



ST. MARY SCHOOL INFORMATION

SCHOOL VISION STATEMENT

Inspire and ignite through Christ

OUR MISSION STATEMENT

It is the mission of St. Mary Catholic School to embrace quality Catholic education and advance educational knowledge and leading practices in teaching and learning for the success of all children.

ST. MARY SCHOOL CREED

- ✧ We believe that Christ is our model and our teacher.
- ✧ We believe that children, who are a precious gift from God, have tremendous potential and diverse ways of looking at the world.
- ✧ We believe in building a Christ-centered community for service to one another.
- ✧ We believe in a learning community where we acknowledge and celebrate each child's ability and stages of development as a foundation for continuous lifelong learning.
- ✧ We believe that Catholic education is a sacred responsibility in which parents have a primary role.
- ✧ We believe that the foundation for all learning is quality Catholic education, bringing to light a spiritual vision for every learner.

SCHOOL HOURS OF OPERATION

Morning Bell 8:25 a.m.
Recess 10:15 – 10:30 a.m.
Lunch 12:00 - 12:40 p.m.
Recess 1:55 – 2:10 p.m.
Dismissal Bell 3:10 p.m.

Thursday Early Dismissal: 12:15 p.m.

AGENDA PLANNER

This Agenda Planner is a very important organizational tool used daily by all students. The effective use of this planner requires the cooperation of students, parents and teachers. It is expected that students bring their agendas to school every day and home each night to be monitored by parents. Important reminders, homework, assignment dates and study tips are a few of the meaningful ways the planner will keep parents and students informed.

The Planner has a plastic pocket in the front where fieldtrip notes, letters and other information will be carried. Please check, read and sign, or initial, the Agenda Planner on a daily basis.

ATTENDANCE AND PUNCTUALITY

Punctuality and regular attendance at school are very important factors that positively affect student achievement.

If your child will be absent from school, we ask that you contact our school office at 780 988-6577. To ensure the safe arrival of all students, a phone call will be made from our school's Synvoice System for all unexplained absences. Your call to report your child's absence will eliminate an unnecessary call from the school. Any student who arrives after morning and afternoon registration **must** enter through the main entrance and report to the office to have his/her agenda book signed.

As well, it is required that parents stop by the office to **sign students out** if they are taking their child out of school at any time other than regular dismissal time.

We request that you inform us beforehand of any changes to your child's home routine. Due to insurance and safety reasons, students who are not regular school bus riders will not be allowed to ride the bus home with friends. Children must make any after-school plans in advance.

STUDENT ACTIVITIES

Extra-curricular activities are provided for students throughout the year. Watch for more information in our school newsletters. These clubs would not be possible without the dedication of our teachers and support staff. Parents are also invited to share their talents with the students during these supervised activities.

BIRTHDAYS

Birthdays are a special event in the lives of children. At St. Mary School your child's name will be announced over SMTV (St. Mary Television). A birthday pencil will be presented to each student during the school year. Weekends, holidays and summer birthdays are also announced and celebrated.

CURRICULUM

Students in Grades 2 through 6 follow the approved Program of Studies outlined by Alberta Education. As parents, you can access resources for from the government of Alberta website at <http://education.alberta.ca/parents.aspx>.

HOMEWORK

It is expected that all student's read or be read to every night. Individual teachers **may** assign additional homework in various subject areas. The amount of time spent doing homework may vary according to grade, ability and study habits. Some of the purposes of homework are:

- To complete assignments that the child has been unable to finish at school or has missed due to absence.
- To help enhance students' skills, self-reliance and good study habits.
- To enable parents to see their child's progress.

There are many ways parents can help with homework; providing a quiet designated area to work, helping the student organize his or her time for assignments, being the "audience" for reading practice, spelling and math drills and checking and signing their child's Agenda Planner on a daily basis. Parents have a huge influence on student attitude towards homework and school.

If you have any questions about the amount of homework your child has you are encouraged to discuss these with your child's teacher. Ongoing communication between home and school will result in better understanding of the homework requirements for each student.

