



# St. Alphonsus School

Student Handbook  
April 2025

## Introduction

St. Alphonsus School is an early/middle years Catholic school with a student population of approximately 224. The staff includes a full complement of teachers, nursery staff, Before and After School staff, educational assistants, administrators, an office manager, a financial director and before and after school program staff. The school has been in operation since 1921, providing Catholic education for students from St. Alphonsus Parish, the surrounding Catholic parishes, and the broader community.

This handbook is designed to inform students and parents\* of the school's procedures and practices. Acquaintance with and adherence to these procedures and practices is the responsibility of each member of the school community. Concerns, comments and suggestions regarding the information outlined in this handbook are welcomed and may be brought to the attention of the school principal and/or the school board.

\* In this document the term parent will imply the child's caregiver (parent, grandparent, guardian, etc).

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## St. Alphonsus School Mission Statement

As a Catholic School, our mission is to educate students to live in accordance with the teachings of the Gospel, to embrace and celebrate learning as a life-long journey and to build community by caring for others, contributing to society and being responsible stewards of the earth.

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## History

St. Alphonsus School first opened its doors on January 10, 1921 to 67 students from grades 1 - 8. The school was located at the corner of Munroe and Brazier. Sisters Gonzaga and Elfrieda, Sisters of St. Joseph, were the first teachers at the school. On January 15, 1950, a new school was opened on the present site. In 1954, a four-classroom addition was built. Later, another four classrooms were added. To meet the growing numbers of students, St. Clements School was built at the corner of Watt and Hazel Dell and opened on October 27, 1957. The school housed grades 1 - 4 and operated until 1969 as a satellite school to St. Alphonsus. The late sixties saw a decline in enrolment in Catholic schools and, along with the closing of St. Clements, came the loss of grades seven and eight at St. Alphonsus School. In the eighties, there was a renewed interest in Catholic education. Advocates for St. Alphonsus School pushed for the re-opening of grades seven and eight. In June 1990 an addition, which included a full-size gymnasium, greatly improved the facility.

An updated facility, a progressive educational direction rooted in faith, and an involved and committed staff and parent community allow St. Alphonsus School to continue to prosper and meet the complex needs of students in the modern world.

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## Registration

Registration for the school year begins in February with the re-registration of students presently attending the school. Following the open house (end of January), applications for kindergarten and the other grades are processed. Intake interviews with the principal begin in March. Applications may be submitted at any time during the school year. To be eligible to enter Kindergarten in September of a given school year, a child's fifth birthday must occur on or before December 31 of that school year. To be eligible to enter Nursery in September of a given school year, a child's third birthday must occur on or before December 31 of that school year.

Applicants are prioritized as follows up until February 14<sup>th</sup>:

1. *Families with children currently attending the school;*
2. *St. Alphonsus parishioners & St. Alphonsus Nursery School Students;*
3. *Catholics from other parishes;*

Beginning February 15<sup>th</sup>, registration will open to all other applicants.

The registration process continues until classes are full at which time applicants are invited to remain on a waiting list. Class sizes range from 22-27 students.

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### **School Fees**

#### **Tuition**

Tuition fees are adjusted yearly to reflect inflation, as well as the changing financial needs of the school. Fee amounts and payment schedules are outlined in the registration package. Families pay tuition for the first two children only.

#### **Capital Charge**

As an independent school, St. Alphonsus School does not receive government grant money for capital improvements. To ensure that funds are available for ongoing improvements to the facility, each family is charged a yearly capital fee.

#### **Activity /Supplies Fee**

An activity fee is charged to cover the cost of outings and special in-class events. In the primary grades (K – 3), each family also pays a student supplies fee. The supplies are purchased by the teacher and used collectively by all the students.

#### **Bursaries**

A bursary fund has been established and is available to anyone who requires financial assistance. An application can be obtained from the school office. All application information is kept confidential.

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### **Programming**

#### **Academics**

Academic programming follows the provincial curricula as set forth by Manitoba Education. Specialty teachers provide instruction in basic French (grades 1 – 8), music and physical education. Students in grades three, seven and eight participate in the provincial literacy/numeracy assessment. Students in grades seven and eight write exams in January and June in the following subjects: English Language Arts, Mathematics, Science and Social Studies. Exams count for 20% of the students' term marks.

