



St. Mary School 2009 – 2010 Handbook

*St. Mary School is a family of faith,
living and growing in God's presence.*

*Together, members are empowered to reach
their highest potential,
academically and spiritually.*

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PRINCIPAL'S MESSAGE

The new school year is upon us. And even though it comes in the Fall, for students it is the Spring of the new school year. With it comes a set of new classes, new teachers, old and new friends, and for some a new school. Anxiety, anticipation, curiosity, nervousness, and fear are all associated with the start of the new school year, and that's just the adults; school staff and parents. We can only imagine what the kids are feeling. Every year I begin the year with the thought and idea of hope. For every member of the St. Mary family there is a sense of hope. Hope that this year will bring achievement and success. Hope that all the mistakes from previous years will not be revisited. For our kids, hope that they will like their teachers and classmates. As we begin the process of getting ready for the new school year I would like to invite you to put some thought into the idea of hope. What are we expecting and wishful for. I am very excited to begin another school year as Principal of this great school. I am excited to see new and returning students, teachers, and parents. I am especially eager to hear the sound of students fill our wonderful little school.

Welcome back St. Mary students and families!

Mr. DePape

STAFF LIST

TEACHERS

Mr. Dave DePape Principal
Mr. Matt Falk Kindergarten (AM) & Grade 5/6 (PM)
Mrs. Joleen Lichtenwald Grade 1 & 2
Ms. Marnie Diacon Grade 3 & 4
Mrs. Kathy Stan-Ross Grade 5/6 (AM)
Mrs. Cathy Wallace Grade 7 & 8
Mrs. Susan Engel Resource & Literacy Coach
Mrs. Colleen Mitchell Teacher Librarian
Mr. Jim Mitchell Grade 3 – 8 Music & HTCS D Band Instructor
Ms. Danelle Mondor Teacher Intern in Grade 1 & 2

SUPPORT STAFF

Mrs. Jenn Morson Administrative Assistant
Mrs. Diane Loos Educational Assistant
Mrs. Kathy Gallipeau Educational Assistant & Noon Supervisor
Mr. Dwayne Sisetsky Caretaker Extraordinaire & Noon Supervisor

Mrs. Kim Domsolai Speech Assistant
Mr. Gord Hardowa Bus Driver

Mrs. Lana Smith HTCS D Speech Language Pathologist
Mrs. Jaimie Atkins HTCS D Speech Language Pathologist
Mrs. Debbie MacDonald HTCS D Educational Psychologist
Mrs. Rose Zaba-Stewart HTCS D School Counselor

2009 - 2010 ACADEMIC CALENDAR

| Month | Operational Days | Student Contact Days | Comments |
|---------------------|-------------------------|-----------------------------|---|
| 2009 August | 6 | 4 | Teacher Opening Day – August 24 School Improvement Planning – August 25 Classes Begin 9:05AM – August 26 |
| September | 21 | 19 | Labour Day – September 7 Opening Day Celebration – September 11 Teacher Curriculum Inservice – September 25 |
| October | 21 | 21 | Thanksgiving – October 12 |
| November | 20 | 17 | Teacher Convention Day – November 9 Teacher Planning Day – November 10 Remembrance Day – November 11 Parent/Teacher Interviews (in Lieu) – November 20 |
| December | 16 | 16 | Last Day of Classes – December 22 |
| 2010 January | 20 | 17 | Teacher Planning Day – January 4 Teacher RTI Inservice – January 5 Classes Resume 9:05AM – January 6 Teacher Planning Day – January 29 |
| February | 15 | 15 | Family Day – February 15 Winter Break – February 16-19 |
| March | 23 | 21 | Teacher Planning Day – March 19 Parent/Teacher Interviews (in Lieu) – March 26 |
| April | 16 | 16 | Good Friday – April 2 Easter Break – April 5-9 Classes Resume 9:05AM – April 12 |
| May | 20 | 18 | Staff Retreat – May 7 Teacher Convention Day – May 14 Victoria Day – May 24 |
| June | 22 | 20 | Last Day of Classes – June 23 Teacher Closing Days – June 24 & 25 |
| Total | 197 | 181 | <i>Board Approved – April 6/09</i> |

ACCIDENTS AND INSURANCE

The Board of Education carries an insurance policy covering accidents which occur while students are participating in athletics or other student activities under school supervision.

