

ST. CATHERINE CATHOLIC SCHOOL
“A Place of Welcome!”

PHONE: 780-426-6933 FAX: 780-426-6935

School Website: <http://stcatherine.ecsd.net>

Our Mission

St. Catherine School is a multi-cultural community that provides a Christ-centered, Catholic environment. Inspired by God and based on the teachings of Christ, the school is a welcoming and nurturing setting where students can deepen their relationship with God. Through the teachings of Christ, students celebrate their belonging, grow in faith and serve God and the community through acts of service. Guided by the Holy Spirit, students are provided with diverse opportunities to learn about the world through academics, the arts and physical activity.

Our Vision

In order to develop the intellectual, spiritual, social and emotional growth of our students, we are committed to providing opportunities that foster life-long collaborative, critical and creative thinking skills.

Welcome to St. Catherine Catholic Elementary- Junior High School

We are so excited to welcome you to St. Catherine School and to all the wonderful experiences of being part of such a beautiful and dynamic learning environment.

Our “Image of the Child” is one who is: curious, creative, determined, authentic, inquisitive, resilient, persistent, inspiring, compassionate, full of wisdom and created in the image of God. In light of the image, we will strive to engage students through exploration and inspiring use of technology in a faith filled and joyful community.

We are thrilled to be part of a special school community, in partnership with our wonderful staff, supportive parents and enthusiastic students.

At St. Catherine School we have created an innovative culture of compassion, integrity, and uniqueness, where students feel free to be themselves and take chances. Through open communication and collaboration, we look for ways to create exciting learning opportunities in a school climate and culture where everyone is treated with dignity and respect. We look forward to continuing to work together to ensure all students have a “champion” to ensure their success at St. Catherine School.

“Be who God meant you to be and you will set the world on fire.”

St. Catherine of Siena

Mrs. Shauna Stelmaschuk
Principal

Ms. Theresa Laville
Assistant Principal

Ms. Jennifer HagEstad
Assistant Principal

St. Catherine Catholic School

2024-2025

Elementary (K-6)

Long Day (Mon. Tues. Wed. & Fri.)

First Bell	8:10 am
Registration	8:15 am
Instruction	8:15 am - 10:15 am
Recess	10:15 am - 10:30 am
Instruction	10:30 am - 11:43 am

Lunch	11:43 am - 12:23 pm
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PM	12:23 pm - 2:52 pm
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Dismissal	2:52 pm
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Short Day (Thursdays)

First Bell	8:10 am
Registration	8:15 am
Instruction	8:15 am - 10:15 am
Recess	10:15 am - 10:30 am
Instruction	10:30 am - 11:55 am

Dismissal	11:55 am
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Junior High (7-9)

Long Day (Mon. Tues. Wed. & Fri.)

First Bell	8:10 am
Registration	8:15 am
Block 1	8:15 am - 9:10 am
Block 2	9:12 am - 10:00 am
Block 3	10:02 am - 10:50 am
Block 4	10:52 am - 11:40 am

Lunch	11:40 am - 12:20 pm
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Block 5	12:25 pm - 1:10 pm
Block 6	1:12 pm - 1:57 pm
Block 7	1:59 pm - 2:46 pm

Dismissal	2:46 pm
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Short Day (Thursdays)

First Bell	8:10 am
Registration	8:15 am
Block 1	8:15 am - 9:01 am
Block 2	9:03 am - 9:43 am
Block 3	9:45 am - 10:25 am
Block 4	10:27 am - 11:07 am
Block 5	11:09 am - 11:51 am

Dismissal	11:51 am
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ECSD Year-Round School Calendar 2024-2025



First Day of Operation
August 9, 2024
First Day of Instruction
August 12, 2024
Last Day of Instruction
June 25, 2025
Last Day of Operation
June 26, 2025

JULY 2024							AUGUST 2024							SEPTEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5							1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
JANUARY 2025							FEBRUARY 2025							MARCH 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4							1								1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL 2025							MAY 2025							JUNE 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

