

## Christ the Redeemer Jubilee Renewal Strategic Plan

### School District Vision

***“Let the truth of Christ and knowledge of God’s creation be experienced by and manifest in the students, staff, parents, and supporters of our Catholic school community”.***

### Dignity of the Individual Person

The infinite value of each person in God’s eyes must be reflected in all that we do. This calls for respect in all relationships.

### Catholicity

As Roman Catholics, we accept the teachings of the Magisterium of the Church. Our Catholic Faith permeates all that we do. Our schools become faith communities when staff and students give witness to their faith. Jesus is the source of our morals and values. Prayer is essential.

### Instructional Focus

The educational needs of all students must be met in a manner that does not deprive others of access to good education within a safe environment. We believe the family is the fundamental unit of society and that parents are primary educators of their children.

### Accountability

The Board of Trustees is accountable to the Bishop of the Diocese of Calgary, the Minister of Education, our parents and supporters. We are called to be faithful stewards of God’s creation.

### Mission

As a missionary school division, in partnership with the family, we will deliver an authentic Catholic learning experience by creating a foundation of faith and knowledge in a caring environment to guide all students to appreciate the goodness of all creation and to meet the challenges of life with hope and confidence.

### ***Good Shepherd School Mission Statement***

**Faith** – At Good Shepherd School we live in communion with one another, sharing our faith in God: the Father, the Son and the Holy Spirit.

**Learning** – At Good Shepherd School we foster a love of learning and a desire to achieve personal excellence in all domains.

**Environment** – At Good Shepherd School we provide and celebrate the partnership of home, school, parish and community in the education of our children

### **Literacy Mission Statement**

“Good Shepherd School is a community of motivated readers and writers engaged daily in thoughtful and meaningful literacy experiences guided by teachers who collaborate and develop best practices to enhance student learning.”

### Strategies

- ❖ We will develop a process of continuous improvement for student learning.
- ❖ We will identify best practices and implement them across the division.
- ❖ We will meet the learning needs of all students for whom we have responsibility.
- ❖ We will develop a plan to support our families and to actively involve them in the educational experiences of our students.
- ❖ We will create a safe, secure and caring environment.
- ❖ We will develop and implement a division communication plan to increase efficiency and create opportunities for school communities to get to know one another.
- ❖ We will identify and initiate practices to allow members of our school communities to grow in knowledge, understanding, practice and celebration of their Catholic faith.
- ❖ We will develop and implement steps to build enthusiasm and commitment among staff and students within the division.

### Objectives

- ❖ To ensure all of our students will achieve provincial learning standards.
- ❖ To ensure all students and staff will grow in the knowledge, understanding, practice and celebration of Catholic faith.
- ❖ To ensure all members of our school community will be treated with respect and dignity in a safe and caring school environment.
- ❖ To ensure all students will enjoy their school experience.

### Parameters

- ❖ We will never deny the role of parents as prime educators of their children.
- ❖ We will never compromise the dignity and worth of any person.
- ❖ We will always adhere to the official teachings of the Magisterium of the Catholic Church. We will not accept less than our best effort to meet the educational needs of all students.

## **Moral Formation at Good Shepherd School**

*“Teacher, which commandment in the law is the greatest?” Jesus answered: “You shall love the Lord your God with all your heart and with all your soul and with all your might.” Jesus added another commandment: “You shall love your neighbour as yourself.”*  
Matthew 22:36-40

In Christ the Redeemer Catholic Schools, moral formation (character development) is the foundational proactive means of creating safe and caring schools. Character development in our schools inspires and teaches children to live as Christ lived and commanded everyone to live.

Good Shepherd School uses the Theological Virtues of *Faith, Hope and Love* as the basis of our moral formation program.

Staff members will be using this agenda as their primary resource to support this program. The agendas outline a key human virtue each month, based on a story from the Bible, giving students, teachers and parents the opportunity to reflect, pray and respond to one another and to God. The agendas include age-appropriate content to help students apply their Christian values to everyday life, a question or space for goal setting for reflection each week reinforcing the monthly theme, and weekly prayer and praise to encourage spiritual growth.

