



St.Lorenzo Ruiz-School Handbook

2023-2024

Mission and Vision Statements

Mission (Purpose)

At St. Lorenzo Ruiz Middle School, our mission is to provide a safe, nurturing, and faith-filled environment where students are encouraged to find their unique voices, share their gifts and talents, and develop resilience in the face of challenges. Through inclusive environments, we empower every student to learn, grow and succeed. We believe in creating a strong sense of community where **relationships are prioritized to ensure everyone feels connected and valued.**

Vision (Goals)

Grounded in our faith, we extend a heartfelt invitation to all community members to develop a deep, genuine relationship with Christ. Through authentic and lifelong learning experiences, we will inspire personal growth and intellectual development rooted in choice, hands-on learning, and career pathways.

Time Table

School starts at 8:35 and ends at 3:09. We have a 6-block schedule Monday through Friday, with blocks lasting 53 minutes. Students have a half-hour lunch recess, 11:27 to 11:57 with a half-hour lunch break, 11:57 to 12:27.

Career Technology and Foundations (CTF)

As a school, we have a focus on providing CTF courses that allow students to identify passions and see connections from the CTF courses to Career Pathways. Students will experience each of the CTF courses for their grade level to allow them to have these different experiences, find passions, and identify a variety of career pathways. CTF is one of the ways we support authentic learning in our school.

Evaluation

Core classes will use percentage-based reporting on outcomes. PE and CTF classes will use letter grading (E, P, B, PR).

- Comments may describe, student success' and or growth, areas for improvement, and enlisting partnerships between home. This relates to our belief in **Timely and Targeted**. Comments should be meaningful, authentic, and related to outcomes.

Achievement Testing / Final Exams

Final examinations in the core academic subjects are held in June. Grade six and nine students are required to write Provincial Achievement Tests in the four core subjects in May and June.

Honour Roll

80% average of all cores, excluding Religion (Math, Science, Social, ELA)
Religion must be above 80%

No marks below 70%
PE (or PEW), Health, and CTF must be P or E

Honour Roll with Distinction

% average of all cores, excluding Religion (Math, Science, Social, ELA)
Religion must be above 90%
No marks below 80%
PE (or PEW), Health, and CTF must be P or E

5% Club:

Any student who improves by 5% in their overall grade from Term 1 to Term 2 or from Term 2 to Term 3, shall receive a 5% club award.

Co-Curricular & Extra-Curricular Programs

- School Sports: (School colors are teal, orange, and black with gold as an accent)
- Extra-Curricular Sports: May include Volleyball, Basketball, Ski Club, Badminton, and Track and field. An extra fee may be charged for extracurricular sports activities.

Cell Phone Policy

1. Mobile devices should be 'off and away' during all class times in learning communities. In school, this means that the cell phone should be turned off and placed in a student's locked locker. For academic purposes, the teacher may require the students to use their mobile devices. This use of a mobile device and the time frame will be clearly communicated by the teacher and time will be given to return the device to their lockers before the next class.
 - a. *Academic Purposes mean using a specific app or function like a camera or QR code reader. NOT listening to music or games.*
2. If any mobile device/earbuds/phones are seen or heard in class, in the hallways, or during lunch eating time during non-designated times, the student will be asked to take their mobile device to the office.
3. Devices delivered to the office will be returned at the end of the student's school day in the first and second instances. Should there be a third occurrence, a call will be made home requiring a parent/guardian to collect the child's device.
4. Students are still able to use their devices prior to school, during lunch recess, and after school.
5. Any students who require an exception to this policy based on previously implemented strategies at the school level will require permission from Mr. Coumont. Parents will need to schedule a meeting with Mr. Coumont to create a plan moving forward.

Busing Information

Busing inquiries can be made through the transportation department (403-309-8801)

Learning Commons Objectives

To develop a collection of information media:

- Provides staff and students with research tools, materials, and programs that support the Catholic Middle School Curriculum.
- To provide interesting reading and creation materials for students that inspire and support the passions and interests they have.
- Opportunities for students to create and learn using low-technology and high-technology alternatives.

Overdue and Fine Policies/ Lost or Damaged Books

In the case that books are lost, or damaged beyond repair, the librarian asks that the patron pay for the replacement cost of the book.

