

## Faith in Potential



# STUDENT & FAMILY HANDBOOK

**2020-2021**

**Executive Director: Curtis Kleisinger – B.A., B.Ed., M.A.**

**Principal: Terri Cote - B.Ed., M.Ed.**

Mother Teresa Middle School - 1975 N 2<sup>nd</sup> Avenue Regina, SK, S4R 0Y1

[www.mtmschoolregina.com](http://www.mtmschoolregina.com)

## TABLE OF CONTENTS

<b>I.</b>	<b>MTMS Student Pledge.....</b>	<b>2</b>
<b>II.</b>	<b>Mission Statement &amp; Ends Policy.....</b>	<b>3</b>
<b>III.</b>	<b>Parent as Primary Educator/Admission Policies.....</b>	<b>4</b>
<b>IV.</b>	<b>History &amp; Sponsorship.....</b>	<b>5</b>
<b>V.</b>	<b>Catholic Code of Ethics &amp; Discipline .....</b>	<b>8</b>
<b>VI.</b>	<b>Academic Life.....</b>	<b>12</b>
<b>VII.</b>	<b>The School Day... ..</b>	<b>14</b>
<b>VIII.</b>	<b>The School Year/General Expectations &amp; Procedures .....</b>	<b>15</b>
<b>IX.</b>	<b>Graduate Support Program &amp; Parent Participation.....</b>	<b>20</b>
<b>X.</b>	<b>Health &amp; Safety.....</b>	<b>22</b>
<b>XI.</b>	<b>Family Covenant.....</b>	<b>25</b>

## Mother Teresa Middle School – Student's Pledge

In my words and in my actions,

I will try my best today

To live the values of St. Ignatius

In my school work and in my play

I will treat others with compassion

I'll strive for excellence in school,

I will not argue, fight, or bully

And I will follow all the rules.

I will believe in myself and my ability to succeed,

I will be responsible and honest

And I will help those in need.

As a Mother Teresa Student I will always do my best,

I will work as hard as possible

And let God take care of the rest.

## MISSION STATEMENT & ENDS POLICY

Mother Teresa Middle School provides an enhanced, holistic, Saskatchewan Ministry approved, faith based middle school education to Regina's vulnerable inner-city youth.

This Jesuit school serves highly motivated, economically disadvantaged grade 6 – 8 students whose potential for success has been compromised by social and economic factors affecting them and their families. It will deliver the Government of Saskatchewan curriculum, permeated by the Catholic faith and enhanced by extended school time, small classroom and school size, transitional supports and a rich in-depth middle year's priority.

Mother Teresa Middle School is staffed by professional educators and committed volunteers. It strives to create, "**Men and Women for Others**", who are dedicated to using all of their talents to serve their families and their community.

### A Mother Teresa Middle School Student will be:

1. **Loving** – capable of giving and receiving love. They are caring and compassionate individuals who are loved, valued, guided, and respected. They are responsible, respectful, and service-oriented leaders who have a sense of self and community.
2. **Spiritually Alive** – knowledgeable of Christian beliefs, traditions, values, and behaviors embraced within the Catholic faith and traditional First Nations spirituality. They will be well versed in Jesuit teachings, philosophies and principals. Students will see God as an important part of their lives and apply the teachings of Jesus every day.
3. **Open to Growth** – willing to try new things and aware that they are lifelong learners. They are appreciative of artistic and cultural values that enhance the human experience. Students can interact across diverse communities with social competence.
4. **Intellectually Competent** – academically proficient and prepared for high school and beyond. They are literate in reading, writing, speaking, and listening.
5. **Committed to Doing Justice** – able to stand up for what is right even when it is unpopular. They are engaged citizens who can think critically and solve problems while being responsible, respectful, and service-oriented leaders in their community.
6. **Healthy** – knowledgeable of nutrition and fitness that promotes informed choices for lifelong health and wellness. They strive for balance in their lives and grow physically, intellectually, spiritually, emotionally, socially and morally.

## PARENT AS PRIMARY EDUCATOR

**The educational philosophy of Mother Teresa Middle School is based upon the belief that parents are the primary educators of their children and that the school can provide significant enhancement to the home learning environment but cannot replace it.**

The purpose of this handbook is to familiarize you with the school, its philosophy, its routines and procedures, its curricular programs and its activities. It is our hope that through mutual cooperation and through identification of goals between home and school, we help our students to develop their talents and abilities as well as to grow in their faith.

We request that you study the contents of our Student & Family Handbook and that you keep it as an available reference. The administration, faculty, and staff of Mother Teresa Middle School look forward to collaborating with you in support of your child's growth and education.

## ADMISSION POLICIES

### **NON-DISCRIMINATION POLICY**

Mother Teresa Middle School admits students of any race, color, gender, or national origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, racial or ethnic origin in the administration of its education policies, admission policies, scholarship programs, athletic programs and other school administered programs. The school does not discriminate on the basis of a disability, if with reasonable accommodations; the student can meet the academic and behavioral requirements of the school.

Mother Teresa Middle School is a Catholic Middle School and runs its programs from a Catholic perspective. It will accept non-Catholic students who meet the entrance requirements of the school however, non-Catholic students and their families must agree to support and participate in all school related programs and functions including masses and liturgies.

### **FINANCIAL FEES**

Mother Teresa Middle School is a tuition-free school in which each student receives an annual \$25,000 scholarship. As per the Family Covenant on page 25 of this document each family is asked to contribute monthly to their child's education at the following level: \$50. The fee will be reviewed annually by the school administration and is due on the 1<sup>st</sup> of each month.

Mother Teresa Middle School covers the cost of school uniforms, enrichment opportunities, extracurricular activities, summer programming, meals and snacks, school supplies and transportation to and from school.