The agendas are a practical tool to initiate conversations with your children about their faith and values. The next time you sign your child's agenda, look at all the interesting activities that he/she will be doing related to the virtue and the Bible story each month.

## **Safe and Caring Schools**

Good Shepherd School strives to provide a safe and caring environment for all of our students. We provide various programs to recognize students who behave “like Jesus, the Good Shepherd.” We permeate Christian values in all of our teaching and encourage all children to develop as loving Christians in our school environment.

Misbehaviour, such as bullying, will be addressed. Bullying is defined as behaviours, verbal or non-verbal, that cause others to feel intimidated, offended, embarrassed, and/or humiliated. Bullying can harm individual dignity and respect. It hampers our efforts to create a caring Christian community and interferes with a student's right to feel safe and secure within the school environment.

At Good Shepherd School, alleged instances of bullying will be thoroughly investigated. All complaints will be dealt with seriously, and repetitious behaviour will be viewed more seriously than one time incidents. As a general rule, first time offenders will be given a warning and formal or informal counselling.

In addition, their parents may be consulted to assist us with giving them guidance. However, the school may impose immediate consequences as appropriate. If the initial warning does not result in a change of behaviour, the school will normally impose serious consequences including a suspension from the school, in extreme cases.

## **School District Information** **District Trustees**

Ron Schreiber (Okotoks)  
David Lunn (M.D. of Foothills)

## **District Office Personnel** 983-2659

Superintendent	Michael O'Brien
Associate Superintendent	Hans Woehleke
Associate Superintendent,	Scott Morrison
Associate Superintendent	Gary Chiste

## **Parish Office Personnel** 938-3122

Father Frank Feldman  
Father Steve Smith  
Deborah Quinlan, Secretary

## **Information On District Schools**

Good Shepherd School (Gr. K-6)  
52 Robinson Dr., Okotoks, T1S 2A3  
Phone: 938-4318 Fax: 938-3341

St. Mary's School (Gr. K-6)  
42 Cimarron Trail, Okotoks, T1S 1V8  
Phone: 938-8048 Fax: 938-8009

John Paul II Collegiate (Gr. 7-9)  
53 Cimarron Dr., Okotoks, T1S 2A6  
Phone: 938-4600 Fax 938-5324

Holy Trinity Academy (Gr. 10-12)  
R.R. 2 Okotoks, T1S 1A3  
Phone: 938-2477 Fax: 938-6077

Christ the Redeemer Catholic Schools  
Bag 3, 46 Elma St., Okotoks, T1S 2A2  
Phone: 938-2659 Fax: 938-4575

## **School Fees Information**

### *School Fees*

Our School Board has established a school fee of \$80.00 per child for grades 1 to 6 students. This fee includes the textbook rental (\$55.00), the mandatory school agenda book (\$10.00) and a co-curricular bussing fee (\$15.00). Cheques should be made payable to Good Shepherd School and we ask that you indicate the names and grades of your children on the cheque. We would prefer you send only one cheque for all of your grades 1 to 6 children. Please pay this fee by the end of September. A maximum of \$170.00 per family will be charged for book rental. Agenda book fees and co-curricular bussing fees are excluded from the family rate and are to be paid for each student.

### *Band Fees*

Students in grade 6 take band. Unless students buy their instruments, they are charged a rental fee for the use of band instruments. Fees will vary depending on the instrument chosen. The instruments are rented through St. John's National. For further information, please contact the Band Teacher.

### *Kindergarten Fees*

Kindergarten fees are set at \$50.00. These fees should be made payable to Good Shepherd School. The L.A.C. also charges a fee in September. This fee is used to provide all the field trips for the kindergarten students and the memory book.

### *Other Fees*

The annual fees for students living within the 2.4 km radius who wish bussing is set as follows:

Kindergarten (per student)	\$100.00
Grades 1 to 12	\$200.00
Maximum total fee per family	\$450.00

### *School Pictures*



The date for the 2008-2009 school pictures is Tuesday, September 15<sup>th</sup>. (Retake date: November 3<sup>rd</sup>). Life Touch Photography will be handling our photo program. The cost of photos will depend on the package chosen by each individual family.

