



SCHOOL HANDBOOK 2019 – 2020

We look forward to working together with your family as we begin this new **2019 – 2020** school year together. With careful planning and skilled educators, it promises to be a positive and rewarding educational experience for your child. As part of Edmonton Catholic Schools, and as a French Immersion/English dual-track Catholic school, working in collaboration with St. Charles parish, we strive towards developing **“Faith, Learning, Peace and Joy”**.

Our school logo reflects the education of the whole child. As is represented by the mosaic pieces that make up our school logo, we recognize and celebrate the many dimensions of our school which together, contribute towards making our school dynamic and progressive, placing student learning as the priority. We believe that the collective effort of the members of our school community is paramount and contributes towards the education of the whole child.

“FAITH, LEARNING, PEACE AND JOY” – Our school motto speaks to our primary focus here at École Bishop Savaryn School. We work hard to live and share our faith in community with others. We ensure that programming, staff training, and student activities focus on learning. We strive for peace and in so doing we use teachable moments to have students reflect on our belief that Jesus Christ is our model, as we all learn together.

This school handbook provides information and a brief overview of the school policies and procedures that support student learning and foster positive interaction between home and school.

Parents are asked to use their child's agenda to communicate with their child's teacher daily by signing it and checking for messages/notices.

May God bless our efforts to celebrate our lives as children of God, each doing the work to become the best versions of ourselves as we were created to be – fully alive and passionate about learning as we journey into this new school year.

Learning and playing together...as disciples of Jesus!

Mme Ghali
Principal

Mme Johanne
Assistant Principal

École Bishop Savaryn Catholic Elementary School

16215 – 109 Street NW | Edmonton, Alberta | T5X 2R2

Phone: 780 – 456 – 7837 | Fax: 780 – 456 – 2354

Website: www.bishopsavaryn.ecsd.net

Office Hours: 8:00 am – 4:00 pm (Thursdays – 8:00 am – 1:00 pm)

École Bishop Savaryn School Calendar 2019 – 2020

September	January
2 Labour Day – NO SCHOOL	6 Classes resume after Christmas Break
3 First Day of School - Grades 1 – 6	6 – 17 CTBS Testing for Grade 6
3 & 4 <ul style="list-style-type: none"> • 100 Voices Orientation • Staggered entry for Kindergarten 	February
6 <ul style="list-style-type: none"> • First Day for 100 Voices • First Day of School for Kindergarten 	4 ECSD Faith Development Day – NO SCHOOL
9 Kindergarten bussing begins	17 Family Day – NO SCHOOL
17 Individual School Photos – Smart Photo	25 Shrove Tuesday – Pancake Lunch
12 Curriculum Information Night	26 Ash Wednesday Celebration
20 Family Picnic	27 – 28 Teacher's Convention – NO SCHOOL
19 Bible Ceremony for Grade 4	March
27 <ul style="list-style-type: none"> • Faith & Friendship Day • Terry Fox Run (Toonies for Terry) 	2 – 6 CCAT Testing for Grade 3
October	18 <ul style="list-style-type: none"> • French Cultural Days – Les Bûcherons • Celebration of Learning 4:00 pm – 8:00 pm
7 – 11 READ IN Week	19 French Cultural Days – Longriders
11 School Opening/Thanksgiving Mass @ St. Charles Church @ 9:00 am	20 Early dismissal for Spring Break
14 Thanksgiving – NO SCHOOL	30 Classes resume after Spring Break
15 Photo Retakes & Sibling Photos – Smart Photo	April
19 Make It – Makerspace Conference	10 Good Friday – NO SCHOOL
21 – 31 CCAT Testing for Grade 6	12 Easter Sunday
24 Immunization for Grade 6 (Round 1 of 2)	13 Easter Monday – NO SCHOOL
25 Family Night – School Council	14 Easter Celebration
31 Halloween	16 & 23 Babysitting Course for Grades 5 & 6
November	24 Immunization for Grade 6 (Round 2 of 2)
1 All Saints Day	28 & 29 Spring Concert – Some Grades (TBD)
3 Catholic Education Sunday	May
8 Remembrance Day Ceremony	4 PAT – FLA Part A
11 Remembrance Day – NO SCHOOL	6 PAT – ELA Part A
18 Alberta Opera – Sleeping Beauty	18 Victoria Day – NO SCHOOL
12 - 15 French Book Fair	20 Class Picture Day – Smart Photo
23 National Holodomor Day	22 Bishop Savaryn Day
25 – 29 English Book Fair	26 Camp YoWoChAs for Grade 6
28 Celebration of Learning - 1:30 – 5:00 pm & 6:00 – 7:30 pm	June
December	3 School-wide Panorama Picture
2 Advent Liturgy	15 PAT – FLA – Part B
3 Skiing @ Sunridge – Grades 3 – 6	16 PAT – ELA – Part B
11 Christmas Concert – Some Grades (TBD)	18 PAT – Math – Part A
17 Skiing @ Sunridge – Grades 3 – 6	19 PAT – Math – Part B
19 <ul style="list-style-type: none"> • FULL DAY of school • Happy Birthday Jesus Liturgy 	21 National Indigenous Peoples Day
20 Early Dismissal for Christmas Break	22 PAT – Social Studies
	24 PAT - Science
	25 <ul style="list-style-type: none"> • FULL DAY of school • Games Day
	26 <ul style="list-style-type: none"> • Year-End Mass – St. Charles Church @ 9:00am • Last Day of School - Early Dismissal