Labour Day	Sept 2
Truth & Reconciliation Day	Sept 30
Thanksgiving Day	Oct 14
Fall Break	Oct 7-18
Remembrance Day Wknd/Break	Nov 8-12
Christmas Vacation	Dec 23-Jan 3
Family Day	Feb 17
Faith Development Day/FPD	Feb 26
Teachers' Convention	Feb 27-28
Spring Break	Mar 17-28
Good Friday	Apr 18
Easter Monday	Apr 21
Victoria Day Weekend	May 17-20

MONTH	Operational Days	Instructional Days
August	16	14
September	19	19
October	13	13
November	18	18
December	15	15
January	20	20
February	19	16
March	11	11
April	20	20
May	20	20
June	19	18
Total	190	184

 Non-instructional days	 Cancellation of early dismissal
 Non-operational days	 Early dismissal
	 Statutory Holiday - Office/School Closed
	 Named Holiday - Office/School Closed

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JAN 2024

ST. CATHERINE CATHOLIC SCHOOL
"A Place of Welcome"

St. Catherine of Siena (March 25, 1347- April 29, 1380)

Our patron saint was born in Siena, Italy. She was the daughter of a dyer and the youngest child in a family of twenty-five children. At the age of six, she had a vision of Christ in glory, surrounded by His saints. From that time on she spent most of her life in prayer and meditation, despite the opposition of her parents, who wanted her to be more like the average girls in her social class. Eventually they accepted her requests, and at the age of sixteen she joined the Third Order of St. Dominic, where she became a nurse, caring for patients with leprosy and advanced cancer who other nurses disliked treating. Though always suffering from terrible physical pain, living for long intervals on practically no food, except for the Blessed Sacrament, she was ever radiantly happy and full of practical wisdom.

St. Catherine began to acquire a reputation as a person of insight and sound judgement, and many persons from all walks of life sought her spiritual advice, both in person and by letter. She persuaded many priests who were living in luxury to give away their worldly goods and to live simply.

In her day, the popes did not live in Rome, but had been living in exile for about seventy years at Avignon in France, where they were under the political powers of the King of France. In 1376, Catherine visited Avignon and told Pope Gregory XI that he should be living in Rome. The Pope heeded her advice and moved back to Rome.

St. Catherine is known (1) as a mystic, a contemplative who devoted herself to prayer, (2) as a humanitarian, a nurse who undertook to alleviate the suffering of the poor and the sick; (3) as an activist, a renewal of Church and society. She took a strong stand on the issues affecting society in her day, and never hesitated (in the old Quaker phrase) "to speak truth to power". She was also known as an advisor and counsellor, with a wide range of interests, who always made time for troubled and uncertain persons who told her their problems – large and trivial, religious, and secular.

ST. CATHERINE SCHOOL GOALS

Shared Responsibilities

Students, parents, and teachers at St. Catherine are expected to share a set of responsibilities, which are based on common sense and courtesy. All students are taught to recognize the connection between rights and responsibilities and understand that privileges are tied to obligations.

Student Responsibilities

Students are expected to attend school regularly, punctually and to devote their energies to learning, under the supervision of school staff. Therefore, students are expected to:

- ❖ Respect themselves, other students, all staff and parents and guests involved with our school
- ❖ Respect their own property, as well as the property of others
- ❖ Be on time for class, with all required materials and be ready to learn
- ❖ Signal the teacher when they wish to speak
- ❖ Do work to the best of their ability
- ❖ Complete all assignments to the best of their ability
- ❖ Follow classroom rules and expectation of teachers and other school staff

Parent Responsibilities

In addition to being the primary caregivers, parents are expected to:

- ❖ Ensure regular and punctual attendance of their children
- ❖ Inform the school of any absences or lates for their children
- ❖ Establish and maintain appropriate communications with the school
- ❖ Work cooperatively with the school in resolving issues and concerns
- ❖ Respect school staff, school rules and policies
- ❖ Teach and expect their children to respect all other people

1. ARRIVAL AND DISMISSAL OF ELEMENTARY STUDENTS

St. Catherine School office will be open at **8:00 a.m.** each day.