ASSESSMENT, EVALUATION AND REPORTING

Assessing, reporting and conferencing are collaborative processes designed to support and enhance student learning. Within the process the teacher, the student and the parent become active participants in reviewing and discussing student progress to encourage further growth and development. There are four reporting periods a year which include one Program Night, two Celebrations of Learning and three report cards.

The timeline for reporting is as follows:

Program Night- Meet the Teacher

The school hosts an evening meeting in which teachers share information with the parent/guardians that include the following: the assessment process, curriculum outcomes, teacher expectations and special activities and fieldtrips.

E-report Cards will be available each reporting period for viewing, downloading and saving through the Powerschool Parent/Student Portal at <https://powerschool.ecsd.net/>. A step by step sheet to access E-Report Cards will be sent home the first week of November. If you cannot access a computer, please let the office know that you will need a printed copy.

November: Second Reporting Period

Your child's report card will be available electronically through the E-report card on PowerSchool after 3:00 p.m. Students share their learning with you during a demonstration of learning or an interview.

March: Third Reporting Period

Your child's report card will be available electronically through the E-report card on PowerSchool after 3:00 p.m. A final Celebration of Learning will be held. Again, it is important that students and parents attend.

June: Final Reporting Period

A final paper copy of the report card will be sent home, as well as be electronically available the last day of school. If your child will not be at school to pick up their report card and you want a copy sent to your home, please drop off a self-addressed, stamped envelope and it will be mailed to you.

RELIGIOUS CELEBRATIONS

Our Catholic faith and prayer is very important at St. Mary School. To enhance the celebration of our faith, our school gathers together throughout the year for meaningful liturgical celebrations at the school or at St. Thomas More Catholic Church. Parents are welcome and encouraged to join us and will be informed of the dates, times and location of celebrations through the school newsletter.

FIELD TRIPS

Throughout the school year, teachers will be arranging field trips to enhance the classroom curriculum. Field trips are a vital part of your child's learning experience as they expand student awareness, build background knowledge and social skills. These field trips may involve a cost for admission and/or chartering buses, or they may consist of a simple walk around the neighborhood.

A **signed** permission slip is necessary in order to attend a field trip. Phone calls/verbal consent will not be accepted. Children who do not have their form signed and returned will remain at the school.

No child will be refused the right to participate in field trip experiences due to a lack of funds. If needed, please inform the administration or classroom teacher. Confidentiality will be honored.

COMMUNICATION

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of children who attend St. Mary. Please know that the administration and staff is always willing and open to hear your concerns or to answer your questions.

PROTOCOL FOR PARENT CONCERNS

St. Mary School and all Edmonton Catholic Schools recognize the freedom of all members of the school community (students, staff, parents, and neighbours) to voice their concerns in an appropriate manner to the appropriate school personnel. 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(s) who has the concern has a responsibility to begin addressing it **first** directly with those persons with whom they have the problem. If the issue is not resolved, you are then invited to speak directly to the principal (Administrative Regulation 132).

AGENDA/E-MAIL

Your child's agenda is the primary tool used for daily communication between students, parents and teachers. The teacher and parent may decide to use e-mail as another alternative. Know that your child's teacher is open to discussing any important matter when an appointment is scheduled.

NEWSLETTERS

A school newsletter is sent home through Synvoice at the beginning of every month. Our newsletters, calendar dates, as well as other important information are also accessible on our school website at www.stmary.ecsd.net Our school newsletters keep parents informed of school, church, and community events and activities. A monthly calendar of upcoming events is always included. If access to a computer is not available and a paper newsletter copy is required, please leave your name at the school office.

SCHOOL CALENDAR

The Edmonton Catholic School District provides one calendar per family at the beginning of the school year which includes important dates for all schools. Please keep this handy, as it provides more information about district events.