A student suffering an accident must report to the supervising teacher or the office. A form will be completed by the supervising teacher outlining the circumstances about the accident.

ADDRESS & OTHER CHANGES

Please inform the school office (694-0066) of changes of address, phone numbers, etc. as soon as possible.

ATTENDANCE

It may be necessary for students to be absent from school in cases of illness or family emergencies. Parents are asked to call the school at 694-0066 when their child is absent. In order to insure the safety of our students the school will phone parents of students who have not reported by 9:25AM. Parents of students who are frequently absent or late will be contacted by the school administration.

Regular attendance is necessary for maximum learning. In the upper grades, it is impossible to provide for the students a valid assessment of their work if students do not share in all the classes, quizzes, examinations, and assignments. The student should ask the teacher to make up any quizzes or examinations missed.

BICYCLES

We urge all students to lock their bicycles. **The school will not be responsible for stolen bicycles.** Students riding bicycles must observe the traffic laws. We keep stressing "bicycle safety" rules at the school and if you do the same at home, perhaps we won't see so many students riding on the wrong side of the street, doubling or going through stop signs.

CHILD'S VIEW MONTESSORI

Montessori is a new addition this year to St. Mary School. Montessori is a pre-school program which will occupy the west wing of our school. If you are interested in having your child attend, check out their website www.childsvie.ca or call 692-3533.

CLEAN SCHOOL

A clean home makes for a healthy and a pleasant place to live. Let us apply the same standards to our school that we do to our home. To be specific, do not track mud, snow or slush into the school. This means either wearing rubber footwear and removing it at the door, or carefully cleaning one's shoes before entering.

No street shoes in the school at any time. Students are to wear their gym runners at all times for safety and in case of a fire or fire drill.

DAMAGE TO PROPERTY

Students are asked and encouraged to respect the property of others. "Pupils found guilty of destroying or damaging or losing School Board property are liable to suspension until their parents or guardians make payment for the destruction, damage or loss caused by the pupils concerned."

DETENTION

Teachers may keep students after school, to complete assignments or as consequences for misbehavior. If students are kept after school on detention, parents will be advised prior to the detention being served.

DISCIPLINE POLICY

Discipline is required to correct misbehavior and disorder, and to foster self-control. It is seen as a means of helping students to act and respond positively in various situations.

Rules can be overwhelming and confusing, so we incorporated "all" school rules into four simple rules, which are widely inclusive of the kinds of behavior needed for a smoothly functioning school. Our school rules are:

1. Be respectful to everyone.
2. Be responsible.
3. Be ready to learn.
4. Be fair.

Not all misbehaviors are of equal importance and therefore it would not be fair to treat them as such. The staff has decided to categorize misbehaviors according to how they will be dealt with:

1. **Minor** - These are commonly dealt with by the teacher.
2. **Serious** - Habitual repetition of minor misbehaviors, injuring others on purpose, talking in a disrespectful way to staff members. For each incident, the staff member will complete a conduct report and keep it on record. The parent or guardian may be notified. An offense means that the student will make an "Action Plan" to be completed fully and presented to his/her teacher before entering class. The "Action Plan" is the student's ideas on how they can avoid the same mistake in the future. Future offenses may be dealt with in the same manner, with some exceptions - (i.e.) the student will go to a designated detention room or have detention at recess or after school, etc. If it is not convenient for the student to stay the day the misbehavior occurs, the parents/guardians may make arrangements for their child to stay the following day(s). After repeated misbehaviors or serious offenses, the misbehavior will be treated as major misbehavior. Students will then be sent to the office.
3. **Major** - Habitual repetition of serious offenses - weapons at school, smoking on school property, alcohol, drugs. Parents/ Guardians will be phoned and notified of the misbehavior. Suspension from school may follow.

DRESS CODE

"Students are expected to dress reasonably and to be well groomed. All pupils shall conform to reasonable standards of taste in dress and grooming. Neatness and attire that is conducive to acceptable behavior are to be encouraged. School principals are given the authority to require any pupil not conforming to what they feel is acceptable attire to return home and change to suitable garb before being readmitted to class. Students who habitually fail to comply with the standards set by the principal and staff shall be subject to suspension." This is part of policy IFA taken from the Catholic School Board Policy Manual. Let's reflect the values of our school in the dress of our children.