### *Fund Raising*

The school does not want to financially burden parents with massive amounts of fundraising. Fundraising in the school will be done for specific reasons. Monies from fundraising will be allocated to charitable organizations such as the Terry Fox Society. Our school council generates funds through the hot lunch program on Tuesdays and Thursdays, and this money goes to specific areas of need in our school such as library books and playground equipment.

## **Student Conduct**

### *Student Behaviour*

We expect the students to behave in a Christian manner towards each other at all times. We expect children to respect others and others' property, to apply themselves diligently to their schoolwork, and to apply the teachings of Jesus in their daily lives. We wish to encourage all our community to welcome each other as the Good Shepherd would.

A focus for our school is to create an environment where children feel safe and can learn in a risk-free manner. The ultimate goal is to create students who are self-disciplined and reflective of their behaviors and their actions.

In managing student behavior, teachers will generally deal with problems that may arise. In areas of severe or habitual behavior problems, there will be intervention by the school's administration. In these incidents parental involvement is crucial. In the most severe cases, suspensions from regular school activities will occur.

### *Student Absenteeism*

Students who miss an unreasonable amount of school time place their academic success in jeopardy. When any time is missed the student will be required to make up all missed work. This will help compensate for the missed class time but it does not address the lost opportunity of being involved in classroom experiences and discussions.

To assist parents in determining the amount of time a child has missed, the school's administration will send out a letter during each reporting period for students who have missed a significant amount of time during the term.

### *Students Leaving the School Grounds*

The school is responsible for the safety of the students during the school day. Therefore, all students are to remain on the school grounds during the school day with the exception of students going home for lunch and students who have signed out from the school with parental consent. Students must have a written note from a parent or guardian if they wish to leave the school grounds for any reason.

### *Dress Code*

The students are attending a Catholic Christian school and are required to dress in an appropriate fashion. Dress should be in good taste and appropriate for the activities of the school (e.g. Gym strip). Questionable slogans on shirts or torn clothing as a fashion statement are not permitted in the school. The school's administration will deem appropriate dress and may have the student change to more suitable clothing if required.

As mud is always a problem, all students are required to have outdoor footwear that must be removed at the student's entrance. All students must have a pair of indoor shoes for internal use, as it is very possible that we could have emergency drills or emergencies in inclement weather.

As we live in a climate where weather varies drastically all students should come to school dressed appropriately for the weather. All outdoor garments like coats, hats, and gloves are to be removed once the students have entered their classroom.

## Valuables

*Valuable items that are brought to school are the sole responsibility of the student.*

We ask that students not bring valuable items or large sums of money, as we cannot always anticipate how other students might react to such a temptation. We strongly discourage students from bringing Ipods, cell phones and other expensive electronic equipment to school. Further, we request that students who do bring these items to school, keep them in their backpacks during the day.

### *Student Phone Use*

Student phone use will be controlled through the main office and the school's secretary and receptionist. Students will be allowed to use the phone in situations where they are ill or have a medical crisis. Students will also be allowed to use the phone if they have forgotten their lunch. Students will not be allowed to use the phone to have homework brought to the school. The rationale for this is that we are attempting to develop the student's responsibility and feel it is imperative for them to understand there are consequences for not completing homework or leaving homework at home.

## School Safety

### *School Facility Security*

To ensure a safe learning environment we must take considerable measures to keep our building secure. We are requesting that all visitors to our school enter through the main school entrance on the West Side and exit through these doors as well. It is also important that all visitors sign-in at the main office with one of our secretaries and notify them of the nature of their visit.

We will be locking all doors except the main entrance during the day. However, at student break times the student entrances will be opened to provide quick access for use of school facilities and in case of emergency situations.

### *Supervision*

School supervision by staff begins at 8:20 a.m. (or once the first bus arrives) and ends after the last bus leaves the school at the end of the day unless special events or activities are being held at the school. Supervision during recess and noon hour is provided by an adequate number of staff members at all times.

### *Emergency Procedures*

The school will implement a telephone fan out system that will be used to contact parents in school wide emergency situations. By doing so, all parents will be informed of the nature of the emergency and the school's action plan to deal with the situation. If you have a concern with providing your phone information to an emergency school volunteer we ask that you contact the main office.

