

# STUDENT HANDBOOK 2024-2025



**St. Elizabeth Seton Catholic  
Elementary/Junior High School**

**3711-135 Avenue  
Edmonton AB T5A 2V6  
Ph: 780-478-7751**

**School Website: [www.stelizabethseton.ecsd.net](http://www.stelizabethseton.ecsd.net)**

## **Message from the Administration**

This handbook has been developed to help you and your parents/guardians learn as much as possible about school policies and procedures and the services we offer. It is intended as a quick reference guide as you may have questions that arise throughout the school year.

Whether you are joining us for the first time or have been with us for several years, you are encouraged to become an active member of St. Elizabeth Seton Catholic Elementary/Junior High School. In addition to an excellent academic foundation, we provide an environment rich with opportunities to grow in our Catholic faith. As a staff and school community, we believe that the job of educating children can only be accomplished by continued collaboration and co-operation between home, school, and parish, within the framework of mutual respect and participation.

As parents, you have entrusted the staff at St. Elizabeth Seton School with a precious gift, your child. We look forward to our collaborative efforts in ensuring that your child's educational experiences be productive, rewarding, and memorable. As a staff, we are committed to their educational, social, emotional, and spiritual well-being. God Bless!

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## School Statement of Philosophy

The operation of St. Elizabeth Seton School is founded on a belief in the dignity and personal worth of all its students. Furthermore, it is our belief that in co-operation with our students, parents, and community, we must provide an educational environment that:

- is committed to educating each child intellectually, spiritually, socially, emotionally, and physically by providing a variety of experiences as a foundation for learning. We make every effort to work in close partnership with parents and the parish in to support our students in their development.
- together, in a Christ-centered environment, staff and students will foster a safe, happy, caring environment where all our students can grow to their fullest potential.

## School Goals

In keeping with the instructional goals of Alberta Education and the Edmonton Catholic Schools Policy, St. Elizabeth Seton School will provide:

- Learning
  - in a Christian environment
  - that provides for the achievement of all students
  - that recognizes that students have different styles and varied rates of learning
  - that will enable students to become independent as well as co-operative learners in a multicultural community school and in preparation for living in a multicultural society.
- Exploration opportunities for students to discover and explore new ideas and to develop new skills and interest.
- Guidance/support services that promote stability, growth toward self-realization, increasing independence and responsible behaviour.
- Opportunities for students to be recognized as individuals and build self-esteem.
- Physical development experiences and challenges designed to address the changing and varied physical needs of our students.

## School Vision Statement

The staff at St. Elizabeth Seton Catholic Elementary/Junior High School is committed to educating each child intellectually, spiritually, socially, emotionally, and physically by providing a variety of experiences as a foundation for learning. We make every effort to work in close partnership with parents and the parish to assist our students in their development. To this end, we work to provide a safe, nurturing, joyful and caring environment where all our students can grow to their fullest potential.

## School Logo

Our school logo reflects both our academic and Christ-centered focus of our school with the Holy Spirit surrounding our entire community.

## School Motto

Our motto, *Seton Sabres believe in God. We are committed to showing respect, honoring equality, celebrating diversity & ensuring safety for all. We are love!*

## School Mascot -- Home of the Sabres --

Our chosen mascot, a stylized SABRE, referred to as "Sebastian" represents not only grace and style, but also refers to how empowering school and team spirit is, which is also demonstrated by our students and athletes.



## General School Information

### **Communications**

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of our children. By working together, we will help students achieve their academic best.

### **Monthly Calendar**

The monthly calendar is the primary source of information regarding events at our school. Calendars will be posted to our website on or before the first day of the month and copies will be emailed to parents. We believe it is very important that parents be informed as to what is happening throughout the course of the school year. Please post the calendar in your home for easy reference throughout the month.

### **Outdoor Sign**

Special announcements, notices and reminders regarding upcoming events will be posted regularly on our outdoor sign.

### **PowerSchool Parent Portal**

Parents will receive a username and password to login to the Power School Parent Portal. This tool offers parents the opportunity to check on their child's progress, absences, and missing assignments. In addition, all fee payments and bus passes can be paid for through the PowerSchool portal.

