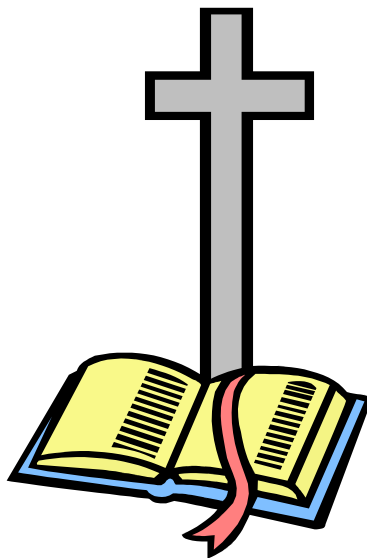
We believe the aim of Catholic Education is to provide the opportunity for students to develop spiritually, morally, socially, intellectually and physically in a manner that is modeled on the life of Jesus Christ.

We believe parents are the prime educators of their children. They have the responsibility to work with the school and the parish in providing Catholic education for their children.

We believe the school has the formal responsibility to ensure that our Catholic beliefs and traditions permeate all aspects of the school experience.

We believe the child is the center of the education that is provided. The Catholic school community must provide students the opportunity to reach their full potential as learners.

Understanding our mission and philosophy, you will see the need for the following identification of roles, practices and expectations.



STAFF NAMES

Mrs. Jodie Chisholm
Ms. Beverly Dietzen
Mrs. Sandy Campbell
Mrs. Amanda MacDonald
Mrs. Dale Bonertz
Ms. Sherry Senyk
Ms. Kareen Havell
Mrs. Reta Marshall
Mrs. Shirene Napier
Mrs. Christine Campbell
Mr. Leonard Mac Lellan
Ms. Emily Reynolds
Mr. Walter MacDonald
Mrs. Kathryn Gauthier
Mrs. Josie McKay
Mr. Andre Gignac
Mr. Zachary Smith

Principal
Assistant Principal / Student Services Coordinator
Assistant Principal / Elementary / Religion Coordinator
Kindergarten
Gr. 1
Gr. 2S
Gr. 2H
Gr. 3
Gr. 4N
Gr. 4C
Gr. 5
Gr. 6
Gr. 6 / Junior High
Junior High
Junior High
Junior High
Support Teacher

SUPPORT STAFF

Mrs. Yvonne Flaherty
Ms. Keely Flaherty
Mrs. Jennifer Bourlon
Ms. Desirai Groff
Ms. Debbie Ilg
Mrs. Claudette Herrmann
Mrs. Janie Goodswimmer
Ms. Leah Lowe
Mrs. Janet Hackett
Mrs. Christalee Brotnov
Mrs. Kori-Ann Barclay
Ms. Crystal Chalifoux
Ms. Natalie Krahn
Mrs. Jeanette Bradley
Mrs. Teresa Campbell
Mr. James Dunn
Mrs. Della Jones
Ms. Kennidi Soto
Mr. Cecilio Mangio
Ms. Charlen Mangio

Office Manager
Office Assistant
Librarian / Speech
Educational Assistant
Educational Assistant
Educational Assistant / Speech
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Kitchen / Nutrition Program
Indigenous Worker
Counselor
Wellness Worker
Wellness Worker
Head Custodian
Custodian Assistant

Parish/Community Support

Father Michael

St. Rita's Parish

CENTRAL OFFICE

Mrs. Betty Turpin
Ms. Lauri Goudreault
Mrs. Cora Ostermeir

Superintendent: E-mail Address: betty.turpin@hferd.ab.ca
Assistant Superintendent of Inclusion & Student Support / Indigenous Liaison
Assistant Superintendent of Human Resources & Learning / Faith Permeation Coordinator

Holy Family CRD #37
Web Site

Board Office – 1-800-285-8712 624-1154 {fax}
www.hferd.ab.ca

ST. STEPHEN'S SCHOOL DAY

8:45 a.m. Classes Begin

RECESS & LUNCH TIMES

Grade	First Recess	Lunch (Eating)	Lunch (Recess)	Last Recess (K-3)
K to Gr. 5	10:05 a.m. to 10:17 a.m.	12:17 p.m. to 12:30 p.m.	12:30 p.m. to 1:00 p.m.	2:00 p.m. to 2:14 p.m.
Gr. 6 & Junior High		12:29 p.m. to 12:40 p.m.	12:40 p.m. to 1:10 p.m.	