As a proactive measure to emergency conditions that require the school to be evacuated we will have a minimum of six evacuation drills. This will provide students and staff the opportunity to build a calm, natural response to an emergency such as a fire. There are also drills to practice lockdown and inclement weather procedures.

### *Medical Alert*

There are a number of students in the school who have severe allergies or medical problems. In support of these children we will make every attempt as a Catholic community to minimize the risk of a serious incident occurring.

Parents of these children are required to inform the school of any special condition and to provide the staff with the necessary medications that can be used in an emergency situation.

To decrease the likelihood of an emergency medical situation, our school will take the measures necessary to create a safe environment for all students.

One identified condition at our school is anaphylaxis (severe allergic reactions to nuts, citrus fruit, shell fish or bee stings). The most common form of this in our school is a severe allergy to nuts. For this reason, **we have made our school a nut restricted environment.** This means that we request all parents refrain from sending nut or peanut products in the children's lunches. The school understands that this may cause some inconvenience when preparing lunch. However, in consideration of the severe nature of these allergies, we seek your cooperation in making the school a safe environment for all children.

### *Parking and Student Safety*

The area in front of the school, on Robinson Drive, is a No Parking Zone and is intended to be a drop off/pick up area only. There should be no unattended vehicles in this area. We also ask that you not park in the bus loop. The parking lot north of the ball diamond can be used as a drop off/pick up point for the students. We request that you not stop in the apartment building fire lane or parking lot. The south parking lot, by the tennis courts, and Waldron Avenue can also be used as drop off/pick up areas.

### *Attendance and Student Safety*

School begins with a warning bell at 8:40 a.m. and announcements start at 8:45 a.m. Please ensure that your child arrives at school promptly.

As guardians, "in loco parentis", staff members are required to know the whereabouts of students at all times. To assist us in this important task we ask that if your child is absent to contact the school office during regular school hours.

**Our attendance line is the same as our fax line, at 938-3341.** The school will monitor student attendance and in all situations where a student is unaccountably absent, the school secretaries will make contact with the parents.

Please avoid contacting the office with requests to have messages delivered to your child. When ever possible, make arrangements with your child prior to the start of the school day.

If a child is required to leave for any reason during the day we expect that he or she will sign out through the school office. This will assist us in accounting for all students at the end of the day.

For regular medical and other personal appointments, we request that students have a note from their parents indicating the proposed departure time and purpose. This note should be shown to the teacher involved prior to leaving and to the staff in the general office at the time of departure.

If a student becomes ill during the day, he/she will have the opportunity to contact a parent/guardian for permission to come home. If a student is ill, the safest place for him/her is at home.

Students return to their homerooms for the last ten minutes of each day to review homework and prepare for departure. We request that parents consider meeting their child at a prearranged location outside the school or wait in the lobby until the end of the day to avoid disruptions to the classroom and help alleviate crowding in the hallways. (The exception is parents picking up their kindergarten children at the kindergarten doors at 3:30 p.m.).

At the end of the day all bus students are to go directly to their bus line and are instructed not to play on the playground equipment. All other students are expected to return to their home or their childcare provider immediately after school. These measures help to alleviate the problem of children missing buses or going missing at the end of the day.

#### *Administering Medication to Students*

The administration of medication to a student is the responsibility of the student's parent/legal guardian and physician. If possible, medication schedules should be arranged so that students take the medication at home.

When no other viable alternative exists to a student requiring medicine during the school day, school staff may be requested to provide such assistance in accordance with School Policy. All requests for the administration of medication to students shall be made through the office of the school.

The office shall require a signed request from the parent/legal guardian and physician indicating the type of medication to be administered, time and manner of administration, required dosage, and action to be taken in the event of possible hazards or side effects. Over the counter medication will not be administered to students.

#### Parents In The School

At Good Shepherd School we welcome all our community members. Our Adult Volunteer Program provides an excellent opportunity for parents and other adults to be involved in the education of children. A variety of volunteer opportunities exist at Good Shepherd, both during the day and the evenings. We invite you to become involved. Should you wish to volunteer, please contact your child's teacher.

All parents and visitors are asked to check in at the front office. If you have anything to drop off for your child, please leave it at the office to avoid disturbing the classroom.