### **Religious Celebrations**

Throughout the year our school recognizes the importance of special holidays or occasions by providing meaningful liturgical celebrations. These celebrations may occur at school or at St. John Bosco Parish, our community parish located approximately two blocks from our school. **Full participation is required by all students for these religious celebrations.** We will keep you informed of the dates, times and places of any celebrations so that parents may be able to join us.

### **Student Support Services**

Our school provides services from Capital Health. We also have a School Resource Officer (SRO), a Family School Liaison Worker (FSLW), Psychologist, and an Emotional Behavioral Specialist to support students and their families. Educational Assistants provide direct student support in the classrooms. By using a multi-disciplinary team approach, we can ensure that the whole child is taken care of.

### **Website**

Our website is updated regularly and includes general information, monthly calendars of events, classroom information, school council news and educational links for students, parents, and staff learning. Visit our school website located at [www.stelizabethseton.ecsd.net](http://www.stelizabethseton.ecsd.net).

### **School Fees- Kindergarten 2024-2025 Fee Schedule:**

Supplemental Education Fee.....\$30.00

### **School Fees- Elementary (Gr.1-6) 2024-2025 Fee Schedule:**

Supplemental Education Fee.....\$50.00

### **School Fees- Junior High (Gr.7-9) 2024-2025 Fee Schedule:**

Supplemental Education Fee.....\$60.00

### **Junior High Complementary Course Fees:**

Options (See school website for full fee schedule)

#### **Please Note:**

- Invoices will be sent home in September and all school fees will be due by October 30<sup>th</sup>.
- Payments can be made online through the PowerSchool portal.

#### **School Hours of Operation - Kindergarten**

***Monday, Tuesday, Wednesday, Thursday (no classes), Friday***

##### **AM Kindergarten**

8:20 a.m. Bell/Attendance  
8:20 – 11:25 a.m. Instructional Time  
11:25 a.m. Dismissal Time

##### **PM Kindergarten**

11:55 a.m. Bell/Attendance  
11:55 a.m. – 3:00 p.m. Instructional Time  
3:00 p.m. Dismissal Time

#### **School Hours of Operation - Elementary Grades 1- 6**

***Monday, Tuesday, Wednesday, Friday***

***Thursday***

8:20 a.m. Bell/Attendance  
8:20 – 10:00 a.m. Instructional Time  
10:00 – 10:15 a.m. Outdoor Recess Break  
10:15 – 11:40 a.m. Instructional Time  
11:40 – 11:57 a.m. Indoor Lunch Break  
11:57 – 12:17 p.m. Outdoor Lunch Break  
12:17 p.m. PM Registration/Attendance  
12:20 – 3:00 p.m. Instructional Time  
3:00 p.m. Dismissal Time

8:20 a.m. First Bell  
8:20 – 10:00 a.m. Instructional Time  
10:00 – 10:15 a.m. Outdoor Recess Break  
10:15 – 11:45 a.m. Instructional Time  
11:45 a.m. Dismissal Time

#### **Junior High School (Grades 7-9) Hours of Operation**

***Monday, Tuesday, Wednesday, Friday***

***Thursday***

8:15 a.m. Bell and Lockers  
*Students gather materials and proceed to Block 1*  
8:20 – 9:15 a.m. Block 1  
9:17 -10:07 a.m. Block 2

##### **Locker Break**

10:12 – 11:02 a.m. Block 3  
11:04 – 11:54 a.m. Block 4  
11:54 – 12:17 p.m. Indoor Lunch Break  
12:17 – 12:37 p.m. Outdoor Lunch Break  
12:37 – 1:12 p.m. Homeroom/Religion  
1:14 – 2:01 p.m. Block 5  
2:03 – 2:56 p.m. Block 6

8:15 a.m. Bell and Lockers  
*Students gather materials and proceed to Flex*  
8:32– 9:23 a.m. Flex Block 1  
9:25 - 10:08 a.m. Core Support  
10:10 - 11:05 a.m. Religion  
11:07 – 11:45 a.m. Health

#### **School Council**

St. Elizabeth Seton School Council meets approximately 5-6 times per year. All parents are invited to attend and participate in the meetings. We need and encourage your participation to make many positive and exciting things happen at St. Elizabeth Seton School. Please consider joining the School Council as an executive member! Your involvement plays a significant role in the education of your child.

