



## PYP STUDENT HANDBOOK

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### PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to St. Clement Elementary/Junior High International Baccalaureate World School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

The front section of this Agenda Book is our school handbook, a resource for your family regarding important information about the daily aspects of life at St. Clement School. While this information cannot answer all questions, we hope it will be useful. The Agenda Book itself is to be used as a daily homework book for all students and as a home/school communication tool.

At St. Clement, we strive to maintain close communication with our families in order to best serve the needs of our students. We look forward to your presence and contributions in making your child's educational experience at St. Clement School productive, rewarding, and memorable.

Best wishes for a successful year. We are glad you chose St. Clement Elementary/Junior High International Baccalaureate World School where we strive to ***“Be the Best We Can Be”***.

### MISSION OF EDMONTON CATHOLIC SCHOOLS

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

### ST. CLEMENT MISSION STATEMENT

We are committed to supporting the development of full learner potential and called to develop responsible, respectful and reflective children in a Christ-centered global community.

## ST. CLEMENT VISION STATEMENT

St. Clement is a Christ-centered, culturally diverse community that fosters critical and creative thinking, international-mindedness and social justice. The staff and students are devoted to creating an environment that embraces life-long learning; an environment where everyone is inspired to achieve excellence in academics and strength in body, mind and spirit.

## GENERAL SCHOOL INFORMATION

### HOURS OF OPERATION - ELEMENTARY

#### Kindergarten: No Thursday Kindergarten Classes

AM class — Bell\* – 8:24 AM  
Instruction 8:33 -11:30 AM

#### **Grades 1 – 5**

Bell .....	8:24 AM
Registration/Announcements .....	8:29 AM
Instruction .....	8:29 AM – 10:15 AM
Recess .....	10:15AM – 10:30 AM
Instruction .....	10:30AM – 11:48 AM
Lunch recess.....	11:48 AM –12:08 PM
Lunch .....	12:08 PM - 12:30 PM
Instruction (with wellness break)...	12:33 PM – 3:00 PM
Dismissal.....	3:00 PM

\*The outside bell rings at 8:24 AM. At this time, students are asked to line up in homeroom groupings and wait for their teacher to escort them into the building.

\*Afternoon instruction includes a 5 minute health break.

#### **Thursday dismissal is at 12:00 PM**

As in previous years, the Thursday before the Christmas and Spring breaks will be a full day of instruction, with early dismissal on the Friday before the holiday.

### ACADEMIC HONESTY

Academic honesty is an important component of educational programming at all levels. We expect all students to complete their school work to the best of their ability and to demonstrate integrity and honesty by completing the work on their own. Students are also expected to value the attitudes and skills of being a principled communicator in all learning and assessment. Students who deliberately attempt to gain advantage in marks through dishonest practices such as cheating or plagiarism will not be credited for work they have neglected to complete themselves..

At St. Clement, our definitions of academic honesty are aligned with those stated in the IB Academic Honesty Document:

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the student's own
- **collusion:** this is defined as supporting dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another
- **duplication of work:** this is defined as the presentation of the same work for different assessment components
- any other behavior that gains an unfair advantage for a student or that affects the results of another student

### Roles and Responsibilities

The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

The principal, and by extension, the school's teachers, must ensure that all students:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property
- receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism)
- know the consequences of being found guilty of academic dishonesty.

It is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all student work is the authentic work of each student. Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary. In this respect teachers must act as good role models for the students.

### ACCESS TO THE BUILDING

School entry doors are open for student access to the building at 8:24 AM each day. **Students are expected to enter and exit the building through their designated doors.** Students line up at these doors and enter once an adult is there to escort them in. Siblings must make arrangements to meet at the entrance door of the youngest child outside the school at the end of the day.

In order to maintain the safety of our students, exterior doors are locked during the school day. The front entrance of the school is locked during the school day, so parents and students must use the electronic buzzer to be allowed access to the school by the office staff and receive a late slip or name tag. Students who are late for school or parents who pick their children up after school are asked to wait by the entrances until 3:00 pm, rather than in the hallways, so that learning time is not disturbed. **ALL parents entering the building must do so through the front entrance, signing in at the office when you arrive.**

**Children should not be at school before 8:10 AM or after 3:15 PM unless they are involved in a scheduled and supervised school activity. There will not be supervision outside of these times. Students will not be allowed to enter the school unless it is colder than -20C**

### **ACCIDENTS**

First aid will be given to a student who is injured on the premises or the school grounds. In the case of a severe accident, if a parent cannot be reached, we will notify the responsible person (Emergency Contact) indicated on the Student Registration Form which was completed at the beginning of the year. If an ambulance is required we will call and request one and parents will be notified immediately.

