

St. Gabriel Catholic Elementary School



Mrs. A. Lutz, Principal
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Regina Roman Catholic Separate School Division #81

General Operations

School Day Structure

Students at St. Gabriel follow the schedule below:

A.M.

8:45 Supervision provided
9:00 Classes Begin
10:40 Morning Recess [15 minutes]
11:55 Lunch Period [45 minutes]
Recess – 11:55 – 12:10
Lunch – 12:10 – 12:40



P.M.

12:40 Afternoon classes commence
2:20 Afternoon recess [15 minutes]
3:35 Dismissal
3:40 Buses leave school
4:00 Doors close for day

A school-wide assembly will be held at the beginning of each week at 9:00 - 9:15 a.m. Parents are invited to attend these assemblies if they so wish.

Office Hours

Office hours are from 8:00 a.m. to 4:00 p.m. on school days. If you need to leave a message outside of these times, please call 306-791-1717. A recorded message will greet you. All in-coming messages will be checked by 9:00 a.m. each school day.

Greetings

St. Gabriel School is your school. We have the unique opportunity of building a caring Christian school within the walls of a joint facility complex! This information is designed to guide you with day to day involvement at St. Gabriel. Your involvement is encouraged and valued. Working together, we will be able to provide the most effective educational program a school can offer. We believe that your positive involvement benefits your children and our program.

If you have any questions or concerns throughout the school year or would simply like to discuss some aspect of our program with us, please drop by or call for an appointment. We would be happy to set aside time for you.

Together, let us build St. Gabriel into the school community to be proud of in 2019-2020.

St. Gabriel School Staff

Our Patron Saint

The **Archangel Gabriel** is one of the most well-known angels of all times. His name means "**God is my Strength**". He is uniquely known for the famous conversation he had with Mary - telling her not to be afraid, that God was with her and that she would give birth and raise the Son of the Almighty Father. The angel Gabriel is known as the most powerful messenger of God's Word.



As far back as the Old Testament, God uses the angel Gabriel to proclaim the coming of the Messiah to Daniel. We know that not only is he the Angel of the Annunciation, but also the Angel of the Resurrection. The angel Gabriel lights the way to truth within our hearts and helps us see the right path for us to follow. Just like with Mary, the angel Gabriel comes to us in our times of need and speaks gently in our hearts. With God's precious love, the angel Gabriel nurtures our strengths and convictions, respecting our individuality, assisting us to live our lives and truths faithfully, honouring and helping us appreciate our God-given talents and gifts. The angel Gabriel serves as a patron saint for anyone looking for guidance in their life or is in need of nurturing or for those looking for direction in a certain situation. The angel Gabriel is also recommended to those who nurture us - like our parents, grandparents, teachers and priests - who not only guide us, but who may need the courage, at times, to stand by their convictions.



Mission Statements

Regina Roman Catholic Separate School Division # 81

The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.

St. Gabriel School Mission Statement

“St. Gabriel School is dedicated to continuing the mission of the Regina Catholic School Division and Resurrection Parish to guide and inform all students in Christian values and tradition in an environment that fosters student learning and promotes student excellence.”

St. Gabriel School Motto

"Live, Learn, Laugh and Pray".

These efforts will make St. Gabriel School a warm and inviting place to learn. Living by these guidelines will ensure that we live according to our Catholic values and become compassionate witnesses for Jesus Christ.

St. Gabriel School Goals

School goals will be developed by the staff and CSCC collaboratively and presented to the parents at the beginning of the school year.

School Procedures

In order to provide an environment that is conducive to teaching and learning, our school has adopted a comprehensive list of procedures for our students and staff to follow. As well, each classroom has adopted their own classroom procedures.

School Responsibility Plan

St. Gabriel has a School Responsibility Plan to help students develop skills and habits which will assist them to function effectively in our school, community and society.

According to our Catholic faith, our “fruits of the spirit”, as well as Michele Borba, there are essential virtues that teach children to do the right thing and to help develop moral intelligence.