The School Council is a collective association of parents, teachers, principal, staff and community representative(s) whose purpose is to advise the principal and the board respecting matters relating to school. It is a means for parents and community members to work together with the school to support and enhance student learning.

## **St. Elizabeth Seton Fundraising Association**

The St. Elizabeth Seton Parent Advisory Society is the fundraising arm of the School Council. Under the School Act, there must be an organization separate from the School Council that does fundraising on the school's behalf. Monies raised on behalf of the PAC for the school, and decisions related to its spending is subject to the approval of the principal, who is entrusted to oversee that spending is in the best interest of the whole student body.

## **Textbooks**

All students are provided with a set of textbooks to assist them with their learning both at school and at home. It is the responsibility of all students to ensure that they treat their textbooks with care. Repair or replacement of damaged books will be the student's responsibility. Please refer to chart below for cost of replacement in event of loss or damage. Prices are subject to change.

## **Program of Studies**

Alberta Education specifies the concepts and skills all students in kindergarten to grade nine are expected to learn and demonstrate. Curriculum handbooks are available online at <https://www.learnalberta.ca/content/mychildsllearning/>.

## **Junior High Core Course Instruction**

Core Instruction includes the following subjects: Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education, and Health and daily Physical activity.

**Junior High Complementary Course Instruction** Complementary courses offered are broken into three broad areas. They are broken down for your reference below:

**International Languages:** French Language & Culture, Spanish Language & Culture

**Fine/ Performing Art:** Band, Visual Arts, Intro to Guitar

**Career/Technology Foundations:** Coding & Technology, Woodworking & Design, Sports Performance, Outdoor Experiences, Intro to Baking & Cooking, Recreation Leadership, Style & Fashion Design, Film & Animation, Basketball & Sports Management

## **Reporting Periods - Assessment of Learning**

The reporting process is recognition of learning with an emphasis on celebrating the child's growth. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behavior, and programs. The timeline for reporting is:

|                    |                                                                   |
|--------------------|-------------------------------------------------------------------|
| September 12, 2024 | Meet the Staff – 6:30pm                                           |
| November 21, 2024  | Demonstration of Learning/Interviews 2:30-6:30pm                  |
| January 31, 2025   | School Wide PD Day – No School for students                       |
| January 31, 2025   | End of Semester 1 – Report Cards available online after 4:00 p.m. |
| March 13, 2025     | Demonstration of Learning/Interviews 2:30-6:30pm                  |
| June 26, 2025      | Final Report Card available online after 4:00 p.m.                |

## **Programs**

Our academic program provides a minimum of 950 hours of instruction to all students in grades 1-9.

Our staff meets the parents/guardians in September during our Meet the Staff Barbecue (held in the evening) to acquaint them with the nature of their programs. Parents/guardians are encouraged to contact their child's teacher(s) at any time if they have questions regarding their child's program. Among several core and complementary programs listed, we also offer some key features listed below.

- ✓ PowerSchool Parent/Student/ Teacher Access
- ✓ Kindergarten & Extensions Program
- ✓ English Language Learning Support
- ✓ Extensive Co/Extra-curricular Program
- ✓ 21st Century Learning Environment
- ✓ School-Wide Literacy Focus
- ✓ Learning Coaches
- ✓ School-wide Health & Wellness Focus
- ✓ Reading support

- ✓ Elementary Snack Program/Junior high Breakfast Program
- ✓ Jr. High Enhanced Academic Program
- ✓ School Resource Officer
- ✓ Active School-Parent Partnership
- ✓ Fitness Centre
- ✓ Knowledge and Employability 7, 8 & 9
- ✓ Active School-Parent Partnership

## **Procedural Information**

### **Access to Building**

For safety reasons, all classes are assigned an entrance and an exit door. Students always enter and exit by their same designated door. Supervision in the morning begins at 8:05am in the park area. Students should not arrive before this time as there are no supervisors outside. For safety reasons, students in elementary are NOT permitted in the school during this time. All children are expected to line up with their classes at bell time at the assigned door.