#### *School Council*

We again plan to have the council involved in a variety of activities and to advise us on issues at the school. We encourage you to become involved in the council and to participate in the meetings.

#### *Lost and Found*

Alas, schools are great collectors of Lost and Found items. Most items found will be placed in appropriate containers. However, items such as books, jewellery, calculators or other valuables should be taken to the school office.

Lost and found items will be on display at various times throughout the year in the front lobby. We ask you to peruse the display. (Of course, you are welcome to look through the Lost and Found containers at any time).

You can help to decrease the number of found items by clearly marking clothes, lunch kits and other easily misplaced items. Those items that are found and are clearly marked are readily returned to the rightful owner.

All items that remain at the end of the year will be given to a local charity for distribution to needy families.

#### *Local Advisory Council (L.A.C.)*

All parents of children in our Kindergarten program are invited to participate in the Local Advisory Council. This group meets with the teachers to help plan class activities, field trips and to discuss other emergent issues. The next L.A.C. meeting will be in mid September. All parents of Kindergarten students are welcome to attend.

## Transportation

### *Buses*

Christ the Redeemer Catholic Schools has contracted with the Southland Bus Company to provide bussing for eligible students. Bus routes have been determined in consultation between the bus company and our District Office, taking into account safety of students, rider-ship time and economics.

The routes have been advertised in the local papers. Should you have questions or concerns, please contact Bonnie Smith at our Central Office (938-8073).

### *Morning Procedures*

The buses will drop passengers off in front of the school each morning. Adult supervisors from the school will be present. As each bus arrives, it will proceed to the front of the school to discharge the students. After each bus has dropped off its passengers and the students have cleared the immediate area the driver will then proceed out of the bus loop. All students are to exit their bus and go directly to their door area. Parents are not to use the bus loop when buses are present.

### *Afternoon Procedures*

Buses will pull up at the front of the school shortly after dismissal Monday to Friday. Students must board the buses immediately upon their arrival. A teacher supervisor will signal the buses to leave when loading is completed. The busses will depart as soon as loading is complete and it is safe to proceed.

### *Problem With A Student(s) On The Bus*

The behaviour of students on the bus is generally the bus driver's responsibility. Southland provides a set of Behaviour Guidelines that are distributed to the students and parents. If a student is a chronic behaviour problem or if the student commits a major infraction of the rules, the bus driver will complete a Bus Incident Report for the School's Administration. The Administration will then contact parents regarding the problems. The principal may suspend a student from riding the school bus should behaviour warrant such action.

### *Bus Students Not Riding on Occasion*

Parents should communicate directly with the bus driver and the school's office regarding times the student will not require bus transportation (e.g. Sickness).

In the afternoon all students must be accounted for before each bus leaves. Therefore, if a student will not be riding their designated bus, parents must provide a written note to the school's office, or call 938-4318, or sign the student out in our sign-out book at the front desk.

Students are not permitted to ride a bus, other than their designated bus, without written consent from Bonnie Smith, Transportation Officer.

## *Southland Safety Procedures*

### Guidelines

- ❖ The driver is responsible for your safety and her/his instruction must be obeyed.
- ❖ We respect one another at all times.
- ❖ We conduct quiet conversation with our neighbours and help in maintaining an acceptable noise level on the bus.
- ❖ Heads and arms remain inside the bus at all times.
- ❖ **We remain seated while the bus is in motion at all times.**

### Consequences



- ❖ A verbal warning and an opportunity to correct the problem.
- ❖ First Check – A seat at the front of the bus and a record made in the driver's log.
- ❖ Second Check – Upon school arrival remain on the bus for a discussion with the driver and a record made in the driver's log.
- ❖ Third Check – A visit to the Principal's office with a Misconduct Report and a report made in the driver's log.
- ❖ Severe – Any problem that the driver considers serious, the driver will follow the procedure outlined in the previous step.

### Rewards

- ❖ The driver will recognize good behaviour and safe bus habits by keeping the student and Principal informed.