### **AGREEMENT OF ENROLLMENT**

The registration of a student at Mother Teresa Middle School is deemed to be an agreement on his/her part, and on the part of his/her parents or guardians, to comply fully with all the policies, routines and procedures, and regulations of the school. Mother Teresa Middle School reserves the right to make revisions to its policies, rules and regulations. Parents and students will be given prompt notifications of such changes or additions. Observance of any such change is expected by all as soon as the change is made known to the school community.

### **FAMILY COVENANT**

The “Family Covenant”, is a document produced for each family annually. It outlines the partnership between Mother Teresa Middle School and participating families, describing expectations and responsibilities for each party: the school and the family.

### **PURPOSE AND LIMITATION OF STUDENT & FAMILY HANDBOOK**

This handbook does not establish a contractual relationship between Mother Teresa Middle School and its students or their families. This handbook only serves to highlight Mother Teresa Middle Schools policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any grievance procedure contained within this handbook is strictly intended to provide all students and their families an opportunity to resolve grievances that may arise. Such procedures are not intended to represent the precise formula to be followed in every dispute.

## HISTORY AND SPONSORSHIP

### **Faith in Potential, Establishing Mother Teresa Middle School of Regina**

*“Love begins at home, and it is not how much we do...  
but how much love we put in that action.”*

*-Mother Teresa*



In 2007, Paul J. Hill, with the support of project partner’s Harvard Developments Inc., The Regina Catholic School Board, Campion College, and English Canadian Jesuits began the journey of establishing The Mother Teresa Middle School of Regina. The motivation behind establishing the school was realized a number of years ago, when the opportunity arose for Paul and Carol Hill to travel to India alongside a group of CEO’s to visit Mother Teresa. During

his voyage Paul recollects, “The entire group of executives and their wives found themselves to be continually captivated by Mother Teresa’s message.” Paul claims that, “Near the end of the journey, the group was so moved by her words that we asked her how we could support her efforts.” As the team of executives opened their wallets to provide financial support, Mother Teresa exclaimed, “I don’t want your money. What I would like you to do is go back to your community, identify a need in that community and then give of yourself and your resources to fill this need.”

Several years later, during a business trip in Southern California, Paul came across the Natividad Miguel Network of Schools. Established in 2006, the organization has the mandate of guiding and strengthening the development of a growing network of schools across the United States that are designed to provide families struggling in impoverished neighborhoods with a high-quality school choice for their children. The model, which focuses on providing a holistic approach to education, offers students an extended school day/year, and a positive environment to learn and grow.

### **MOTHER TERESA OF CALCUTTA**



Mother Teresa was one of the great servants of humanity. She was an Albanian Catholic nun who came to India and founded the Missionaries of Charity in Calcutta. Her selfless work among the poverty-stricken people of Calcutta is an inspiration for people all over the world and she was honored with the Nobel Peace Prize for her work.

Mother Teresa's original name was Agnes Gonxha Bojaxhiu. She was born on August 27, 1910 in Skopje, Macedonia. Her father was a successful merchant and she was youngest of the three siblings. At the age of 12, she decided that she wanted to be a missionary and spread the love of Christ. At the age of 18 she left her parental home in Skopje and joined the Sisters of Loreto, an Irish community of nuns with missions in India.

After a few months of training at the Institute of the Blessed Virgin Mary in Dublin, Mother Teresa came to India. On May 24, 1931, she took her initial vows as a nun. From 1931 to 1948, Mother Teresa taught geography and catechism at St. Mary's High School in Calcutta. However, the prevailing poverty in Calcutta had a deep impact on Mother Teresa's mind and in 1948, she received permission from her superiors to leave the convent school and devote herself to working among the poorest of the poor in the slums of Calcutta.

After a short course with the Medical Mission Sisters in Patna, she returned to Calcutta and found temporary lodging with the Little Sisters of the Poor. She started an open-air school for homeless children. Soon she was joined by voluntary helpers, and she received financial support from church organizations and the municipal authorities. On October 7, 1950, Mother Teresa received permission from the Vatican to start her own order. The Vatican originally labeled the order as the Diocesan Congregation of the Calcutta Diocese, and it later came to be known as the "Missionaries of Charity". The primary task of the Missionaries of Charity was to take care of those persons who nobody was prepared to look after.

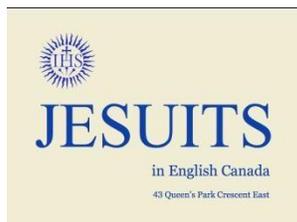
The Missionaries of Charity, which began as a small Order with 12 members in Calcutta, today has more than 4,000 nuns running orphanages, AIDS hospices, charity centres worldwide, and caring for refugees, the blind, disabled, aged, alcoholics, the poor and homeless and victims of floods, epidemics and famine in Asia, Africa, Latin America, North America, Poland, and Australia. In 1965, by granting a Decree of Praise, Pope Paul VI granted Mother Teresa permission to expand her order to other countries. The order's first house outside India was in Venezuela. Presently, the "Missionaries of Charity" has presence in more than 100 countries.

Mother Teresa's work has been recognized and acclaimed throughout the world and she has received a number of awards and distinctions. These include the Pope John XXIII Peace Prize (1971), Nehru Prize for Promotion of International Peace & Understanding (1972), Balzan Prize (1978), Nobel Peace Prize (1979) and Bharat Ratna (1980). On September 4, 2016 Mother Teresa was canonized a saint. Her Feast Day is September 5<sup>th</sup>.