Incoming students will be supervised from 8:00 - 8:10 a.m. Students are asked to use their designated entrances when entering and leaving the school unless they are accompanied by a parent/guardian.

The bell which signals students to enter the building rings at 8:10. To ensure that students are supervised, please do not have them at school before 8:00 a.m.

Procedures for Arrival of Elementary Students

- ❖ Kindergarten, Grade 1 and Grade 2 students will enter using the west facing doors, near the front of the school.
- ❖ Grades 3,4, 5 and 6 students will use the tarmac entrances on the south side of the school.
- ❖ All students are expected to line up in an orderly fashion at their respective doors.
- ❖ Outside shoes must be removed when entering the school.

Inclement Weather Policy

During severe winter conditions and on days when there is heavy and continuous rainfall, school doors will be opened at **8:00 a.m.** and students will be allowed to socialize in their classroom corridors. The students will also be allowed to remain in the school at morning and lunch recess when the temperature is colder than -20°C with the wind chill.

Procedures for Dismissal of Elementary Students

- ❖ Students who are normally picked up by their parents/guardians after school must wait quietly outside the building at the front door until the dismissal bell rings.
- ❖ Parents/guardians must arrive at dismissal time to pick up their children to ensure that instructional time is not missed.

2. PARKING/STUDENT DROP OFF

Parking is very limited on the westside of the building. **Please do not park in the staff parking lot or the bus zone in the front of the school. No parking across the street and No U-turns.**

Please encourage your child to get ready quickly, exit from their regular doors and to meet you outside. This would reduce the number of people parking for longer periods of time, which just adds to the problem of the availability of parking around the building.

3. ASSEMBLIES AND CELEBRATIONS

Throughout the school year there will be many occasions when we will be gathering for general assemblies, special events and celebrations.

❖ Families are welcome to join us; information will be shared closer to the dates.

4. STUDENT AGENDA

In teaching students to become more responsible regarding time management St. Catherine Catholic School has adopted the practice of employing student agendas. **All Grade 1 -9 St. Catherine students are expected to use their agendas.** The use of this agenda helps to cultivate student organizational skills.

If a student loses his or her agenda, he or she will be expected to purchase another at a subsidized price of \$10.00.

5. ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The athletic program at St. Catherine School is comparable to any offered within the City of Edmonton. Our school has had many excellent athletes who have attained success in their athletic endeavors. Students are encouraged to enhance their school experience by participating in either intramural and/or extracurricular athletics or activities.

Athletic Field Trips

Athletic field trips may be offered throughout the year. All students are expected to attend the athletic fieldtrips because they are part of the education curriculum. The supervising teacher in conjunction with the administration has final approval on who may or may not participate in athletic field trips.

Athletic Teams and Extracurricular Policy

This policy reflects the expectations placed upon all students when participating in the following activities: sports teams, clubs, intramural activities, extramural activities, and fieldtrips.

- ❖ Homework and assignments must be completed on time.
- ❖ Student athletes and/or participants must be attending school on a regular basis.
- ❖ Playing on a team or participating in other school sponsored activities is a privilege and not a right. Therefore, teachers may discuss punitive action(s) with coaches or teacher sponsors that may result in the exclusion of a student's participation.
- ❖ Detentions with staff are of a higher priority than participation in practices or games and **must** be served first.
- ❖ **Students are also required to pay a fee for transportation and miscellaneous costs. This cost may vary depending on the number of tournaments attended.**

Extra-Curricular Activities

Students must be in good standing to participate in extracurricular activities.

The Administration has final approval on who may or may not participate in these extracurricular activities.

