



MYP STUDENT HANDBOOK

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This handbook belongs to:

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HOMEROOM _____

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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 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.

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.

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.



EDMONTON CATHOLIC SCHOOLS

GENERAL SCHOOL INFORMATION

HOURS OF OPERATION – JUNIOR HIGH

Monday, Tuesday, Wednesday, Friday

First Bell Grade 6-9.....	8:24 AM 8:29 Registration
Block 1	8:29 AM– 9:16 AM
Block 2	9:18 AM – 10:05 AM Locker break
Block 3	10:10 AM – 10:57 AM
Block 4	10:59 AM – 11:46 AM
Lunch	11:46 AM – 12:37 PM
Block 5	12:37 PM - 1:24 PM
Block 6	1:26 PM - 2:13 PM
Block 7	2:15 PM - 3:00 PM
Dismissal	3:00 PM

Thursdays*

First Bell	8:24 AM
Grade 6-9	
Block 1	8:29AM-9:19 AM
Block 2	9:22AM-10:11AM
Block 3	10:17AM-11:06 AM
Block 4	11:09AM-12:00PM
Dismissal	12:00 PM

As in previous years, the Thursday before Christmas Holidays, Spring Break and Summer Vacation will be a full day of instruction, with early dismissal on the Friday before the holiday. This school year we will be following a 6-day rotational schedule to ensure there is no loss of instructional time due to holidays, etc. See calendar at back of agenda.

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 their work themselves. 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 be given a mark of zero for the work they have neglected to complete themselves. As well, a comment on the student's report card will indicate that the student received a mark of zero on a given assignment because of academic dishonesty.

At St. Clement, our definitions of malpractice are aligned with those stated on page 3 of the IB Academic Honesty Document:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- Collusion: this is defined as supporting malpractice by another candidate, 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 behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate.

Roles and Responsibilities (adapted from Page 7 of the IB Academic Honesty Document)

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 malpractice.

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 access the building through their designated doors. In order to maintain the safety of our students, exterior doors are locked during the school day. Although the front door is not normally a student entrance/exit, students who are late for school are asked to enter through the front door and stop at the office to get a late slip.

Students 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 be no supervision outside of these times.

We ask that all students waiting for parents to pick them up wait outside unless it is colder than -20 C. Students MUST NOT be in the park or on the tarmac behind the school while they are waiting for a ride, since we do not have supervision of these areas after school.

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 Emergency Contact person indicated on the Student Registration form.

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.

ATTENDANCE & LATES

Punctuality and regular attendance are essential to success in school and are expected of all students. Parents of students who must be absent from school are asked to 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 at home or at work so that we may determine the student's whereabouts. Students who are late must report to the office and obtain a late slip before entering class. We require a parent phone call when students must leave the school during the school day for appointments or other commitments. In addition, parents are required to sign out their child at the office.

Students who are absent for three or more days may be required to provide documentation from a medical doctor. *N.B. It is the responsibility of the student to see each of his or her teachers to find out what work

was missed during an absence and to complete all missed work, assignments and/or exams.

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. For safety reasons, students are asked not to ride their bicycles, skateboards, scooters, etc., while on school property. 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

Students 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. The *Guide to Using Charter (Yellow) Bus Service* and other transportation information is available online:

<https://www.ecsd.net/SchoolProfiles/transportation/Pages/School-Bus-Safety-Video.aspx>

Bus passes are available through the school office at the beginning of each month. Students are required to sign their bus passes as soon as they have been issued to them. Bus pass costs are subsidized. The cost of either a Yellow or ETS bus pass is \$56.50 per month. To replace a lost or stolen bus pass is \$5.00 for yellow buses and \$75.00 for Edmonton Transit (the full cost of an ETS bus pass). This year, Edmonton Catholic Schools is pleased to once again offer a family plan for families with three or more children enrolled in a school. Family Plan bus passes are \$29.20 per child in elementary and \$52.50 per child in junior high. This is a significant saving 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. **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 daily. *Prices subject to change!**

To keep informed on Yellow Bus Delays, you can visit www.ecsd.net, and search within the “Schools” tab for “Yellow Bus Delays.”

CAPITAL HEALTH/ FSLW/ STAY

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, (780) 413-5685.

We have a Family School Liaison Worker (FSLW), as well as a STAY (School Team Advisor for Youth) 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, lockers, 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 conduct is the responsibility of the student and the parent. Students who damage school property or equipment will be assessed the cost of repair or replacement.