On March 13, 1997, Mother Teresa stepped down from the head of Missionaries of Charity and died on September 5, 1997; nine days after her 87th birthday. Following Mother Teresa's death, the Holy See began the process of beatification, the second step towards possible canonization, or sainthood. This process requires the documentation of a miracle performed from the intercession of Mother Teresa. In 2002, the Vatican recognized as a miracle the healing of a tumor in the abdomen of an Indian woman, Monica Besra, following the application of a locket containing Teresa's picture. Monica Besra said that a beam of light emanated from the picture, curing the cancerous tumor. Mother Teresa was formally beatified by Pope John Paul II on October 19, 2003 with the title Blessed Teresa of Calcutta. A second miracle is required for her to proceed to canonization.

(source: <http://www.iloveindia.com/indian-heroes/mother-teresa/index.html>)

### **JESUIT EDUCATION IN CANADA**



Catholic religious orders use a sort of “shorthand” to indicate which religious order a nun, brother, or priest belongs to. This shorthand is a series of 2-4 letters written after the person’s name. The “S.J.” written after a Jesuit’s name is short for the Latin “Societas Jesu” – in English, “Society of Jesus.” The Society of Jesus, known to many people as “The Jesuits,” is the largest religious order of men in the Roman Catholic Church. The Society was founded in 1540 by St. Ignatius of Loyola and his companions from the University of Paris. Ignatius was a Spanish soldier and nobleman who turned to a life of prayer and study after he was wounded by a cannonball during a battle at Pamplona, Spain in 1521. The Jesuits operated schools for the training of young Jesuits from early in their history. In 1548, on the island of Sicily, at the request of the representative of the King of Spain, they opened their first school for non-Jesuit, “lay” students. Today, the Jesuits remain an active force in education in the United States and around the world. In the U.S. alone, there are 27 Jesuit universities and almost 50 high schools. In addition, Jesuits operate over a dozen Nativity Schools.

The Jesuits have been in Canada since 1611 and they worked among both the French and First Nations people. Jesuit education in Canada began with the founding of the Collège des Jésuites in Quebec City in 1635 by Paul le Jeune, S.J. The school educated both French and First Nations boys. After their expulsion in 1773, Jesuits returned to Canada in 1842 and six years later established the Collège Sainte-Marie in Montreal. In 1896 Loyola College was established for English speakers in the western end of the city. French-Canadian Jesuits later established schools in St. Boniface (Manitoba), Edmonton, Quebec City and Montreal (Collège Brébeuf), whose alumni include former Canadian Prime Minister Pierre Trudeau.

In English Canada, of the high schools founded and/or administered by Jesuits (Guelph, Charlottetown, Kingston, Montreal, Toronto, Winnipeg, Halifax, St. John's, and Regina) only St. Paul's in Winnipeg and Loyola in Montreal remain open while St. Bonaventure's in St. John's was newly founded in 1999. Similarly, at the post-secondary level, Campion in Regina and Regis in Toronto remain under Jesuit direction while St. Mary's in Halifax, and Loyola in Montreal no longer have direct ties with the Jesuits and St. Paul's/U of Manitoba has Jesuits on staff. The education of First Nations has long been a vital Jesuit ministry, especially with schools for the Ojibway in Northern Ontario (Wikwemikong, 1844; Spanish, 1913). The Mother Teresa Middle School in Regina builds on this long-standing Jesuit commitment to education and the formation of, "Men and Women for Others". (source: Fr. John Meehan, S.J., Ph.D. – President Campion College, University of Regina).

## CATHOLIC CODE OF ETHICS AND DISCIPLINE

### **CATHOLIC CODE OF ETHICS**

It shall be an express condition of enrollment that the student behaves in a manner at all times, both on and off campus that is consistent with the Catholic principles of the school as determined by the school in its discretion.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the school in its discretion.

These Catholic principles include, but are not limited to the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner

that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.

3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., extended care, family events, field trips, etc.).

The school reserves the right to determine which behaviors are determined contrary to our Catholic Code of Ethics and to determine an appropriate consequence. The school reserves the right to determine, in its own discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

### **STUDENT DISCIPLINE**

The essence of Catholic/Jesuit discipline is self-discipline. The student must be free to choose one form of behavior or another and to take upon him/herself the consequences of that chosen action. Respect, order and self-control are an outgrowth of good teaching at home and at school. A self-disciplined child is one who takes responsibility for his/her actions and has control over them. A child first learns self-discipline at home. The faculty will maintain good order and discipline at all times: in the classroom, on school grounds, and at all school events. Ultimately, students are taught to adhere to the “golden rule” given to us by Jesus: **“Do unto others as you would have others do unto you.”** Discipline in Mother Teresa Middle School is to be considered an aspect of moral guidance and not a form of punishment. The purpose of discipline is to promote student development, to increase a sense of awareness and sensitivity for others, to assist in the growth of inner discipline and provide an environment conducive to learning.

### **STUDENT BEHAVIOUR EXPECTATIONS**

Mother Teresa Middle school expects its students to conduct themselves with maturity and help the school be the best it can be. Students are expected to treat all people with respect, honesty, and politeness. Students must respect the rights, property and feelings of others. Students must be truthful at all times. They must address faculty, parents, guardians and all adult visitors to the school with friendliness, eye contact and a firm handshake. Adults should be addressed by their title (Sister, Doctor, Father, Mister, Miss, Mrs., Ms., or Sir or Ma’am if the student is unsure of a visitor’s name). Any student who is identified as a threat to themselves or the school community will not be afforded the opportunity to participate in external school excursions.