6. ATTENDANCE AND LATE PROCEDURES

The following attendance procedures have been approved:

Late Students

- ❖ Any student arriving in class after 8:15 am or after 12:25 p.m. is considered late and must be marked late (LT) in PowerSchool.
- ❖ Any student arriving after 8:15 am or after 12:25 p.m. will be considered late and **will not** be allowed in the classroom until the student has visited the office and receives a note in their agenda from office personnel. The student then returns to his/her homeroom (elementary) or to his/her appropriate class (junior high) and shows the teacher their agenda where they are marked late. The student is marked late (LT) in PowerSchool by office personnel.

Students are required to report to their homeroom at the commencement of both morning and afternoon classes. This is necessary in order to comply with the daily registration. The parents/guardians of absent students will be contacted by office personnel to determine the reason for the absence. If parents/guardians know their child(ren) will be late or away they are expected to call the school 780- 426-6933. If teachers/staff receive a note from a parent stating that a child will be away or late, that note should be given to office personnel so that attendance may be done. Students coming in late are asked to enter the building through the front doors adjacent to the Main Office. Messages from parents who have contacted the school during off hours, regarding a student absence will be conveyed to the appropriate homeroom teacher.

Responsibilities for being Late

Students who consistently arrive late for school will be dealt with according to the following procedure:

- ❖ After continued tardiness, the student in question will be seen by the Administration.
- ❖ If further action is necessary, the parent/guardian will become involved.
- ❖ If all steps fail, the student could be referred to the Attendance Board.

Responsibilities for Student Illness

Students are expected to be at school and in the classroom unless he/she is ill, has an appointment or has permission to be out of the school. Students are expected to be on time, ready and able to work. Students need to be rested and healthy. If a child is ill, that child is expected to be at home.

7. BUS PASSES

Students may purchase monthly ETS bus passes at the school for the school district subsidized price. The issuing of bus passes will take place during the last week of each month and the first week of the next month. Students will be called by class to receive their bus passes. The school will not reimburse for lost bus passes. Bus passes may be paid for an entire year by sending in cash, cheque, or money order.

Students living in the school catchment area will not be charged for a yellow bus pass.

8. CLASS PRAYERS AND LITURGICAL CELEBRATIONS

School classes begin and end morning and afternoon sessions with an appropriate prayer. Students are given the opportunity to read their prayers during the morning broadcast throughout the school year. School wide celebrations will be held throughout the year, and parents/guardians are invited to all school wide celebrations. Dates and times of these school wide celebrations will be announced in the school newsletter and on the website.

9. EXPECTATIONS FOR STUDENTS

a) Respect

Students are expected to show respect and consideration for others, including fellow students, parents, all staff, visitors, and community members. This respect includes feelings, personal space, our bodies, our belongings, our work, and our workspace. Behavior such as using profanity of disrespectful language, fighting, pushing, spitting, stealing, throwing snowballs, making negative body contact, and vandalism are not acceptable behaviors. Respect also includes doing what the authorized adults in the school request. Treating everyone with dignity and respect is something we pride ourselves with at St. Catherine School.

b) Honesty

Students are expected to be honest in their relations with other students, all staff, and other adults and to take ownership for their actions. Students are expected to produce work that is original, as any form of plagiarism will not be tolerated. Lying, stealing, cheating, or copying another person's work is not acceptable behavior.

c) Language

Student language should always show respect for all staff, students, and other community members. Name calling, swearing, crude, rude, disrespectful, and obscene language/gestures whether spoken, written, or implied in English or any other language will be dealt with accordingly.

d) Standard of Student Dress

Philosophy

*In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices*

*Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document. Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.*

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewellery or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Underwear must not be visible or exposed, and buttocks and nipples must be covered with opaque fabric and remain so during all activities over the course of the school day.

Students at St. Catherine School **must** wear:

- ❖ A full-length shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- ❖ Pants or the equivalent (bottoms), and
- ❖ Shoes

*courses or activities may require specific attire for safety or curriculum purposes (ie: CTF/CTS, PE, science labs, field trips)

St. Catherine students **may** wear, as long as they are in alignment with the standard philosophy:

- ❖ Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- ❖ Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- ❖ Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- ❖ Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choices for children and youth

Students at St. Catherine School **may not** wear:

- ❖ Hats or hoodies indoors for safety and security reasons; to keep each student's face visible to staff, and to not interfere with the line of sight of any student or staff member.
- ❖ Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status
- ❖ Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- ❖ At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid "shaming" or statements of bias.
- ❖ The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard
 - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
 - Borrowing an article of clothing from a friend that is in alignment with the standard.

e) Care of Property

Students are expected to respect all school property, the property of others, and their personal property. Vandalism or theft are unacceptable. This respect includes keeping all areas clean and tidy and removing outer footwear.