#### **Homework**

Homework (daily assignments, projects/presentations, test/exam preparations, the gathering of materials/information for in-class projects) is an integral part of the learning process. It extends the learning time, promotes the mastery and further exploration of concepts learned and encourages students to develop independent study skills. It also offers parents an opportunity to work/learn with their children and monitor their children's academic growth and development. Teachers are responsible for assigning and monitoring homework ensuring that it is a purposeful extension of the learning and that the expectations are clearly communicated to students and parents. Students are responsible for completing and submitting all assignments. Parents are expected to support the efforts of the teacher in ensuring that homework is completed and submitted on time. Teachers will contact parents if they have any concerns regarding homework completion. Parents should contact teachers if they have any questions or concerns regarding homework expectations.

#### **Faith Development**

As a Catholic school, faith formation is central to the culture of the school. The school day begins with prayer, students receive regular religious instruction and school masses are celebrated monthly in the parish church. School assemblies and prayer services throughout the year focus on various high points and special days in the church/school year. All students, regardless of religious affiliation, are expected to participate in the religion program and in all faith celebrations.

Sacramental preparation occurs in the following grades:

- |          |                             |
|----------|-----------------------------|
| Grade 2: | Reconciliation (Confession) |
| Grade 3: | Eucharist (First Communion) |
| Grade 6: | Confirmation                |

The preparation process is coordinated between school and parish. Parents of students receiving a sacrament are expected to attend meetings designed to help them prepare their children for the sacrament. Arrangements can be made for students in higher grades that have not yet received a sacrament to prepare with the appropriate group.

#### **Circle of Friends Before & After School Program**

The Before & After School Program offers supervised care and programming for students before and after school (including early dismissal and in-service days). The program operates out of the Anniversary room (second floor of the school) from 6:45 to 8:15 a.m. and from 3:00 to 6:00 p.m. More information on the program can be obtained by calling the school office or the program coordinator at 204-667-1613. As well you can find information on the program blog and the sign-up link, both through the school website.

#### **Alternate Kindergarten**

The school has an Alternate Kindergarten Program that runs on odd cycle days. The program compliments the kindergarten curriculum and allows families to have their child at school full time if needed. The program has an option for casual use as well. Information on the program and its fee structure can be found on the school website or by contacting the school office.

#### **Nursery Program**

The Nursery program is open to three and four-year-old children. In order to be eligible for the program your child's third birthday must be on or before December 31<sup>st</sup> of the given school year. All children registering for the program must be toilet trained. Families have the option of a two-day program, running Tuesdays and Thursday from 8:30-11:30 or a three-day program, running Mondays, Wednesdays and Fridays from 8:30-11:30. There is an afternoon care option for families that runs from 11:30-3:00. Nursery students are welcome to access the Circle of Friends program if families need extended childcare.

#### **Extra-Curricular Activities**

Throughout the school year, extra-curricular activities offer students opportunities to acquire skills, explore interests and develop leadership qualities. Activities offered include student leadership teams, inter-mural and intra-mural sports programs, choir, and Ukrainian club. Some activities take place during lunch

recess; others happen outside of regular school hours. For activities that take place outside of regular school hours, parents are responsible for making arrangements for transporting their children to and from these activities and ensuring that students are picked up in a timely manner. Siblings/friends of students involved in an after-school event are not permitted to wait at school during the activity.

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### **Student Supports & Services**

#### **School Resource Team**

Our school resource team includes a resource teacher and several educational assistants. Student needs are addressed through the combined efforts of the resource teacher, the classroom teacher, the educational assistants and outside professional supports (if required). Student support may include an individual educational program (IEP), an Adapted Education Plan (AEP), one-on-one instruction, small group assistance and specialized services as suggested by the resource team.

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### **Home/School Communication**

Communication between home and school is very important. School calendars are sent out monthly and a school newsletter is distributed several times a year. Notifications of events and activities are sent home in advance. As well, the school website is updated regularly.

Teachers make every effort to keep parents informed of their children's academic/social progress as well as all class activities and events. Parents are encouraged to contact the school for information, updates or to discuss and clarify any concerns they may have regarding programming, school issues or their child's growth and development. Parents are responsible for keeping the school updated regarding address/phone number changes and any other pertinent information about their child(ren).