COURSE CONTENT

St. Stephen's follows the Alberta Education Program of Studies for all subjects.

English Language Arts

Grade 6, 7, 8 & 9 Optional Courses

Math

Science

Social Studies

Fine Arts {Art, Drama & Music}

Health & Life Skills

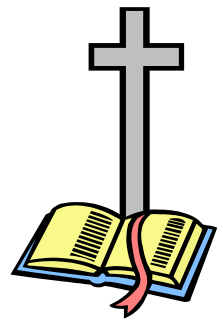
Physical Education

Religion - St. Stephen's is a Catholic School, therefore all students will participate in Religious activities.

First Reconciliation – Gr. 2

First Communion – Gr. 3

Confirmation – takes place every 2nd year



Report Periods & Parent Teacher Interviews and/or Student Led Conferences

1. Parent Teacher Interviews – October 12, 2023
2. First Report Card – November 24, 2023
Parent Teacher Interviews – November 30, 2023
3. Second Report Card – March 14, 2024
4. Parent Teacher Interviews – March 21, 2024
5. Final Report Card – June 26, 2024



Inclusive Education Program

Every child is unique.....
Every child can learn.....

At St. Stephen's we work together, along with parents, in developing programs to meet the special learning needs of our children.

St. Stephen's has Special Education teachers on staff. The services of a variety of professionals are also available, including psychologists, occupational and physio therapists, speech and language pathologists and counselors. Teacher aides assist with student learning, as required.

Parents are consulted before Individual Program Plans are developed.

Counseling

Services are available Tuesday and Thursday of each week.

School Council

The School Council is a collective association of parents, teachers, principals, staff members and community representatives who work together to promote the well-being and effectiveness of all stakeholders in the school community and thereby enhance student learning. A School Council is a means to facilitate collaboration among all education partners in the local school.

The annual school council establishment meeting is held at the end of September. School Council meetings are held the third Wednesday of each month. Everyone is invited to come out, participate and give input in matters concerning the operation of the school.

GENERAL SCHOOL ROLES & PRACTICES

In order that students, teachers and parents can work together for the development of each child the following roles, practices and expectations need to be adhered to:

Role of Students

- To do your best.
- To listen, learn and complete work.
- To be prepared for class.
- To attend class regularly and punctually.
- To show respect for teachers, peers and property.
- To respect the rules and regulations of the school.
- To be neat in appearance.
- To help maintain a neat classroom.



Role of Teachers

- To show respect for students and their parents.
- To communicate regularly with parents.
- To maintain control and discipline.
- To be prepared and follow designated course of study.
- To ensure a neat classroom.

Policy C-1150: Child Abuse and Neglect

Children as a matter of right, should be safe, secure and adequately cared for at home, at school and in the community. Any school staff who have reason to believe a child has been, or there is substantial risk that he/she will be abused or neglected by an adult, has a legal duty under the Child, Youth and Family Enhancement Act to promptly report the matter to the local Child and Family Services Authority.

Role of Church Community

- The school and church work as one.
- To assist in the spiritual development of each child and staff member.

Role of Parents/Guardians

- To ensure that your child attends school and is punctual.
- To ensure that your child has a lunch.
- To ensure that your child attends to cleanliness and wears appropriate clothing.
- To ensure that your child wears appropriate winter clothing.
- To ensure that your child comes to school with a note following absence/lateness from school.
- To support the staff of the school.
- To adhere to proper communication channels.

When there is a parent concern please follow the proper channels:

- a} Notify teacher concerned
- b} Principal notification
- c} Superintendent



PBIS (Positive Behavior In Schools)

In 2013-2014 STS laid the groundwork for implanting a PBIS approach. We taught the students school wide about the five virtues of moral behaviors that encompass our school's philosophy and expectations.

Perseverance
Respect
Integrity
Dedication
Empathy

This year, we are pleased to inform you that we have taken the next step and incorporated a rewards system surrounding their previous learnings. Students and teachers can earn **P.R.I.D.E** points when they demonstrate an aspect of the virtues listed above. Students can exchange their points for various rewards/prizes. Our hope is that by focusing on the positive behaviors we see in our students, more students will follow their example and diminish behavior and discipline concerns.