The school is not responsible for any lost or stolen articles.

a) Personal Property

Students are responsible for all personal property and are expected to respect the property of others. All personal items should be clearly marked with the student's name. We suggest that expensive articles and treasures be kept home. The school will not be responsible for damage or loss outside this policy. Students and/or parents will be asked to pay for damages where it is clearly apparent that the student destroyed or damaged student or public property.

f) Bring Your Own Device (BYOD) Policy

St. Catherine School has an electronic device policy that relates to the use of these devices during instructional and non-instructional times. Electronic devices are permitted to aid student learning; however, the expectation is as follows:

Misuse of electronic devices will result in temporary confiscation by staff with the device to be picked up by the parents at the end of the school day. Repeated misuse may result in consequences deemed appropriate by administration. Using electronic devices in the classroom is a privilege rather than a right, and the removal of these devices is left to the staff member's discretion.

b) Cell Phone Usage

Cell phone usage is **not** permitted during school hours, 8:10 a.m. – 2:47 p.m. This is in respect of student and staff safety and to avoid instances of: cyber-bullying, privacy (unauthorized photos), threats (to students or staff) and the belief that a student's focus should be on learning in the classroom. The school will not be responsible for lost/missing/stolen cell phones.

g) Smoking/Vaping

The Edmonton Catholic School Division has declared all District schools smoke free. If a student is caught smoking/vaping in the school or in the vicinity of the school, **the student is automatically suspended for a minimum of one day.**

h) Telephone Use

A telephone for student use is located in the general office. Students will not be allowed to use the phone unless staff permission is given. Only in cases of emergency, will messages be accepted at the office and relayed to the students. Emergencies must be relayed to the office staff for appropriate and timely action.

10. LUNCH TIME EXPECTED BEHAVIOR (CLOSED CAMPUS POLICY)

St. Catherine School has a closed campus policy and as such all students are expected to remain at the school from the beginning to the end of the day. This means that students are expected to have their lunch at school and to remain on school property for the entire lunch period. Students arriving at school in the morning may not leave the school property. Students wishing to leave the property to go home for lunch may do so only with written request by the parent/guardian to the principal. This policy is for the safety of all of our students.

For those staying for lunch the following procedures are to be followed:

- ❖ **Elementary students are to remain in their classrooms. Students are also expected to sit safely, while eating in their designated area.**
- ❖ Students in Kindergarten – Grade 6 who bring lunch will eat in their homeroom classroom. Grade 5 and 6 students volunteer to serve as monitors in each classroom and assist the staff supervisors in maintaining order and cleanliness. Junior High students eat in the school gymnasium. If staying for lunch, students may not leave the school to go to nearby stores or other student's homes for lunch without written permission from parents and then notification to staff.
- ❖ Trading lunches and exchanging food is not allowed due to the serious food allergies of some of our students.
- ❖ Students must remain in the lunch area for the first half of the lunch period. Students are not to leave until the lunch supervisor dismisses them.
- ❖ Before entering the lunch area, students are to go to their lockers to put away their belongings. The time to use the washroom and get outdoor clothing on.
- ❖ **Once students go outside, they are to remain outside and should only re-enter the school with permission or at the afternoon bell.**
- ❖ **Elementary students are not allowed to purchase items from the concession.**
- ❖ Eating lunch at school is a privilege, rather than a right. Repeated inappropriate behaviour by a student may result in the eventual loss of the privilege.
- ❖ On the way out of the lunch area students are expected to put their garbage in the appropriate containers and be careful not to leave a mess.
- ❖ After leaving the lunch area, students may use the washroom, dress quickly and go outside or to Intramurals.
- ❖ Should the weather require the students to be indoors, students are expected to follow the directions given in the announcements and to listen to the supervising staff and monitors.