#### **Home folders/Student Agendas**

Home folders/student agendas are used at all grade levels. They are important for ongoing home/school communication and for helping students to develop organizational skills. Students are responsible for bringing their folders/agendas to and from home/school and for using them (according to grade-level expectation) to record homework/assignments/tests and other important school information. Teachers and parents are responsible for monitoring the agendas and ensuring their proper and consistent use.

#### **Classroom Concerns**

If parents have a concern about their child's academic/social progress (or any other classroom matters), they are encouraged to contact the classroom teacher first and arrange a time to discuss the concern. If after having met with the teacher the concern is not resolved, a further meeting with the principal, teacher (and student if necessary) can be arranged by contacting the principal. Further concerns may be directed to the school board in writing or by contacting the school board chairperson.

#### **Conferencing & Report Cards**

There are three reporting periods for Kindergarten-Grade 8 during the school year: November, March and June. Pre-report card conferences are held in October and post-report card conferences are held in March. Parents and students are expected to attend the conferences. Kindergarten students participate in the March report card conference session only. Parents and teachers may request conferences at other points in the year to address academic or behavioural concerns.

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### **Legal/Medical Issues**

#### **Child-Custody Procedures**

In most cases when parents are separated/divorced, both mother and father continue to have equal rights regarding the children. In situations where one parent has a court order that limits the rights of the other parent in matters such as custody or visitation, a copy of the court order must be forwarded to the office. Unless a copy of the court order is on file at the school, equal rights must be granted to both parents.

#### **Reporting a Child in Need of Protection**

In cases where staff members have reason to believe that a child is or might be in need of protection, the school will follow the provincial regulations as outlined in the *Child Protection and Child Abuse Manual* issued by the province.

#### **Administration of Medication**

School staff members may not administer any medicine to students without approval from the parent. Forms for this purpose are available at the school office and on the school's website. Medications must be delivered to the school in a container with a copy of the label. Due to possible adverse reactions to medicine, it is requested that the first dose be given to the student by the parent at home. It is also important to keep the school advised of any changes in prescription, dosage, etc. At the end of the school year, parents are responsible for taking home medication that has not yet been administered. The school will not retain students' medication over the summer.

#### **Illness or Accidents at School**

If a student becomes ill or is injured while at school, the parents will be notified at home or at work. The emergency contact person will be notified if parents can't be reached. In the case of severe injury or illness, an ambulance may be called and the parents notified. Cost of transporting students by ambulance may be assessed to parents. It is important that all student medical information is updated, as necessary, to allow the staff to respond appropriately to an emergency.

#### **Anaphylaxis Response Policy**

St. Alphonsus School is a Nut Safe school, a policy which asks all community members to refrain from bringing peanut and tree nut products to school. As well, we have established an anaphylaxis response policy. Parents whose children carry Epipens and/or have severe allergies will be advised of the policy and will work in collaboration with the staff in establishing an emergency response plan for their child. It is the responsibility of the parent to ensure that all epi-pens at school are replaced at their expiration date.

## Routines

### Attendance

Regular attendance is expected. If a student is unable to attend school, a parent is requested to contact the office by 8:30 a.m. The reason for the absence should be given at that time. Parents can contact via email, phone or the attendance text line. If a student's absence cannot be accounted for, the school will contact the home and/or workplace of the parents. If the parents cannot be reached, the delegated contact persons will be phoned. Information regarding a student's absence may be sent to school with a family member. If a child is sick for several days, the parents must contact the school each day of the child's absence.

### Extended Absence Protocol

Parents are discouraged from planning holidays during school time as these absences impact negatively on student learning and classroom culture and place an unnecessary burden on staff resources. If parents choose to schedule a trip they must obtain a copy of the Extended Absence Protocol from the school office or from the school's website and complete the notification form attached to the protocol.

### Late Arrival

Students are expected to arrive by 8:30 a.m. Those who are not ready for announcements at 8:30 are considered late. Students arriving during morning announcements are to report to the office to check in. Ongoing tardiness is detrimental to the child and the learning atmosphere. It is the responsibility of parents to ensure that their child(ren) arrive at school on time.