### **UNACCEPTABLE BEHAVIOUR**

Unacceptable behavior is that which harms the school’s learning environment and it will not be tolerated. This type of behavior includes:

- Harassment, rudeness, including obscene or racist language
- Dress code violations
- Unexcused tardiness
- Disruption of class time

- Rough or dangerous conduct
- Lying
- Bringing personal items to school that distract from learning ex: toys etc.
- Possession of inappropriate items: pictures, drawings, books, clothing etc. that does not promote Catholic values

### **BASELINE BEHAVIOURS**

Baseline behaviors include actions that are more serious in nature and will result in more serious consequences for a student. Baseline behaviors include:

- Threatening, fighting or bullying others
- Possessing a weapon
- Stealing
- Serious disrespect for others
- Destruction of school property
- Make-up
- Leaving school property or school events without permission
- Piercings, facial piercings
- Skipping school
- Academic dishonesty (cheating)
- Pulling fire alarms
- Displaying gang colours or gang affiliation
- Being under the influence of drugs or alcohol
- Possession of drugs, alcohol or drug paraphernalia. This includes all prescription & non-prescription medication that is not immediately turned over to the office
- Possession of tobacco other than for ceremonial purposes

### **Not allowed:**

- platform shoes, high heeled shoes or sandals
- open-toed shoes, slip-on or backless shoes
- facial piercings
- excessive jewelry (one necklace, bracelet or ring is allowed – must be removed for P.E. class) One stud earring/ear is allowed; no multiple piercings and no hoops or dangling earrings
- make-up of any kind or fake nails
- hats inside
- perfume, cologne, scented body spray, scented lotion
- gang related jewelry, gang related manner of wearing clothes or shoes
- t-shirts with inappropriate slogans or pictures or sleeveless/muscle shirts
- writing on arms, legs or clothing
- Unnatural hair colors. For example; pink, purple, blue, green, etc.

### **ANTI-HARASSMENT POLICY**

Mother Teresa Middle School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, parent,

teacher, employee or volunteer is prohibited. The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrong doing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment is defined in the *Occupational Health and Safety Act, 1993*, as any objectionable conduct, comment or display by a person that is directed at a person, is made on the basis of race, creed, colour, sex, sexual orientation, marital status, disability, physical size or weight, age, nationality, ancestry or place of origin, and which constitute a threat to the health or safety of the student.

MTMS more broadly defines harassment to include any objectionable conduct, comment or display made based on factors other than those referred to in the above definition. This broader definition of harassment, termed personal harassment, consists of any behaviours or actions that abuse or humiliates individuals, interfere with their performance or create an intimidating or hostile environment. It may include comments, verbal abuse, and unwelcome gestures, actions that invade privacy or personal property, spreading unfounded or misinformed rumours or deliberately spreading misinformation.

Harassment can occur any time during school hours or during school related activities. It includes, but is not limited to, any or all of the following:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words spoken to another person in person or through electronic media
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- **Visual Harassment:** Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, gestures, text messages, websites, social networking sites, or through other electronic media
- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs.

## ACADEMIC LIFE

**INTRODUCTION & PHILOSOPHY OF ACADEMICS** Mother Teresa Middle School is an institution of **academic excellence** with a rigorous and supportive learning environment. The intention of Mother Teresa Middle School is to prepare each student for entrance into a competitive high school and college of his/her choosing.

**CURRICULUM** Students enroll in the following classes: English Language Arts, Arts Education, Social Studies, Mathematics, Science, Health Education, Physical Education, and Career Guidance.

**ACADEMIC GRADING** Each teacher establishes a grading policy for each individual class and is expected to fully explain this policy at the start of the academic year. It is the student's responsibility to be aware of the grading policy and requirements in a particular course. Should a student or parent wish to see or review a specific teacher's grading policy for a particular class, the teacher should be contacted.

The following general policies are in effect across the school:

**PROGRESS REPORTS** Report Cards are issued three times per year (November, March and June). They will indicate the academic and behavioural success of each student.

**STANDARDIZED TESTING** Mother Teresa Middle School will require its students to take standardized tests at times during their three year stay at MTMS. Standardized tests help administration and teachers measure student progress and identify areas where added attention is required. Standardized tests help identify student strengths and weaknesses and are incredibly helpful to MTMS when it comes to program design. Some sample standardized tests include: The Grade 6,7,8 diagnostics math assessment, CAT 4, MAPS, On Demand Writing Assessment, the RAD assessment the PM Benchmark.

**PROMOTION/RETENTION** Mother Teresa Middle School prides itself on being a school with high academic standards. The Administration and teachers will not recommend a student for promotion if they feel the student has not met the requirements of their current grade level or is not adequately prepared for success at the next grade level.

**GRADUATION REQUIREMENTS FROM GRADE 8** In order to be promoted into grade nine, students must successfully meet all the requirements outlined by Mother Teresa Middle School and that of the Government of Saskatchewan.

**CHEATING AND PLAGIARISM** Cheating and plagiarism (copying the work of others and passing it off as one's own) are forms of academic dishonesty which are inconsistent with the

principles for which Mother Teresa Middle School stands. These are considered to be major academic offenses and will be dealt with in accordance with guidelines set down by the administration. Students who are involved in such infractions, including violations of rules and policy set down by both the administration and classroom teachers which are intended to curb such practices, are subject to academic and disciplinary sanctions.

### **HOMEWORK**

A balanced amount of homework may be assigned to students on a daily basis. Homework is not optional; it is a critical aspect of learning and attending school. Each student will be issued a student agenda book for recording homework assignments daily. Students are expected to take homework assignments seriously. If there are questions about the assignment or concerns about the amount of homework assigned, each student is encouraged to discuss this with his/her teacher. Parents are invited to review the student planner/assignment daily to check on student progress.

If a student is absent, he/she is still expected to complete all homework in a reasonable period of time after returning to school. Teachers will clarify homework policies to students in their courses. In most cases, students will be given one extra day to complete assignments missed while absent. Teachers will make every effort to gather materials and write down assignments for an absent student. When possible, parents or guardians should make arrangements with teachers to come to the school to pick up assignments on the day the student is absent or MTMS will try to make arrangements for homework to be delivered to the home.