SCHOOL COUNCIL

Section 22 of the *School Act* affirms the right of parents and the school community to have meaningful involvement in the education of their children through School Councils. Our Council enhances communication between the school, the parents, the community and the Board of Trustees by promoting the exchange of ideas and information. Parents positively support the educational goals of the St. Mary community. We have an active and vibrant parent community and all parents are encouraged and invited to attend our monthly School Council meetings. Watch for dates advertised in our school newsletter and on our website.

PARENT VOLUNTEERS

Parent volunteers play a key role in supporting school wide initiatives at St. Mary. Parents are involved in so many activities; hot lunches, fundraising, library helping, membership in School Council, and supervising on field trips to name a few. We are so fortunate to have a vibrant and involved parent community and we value the time, talent and expertise shared for the enhancement of our school. Please consider sharing your talents when you can.

HEALTH AND SAFETY

MILK CARDS

Milk is a healthy choice for a lunch beverage for your child. Students are able to purchase either chocolate or white milk. Milk cards will be sold.

LUNCH POLICY

Eating lunch at school is a privilege not a requirement. Children are welcome to bring their lunch to school if parents are working or not at home during the lunch break (12:00-12:40 p.m.). **Students who demonstrate inappropriate behaviors may lose this privilege.** It is important for us to ensure a safe and respectful environment for all students remaining at school for lunch.

During the eating period grade five students monitor classrooms and classes are also supervised by three school staff. All students are expected to demonstrate appropriate manners and respectful behavior while in the classroom.

Students are not permitted to leave the school property during lunch or recess without being signed out and accompanied by a parent or guardian.

HOT LUNCHES

Special hot lunches are organized throughout the year with the help of a parent volunteer committee. You will receive notices of the hot lunch menus early in September so that you can purchase on-line. More information will be forthcoming. We are striving to provide a hot healthy choice for students about once a month.

ACCIDENT AND ILLNESS

Most of the St. Mary staff is trained in first aid. If a student becomes ill or is hurt while at school, we assess the situation to determine if injury can be handled at school, we treat it and call the parents to inform them of the incident. If the illness or injury needs immediate emergency attention, the parent will be notified and if necessary an ambulance will be called. The student will be taken to the nearest medical facility with a staff member until the parent arrives. All accidents are documented as part of our District policy and procedure.

It is important that we always have your current phone number at the school and that all parents provide emergency phone numbers in case of such incidents.

Children who are too ill to go outside at recess are too ill to be at school. This is particularly true in the case of children with severe colds/flu. Children coming to school with severe colds are unable to function well at school and also provide a source of infection for other children. Sick children recuperate faster at home.

MEDICATION FOR STUDENTS

On occasion we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order for the school personnel to do so, parents must complete a "Request for Administration of Medication at School" form and have it signed by their family doctor.

MEDICAL ALERT

It is very important that the school be informed of any medical condition that may affect your child during school hours. Parents should ensure that their child's teachers are made aware of any medical conditions (i.e. allergies, epilepsy, asthma, etc.) that may affect learning and school activities. A Medical Alert form needs to be completed. Please fill out the Medical Alert form as accurately and detailed as possible.

Any children, who require an inhaler due to asthma, or an EpiPen due to allergies, should carry one on their person in a fanny pack. A Request for Administration of Medication/Medical Treatment form must also be completed. This medical form is kept in the student's school file. All medications, including short term use, need to be stored in a locked cupboard with a parent note.

INCLEMENT WEATHER

During severe weather conditions, students will be kept inside during recess and lunch, and will be allowed into the building before school (at 8:10 a.m.).

A notice on the door will indicate to the students that they may come into the building.

Our District's severe weather policy will prevail when:

- ✧ The temperature is -20°C or colder with/without a wind-chill, or
- ✧ There is continuous rainfall or severe wind

Whenever outdoor recess is cancelled, students will have an inside, supervised recess break. At such times an indoor activity will be in effect for all grades.

Please ensure children are always dressed appropriately for cold weather conditions.

FOOTWEAR

Each student should have a pair of outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, white-soled or non-marking shoes are required for inside wear and for physical education in the gymnasium. Shoes that create black marks on the floor are discouraged. Students' footwear should be clearly marked to help prevent loss.