### School Entry/Exit

Students can use either door for entering and exiting the school. Doors are monitored for everyone's safety. Students are expected to enter and exit the school in an orderly manner and remove their outer footwear in the entranceways.

### Visitors

For security purposes, the school doors are locked during the day. A camera and buzzer system is in place to allow access. All parents, visitors and delivery personnel must report to the office. For fire regulation purposes, visitors and parents working at the school must sign in and sign out at the office and wear a visitor's name tag.

### Supervision

For safety reasons, parents are advised not to bring their child(ren) to school before 8:15 AM unless they are prepared to provide supervision. Supervision is provided during lunchtime. Additional 'lunchtime' support is provided for Kindergarten students by older students. The older students assist with opening containers, wiping up spills, etc. They are not responsible for student management.

### Patrols

Students in grade five are selected and trained as school patrols. They patrol the parking lot areas and are on duty before and after school.

### Recess

Recess is a welcome break for students; it gives them an opportunity for physical activity and fresh air. Students are expected to dress appropriately for the weather and go outside for recess. Out of consideration for the health of others, a child who is not well enough to go outside for recess should be kept at home. Only in special circumstances will parent requests for a child to remain inside for recess be granted. Such requests should be made in writing and given to the classroom teacher. A request to have a student remain indoors during recess for a prolonged period of time should be accompanied by a doctor's written recommendation.

### Inclement Weather

In inclement weather, or when the combined temperature and wind chill, as reported by Environment Canada, lower than  $-27^{\circ}\text{C}$ , recess will be held indoors. Students are also permitted to enter the school in the morning in such weather conditions. Students must wait in the landing area until they are invited to go to their classrooms.

### Lunchtime

Generally, all students stay for lunch at school. Parents are welcome to pick their child up for lunch and should sign the child out at the office. If a child is going to walk home for lunch on a regular basis, the school office and the classroom teacher must be informed. Students who usually stay for lunch are not allowed to leave the school premises during lunch hour without an accompanying parent or guardian.

Children staying for lunch eat in their classrooms. Students are expected to be seated while eating, to refrain from loud and disorderly behaviour and to keep the classroom tidy. Adult supervisors circulate between the classrooms on each floor. White or chocolate milk may be purchased; tickets are available through the office. Our Parent Association (PALS) offers special lunches on certain occasions through the year. Students have the opportunity to purchase canteen treats on a periodic basis. Canteen sales are coordinated by the Student Leadership Teams.

The school has a contract with a local company to provide hot lunch service once a week. Families can order these lunches through the Munch a Lunch portal

### Sustainability

Our school community is committed to sustainability. As part of the school's ongoing efforts to become more sustainable, we ask all students to bring a reusable water bottle. Disposable water bottles are not allowed at school. As well, the school runs an extensive recycling program including batteries cell phones and markers along with the regular recyclables. The composting program allows us to further reduce our waste.

### Snacks

Students are invited and encouraged to bring snacks (especially nutritious snacks) and water bottles to school. However, for safety reasons (choking hazard) and to reduce litter on the playground, students are not permitted to take their snacks/ water bottles outside. The classroom teachers will provide time for the students to have their snacks before or after recess. Students are not allowed to eat sunflower seeds or chew gum at school. Due to allergy concerns, tree nuts and peanut products are not allowed at school. Your child's teacher will alert you if there are other life-threatening allergies within the classroom that require additional attention.

### Daily Schedule

<b>First Bell:</b>	<b>8:15 a.m.</b>
<b>Second Bell &amp; Announcements:</b>	<b>8:30 a.m.</b>
<b>Morning Recess, 1-6:</b>	<b>9:50 - 10:05 a.m.</b>
<b>Lunch Recess:</b>	<b>11:25- 11:45 a.m.</b>
<b>Lunch:</b>	<b>11:45 -12:10 p.m.</b>
<b>Afternoon Recess, 1-6:</b>	<b>1:25 p.m. - 1:40 p.m.</b>
<b>Dismissal:</b>	<b>3:00 p.m.</b>

### Washroom Use

Each classroom teacher has his/her own system for student washroom use. During lunchtime and the recesses, students must obtain permission from the supervising teacher to use the washroom (unless it is an emergency or a special arrangement has been made). Students are instructed to wash their hands after using the washroom and before they eat lunch/snack.