If you have any questions or would like to know more about this, please feel free to contact the school and we would be happy to share more details with you.

GENERAL SCHOOL ROLES & PRACTICES

1. ATTENDANCE & PUNCTUALITY

All students are expected to attend school on a regular, daily basis. Did you know, attendance in schools is compulsory in Alberta for every individual between the ages of 6 and 16?

If a student must be absent or late, his or her parent/guardian must contact the school by 9:00 a.m. Students with unexplained or continual lateness, either at school opening or after lunch, may be considered truant and will be referred to a school administrator, division attendance officer and attendance board if necessary.

- Students whose absence exceeds **10%** will receive communications from the school and attendance will be monitored throughout the year. If student attendance does not improve after appropriate remediation and interventions including communications, school meetings the student will then be referred to the attendance board.
- For the purpose of calculating attendance absences, three lates is equivalent to one absence.
- During school hours, students are required to notify the school office before leaving school.
- Permission will be given to leave school provided the student presents a parent/guardian note or if the parent/guardian is present or can be reached by telephone.

2. BEHAVIOR EXPECTATIONS

The St. Stephen's Catholic School Code of Conduct is a reflection of the Holy Family Catholic Regional Division #37 Discipline policy. Students are responsible for their actions and as such will be held accountable according to the following guidelines;

1. Students will be diligent in pursuing their studies.
2. Students will attend school regularly and punctually.
3. Students will cooperate fully with everyone authorized by the Board to provide education programs and other services.
4. Students will comply with the rules of the school.
5. Students will account to teachers for their conduct.
6. Students will respect the rights of others

Each individual teacher develops a discipline plan for their classroom which they will forward to both administration and parents. Each consequence given by the school is at the discretion of administration who will consider all factors before passing judgment. The following are specific, unacceptable behaviors and the corresponding consequences. Repeated violations of the below infractions may lead to expulsions from the school.

Unacceptable Behavior	Consequence
a. Open opposition to authority	Warning/Detention/or Suspension
b. Willful disobedience	Warning/Detention/or Suspension
c. Habitual neglect of duty	Warning/Detention/or Suspension
d. The use of improper or profane language	Warning/Detention/or Suspension
e. Conduct potentially injurious to other students and/or staff members	Warning/Detention/or Suspension
f. Willful damage to school property	Warning/Detention/or Suspension and Reparations to be made.
g. Use of tobacco on school property	Suspension
h. Activities which interfere with or threaten the orderly functioning of school activities or activities sponsored or approved by the Board	Suspension
i. Use of or being under the influence of alcohol or drugs at school or school functions	Suspension or Expulsion
j. Having in possession at school or school functions, knives, guns, or other weapons.	Suspension or Expulsion
k. Any circumstances that threatens the safety and well-being of a student or staff member at school or during a school sponsored activity	Suspension

GENERAL SCHOOL ROLES & PRACTICES

For your child's protection:

- 1} Parents must inform the school office prior to removing a child from the school between 8:30 a.m. and 3:15 p.m.
- 2} Parental permission {written or verbal} is required for any student leaving the school grounds between 8:30 a.m. and 3:15 p.m.
- 3} Please notify the school office if your child is to be picked up by someone other than parent/guardian during school time.
- 4} All visitors are required to check in at the office prior to visiting students, teachers, classrooms or other personnel in the building.



Illness/Medicine

If your child/ren become sick at school, attempts are made to contact the parents. Meanwhile, the children are placed in the sick room until they are picked up.

In the case of children who need prescription drugs administered, a form {available at the school office} must be completed and signed by the parent and physician.

Please note that school staff will not administer any drugs to children except when the request form has been filled out.

Supervision Door Policy

Our first bus arrives at 8:30 a.m. For safety purposes, we ask that children who walk or are being drove to school, not to arrive before 8:30 a.m. All children in all classrooms have assigned entrance doors, they are to use upon arrival and upon being dismissed from school. All students are to enter and exit by the door they use for recess, lunch, fire drills, and in emergency crisis situations. Students who arrive late are to enter by the front door and need to inform the office staff of their arrival. For safety reasons all school doors will remain locked throughout the day. Administration will lock the doors at 9:00 a.m. and make sure no students are outside.