*All dates are correct at time of printing.

Please check our website for the most current dates, as changes may occur.

BISHOP SAVARYN SCHOOL ROLES AND RESPONSIBILITIES

Parents, students, and staff will work collaboratively to ensure the success of each student's education program.

STUDENTS

- Treat others with dignity and respect as a follower of Jesus
- Respect and obey all staff members
- Be responsible for your education by coming prepared to work each day and on time
- Treat the school and the school property with respect
- Respect individual differences and the privacy of others
- Use the agenda daily to record homework and to organize activities each day
- Learn and complete homework when assigned
- Follow expectations as indicated in the school's Conduct Policy

PARENTS

- Check child's homework daily
- Assist student with homework daily
- Ensure your child reads daily (7 days a week) and sign their reading form
- Support the school's Conduct Policy
- Actively reinforce and support the school's educational efforts
- Work collaboratively with school staff in the best interests of the child
- Follow district policy regarding communicating concerns
- Drop off and pick up students on time
- Sign in at the office whenever entering the school (enter by front door only)

STAFF

- Ensure the dignity of all students
- Teach all students consistent use of their agenda as a means of promoting good organizational skills, as well as a communication tool
- Establish and maintain a warm and positive classroom – learning environment
- Use school Conduct Policy to ensure fairness and consistency
- Communicate and review regularly, classroom and school expectations and procedures to students
- Contact parents when a student's behaviour, work habits, or academic progress become a concern
- Refer individual students who need additional supports
- Refer cases of serious concern to school administration as stated in school's Conduct Policy

HOURS OF OPERATION 2019 – 2020

Grades 1 - 6					
	First Bell	Morning Recess	Lunch Recess	Lunch Time	Dismissal
Mon/Tue/Wed/Fri	8:20 am	10:15 am	12:00 – 12:20 pm	12:20 – 12:40 pm	2:53 pm
Thurs	8:20 am	10:15 am			11:50 am

Kindergarten No Class Thursdays	
8:20 am	First Bell
11:28 am	Dismissal

100 Voices AM No Class Thursdays	
8:14 am	First Bell
11:22 am	Dismissal

100 Voices PM No Class Thursdays	
11:55 am	First Bell
3:03 pm	Dismissal

SCHOOL INFORMATION

STAFF

Students must arrive to school a minimum of 5 minutes prior to the morning bell at 8:20 am, and they must use their assigned door. School staff supervise entrance into the building, for all students at their designated doors, at 8:20 am each day. School entrances are always locked. Our front door is equipped with a camera and doorbell – therefore, when students are late, they are to use the front entrance. Parents and visitors must always use the front door. For the safety of our students, all visitors, including parents, must check in and out at the office upon arrival and departure; and receive a visitor pass during school hours.

To minimize disruption of student learning and to encourage our students to develop as independent and organized learners, we request that all parents wait for their child outside their designated entrance or in the front foyer.

Note: If siblings are to meet after school, please organize a designated meeting place to avoid confusion.

INJURIES at SCHOOL

First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered (commonly band aids and ice packs) and recorded at the office. Usually, no contact is made with the home. If the injury or illness warrants concern, an accident report is completed, and the parent/guardian is notified immediately. All head injuries are reported to parents/guardians.

It is imperative that we have current information in the event of an emergency. **Please notify the office of any changes of phone numbers (cell and work) and emergency contacts** so someone can always be reached.

ATTENDANCE and LATES

Attendance, as indicated in the Alberta School Act Section 13 and 14, is the legal obligation of parents. Students are expected to be at school unless ill or at appointments. Regular and prompt attendance is essential in achieving maximum potential in school. As parents and teachers, we have a responsibility to teach and monitor these factors. When your child is going to be late or absent from school, please contact the office before school begins. For your convenience, an answering machine is operational between 4:00 pm and 8:00 am every day. Parents and guardians who do not inform us of an absence will receive an automated message from the school.