Some examples of inappropriate garb are: spaghetti straps, backless shirts, any item with unacceptable language. **A good rule to follow, if you are unsure if it will be acceptable or not, it probably is not.**

ELECTRONICS – ZERO TOLERANCE for Cell Phones, iPods, Digital Cameras, etc...

iPods, MP3 players, cell phones, digital cameras, etc. are to be left at home. There is a **zero tolerance** for these items as they are **NOT** needed at school. Keeping them at home will prevent them from being stolen or damaged. **If these items are seen by any staff member, they will be taken away and given to the principal. Items will NOT be returned to the student, parents will have to pick them up at the school office.**

EMERGENCIES

In case of emergencies, the school will always attempt to contact parents/guardians first. If they are not available, we will then attempt to reach the emergency contact on file.

ENTRANCES

Entrance line-ups are used at St. Mary's to promote orderly access and to decrease chances of accidents. All students will line up with their class at their respective entrance. Students are to use the following entrances:

- Main Entrance – Grade 3, 4, 7, 8 students
- South Entrance – Grade 1, 2, 5, 6 students
- West Entrance – Kindergarten & Montessori

Entrances will be locked at all times, with the exception of the Main Entrance. If your child is late for school, he/she will have to come in through the Main Entrance and report to the office.

FIRE DRILLS

Fire drills will be held on a regular basis at St. Mary School to insure that students are able to leave the school in an orderly manner in case of an emergency.

Students are asked to follow the below procedures:

1. When the fire bell rings, the student should stand, then turn so that they are facing their classroom door.
2. The person nearest the door will go and open it, and stay there until all other students have walked down the hallway, then he/she will close the door and follow.
3. Do not push or run.
4. The first person in any line reaching the outside door will hold it open while all students in the school exit. He/she will then rejoin his or her class.
5. Classes will form lines well away from the school after they are outside.
6. Students will return to their classrooms in an orderly manner when directed to do so by staff.
7. Make sure you know the alternate routes in case the normal route is blocked. Note: Students in the gym, at the time of the drill will exit from the rear of the gym.

ILLNESS & INJURY

Any injury or illness suffered while at school should be reported to the homeroom teacher or office at once.

Students from time to time may become emotionally upset for many personal reasons. In order that the individual needs be considered, please inform teachers when such problems arise.

LATES and TRUANCY

Regular attendance and punctuality are required. If your child(ren) will be absent or late, please call Mrs. Morson in the office before 9:00AM or 1:00PM. We have an answering machine for you to leave this information at any time. All lates and absents are monitored on a regular basis. Persistent student offenders will be reported to the Truancy Officer at the division office.

LIBRARY

The Library will be open during school hours (9:00AM to 3:35PM). Students will be expected to pay for any lost or damaged books.

The Library has a variety of recreational and informational materials available. The loan period for books and back issues of magazines is ten days. Students are asked to renew these items if they wish to keep them beyond that time.

Since we obtain a large number of books each year the possibility of a book which is unsuitable getting placed on the library shelves exists. If you feel a library book that your child brings home is not suitable for a school library, please contact Mrs. Morson or Mrs. Mitchell and we shall look into the matter.

LINES OF COMMUNICATION

It would be greatly appreciated if you would call the teacher concerned whenever there is a problem regarding one of your children. Please follow the following lines of communication, it would be a great time saver for everyone involved:

1. Phone the teacher of your child.
2. If you feel your problem still isn't solved, then call the principal.
3. If you still feel that it isn't solved, then call Celeste York, Director of Education.

LUNCH HOUR POLICY

The understanding in the Holy Trinity Catholic School Division is that ALL students are to go home for lunch unless they meet the following criteria:

1. Are St. Mary School bus students or;
2. Are under the supervision of a teacher for extra-curricular activities.

Any other student wishing to stay for lunch must:

- a) Pay a fee of \$15 per month (family maximum \$45 per month).

Cheques are payable to St. Mary School.

- b) Bring their own lunch.

