

Name: _____

Teacher: _____

Grade: _____

St. Gabriel School

105-8th Ave. East

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S0K 0M0

Phone: 306-948-5550 Fax: 306-948-5254

Website: <https://www.gscs.ca/studentsandfamilies/schools/BGA>

Administrators' Message

On behalf of St. Gabriel School, we are pleased to share with you the 2020-2021 St. Gabriel School Handbook. Our COVID19 experience reminds us our greatest source of support continues to be from you, the parents/caregivers. You have had to add 'academic educators' to the many hats life currently requires parents and caregivers to wear. May the moment you open this book find our students back in the classroom where we all want and need them to be. COVID19 also reminds us that as social beings the teachings of Jesus challenges us to put the needs of others (in our family, our community, or country and our world) with compassion before our own. We ask St. Gabriel the Arch Angel to pray for us!

This handbook answers many of the common questions that both students and parents have concerning many of the day-to-day procedures of our school. As well, many of the policies that directly affect students are also included. This handbook will allow your child's education to be a shared responsibility between the home and school.

God Bless!

Mr. Rick Garchinski, Principal

Mr. Robert Meschishnick, Vice-Principal

Mission Statement

At St. Gabriel School children experience faith, learning and a sense of belonging. We help all students strive for academic excellence in preparation for high school and beyond while learning about themselves. Our distinctive faith-based education shows young people they have what it takes to reach out and make a difference in their school, community and world.

School Vision

St. Gabriel School is a Catholic school that is rooted in faith. We see God in all things, especially our students. It is here that students learn from caring, committed staff, who strive to give students a sense of belonging. Our school continues the teaching, healing and guiding work of Jesus. Also, through encouragement and example, our students become people who feel a sense of responsibility to change the world for the better.

Please Note: The information contained within this handbook may change after the date of publishing.

Doors

The doors open **at 8:25 a.m.** Town students are encouraged not to arrive at school before our doors open. The front door will remain open **until 4:00 p.m.** All side doors will be locked when classes are in session; they will be re-opened when students are outside for breaks.

Entering The Building

Students are expected to remove wet or soiled shoes upon entering the building. Red/Green Light symbols are used on our side doors to help students determine what action is most appropriate for that day. **Please note:** A separate pair of inside shoes is required for classroom wear for each student.

All persons other than staff and students are considered guests. For the safety of our students **all guests are expected to report to the office upon arrival.** (This excludes general drop-off and pick-up times – before school, during noon break and at dismissal. Please be diligent in your efforts.

Parking

Parents are reminded to observe the signage in front of our school (No Parking 8 am – 9 am; 3pm-4pm Monday-Friday). Our bus stop area and crosswalks must remain free of parked or stopped vehicles. **Please do not park in the Staff Parking Lot. For the safety of all, please do not stop in the middle of the street to pick up or drop off students.**

Attendance

Regular and punctual attendance is expected. The development of positive routines is necessary for the success of each student. Students who are consistently late for school miss out on important information that will impact the potential for an effective day of learning.

Late or Absent

In the interest of safety, it is important that we know which students will be late or absent. When your child is ill, late or away from school for any reason, **please use the SchoolMessenger app or contact the office** (306-948-5550). If a teacher's attendance indicates a child is absent with no reported reason, the school will call the parent/guardian in a timely manner directly or through electronic communication via **SafeArrival**. If your child is late returning home, we encourage parents to contact the school.

Sign Out Binder

For the safety of our students we require all students that leave the school during the school day to sign out. This is done regardless if they are leaving on their own or with a parent/guardian. Students returning the same day are to sign back in upon their return. The **"Sign Out" Binder** is located in the office on the counter closest to the door.

Bus Students at Noon Hour

On occasion, bus student may be required to leave the school. Please either **send a note or call the school** to let the office know that your child is leaving the building. These students are also expected to use the sign out binder as explained above.

Bell Times

We use a six-day timetable. There are six instruction periods daily. The daily schedule is as follows:

8:50	A.M. Warning Bell
8:55 – 9:45	Period 1
9:45 – 10:35	Period 2
10:35 – 10:50	Break
10:50 – 11:05	DEAR Time*
11:05 – 11:55	Period 3
11:55 – 12:40	Noon Break
12:40 – 1:30	Period 4
1:30 – 2:20	Period 5
2:20 – 2:35	Break
2:35 – 3:25	Period 6
3:25	Dismissal

DEAR Time is an acronym for "Drop Everything and Read". As part of our Language Arts program, we set aside 15 minutes per day when the entire school is involved in reading. Having a Dear Program gives students the opportunity to read and hear a variety of literature. It shows students that reading for enjoyment is a valuable experience. Reading also promotes better writing skills.