***In addition to homework specifically assigned by teachers, each Mother Teresa Middle School student is expected to read for at least 30 minutes each night to continue to improve literacy skills.***

### **CARE OF MATERIALS & EQUIPMENT**

Each student will be provided with a personal computer, many of the reading books, library books, workbooks and text books necessary for a successful learning experience. Each student must take responsibility for these items. Items must be handled with care by students to avoid damage or unreasonable wear. If the administration concludes that school property has been mishandled, lost or damaged by a student, then that student may be charged a fee to replace the item.

### **INCENTIVES, AWARDS AND HONORS**

**Weekly Awards:** Students at Mother Teresa Middle School are always reminded of their mission, which is to be “Men and Women for Others”. They are constantly reminded to live the values of Mother Teresa and St. Ignatius at all times - in their work and in their play. As such, students will be recognized at weekly school assemblies for displaying school values and servant leadership.

## THE SCHOOL DAY

The school day at Mother Teresa Middle School begins at 8:15 a.m. and ends at 4:30 p.m. each day. All students are required to be in attendance for the entire day and participation in all programming is mandatory. The day is highly structured and will be as follows:

### Mother Teresa Middle School – Sample School Day

8:15 a.m. – 8:30 a.m.	Breakfast
8:30 a.m. – 9:00 a.m.	Clean-up/Silent Reading
9:00 a.m. – 9:15 a.m.	Morning Assembly – Monday/Friday
9:15 a.m. – 10:45 a.m.	Instruction Time
10:45 a.m. – 11:00 a.m.	Brain Break/Snack
11:00 a.m. – 12:00 p.m.	Instruction Time
12:00 p.m. – 12:30 p.m.	Lunch
12:30 p.m. – 1:00 p.m.	Clean-up/Silent Reading
1:00 p.m. – 2:00 p.m.	Instruction Time
2:00 p.m. – 2:15 p.m.	Brain Break/Snack
2:15 p.m. – 3:15 p.m.	Instruction Time
3:15 p.m. – 4:15 p.m.	Enrichment Programming/Extra-Curricular Program
4:15 p.m.	Student Dismissal

***Every Friday students will be dismissed at 3:30 p.m.***

## MTMS – SCHOOL YEAR

Participation in Mother Teresa Middle School’s year-round program helps to assure academic success. All current students are REQUIRED to participate in the programs designed for their grade level. Acceptance into the next grade level at Mother Teresa Middle School is dependent upon success in the required summer programs.

### **MTMS SUMMER LEADERSHIP RETREAT & SUMMER LEADERSHIP ACADEMY**

Mother Teresa Middle School operates an extended school year. The extended school year serves a variety of purposes including: the elimination of learning gaps, access to enrichment, experiential learning and leadership opportunities for students.

- Summer programming is mandatory for all students and participation is agreed upon prior to acceptance to Mother Teresa Middle School.
- Summer programming is also intended to prepare students for the program they will be entering.
- Summer programming will provide access to enrichment programs and provide a positive learning environment, leadership opportunities as well as structure and support for students and their families during the summer months.
- The specifics of the summer programming will be announced in early June of each school year.

## GENERAL EXPECTATIONS AND PROCEDURES

All students at Mother Teresa Middle School are required to comply with all rules and regulations found in this Student & Family Handbook. The school expects its students to reside with parents(s) or an approved guardian(s) while enrolled at Mother Teresa Middle School.

### **BUS POLICY**

Students must be outside waiting for the bus. If the bus arrives early at your stop it will wait until the scheduled time for that stop. If your child is not outside waiting for the bus, it will only wait 1 minute. Please be patient for the bus when the weather changes as it can delay the run. For those students who get dropped off or walk, the school will not be open until 8:15 a.m.

MTMS reserves the right to be pulled from the bus if the expectations of MTMS are not met. School cameras will be placed on MTMS school buses to ensure the safety of both students

and drivers. Parents/Guardians will be expected to meet with administration if student exceeds 5 pick ups. This may affect your child's enrollment at MTMS.

**\*\*Please note the bus schedule is subject to change, but we will notify you if it does\*\***

### **ATTENDANCE**

All students are expected to be present at school each day and to be on time for their scheduled bus pick-up times. This is essential if the student is to derive the full benefit of his/her education at Mother Teresa Middle School.

### **MTMS will strive to achieve a 97% attendance rate as a school and for each student.**

Attendance is taken at 9:00 a.m. daily. Students may arrive as early as 8:15 a.m., but not before - as no student supervision is available.

Any student arriving at school after 9:00 a.m. is late.

All routine matters concerning attendance and monitoring thereof are handled through the Office Manager. Cases of non-routine nature will be referred to Student Support Services. If it is expected that a student will be absent for a prolonged period of time, the parent or guardian must immediately contact the Student Support Team to explain the situation. In the case of prolonged absences for medical reasons, the school will assist the family in designing a homework plan to aid academic success. Parents are expected to meet with Student Support Services for any anticipated absences of more than three days. Your child's enrollment at MTMS may be compromised if not meeting attendance expectations.

### **UNEXCUSED ABSENCES**

Students and parents are expected to observe the published Mother Teresa Middle School calendar in matters of vacations and days off from school. In the event that a student is taken out of school for personal reasons, the parents and student must assume full responsibility for this action and for the academic consequences entailed.

### **OFFICE PROCEDURE FOR ABSENCE AND LATES**

If your child is absent from school or tardy to school, please follow these procedures:

**The parent or guardian is to contact the office at 306-569-6867 and/or leave a message prior to 8:30 am.**

Failure to comply with any of the regulations concerning absence and/or lates may result in disciplinary actions. In the case of questionable or non-health related absences, the administration may investigate and if necessary, will ask public authorities to become involved.

### **MEDICAL, DENTAL AND SPECIAL APPOINTMENTS:**

If students must attend medical or dental or other special appointments during school hours, the school must be contacted by the parent/guardian requesting that the student be

dismissed from school for the appointment. The time of the appointment, name of doctor and phone number is to be clearly stated.