GENERAL SCHOOL ROLES & PRACTICES

Lost/Damaged Textbooks

Students will be required to pay for the replacement of lost or damaged textbooks and library books.

GENERAL SCHOOL ROLES & PRACTICES

Cold Weather

Announcements are made over the Grande Prairie and Peace River radio stations when buses are cancelled due to inclement weather. Announcements will also be placed on our Facebook page as well as a system wide call out and e-mail to all affected students. The school remains open and teachers are present to teach the children who are in attendance. On these days parents are responsible for transportation to and from school.

Homework

Parents and teachers alike are concerned that students develop good learning habits. Homework can help reinforce skills taught. Therefore, we feel that homework is a necessary component to your child's education. Each teacher will inform parents as to specific homework pertaining to their grade. Your assistance in helping us develop good study skills within your child is appreciated.

Lockers & Locks

Students are assigned lockers. Students are required to keep their lockers clean and locker checks will occur. No stickers or inappropriate posters are permitted on the lockers. If a student gives his or her lock combination to anyone we will not be held responsible for personal property.

Searches of Persons or Personal Property

School Board policy # D-1145, "Searches of Persons or Personal Property" allows the principal/designate in the presence of an adult witness to search a locker or person if there is reasonable and just grounds.

Personal Property

The school cannot be held responsible for the personal property of students.

Students are not permitted to bring toy guns, knives, or blades to school. These will be confiscated immediately and will only be returned when the parent comes in to pick the item up.

Change of Address/Phone Number If you have moved or have a new telephone number, please notify the school @ 780-524-3562. We require current information for our files and most importantly, for emergencies. Please ensure that we have emergency contacts.

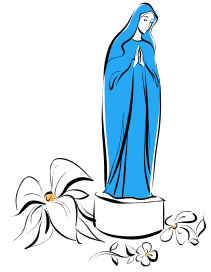
GENERAL SCHOOL PRACTICES

Assemblies

School wide assemblies are held the first Monday of every month at 8:45 a.m. in the gym. We sing, pray, and announcements are made.

School Masses

Monthly celebrations are held at St. Rita's Church. The children take an active part in preparing for the Mass.



Year End Awards for Grades 4 – 9 as follows:

CHRISTIAN LEADERSHIP

ACADEMIC ACHIEVEMENT

CITIZENSHIP

ATTENDANCE

EFFORT

HONOR ROLL

MOST IMPROVED

In addition, Junior High awards include the following categories:

FINE ARTS

SCHOOL SPIRIT

ATHLETE

CHRISTIAN LEADERSHIP



Extra - Curricular Activities

Intra-murals are held at noon for students and extra-curricular programs are held after school. Staff will keep you informed of various events.

Extra-Curricular Rules and Expectations

1. Students are expected to adhere to all school rules no matter what the activity.
2. Attendance at all practices is mandatory. If you cannot attend a practice, you must inform your coach prior to that practice. Disrespect toward any coach, teacher, referee, bus driver, chaperone, opponent, or fan will not be tolerated. For the first offence you will receive the appropriate school consequence. On the second offence you will be taken off the team for the rest of the season for that particular sport.
3. If a student participates in any of the following:
 - a. Drinking
 - b. Drug Use/Smoking
 - c. Sexual Misconduct
 - d. Showing disrespect to our school or the school the activity is taking place in, he or she will lose the privilege of participating in that extra-curricular sport. As well, suspension rules will be enforced. The student will be under review for future extra-curricular participation.
4. Fighting at any practice or game will not be tolerated. For the first offence any player fighting will automatically be benched for the remainder of that practice or game. On the second offence the player will be taken off the team for the rest of the season for that particular sport.
5. Poor sportsmanship (put downs, not cheering in the huddle, etc.) will not be tolerated. For the first offence that player will receive a warning. On the second offence the player will be taken off the team for the rest of the season for that particular sport.