CHANGE OF ADDRESS/PHONE NUMBERS

In the case of an emergency, it is very important that the school has accurate contact information for our parents. Please advise the school of any changes in your personal information, email addresses, phone numbers – including home and work and addresses. Thank you!

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 curriculum areas and outcomes 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:

DRESS/GROOMING

Student dress should never distract from school activities or be a hazard to the student’s safety or the safety of others. For our students, school is their “work” place, and we encourage them to dress accordingly. 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: muscle shirts, spaghetti straps, shirts that reveal midribs, shirts that are too low-cut, short skirts or shorts, shoes that create marks on the floor or anything that interferes with teaching and learning. Wearing caps, sunglasses, bandannas or hats is not allowed inside the school building. Students who wear inappropriate clothing to school may be asked to change or phone home to have suitable clothing brought to them.

EMAIL COMMUNICATION

At St. Clement we make every effort to keep parents 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 current email addresses on file.

EMERGENCY EVACUATION

There are a number of situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate to 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.

Fire drill, on alert/reverse fire drill and lock down procedures are practiced in September and at other times during the school year so that students will know 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 read the monthly newsletter, student handbook and notes home for further details.

FIELD TRIPS

Field trips, tours and out-of-town excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate in field trips. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the date and nature of the field trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. Without this permission form signed and returned to school, students will not be allowed to participate in the field trip.

FOOTWEAR

Junior high students are required to wear white-soled runners for physical education classes. Footwear must be appropriate, 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. Many studies conclude that regularly assigned homework leads to immediate higher academic achievement, as well as to improved study skills and attitudes. Students and parents are advised to check PowerSchool daily for homework and assessment updates.

Some of the purposes of homework are:

1. To complete assignments that the student has been unable to finish at school.
2. To complete "Catch-up" work that may be assigned by the teacher if the student has been absent from school.
3. If a student is experiencing difficulty with certain concepts or skills, the teacher may assign additional homework towards overcoming these challenges.
4. To pursue further study of a particular subject at home.
5. To assist students in budgeting their time.
6. To help students' develop self-reliance and good study habits.
7. To enable parents to see their child's progress.
8. To develop research strategies.
9. To strengthen the ties between home and school, particularly when parents can help with assignments in some ways.

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, spelling or math drills.
4. Checking PowerSchool regularly.

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

ILLNESS



Good health is necessary for effective learning. To prevent the spread of infection, if your child is ill, we request that you keep him or her at home until he or she is 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. Students who are absent due to illness for three days or more may be asked to provide a note from a medical doctor upon their return.

INCLEMENT WEATHER

If the weather is inclement, students will be kept indoors over 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 and wind chill are -20C or colder
2. There is continuous rainfall
3. The day is extremely windy.

Students are expected to come to school with appropriate clothing for the weather conditions (eg: toques, mitts, scarves and boots in cold weather).

INCLUSIVE EDUCATION

At St. Clement School, junior high students with special learning needs have access to a learning coach. The learning coach works with teachers and parents to develop appropriate programming for students and may provide assistance within the classroom setting on an occasional basis. We utilize school-based resources and access outside agencies and supports when necessary.



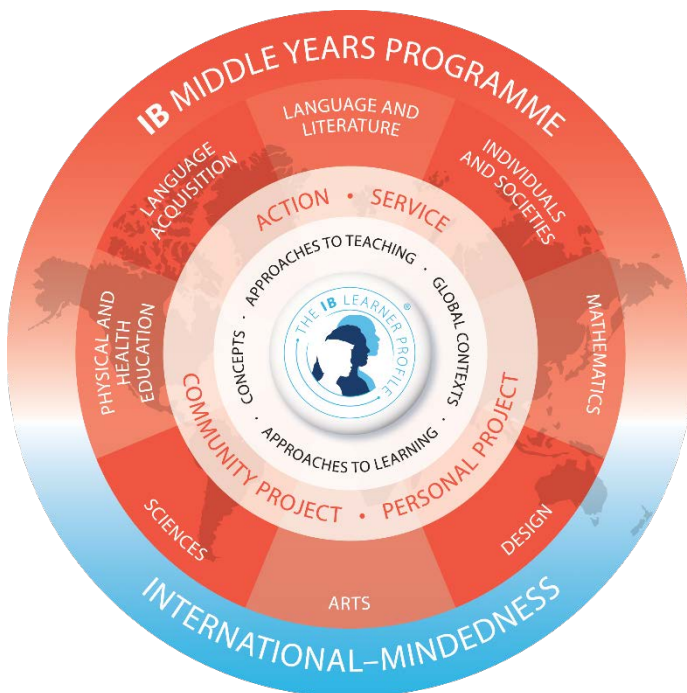
INTERNATIONAL BACCALAUREATE (IB) PROGRAMS

We are proud to be an IB World School that offers the IB Primary Years (100 Voices, K-5) and Middle Years Programmes

(Grades 6-9) to students. 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 these programs.