### **DISMISSAL**

The school day ends at 4:15 p.m. daily and transportation home will start at this time with the exception of Friday's when the school day ends at 3:30.

### **TELEPHONE MESSAGES**

Telephone messages can be delivered to a student while at school; however, students and parents are asked to use discretion when using the school phones in this way. Parents, guardians and other persons are asked to cooperate in this regard. Parents should not expect to contact their child by cell phone during the day.

### **CHANGE OF ADDRESS OR PHONE NUMBER**

The Main Office of the school and/or the Student Support Team is to be **notified immediately** of any change of address and/or change of phone number of each student's parent or guardian. This is essential in order to keep school records accurate and in order to be able to contact the parents or guardians in the event of an emergency.

### **PERSONAL APPEARANCE / DRESS CODE & UNIFORM DRESS**

Students are required to wear their school provided clothing every day at Mother Teresa Middle School. This rule will be enforced by faculty. Modifications to the uniform and dress code will be considered by the Administration if appropriate for cultural or religious reasons. Such requests should be presented to the Principal. If there is a dress code violation, disciplinary actions may be enforced.

#### **Girls' Uniform**

- khaki, navy or black pants, skirt or shorts
- jersey knit golf shirt with MTMS embroidery (navy, black or grey)
- dress up uniform includes black tights, navy skirt & light blue dress shirt
- black, white or navy socks, or tights if wearing skirt
- **solid black flat shoes or school provided runners while at school Student is to supply black flat shoes, black belt and black/navy tights.**

#### **Boys' Uniform**

- khaki, navy or black pants
- golf shirt with MTMS logo (navy, grey, black)
- black, white or navy crew socks
- dress up uniform includes navy pants & light blue dress shirt with tie.
- dress shoes or school provided runners while at school **Student is to supply black dress shoes and black belt.**

### **P.E. Uniform**

Physical education classes take place daily at MTMS. All students are required to change into MTMS gym strip prior to P.E. class:

- Blue Mother Teresa Middle School t-shirt
- Black shorts
- Sneakers

Notes on Uniform

- **Only solid white t-shirts** may be worn under the uniform shirt
- Shirts must be tucked in at all times
- Holes in uniforms should be repaired immediately
- No blue jeans are acceptable

### **Grooming**

- Students should be neat and clean at all times
- Hair should not cover the student's eyes; should be washed and brushed daily
- Any form of dress or hairstyle that is extreme will not be permitted including unnatural colors. For example: pink, purple, blue, green, etc.

### **ELECTRONICS**

For safety reasons, students are discouraged from bringing electronics of any kind onto the campus, or onto the bus, including personal music/video players like Mp3 players, iPods, CD players, radios, digital cameras, and/or tape recorders. Any electronic devices, including cell phones that are brought onto campus **MUST** be kept in backpacks in lockers. Confiscated electronics will be sent to the Main Office and be returned at the discretion of the Principal.

### **WATER BOTTLES**

Students *are* allowed to have small water bottles at their desks with teacher consent. Students may drink from these water bottles at break and during class with the teacher's consent.

### **SCHOOL PROPERTY**

Any student damaging, destroying or removing school property from the school is liable for repair or replacement of the property, in addition to any other disciplinary sanction determined by the Principal.

### **FIELD TRIPS**

Student participation on field trips is a privilege, not a right. A student could be denied participation if he/she fails to meet behavioral or academic requirements. A parent also has the right to refuse to let his/her child go on a trip.

### **COMPUTER, INTERNET USAGE, DIGITAL CITIZENSHIP**

Computers are available for student use on campus and most have access to the internet. To access the internet and computers on campus, a student must obtain school and parent consent

by completing the Mother Teresa Middle School: Acceptable Computer Use Policy Agreement upon registration.

MTMS students need to be able to use technology safely and effectively to communicate and collaborate in a global society. The promotion of digital citizenship education is a key component to address cyberbullying. Through all subject areas MTMS students will learn appropriate and responsible online behaviour through the integration of digital citizenship instruction that will help to ensure they become responsible and principled digital citizens, capable of building and maintaining a positive digital footprint, respecting intellectual property boundaries and protecting their privacy online.

It is essential for each student on the network to recognize his/her responsibility in having access to vast services, sites, systems, and individuals. The student is ultimately responsible for his/her actions in accessing network services.

The use of the internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. All use of the internet must be in support of education and research and consistent with the mission of Mother Teresa Middle School. The following list is a general guideline for student use of the internet:

- Students will use school accounts only under supervision and for authorized purposes.
- Students will not use the network to access or process inappropriate information and/or text files, or files dangerous to the integrity of the network and the mission of MTMS.
- Students will report all incidents of accessing inappropriate material.

**STUDENTS ARE STRICTLY PROHIBITED FROM USING MOTHER TERESA MIDDLE SCHOOL'S NAME, INITIALS, LOGOS, PICTURES, OR REPRESENTATIONS OF THE FACULTY, STAFF, OR OTHER INDIVIDUALS THAT, IN THE DETERMINATION OF THE SCHOOL ADMINISTRATION, IS DEGRADING, LEWD, THREATENING OR INAPPROPRIATE.**

Deliberate publication or posting of inappropriate material on the internet may result in serious disciplinary action including dismissal from the school. Illegal downloading on a school computer will result in the student losing the privilege of using computers and the internet on campus.