### Telephone and Cell Phones

With permission from a staff member, students may use the phone in the office to contact a parent. However, the phone is not for casual use. Students should make their after-school plans before coming to school. Parents needing to convey a message to their child may phone the school. The message will be relayed to the student. Usually, students are not called to the phone, but may call the parent back at the next break. Cell phones or other communication devices are not to be used during class without the permission of a staff member. Students must respect the school's Student Network/Internet User Agreement.

### After School Arrangements

Parents are expected to pick up their children at 3:00. If parents are going to be late due to unforeseen circumstances, they must contact the school before 3:00. In such cases, students will wait in the office for a brief time. Beyond that time, and in the event that we have not heard from parents, students will be sent to the After-School Program and parents will be charged accordingly. Parents who cannot routinely pick up their children by 3:00 must make alternate arrangements or register their children for the After-School Program.

### Early Dismissal

Over the year there will be days when the students will be dismissed at 2:10 p.m. This early dismissal time is used for staff meetings. As well, there are a few occasions during the school year when students will be dismissed at 11:25 a.m. These early dismissals are recorded on the yearly calendar and will be confirmed on the monthly calendars.

### In-Service/Administration Days

The school will be closed for a total of ten days each year for staff in-servicing or administration purposes. This is in accordance with provincial regulations. The dates of in-service/administration days are noted on the yearly and monthly calendars. The Circle of Friends program is usually available on these dates.

### Permission Slips

Offsite activities are planned in accordance with the school's field trip policy. Parents are advised of the details in advance and permission slips are required when students are taken on class outings. These slips must be completed by parents and returned prior to the outing. Students who do not return permission forms will not be permitted to participate in the field trip.

### Emergency School Closure

Occasionally, the school may be closed or students may need to be dismissed due to weather conditions, water main breaks, power failures or other hazardous circumstances. School closures due to storms will be announced on local radio stations (CJOB & CBC) and posted on their respective websites as a Metro Winnipeg school closure. The closure of Metro Winnipeg schools will include St. Alphonsus School. Should an emergency arise during school hours, parents will be notified by phone. Please ensure that all contact numbers are current.

### Emergency Response Procedures

Ten fire drills are conducted throughout the course of the year. Emergency bus evacuation procedures are conducted twice annually. Other procedures (emergency re-entries/ lock downs) are rehearsed throughout the year.

### Bicycles/ Roller Blades/ Skateboards

Students may travel to and from school by bicycle, skateboard or rollerblades. They are encouraged to wear helmets and other appropriate safety gear. Bicycles and skateboards are to be walked while users (students, parents and staff) are on school grounds (including all walkways, parking lots and the area in front of the parish centre). Bicycles are to be chained to the bike racks. Skateboards must be stored in the school office during school hours. Bicycles, skateboards and rollerblades may not be ridden or used at any time during school hours. The school assumes no responsibility for loss or damage.

### Lost and Found

Articles found in the school or schoolyard will be placed in a lost and found basket/rack located on the main floor outside the gym. Parents are asked to mark all school/uniform items clearly and to check the lost and found for missing articles. At the end of each term, items collected in the lost and found will be displayed on a table in the hallway. Unclaimed items will not be kept over the summer holidays. The school assumes no responsibility for lost or stolen articles.

### Care of School Property

Students are to demonstrate care and respect for all school property including computers, textbooks and library books. Students will be charged for books, devices or other school property they lose or damage.

### Dress Code

Students attending St. Alphonsus School are required to dress in uniform. The uniform is an outward sign of our unity and common purpose as a community of learners.

**All uniform shirts and gym uniform items must be purchased through the school's uniform distributor.** Other uniform items are also available for purchase at the parents' discretion. Pants must be navy blue and be 100% cotton or a polyester cotton blend. Denim, jersey knit or jegging type pants that are tight fitting are not acceptable. Pants must be standard dress pant styling, with no additional pockets (i.e. not cargo pants) or embroidery and/or markings. Shorts and skorts must be knee length and follow the same criteria as above. Used uniforms can be purchased through the uniform "recycling" program. Parents may contact the school office for information on the purchasing of new and used uniforms.