### **AGENDA BOOK**

In addition to being a useful organizational tool, the Student Agenda Book is used as a communication tool between home and school. Teachers frequently write brief notes to parents in the Agenda Book. **Please ensure that you check and initial your child's Agenda each day.**

### **APPOINTMENTS**

Whenever possible, parents are asked to schedule medical, dental or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Please notify your child's teacher and the school office, as soon as possible, if an appointment has been scheduled during school hours.

### **ATTENDANCE & LATES**

Punctuality and regular attendance at school are key factors in improving student achievement. As parents and teachers, we have a responsibility to encourage and monitor these factors. **When your child is going to be late or absent from school, please contact the school before classes begin.** An answering machine is operational for your convenience between 4:00 PM and 8:00 AM every day. **Parents and guardians who do not phone the school will be contacted by an automated phone service at home or at work so that we may determine the student's whereabouts.** Students who are late must obtain a late slip from the office before entering class. Students who leave school during the school day must sign out at the office. Students who are absent for three or more days may be required to provide documentation from a medical doctor. Note: students who are habitually late or absent may be reported to the Attendance Board.

### **BICYCLES**

Bicycles are to be locked in the racks provided on the playground and left alone until dismissal. The school does not take responsibility for theft or damage. By law, students

must wear helmets for their safety. Helmets should be kept inside the school.

### **BUSSING**

Children who are registered to use ECS bussing receive the *Guide to Using Charter (Yellow) Bus Service*, which provides detailed information regarding all aspects of Edmonton Catholic Schools' student transportation services. Parents are asked to carefully review and discuss this information with their children. It is important that children clearly understand the Safety Rules and Procedures for riding the bus, such as *what stop to get off at; what to do if the bus doesn't come; how to behave near the danger zone.* The *Guide to Using Charter (Yellow) Bus Service* and other transportation information is available online:

**<http://www.ecsd.net/schools/transportation.html#>**

Bus passes are available through the school office at the beginning of each month. Bus pass costs are subsidized by the school district. The cost of either a Yellow or ETS bus pass is \$32.00 per month. To replace a lost or stolen bus pass is \$5.00 for yellow busses and \$73.00 for Edmonton Transit (the full cost of an ETS bus pass). Edmonton Catholic Schools is pleased to offer a family plan for families with three or more children enrolled in a school. Family Plan bus passes are \$28.00 per child in elementary. This is a significant savings for families! Parents are encouraged to purchase an annual bus pass, which is based on the monthly fee multiplied by ten months. This helps to eliminate line-ups and confusion in the office each month.

Students without a bus pass will not be permitted on the bus. For the 2018/2019 school year, our district will once again be providing free bussing both to and from school for Early Childhood students (within the transportation boundaries for our school area). **If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the school as attendance is taken each day. \*Prices subject to change**

Please be aware that we have been informed by our bus carriers that students will not be allowed to bring skateboards on board the busses. Students who have skateboards with them will not be allowed to board. Therefore, students who ride the yellow busses are asked to leave skateboards at home.

### **CAPITAL HEALTH /FSLW/ STAY RESOURCE**

Capital Health works with schools and community agencies to provide a range of coordinated health and support services for school aged children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental services in schools. If you

have any concerns about your child's health, please talk to the Community Health Services, School Health Team at the Mill Woods Public Health Center, 413-5685.

We have an FSLW- Family School Liaison Worker as well as a STAY- school resource officer on site at our school to offer in school and out of school supports for our students.

### **CARE OF SCHOOL PROPERTY**

Students have the opportunity to use school property such as physical education equipment, science equipment, computers, school furniture, technology, washroom facilities and so on. Students are expected to treat school property and facilities with care. Any loss or damage of school material, through student negligence, improper use, or student misconduct, is the responsibility of the student and the parent. Students who damage school property or equipment will be responsible for paying for repair or replacement.

### **CHANGE OF ADDRESS/PHONE NUMBERS**

In case of emergencies, it is very important that the school has accurate contact information for parents. Please advise the school of any changes in your personal information or phone numbers – including home and work.