### **CYBER BULLYING**

Cyber bullying is defined as willful and repeated harm inflicted on another person through electronic media. Any student who attempts to be harmful or cruel to another student or individual, in the judgment of the Administrator, by sending or posting offensive material (including words, pictures, or images) using, a cell phone, the internet, or other electronic devices may be suspended from school, placed on disciplinary probation, or dismissed from the school. Serious incidents may be turned over to law enforcement authorities for prosecution. *This policy will apply to behaviors on and off campus.*

### **PERMISSION TO USE STUDENT PHOTOS/VIDEOS**

Upon registration, parents/guardians are asked to complete a consent form giving Mother Teresa Middle School permission to periodically take photos/videos of students on campus or when participating in school sponsored activities for use on the official school website or in school publications. The school reserves the right to use any and all photos.

## GRADUATE SUPPORT PROGRAM

The Graduate Support Program is one of the most unique aspects of a Mother Teresa Middle School education. Through this program, MTMS makes an extended commitment to students and families beyond eighth grade.

## PARENT PARTICIPATION

### **PARENT-TEACHER COMMUNICATION**

Parent-teacher communication is an important factor in your child's education. We encourage parents/guardians to schedule conversations with teachers/administrators about your child's performance. It is important to stay in touch with your child's teachers. In order to keep you up to date on what is happening, a school calendar will be given to each family.

Your observations at home are as important as teaching observations when it comes to your child's education. Be sure to let the teacher know about special occasions in your family or any changes that take place in your child's life (birth of sibling, death of a loved one, marriage, separation or divorce of parents, etc.).

While the resources within the school are excellent, there are occasions when the school suggests that a child have additional help, e.g., an evaluation (learning, psychological, speech/language, neurological, etc.). These suggestions are usually made by the Teacher, Counselor or Principal after consultation and after discussions with the family.

**Parent cooperation is essential in a child's education.** Current research shows that the more parents are involved in the educational process of their son/daughter, the better their child performs. **Parental involvement includes:**

- **Attendance at the Parent-Teacher-Student conferences**
- **Showing interest and checking in homework assignments**
- **Reading nightly with your son/daughter for thirty minutes**
- **Participating in school events**

- **Responding to communication made by the school**
- **Participating in Mandatory Parent Meetings**
- **Contributing monthly participation fees**
- **Volunteering in the school**
- **Recruiting new families to Mother Teresa Middle School**

### **MONTHLY PARTICIPATION FEES**

Each family is expected to make a financial contribution to their child's education at Mother Teresa Middle School. The exact fee of \$50.00 paid by each family will be reviewed annually by the school administration. **If a family faces particular hardship in paying the monthly participation fees, communication with the school administration is expected.** The family should contact the Main Office. If necessary, a meeting with the school administration will be scheduled to discuss an alternative plan for monthly participation.

Cheques or cash is the preferred method of payment for monthly participation fees. Cheques can be made out to: Mother Teresa Middle School and submitted to the Office Manager.

If a family pays in cash, there are certain safeguards in place to ensure safe handling of cash. Cash payments should be made directly to the Office Manager. In case of an emergency, cash payments can be made to the Principal. No other school personnel are authorized to receive cash.

### **PARENT-TEACHER-STUDENT CONFERENCES**

Parents are always welcome to call the school to make an appointment with a teacher at any time during the year. There are two (2) scheduled mandatory parent/teacher/student conferences each school year. These are scheduled: (a) at the end of the first period, and (b) at the conclusion of the second grading period. These conferences allow the teachers, parents and students to review the report card together. This communication between parents, students and teachers is very helpful in setting a climate for cooperation between home and school and in letting the children know that parents are interested and actively concerned about their school life. Parents should convey to their children daily the value of education. Parents and students must attend all parent/teacher/student conferences. In some cases, parents and students will be required to come for specific conferences regarding student academic or behavioral progress.

### **CONFLICT MANAGEMENT**

If there is any difference of opinion between a teacher and a parent, we encourage parents to communicate with the Principal about the issue. It is our school procedure that any such occasion must first be dealt with in a meeting between the parent and the teacher. Mother Teresa Middle School encourages faculty and parents to resolve concerns and issues at the "lowest level" possible. For example, parents should first bring the concern directly to the teacher for a discussion. Then, if necessary, the Principal should be consulted to help facilitate the discussion.

Parent/teacher meetings may be set up by telephone, letter or email. If the parent-teacher meeting has proven unsatisfactory, an appointment may be made with the Principal to further discuss the problem.

## HEALTH AND SAFETY

### **CLOSED CAMPUS**

Students are to remain on the campus or in adult supervision off-campus as required for school-sponsored field trips or activities from 8:15 a.m. until 4:15 p.m. Monday – Thursday and 8:15 a.m. until 3:30 p.m. on Fridays.

### **VISITORS ON CAMPUS**

Visitors must report to the Main Office upon arriving at the school. Parents who come to school must check in at the office and may not go into a classroom unless they have done such.

### **CONTAGIOUS DISEASE**

Students whose absence from school is due to a contagious disease (e.g., Measles, Chicken Pox etc.) may be asked to provide the school with a doctor's note before returning to the classroom, certifying they are able to return to school.

### **ILLNESS**

If a child has a stomach flu, sore throat, ear ache, nasal discharge, skin rash, eye infection or elevated temperature of 99.6 F or above, the child should be kept at home. If a child becomes ill during the school day, parents/guardians will be contacted at home or work. Parents/guardians are responsible to have their child picked up and taken home. The child will not be dismissed without an authorized adult to accompany him/her home. In no case should a student merely leave the campus if he/she becomes ill without reporting to the school office. Students are responsible for work missed in classes that day.

### **IMMUNIZATIONS**

The Regina Qu'Appelle Heath Region will provide student immunization to students as needed. The school will help facilitate the delivery of these immunizations with the school public health nurse.

### **STUDENT HEALTH**

The school administration should be made aware of any medical, physical or emotional problems a student that may have that in any way could affect his/her performance in school or school activities. Written notification to the administration must be made prior to the first day of school each year your child attends Mother Teresa Middle School. Prior notification

to school administration concerning such matters, even though they may appear minor, can present possible misunderstandings at a later time.