Breaks

Because fresh air and exercise are necessary for health, students are expected to play outdoors during recess and noon breaks when the weather is reasonable. This means **proper clothing must be worn** - especially by those students whom ride the bus, or whose parents drive them to school.

Students who remain indoors at recess are expected to be in an assigned location unless supervised by a staff member.

St. Gabriel School provides several levels of supervision during school-day breaks. The goal of supervision during these times is to provide all students with a safe environment. Adult supervisors are present both inside and on the playground. The outside supervisor wears a florescent vest so they are identifiable to students.

Students are expected to follow the guidelines provided in our Behaviour Policy. Students having difficulties following the expectations may lose these opportunities until appropriate correction or consequences are made.

Noon Lunch Break

Ensuring that the noon lunch break is a safe, healthy and faith-filled environment for our students to eat lunch and play requires a shared responsibility between the home and school. St. Gabriel School offers supervised lunch breaks as a service to parents and guardians. A detailed information page will be sent home at the start of each school year with **the 'Noon Lunch Break Registration Form'** that is required for each family.

Please note:

All students will remain in the lunchroom until 12:15.

Rural students leaving the school are to leave before 12:00 and are not to return until after 12:15.

Town students are not to return to school prior to 12:15.

Breakfast/Canteen Club

Our school provides a free breakfast program for any students who wish to take advantage of the food provided. The canteen also provides a number of different reasonably priced hot food options during the course of the week. Students may sign up for these meals prior to the day. Other packaged items can also be purchased as well. **The hours of service are as follows: 8:30 a.m. – 8:50 a.m. and 11:55 a.m. – 12:10 p.m.**

Counseling Services

We have counseling services available to assist students and parents/guardians. **Our school counselor is on site one day every week.** Parents/guardians and/or students may request this service. Parents/guardians will also be contacted if a teacher feels a student could benefit from these services.

Grade Combinations

Our staff allocation is determined by our division. As a school we are required to review our student population numbers yearly to determine how our class combinations reflect our enrollment and our staff allocation. When making the decision to place students in different homerooms we consider the following: academic achievement, learning styles, friendships, and gender balance. We also consider input from parents.

Learning Program

The elementary curriculum is guided by provincial government curriculum and priorities. Students participate in a balanced program that includes language arts, mathematics, health, physical education, religion, science, social studies, arts education, career education, and practical and applied arts. Band instruction is available with BCS2000.

We believe that all students can learn and develop their God-given talents as they strive to reach their full potential spiritually, academically, physically, socially and emotionally.

Under our Student Learning Model, Quality Core Classroom Instruction will meet the learning needs of most students and when required, students will receive extra assistance using the following progression:

- Plus - Additional instruction in the classroom
- Focused Instruction and Intervention - Additional instruction and intervention for students identified through progress monitoring in Plus.
- Specialized Instruction and Intervention - Additional instruction and intervention for students identified through progress monitoring in Focused.

Communication

St. Gabriel School communicates with our families in many ways. You can expect the following:

Each student receives a **Student Agenda Book** at the beginning of the school year. It will be used to send classroom related information between each child's teacher and the home. Each classroom teacher may use it differently; you can expect information to be shared regarding this.

Parents will be kept informed of school activities and events, important dates, etc. through our **weekly newsletter** and **monthly calendar**. Newsletters are sent home at the end of each week via your requested preference: paper, email or via text. A communication survey will be sent home at the start of the school year for you to complete. The newsletters/calendars and other school-related information is posted on our **school website** - <https://www.gscs.ca/studentsandfamilies/schools/BGA>

Parents can also periodically expect **handouts** from their child's teacher outlining current and planned themes, units of study and classroom activities and events. This may be in paper form or electronic. In addition, parents may receive **phone calls or agenda notes** concerning their child's progress and/or behaviour. We also welcome communication from parents.

Some classrooms have use **technology** to share student work between school and home. You may see more of this as a by-product of 'Supplemental Learning Opportunities' technology used to support students after the decision was made to cancel in-person classes.

Protocol for Parents

Your interest in the school is welcome and appreciated. Do not hesitate to contact us about any matters with which you are concerned, and with which you are pleased. If you experience concerns, we encourage you to see your child's teacher first; discuss the problem with the teacher involved and work out solutions that will hopefully alleviate further problems. If this does not work, the next step is to contact the Principal and discuss the problem further. If you feel that no satisfaction has been reached after this, then the Superintendent should be contacted.