### **CURRICULUM**

Students in Kindergarten through Grade 9 follow the approved Program of Studies outlined by Alberta Education. In September, parents are invited to attend a Curriculum Night where each teacher reviews the Program of Studies and goals to be achieved during the school year. Alberta Education publishes curriculum handbooks for parents that are available at the school or through the Internet at the following address:

<http://www.education.gov.ab.ca/parents/handbooks/>

### **DRESS/GROOMING**

All students are expected to demonstrate acceptable standards of dress and grooming. Wearing hats, sunglasses, or bandanas is not allowed inside the school building. Logos on clothing should have appropriate language and design. Students should dress in a manner appropriate with educational goals and activities.

Specific guidelines are outlined by teachers and reviewed regularly. They include, but are not limited to, no: tank tops, muscle shirts with straps less than three fingers wide, shirts that reveal midriffs, short skirts or shorts (skirts and shorts should be longer than the length of the students' arm at her side), shoes that create marks on the floor or anything that interferes with teaching and learning. Students who wear inappropriate clothing to school may be asked to go home to change or to have suitable clothing brought to them.

### **EMAIL COMMUNICATION**

At St. Clement we make every effort to keep parents up to date and informed. Important information that needs to be sent out immediately is sent to parents via email. We make every effort to keep email communication from school administration to a minimum. Please help us by ensuring that we have all current and available email addresses.

### **EMERGENCY EVACUATION**

There are a number of situations that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate Dan Knott Junior High School. We would then begin our emergency telephone/email contact with parents to arrange for pick-up and dismissal of children.

We practice fire drill, lock down and on alert procedures throughout the school year so that children will know the correct procedures to follow in the event of an emergency.

### **EXTRA-CURRICULAR ACTIVITIES**

Students have the opportunity to participate in a variety of extracurricular activities at St. Clement School. Please check the website or your child's Agenda Book and notes home for further details.

### **FIELD TRIPS**

Field trips, tours and excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. **For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Therefore, children who have not returned a signed field trip permission form to school will not be allowed to participate in the field trip.**

### **FOOTWEAR**

All student footwear should be clearly marked to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Footwear must be appropriate and safe (and leave no marks on the floors).

### **HOMEWORK**

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits. Students are advised to have a "homework buddy" in the event of an absence, who can help them catch up on what they have missed.

The support and interest of parents has a great influence on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please contact the teacher.

***There are many ways parents can help with homework, including:***

1. Providing a quiet, regular place of work.
2. Helping the student organize his or her time for assignments.
3. Being the “audience” for reading practice and spelling or math drills.
4. Checking and signing the student’s Agenda Book.

### **LEARNING RESOURCES**

St. Clement School has excellent learning resources and library resources available for student use. Students at St. Clement may use the resources with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that students will pay replacement costs for lost or damaged materials.

### **LITURGICAL CELEBRATIONS**

A number of religious and other celebrations are held during the year and parents are always most welcome to attend. Celebrations may be school wide or within individual classrooms. Please check the monthly calendar for dates and times. All students follow a religion program approved by the Canadian Conference of Catholic Bishops.

### **ILLNESS**

Good health is necessary for effective learning. **All students are expected to go out for recess.** 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.** Students who become ill during the day are to go directly to their teacher. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask them to pick the student up or give the student permission to go home.

### **INCLEMENT WEATHER**

If the weather is inclement, students will be kept indoors during recess and the noon hour. At such times, an indoor activity will be in effect for all grades. The above policy will be followed when:

1. The temperature (including wind chill) is -20C or colder.
2. On days when there is continuous rainfall.

Students are expected to come to school with appropriate clothing for the weather conditions. On days when the weather is severe, students may wait on the mats in their designated entrance before school starts.

### **INCLUSIVE EDUCATION**

At St. Clement School, we provide support for all students in an inclusive setting within the regular classroom. Each of our classes has access to our learning coaches, who work with the classroom teacher to support the learning needs of all children. We utilize school-based resources and access outside agencies and support when necessary.

### **INTERNATIONAL BACCALAUREATE (IB) PROGRAMS**



We are proud to be an IB World School and to offer the IB Primary Years (K-5) and Middle Years Programs (Gr. 6-9). The IB program is for all students and focuses on the development of the whole child while meeting children’s

academic, social, physical, emotional and cultural needs. IB students become critical and compassionate thinkers, informed participants in our global community and responsible citizens. Both the PYP and the MYP are comprehensive and balanced academic programs that dovetail nicely with the Alberta Education curriculum. All St. Clement students benefit from this program.