Note: It is very important for parents to be familiar with the Middle Years Program General Regulations. This document is available on the school website, <https://www.ecsd.net/schools/8231/Programs/Pages/IB-Program.aspx>. Information about the IB programme is sent home in each school newsletter.

The IB Middle Years Programme Model



IB programme models highlight important shared features of an IB education

- Developing the attributes of the learner profile
- Approaches to teaching and approaches to learning Age-appropriate culminating experiences
- An organized and aligned structure of subject groups or disciplines
- Development of international-mindedness as a primary aim and context for learning

In the programme model for the MYP, the first ring around the student at the centre describes the features of the programme that help students develop disciplinary (and interdisciplinary) understanding.

• **Approaches to learning (ATL)**—demonstrating a commitment to approaches to learning as a key component of the MYP for developing skills for learning.

• **Approaches to teaching**—emphasizing MYP pedagogy, including collaborative learning through inquiry.

• **Concepts**—highlighting a concept-driven curriculum.

• **Global contexts**—showing how learning best takes place in context.

The second ring describes some important outcomes of the programme.

• Inquiry-based learning may result in student-initiated action, which may involve service within the community.

• The MYP culminates in the personal project (for students in MYP year 5) or the community project (for students in MYP years 3 or 4).

The third ring describes the MYP's broad and balanced curriculum.

• The MYP organizes teaching and learning through eight subject groups: language and literature, language acquisition, individuals and societies, sciences, mathematics, arts, physical and health education, and design.

• In many cases, discrete or integrated disciplines may be taught and assessed within a subject group: for example, history or geography within the individuals and societies subject group; biology, chemistry or physics within the sciences subject group.

• The distinction between subject groups blurs to indicate the interdisciplinary nature of the MYP. The

subject groups are connected through global contexts and key concepts.

The Eight Subject Groups

The Eight Academic Subject Groups of the MYP include:

Language and Literature: English language arts

Language Acquisition: an additional modern language (French)

Individuals and Societies: history and geography

Sciences: biology, chemistry and physics

Mathematics: includes the five branches of mathematics: number, algebra, geometry, trigonometry, probability and statistics and discrete mathematics.

Arts: visual and performing arts

Physical education: one course including a wide range of physical activities

Design: computer and design technology

The eight subject areas correspond to the Alberta Learning Curriculum in the following manner:

MYP	Alberta Curriculum
Language and Literature	Language Arts
Language Acquisition	French
Individuals and Societies	Social Studies
Sciences	Science
Mathematics	Mathematics
Fine Arts	Art, Music, Drama
Physical Education	Physical Education, Health and Life Skills
Design	Language Arts, Social Studies, Mathematics, Science, CTS

MYP Global Contexts:

In the MYP, learning contexts should be authentic world settings, events and circumstances. Contexts for learning in the MYP are chosen from global contexts to encourage International Mindedness and global engagement within the programme.

- Identities and Relationships
- Orientation in Space and Time
- Personal and Cultural Expression
- Scientific and Technical Innovation
- Globalization and Sustainability

- Fairness and Development

Curriculum Goals

The MYP offers students opportunities for:

- Participation in an internationally recognized academic program
- A broad and balanced education which focuses on values as well as intellect.
- Higher level subject mastery
- Integrated learning
- An awareness of global issues
- Involvement in community and service projects
- Completion of a personal project tailored to the student's own interests.
- Expanded development of communication skills through a variety of oral, written and visual products.

IB students demonstrate skills in:

- Problem solving and critical thinking
- Organization and time management
- Intellectual curiosity and creativity
- Interpersonal communications (oral and written)
- Researching
- Independent thinking

IB Learner Profile

The IB Learner Profile provides a long-term vision of education and a set of ideals designed to inspire, motivate and focus the work of schools and teachers.