Absences & Lates

Parents can email slrmsinfo@rdcrs.ca or call 403-406-7365 ext 1 to leave a message excusing their student(s) for the day. The school checks all unexcused absences. If your child will be away for a long period of time, due to a prolonged illness or a family holiday, please contact the school to make special arrangements. Students who arrive late in the morning or the afternoon must report to the office and sign in.

Leaving School

Students leaving the school for appointments must report to the office and be signed out by a parent or guardian before leaving, students must sign in upon their return. **Parents do not need to come into the office to sign the student back in.** If a student is sick or injured, parents will be contacted by the office and arrangements will be made for pick up.

Noon Hour

St. Lorenzo Ruiz Middle School is a Closed Campus. All students are to remain at school over the lunch break unless they are signed out by parents to go home. The school provides a full cafeteria service <http://slr.hotlunches.net> (access code **slr**) and students do not need to go elsewhere at lunch. This policy will greatly assist the student's prompt return to class after the lunch period. The cafeteria provides hot entrees as well as snacks on a daily basis.

Dress Code

Clothing is to be modest and respectful of a Catholic School. The following guidelines apply:

- Tops/shirts should have minimal midsection exposure and no slogans that are deemed inappropriate for a Catholic school.
- Caps, toques, and hats are not allowed in school from Monday through Thursday. On Fridays, students are allowed to wear hats or toques in school. Caps, toques, and hats should be removed once students get to their lockers.
- Shirts or tops should have a modest neckline

- Shorts and skirts, there are no “short shorts” or mini skirts.
- Students should not have any undergarments visible at any time; top or bottom
- Students who do not comply with this dress code will be spoken to by the administration and if deemed necessary asked to change or call their parents to bring appropriate clothing.

Failure to comply with Dress Code:

All Students at our school are expected to dress appropriately and in a manner that reflects we are a Catholic school.

1. The student will be spoken to privately and will be asked not to wear such clothing. The student will be asked to adjust their attire to adhere to the dress code.
2. If a student has been spoken to on one or more occasions, the student's parents will be contacted and the student must go home and change into clothes that adhere to the school dress code.

Foundations and Blended Program

We are fortunate to be the home of our division Foundations and Blended Programs. We currently have two Foundation programs and one Blended program. The Foundation Program provides an opportunity for students to learn at an individualized pace in a safe and caring learning environment with purposeful opportunities for inclusion. Emphasis is placed on communication, self-care, basic literacy and numeracy, personal, social and vocational skills in the classroom and the community. The Blended Program provides an opportunity for students to learn at an individualized pace in a safe and caring learning environment with purposeful opportunities for inclusion. Emphasis is placed on developing essential academic and adaptive skills to help them reach their academic potential.

Handle With Care

Red Deer Catholic Regional Schools ensure that schools are welcoming, respectful, safe, and caring Catholic environments that promote the well-being of students and staff.

All schools in the Division, including SLR use the [Handle with Care Behaviour Management System®](#) to maintain safe and caring environments. For more information on school and classroom management, please see Administrative Procedure [#310 School and Classroom Management](#).

School staff are trained to use the Handle with Care Behaviour Management System® to intervene using the least restrictive methods to minimize injuries to individuals in school communities through prompt, skilful and appropriate intervention.

The Handle with Care Behaviour Management System® is used as an intervention method to de-escalate situations when students are struggling with self-regulation and may be escalating to a place where they require staff to intervene verbally and or physically. Please note that once a student escalates to a level where physical intervention is necessary, school administrators will inform parents/guardians. There is no dignity in allowing students to injure themselves or others, or destroy property. Physical intervention is appropriate when it is the least restrictive method of intervention to maintain safety. Staff will intervene when a pupil is at risk of injuring themselves, staff or others.

The Handle With Care Behaviour Management System® begins with staff members neutralizing students' behaviour through verbal intervention. These actions most often prevent the need for the use of physical intervention.

When the use of physical intervention is necessary, school staff trained in Handle with Care Behaviour Management System® will utilize the least restrictive method of physical intervention/restraint necessary to maintain safety.

The goal is to create a physically and psychologically safe environment for staff and students.