DRESS/GROOMING

Students are expected to demonstrate acceptable standards of dress and grooming in a manner that shows respect for self, others, and the Edmonton Catholic Schools' Core Values. Wearing caps and hats is not allowed inside the school building. Specific guidelines are outlined, role modeled and reviewed regularly by staff members. Unacceptable attire includes, but is not limited to: spaghetti strap tank tops, shirts that reveal midriffs or have inappropriate slogans, short skirts or shorts, low-rise pants, or anything that interferes with teaching and learning. Remember that students have daily physical education and need to be dressed appropriately.

SAFETY & SECURITY

We strive to make St. Mary School a safe and welcoming place for students, staff and visitors. All outside doors are kept locked at all times, except the front door.

EMERGENCY EVACUATIONS

We have regular fire drills and lockdown practices as it is important for students to feel confident in responding appropriately in any emergency situation. Our school has developed a Crisis Management Plan that provides guidelines on how to proceed in different situations. In the event that students and staff cannot return to the school, we would relocate to Earl Buxton School. At that time the staff will begin the fan out process to contact parents to inform them of what has happened and to come and pick up their child.

If parents are inside the building during an emergency evacuation, they are required by school administration and the fire department to follow the protocols for the emergency.

If there is an emergency situation at the school where your child(ren) attend, check the school website at www.stmary.ecsd.net to stay informed and receive timely information.

DROP OFF AND PICK UP OF STUDENTS

Please drop off your child no earlier than **8:10 a.m.** This ensures that your child is not unattended outside at the back of the school when they arrive at school, as supervision begins at 8:10 a.m.

Thank you in advance for waiting in the Atrium rather than outside of your child's classroom before the school day comes to an end. This helps to support student learning without distractions until 3:10 p.m. Parents gathered only in the Atrium will help keep our hallways and library area free of congestion and facilitate transitions between classes.

ST. MARY TURN-A-ROUND AND DROP OFF

We ask parents to not park in the drop-off areas and only use designated parking spots. We do ask parents to honor the handicap parking sign.

To help the process flow smoothly and to ensure the safety of all students:

- Do not leave your vehicle when in the turn-around.
- Drop-off and pick-up from the right lane.
- Pull out and exit using the left lane.
- Please note the stop sign before moving on to Rhatigan Road E.
- Note the visitor parking area in the 'drop off area' which is available to parents/visitors throughout the day.
- The staff parking lot which is situated east of the drop off area is reserved for staff because of the limited number of spaces. Once again thank you for your support and for placing 'safety over convenience.'

We continue to monitor the area and have staff supervising before and after school.

CROSSWALK and A.M.A. SCHOOL PATROLS

The A.M.A. school patrols are volunteer students from grade six who have been trained using A.M.A. procedures. These students dedicate themselves to providing assistance to others while crossing the street. Parents are requested to encourage their children to use the crosswalk, not to jaywalk, and obey the patrollers at all times. Please be a role model and follow these rules as well.

BUS LANE

We have four busses that drop off and pick up students in the bus lane. Please do not park in this area.

FREEDOM OF INFORMATION PRIVACY ACT (FOIP)

School activities in which personal information may be collected, used or disclosed include the following:

School communication purposes, student work displays, awards, transportation, class or school celebrations, activities involving media and outside organizations, and parent/guardian contact. In order to use and disclose your child's personal information listed above, your consent is required. If you do not provide consent, your child may be excluded from any activity where use and/or disclosure of personal information may occur. The FOIP consent is now found on page four of the school registration document. To read it in its entirety, go to <http://www.ecsd.net/parents/registration.html>.

DIGITAL CITIZENSHIP

Digital Citizenship is a concept which helps teachers, students and parents to understand what technology users should know in order to use technology appropriately and responsibly. Digital citizenship begins the first time any child, teen, and/or adult signing up for an email address, posts pictures online, uses e-commerce to buy merchandise online, and/or participates in any electronic function. People characterizing themselves as digital citizens often use IT extensively, creating blogs, use social networking and other means of modern communication. Parents and teachers need to start teaching children and teens at an early age about the responsibilities of being online as a digital citizen. At St. Mary, we are committed to fostering respectful and responsible digital citizens.