### Footwear/Hats

Shoes or runners must be worn at all times in school. Students are required to have one pair of indoor shoes and one pair of outdoor shoes. The indoor shoes also serve as gym shoes. Outdoor footwear is not to be worn in the school. This helps to keep the stairs and hallways clean and dry. For

#### School uniform

- Long or short sleeved, white or navy blue unisex shirt with school logo
- Navy blue pants or walking shorts
- Navy skort (optional)
- Navy tunic
- Hoodie/fleece sweater with the school logo

#### Gym wear - both boys and girls (Grades 5 – 8)

- T-shirts with school logo
- Shorts
- Navy blue sweat pants
- Runners (black-soled runners are not permitted as they mark the gym floor)

Kindergarten to Grade 4 students do not require gym uniforms, as they do not change for physical education classes.

safety reasons, students are not permitted to wear open-toe/heel footwear at school. Students are encouraged to wear hats at recess. Hats are not to be worn indoors during school hours.

### **Jewellery**

Students are discouraged from wearing jewellery (especially valuables) to school and will be asked to remove any items that are unsafe or not in keeping with the spirit of the school. The school will not be held responsible for jewellery that is lost, damaged or stolen.

### **Beauty Products**

Nail polish may be worn providing it is subtle. Students in grades seven and eight may wear make-up in moderation. Students are not permitted to bring nail polish, make-up or other beauty products to school. Perfumes and body sprays must be used in moderation, as they can cause reactions in people with sensitivities.

### **Non-Uniform Days**

Students are exempt from wearing uniforms during the first week of school, on the last day of school, on their birthdays and for all field trips. Those students whose birthdays fall on a Saturday, a Sunday or during the holidays may choose another day to wear 'colour' clothes. Other days throughout the year may have colour themes: Halloween, Catholic Schools Week, Valentine's Day, St. Patrick's Day, etc. These colour days will be noted on the monthly calendars. Students in Grades 7 and 8 are not required to wear uniforms during the exam periods and on the days they attend Industrial Arts/Home Economics at Munroe Junior High. On non-uniform days, students must be suitably dressed for school. Clothing worn is to be tidy, modest and reflect the Christian values of St. Alphonsus School.

### **Uniform Concerns**

Issues regarding the purchase and delivery of uniforms should be directed to the uniform company. All other issues regarding uniforms should be brought to the principal.

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### **Drop-off and Pick-up**

#### **Parking Lot Use**

The intense amount of vehicular traffic at the beginning and end of the day heightens the potential for a serious accident. Although supervision is provided, everyone must be vigilant and precautionary. Under no circumstances should parents use Munroe Avenue to drop off/pick up students. Drop off and pick up on Donalda Avenue is also discouraged. Students crossing Donalda at the beginning or end of the day must use the crossing at the corner of Donalda and Brazier and then proceed to the central crosswalk. For their safety, please do not allow your children to cross mid-block on Donalda.

#### **AM**

Parents may park in the church parking lot and walk their children into the school via the central crosswalk if they so choose (or send older children in from there). Alternatively, parents can utilize the **AM Drop-and-Go Zone** in the school parking lot. Here are the important points to know:

- All vehicles wishing to drop off students will enter from the Munroe entrance. Approaching from the east along Munroe Avenue is the safest and will have the least impact on traffic.
- Vehicles will move slowly up the crosswalk and stop. Students can exit vehicles carefully at this point and walk along the edge of the parked staff cars, heading forward towards the central crosswalk and the parking lot entrance. They can either proceed through the school to the playground or take the sidewalk around the school to the playground.
- Drivers must wait until the Staff Supervisor indicates it is safe to proceed and then will exit carefully out onto Donalda Avenue. The Staff Supervisor will assist the school patrols in closing the central crosswalk at these times.
- The school parking lot will remain closed to parking until **8:35 AM**.
- Parents using the church parking lot must park in a stall. Dropping off on the throughways is prohibited.
- Students and parents must use the central crosswalk to approach the school. Crossing at either Donalda or Munroe is not allowed.
- All drivers must proceed with caution at all times, both in the lots and on the roads adjacent to the school.