11. USE OF ENTRANCES

Kindergarten, Grade 1 and Grade 2 students will enter using the west facing doors, near the front of the school.

Grades 3-9 will use the south facing tarmac doors with your grade identified on them.

12. SCHOOL GUESTS

Parents/guardians are welcome and encouraged to visit the school. **All guests, including ex-students, are required to report to the office and sign in.** Unregistered guests will be asked to leave the school premises.

13. COMPUTER AND LAPTOP CART RULES

- ❖ No food or drink by computers.
- ❖ Students must be working on school related projects.
- ❖ Students must work on their assigned computers.
- ❖ Students are responsible for their assigned computers (i.e. missing pieces).
- ❖ Students must treat all technology with care and respect.

14. REPORT CARDS

All assessment information and reporting documents are posted online and require a parent to login into Powerschool with their own Parent Access ID and Password. The reporting documents will give you information regarding your child's learning. Please discuss the report card and Plan of Action with your child prior to the Demonstration of Learning event. Remember that the assessment report is only one means of communicating student progress. To gain a complete understanding of your child's progress, it is important to attend the Parent/Teacher Conferences and Demonstration of Learning with your child.

15. REPORTING PERIODS

Parents are encouraged to track their child's progress in the PowerSchool Parent Portal throughout the school year. A year end summary report will be printed for families to view on the last instructional day in June.

If you have any questions or concerns about your child's progress, please contact their teacher.

16. SCHOOL FIRE EVACUATION AND CRISIS MANAGEMENT DRILLS

St. Catherine School is a safe place to be. That is because our staff, students, parents and community work together to make it safe for our children. In the classroom, teachers talk to students about safety and the importance of being prepared.

DURING A FIRE DRILL OR SCHOOL EVACUATION your child will participate in a simple exercise to practice the procedures of leaving the school building and waiting with the teacher outside until officials say it is okay to go back into the school.

DURING A LOCK DOWN your child will participate in an organized exercise to secure both the classroom and school from the inside until officials say it is okay to move freely within the school again. A lock down means that students are to remain in locked classrooms or in a pre-established safe area to keep them safe until the authorities determine that it is safe to remove the lock down procedure and allow students and staff to move freely in the school.

Just as a teacher is asked to explain to his/her students the need to have such drills, please take a moment to explain to your children that there is a need to have these practice drills as it helps to ensure everyone's safety.

17. CONCERNS

The Division and our school are committed to work cooperatively and believe that open communication is essential to maintaining a positive learning environment. We recognize at times there are differences in understanding, interpretation and opinion. The Division 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 those persons 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 the teachers before raising these concerns with the school administration or Catholic Education Services staff, when their concerns are about their child's teacher, program, and/or program support. Likewise, if a parent has a concern about the school administration, before raising concern with the Superintendent of Schools, they need to have first contact with the school's administration. 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 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. Should there be a concern involving another child at school, please involve your child's teacher or administrator rather than approaching another child.

ST. CATHERINE SCHOOL CODE OF CONDUCT

The Code of Conduct at St. Catherine was developed by the school community over a considerable period of time through practice and consultation and was based on input from students, parents, teachers, and other school staff. The Code of Conduct reflects the expectations of students as addressed by provincial legislation and district policies, is communicated in writing to the school community on an annual basis and is reviewed and adapted as necessary on an annual basis by members of the school community.