IB learners strive to be:

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

INTERNET

Students are required to have parental permission before being able to access the Internet. Students are expected to follow the guidelines set out in the ECSD Acceptable Use Policy. Unacceptable use of the Internet and/or computer may result in the loss of the privilege. St. Clement is on the web. Please go to www.stclement.ecsd.net for detailed school information.

IB LEARNING COMMONS

St. Clement School has an excellent library available for student use. Students at St. Clement participate in

library lending and library activities 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. Celebrations may be school-wide or within individual classrooms. Please check the monthly calendar for dates and times. Parents are most welcome to attend our liturgical celebrations! All students follow a religion program approved by the Canadian Conference of Catholic Bishops.

LOCKERS

Individual PE and hallway lockers are issued to students. Students are responsible for appropriate care and maintenance of their locker. The cost of locker repairs necessitated by inappropriate student use will be charged to the student who is assigned to the locker. The privilege of having a locker may be revoked in the event of irresponsible behavior. Since lockers are the property of the school, an administrator or board agent may search them, without notice, at any time. In the event that this becomes necessary, the student will be notified accordingly. Students will be given locks to borrow, one for their regular locker and one for their PE locker. Locks will be assigned through the school office. Students are advised not to share their locker combinations with anyone.

LOCKER BREAKS

Students are to be at their lockers only at designated times: first thing in the morning, mid-morning locker break, during the noon hour and at the end of the school day. The academic schedule is arranged so that in the mornings, students carry books for two classes at a time with them. At mid-morning, students proceed to their lockers for a short locker break at which time they gather the books they will need for their next two classes. At this time, they may also enjoy a light snack. Prior to afternoon classes, students visit their lockers and take books for the afternoon classes with them. Students are not permitted to take backpacks with them to classes. Backpacks are often quite heavy and there is no room for them in aisles or under desks.

LOST AND FOUND

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 kept in the office. Unclaimed

articles are laundered and forwarded to a charitable organization at different times during the school year.

LUNCHROOM POLICY

All students are welcome to enjoy the privilege of eating lunch at school. Students eat lunch in the gym and are expected to follow the rules of the lunch supervisors. Microwaves are provided for student use. Students are expected to:

1. Line up in an orderly fashion to use the microwave ovens.
2. Remain seated in their lunch areas.
3. Clean up after themselves.
4. Follow directions from supervisors.

Students are expected to keep the classrooms and hallways clean and to conduct themselves in an appropriate way during the lunch hour. Failure to do so may result in loss of the privilege or the students doing community and service work around the school.

MEDICATIONS TO STUDENTS

Students who require the school to administer medication must have a *Request For Administration of Medication At School* form completed by a doctor and returned to school. These forms are available through the school office. Upon receipt of this form, the school will administer the medication according to the doctor's prescription, provide safe, limited access storage and shall keep a record of each student receiving medication.

Medical Alert: If your child has a condition that would require special medical attention, please complete the *Medical Alert* form as accurately as possible. Complete and return it to the school as indicated each year. It is important that you keep the staff 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 the end of the day.

GOOGLE CLASSROOM

Google Classroom is a web-based classroom which some teachers use in their classrooms. This secure website contains information regarding St. Clement that can be accessed by students and staff. Students use Google Classroom to access a variety of virtual classrooms where they may interact with classmates and teachers and upload assignments and materials.

NUT FREE POLICY

We have a number of students with life-threatening allergies to peanuts, nuts and nut products at our school. In some cases, these allergies are so severe that just a trace of or even the smell of peanuts, nuts or nut products can send the student into anaphylactic shock. If this happens, the student'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 nuts or 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 of peanuts or nuts.

ON CAMPUS POLICY

St. Clement students are **not** permitted to leave the school grounds during the noon hour unless they live within easy walking distance of the school and are on an established *Home for Lunch* list maintained in the office. We have a duty of care toward our students and we cannot provide adequate supervision if they are not on school grounds. In addition, our lunch time is not long enough for most students to go home. The only time students who are not on the *Home for Lunch* list will be allowed to leave the school grounds is if a parent comes to pick them up and signs them out at the office.

*Students who leave school during the lunch hour without permission may receive an out of school suspension.

During the school year, students are asked to go directly outside during the second half of the lunch break so they may enjoy twenty minutes of fresh air. Students are to spend this time at the back of the school where a picnic area, tarmac area and field are available for their use. Students are to remain in their designated areas on the school grounds. They are not permitted to be in front of the school building.