- c) Register for a minimum commitment of one month. **You cannot register your child for one day at a time.** You may register one month at a time or for the entire year.

Those students who eat lunch at school must have written permission from their parents to leave the school during the noon hour - example: eating at a friend's house, walking to the store. **These arrangements MUST be made the day before, students are NOT allowed to call parents at home or work to ask the day of.** If you wish to give your child blanket permission to leave any noon hour please send a note indicating so and we will place it in their file. **Students eating at school are NOT allowed to go to the store at lunch.**

LUNCH SUPERVISION PROCEDURES

1. Students eat lunch in their classroom. Grace will be said before the lunch bell rings.
2. Students are to go to the washroom, wash their hands and return immediately back to their room.
3. Microwaves are provided to heat up lunches, however, *try to alternate these meals so line ups are not very long.*
4. Students are to eat at their desk. At no times are students to wander around in the classroom or hallways.
5. **Drinks, cutlery or dishes are to be brought from home. Students are not allowed to borrow anything from the staff room.**
6. Table manners must be displayed and the noise volume must be at a low conversational level. ie) no yelling, screaming, etc.
7. Refuse from foods are to be thrown into the garbage containers.
8. Some students may be assigned to cleanup, such as wash & dry desks.
9. Students must stay in the classroom until the bell rings at 12:20PM. If students are finished their lunch before 12:20PM, they are to read, do homework, art work, etc. at their desk. No wandering around in or outside the room.
10. At 12:20PM the students and supervisors leave the school promptly for the playground area.
11. While on the playground from 12:20 to 12:45 the supervisors are to make sure the student's are not loitering in the entrances, on the steps or in the parking lot.
12. Students are to remain in the school yard at all times in their designated play areas. Play areas for all students are rolled out in the opening year assembly.
13. Students are not allowed to use the phone unless it is an emergency.
14. Students language is to be that and only that which is acceptable in a Christian school. Fighting of any sort is also unacceptable.
15. While on the playground, the supervisors are to confiscate sports equipment students may have brought from home that he/she deems dangerous or causing problems.
16. When the 12:45PM bells rings the supervisors make sure all students are in before they leave.
17. Students acting/behaving in a manner that requires disciplinary action will be brought to the attention of the principal or appropriate staff.
18. **If the procedures are not followed by the student, he/she will first receive a written warning that is sent home for the parents/guardians to sign and return confirming that they have seen the letter. The second time that the student does not follow the lunch procedures a lunch suspension of 5 days will occur. Any further problems that the student has with following the procedures, the lunch suspension will double. Additionally, when a student has received a lunch suspension, he/she will not be allowed to stay for lunch and must remain off school property until the 12:45PM bell.**

NEWSLETTERS

The St. Mary Missile will be sent out at the beginning of each month by paper copy and email (to those who register an email address with the office). The Missile will contain news of the last month and announcements of upcoming events. The Missile will include a calendar highlighting important dates such as early dismissals, school holidays, and other important events. ***If you didn't receive one, ask your youngest child why he/she did not bring it home!*** Our newsletter is also available online at <http://smary.htcsd.ca>

PARENT-TEACHER INTERVIEWS and REPORT CARDS

Interviews will be held in November & March. You will receive a form in late October & February asking you to state which time and date is most convenient for you. We will do our best to accommodate your requests. The earlier you return your form to the office, the more likely your request will be accommodated.

These need not be the only interviews of the year. Whenever you desire a conference with your child's teacher, please feel free to call the school and make an appointment. The teachers will do the same if they wish to meet with you again. It is essential that communications be a two-way street.

PHYSICAL EDUCATION – EXTRA-CURRICULAR PROGRAMS

Our inter-school program is for those older students who have the determination and desire to participate in activities other than our recess activities. INTER-SCHOOL PROGRAM, for both boys and girls, includes the following:

| | |
|---------------------|----------------|
| September – October | Touch Football |
| October – December | Volleyball |
| January – March | Basketball |
| April | Badminton |
| April – May | Track & Field |

To participate in these activities, **a full effort is required. Practices are compulsory.** To enjoy your school and get the most out of your school years at St. Mary, participation in our school will be beneficial to you.