### **SCHOOL EXCLUSION**

The following diseases require exclusion from school: scabies, swine flu, chicken pox (not less than six days after eruption), lice, German measles (five days after appearance of rash), and mumps (nine days and until all swelling is gone).

### **EMERGENCY FORMS**

It is of absolute importance that we have an emergency form on file for each family. The emergency forms should be filled out before the first day of school. If any information on this form changes during the year, the office should be notified, in writing, immediately. It is extremely important that the school be able to easily and quickly reach at least one parent or guardian at any time during the school day.

If a student becomes ill or is the victim of an accident during the school day, the Principal, Acting Principal, Office Manager, or Teacher will contact the parent or person indicated on the family's emergency form. If the parent, family physician, or the adult listed on the emergency form cannot be reached, the paramedics will be contacted and the matter will be put into their hands.

### **CHILD CUSTODY**

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **STUDENT MEDICATION POLICY**

When medication is needed by students during school hours, students may bring the necessary medication to the Office Manager with a note from his/her parent indicating permission to take this medication. The medication must be in the original container, appropriately labeled with the name of the student/child and dosage. Any change in medication should be communicated to the school at once. A Student Medication Administration request form must be filled out and returned to the office.

### **STUDENT MEDICAL EMERGENCY**

When a student experiences a medical emergency at school we will make contact with parents/guardians and emergency contacts if parents/guardians cannot be reached. If no one can be reached, the school will take the appropriate actions.

### **STATEMENT ON CHILD ABUSE**

Federal and provincial law requires that all school employees and child care providers sign an agreement acknowledging their awareness of their roles as mandated reporters for child abuse. All employees of Mother Teresa Middle School are considered "mandated reporters" and are responsible to report suspected occurrences of child abuse or neglect to the proper

authorities. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent psychological harm to the child victim.

Mother Teresa Middle School holds periodic professional discussions about the topic of child abuse, and our administration and counseling staff are very aware of the many issues related to child neglect and abuse and the applicable laws.

Teachers and school employees are required by law to refer to Social Services and the Regina Police Service in any situation in which there seems to be “reasonable suspicion” of such abuse or neglect. This law exists to protect children.

### **FOOD PROGRAMS**

Mother Teresa Middle School will serve nutritionally balanced snacks and meals daily. A light breakfast is served each morning from 8:15 a.m. until 8:30 a.m. The breakfast service will end at 8:30 a.m. and students who have been served will have until 8:30 a.m. to finish their breakfast. Snacks are served daily in the morning, and in the afternoon.

Mother Teresa Middle School will serve a full lunch each day. If a student has special dietary needs, parents are asked to indicate the request at the beginning of the year, in writing to the principal and every effort will be made to accommodate special cases. **Students are not allowed to bring their own food to school for lunch and snacks and cannot “opt out” of the nutrition program.** \* Special considerations are made for students with religious food requirements.

### **COUNSELING**

In an attempt to meet the needs of all students, MTMS will at times engage in counseling services to be provided at the school. In the event we are unable to meet the needs of a student the services of outside counseling agencies will be sought. This will be done in consultation with the parent or guardian through the Student Support Services area.

### **FIRE, EVACUATION DRILLS AND LOCK DOWN**

Signs are posted in each classroom to indicate the proper fire evacuation exit for that particular classroom. Students are to follow the directions indicated on these signs and also the directions given by the teacher in charge. Silence is to be observed during the entire time of the exercise, both leaving the classroom and returning. Regular fire drills, reverse evacuations and lock downs will be scheduled.

### **PARKING**

Mother Teresa Middle School has a limited number of parking spots on school grounds and these are taken by faculty and staff. When visiting MTMS we ask that you respect the reserved teacher spots in both the Mother Teresa lot and that of St. Michael. Please park on the street and respect all bus stop areas.

# Mother Teresa



# Middle School

A Jesuit Academy

## Family Covenant

As participating parents/guardians of \_\_\_\_\_ at Mother Teresa Middle School, we understand that we are expected to:

- Read the family handbook to understand the school-wide expectations and ask questions for clarification
- Read the monthly newsletter sent home at the beginning of each month and ask questions for clarification
- Discuss academic progress with our child by reviewing the progress reports with them and celebrating their efforts as evidenced on report cards
- Attend mandatory parent meetings, as noted on the family calendar
- Contribute monthly to our child's education at the following level: \$50
- Participate in mandatory parent-teacher-student conferences (in November and March)
- **Ensure that our child is at school by 8:15 am each day, in uniform**
- **Ensure that your child adheres to the uniform dress policy as outlined by MTMS and that their uniform pieces are kept clean and neat**
- Monitor our child's homework completion by checking his/her agenda nightly
- Encourage our child to ask questions of his /her teachers and communicate with his/her teachers when necessary
- Encourage our child in his/her reading 30 minutes per night
- Encourage our child to eat healthy and take good care of his/her body
- Encourage our child to grow in the school wide virtues: responsibility, compassion, perseverance, integrity and leadership
- Discourage our child from excessive use of electronics including: television watching, videogame playing, texting, social networking or time on the phone
- Keep our child home if he/she is sick and notify Mother Teresa Middle School of the absence
- Respect the school calendar, making appointments and family vacations at times that will not interfere with our child's participation in the school program (including the required summer session)
- Communicate with Mother Teresa Middle School about significant family events that impact your child's education
- Keep Mother Teresa Middle School updated as to family address, phone numbers and emergency contacts
- Be responsive to calls for any necessary meetings required to support our child
- Participate, as our work/family schedule allows, in school wide events like masses and parent meetings
- Foster a sense of gratitude for those who have contributed to our child's education

Signed on behalf of the family: \_\_\_\_\_ Date: \_\_\_\_\_