Students who are late must obtain a late slip from the office before entering class. Punctuality is a learned life skill that prepares students for the realities of the workplace as adults. Parents are asked to assist us in teaching the value of being punctual by ensuring that children arrive before the 8:20 am bell. Supervision begins at 8:05 am and students are welcome to enjoy a morning recess. Children will be met at their entrance by their homeroom teacher.

BICYCLES

Students who ride bicycles to school do so at their own risk. We set the expectation for our students to respect their own property and the property of others. All bicycles must be individually locked to the bike racks located on our school grounds. For the safety of all students, bicycles **are not to be ridden on school grounds** therefore students are asked to dismount and walk their bikes to the bike racks. Students have access to their bikes only for the purpose of riding to and from school. By law, students must wear helmets for their safety.

BIRTHDAYS

Birthdays are a special event in the lives of children! Your child's name will be announced during the morning broadcast. Weekend, holiday, and summer birthdays are not forgotten. The classroom teachers will provide more information on specific classroom procedures for birthdays.

BUS PASSES / TRANSPORTATION

Bus passes for both yellow and ETS busses are available in the office one week prior to month end.

The cost of a pass is \$33.50, which must be paid online. Payment is due on the first Friday of each month.

It is expected that each child carries his/her bus pass on their person or in their school bag, ready to show the driver when asked. For the 2019 – 2020 school year, our district will once again be providing free bussing both to and from school for Kindergarten students who qualify for bussing.

If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, you must inform the school before 2:00 pm.

For the safety of everyone, students must always follow bus rules. Should there be behavioural concerns, the bus driver will complete a bus infraction outlining the specific concerns. In those circumstances where the child has received 3 bus infraction notices, the child may face suspension of bus transportation for a period of time.

COLD WEATHER

Students are expected to dress appropriately for the weather. They should wear protective clothing for inclement, rainy, or sunny conditions.

Cancellation of Recess:

Recess is an important part of our students' healthy practices and social development. In accordance with ECSD policy, **outdoor recess is canceled when weather condition are severe (-20°C; including wind chill) in the winter** or during very wet, rainy days in the spring or fall. **Whenever recess is cancelled outdoors, an indoor supervised recess break will occur.**

Edmonton Catholic Schools are always open on school days. Our transportation system also has an excellent service record. However, if severe weather causes school bus routes to be cancelled, the information will be available on TV or radio. Any bus route cancellations will begin being broadcast at 6:30 am.

Parents should also ensure that during cold weather their children:

- are supervised at the bus stop
- have a place to go in the event the bus does not arrive
- have alternate arrangements for getting to school should the bus not arrive
- have alternate arrangements for getting home should the bus not arrive
- are dressed to withstand weather extremes

COMMUNICATIONS

Open and positive communication between the home and the school is one of the most important contributions we can make to the educational development of our children. By working together, we help all students achieve their academic best.

A MONTHLY NEWSLETTER will be posted on the school website and emailed to you. The newsletter is the primary source of information regarding our school's events. Please take note of the calendar. In addition, special announcements, notices, and reminders regarding upcoming events will also be emailed to parents.

Our website is updated regularly and includes general information, monthly calendar of events, school newsletters, classroom information, and educational links for students and parents.

Protocol for Communication:

The district has a protocol for addressing classroom and school concerns. All parties must recognize and respect the protocol, and more specifically the **principle of "first contact."** This means that the person who has the concern has a responsibility to begin communication directly with those persons with whom they have the concern. Based on the **principle of "first contact"** parents must address concerns **directly to the teachers**, before raising these concerns with the school administration or Catholic Education Services staff, whether their concerns be about their child's teacher, program, and/or support.

Likewise, if a parent has a concern about the school administration, the parent is expected to address that concern with school administration first, before raising concerns with the Superintendent of Schools. If the ruling of the school principal is unacceptable, the complainant may address his/her concerns to the Superintendent of Schools by contacting School Operation Services by phone (780 – 441 – 6090) or by email (info@ecsd.net).

You must outline the nature of the original complaint, the steps that have been taken and in what way the decision of the school principal is unacceptable. Upon receipt of such a letter or call, the Superintendent of Schools will direct the correspondence to the appropriate department for resolution.

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.

STUDENT CODE OF CONDUCT POLICY

SCHOOL DISCIPLINE

The school's philosophy on discipline is based on a positive proactive approach that promotes appropriate student behaviour. Total staff ownership of this philosophy is reflected by teachers being responsible for using effective teaching strategies and classroom management skills to minimize and deal with discipline problems. With this philosophy in mind, it is our desire to create, through our Student Conduct Policy, an environment that is welcoming, caring, respectful, and safe for all who work, learn, and visit our school.

The school's philosophy also focuses on the understanding that students must constantly make decisions as to whether they will contribute positively or negatively within the school setting. Our philosophy reflects the belief that given support, students will make decisions that will help promote a happy and healthy school environment.