Throughout the year teachers implement other activities for other grades, such as Craft, Art and Drama clubs. Notes are sent home with students with more details. These programs are offered at different times of the year depending on the teacher's schedule.

PHYSICAL EDUCATION - SPORTS

St. Mary School offers a varied sports and physical education program for our students. This section will give you information about our programs.

GYMNASIUM REGULATIONS

1. Each student taking Physical Education must have the requirements for the classes.
2. Students must wear proper gym clothing to all gym classes.
3. All Phys. Ed. clothing should be kept in the student's gym bag.
4. After changing into their gym attire, students must see that their clothes are hung neatly on hooks provided. After their Phys Ed. periods gym bags are to go back to the student's rooms.
5. Apparatus such as springboards, mats and benches may be used only when the instructor is present.
6. Excuses for missing Physical Education classes are:
 - a) written note from parents must be presented to gym teacher before the class.
 - b) any prolonged absence requires a doctor's certificate.
7. No one may use the gym before school, noon, or after school unless there is a teacher in attendance. Regulation running shoes must be worn at all times.
8. Students should place their name on all equipment including shorts, t-shirts and shoes.

SAFETY PATROLS

The safety patrols help children cross the street when they go home at noon hour and after school. They are on duty at 11:50 - 11:55AM and 3:35 – 3:40PM.

SCHOOL COMMUNITY COUNCIL

The School Community Council is a group of parents, teachers, and community members who meet on a regular basis to discuss matters concerning the school and to make plans to better develop the community spirit of St. Mary School. The committee meets the first Tuesday of each month. The SCC is wanting you as a parent/guardian to come out and see what it is all about. We all work together for the benefit of our children.

SCHOOL TIMES

| First Bell | Classes Begin | Recess | Dismissal |
|-------------------|----------------------|---------------|------------------|
| AM 9:00 | 9:05 | 10:35 | 11:50 |
| PM 12:45 | 12:50 | 2:20 | 3:35 |

When classes are dismissed early, parents will be notified either through the monthly newsletter or by a special note. During nice weather students are expected to play outside in the playground area until the first bell rings at 9:00AM and 12:45PM. Students are not to congregate in the main entrance, on the steps of any entrance or in the staff parking lot before classes, at recess or after school.

STUDENT ASSISTANCE

Students are encouraged to ask their subject teacher for assistance. St. Mary's teachers are prepared to meet with one or more students before or after classes, to provide this service. It is the student's responsibility to request this help and to make the appointment. Appointments are necessary as teachers are not always in their class during these times as they may be involved with extra-curricular activities.

STUDENTS LEAVING EARLY

Students who must leave early for appointments **MUST** have either a note from their parent or a phone call to the school by the parent.

STUDYING

Some students of above average ability are able to successfully complete their work with very little home study. However, such students find themselves less well prepared for the more difficult studies met in succeeding school years. Success in school is dependent on the development of good working habits, beginning with the first day of school.

Older students are expected to study and review lessons on a regular basis. Time used in study can be utilized by noting the following:

1. Whenever possible, read or otherwise become familiar with materials before they are actually presented in class.
2. Review materials immediately after being presented in class. Some concepts may have to be memorized, but generally speaking, it is better to retain ideas rather than memorize words.
3. Review should be a continuous process, not an exercise engaged in before examinations only.
4. Develop the habit of studying at a particular time and in a specific place, keeping in mind the need for a minimal of distractions such as radio, television, records, telephone, and the like.

5. Students having difficulty in one or more subjects should arrange for extra help from teachers involved as soon as possible.
6. Reviewing questions which might appear on examinations should be as a self-test to indicate when it is advisable to go on to new material.

TELEPHONE USE

It would be appreciated if phone calls to the school are made when classes are not in progress since teachers and students should not be taken away from their classrooms. If an emergency arises, we shall co-operate. However, if it is NOT an emergency a message will be taken and given to the student. Additionally, **students should only be using the telephone in emergency situations or when requested by the teacher.**

TEXTBOOKS

Students are not required to bring any textbooks. Textbooks are provided free of charge by the school system. Put your name on all books. A record of resource books issued is kept by the teacher. You are expected to return the book issued. Damages to books or lost books are assessed and it is the responsibility of the student to pay the assessment at the end of the year.