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, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

In keeping with the instructional goals of Alberta Education and the Edmonton Catholic School District, St. Catherine Catholic School, will provide in a Christ-centered, Catholic environment, a setting that:

Learning

- ❖ Provides for the academic achievement of all students
- ❖ Recognizes students have different styles and varied rates of learning
- ❖ Enables students to become independent but cooperative learners in a multicultural school and in preparation for living in a multicultural society
- ❖ Engages students, encourages ethical citizenship and entrepreneurial spirit
- ❖ Provides opportunities for students to discover and explore new ideas and to develop new skills and interests.
- ❖ That promotes stability, growth toward self-realization, increased independence, and responsible behavior.
- ❖ Provides opportunities for students to be recognized as individuals and build self-esteem.
- ❖ Provides physical development experiences and challenges designed to address the changing and varied physical needs of our students.

Shared Responsibilities

Students, parents, and teachers at St. Catherine are expected to share a set of responsibilities, which are based on common sense and courtesy. All students are taught to recognize the connection between rights and responsibilities and understand that privileges are tied to obligations. **We affirm that rights set out in the *Alberta Human Rights Act* and *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members with St. Catherine Catholic Elementary/Junior High School.**

DISCIPLINE POLICY

The Edmonton Catholic School Division pre-supposes that general order be defined as part of the climate of a Catholic School. Only in such conditions can all students function effectively in the learning-teaching process. It therefore follows that the efficient operation of a school and of the learning atmosphere in the classroom will be diminished by specific behavioral problems.

Discipline Policy Statement

The staff at St. Catherine School believes that effective discipline should teach students to be responsible for their own actions and create a positive, respectful, caring, and safe learning environment. This discipline policy then fits into the spirit of Christian unity and inclusivity of the school and encompasses the social, emotional, intellectual, physical, and spiritual needs of the child.

Student Discipline Cycle

Students have the right to be in school, but an education should also be considered a privilege. If students abuse the privilege (through interfering with the education of other students) or bully and harass another student in person or through electronic means, the most logical consequence becomes the progressive loss of that privilege. Suspension occurs after a student has chosen to misbehave and does not respond appropriately to corrective requests or external supports to address unique student attributes such as age, maturity, and individual circumstances.

Definition of In-School Suspension

- ❖ Students will be placed in a quiet working area.
- ❖ Students will lose lunch area and extra-curricular privileges (i.e. sports activities and field trips) for the duration of the suspension.
- ❖ Students misbehaving during their suspension will immediately proceed to the next step in the Discipline Cycle.
- ❖ Parents will be notified regarding the student suspension, the reason and duration.

Definition of Out-of- School Suspension (As per Section 24 of School Act)

- ❖ Parents or guardians will be notified of the out of school suspension. Students will be sent home, or their parents or guardians will be requested to pick them up.
- ❖ Students will lose extra-curricular privileges (i.e. sports activities) for the duration of the suspension.
- ❖ Students will not be allowed to participate in any school-sponsored activity during the duration of the suspension.
- ❖ Returning to the school or school grounds, without the expressed permission of the school administration, during an out of school suspension constitutes trespassing and will be dealt with severely.

Student Discipline with Support Cycle

Step 1

- ❖ Verbal warning and discussion of the inappropriate behavior with the offending student by any staff member of St. Catherine Catholic School:
 - Unacceptable behavior will be identified
 - Choice of displaying acceptable behavior or moving to Step 2 will be given

Step 2

- ❖ Change of location:
 - Offending student will be asked to change places in the classroom
 - Choice of displaying acceptable behavior or moving to Step 3 will be given

Step 3

- Offending student will be asked to leave the classroom and go to another designated area of the school.
- Teacher will remind the offending student of the behavior expected and will reinstate the offending student into the classroom.
- If deemed necessary by school administration offending student may be referred for support from FSLW, or other school supports.
- Parent/guardian is expected to discuss the infraction with his/her child.

Step 4

- ❖ In-school suspension or detention (first time):
 - One-half to three full days (lunch time included)
 - This or further misbehaviors may result in supports being provided for the offending student by a specified behavior plan, FSLW, our EBS, OWOC liaison worker, principal, assistant principal, learning coaches, or RCSD mental health.
 - Misbehavior at this point will result in moving to Step 5.
 - Upon returning to the classroom, offending student will begin at Step 1.
 - If offending student repeats Step 3, he/she will move directly to Step 5.
 - If other students are affected by the behavior of the offending student, if deemed necessary by school administration they may be referred for support from FSLW, or other school supports.