It is our belief that close, **ongoing communication between home, school, and parish is essential** to this development. We are a Catholic community attempting to follow Christ's word – *“Love one another as I have loved you,”* or *“Do unto other as you would have them do unto you.”* When children set themselves apart from our Christian community by inappropriate behaviours, a progressive discipline method will be employed.

Our conduct strategies emphasize:

- the development of self-discipline through understanding the process of natural and logical consequences for one's actions
- the right of all members of a school community to safety, dignity, and respect

We affirm that the rights set out in the Alberta Human Rights Act (AHRA) refers to any conduct that serves to deny or discriminate against any person or class or persons regarding any goods, services, accommodations or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, marital status, family status, source of income, or sexual orientation. (www.albertahumanrights.ab.ca/services.asp).

Communication with parents will be a highlight of this procedure. Home and school will work cooperatively together to establish and maintain a school environment that is welcoming, caring, respectful, and safe.

The Student Code of Conduct policy is developed by our school community, based on input from students, parents, and school staff. It is annually reviewed and revised, if necessary, with staff at the opening meeting in September as well as presented to the School Council for their feedback and input. It is printed in the School Handbook at the front of the student agenda as well as posted on the school website.

In conclusion, Edmonton Catholic School District (ECSD) is a Catholic/Christian community, that is inspired by and committed to the following values: Dignity and Respect, Honesty, Loyalty, Fairness and Personal and Communal Growth. It is our belief at École Bishop Savaryn School that our Student Code of Conduct policy reflects these core values and mission statement as an inclusive Catholic/Christian community.

The following outlines the possible consequences of misbehaviours that occur within the school building, during the school day or by electronic means.

MINOR MISCONDUCT

Minor misconducts will be handled “on the spot” by staff members stopping students and reminding them of the school-wide expectation. Unacceptable behaviour will be identified, and students will be reminded to display acceptable behaviour. Some examples of minor misconducts are:

- disrupting the learning environment
- not completing homework
- disrespectful behaviour toward staff
- unkind behaviour toward other students
- lying to staff

Each teacher will have their own unique classroom behaviour plan that will:

- teach students new and/or desired behaviours
- allow teachers to recognize and reward desired behaviours
- consistently apply consequences for inappropriate behaviour

MAJOR MISCONDUCT

Major misconduct is behaviour that interferes with the orderly functioning of the school and threatens the safety and/or dignity of students or staff. Parents are notified of all major misconduct infractions. Major misconduct includes the following:

- repeated occurrence of any minor misconduct
- defiance of authority, willful disobedience
- hitting, rough housing, tripping, throwing objects, fighting, spitting
- threatening or intimidation of others
- abusive language/gestures/swearing
- emotional abuse/put-downs
- misuse of technology
- willful destruction of property/stealing
- bringing a weapon to school
- bullying behaviour (physical, verbal, social, cyber) within the school, during the day, or by electronic means

NOTE: Bullying is unwanted and repeated aggressive behaviour that involves a real or perceived power imbalance and targets one specific person.

The following discipline measures may be enacted at the discretion of the administration, depending on the age, maturity, and circumstances of the individual child – avoiding a “one-size fits all” approach:

Time Out

- Student will be asked to leave the classroom and go to a supervised location
- Student will lose extracurricular privileges

In-School Suspension (In accordance with Section 24 of the School Act)

- Student is not included in their regular classroom for a set amount of time
- Student is placed in a supervised working area
- Student misbehaving during their suspension will be sent home
- May require a meeting with student and parents before returning to the classroom

Out of School Suspension (In accordance with Section 24 of the School Act)

- One to five days at home
- Student will lose extracurricular privileges for the duration of the suspension
- Meeting with student and parents before returning to the classroom

Based on the individual needs of students, a continuum of supports will be provided to students impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.

Parents will be notified by phone and in writing when a student receives a suspension.

Responsibilities of Students:

- Respect yourself and the rights of others in the school.
- Attend school regularly and punctually. Be ready to learn.
- Make sure your conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging in the school.
- Refrain from, report, and refuse to tolerate bullying to an adult in the school that you trust. This ensures that the unacceptable behaviour stops immediately and that the safety of all students is restored. If you need support telling an adult at school you can talk to a parent, relative, coach, mentor, or friend and have them help you report bullying to the school.
- Be accountable for your behaviour to your teachers.

Responsibilities of Parents:

- Pay attention to how you talk about other children and the school in front of your child.
- Model kindness. Take responsibility for your mistakes. Model peaceful problem solving when you have a conflict.
- Report any problems at school to the teacher as soon as you can. Problems are easier to solve when they haven't been going on for a long time. The best place to start is with your child's teacher.