#### **The IB Primary Years Program**

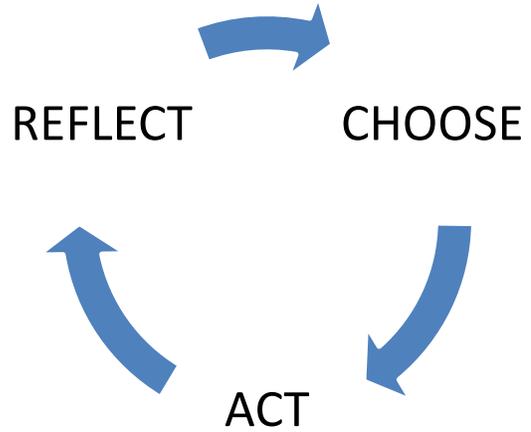
The Primary Years Program is organized around six transdisciplinary themes that provide a framework for inquiry and the exploration of knowledge. Teachers design curricular units around these themes and students examine subject areas through them in ways that often transcend conventional subject boundaries. In the process, they develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action. Further information regarding the PYP, including program requirements, is available online at [www.stclement.ecsd.net](http://www.stclement.ecsd.net) or [www.ibo.org](http://www.ibo.org).

### **PYP PROGRAMME AT A GLANCE**

#### **The IB Learner Profile**

***What are the attributes and dispositions that identify an internationally minded person?***

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective



**PYP Program of Inquiry**

*Organizing Themes: What do we want the students to know about?*

- **Who we are**
- **Where we are in place and time**
- **How we express ourselves**
- **How the world works**
- **How we organize ourselves**
- **Sharing the planet**

**Approaches to Learning Skills**

*What do we want the students to be able to do?*

- Social Skills
- Research Skills
- Thinking Skills
- Communication Skills
- Self-Management Skills

**PYP Attitudes**

*What do we want the students to feel?*

- Appreciation
- Commitment
- Confidence
- Cooperation
- Creativity
- Curiosity
- Empathy
- Enthusiasm
- Independence
- Integrity
- Respect
- Tolerance

**PYP Key Concepts and Related Questions**

*What do we want the students to understand?*

- Form-What is it like?
- Function-How does it work?
- Causation-Why is it like it is?
- Change-How is it changing?
- Connection-How is it connected to other things?
- Perspective-What are the points of view?
- Responsibility-What is our responsibility?
- Reflection-How do we know?

**IB Action**

*How do we want the students to act?*

**INTERNET**

Students are required to have parental permission before being able to access the Internet. Student use of the Internet is supervised at all times. Unacceptable use of the Internet and/or computer may result in the loss of the privilege.

**LOST AND FOUND**

Please label all items of clothing (jackets, shoes, boots, etc.) with your child’s name. This will facilitate the return of misplaced items. A lost and found box is located in the middle of the school. Unidentified clothing articles will be placed in the box. We encourage students and parents to check this box frequently. Smaller items such as keys or jewelry are normally brought to the office. Unclaimed articles are donated to a charitable organization at different times during the school year.

**MEDICATIONS TO STUDENTS**

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order for school staff to do so, parents must complete a *Request For Administration of Medication At School Form* and have it signed by their family doctor. The school will administer the medication according to the doctor’s prescription, provide safe and limited access, store the medication, and shall keep a record of each student receiving medication. Please assist us in ensuring that prescribed pills, liquids and inhalers are not casually left in student frequented areas.

**Medical Alert:** If your child has a condition that would require special medical attention, please complete the *Medical Alert Form* as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child’s medical status.

## MESSAGES TO STUDENTS

Please ensure that your child(ren) are aware of after school arrangements before coming to school. Except in the case of emergencies, we are unable to interrupt classes. We are happy to pass along messages at noon and the end of the day.

## NOON HOUR POLICY

All students are welcome to enjoy the privilege of eating lunch at school. At St. Clement, we strive to be good environmental citizens. In an effort to cut down on food waste, we ask students to pack uneaten food items, recyclables and waste back in their lunch boxes to be disposed of at home. To facilitate this, students are asked to pack their lunches in sealed containers so uneaten food can be sent home in the same container. This not only reduces waste at school, it also helps us in that we have no place to rinse or store recyclable containers.

Although microwaves are available in each classroom, they are for **quick warm-ups** only. We ask that parents refrain from sending frozen entrees which require more than a minute or two to heat, since this practice results in long lineups and hungry children.

