

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 Wnd/Break	Nov 8-12
Christmas Vacation	Dec 23-Jan 3
Family Day	Feb 17
Faith Development Day/PO	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 the classroom rules and expectations of teacher, and other school staff.

Parent Responsibilities

As partners in the education of our students, we appreciate the support we receive from our parent community to ensure success for our students. We are closely supported in this endeavor by our provincial government as outlined in the School Act from section 16.2.

It states the following:

A parent of a student has the responsibility:

1. To take an active role in the student's educational success, including assisting the student in complying with section 12,
2. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
3. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
4. To encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school and
5. To engage in the student's school community.

School Act – Section 16.2

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 late for their children
- ❖ Establish and maintain appropriate communications with the school
- ❖ Work cooperatively with the school in resolving issues and concerns
- ❖ Respect school staff and school rules and policies
- ❖ Teach and expect their children to respect all other people

1. ARRIVAL AND DISMISSAL OF GRADE 7 TO 9 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 @ 8:10 to ensure that students are supervised, please do not have them at school before 8:00 a.m.

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 am and students will be allowed to socialize in their respective areas. The students will also be allowed to remain in the school during lunch recess in designated supervised areas when the temperature is colder than -20°C , with wind chill.

Procedures for Dismissal of Grade 7 to 9 Students

- ❖ Students who are normally picked up by their parents/guardians after school must wait quietly outside the building until the dismissal bell rings.
- ❖ Parents/Guardians who pick up their children after school must do so at dismissal time to ensure 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 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.

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.

3. 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. Furthermore, this agenda acts as a hallway pass and **students will not be allowed to leave their classroom for any reason, without their teacher's signature and time placed on the appropriate day. If a student loses his or her agenda, he or she will be expected to purchase another at a subsidized price of \$10.00.**

4. 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 or after school athletics or activities.

ST. CATHERINE SPORTS CODE OF CONDUCT

St. Catherine School offers and athletic program that seeks to create an environment where athletes are inspired and challenged to use their God given talents. Participation in this extra-curricular athletics program is a privilege. Students wishing to take advantage of the opportunities presented them by St. Catherine School must show a commitment to the athletic program by regular attendance at practices and games, as well as conformity to the rules of the school and the coach. Failure to comply with school rules, and/or this contract will result in disciplinary action and/or dismissal from the team.

Academics

It is recognized that the primary function of the school is to provide each student with an education. Therefore, the Principal reserves the right to remove a student from a team if that student is not performing academically as expected. This will only occur after consultation with the student, Athletic Lead, coach, teachers, and parents. Signing this form also means that you understand fully the homework room policy as outlined in the Student Handbook.

Conduct

Student/Athlete conduct is a reflection on our school. All athletes will strive to ensure their words and actions glorify God and model Christ's love and purpose in their conduct on and off the court or field.

In the academic area, an athlete must strive to become a successful student who is productive and responsible in the class. As an athlete, you must plan your schedule so that you give sufficient time and energy to your studies to ensure acceptable grades. In addition to maintaining good grades an athlete should have a good attendance record, never cutting class or school.

In athletic competition, an athlete is always courteous, makes no excuses and is respectful to teammates, opponents, officials, coaches and spectators.

No profanity by athletes directed at any player, coach and official, or parent is permitted for any reason. Any use of profanity, the athlete may be ejected from the game and immediate dismissal from team could result.

The athlete will be held to the student code of conduct (from school handbook) when representing the school, even if the event is outside of school hours.

It is the responsibility of the Head Coach to decide what role each athlete will play, and the amount of playing time that the student will have. If athletes or parents have a question regarding this, they will be addressed directly to the Head Coach in a mutually acceptable timeframe and in an appropriate, professional manner. If this does not lead to a resolution, the parent can contact the Principal to discuss the matter further.

Work for the good of the team – be generous when you win and gracious when you lose.

Attendance

If an athlete is required to miss classes to attend a competition, it is their responsibility to contact the teachers of the classes being missed in advance.

If an athlete is absent from school, they may not participate in any practice, or game on that day.

If an athlete cannot make it to a game or practice, it is their responsibility to contact the Head Coach well in advance of the practice or game.

Equipment

All team uniforms will be supplied by the school. The uniform must be submitted promptly after the season ends, cleaned and in good condition.

Parent/Legal Guardian

The parent/legal guardian of the athlete will respect and maintain the privacy, confidentiality, dignity, and worth of all individuals.

Make athletic participation for the athlete and others a positive experience.