CUSTODY ARRANGEMENTS

In the event of a legal custody arrangement, it is the responsibility of the parent to notify the school and to submit the pertinent legal documents to the school. **Legal documents must be current and certified.**

DRESS CODE and FOOTWEAR

Students are expected to always dress appropriately for school. Clothing should be neat, clean, and suitable for a Catholic learning environment.

There are to be no:

- **Halter tops**
- **Tube tops**
- **Belly shirts**
- **Spaghetti straps**
- **Short shorts**
- **Short skirts**
- **T-shirt with inappropriate slogans**

If deemed unacceptable by the staff, students who are inappropriately dressed will be expected to change. Students are expected to always wear appropriate footwear for safety and health reasons.

Hats, hoods, toques, and caps must be removed upon entering the building.

As students are expected to have both outdoor and indoor shoes, we ask that indoor shoes should have non-marking soles and that both pairs be labeled. Soiled or wet footwear should be removed and placed neatly on the designated boot rack upon entering the building and prior to leaving the mat area. "Heelies" are not appropriate outdoor or indoor shoes for school use.

EARLY DEPARTURE

When your child needs to be dismissed early, you must follow the procedures below. These have been put in place for the safety of your child. Parents are requested to reduce, as much as possible, the number of early departures to provide continuity of instruction.

- Contact the school and let us know who will be picking up your child and the time you want your child to be excused.
- All children who leave early must be signed out.

EMERGENCY EVACUATION

There are several causes that could potentially lead to the evacuation of the school building – major gas leak, fire, total loss of utility services, etc. In the event of an evacuation, the students and staff would relocate to **Mary Butterworth School**. We would then allow students to go home, provided that a parent or responsible family member was at home. This would be verified by telephone. Under no circumstances would students be dismissed at an irregular time or allowed to go home without parental knowledge. Each year, the school will review the school's Crisis Management Plan and will practice Fire Drills and Lock Downs.

EXTRACURRICULAR ACTIVITIES

During the lunch break and after school, students are offered the opportunity to participate in a variety of activities. These activities, offered by our staff, vary to accommodate the interest of most students. Staff members voluntarily devote their time to the preparation and supervision of these activities. Students who are not responsible in their academics and behaviour may be removed from participating in such extracurricular activities.

SCHOOL FEES / FIELD TRIP FEES / BUS PASS FEES

School fees are \$30.00 for Kindergarten students and \$50.00 for students in Grades 1 – 6. These fees are due **no later than October 31**. Field trip fees are due on the date indicated on the field trip permission form. Bus pass fees are due on the first Friday of each month.

FIELD TRIPS

Field trips are an integral part of the education programs at École Bishop Savaryn School. They provide children with unique experiences within the context of the curriculum being taught. Together, children discover new insights into a learning situation with their classmates. Educational field trips may be either in-school or out-of-school. Letters regarding the type of field trip, duration, and cost will be sent home in advance for each field trip. Your prompt reply and payment of field trip fees is appreciated. All curricular activities and both in-school and out-of-school field trips are an extension of daily school. As such, student expectations as outlined within this conduct policy apply and are to be followed.

At times, teachers may plan in-school presentation or hands-on learning experiences for their students offered by outside organizations. Any cost attributed are expected to be paid for by individual classes by collecting from students for these in-school field trips.

Teachers keep their yearly field trip costs collected from parents to \$120.00/student. However, on occasion, individual classes will be asking for more support from parents if students will be participating in additional learning experiences that have a higher cost (e.g.; skiing, Grade 6 camp, specialty schools, etc.). Parents must pay for field trips online through PowerSchool.

The school will follow district procedures regarding field trips. For details of those procedures please refer to ECSD's website located at www.ecsd.net. **Children without the appropriate forms completed and signed according to district procedures will not be permitted to attend a scheduled field trip and will remain at school.**

Parent volunteers are needed for field trips. At times a minimum number of adults are required by the venue and if this minimum is not met the field trip may be cancelled. In addition, students requiring extra supports must be accompanied by a parent.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

ECSD is required to act in accordance with FOIP which sets out standards as to the collection, use, and disclosure of personal information. To use and disclose a child's personal information for a variety of activities within the school, consent is required. The consent is valid until children reach certain transition points such as Grade 4, Grade 7, and Grade 10. If you wish to change your consent, please advise the administration in writing.

RECESS

All hallway movement is expected to be quiet, orderly, and respectful of other classes. At recess and/or lunch break, children are expected to go outside as quickly and as orderly as possible after dismissal. Students may only stay in for special circumstances and when working with a teacher.

Students are to seek the assistance of a supervising staff member if an issue arises during recess activities. As students are always expected to remain on school grounds, a supervisor must give permission to retrieve any balls going on the street. The custodian will retrieve balls landing on the roof at a convenient time. When the bell rings, students are expected to stop their games immediately, proceed to their designated entrance, and line up quietly and in an orderly manner to meet their homeroom teacher. Upon entering the school, students are expected to proceed directly to their classroom in a quiet and orderly manner.