1. **Responsibility** – completing duties; being accountable for one’s own actions
2. **Empathy** – showing that children value others by treating them in a courteous and considerate way
3. **Kindness** – demonstrating concern about the welfare and feelings of others
4. **Patience** - the quality of enduring with calmness and perseverance
5. **Fairness** – choosing to be open minded and to act in a just and fair way
6. **Gratitude** – the quality of letting others in and making them feel welcome
7. **Generosity** – identifying with and feeling other people’s concerns
8. **Positivity** - the quality of being positive and having an optimistic outlook
9. **Self-control** – regulating thoughts and actions so that children think before they act
10. **Respect** – the quality of being truthful

Borba explains that teaching any new habit – especially those as important as the behaviours associated with these ten virtues – takes time, commitment and patience. Therefore, each month we will focus on a new virtue. The virtue will be emphasized in the classroom, at our morning assemblies and throughout our school environment. As a school community, we will address any instances whereby students are not following the virtues in the following manner:

***Minor infractions** (behaviours that are inappropriate) will have consequences based on the actions of the student, such as apologies, time-outs, removal from activities, phone calls home, or others deemed appropriate by the staff

member reporting the incident and/or the principal. Office reports may be filed and if a pattern of behaviour is noted, parents will be contacted.

***Major infractions** (behaviours that are considered to be more serious or to be “bottom line” behaviours) will be recorded as incident reports, and may result in time-outs, removal from activities, in-school interventions, or out-of-school suspensions according to *The Education Act*, Section 154 and RRCSSD Board Policy A9410.1.

Examples of these infractions include:

- (a) Persistently displayed overt opposition to authority.
- (b) Refusal to conform to the rules of the school
- (c) Irregular attendance
- (d) Habitually neglected duties
- (e) Use of profane language or improper language
- (f) Gross misconduct (such as physical fighting)

Guidelines for Success

Staff, students, parents and the community of St. Gabriel School will work together to help everyone become responsible, caring individuals. Everyone will be treated with dignity and respect.

General School Policy

Administration of Medication

If your child is required to take prescribed or non-prescribed medication during the school day, please contact the school office. Parent(s) or guardian(s) will be asked to complete an "Administration of Medication" form. This will ensure that any medication administered is done safely and in the prescribed manner. In accordance with school division policy, the staff members at St. Gabriel are not to provide or assist students with any form of medication unless this provision has been made.

Attendance/Student Absenteeism



Attendance is taken in the morning and afternoon. If your son or daughter is going to be absent for any reason, please call the school before 9:00 a.m. or 12:40 p.m. and leave a message. For safety reasons, the school will routinely notify parents if a student is not present and the school has not been informed of the absence. Students arriving at school late should report to the office before going to class. Parents requiring their children to leave school early for appointments or other special arrangements should inform the classroom teacher by note.

Dress Guidelines

The following factors are considered for determining appropriate student attire:

- Students should wear clothing that is appropriate for the weather conditions and educational programs.
- Clothing is in agreement with the values we teach and express through our Catholic faith.
- All students are required to wear indoor footwear.
- Hats may be worn outside of the school.

Gym Clothing



All students are required to have a pair of gym runners. Black-soled runners which leave scuff marks are not permitted. Students in grades 5 - 8 are required to change for gym classes. A t-shirt and sweats or gym shorts are recommended attire.

Food in the School

Students are taught and encouraged to bring healthy lunches and snacks to school. Teachers may set aside special times for allowing treats in the classroom. We discourage students from bringing dry noodles in their lunch as they are very difficult to clean up. In general, the playground and school are kept free of glass containers, Slurpee's, sunflower seeds, and

other snack foods during school hours. Snack foods are acceptable when part of a student's lunch. The Arcola East Community Center drink machine is off limits.

Allergy/Scent Alert

We remind parents to avoid sending foods with **nuts/nut products** to school, as we have students in our school who have severe allergies to nuts (anaphylactic shock) if they come into contact with nuts/nut products!!! As many staff/students are allergic, we also ask students to please refrain from wearing **highly scented products**.

We are also asking that parents and students not bring any **pets** into the school, as we have staff and students with allergies related to animals. If a student wants to bring a pet for "show and tell", we ask that the parent arrange with the teacher ahead of time for an outdoor visit and viewing.