INTERNET

As a condition of using the Edmonton Catholic School Network resources, access to district information resources including access to the internet is a privilege and parents and students must agree to abide by the policies and regulations identified in the Student Responsible Use Agreement. When completing the student registration document students and their parents are asked to have signed the *Edmonton Catholic School District Student Responsible Use Agreement*. Before being able to access the Internet this section of the document must have indicated yes to the agreement.

To read the whole Agreement go to <http://www.ecsd.net/parents/registration.html>.

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 brought to or found on the school premises are to be turned in to the secretary or classroom teacher.

Valuable items **should** be kept at home. **Students should never leave money and valuables on or in their desks, in coat pockets or backpacks.** The school cannot be held responsible for damage or loss. This includes cell phones, electronic games, and personal music devices.

Unclaimed clothing articles will be placed in the lost and found box. Please check the lost and found box regularly. Putting your child's name on their items enables the item to be returned to them should it become lost.

CELL PHONES/ELECTRONIC DEVICES

Students may ask permission to use the phone in the school office. However, we discourage students from using the phone to arrange 'play-dates' as these are to be arranged prior to the school day. Students are also discouraged from bringing cell phones to school; however those who do, should have it turned off during the school day and left in a secure location.

SPORTS AND PLAY EQUIPMENT

The school provides each classroom with a suitable number and type of play equipment. Therefore, it is not necessary for students to bring these items to school.

BICYCLES, SKATEBOARDS AND SCOOTERS

Bicycles are to be locked in the racks provided by the school and skateboards and scooters are to be left in their student's boot area until dismissal.

Students are asked to not ride their bikes at the front of the school where there is a lot of pedestrian traffic. Students must wear helmets for their safety. The school will not take responsibility for theft or damage.

VISITORS

In order to ensure that the students and school is safe at all times, all visitors to the school must report to the office when they first arrive in the building. Parents must sign their students out or in at the office if leaving early or arriving late.

CONDUCT POLICY

Philosophy

Honoring human potential: academic, spiritual, creative, physical, emotional and social is an educational goal of St. Mary School.

We believe if students develop in an atmosphere where they are valued and appreciated, there will be a greater potential for them to develop positive behavior.

Our ultimate goal will be to have students strive to be responsible for their own behavior, with the emphasis on respecting the dignity and self-worth of all individuals in the school.

Expectations for Learning:

- All students have the right and responsibility to learn.
- All teachers have the right and responsibility to teach.
- A student does not have the right to interfere with the learning of other students.
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Behavior Expectations:

Each student at St. Mary will be expected to:

- Show respect for the dignity and self-worth of the other students, staff, parents and guests.
- Use appropriate language in our school and on the school grounds.
- Show respect for personal and school property.
- Contribute to creating a safe and caring school for all students.

We believe all students attending St. Mary School will be able to meet these behavioral expectations, which contribute to a positive and secure learning environment.

A Problem-Solving Approach

If a student chooses to interfere with the teaching/learning process, the teacher will attempt to resolve the problem. If the problem is not resolved at the classroom level, the student will be sent to the office to speak to an administrator.

A problem-solving approach will be used by the administration to help each student:

- Identify and take ownership of the problem,
- Seek alternative solutions to the problem,
- Select the most appropriate solution to the problem, and

- Return to his/her classroom with a positive solution that will be communicated to the teacher.

This ensures an opportunity for a positive entry back into the classroom.

If the problem continues or escalates, the student will return to the office and will be asked to phone his/her parents. This places the responsibility in the hands of the student. Parental contact by the teacher or administrator will follow.

Parents may be invited to the school to assist in the development of a positive behavior plan. The student will be asked to participate in the discussion and solution to the problem.

Possible referral for specialized assistance may be recommended at this time.