At lunch break, students have recess at 12:00 pm prior to eating lunch. **If bringing a student lunch – parents must drop it off in the office before 11:30 am.**

Our parent council regularly (once or twice a month) provides a Hot Lunch opportunity. Please consider supporting this initiative by ordering online at www.healthyhunger.ca.

HEALTH INFORMATION

Good health, rest, and proper nutrition are necessary for effective learning. **Children who are too ill to go outside for recess need to remain at home.** This is particularly true in the case of severe colds. **Accommodations are not in place to supervise children too ill to go outside for recess.** Children who come to school with severe colds or high fever are unable to function well in class and often provide a source of infection for other children. Our practice is to call parents and ask them to pick up the student or give the student permission to go home. In the event of an accident or other emergency, it is very important that school files be kept up to date regarding address, phone numbers (cell and work).

Medication:

The administration of medication is the responsibility of the student's parent/guardian. In special circumstances when a student must take medication during school hours, school staff will assist by following these procedures:

- The principle 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
- Please do not send medication of any kind for your child to take on his/her own. For the safety of all children, medication of any kind must be kept in a safe place at school

Some students are required to carry medication on their person for extreme allergies, asthma, diabetes, etc. These students **must** carry the medication in a fanny pack or small backpack and **must always carry it.**

Parents are asked to provide the school with:

- A recent picture of your child and your child's name
- Identification of the substance to which the child is allergic or the type of medical condition, and symptoms of the allergic reaction or medical condition
- Detailed emergency procedures to be followed in the event of an attack or reaction
- If medication is to be administered – the name of the medication, dosage, method of administration, possible side effects, and time frame in which it must be received

This information will be posted in the staffroom to ensure that all staff are familiar with the students who may require assistance. Parents must sign the form granting permission to post medical information.

HOMEWORK

Homework is an extension of the students' daily activities. The amount of time each student will spend doing homework may vary according to grade, ability, subject, and work habits. **Daily home reading and practice of basic math facts is an essential part of every child's routine!**

Parents can help by:

- Checking your child's agenda book each day as soon as they arrive home
- Planning together to decide upon a regular homework time and a quiet workspace to complete his/her homework
- **Ensuring, daily, that your child's homework is finished and that the agenda is signed**
- Teaching your child effective organizational skills (organizing supplies, homework schedule, project due dates, etc.)
- Taking an interest in your child's learning. There are few things more rewarding for a child than to have an "audience" for reading and discussing what was read. The support of parents will have a major impact on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please talk to the teacher.

INCLUSIVE EDUCATION

At École Bishop Savaryn School, we provide support for all students in an inclusive setting within the regular classroom. Each of our classes has access to our Learning Coach, who works with administration, teachers, and Educational Assistants (EA) to ensure that all students' unique learning needs are addressed. With the support of the Inclusive Support Team for Grades 1 – 6 and the Early Learning Multidisciplinary Team, we work together to ensure that our students and their families receive the supports they need to facilitate optimal learning for all.

PARENT VOLUNTEERS

We love our volunteers! Parent volunteers are appreciated and welcome to help in a multitude of ways such as: helping in the classroom, Hot Lunch days, library assistance, and helping with school-wide events. Requests for volunteers will be made by individual teachers and office personnel through letters or the school newsletter.

ECSD's Administrative Regulation #135 requires that all volunteers fill out the **Volunteer Registration Form** on a yearly basis. Please go to our website and click on **Volunteer Policy** to read the policy in detail. **Volunteer Registration Forms** can also be downloaded from our school website or picked up from the office.

As a safety measure we ask all visitors and volunteers to wear a visitor tag identifying them as volunteer/visitor. Parents are asked to sign in and pick up their volunteer/visitor tags in the office.

LUNCH POLICY

If a child is to go home for lunch, the school must be notified by the parent. At 12:00 pm, all students go outside to play during the first half of their lunch break (12:00 – 12:00 pm). Once outside, staff supervise the children, as with all recess breaks. The students then come in to eat their lunch in their classroom from 12:20 – 12:40 pm. Classroom monitors from Grade 5 assist in each classroom and two supervising adults support them.

We strive to ensure a safe and pleasant environment for all students who eat lunch at school. Students are to be respectful to one another, the monitors, and the supervising staff. As partners in raising your children, we also place emphasis on proper table manners. Expectations for appropriate behaviour are consistent in all classrooms. To keep the classroom environment safe:

- Students who repeatedly misbehave at lunch time may have at-school lunch privileges suspended
- Due to food allergies and dietary restrictions, children are not permitted to exchange/share lunches with each other

MEDICAL INFORMATION (ALLERGIES, ASTHMA)

You may receive a letter from your child's homeroom teacher notifying you regarding specific allergies or medical conditions in their homeroom. Please assist us in making that environment as safe as possible by following the procedures set out in the teacher's letter. This will help us to ensure an optimal environment for all children within that classroom.