PARKING

Parking at St. Clement is at a premium. The staff parking lot is full and we have just enough stalls to accommodate all of our staff members. Parents are asked to refrain from entering the staff parking lot to drop students off. There is nowhere for cars to turn around, and cars backing out of the lot create a dangerous situation for children. There have also been instances where staff vehicles have been damaged by parents backing out of the lot. 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. There are no left turns from the turnaround. 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.

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 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.

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 assigned student lockers. Money and other valuables found on the school premises are to be turned in to the homeroom teacher. Students should never leave money and valuables unattended. Students are not to bring items such as skateboards, in-line skates, scooters, laser pointers, or similar items to school. Students using these items in school run the

risk of confiscation from staff. We suggest that expensive articles and treasures be kept at home.

Students who bring electronic devices do so at their own risk. The school cannot be responsible for damage or loss and we do not investigate in the event that these items go missing. Please see the “Student Owned Devices Policy” for more information. * These are to be kept in the student’s locker during the course of the school day.

POWER SCHOOL

All parents who have access to an Internet connection will be signed up for *PowerSchool*. This website allows parents to check the progress of their child in each of his or her classes at St. Clement. It includes up to date marks for all classes, as well as information about 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/>

POWER TEACHER PRO

Please note that students in Grades 6-9 will have two reporting periods throughout the year, January 31, 2020 and June 26, 2020. Reporting will be accessed through Power School, using the Power Teacher Pro feature. This new form of reporting will allow parents to access their child’s grades on an ongoing basis throughout the two semesters.

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 in school teams, ski trips, field trips or other activities. Decisions on such involvement are determined by the staff.

REPORTING PERIODS

We believe it is imperative that parents be well informed as to their child’s academic progress. Thus, report cards will be available on Power School two times per year. Reporting periods for this year are:

- Report Term 1 — September to January
- Report Term 2 — January to June
- Final Report Card — June

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

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, thereby enhancing student learning. 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 FEES

JUNIOR HIGH

Technology User Fee	30.00
Whole school Activities	15.00
Student Council/ Leadership	15.00
Sub-total	60.00

**As Needed
(Items Used in Multiple Years)**

School T-Shirt	40.00
School hoodie, pants, shirts.....	40-60

Complementary Course Fees

Music (Band/Music Literacy) (full year)	65.00
Art/Drama 8 & 9 (full year)	65.00
Art 7	50.00
CTF 7,8,9	50.00
Sports Performance 8	100.00
Sports Medicine 9	65.00
Foods 7, 8, 9	95.00

Optional Fees

Yearbook	27.00
Farewell Activities	30.00

A variety of payment options are available for parents. Please contact the school office at 780-462-3806 for more information.

St. Clement Junior High (MYP) Student Code of Conduct

SCHOOL GROUNDS EXPECTATIONS

Students are expected to:

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



SCHOOL LOGO



We are very proud of our school. 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 develop 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

Our school news and calendars are published online. All publications contain important information regarding school activities and community events. It is one of our prime instruments for keeping parents informed about school activities. Please check the website often as it is a handy reference: stclement.ecsd.net

SPECIAL EVENTS

We plan a variety of special events and activities throughout the year. The purpose of such activities is to promote school spirit, give a bit of a break from the regular routine and for students to have fun together. Watch for activity notices on our website!

We believe that we are unique and worthy persons 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 showing respect for ourselves, each other and our environment provides for 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 behaviour 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,

* 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 students 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. In addition to information in the sections of this handbook on dress and personal property, gum, head gear, sunglasses, electronic devices, games, physical contact between students or anything that might interfere with teaching or learning is not allowed. Cell phones must be kept in the student's locker throughout the course of the school day. 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. We have set behavioral guidelines for the school as a whole and have asked each teacher to set 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. 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 & 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 misbehavior, and age of student are also considered.

UNACCEPTABLE BEHAVIOR

The following are considered major forms of misbehavior and will be dealt with severely:
Bullying

Bullying of students could result in an immediate suspension from school. As well, the police may become involved in the investigation of bullying incidents. Bullying is defined in law as “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.” Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

Defiance

Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, can result in an immediate suspension.

Physical / Verbal Abuse or Harassment

Physical abuse of any type to anyone will result in an immediate suspension. Verbal intimidation or harassment will also result in an immediate suspension. At St. Clement, there is no such thing as “play fighting” – and therefore this will not be

considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: Students who choose to watch or encourage other students in a physical fight might also be suspended from school. The fact that they have an audience encourages those students who are fighting to continue the conflict, as they do not want to “lose face” in front of their peers. Thus, the spectators are viewed by school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

Improper or Profane Language

The use or display of improper or profane language could result in a suspension from school. Students who use profane language in addressing a teacher will be suspended from school.