- ❖ Attempt to relieve the pressure of competition, not increase it. An athlete is easily affected by outside influences.
- ❖ Be on time to pick up athletes after practices and games.
- ❖ Be kind to the athlete's coach and officials.

Athletic Field Trips

Athletic field trips may be offered throughout the year. All students are expected to attend the athletic field trips 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.

Athletics Teams and Extracurricular Policy

This policy reflects the expectations placed upon all students when participating in the following activities: sports teams, clubs, intramural activities. Students are also required to pay a team fee for transportation and miscellaneous costs. Tournament participation will be an additional cost.

The school administration has final approval on who may or may not participate in these extra-curricular activities.

5. ATTENDANCE AND LATE PROCEDURES FOR GRADE 7 TO 9 STUDENTS

Late Students

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 the note in the agenda. The student is marked late (LT) in the computer by office personnel.

Students are required to report to their first class in the morning. 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 recorded. 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 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.
- ❖ Students who are late on a consistent basis will be assigned study hall detention.
- ❖ 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 stay at home.

6. BUS PASSES

Students may purchase monthly ETS bus passes at the school for the school district subsidized price only if they cannot use the yellow bus service. The issuing of bus passes will take place during the last week of each month and the first week of the next month. Students are responsible for coming to the office during non-instructional time 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, or money order.

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

7. CLASS PRAYERS AND LITURGICAL CELEBRATIONS

School classes begin and end morning and afternoon sessions with an appropriate prayer. Students have the opportunity to read a prayer 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 schoolwide celebrations will be announced in the school newsletter.

8. 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 or 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 that 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)

Students at St. Catherine School **may** wear, as long as they are in alignment with this standard's 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/choice 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 is unacceptable. This respect includes keeping all areas clean and tidy and removing outer footwear.

Students are encouraged to leave all electronic devices at home unless they are used responsibly for learning in the classroom. This includes cell phones, headphones, ear buds, video games, etc. If electronic devices are brought to school, students must be responsible for them. The school is not responsible for any lost or stolen articles.

f) 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 at 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.

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 and Electronic Devices

A telephone for student use is located in the general office. Only in cases of emergency will messages be accepted at the office and relayed to the students. **Students will not be allowed to use the free phone unless permission is given by office staff.**

i) Cell Phone Usage

Cell phone usage is **not** permitted during school hours, 8:10 a.m. – 2:46 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.

j) **Bring Your Own Device (BYOD) Device 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 expectations are 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.

All personally owned electronic devices are the sole responsibility of the student. The school is not responsible for lost or damaged items.

9. **LUNCH TIME EXPECTED BEHAVIOR (CLOSED CAMPUS)**

St. Catherine Catholic 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.

The following lunch procedures are to be followed:

- ❖ At 11:40 a.m. students are expected to prepare for lunch recess and walk quietly outside.
- ❖ Students must remain outside for the first half of the lunch period. Once students go outside, they are to remain outside and should only re-enter the school with permission or at the afternoon bell.
- ❖ Trading lunches and exchanging food is not allowed due to the serious food allergies of some of our students.
- ❖ Before entering the lunch area, students are to go to their lockers to put away their belongings.
- ❖ If students are buying lunch, they are expected to stand in the designated area and **wait in line quietly** until they are served.
- ❖ Students are also expected to sit in their designated supervised area and talk quietly until the bell rings.
- ❖ Students not going home for lunch are expected to stay on the school premises, which includes the school grounds.
- ❖ Students are **definitely** not allowed to eat in the washrooms or in the hallways.
- ❖ 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 being careful not to leave a mess.

10. USE OF ENTRANCES

Kindergarten, Grade 1 and 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.

11. SCHOOL GUESTS

Parents/guardians are welcome and encouraged to visit the school at any time. **All guests, including ex-students, are required to report to the office and sign in prior to proceeding through the building.** Unregistered visitors will be asked to leave the school premises.

12. 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.

13. 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 assessment and Plan of Action with your child prior to the Demonstration of Learning event. Remember that the report assessment 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.

14. 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.

15. 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.

16. CONCERNS

The district 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 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 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 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 and 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-centred 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.
- ❖ 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.

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.

Student Expectations

- ❖ Respect themselves, other students, all staff and parents and guests involved with our school
- ❖ Respect for 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
- ❖ Following classroom rules and expectation of teachers and other school staff

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, color, 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
- ❖ Patting, rubbing, or other unwelcome physical contact
- ❖ Suggestive remarks, displays of suggestive pictures, or compromising invitations
- ❖ Suggestive or inappropriate jokes or pranks
- ❖ Physical assault or sexual assault
- ❖ 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 another 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 _____