At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis, asthma, or life-threatening condition. All staff must be aware of these children. It is the responsibility of the parent to:

- Inform the school principal of their child's medical condition (e.g.; allergy, asthma)
- In a timely manner, complete medical forms, description of the child's allergy/condition, emergency procedure, contact information, and consent to administer medication. A copy of all Medical Alert Plans will be kept by all teachers in their Emergency Procedures binder and posted in the staffroom. A recent photo must be included
- Advise the school if your child has outgrown an allergy or no longer requires an epinephrine auto-injector (Epi-Pen) (A letter from the child's allergist is required.)
- Have the child wear medical identification (e.g.; a Medical Alert bracelet). The identification could alert others to the child's allergies and indicate that the child carries and Epi-Pen. Information accessed through a special number on the identification jewelry can also assist First Responders, such as paramedics, to access important information quickly.
- Parents are responsible for monitoring any medicine's expiry date.

ANAPHYLAXIS PLAN

Our school has several children who are at risk for potentially life-threatening allergies. Most are allergic to food and some are at risk for insect sting allergies. Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex, or other substances. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key to keeping students with potentially life-threatening allergies safe.

Our school anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency.

EPI-PENS

- **Children at risk of anaphylaxis must carry one auto-injector with them at all times and have a back-up available in the office.**
- **Parents are responsible for providing two Epi-Pens and for monitoring expiry dates.**

EMERGENCY PROTOCOL

- An individual "Administration of Medication/Medical Treatment Plan" must be signed by the child's physician. A copy of the plan will be placed in a central location.
- Adults must listen to the concerns of the child at risk, who usually knows when a reaction is occurring, even before signs appear.
- To respond effectively during an emergency, a routine has been established and practiced, like a fire drill.

During an Emergency:

- Contact the child's parents
- One person stays with the child. One person goes for help or calls for help
- Administer Epi-Pen at the first sign of reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child if epinephrine was not required. Note time of administration.
- Call 911. Have the child transported to an emergency room even if symptoms have subsided. Symptoms may recur hours after exposure to an allergen.

TRAINING

- Each year training will be provided for staff. This includes an overview of anaphylaxis, signs and symptoms and a demonstration on the use of epinephrine. Staff will have an opportunity to practice using an auto-injector trainer (i.e.; device used for training purposes) and are encouraged to practice with the auto-injector trainer throughout the year, especially if they have a student at risk in their class.
- Substitute teachers will be advised to review the Anaphylaxis Emergency Plan for children in their class communicated through the classroom teacher's lesson plans. Emergency procedures will be left for substitute teachers.
- Students will learn about anaphylaxis in a general assembly or special class presentations.

CREATING AN ALLERGY SAFE ENVIRONMENT

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must also be aware and supportive. Special care is taken to avoid exposure to allergy-causing substances. Parents are asked to consult with the teacher before sending in food to classrooms where there are food-allergic children. Parents of children with food allergies are asked to send snacks to school that will be kept with the teacher or kept frozen until needed. In the event that treats are given from the school or other students have brought treats to share with the class, your child would be given one of the treats that you have provided.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, children with a food allergy must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labeled, and approved by their parents
- Wash hands before and after eating
- Not share food, utensils, or containers
- Place food on a napkin or wax paper rather than in direct contact with a desk or table

PARISH

Our community parish is St. Charles Roman Catholic Church, located at 17511 – 112 Street NW. The priest and parish workers can be contacted at 780.456.5399. Please do not hesitate to ask them for information for your family to participate more fully in the life of the Catholic Church.

Please visit the St. Charles Parish web site at saint-charles.com for more information about Sacramental Preparation for Children:

- First Eucharist
- First Reconciliation
- Confirmation
- Rite of Christian Initiation for Children (R.C.I.C.)

We are fortunate to be able to visit the church every school year and to have the parish involved in all our liturgical celebrations at the school.

PARKING and PATROLS

Stopping in the bus zone and close to crosswalks is not legally allowed. These areas are reserved for bus drop off and crossing the street. The handicap parking zone in front of our school is reserved for our students with disabilities. As our AMA-trained patrol team assist students and parents cross Beaumaris Road, the safety of our children must come first.

In addition, you must respect and stay clear of the driveways of our neighbors – they are out of bounds. Please refrain from making U-turns in front of the school, especially when picking up and dropping off children. Edmonton Police Service patrols our school area regularly to enforce the law...the speed limit is 30 km/h!

PLEASE NOTE: The parking lot is restricted to staff only.