VISITORS

Check in at the office upon your arrival.

WEBSITE

You can find us on the web at <http://smary.htcsd.ca> please save this link as a favorite. You can find the monthly newsletter, calendar, sports schedules and important information will be posted when special events are upcoming.

WEATHER ADMITTANCE OF STUDENTS

1. Students will be asked to remain outside until 9:00AM and 12:50PM, the exception be inclement weather (see #3 below) or permission granted by a teacher.
2. Students are not to congregate on the main entrance steps before classes or at recesses. Students must be in their appropriate playground area.
3. The color code system for cold weather works as follows:

GREEN – used when the temperature is above -25 C (including wind chill).

1. Students may come into their classrooms in the morning and at noon. Parents, please time student's arrival at school in such a way so as to spend the least amount of time in the entrances as possible.
2. All students stay in at recess.
3. Lunch students will stay in a noon.
- 4.

RED – used when the temperature is below -25 C (including wind chill).

1. Students are not to come into the entrances before the bell. They should go to their areas in the school yard in the morning and at noon.
2. Recess will be outside.

A strip of colored paper (red or green) will be placed in a pocket in the window of each entrance to let students know what to do.

WITHDRAWALS

If you will be withdrawing your child(ren), please notify the school office as soon as possible.

BUSSING INFORMATION

SCHOOL BUS

A copy of route schedule and times will be handed out to all bus students shortly after the school year begins.

For emergency contact, during route times, call the School Board Office at 694-5333. They will contact the bus driver via radio.

SCHOOL BUS REGULATIONS

The Holy Trinity Catholic School Division #22 initiated a transportation system a number of years ago to provide services to certain groups of students within the division. We urge you to read these regulations carefully and to keep them for future reference.

1. Who is Eligible for Transportation?

In order to be eligible for transportation services you must satisfy the following requirements:

1. You must live within the city limits of Moose Jaw.
2. Your children must be attending one of our five elementary schools.
3. You will be entitled to have your children transported free of charge if you live in one of the following areas of the city...
 - Sunningdale Subdivision
 - Victoria Heights north of the CNR tracks
 - Westheath Subdivision
 - Prairie Oasis Trailer Court
 - Lakeview Trailer Court
 - If you live beyond 1.0 KM from any of the elementary schools.
 - **OR** if you live outside the St. Margaret School attendance area and your children attend St. Margaret School AND if you live beyond 1.0 KM from the school.
4. If you do not satisfy the above requirements you may still be eligible for transportation if you live east of Main Street and your children attend St. Agnes School, or if you live west of Main Street and your children attend St. Margaret School. Because these two areas are not recognized by the Department for transportation purposes, you will have to apply through the school and pay a monthly fee of \$5.00 per student.
5. Only the students who meet the above requirements are allowed to ride the bus except when a bus is chartered for a school sponsored activity.

NOTE: Some reimbursement is also recognized for outlying areas such as Britannia Park and River Park, where bus service is not provided. Please contact the school division office for more information.

2. Bus Routes

1. The bus routes and bus stops are arranged in September in an order that students may be picked up and dropped off at a reasonable distance from their place of residence. If your child has to be dropped off or picked up at day-care, baby-sitters or

parents place of work, please phone our Board Office (694-5333) and make arrangements with our Superintendent of Operations. Such requests will be accommodated only if routes do not have to be altered significantly. Please phone early in September.

2. Once the routes and stops are established, the bus drivers are not permitted to stop at any other place or alter the route in any way.
3. Routes or stops will not be altered for the purpose of lessons, shopping, games, etc.
4. The schools are responsible for the welfare of the students until they have reached their homes. Therefore, students will always be dropped off at their place of residence, home, baby-sitter, day-care, or parent's place of work (as arranged).
5. If there are unusual circumstances where the parents feel their child must be dropped off at another stop other than his/her place of residence, the parents must send a signed note to the bus driver. The bus drivers have been asked to adhere to this rule strictly. A signed note from the parents is a must.
6. In case of sudden emergency, you may phone the principal who will give your child a signed note for the bus driver. We hope this will be used only in urgent cases.