### General noon hour rules include:

1. Talking in quiet voices
2. Remaining seated while eating lunch
3. Cleaning up after themselves
4. Following directions from supervisors or monitors.

Students are expected to keep the classrooms and hallways clean. Failure to do so may result in loss of the privilege or the students doing community service work around the school. Students must remain on school property at all times. Students who do not follow noon hour procedures may lose the privilege of eating lunch at school.

## NUT FREE POLICY

We have a number of students at our school with life-threatening allergies to peanuts 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 even a trace amount of peanuts or nuts.**

## PARENTAL CONCERNS

Edmonton Catholic Schools and St. Clement School are committed to working cooperatively with the parents of our students. We recognize 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 protocol, and more specifically, the principle of "first contact." **This means that the person who has the concern has a responsibility to begin addressing the concern directly with the person with whom they have the concern, before taking their concern elsewhere.** On the basis of the principle of "first contact", parents must address concerns directly by calling or making an appointment with teachers before raising these concerns with the school administration or Catholic Education Services staff (when their concerns are regarding their child's teacher, program, and/or program support).

Likewise, if a parent has a concern regarding school administration, the parent is expected to bring that concern to the school administration first, before raising these concerns with the Superintendent of Schools.

If, in the view of the complainant, the ruling of the school principal is unacceptable, the complainant may address his/her concern(s) to the Superintendent of Schools in writing. The letter 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, the Superintendent will direct the correspondence to the appropriate department for resolution.

## PARKING

Parking at St. Clement is at a premium. The staff parking lot is full and we have just enough stalls to accommodate our staff members. **Parents are asked to refrain from entering the staff parking lot at any time.** There is nowhere for cars to turn around, and cars backing out of the lot create a dangerous situation for children. The turnaround in front of the school is a drop-off zone only. There is no parking there between the hours of 7:30 – 8:30 AM or 2:30 – 3:30 PM on Monday, Tuesday, Wednesday or Friday. On Thursday, there is no parking between the hours of 7:30 – 8:30 AM or 11:30 AM – 12:30 PM. As well, left turns onto Mill Woods Road South, going eastward, from the turnaround are not permitted. Parents who need to enter the school or who wish to remain with their children until the bell rings, are asked to park on the street to the east of the school. Parents are asked not to park in the bus zones in front of the school and to be mindful of the City of Edmonton "no-idling" bylaw.

## PERSONAL PROPERTY

**Students are responsible for all personal property.** All personal items should be clearly marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables found on the school premises are to be turned in to the homeroom teacher. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms or backpacks. **Students in kindergarten through grade six are asked to leave expensive articles at home. The school cannot be responsible for damage or loss.**

## PLAYGROUND EXPECTATIONS

Students are expected to:

- Use school equipment appropriately and safely.
- Play safe games that will not harm or potentially endanger themselves or others.
- Gather and play in designated playground areas according to schedules.
- Stay on school property.
- Show consideration for others.
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.



## POWERSCHOOL

All parents who have access to an internet connection will be signed up for *PowerSchool*. This website allows parents to access information about attendance, missed assignments, homework and upcoming events. Parents are provided with a username and password to access the site: <http://www.parent.ecsd.net/>. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public/>

## PRIVILEGES

The general conduct of students reflects their character and will determine the privilege to be involved in extra-curricular and co-curricular activities. Students who behave inappropriately may be denied participation on school teams, ski trips, field trips or other activities. Decisions on such involvement are determined by the staff.

## REPORTING PERIODS

The reporting process is a student-led conference with an emphasis on celebrating the child and his or her growth in learning.

## The timeline for reporting is:

### Early September

The school hosts a Curriculum Night where parents can meet the staff and talk with teachers on program objectives and curriculum. A student led conference will be scheduled in November.

### January

Term one report card is available online for each child. A student-led conference will be scheduled in March.

### End of June

A Final written report card is available online for each child

**Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behavior and programming.**

## SAFETY PATROLS

The school patrols are volunteer students from Grade 6. These students dedicate themselves to providing assistance to students crossing Mill Woods Road South on the south side of the school. Parents are requested to help by encouraging their children to use crosswalks and to cooperate with patrollers at all times. Parents are not to park in the bus zone or near this patrolled area when dropping off their children or picking them up after school. Patrols cannot stop the traffic, they wait for a sufficient gap in the traffic to ensure safe crossing. Parents and students should also realize that patrollers are volunteers doing a difficult job, often in unpleasant weather. We owe them our respect, support and cooperation.