#### **PM**

Parents are asked to use the church parking lot for regular pick up of students. The parking lot has a designated entrance and exit way off Donalda Avenue. Children being picked up at the end of the day can use either door. They are to cross the school parking lot using the patrol-supervised cross walk and wait at the edge of the parking lot or on the lawn/sidewalk by the parish hall. Parents of younger students are strongly encouraged to meet their children at the school and walk them to the parking lot. Students are expected to behave appropriately while waiting for their rides.

Special permission may be granted to parents to use the school parking lot at these times. Requests to do so must be submitted to the principal.

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### **Student Management**

The Manitoba's Safe Schools Charter, Bill 30, was introduced to promote respect, responsibility and civility, and to provide a descriptive framework for province-wide standards of behaviour. At St. Alphonsus School, we believe that students, parents/guardians, teachers, staff and volunteers have the right to be safe and feel safe in school. Our code of conduct outlines the responsibilities students, parents and staff must adhere to in order to maintain a safe, secure, productive and faith-based learning environment.

#### **Code of Conduct**

##### **Staff shall**

- treat students and all members of the school community with courtesy, respect and fairness
- create a positive faith-based learning environment where students are accepted and encouraged to develop self-esteem
- maintain open communication with parents/guardians and encourage their involvement in educational decisions involving their children
- operate on the premise that school, parish and home work together for the benefit of all students
- report to the Principal regarding any student who may have engaged in unacceptable behaviour, including cyber-bullying, as soon as reasonably possible
- sign and adhere to the school's Acceptable Use of Technology Policy

##### **Students shall**

- treat all members of the school community with courtesy, respect and fairness
- demonstrate behaviour that contributes to an orderly, supportive and safe learning environment
- attend school regularly and punctually

- participate, to the best of their ability, in class and school activities
- respect school property, their own property and the property of others
- comply with the school's dress code
- resolve conflicts and difficulties with others in a respectful, responsible manner
- sign and adhere to the school's Acceptable Use of Technology Policy (grades 4 – 8), including the appropriate use of the internet, social media, text and/or instant messaging, websites email as well as the use of any school or individual device

#### Parents/Guardians shall

- treat all members of the school community with courtesy, respect and fairness
- ensure their child(ren)'s regular and punctual attendance and encourage completion of all school assignments
- attend school meetings and events and support the school
- maintain open communication with staff by addressing concerns through proper lines of communication
- assist their children to establish positive attitudes towards achievement as well as respect for peers, school personnel and property
- inform the school of problems or areas of behavioural concern
- support the school's *Code of Conduct* and *Student Management* policies

#### Student Management Plan

The philosophy and practice of student management at St. Alphonsus School is based on the *Restitution* model.

As a community of learners, the students and staff of St. Alphonsus School are called to live in the Spirit of the Gospel and to strive to be the best that we can be. We depend on each other for we know that it is in community that we truly grow and develop as learners and as people of God.

Each member of this community is gifted and unique yet we all have the same basic needs: to belong, to be empowered, to feel safe, to have freedom, and to have fun. As we journey together, our challenge is to recognize and strive to meet our needs while respecting and honouring the rights and needs of others. In doing so, we grow and develop as individuals and as a community.

The belief statement was created by the students and staff in September, 2001 and revised in 2011. It reflects the kind of people we want to be and the kind of community we wish to build together. Each year, we revisit this belief statement as a school to reaffirm that this is the belief statement that our learning community, wishes to uphold and live by.

Living by this belief statement is not an easy task. We make mistakes because we are learning and because we are human. To help us achieve our goal of living this belief statement, St. Alphonsus School has adopted the philosophy and practice of *Restitution*. Restitution is an approach to student management that attempts to create the conditions for the individual to fix his/her mistakes and return to the group strengthened. Our task is to create these conditions so that the individual and, by extension, the community can be strengthened.

At our school, fixing mistakes with students will involve the following process:

- ✓ Stabilization of the Identity      *Mistakes will happen; we can learn from them.*
- ✓ Validation of the Need.          *Why did this happen? What was your need?*  
*Could you have met your needs in another way?*
- ✓ Affirmation of the Belief.      *What do we believe at school? What kind of person do you want to be?*

From the dialogue, a restitution will be planned (How do you plan to fix the problem?). Through this process, students learn that they are capable of fixing mistakes and making things right.