Vandalism

Vandalism to school property will result in an immediate suspension and/or community service* depending on the circumstances. Students will be expected to pay fully for any damages caused deliberately or through carelessness.

*Community service occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period of time.

Theft

Theft of property, either from the school or from another person is strictly prohibited and will result in a suspension. Restoration of the stolen property is mandatory. In some instances, cases of theft would be referred to the police.

Illegal Drugs or Substances

Possession or use of illegal drugs or substances on school property or in sight of school property will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

Behavior Dangerous to Self or Others

Students who engage in reckless or dangerous behavior will be suspended from school. If appropriate, the police will also be involved in the investigation.

Weapons

Possession of a weapon or presentation of any object meant to threaten or intimidate will result in an immediate suspension. Any weapons brought to school will be confiscated and turned over to the police. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: This rule also applies to toy knives and guns. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

Repeated Violation of General Expectations

Repeated violation of general expectations or a continual disregard of classroom rules will result in an out-of-school suspension.

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

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.

PARENTS

Parents play a vital role in developing student behavior and conduct. In accordance with expectations laid out in the Alberta Education Act, parents have a responsibility to:

- Make decisions respecting their child's education,
 - Take an active role in their child's educational success,
 - Ensure that their child attends school regularly,
 - Ensure that their conduct contributes to a caring, respectful and safe environment,
 - Cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
 - Respect the professional judgment of teachers, principals, other school staff and professionals providing supports and services in the school, and
 - Engage in the child's school community.
- In addition, we expect that parents will:
- Send children to school rested, well fed, appropriately dressed and mentally ready to participate in learning
 - Inform the school about essential information
 - Review our conduct policy with their children and ensure their children's understanding
 - Monitor homework assignments and assist when necessary
 - Work with the school to resolve student behavior issues as they pertain to their child
 - Assume responsibility for their child's behavior.

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.

STUDENT OWNED DEVICES POLICY

Personal devices, including student cell phones, will be allowed on school property, but they must be kept in student's lockers. The school will not be held responsible should something happen to their phone while at school. Their use will not be permitted at any point in the school day, including during unstructured times such as lunch hour. If students are seen with their personal devices during the course of the school day the following consequences will be invoked: First offence- Supervising staff addresses student and the student brings their phone to the office to be picked up by the student at the end of the school day.

Second offence- Supervising staff addresses student and the student brings their phone to the office to be picked up by the student at the end of the school day. Administration will contact home to notify parents.
Third offence- Student is sent to the office with their phone and are addressed by the administration who will make contact with parents and ask that the parents come to pick it up.

- Only students who have a signed acceptable use form allowing them to use the Internet are able to access the network.
- Students are accountable for their behavior and activity while using our wireless network.
- Students are responsible for the security and safety of their own devices.
- The school is not responsible for lost, stolen or damaged items.
- Failure to follow the procedures for using the network could result in a loss of privilege, confiscation of the device, or other sanctions, depending on the circumstances.

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, e.g. a new birth certificate and/or a statement from a lawyer.

SUPPLIES

Supply lists are posted on our school website and parents are given the opportunity to purchase supplies for the school year through a company specializing in providing school supply orders. These supplies are delivered to the school in June. Parents who do not purchase supplies through this company are required to purchase supplies themselves. Please keep in mind that supplies may need to be replenished during the year. Supplies are not sold at the school.

TELEPHONE USE

Students are permitted to use the office telephone for emergencies or illness only. A courtesy phone is available outside the school office for other reasons. Students are asked to communicate in a courteous manner and to keep telephone calls short so others have the opportunity to use the telephone as well.

TESTING

Students in Grades 6 & 9 write Provincial Achievement Tests in June. Throughout the year, students in different grades write standardized tests including 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 her designate. Notice of when these tests are being written is included in the monthly newsletter.

TEXTBOOK REPLACEMENT FEES

At the beginning of the school year, students are given textbooks to support them during their studies. Teachers take inventory for each textbook distributed to students. If students lose/misplace, or damage their textbook, a fee for replacement may be given.

VISITORS

Parents and visitors are required to report to the office before contacting students or teachers. Visitors are asked to sign in and to wear a visitor badge. 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 badge. In keeping with district policy, **all parent volunteers are required to complete a Volunteer Registration Form**, which must be updated annually. 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 criminal record check and a Police Intervention and Intervention Record Check.