## SCHOOL ADVISORY COUNCIL

School Advisory Councils are collective associations of parents, principals, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community. A school advisory council is a means to facilitate cooperation among all the concerned participants in the local school. At the beginning of the school year, the School Advisory Council will be elected by way of the Annual General Meeting.

## SCHOOL LOGO

Our school logo is a red dove in front of a cross. Red is the color of fire and represents the flame of Pentecost, when Jesus sent the Holy Spirit to those who believe in Him. The dove represents our desire to be peacemakers in the world around us.



## **SCHOOL MASCOT**

We are the St. Clement Chargers. Charged with the light of faith, we charge forward to attack injustice and adversity and to bring the light of Christ to others. Go Chargers!!

## **SCHOOL MOTTO**

Our school motto is "Being the Best We Can Be," which reflects our desire to help students to reach their full potential in terms of their spiritual, academic, social and emotional development. By seeking to be the best they can be, our students become well-rounded, capable, and confident people.

## **SCHOOL NEWS**

You can find our 'School News' and monthly calendars posted on our school website at [www.stclement.ecsd.net](http://www.stclement.ecsd.net). The 'School News' section on the website contains important information regarding school activities and community events. It is one of our prime instruments for keeping parents informed about our many school activities. Please watch for it and keep it as a handy reference.

## **SCHOOL SUPPLIES**

When completed, school supply lists will be posted on our school website and parents are given the opportunity to purchase supplies for the next school year through a company specializing in providing school supply orders. These supplies are delivered to your home as per the instruction provided on the order sheets. Parents who do not purchase supplies through this company are required to access the supply list and purchase supplies themselves. Please keep in mind that supplies may need to be replenished during the year. Supplies are not sold at the school.

## **KANGA POUCHES**

Kanga Pouch canvas folders will be available to each student in the PYP. They can be purchased through Power School in your school fees. The expectation is that students will bring these pouches both to and from school daily. The pouch will house students' agendas, home reading, homework, and other items of communication between home and school.

## **SPECIAL EVENTS**

We plan a variety of special events and activities throughout the year including designated fun days. The purpose of such activities is to promote school spirit, give a bit of a break from the regular routine and provide opportunities for students to bond and have fun together. Watch for activity notices in the newsletter or Agenda Book.

## **STUDENT RECORDS**

Student records of attendance, achievement, program special services, promotion and vital statistics are kept by the school. These records are maintained in strictest confidence to respect the "worth and dignity" of each student. Parents/Guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. You may obtain access to your child's record through an administrator. All procedures are in keeping with the Freedom of Information and Protection of Privacy Act.

Student surnames may be changed on student records only if the parent or guardian presents evidence to the school that the name has been changed legally (eg.: a new birth certificate and/or a statement from a lawyer).

## **TELEPHONE USE**

A courtesy phone is available outside the school office for student use. Students are required to get permission from the office before using the telephone. Students are discouraged from using the courtesy phone after school to arrange "play-dates." Cell phones are to be kept in student's lockers during the day. The school is not responsible for their damage or loss.

## **TESTING**

Throughout the year, students in different grades write standardized tests including SLA's (Student Learning Assessment), CCAT (Canadian Cognitive Abilities Test) and CTBS (Canadian Test of Basic Skills). Parents are welcome and encouraged to review their child's scores with the principal or their designate. Notice of when these tests are being written will be on the school calendar.

## **VISITORS**

Parents and visitors are required to enter through the front door of the school and report to the office before contacting students or teachers. Visitors are asked to sign in at the office and to wear a visitor tag. This helps us to maintain a safe and secure environment for our students. Students are asked to report the presence of strangers to the principal or staff. If you are coming to see a teacher, please arrange a convenient time prior to coming.

## **VOLUNTEERS**

Volunteers are welcome at our school. We gratefully acknowledge the support, time, and commitment from our school community. Volunteers are asked to sign in at the office and wear a visitor tag. In keeping with district policy, all parent volunteers are required to complete a Volunteer Registration Form, which is kept at the school. Note: Volunteers, who work with students in situations where no staff member is present, such as coaching sports teams or

transporting students, are asked to complete both a Police Intervention check and Intervention Record check.