Although making mistakes is a part of learning, there are certain behaviours that are damaging to the individual and to the community and will prevent us from becoming the community we want to be. These behaviours are outlined in our 'Bottom Line'.

#### The Bottom Line

At St. Alphonsus School, the following behaviours are always unacceptable:

- violent, or threatening behaviours; physical, sexual or psychological abuse, verbally, in writing, or otherwise; bullying (including cyber bullying); discrimination; harassment
- gang involvement
- defiance of authority
- willful damage of property
- stealing
- cheating/plagiarism
- swearing and/or vulgar language/gestures
- inappropriate use of electronic mail, the internet and any other form of ICT
- the possession, manipulation and distribution of reading/viewing materials that the school deems objectionable
- possession of and not limited to: weapons (as defined in section 2 of the Canadian Criminal Code) alcohol, cannabis and illegal drugs

These behaviours will be addressed in the following manner:

- The principal will meet with those involved to determine the nature and extent of the infraction (staff members and witnesses will be consulted if necessary).
- Consequences will be determined, ranging from an informal discussion with a staff member to an immediate suspension depending on the nature and severity of the infraction.
- An *Incident Report* will be completed, signed by the reporting staff member and principal and kept on record.

#### St. Alphonsus School Belief Statement

We value and promote communication as the key to building community.

We believe in:

- respect, equality, and tolerance.
- empowering people to become problem solvers.
- the importance of trying our best, having fun, and being safe.
- Christ as our model and guide

- Parents will be notified. They will be informed of their child's behaviour and of the course of action the school is taking. A meeting with the parents will be arranged if necessary.
- If unacceptable behaviours continue or in serious situations in which an immediate suspension is warranted, the School Board will be involved in determining the appropriate course of action up to and including expulsion of the student from the school.
- Parents/guardians have the right to appeal the disciplinary consequences by submitting a written request for a meeting with the School Board.

**Please note: Students' age, special needs and/or special circumstances may be taken into consideration when addressing some bottom line issues.**

It is our hope that the philosophy and practice outlined above will become a part of our thinking at St. Alphonsus so that our school can be a place of growth and learning: a place where we can be the best that we can be.

### **School Organization**

St. Alphonsus School Inc. is an independent, Catholic, parochial school. Although it is situated within the boundaries of the River East Transcona School Division, it functions independently of that division and of the public school system. It is a member of Manitoba Catholic Schools, which oversees and supports schools in both archdioceses. As a parochial school, it is part of the parish. St. Alphonsus is an accredited school; meaning that it receives funding (albeit partial) from the provincial government. In order to receive this funding, the school must teach the provincial curriculum, hire certified teachers and adhere to certain provincial guidelines. Additional funds needed to operate the school are acquired through tuition fees and the fundraising efforts of the school board and parent association.

### **The School as a Registered Charity**

The school is a registered charity. Donations to the school, including a portion of tuition fees, can be claimed for income tax purposes and all or part of one's United Way donations may be donated to the school.

### **School Board**

The school is governed by a board of directors. The school board is comprised of a group of ten elected representatives from the school/parish community plus the principal of the school and the pastor of the parish. The directors serve a two or three year term and may be re-elected. Elections are held in the spring. The school board's monthly meetings are posted on the school calendars. Any member of the school/parish community may attend the open portion of these meetings. Board meeting minutes can be accessed through the school office.

### **Parent Association (PALS)**

PALS (Parents at St. Al's) is an association of school parents who assist in the growth and development of the school through fundraising, volunteering, promoting/organizing special events and operating as a Parent Advisory Council. All school parents are considered members of PALS. The association has an elected executive and holds monthly meetings as noted on the school calendars. All parents are encouraged to attend these meetings and become involved in the many projects that are initiated by this group. The meeting minutes are distributed to all school families.

### **Fundraising**

Fundraising is an integral part of the school culture. Without these funds, the school could not provide the quality of programming and experiences that is integral to our mission. The main fundraising event is the Gala Dinner. It is held in the spring each year and raises over \$30,000. Progressive Fundraising gift cards are available in the school office on an ongoing basis. As well, the Parent Association organizes one or two fundraising events each year. Parishioners and the local community support many of these fundraising efforts. Parental involvement in these events is encouraged.