STUDENT CONDUCT ON THE SCHOOL BUS

The Holy Trinity Catholic School system believes that student's conduct on the school bus will promote safe and efficient transportation. It is expected that all students will abide by the rules which appear below. Failure to abide by these rules may result in the suspension of the student(s) from the bus. The matter of conveyance to and from school of children so suspended during the period of suspension shall be the responsibility of the parents or guardians.

1. All students must be in complete readiness to board the school bus when it arrives at each pick-up point. The student shall be adequately dressed for weather conditions.
2. When boarding the bus students shall immediately and in an orderly manner proceed to their seats as assigned by the bus driver. Students shall remain in their seats at all times and shall remain seated until the bus comes to a complete stop when they disembark. When disembarking from the bus students shall do so in an orderly fashion, but as quickly as possible.
3. Students shall avoid interfering with other students and will refrain from loud talking, indecent language or any action which might distract the driver.
4. There shall be no tampering with doors or any other part of the bus. Students shall not litter or deface the bus or its contents nor shall objects be thrown out of the bus.
5. Limbs or any part of the body shall not be extended out of the bus.
6. Students may not leave the bus on the way to and from school except at a regularly designated school bus stop except if authorization is received in written form from a parent or guardian or in the event of an emergency.
7. Students must be prepared to board the bus immediately after school.
8. There shall be no smoking on the bus.
9. There shall be no eating or drinking on the bus.
10. Students are expected at all times to be courteous and considerate to each other and to the bus driver.
11. Students shall refrain from damaging any part of the school bus.
12. The bus driver shall be responsible for maintaining discipline on the school buses.

The following procedures shall be adhered to in resolving behavior problems:

1. If a child does not adhere to the rules of the bus, the bus driver shall inform the parent/guardian of their child's failure to observe bus procedures. This shall be the only warning. The bus driver shall inform the parent/guardian that any repeated actions will

warrant suspension. This warning shall be given in writing on the form provided for that purpose. The form shall be signed by the bus driver and the student, given to the student to take home, and a copy given to the principal.

2. Notwithstanding 12.2 a bus driver may in exceptional cases, suspend a student without giving a warning when a student displays overt opposition to authority in the presence of other students. Such overt opposition to authority would be calling the bus driver an unacceptable name or refusing to listen to the driver when the student is told to desist when engaged in violence (fighting) or in a situation that places someone in danger.
3. If the child again misbehaves on the bus or fails to abide by the rules relating to bus transportation, the bus driver has the authority to refuse such transportation to the student.
 - The driver shall suspend a student by filling in the required form, having it signed by the principal and student, and given to the student to take home. The effective time and length of the suspension shall be determined so as to make alternative arrangements during the time of the suspension. The suspension should however be in effect within a few days of the notice.
 - The principal or designated school bus coordinator is also authorized to impose a suspension. In such cases, the bus driver and the parents or guardians shall be notified.
 - Any time that a student is suspended from bus service, it shall be for a period of at least two school days. When a suspension is in effect, the students shall not be permitted to ride the bus. The parents will have to make their own arrangements to get their child to and from school in the morning, at noon hour and after school.
 - A student may not be asked to leave the bus for any reason except at the destination point.

13. The transportation of student equipment and materials on school buses shall be regulated in such a way as to accommodate school programs and yet must not jeopardize the safety of students.

Section 42-3 (g) of "The Highway Traffic Act - 1987" reads:

(g) "ensure that every object that is carried onto the bus for transportation and that cannot be held by a passenger is placed as close to the front barrier as is practical and as low as is practical, and, in any event, that those objects do not exceed the height of the barrier and are placed, where possible, in front of or under a seat that is close to the front of the bus."

In keeping with the above regulation, the following rules shall apply:

1. The front seat area on the right hand side of the bus may be used for transporting equipment and materials needed by students for educational purposes.
2. Students will be allowed to carry objects to their seat and hold on their lap to the extent that they do not protrude above the seat or into the corridor. Items that cannot be held on ones' lap shall be placed in the front seat area referred to in section 1 above.
3. Skates carried onto the bus shall have guards on the blades, be stored inside a gym bag, school bag or fabric bag (not plastic or paper).
4. No explosives, including propane tanks, shall be transported on the bus.