## **ST. CLEMENT ELEMENTARY (PYP) STUDENT CODE OF CONDUCT**

We believe that we are unique and worthy individuals and God calls each of us to work together in love, hope and courage in our school community. Spirituality is the cornerstone of Catholic Education. We encourage personal integrity, which results in sincerity, honesty and compassion. We demonstrate responsibility in the choices we make. We believe that by striving for understanding, we provide for an environment that stimulates growth and accepts differences. We maintain forgiveness as a basic belief of our Catholic faith that must be lived in our school, community and home. We believe that showing respect for ourselves, each other and for our environment provides harmony and personal growth. We celebrate our accomplishments and cherish that each person brings gifts, talents and interests to our community to develop and share.

### **EXPECTATIONS FOR APPROPRIATE BEHAVIOR**

Expectations of students and school rules are outlined at the beginning of the year and are regularly reviewed with students. Students are expected to conduct themselves according to the requirements set out in Section 31 of the Alberta Education Act (2011):

“A student has the responsibility to:

- Attend school regularly and punctually
- Be ready to learn and actively participate in and diligently pursue their educational program,
- Ensure that their conduct contributes to a caring, respectful and safe environment,
- Respect the rights of others in the school,
- Refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- Comply with the rules of the school and the policies of the board,
- Co-operate with everyone authorized by the board to provide education programs and other services, and
- Account to their teachers and other school staff for their conduct.”

St. Clement School is committed to providing students with a school environment that is both safe and conducive to

learning. We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within St. Clement School. We are dedicated to teaching student’s appropriate behavior towards themselves and others. We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. We expect students to behave in an appropriate manner, which does not interfere with the learning or behavior of others. We believe that people perform better when they know what is expected of them. Students are to conduct themselves in a manner that is respectful. Cell phones must not be operated inside the building during school hours without the express permission of a teacher. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements and through the school newsletter and Agenda Book. We have set behavioral guidelines for the school as a whole and have asked each teacher to apply programs and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

We concentrate on positive behavior and attitudes, however, there are times when a student has difficulty recognizing their responsibility as a student such as but not inclusive to keeping their hands/feet to themselves, using profanity, being disrespectful, inappropriate use of technology. In such cases, we have outlined a number of possible consequences for behavior. When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support or caretaking staff) will apply the most appropriate action.

Depending upon the circumstances, parents/guardians may be notified by telephone and/or by written documentation to meet with the staff member (educational assistant, teacher, or administrator) at the school whether or not incidents occur within the school building, during the school day or by electronic means. Severe breach of conduct will be suspended in accordance with Administrative Procedure 355-Student Suspension and Expulsion. Students will be encouraged by staff to report any acts of bullying behavior

as soon as they can after witnessing or experiencing this offense. Students who are uncomfortable with coming forward to any school staff member are encouraged to talk with parents or friend(s), who could then assist the student in notifying the school staff about bullying.

Bullying or cyberbullying of students could result in an immediate suspension from school and is considered a Major Act of misconduct.

One or more of the following can be expected to occur:

- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out-of school suspension
- Referral to Attendance Board
- Behavior contract
- Involvement of outside agencies
- Involvement of Police
- Expulsion

As might be expected, the more serious the behavior, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of inappropriate behavior and the age of student, are also considered. The following are considered major forms of inappropriate behavior and will be dealt with severely which could include 'Recommended for Expulsion':

- Bullying (repeated behavior that involves a threat or harm against another person)
- Open opposition/defiance to authority
- Physical or verbal abuse
- Use or display of improper or profane language
- Willful damage to property
- Theft

- Possession or use of illegal drugs or substances
- Behavior dangerous to self or others
- Possession of a weapon or presentation of an object intended to threaten or intimidate
- Repeated violation of general expectations
- Continual disregard of classroom rules
- Contravention of the code of conduct set out in the Education Act.

#### **PROCEDURES FOR IN-SCHOOL SUSPENSIONS:**

- Parents will be notified by the teacher or administrator.
- The student will be placed in an appropriate space where he/she will be supervised by an administrator.
- A Problem Solving Approach by one of the administrators will be initiated, assisting the student in making better choices.
- A written letter of suspension outlining the circumstances will be forwarded to the parents.
- The student will meet with the teacher to discuss a positive entry back into the classroom the following day.

