

École St. Stanislaus

Catholic Elementary School

3855-114 Street, T6J 1M3 - www.ststanislaus.ecsd.net

Dear Parents,

This is a very special school where the love of learning and academic excellence are fostered through the medium of Canada's two official languages, French and English. We believe that children are a unique and special gift from God where all people are created in His image.

École St. Stanislaus School provides children with a supportive Christian environment that fosters high achievement, responsibility, generosity, honesty, integrity, tolerance and the pursuit of individual excellence that will empower students to fully participate in our global community.

This agenda will serve as a helpful tool in assisting us with the task of making our school a Christian community where all can grow and learn through effective communication. The contents reflect information about our values, beliefs, policies and the daily operations and expectations of our school community.

Welcome!

School Hours

Before School Recess	8:15 - 8:30
Grades 1 to 6	8:34 - 3:20
Assembly Bell	8:30 AM
Instruction Bell	8:34 AM
Recess (15 min)	10:05 – 10:20
Lunch time	11:50 – 12:08
Lunch recess	12:08 – 12:32
Afternoon recess	2:05 – 2:20
Thursday or Early dismissal	11:45

Kindergarten Program (ECS)

Morning classes	8:30 - 11:35
Afternoon classes	12:15 – 3:20

Thursday – No Kindergarten Classes

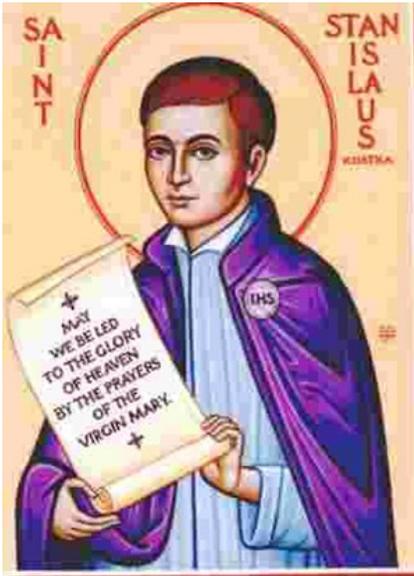
Morning Routine

Classroom instruction begins at 8:34 AM each day. Students must be in class by that time. **Research shows that the first 20 minutes of the school day are the most effective for learning and therefore before school recess time is available to students and we appreciate students arriving at 8:15 AM.** It is extremely important that students arrive to school on time, ready to start learning at the first bell.



Saint Stanislaus Kostka

November 13



Stanislaus was born in 1550 of a noble Polish family. At fourteen he studied at the college of the Jesuits in Vienna with his brother Paul. Though Stanislaus was always bright and kind, he was treated badly by his brother for two years. He always forgave his brother.

Stanislaus became very ill. He prayed to St. Barbara to help him. Then he had a vision in which two angels brought Communion to him. The Blessed Virgin Mary cured him and asked him to become a priest in the Society of Jesus. Stanislaus had to leave Vienna because his father did not want him to become a priest.

At Rome Stanislaus lived for ten months as a novice. A priest said to him: "Stanislaus, you love Our Lady very much." "Yes", he replied. "She is my Mother!" And then he said: "The Mother of God is my Mother."

Stanislaus died on the feast of the Assumption of the Blessed Virgin Mary in 1568, at the age of seventeen. His example teaches young people to love Jesus and Mary.

From the First Book of Saints, published by Catholic Book Publishing co. New York

School Security

All of our exterior doors are locked during the day with the exception of the front door which is opened at 8:00 AM and locked at 4:00 PM. All parents and visitors are asked to enter the school through the front door and sign in at the office. At that time the office staff will either assist you or give you a visitor pass that will welcome you as a guest in our school. This information is required during emergency procedures when we have to account for every person in our building. Please sign out at the office when you leave.

We would ask that you do not approach your children while they are at recess outside. Your presence on the playground could confuse students and staff who may not know you. It is best to go to the School Office. We do have the ability to contact all supervisors who are outside at any given time. We also ask that you sign out your child when picking them up before the end of the school day.