Awareness Statement:

Please complete this once you have read and reviewed the handbook

Student Signature

Parent/Guardian Signature

Date

Note: Thursdays are early dismissal days unless otherwise noted. Detailed calendars of school events are published on the school website:

www.stclement.ecsd.ne

School Calendar



September 2019						
S	M	T	W	T	F	S
1	2 Labour Day	3 First Day	4 1	5 2 B	6 3	7 4
8	9 5	10 6	11 1	12 2 A	13 3	14
15	16 4	17 5	18 6	19 1 B	20 2	21
22	23 3	24 4 E	25 5	26 6 A	27 1	28
29	30 2					

October 2019						
S	M	T	W	T	F	S
		1 3	2 4	3 5 B	4 6	5
6	7 1	8 2	9 3	10 4 A	11 5	12
13	14 Thanksgiving Day	15 6	16 1	17 2 B	18 3	19
20	21 4	22 5	23 6	24 1 A	25 2	26
27	28 3	29 4	30 5	31 6 B		

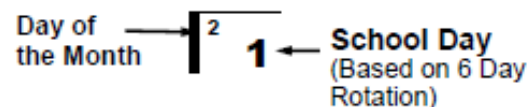
November 2019						
S	M	T	W	T	F	S
					1 1	2
3	4 2	5 3	6 4	7 5 PD Day	8 6	9
10	11 Remembrance Day	12 6	13 1	14 2 A	15 3	16
17	18 4	19 5	20 6	21 1 B	22 2	23
24	25 3	26 4	27 5	28 6 HA	29 1	30

December 2019						
S	M	T	W	T	F	S
1	2 2	3 3	4 4	5 5 B	6 6	7
8	9 1	10 2	11 3	12 4 A	13 5	14
15	16 6	17 1	18 2	19 3 C	20 4 J,B	21
22	23	24	25	26	27	28
29	30	31	Christmas Break—No School			

January 2020						
S	M	T	W	T	F	S
		Christmas Break—No School		1	2	3
5	6 5	7 6	8 1	9 2 A	10 3	11
12	13 4	14 5	15 6	16 1 B	17 2	18
19	20 3	21 4	22 5	23 6 A	24 1	25
26	27 2	28 3	29 4	30 5 B	31 6	End of Semester 1

Calendar Notes:

- C** Full Day of School
- E** Curriculum Night
- H** Student-Led Conferences
- J** Half Day – Noon Dismissal



Non-Instructional Day: No school for students

Thursday Rotation Blocks
A: 1,2,3,4 **B:** HR, 5,6,7

School Calendar



February 2020						
S	M	T	W	T	F	S
						1
2	3 ● 1	4 Faith Day	5	6 A 3	7 4	8
9	10 5	11 6	12 1	13 B 2	14 3	15
16	17 Family Day	18 4	19 5	20 A 6	21 1	22
23	24 2	25 3	26 4	27 Teacher's	28 Convention	29

March 2020						
S	M	T	W	T	F	S
1	2 5	3 6	4 1	5 B 2	6 3	7
8	9 4	10 5	11 H 6	12 A 1	13 2	14
15	16 3	17 4	18 5	19 C 6	20 J,B 1	21
22	23	24	25	26	27	28
29	30 2	31 3				

April 2020						
S	M	T	W	T	F	S
			1 4	2 A 5	3 6	4
5	6 1	7 2	8 3	9 B 4	10 Good Friday	11
12	13 Easter Monday	14 5	15 6	16 A 1	17 2	18
19	20 3	21 4	22 5	23 B 6	24 1	25
26	27 2	28 3	29 4	30 A 5		

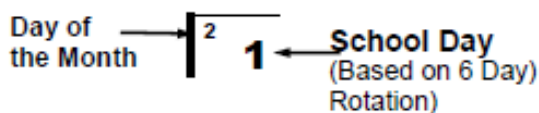
May 2020						
S	M	T	W	T	F	S
					1 6	2
3	4 1	5 2	6 3	7 B 4	8 5	9
10	11 6	12 1	13 2	14 A 3	15 4	16
17	18 Victoria Day	19 5	20 6	21 B 1	22 2	23
24 31	25 3	26 4	27 5	28 A 6	29 1	30