Media Policy

St. Gabriel School understands the impact of technology on the daily life of many students. We believe that the school setting provides important learning opportunities during all times of the school day. These opportunities may be lost if the focus becomes that of audio devices, cell phones and cameras. They are forms of media that can be difficult to monitor and some content may go against the values and principles of the school.

As a result, **they are not to be used on the school premises**. Students using these devices will be asked to put them away. Repeated offences may require a call to a parent/caregiver to help support a positive outcome. However, these devices may be used if prior permission is given by the appropriate staff for special occasions or for completing a school assignment or project.

Student Dress Code

Rationale

St. Gabriel School is a 'Place of Welcome' where God can be encountered. We strive to create conditions where everyone feels valued, safe, and has a sense of belonging. From the first moment a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith and having its own unique characteristics. (The Religious Dimension of Catholic Education – 25)

It is central to the mission of Catholic education that students of Greater Saskatoon Catholic Schools emulate the essential elements of a Catholic Christian identity.

Students with questionable dress will privately and respectfully be reminded of St. Gabriel School's dress code and a plan will be made to rectify the situation.

Please note the following criteria have been used in developing our dress code.

- Age of the students
- Appropriateness in relation to the activity in keeping with Catholic Values
- Cleanliness
- Modesty
- Neatness
- and Safety considerations

Expectations

- a) Clothing or other accessories with alcohol, tobacco, or drug references or obscene designs or words or gang-related styles or symbols.
- b) Shorts, skirts and dresses of an inappropriate length.
- c) No exposed undergarments, midriff or lower back-bearing shirts.
- d) No mesh, halter, tube, or strapless tops.
- e) Rips in clothing in inappropriate locations.
- e) Any other clothing that may not be conducive for a positive learning environment.
- f) As a sign of courtesy, hats, toques or hoods are to be removed inside the school

Volunteer Reminders

Field trips are planned throughout the school year. **Below are reminders to our families.** We appreciate the tremendous support our families provide to the educational activities of all our students and want to make our processes easy to understand and easy to update and maintain.

Application for Automobile Driver Authorization

Because we rely on private vehicle transportation for most excursions away from the school, it is important that we protect both the passengers and drivers. GSCS's transportation policy requires us to be in possession of current and accurate driver/vehicle information. This form is to be completed annually. During the course of the year, if changes are made to your license or vehicle (a different vehicle), a new form is required to be completed. These forms are available from the office.

Booster Seat Use

As per Saskatchewan law, all students are being transported in an appropriate booster seat. On June 27, 2014 a new law was created. It can be read in several ways. We consulted the GSCS COF as well as the RCMP for clarification. This is our interpretation: All students that are less than 145 cm (4'9") in height or less than 36 kg (80 lb.) in weight will require a booster seat. We will make every effort to provide seats for those families that do not have one. If that is the case, please share your need with your child's classroom teacher or the office in a timely manner.

Criminal Occurrence Security Checks

All school volunteers are required to complete a criminal occurrence security check. This must be completed yearly. This process begins with a form from the office requesting the information for St. Gabriel School. If you have completed one for another organization (Ex: Cadets, Minor Sports, etc.), a copy is acceptable. We are working together to with the Biggar RCMP to develop a process that is more efficient for both parties – more information to come.

Supervision Responsibilities

Despite the appearance of a focus on "fun", out of the building field trips still involve curricular objectives. Our greatest need is to provide an adequate number of drivers for the trip. Those adults also agree to actively chaperone alongside the teacher for the entire class or an assigned group of students. For this reason, chaperones must agree to attend without the added responsibility of other family members (their child's siblings).

Our role as a school will be to monitor these items to ensure that we communicate with parents in a timely manner when updates are required; also to ensure the safety of all students when on excursions out of town.

The Sculpture "CHRIST THE TEACHER"

This copper sculpture is the work and creation of an Alberta artist, Mr. Heinrich Eichner, of Edmonton. Born in Germany, Mr. Eichner came to Canada in 1959 with his wife Edith, his two sons and three daughters.

In 1961, the architects Dunn-Diamond-Donahue commissioned the sculpture for the "Academie Assomption" which was being built. In February of that year, Mr. Eichner was awarded "First Prize" for the sculpture by the Association of Architects. When the "Academie" was finished, the sculpture was placed on the north corner of the east wall on 97th Street.

When the "Academie" closed its doors in 1972, the Sisters could see no better place for this work of art than St. Gabriel School in Biggar, to commemorate the forty-one years the Sisters de l'Assomption de la Sainte-Vierge had spent there for the education of the young people who attended their school. The sculpture "Christ the Teacher" was placed on the external wall of the new St. Gabriel School erected in 1968 to replace the former structure which was demolished.