Fire Drills, Lock-Downs, and Environmental Safety Practices

We conduct fire drills, lock-downs, and Environmental Safety Practices as part of our security measures. At the beginning of the year, students are informed as to when these practices will occur. Later in the year, the warnings cease and the fire alarm is simply pulled or the lock down simply called. Parents in the school must vacate the school when the fire alarm rings. Re-entry into the school is allowed after the outside bell rings three times.

AMA School Patrols

Our Grade 6 students have been trained as school patrols to help our students cross the street safely. Please follow their instructions.

Supervision

Supervision of students starts at 8:15 AM.

One staff member supervises the morning buses and one supervises the playground until the first bell at 8:30 AM.

Supervision ends at 3:30 PM. Parents are responsible to have their children picked up by this time as supervision will not be provided after that time

Attendance

We ask that parents/guardians inform the **School Office** should your child be late or absent for any reason prior to the beginning of the school day. All of this information is processed before 9:00 AM each day. Should a child be absent without notice, a call will go out to the child's parent/guardian through our Synervoice program.

Late Arrivals

Students who arrive late to school are expected to go to the School Office to check in and have their agenda stamped before going to class.

Early Departures

Please inform your child's teacher in writing, ahead of time if they will be leaving the school premises prior to dismissal time. Children can be picked up at the school office and we ask that you sign out your child at the office.

Lunch Supervision

Students may eat lunch at school at no cost. Two adult supervisors circulate during lunch time while teams of Grade 5 and 6 students monitor in the individual classrooms. Respect, cooperation, and safety are the key factors stressed during lunch time. School does not provide cutlery.

First Contact

Edmonton Catholic Schools and École St. Stanislaus are committed to working cooperatively and believe that open communication is essential to maintaining a positive learning environment. We recognize that at times there may be differences in understanding, interpretation and opinion. The district has a protocol for addressing classroom and school concerns. All parties in a conflict situation must recognize and respect the principle of First Contact. This means that the person who has the concern has a responsibility to begin addressing the concern directly to those persons with whom they have a concern before taking their concern elsewhere.

On the basis of First Contact, parents must address concerns directly to teachers before raising these concerns with the school administration or Catholic Education Services staff when their concerns are about their child's teacher, program, and/or program support. Any concerns regarding school operations or administration must first be addressed to the administration team at the school.

Should there be a concern involving another child at the school, please involve your child's teacher or an administrator rather than approaching the other child or their parents.

Family Holidays during School Days

While we recognize that students may be absent from school during the course of the school year as a result of Family Holidays, we would remind parents/guardians that this will result in your child missing instruction. Though our teachers are committed to helping your child progress, extended absences are difficult because learning is such an experiential and social activity. **There can also be no expectation that teachers will provide lesson plans or appropriate work for your child should such an extended Family Holiday take place.** Inform office directly prior to your vacation to log in the days that will be missed in our system.

Possible learning ideas for you to use during your child's extended absence could be:

- a journal (English or French)
- daily French and/or English reading
- daily Math facts practice
- consult the virtual classroom
- use on-line programs used in class such as Reflex Math, Raz Kids, or Littératout

School Dress Code

It is expected that students come to school every day wearing appropriate clothing. Certain items of apparel are inappropriate for a school setting and we ask parents/guardians for support in this matter. Examples of inappropriate clothing would be: halter tops, too short or skin tight shorts or T-shirts with inappropriate slogans or designs. Should students come to school with clothing that is considered inappropriate; parents/guardians will be contacted.

We would also remind everyone that we have a NO HAT policy for inside our school.

Items Brought to School

Items brought to school via the bus should be able to fit in a carry on bag and sit with the child, especially items such as skates.

Personally Owned Electronic Devices

As 21st century learners, our students benefit greatly by integrating technology in their learning. Although we do have some devices for student use, an increasing number of older students are choosing to bring their own devices to school. While Personally Owned Devices are encouraged, we stress that they are to be used as educational tools only during learning activities. They are not to be used during lunch, recess, etc. Inacceptable use will result in removal of the device and contact with parents. If you have any questions about the use of devices in your child's particular classroom, please communicate with your child's teacher. Students must abide by the ECSD Student Responsible Use Agreement at all times. A copy of the document is included in the agenda.