Step 5

- ❖ Out of school suspension:
 - One half to five days out of school suspension as per Section 24 of the School Act
 - A meeting with the offending student and his/her parents/guardians before reinstatement.
 - The offending student will be directed to receive necessary supports from a specified behavior plan, FSLW, EBS, OWOC liaison worker, Principal, Assistant Principal, Learning Coaches, RCSD mental health, or outside agency.
 - Upon returning to the classroom, offending student will begin at Step 1.
 - If the offending student repeats Steps 3, 4 or 5 without significant improvements to behavior even with external supports then he/she will move to Step 6.
 - If other students are affected by the behavior of the offending student, if deemed necessary by school administration they may be referred for support from FSLW, or other school supports.

NOTE: Depending upon the severity of the misbehavior it is a possibility that the offending student could be suspended immediately after an infraction, without going through the first three steps. **Parents or guardians will be called immediately.**

Step 6

- ❖ When the school has done everything possible to correct the behavior but cannot reach the child, the Principal will recommend to the Superintendent that the offending student be expelled from the school or program as per Section 24 of the School Act.

SAFE SCHOOL POLICY

- ❖ **The possession and/or use of legal or illegal drugs, alcohol, or offensive weapons in the school or on the grounds are strictly prohibited.**

Students in possession of legal or illegal drugs, alcohol or weapons will be suspended immediately from attending school. Students will only be re-admitted to St. Catherine School when they are accompanied by a parent/guardian and resolution has been achieved.

If students or parents have concerns about drug and alcohol use, they should contact the school administration for information or assistance. The administration can also provide students and parents with names of referral agencies that provide support.

- ❖ **Fighting of any type will not be tolerated at St. Catherine and will result in suspension from school.**
- ❖ **Inappropriate electronic communication or use of electronic devices of any type within the school, during the school day, or outside during school hours will not be tolerated at St. Catherine and will result in removal or electronic privileges, confiscation of electronic devices and/or suspension from school.**

BULLYING AND HARASSMENT POLICY

Purpose

The staff at St. Catherine Catholic School strongly believe in the dignity of the person. All policies help create an environment where students feel safe, respected, welcome, and can learn. The policy outlines our definition of bullying or harassment, the procedures that will be used in dealing with cases, and the consequences.

Definition

There are many ways in which bullying or harassment is expressed and bullying and harassment can be any conduct or behavior that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodations or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, religious beliefs, colour, gender, mental disability, ancestry, place of origin, marital status, source of income, family status, or sexual orientation. Repetitive incidences of harassment can become bullying behavior which is also unacceptable; however, a single incident of harassment is not bullying.

There are many ways in which harassment or bullying can happen. These include:

- ❖ Verbal or physical conduct of a nature that intimidates, coerces, or humiliates
- ❖ Disrespectful conduct
- ❖ Repetitive teasing
- ❖ Verbal abuse or disrespectful language
- ❖ Unwelcomed physical contact
- ❖ Suggestive remarks, displays of suggestive pictures, or compromising invitations
- ❖ Suggestive or inappropriate jokes or pranks
- ❖ Any activities on the Internet, cell phone, e-mail or other electronic devices that are deemed harassment or bullying within the school, during the school, or outside the school.

Procedure for Dealing with Bullying or Harassment

- ❖ The student will tell the individual that his/her behavior is unwelcome and ask him/her to stop.
- ❖ If the student feels uncomfortable in confronting the individual, he/she should access an adult for help.
- ❖ If student or staff witness inappropriate behavior, he/she should report the behavior to an adult or school administration.
- ❖ If the situation is deemed serious enough the administration will be notified by the student or staff.
- ❖ Students involved will be reprimanded, suspended, or expelled.
- ❖ Parents/guardians will be notified of the actions and consequences.

I have read the school conduct policy and agree to adhere to its statements.

Student _____ Parent _____

Date _____