6. Any player who refuses to shake hands will receive a warning on the first offence and will be benched for the next game. On the second offence that player will be taken off the team for the rest of the season for that particular sport.
7. Inappropriate contact with another student will not be tolerated at any time (on the bus, at games, etc.). For the first offence the players will receive the appropriate school consequence and will miss the next road trip. On the second offence the player will be taken off their team for the rest of the season for that particular sport.
8. Students may also be removed from an extra-curricular activity or be suspended for a time period suitable to both the coach/teacher advisor and the principal for the following activities:
 - a. Two or more consecutive inexcusable absences or having a poor attendance record.
 - b. Failing any subject.
 - c. If any teacher reports misbehavior, poor attendance, lateness, or lack of effort in their classroom to the coach/teacher advisor or administration.
9. It is the coach's responsibility to inform the parents/guardians and principal if a player is taken off a team and the reason why he or she was removed.
10. Varsity teams at St. Stephen's are for students enrolled in grade 7, 8, and 9. If numbers warrant a coach may decide to invite players from the elementary grades to participate to ensure adequate members of a team.
11. The administration, coach, or teacher advisor has the right to enforce or modify these expectations as individual situations arise, only after consultation with all appropriate people.

Footwear

Please ensure that your child has two sets of footwear; one for indoor use only and one pair for outdoor use only. We are asking that they **not be black-soled shoes** as they leave black marks on the floor. Also, Heely shoes are not permitted. Please ensure your child's name is marked clearly on all footwear.

Physical Education Attire

We recommend suitable clothing for Phys. Ed., such as sweatpants/shorts and T-shirt. It is mandatory that all students in Grade 6 and Junior High change for physical education class.

Dress

Students are expected to come to school looking clean and neat and dressed in a manner which is acceptable as being in good taste. Student dress has to be of an acceptable nature to the teachers and/or administration. If in the opinion of a teacher, a student is dressed inappropriately the student will be required to change. If, the student does not have a change of clothes, parents will be contacted.

The following are guidelines that are to be adhered to:

- hats and jackets are not to be worn in the classroom
- undergarments covered
- shirts must cover the abdomen
- no inappropriate slogans or drawings on shirts/hats (drug symbols, alcohol brands etc.)
- shorts and skirts must be an appropriate length.

The key concept for appropriate dress is common sense and decorum coupled with respect for our work place.

Volunteers

All parents and friends are welcome to volunteer and must fill out appropriate paperwork at the office.

Emergency Response Notes to Parents/Guardians

Our School, like all schools in the Division has Emergency Response Plans for disasters or school emergencies. These plans ensure the safety of your child and are developed in accordance with our Administrative Procedure 165 – Emergency/Disaster Plans and Administrative Procedure 166 – Disaster Real or Threatened.

Disasters do happen and every year we make the effort to make our safe school even safer. Part of this safety is keeping you informed about our actions in case of an incident.

Drills

To prepare all members of the school community, including your child, to act on a moment's notice, we have emergency practice drills at the school. These drills occur throughout the year, for a variety of circumstances. We practice drills and discuss with the students how to respond. These drills and discussions prepare your child to act quickly and to minimize your child's fear should an emergency occur.

Parent-Child Reunion Centre

An Emergency response plan also plans reuniting children with their parents. The plan identifies two possible sites for gathering and/or pick-up. The first site is located on the school grounds. The second site is located at the School Emergency Evacuation Centre at the Valleyview Polar Palace, this location is only active when the school is evacuated. Due to the unpredictable nature of any emergency we will announce the Parent-Child Reunion Centre at the time, and given the specifics of the emergency. Reunion Centres are part of our callouts and posted on the Division and School Websites.

Reuniting With Your Child

In order for us to ensure your child's safety, it is necessary for us to ensure the proper release of your child to you as parents/guardians. The following guidelines when picking your child from a Parent-Child Reunion Centre are in place:

- No student will be released unless you or someone on your child's emergency contact list arrives to pick up that student. It is important to keep emergency contacts current each year.
- **You must present valid identification.** This step protects your child and the school may be receiving assistance from other schools or outside agencies and therefore, may not know you.
- **You will be required to sign for the release of your child.** Please do not just take your child from the centre without signing for their release. You may be worried and want to be reunited with your child as quickly as possible. However, this prevents us from losing a child who is safely with you and expending resources in an emergency to find them.

- If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Centre until alternate arrangements can be made. Your child will be supervised at all times.

Finally, we want you to know that your cooperation in preparing your child and helping us to ensure their safety is greatly appreciated. If you have any questions or concerns, please do not hesitate to contact me at the office.

Sincerely yours,

Jodie Chisholm

Principal