Bicycles

We do have several students who ride their bicycles to school during the warmer months of the school year. They are asked to use the bicycle racks and a good, durable lock. The school is not responsible for theft or vandalism of bicycles and/or accessories.

Other Items

Heelies, skateboards, rollerblades and scooters are not permitted on the school premises due to safety concerns. Collectibles such as Pokémon, hockey cards, etc must be left at home.

Parents and Volunteers

We recognize and celebrate that each member of our school community contributes toward the education of the whole child. As such, parents are encouraged to share their gifts and talents in helping to support the school. Parents can help in a multitude of ways; from classroom help, paired reading, hot lunch days, library assistance, to helping with school wide events.

ECSD's Administrative Regulation 135 now requires that all volunteers fill out the Volunteer Registration Form on a yearly basis. These will be kept on file for 2 years and then destroyed.

Reporting Student Progress

There are **four** reporting periods.

1st Goal Setting Interviews Grade 3 to 6 Thursday September 17th, 2015 (evening).

Welcome BBQ and Information Evening (Meet the Teachers) on Wednesday, September 23rd (evening).

2nd A Report Card will be published through Powerschool on November 27th 2015. Celebration of Learning for Kindergarten students only and all grade 1 to 6 classes will have Individual Parent/Teacher/Student Conferences held on December 3rd, 2015.

Celebration of Learning: The knowledge the student has acquired is demonstrated to parents through work examples by the student.

3rd A Report Card will be published on Powerschool on March 18th, 2016. A Celebration of Learning will be held on Wednesday March 23rd 2016 (evening) for K-6 and March 24th (morning) for Kindergarten only.

4th Final Report Card will be published on Powerschool on Tuesday, June 28th, 2016 which is the last day of school and will be a full school day.

Kindergarten students do not receive Report Cards but participate in Conferences and Celebration of Learning

Accessing the Portal and Powerschool

From our website you have access to Powerschool with either your parent login or your child's login, where you can find your child's attendance, transportation routes and report cards.

Parent Login

A parent login is issued for each student. If you do not have a login, please contact the school office and they will issue you a password with instructions.

Hot Lunch Program

Special lunches are organized by the School Advisory Council during the course of the year. This takes place approximately once per month. Please watch for the order forms that will allow you to place an order for your child on those special days.

School-Home Communication

Newsletters and updates are sent home regularly by e-mail. You can also access the newsletter and an up to date calendar of events on our website. (www.ststanislaus@ecsd.net).

The website also provides other information such as:

- Link to Powerschool for School fees and report cards
- SAC newsletter and minutes
- Link to St. Stanislaus Twitter and Facebook pages
- Link to the myecsd.net portal
- Links to educational websites
- Transportation routes and contacts

Each teacher has a virtual classroom on the myecsd.net portal which provides important information and supports for your child's programming.

Student Medication

The administration of medication is the responsibility of the student's parent or guardian. Please have medication administered at home. In special circumstances when a student must take medication during school hours, school staff will assist. In such instances, the following procedures must be followed:

The principal requires a signed request from the parent and doctor indicating the type of medication to be administered, the required dosage and the action to be taken in the event of side effects. All medication must be sent in the original container. These forms are available at the office.

Allergy Aware School

PLEASE NOTE THAT ST. STANISLAUS ENCOURAGES A NUT FREE ENVIRONMENT

We have a number of students at our school with life-threatening allergies to nuts and nut products. In some cases, these allergies are so severe that just a trace of, or even the smell of peanuts or nut products, could send the child into anaphylactic shock. If this happens, the child's throat tightens and swells and he or she may stop breathing. This type of severe allergic reaction can be fatal. Although we cannot absolutely guarantee that students will not come into contact with nut products, we do wish to limit the chances of such an occurrence. **Please help us by checking the labels, packages and ingredients of all foods your children bring to school. Please don't let your children bring any foods to school that contain peanuts or nuts.**

Student Support & Technology

- Office 365 online access to student folder via portal: <https://onedrive.ecsd.net> (if you have any difficulty accessing these programs, clear browser history and try again)
- Subscription to online programs to support literacy and numeracy

All students are strongly encouraged to take advantage of a free Edmonton Public Library Card. The membership provides students with free online programs such as Solaro and Homework Help.