Mr. Eichner died in a traffic accident on in December, 1974. He has said: "But this isn't the place for us to stay; we are on the road, and we go on that road together; we stay on that road until nature says it is time to divide."

Behaviour Policy

Below is an abbreviated version- the complete versions can be obtained from the office or found on the school's website: <https://www.gscs.ca/studentsandfamilies/schools/BGA/Pages/Anti-bullying.aspx>

Statement of Policy

St. Gabriel School, a Greater Saskatoon Catholic School, will not tolerate bullying behaviour. Guided by Gospel values, the behaviour will be dealt with in a serious and timely manner.

Rationale

Greater Saskatoon Catholic Schools believe all students have the right to a safe, caring and respectful school environment, free from bullying behaviour.

Definition of Bullying

A student is bullied when he or she is repeatedly exposed to negative actions on the part of one or more students causing emotional, psychological, and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical, electronic, relational, and reactive. Bullying involves an imbalance of power, creates fear, and is not gender specific.

Guidelines

1. Roles and Responsibilities

In addition to the expectations outlined in the Division Code of Conduct:

1.1 Students are expected to:

- Promote a positive and caring environment
- Refuse to bully others or to be a bystander to acts of bullying
- Actively participate in school-wide and classroom anti-bullying initiatives and social skills programs
- Report all acts of bullying they may experience or observe to appropriate school personnel.

1.2 St. Gabriel School Staff are expected to:

- Provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff, and parents/guardians.
- Address bullying behaviour in an age appropriate manner
- Implement a comprehensive anti-bullying strategy comprised of anti-bullying prevention programs, investigation of reports of bullying, intervention and follow-up
- Keep lines of communication open between home and school
- Encourage and teach students to report incidents of bullying behaviour
- Conduct themselves in a manner consistent with Gospel values and the teachings of Jesus Christ

1.3 Parents, Guardians, Parish, and Community Members are expected to:

- Contribute to a safe, caring and respectful school community
- Learn about bullying behaviour and related issues
- Inform the school if bullying is suspected
- Work with the school to resolve identified incidents of bullying

Procedures

1. Prevention

...

2. Investigation of Reported Bullying Behaviour

...

3. Actions if Bullying Behaviour is Evident

...

4. Policy Communication:

4.1 The in-school administration shall review this policy at the beginning of each school year with all staff members.

4.2 The in-school administration shall review this policy at the beginning of each school year with parents/guardians.

In keeping with the teachings of Christ, Greater Saskatoon Catholic Schools will strive to create a safe, caring and supportive school environment, free of bullying for all members of the school community.

Blessed are the peacemakers; for they shall be called children of God. Matthew 9

Student Technology Acceptable Use Policy

St. Gabriel School promotes the safe use of technology to support student learning.

St. Gabriel School recognizes that many students bring their own technology to school. As such, personal technology is included in the Acceptable Use Agreement.

By using technology at St. Augustine School, you agree to the following:

1. I understand that the technology I am using is for school related purposes, thus I will follow instructions when using technology and the Internet/Cloud.
2. I understand that GSCS staff and students use Microsoft Office 365, which is a cloud-based service.
3. I understand that I will follow all established Internet safety guidelines including:
 - a) Technology is considered an extension of the classroom. Therefore, any content that is deemed inappropriate in the classroom is also inappropriate in a digital context.
 - b) Protecting all of my identifying information and establish appropriate privacy settings when using technology.
 - c) I will not post identifying information without consulting the three questions -accessibility, ownership, and erasability.
 - d) I must never, under any circumstances, agree to meet someone, that I have met over the Internet.
 - e) When signing up for a web tool, I will consult the terms of service, answer questions truthfully and take appropriate steps to protect my privacy. If I am unsure of what to do, I will ask my teacher for assistance. *
 - f) I will not post photos/videos of myself or others, without written parental/guardian consent (Part One of the Media Release).
4. My Office365 account is monitored by GSCS. Inappropriate use may be flagged and addressed by the school administration team.
5. I will not share any passwords associated with my GSCS account with anyone except my GSCS teacher(s). Under no circumstances will the account of another student or GSCS teacher be used.
6. Should I intentionally, or unintentionally, damage a device or use technology improperly, repair/replacement costs will be dealt with individually, between the school and my family/guardian.

*Due to legislation in the United States, many websites, apps or tools state in their terms of services that students must be of a certain age to use the website. Many of these same websites will allow the students to sign up even if they don't meet the age requirements of that website. Therefore, teachers will use their professional discretion to choose appropriate, educationally relevant online tools when using them in the classroom. Students will be explicitly taught any relevant Digital Citizenship skills as they relate to privacy and personal information.

(Last Updated June 2019)