#### **PROCEDURES FOR OUT-OF-SCHOOL SUSPENSIONS:**

- Parents will be notified by the administration.
- The student will stay home for 1-5 days and return with his/her parents.
- A written letter of suspension outlining the circumstances will be forwarded to the parents. At this time, a continuum of student supports will be provided for those students that are impacted by inappropriate behavior such as parent meeting, multidisciplinary team, STAY advisor, Family School Liaison Worker, school team, outside agencies, etc.

The implementation of the procedures as written in this School Conduct Policy will always be carried out with an appreciation that each student and each situation is different. We will attempt to always act in the best interest of the student, the class, and the staff member in every situation. In any circumstance, outlined are possible consequences for behaviors that students can expect coming from a staff member at St. Clement School (administrator, teacher, educational assistant, office staff, and/or custodial staff) in order to carry out appropriate action. This may include preventative procedures, supportive procedures for minor breaches of conduct and

fair, corrective interventions to address major breaches of conduct. One or more of the following can be expected to occur:

- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out-of-school suspension
- Referral to Attendance Board
- Behavior contract
- Involvement of outside agencies
- Involvement of Police
- Expulsion

Students may be restricted from participating in activities that are considered “privileges” or extra-curricular. Students may be disallowed to attend curricular based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means.

Supports to correct inappropriate behavior will be put into place to assist the student with making acceptable behaviours such as:

- Parent conference
- Extra support outside/classrooms
- Family Liaison Support Worker
- STAY Team Support
- Quiet spaces

## **RESPONSIBILITIES**

Students learn best in a positive learning environment. We expect students, staff and parents to recognize their responsibility in developing student behavior and conduct.

## **STUDENTS**

Students will meet the expectations for behavior while on school property or when involved in any school sponsored or related activities. Students will exercise their responsibilities to use their God-given talents and abilities to gain maximum learning benefits from their school experiences. We expect that they will contribute to a positive learning environment.

In addition to expectations for behavior laid out in the Alberta Education Act, we expect that students will:

- Assume responsibility for their actions and choices
- Demonstrate the IB attitudes of creativity, integrity, tolerance, enthusiasm, commitment, appreciation, independence, cooperation, respect, empathy, confidence and curiosity
- Seek help from staff to assist in problem solving
- Respect and celebrate our Catholic identity

## **WORKING TOGETHER**

The partnership between home and school is vital to student success. Please read this over with your child(ren) and discuss it carefully.

## **AGENDA BOOK GUIDELINES**

It takes the cooperation of everyone to successfully use the Agenda Book. The following are some responsibilities of individuals involved with the Agenda Book.

### **STUDENT RESPONSIBILITIES**

- Make sure assignments are written in Agenda Books.
- Take your Agenda Book home.
- Complete assigned work by the due date.
- Ask the teacher for clarification if you don't understand an assignment.
- Review the handbook portion with your parent.

### **PARENT RESPONSIBILITIES**

- Review the handbook portion of the Agenda with your child.
- Check the Agenda Book every day for assignments, assessment dates and notes.
- Sign the Agenda Book.
- Communicate relevant information to the teacher.
- Initial the Agenda Book each night, once your child has completed the assignments.
- Assist your child when necessary.

**TEACHER RESPONSIBILITIES**

- Make sure assignments and assessment dates are clearly posted in the classroom.
- Review the handbook portion of the Agenda with students.
- Check the Agenda for parent signatures.
- Give students time to write down assignments.
- Arrange for periodic reinforcement of appropriate Agenda Book use.
- Communicate relevant information to parents.

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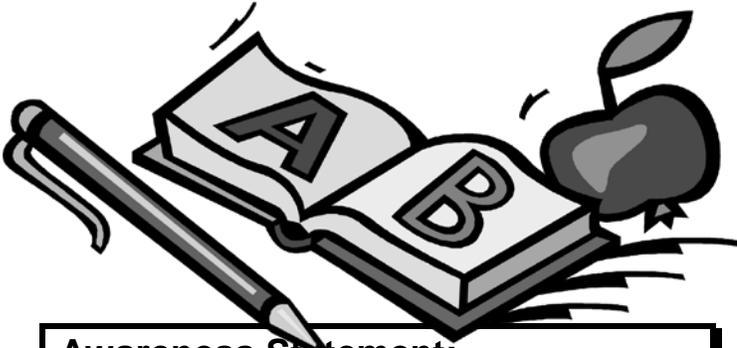
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**Awareness Statement:**

Please complete this once you have read and reviewed the Student Handbook.

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**Student Signature**

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**Parent/Guardian Signature**

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**Date**

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**NOTES**

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