Illness

Good health is necessary to effective learning. **All students are expected to go out for recess.** Normally, students who are too ill to go outside for recess are too ill to be at school. To prevent the spread of infection, we request that you keep your child at home until they are no longer infectious.

Injuries

First Aid will be given to a student who is injured on the premises or the school grounds. In case of a severe injury and a parent cannot be reached, we will notify the emergency contact indicated on the Student Registration form which was completed at the beginning of the year.

If the injury is a minor scratch or bump, first aid is administered and no school contact is made with the home. In the event of a serious injury or illness, the school office will strive to contact the parent or guardian by phone to ascertain their wishes with respect to medical attention. Please ensure that all necessary phone numbers and medical information are kept up to date in the office. If we cannot reach you or your emergency contact, we will endeavour to make the best decision for the care of your child.

School Advisory Council (SAC)

St. Stanislaus School is fortunate to have an active and involved parent community. We have a School Advisory Council that meets once a month to discuss and give feedback to the School Administration on school matters. All parents are encouraged to attend these meetings as announced on the school website calendar. Please check the school's website, under the heading **Parent Information** for more details. All open positions remaining after the May AGM meeting, including class reps, will be elected in the fall.

The South-West Parents for French Immersion (S.W.P.F.I.) is a registered society which raises funds exclusively for École St. Stanislaus.

Transportation

All bus routes, times and locations are posted on the websites of Edmonton Catholic School and St. Stanislaus. Please use these tools or call our Transportation Department at 441-6078 for clarification.

The school is serviced by yellow buses for all students who reside within the school's catchment area. Students not respecting the bus rules can be suspended from the bus by the school principal. If you require a booklet of the **yellow bus transportation policies** please ask for one at the office.

Bus Passes

Bus passes may be purchased from the School Office during the first week of each month (The 7th of each month is the deadline). You may also choose to purchase a **YEARLY PASS which is purchased for the school year. These passes must be purchased in September.**

Payment: You may prepay for the entire school year or send post-dated cheques for each month. You may also pay by Visa or Master Card for a recurring withdrawal, or for the entire year.

\$0 for Kindergarten students – must still have bus pass

\$32.00 per month for all students from Grades 1 to 6

\$28.00 families (more than 2 children) riding the bus.

All students will be given a color appropriate bus pass holder which must be on the child's back pack at all times. These will be free of charge.

Student Visiting Another Student's House

For safety and liability issues, **students are not permitted to ride a school bus on which they are not registered.** Students visiting a friend must make alternate transportation arrangements.

Parent Parking/Drop Off/Pick Up

Parking space around our school is in short supply. We would ask that you follow the parking signs and respect the times when yellow school busses are here. Parking in the Greenfield Community League and Mosaic Church parking lot is **NOT** permitted during the day. We would suggest that you consider parking in the parking lot at the mall located on 40th avenue or at the back of the field behind the school. Supervisors are present at the back of the school before and after school to facilitate pick up and drop off.

Working within the Community

Parish – St. Thomas More

All Catholic schools are associated with a parish. Our school is associated with St. Thomas Moore at 210 Hadow Close. We enjoy visits from the priest, communication about the sacraments, and disbursement of such information, as well as celebrations at the end of the year at the church.

Capital Health

Capital Health works together with schools and community agencies to provide a range of co-ordinated community health and support services for school-age children and their families. Our common goal is to build on the health and education potential of students by providing nursing services, rehabilitation services, speech and language therapy and dental services in their assigned schools. If you have any concerns about your child's health please talk to your school nurse at the Rutherford Public Health Centre, phone 413-7664.