June 2020						
S	M	T	W	T	F	S
	1 2	2 3	3 4	4 B 5	5 6	6
7	8 1	9 2	10 3	11 A 4	12 5	13
14	15 6	16 1	17 2	18 B 3	19 4	20
21	22 5	23 6	24 1	25 C 2	26 A J 3	27
28	29	30				

Thursday Rotation Blocks
A: 1,2,3,4 B: HR, 5,6,7

Calendar Notes:

- C** Full Day of School
- E** Curriculum Night
- H** Student Led Conferences
- J** Half Day – Noon Dismissal
- Semester 2 begins February 1st



Non-Instructional Day: No school for students



Student Name: _____

Edmonton Catholic School District STUDENT RESPONSIBLE USE AGREEMENT

All students granted access to Edmonton Catholic School District information resources must follow the acceptable use rules below:

General	<ul style="list-style-type: none"> • Edmonton Catholic School District information resources are provided for the express purpose of supporting student learning in a 21st century Catholic learning environment. • Edmonton Catholic School District information resources must not be used to engage in acts that are contrary to the mission and purposes of the District, to intimidate or harass, degrade performance, deprive access to a district resource, obtain extra resources beyond those allocated, or to circumvent computer security measures. • Obscene or inappropriate materials must not be intentionally accessed, created, stored or transmitted. • Access to questionable material for the purpose of academic research requires the written approval of a teacher or principal. • Misuse of technology may result in student access being suspended at any time at the discretion of the principal or the Department of Information and Infrastructure Technology Services. <p>➔ I must <u>not</u> copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on District-owned computers or use software known to cause problems on District-owned computers.</p> <p>➔ I am expected to show proper care for district technology.</p>
Data Protection	<ul style="list-style-type: none"> • Any data stored on servers outside of Edmonton Catholic Schools such as Live@edu should not be considered as private or confidential as it could be accessed by others according to the laws of the host country (where the files are stored). For example, if the files are stored on a server in the United States, they may be legally subject to government review upon request; therefore, confidential or private information should <u>not</u> be stored on these web based services. <p>➔ I will <u>not</u> attempt to access data or programs contained on systems for which I do not have authorization or consent.</p>
Virus Protection	<ul style="list-style-type: none"> • All computers including personally owned devices connecting to the Edmonton Catholic School District network must run current virus protection software. Computers found to be infected with a virus or other malicious code will be disconnected from the Edmonton Catholic School District network until deemed safe by the Information and Infrastructure Technology Services Department. <p>➔ I will <u>not</u> disable or bypass Virus protection software except as required by the temporary installation of software or for other special circumstances.</p>
Electronic Mail	<ul style="list-style-type: none"> • Delivery of electronic mail is not guaranteed. • Electronic mail is <u>not</u> private or confidential. <p>➔ I will <u>not</u> pose as anyone other than myself when sending email, except when authorized to do so by the owner of the email account.</p> <p>➔ I will <u>not</u> read another user's email unless authorized to do so by the owner of the email account.</p> <p>➔ I will <u>not</u> send or forward email that is likely to contain computer viruses.</p>
Confidential or Protected Information	<ul style="list-style-type: none"> • All confidential or private student information transmitted over external networks shall be encrypted. This information shall not be sent or forwarded through non-district email accounts provided by other Internet Service Providers, and shall not be knowingly transmitted via wireless networks to or from a portable computing device unless approved wireless transmission protocols and security techniques are utilized. • Edmonton Catholic Schools does <u>not</u> guarantee the privacy of email or of any other data that is stored on external servers such as Live@edu. • Students should consider backing up their files that they store locally or using Live@edu or any other external storage provider. Edmonton Catholic Schools does not back up any data stored by external storage providers or local computers. <p>➔ I will <u>not</u> use audio or video devices to capture photos, audio or video at school without permission from both a staff member and the subject(s) of the recording.</p>
Incidental Use of Information Resources	<ul style="list-style-type: none"> • Incidental personal use of electronic mail and internet access is permitted by district policy but it must not interfere with normal performance of a student's duties, must not result in direct costs to Edmonton Catholic School District, and must not expose the District to unnecessary risks. • Non-school related information should not be stored on District network file servers. • Any files, messages or documents residing on Edmonton Catholic School District computers may be subject to public information requests and may be accessed by the District. Therefore, a District email account should not be used for personal email correspondence that is confidential in nature. <p>➔ I will <u>not</u> use Edmonton Catholic School District Information resources to store or transmit any confidential personal information.</p>