### *Field Trips*

Field trips are planned to enhance the instructional program by providing opportunities for learning that cannot be replicated in the "regular" classroom. A letter will be sent home for each trip to outline the details regarding departure and arrival times, purposes, curricular relevance, location and costs. All students are expected to participate in these learning activities unless parents have a serious objection, a health concern exists, or a student is under disciplinary consequences. It is naturally expected that students will represent our school well by demonstrating responsible and mature, productive behaviour in the community.

### *Students Walking/Riding Bikes To School*

Students walking to school are asked to use the sidewalks and to cross (if necessary) at the crosswalk in a safe manner. They should proceed directly to their door at the school.

Students may ride their bicycles to school if done so in a safe manner. Bicycle stands will be provided at the south end of the school grounds near the parking lot for all bikes (none are to be propped up by the fences). Once students enter the school grounds they are required to walk their bicycles. Students should not ride bicycles on the parking lot or near the busses.

Bicycles are not to be used at recesses. Students going home at noon are allowed to ride their bikes. Students who stay for lunch are not to ride their bikes during the lunch break.

Bicycle riders must ride in a safe manner, obeying all traffic laws. Failure to do so could result in suspension of bike riding privileges. Students are required to wear helmets when riding a bike.

For safety reasons, skateboards, roller blades and "healie" shoes will not be permitted on the school grounds. Students are not to use skateboards or roller blades to get to and from school.

### *Transportation Shutdown*

The Board office may cancel school bus operation when road or weather conditions are hazardous and constitute a safety risk to students. Generally, our district will cancel school bus operation when Foothills School Division does.

Announcements will be made on the following radio stations:  
CKRY 105, 107, QR77, CBC 1010, CHFM-96 Lite, 97 FM, 660 AM 1140, Eagle 100.9

Please listen to one of these stations for up to date information. Schools will be open when the transportation system is shut down. Parents would be responsible for the transportation of their children on these days. Should it be necessary to dismiss students early from the school, announcements will be made on these radio stations. As well, our emergency telephone fan out system will be put into operation. Every effort will be made to contact all parents prior to dismissing students should an early dismissal be necessary.

### **Communication**

#### *Report Cards*

Report Cards are a formal method of communicating your child(s) progress. We ask that you discuss and analyze your child's report card with them. Report cards will be sent out three times during the year.

#### *Parent/Teacher Interviews*

We encourage our teachers to make formal and informal contact when student successes and problems arise. We also believe that it is of utmost importance that parents initiate contact with the school if they have any concerns.

The scheduled Parent/Teacher interviews are as follows:

Thursday, November 19<sup>th</sup> - 1:00 p.m. through to Thursday evening.  
Thursday, April 15<sup>th</sup> - 4:00 p.m. – 8:00 p.m.

### *Agenda Communication Books*

The main form of communication between the school and the home will be through the use of the student Agenda Books. Each day the student will be required to write in the books. The students will put important information, upcoming events, and homework assignments into the books. The teachers check the agenda books on a regular basis and will write notes when required to the parents using the books. We encourage all parents to use the agenda books to communicate any minor concerns or questions to the teacher. When an issue is more serious in nature we ask that the parent refrain from using the agenda book and make contact directly with the teacher.



#### *School Newsletter*

The school newsletter will be sent out on the first school day of each month. The purpose of the newsletter is to inform all parents of the special happenings and upcoming events for the school. The oldest student in the family is normally given the newsletter to take home.



### **School Programs**

#### *Home Reading Program Policy*

Education today is complex. We wish to provide for students at Good Shepherd School the best possible education at the elementary grades.

There are many important conditions that help to improve student achievement. One is parental involvement in their children's education. A second is the development of good work and study habits for students at home. A third is the development of communication skills (such as reading).

The Home Reading Program will help both the teachers and parents to enhance the experiences of students, particularly in the area of reading. The program will develop students' work habits and stress students' responsibility (they have to read each evening and record their reading time on the provided form or slip). We hope this program will be another positive vehicle of communication between home and school.

We see this program as a positive step in enhancing your child's education. We hope that you will cooperate fully in the organization and implementation of it.

### Guidelines

Each student who attends Good Shepherd School is encouraged to participate in a Home Reading Program. The purpose of the Home Reading Program is to encourage pleasure reading and language development. Home Reading will be part of the Language Arts Program. Each student will be reading five out of seven nights a week, and will read for a minimum of ten to twenty minutes each of these nights depending on the grade level. The home reading will not include required textbook reading for school subjects in most cases (there may be some exceptions to this, as determined by the homeroom teacher in consultation with the parents).