Parents and daycare providers dropping off and/or picking up of children are asked to use 109 street that has ample parking space.

SCHOOL PROPERTY

Students must respect school property both within the school and on the school playground. Students borrow their textbooks and library books with the understanding that they will be returned in satisfactory condition. If a book becomes lost or damaged, replacement costs will be charged to the parents and collected immediately.

Students are also given the privilege of using school facilities and equipment. **It would be a parent's responsibility to repair or replace damaged or lost school property or equipment/supplies/technology due to negligence or improper use or conduct.**

PERSONAL PROPERTY / LOST & FOUND

Students are responsible for all personal property. Parents and students are directed to the LOST and FOUND box in the east hall of the school should they lose something. All personal items should be clearly marked with the student's name. Students are not permitted to bring toys of any kind: skateboards, rollerblades, scooters, laser pointers, collector cards, stuffed animals, games, and other items of value. We suggest that expensive articles and treasures be kept at home. The school cannot be held responsible for damage or loss of personal property.

REPORTING OF ACHIEVEMENT

ECSD continues to work toward academic success for every student. To this end, starting in the 2019-2020 school year, we will implement an ongoing report card within PowerSchool that will allow parents to monitor their child's academic growth throughout the school year.

Through the PowerSchool site, parents will now be able to view their child's on-going progress at the time of student assessment with Level of Achievement marks related to curricular outcomes, in addition to occasional comments and/or assignment information. Parents will be able to access information about their child's progress during the learning process. A student progress summary report will also be available online at the end of January and June.

Please watch the video tutorial specifically for Elementary parents available on our Bishop Savaryn website. This video will help parents go through the PowerSchool sign in process and show you how to view your child's progress. You will find, on our website, a guide to the ongoing student progress information – that you will be able to access at anytime.

Online report cards are prepared from the records maintained by teachers. The process is based on the principle that assessment of the academic performance of our students is an ongoing process. Teachers assess students by using classroom participation, students' oral and written work, test results, quality of assignments produced, homework completion, and notebook maintenance.

See our ***school calendar*** for Celebration of Learning dates for the 2019-2020 school year.

SCHOOL COUNCIL

Parents are welcome to become involved in our School Council. All are welcome to attend our monthly meetings that are held in the evening and last approximately 90 minutes. An email invitation is always sent home. Executive Elections are held at the May School Council Meeting.

- As stated in the School Act, the School Council is strictly advisory to the principal of the school. As the school council is not recognized as a legal entity it is not able to make decisions regarding the operations and the finances of the school.
- Meeting dates and times will be announced following each meeting.

Parent Advisory Society

Our Bishop Savaryn Parent Advisory Society is the fundraising arm of the school council. Under the School Act, there must be an organization separate from the School Council to apply for and receive licensing from the Solicitor General to raise money through bingos and casinos. Monies raised on behalf of the Society for the school as a whole, and decisions related to its spending is subject to the approval of the principal, who is entrusted to oversee that spending is in the best interest of the whole student body.

FIRE DRILLS and LOCKDOWNS

There are many potential causes that could lead to the evacuation of the school building – major gas leak, a fire, total loss of utility services, etc. In the event of an evacuation, the students and staff would relocate to **Mary Butterworth Junior High School**, located directly to the north of us. Under no circumstances would students be dismissed at an irregular time or allowed to go home without parental knowledge.

Each year, the school staff will review the school's Crisis Management Plan and students will practice Fire Drills and Lock Downs. In the classroom, teachers talk to students about safety and the importance of being prepared. Being prepared means accurately assessing any risks or threats and then being able to respond quickly and effectively. Please take a moment to explain to your children that there is a need to have these practice drills as it helps to ensure everyone's safety in the case of an emergency.

SUPERVISION

Supervision by staff is from 8:05 am to 8:20 am. Students are not permitted to be on the playground prior to 8:05 am, unless supervised by a parent/adult. There is no supervision after school. It is expected that any child in the playground is there with an adult. Students who walk home alone must do so promptly.

TELEPHONES / CELL PHONES

Cell phones are not to be used at school or on the playground area at any time.

Students who own a cell phone and carry it to and from school for safety purposes must turn it off and keep it in their backpack unless otherwise instructed by a teacher. Parents must call the school office to communicate with their child during the day. Students are not permitted to call or text parents – they must speak with a teacher who will arrange for them to call their parents using a school phone.

Students may never use electronic devices at any time, unless under the direct supervision of an adult and for educational purposes. Teachers may allow students to use electronic devices as a learning tool in their class.



Parents, please review this document for your information and reference. Please discuss the pertinent information with your child.

My child and I have read the information in the School Handbook and Conduct Policy and we understand and agree to comply with these guidelines.

Parent Signature

Student Signature