Soar Like A Golden Eagle

"Soar Like a Golden Eagle" is a school-wide recognition program designed to acknowledge and applaud students who exemplify the values of compassion, courage, kindness, leadership, and respect within our school community. We firmly believe that recognizing and celebrating such qualities not only enhances the school experience but also equips our students with essential life skills that will serve them well in their future endeavours.

Golden Eagle tickets can be handed out by any staff member to a student who is demonstrating the attributes of a Golden Eagle. These tickets are exchanged for a Golden Eagle sticker at the office and these students are entered into a draw. Twice a month, names are pulled randomly to win a prize.

Every seven weeks at the end of each CTF rotation, grade teams will gather for a recognition assembly. One student per class is chosen by their homeroom teacher for exemplifying Golden Eagle attributes throughout the past term. Parents are invited to join and will be emailed a digital copy of their child's recognition certificate.

Golden Eagle Qualities

Students, Staff and Families have chosen the following qualities which describes further what it means to SOAR like a Golden Eagle!!

Compassion
This promotes a sense of **community** and fosters **positive relationships** among students.

Courage
This encourages **personal growth** and **resilience**.

Kindness
This creates a **sense of belonging** and fosters a **positive classroom atmosphere**.

Leadership
This encourages **teamwork, critical thinking, and problem-solving skills**, preparing students for future roles as leaders in their communities.

Respect
This cultivates a culture of **inclusivity, tolerance, and understanding** in the school community.

ST. LORENZO RUIZ MIDDLE SCHOOL

The infographic features a warm orange and yellow color scheme with silhouettes of mountains and an eagle. Each quality is represented by a circular seal with the quality name inside, followed by a larger title and a descriptive paragraph. The school logo is in the top right corner.

Medical Concerns

Please inform the school of any medical concerns. Many of our staff are qualified in First Aid and can give treatment as needed. Medical concerns and accidents of a serious nature will be reported to parents immediately.

Ambulance

Should a student experience a serious injury, the ambulance will be summoned and the parents of the child will bear the cost. However, there are times when other options can be considered. To assist us in the decision-making, please let the office know if you do or do not have a health plan that covers the ambulance service.

School Visitors

All school visitors are to report to the school office and sign in. Students requesting to have out-of-town visitors stay at the school for the day must receive approval from the school administration. Visitors from the City of Red Deer and surrounding communities are not allowed.

Lockers

Middle school students are assigned a locker and a lock. Any student using a personal lock without permission will have it removed. Students are asked to leave valuables at home and the school is not responsible for lost or stolen items.

Smoking

Red Deer Catholic Schools' policy prohibits smoking or vaping/use of any illegal substance in the school, on the school grounds, on a school bus, or while at a school function.

- In accordance with [Administrative Procedure No. 314](#), St. Lorenzo Ruiz Middle School has adopted the following policy with respect to searching lockers on school property. All students utilizing a locker on school property must have a clear understanding that they can have NO EXPECTATION OF PRIVACY in this locker at any time. The principal or designate may search the locker at any time and without notice. Any illegal substances or contraband will be turned over to the R.C.M.P. for criminal investigation.

Property Damage/ Theft

Any student involved in the damage of school property or theft will be expected to pay for the damage or theft incurred. Other school consequences may be applied that are appropriate to the offense.

Bicycles/Rollerblades/Skateboards/Longboards

Students may ride bicycles, skateboards, and longboards to school provided they are locked up throughout the day in the bicycle racks /skateboard racks provided. Students must wear helmets when riding bicycles and scooters. Students may rollerblade to school as long as they are removed before entry into school. Students must remove the wheels from roller shoes before entering the school. We also strongly encourage the use of protective gear when rollerblading, skateboarding, and longboarding.

Parents

School Council Committee- The Council consists of parents, staff members, and the school administration. The purpose of this committee is to enhance the opportunities available to the staff, students, and parents of the school. The School Council meets once a month. All parents are welcome to attend the meetings. This council gives parents a chance to become more actively involved in their child's education.

Parent Involvement – Parent involvement is supported and encouraged. We believe that such involvement in the education process assists in increased student achievement and success. There are many opportunities for parents to play a significant role in their child's education. We would like to hear from you if you are interested in volunteering.

Volunteers must have a Criminal Record Check on file with the school, please contact the school office.