The Home Reading component of the Language Arts program will be assessed and reported on the student's report card.

### Homework Policy

Homework is an integral part of the learning process. Homework has many purposes:

1. Homework is an extension of what is being taught in the classroom.
2. Homework develops effective work/study habits and routines, which in turn can enhance student's academic success.
3. Homework provides the students with an opportunity to practise many repetitive activities to gain mastery. (e.g. Basic Math Facts)
4. Homework provides a valuable connection between teachers and parents. It allows parents to become actively involved in their child's education.

At Good Shepherd School we have set out some general guidelines for homework at each grade. These guidelines were formulated by the grade level team and the school administration.

<i>Grade</i>	<i>Maximum Time Allocated</i>	<i>Types of Activities</i>
Grade One	20 min/night	<ul style="list-style-type: none"> <li>❖ Home Reading (10-15)</li> <li>❖ Unfinished Work</li> <li>❖ Work To Help Refine Grade One Readiness Skills</li> </ul>
Grade Two	30 min/night	<ul style="list-style-type: none"> <li>❖ Home Reading (15 min)</li> <li>❖ Some Assigned Work (e.g. Social, Science)</li> <li>❖ Basic Facts</li> <li>❖ Unfinished Work</li> </ul>
Grade Three	35-45 min/night	<ul style="list-style-type: none"> <li>❖ Reading (15 min)</li> <li>❖ Math Basic Facts (10 min)</li> <li>❖ Completing unfinished school work primarily in the math And L.A. Area</li> <li>❖ Study for upcoming tests/quizzes</li> </ul>
Grade Four to Six	45 min/night	<ul style="list-style-type: none"> <li>❖ Reading (20 min)</li> <li>❖ L.A.</li> <li>❖ Math Work (20-30 min)</li> </ul> <p>Completing unfinished school work studying for upcoming exams.*</p>

\* Note: It is important that parents and students understand that if there are exams to prepare for a teacher may reduce the amount of regular homework in order to provide adequate preparation time.

### Responsibilities

Students:

1. The ultimate responsibility for homework lies with the student.
2. At grades 2-3 it is the student's responsibility to properly complete a student agenda book, to ensure all necessary work is brought home, and to ensure that all work is completed on time.
3. At grades 4-6 it is the student's responsibility to know what homework there is and complete it on time. A student agenda book to record all assignments and exam dates will be used.
4. The student will be responsible to serve any consequences resulting from homework not being completed on time.
5. A note from home will be required if the student has worked the maximum time and has not completed assigned work.

Teachers:

1. Teachers will clearly define the daily homework and record this homework in a visible location in the classroom.
2. Teachers will provide adequate time for students to complete exiting or homework books.
3. Teachers will strive to ensure that the amount of homework remains within the guidelines outlined earlier.
4. Teachers should provide adequate lead-time for students to prepare for exams when applicable. The exception to this would be surprise quizzes, which check student's ability in a specific area (e.g. spelling).

Note: Exceptions to above would include students needing special remediation in specific subject areas. These extra assignments are to be communicated by the homeroom teacher to parent.

Parents:

1. Parents should provide their children with specific location and time that would be conducive to successfully completing homework. Homework should become a routine affair.
2. Parents should be actively involved in their child's homework.
3. Parents should be available to assist their children if difficulties arise.
4. Parents should communicate - in writing or by phone call - if there is a concern regarding homework.

*Library*

The school's library provides curriculum materials and recreational reading for student use during class time. Each student will have the opportunity on a weekly basis to complete a book exchange. Other media materials are available to the students for their use through their teachers. Students are responsible for overdue, damaged and/or lost library materials. At the end of each month the school's librarian will send out letters for books that are over due.

Any donations to the library should be cleared through the principal of the school. This will allow us to monitor all resources going into the library.

*Computer Lab*

Good Shepherd School has a fully operational computer lab and mobile lab with full Internet access. All computers in the lab and the school will have protective measures to minimize any negative aspects to the Internet.