Illness

Please do not send your child to school if there are definite signs of ill health as this will prevent the illness from spreading to other students and staff. We have neither the facilities nor the personnel to care for sick children. Our policy is to have students who are ill, sent home as soon as possible. Our practice will be to call parents and ask that the students be either picked up or given parental permission to go home. It is important that parents keep work and emergency phone numbers current.

Homework

Homework is a basic part of the instructional program. It may consist of such activities as make-up work, projects, collecting materials for classroom projects, or completing work begun in class.

Questions regarding homework assignments should be directed to the classroom teacher involved. Some purposes of homework are to stimulate independent study habits, to develop responsibility and self-direction and to reinforce school learning by providing necessary practice

for developing skill and proficiency. Homework is the student's responsibility. Parents are encouraged to assist students in fulfilling this responsibility and provide a suitable place for study.

Indoor Recess Conditions

At times it is necessary to declare an "Indoor Recess" due to weather considerations. Indoor recesses will be called at times of heavy precipitation or extreme cold. Extreme cold will be determined by factoring temperature and wind speed. A wind chill factor of -27 Degrees Celsius (or with the wind chill) or colder will be the basis for determining indoor recess.

Bicycles

Students who ride bicycles to school shall place their bicycles in the authorized area and lock them. We cannot store them on site. For the safety of the other students, students are not allowed to ride their bicycles on school property. The school is **not** responsible for bicycles damaged or stolen while on school property. (Parents may be able to claim such loss on their home insurance policy.)

Lunch Supervision

Lunch supervision is provided primarily for students who are transported to school by bus. Students living within the immediate attendance area may stay at school for lunch providing that reasons for this are in the best interest of the student. If you are living within the school "walking" area and wish to have your child stay at school for lunch, please contact the principal.

Milk Program - (optional)



This program makes milk available to children having lunch at school. Providing milk allows your child to practice the principles of good eating habits taught in the classroom programs and makes it easier for your child to have a balanced meal.

The cost of a 250 ml. carton of milk (white or chocolate) is **\$1.00**. Children on the Milk Program will purchase their milk from the canteen.

The Milk Program starts in late September. Registration forms will be distributed to students at the beginning of the school term. Cards can be purchased at the office for \$20.00 each. You can also purchase a \$1.00 voucher. Cards that are not completed can be used the following school year.

School Books

Students are loaned subject text books without charge at the beginning of the school year. These are costly materials and in some cases are difficult to replace. We teach and encourage our students to exercise reasonable care when using these books, taking care that they are not lost or abused. A charge will be levied for damaged or lost books. In the event that a book is found after a charge is paid, full reimbursement will be made.

Valuables

Students are advised to leave excessive amounts of money or valuable personal items at home unless they are needed for a class project.

Cell phones



Cell phones will not be allowed to be used during the school day unless authorized by the teacher in special circumstances. Students may bring their phone to school, but will place it in a locked container once they enter the classroom. They can take it home during lunch or at the end of the day.

Partners in Education

Parents as Partners

At St. Gabriel School, we believe that parents are essential partners in creating a successful education for your child. Please take the time to get involved in your child's classroom and also at the school. We are always looking for parent volunteers to assist with the many projects that occur throughout the year. If you do volunteer, you are required to have a new Criminal Record Check submitted to the school each year.

Resurrection Roman Catholic Parish

Our school is closely affiliated with Resurrection Roman Catholic Parish. The majority of our school families belong to this parish. Throughout the year, school and parish are involved with several joint efforts.

Regina Catholic School Band



St. Gabriel School provides a full band program for students in grade 6, 7 and 8.

Students participate in sectional lessons at the school and also become part of an area band that practices weekly at Miller Comprehensive High School.

Regina Police Services

St. Gabriel School participates in the city-wide School Resource Officer Program. Each year, a police officer is assigned to our school (along with a number of other neighbouring schools) to assist with educating students about a variety of issues.

Ukrainian Instruction Program

Parents interested in enrolling their children in Ukrainian classes are asked to register at the beginning of the school term. Simply contact the school for more information or to request a registration form.