The students from grades one to four will have regular computer classes in the computer lab, wherein technology will be incorporated into the core courses. Students in grades five and six have access to a mobile lab of thirty laptop computers. Smart Boards will also become a key instructional aide throughout the school.

*School Extracurricular Clubs*



The school is committed to providing the students with a variety of extracurricular activities that will help enhance their school experience. The school will operate clubs that are formed due to teacher or student interest. The focus of all extracurricular clubs is to provide students with opportunities to develop skills in a specific area. The clubs will also help develop each student's social skills, as they will be involved with other classmates and students. As these clubs are dependent on the teachers' participation all school rules will be in effect during their operation. Any parents who have special talents and are interested in sharing them with our students are asked to discuss these talents with the school's administration. We also provide opportunity for our grade six teams to compete in tournaments supported by and organized by Christ the Redeemer Catholic Schools.

*Student Recognition Programs*

In keeping with our school name and our school theme, we feel that it is very important to recognize students for the personal and class accomplishments. All of our teachers are encouraged to reinforce positive student behaviors and accomplishments. The school will implement a number of school wide incentive programs. The administration will acknowledge each student success through special notes, letters, and phone calls to the parents. Students will also have the opportunity to be recognized through the school's 'Good Shepherd Lives in Me' awards. These awards are given as a small token of appreciation for good deeds and examples of Christian action.

### *Early Intervention Program*

The Early Intervention Program is intended to help students in grades one and two with reading. By providing assistance in the primary years, we hope to help our pupils become confident, independent readers and avoid reading problems in the future. Our first focus is on students who have difficulties with reading, but where time and resources exist we provide the service to as many students as possible.

### *Special Education Program*

Our school has a fully operational special education program. This program is designed to provide extra assistance for those students who struggle with the normal academic program. Each student involved in the Special Education program will have an Individualized Program Plan. The program is designed to assist students with the ultimate goal of full integration into the regular program. Parents will be informed by phone and through writing if their child is being considered for the program.

### *Communication Class*

Our Communication Class is structured in accordance with Alberta Education Standards to provide programming and services to address the needs of students identified with severe disabilities (Code 40's). The class provides academic support, social skills training, and behavioral support through a strong partnership among our Division Special Education Department, homeroom teachers, and parents. The Communication Class follows a model of inclusion for all students. This class is adjunctive to each student's placement with same age peers. Individual student needs and growth will determine how much time is allocated to the Communications Class. The goal for all students is to develop appropriate behaviors and strategies to cope in the larger class setting.

### *Lunch Program*

All students will be allowed to eat lunch at the school. The students will be given 20 minutes to eat their lunches and they will be supervised during that time. Information will be provided to parents very early in the school year and then periodically after that with regards to the Hot Lunch program that is run by parent volunteers. Each Tuesday and Thursday the group provides a hot lunch for purchase. Students are asked to hand in the pre-order forms that they will be receiving if they wish to participate.

### *Kindergarten Program*

Kindergarten serves as a bridge between the home and the school. The Kindergarten program provides for a variety of experiences that give each child the opportunity to develop physically, socially, emotionally, spiritually, and intellectually according to his/her needs.

Each Kindergarten program at Good Shepherd School will be a minimum of 475 hours and will follow the program as prescribed by Alberta Education and Christ the Redeemer Catholic Schools.

### *Family School Liaison Program*

The mission of the Family School Liaison Program (FSLP) involves partnering with parents and school personnel to enhance a child's social, behavioural and academic functioning throughout the academic year. This includes such needs as: peer relating skills, conflict resolution, assertiveness, self-esteem, grief and loss, separation/divorce, anxiety and depression, alcohol/drug misuse/abuse, parenting strategies, family violence, parent/teen conflict, anger management and harm to self/harm to others.

These needs are addressed with an emphasis on prevention and early intervention utilizing classroom presentations, consultations, community resource referrals and counselling. A teacher-initiated/administrative approved referral is required for confidential, solution-focussed counselling services as well as a signed consent from the child's parent or guardian (shared custody-two parent signatures).

FSLP services are offered from 8:30 a.m. to 4:00 p.m. For a schedule of specific days, please contact the school administration.