To assure the utmost in safety, all doors are locked and remain locked throughout the day. This assures that all visitors must go through the main entrance and check in with office staff. Parents are asked to come to the office when picking up children early. Please do not interrupt classes. The school office hours are from 8:00 a.m. to 3:30 p.m. each day. Students who arrive late to school enter through the front door and go directly to the office to register. All visitors and volunteers to the school also enter by the front door and must check in at the school office each time they come into the school as the District Volunteer Policy and Procedures must be followed.

### **Accidents**

First aid will be given to a student who is injured on the premises or the school grounds. If the parent cannot be reached, we will notify the responsible person (Emergency Contact) indicated on the Student Information Sheet which is completed during registration. *Therefore, it is extremely important that we have accurate contact information from parents. If a phone number changes, please let us know right away!*

### **Attendance and Lates**

Punctuality and regular attendance at school are important factors and positively affect student achievement. Parents have a responsibility to ensure that their children attend regularly and arrive on time. When your child is going to be late or absent from school, please contact the school (780-478-7751) before classes begin. Parents and guardians who do not phone the school will be contacted by our Automated Phone System on all telephone numbers registered that are connected to the student so that we may determine the student's whereabouts. Students who are late check in at the office before entering class. Parents will be contacted should there be a pattern of lateness. Students who must leave the school during the school day for appointments or medical reasons are required to report to the office before leaving the building. Please note it is the responsibility of the student to seek out, and gather and complete all missed work, assignments and/or exams.

### **Bicycles**

Bicycles are to be locked in the racks provided in the front yard of the school, west side. The school does not take responsibility for theft or damage. Cyclists aged 17 and younger are required by law to wear an approved bicycle helmet.

## Care of School Property

Students registered at St. Elizabeth Seton School use textbooks and library materials with the understanding that they return all the materials in satisfactory condition. Students are also given the privilege of using special school facilities and equipment. Any loss of or damage to the above material, or facilities through negligence, improper use or conduct is the responsibility of the student and the parent. Failure to observe this responsibility could result in the student being assessed the cost of repair or replacement.

## 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, jewelry 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/undergarments must not be visible or exposed, and buttocks and nipples must be covered and remain so during all activities over the course of the school day.*

Students at St. Elizabeth Seton **must** wear:

- A shirt or the equivalent (tops) with opaque fabric that covers the entire 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. Elizabeth Seton **may** wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (ie. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Headwear/hats/caps must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff

- Hoodies can be worn with the hood down and not over the head to ensure the ability to identify individuals, either in person or through security footage
- 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 encourage a healthy lifestyle/choice for children and youth

Students at St. Elizabeth Seton **may not** wear:

- 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.
- 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.

### **Junior High Gym Footwear/Physical Education Attire**

Students are required to wear running shoes that have not been worn outside for gym classes and must be non-marking. These shoes are to be kept in the gym lockers and are not to be worn outside of gym classes. Physical education students are required to change into physical education appropriate attire, which are t-shirt and shorts or sweats. We encourage all to wear school gym spirit wear which is sold at the school. All gym clothing should be brought home once a week to be laundered.

### **Emergency Evacuation**

Should there be an emergency which leads to the evacuation of the school building, all the students and staff will relocate to Belmont School or St. John Bosco Parish. We will then allow students to go home if we have contacted the parent/guardian or responsible person.

### **Illness**

Good health is necessary for effective learning. To promote good health, parents are encouraged to ensure that their children have good nutrition, regular exercise, and adequate rest. All students are expected to go out for recess. Students who are too ill to go outside for recess are too ill to be at school. To prevent the spread of infection, we request that you keep your child at home until their illness is no longer infectious. Students who become ill during the day are to go directly to the teacher. Our policy is to get ill students home as soon as possible to mitigate risk for the rest of the school community. The office staff will call parents and ask them to pick the student up or give the student permission to go home. In the event of an accident or other emergency, it is very important the school files be kept up to date regarding address, phone number, parents' work numbers, etc. Please be sure to advise us of any changes to this information as soon as possible.

### **Inclement Weather**

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

- A. The temperature is -20C or below.
- B. A high wind chill is evident.
- C. There is continuous rainfall.

### **Internet**

Students are required to have parental permission before being able to access the Internet and must sign an Edmonton Catholic School Division Network (ECSDNet) form indicating they will use the Internet appropriately. Student use of the Internet is always supervised. If any student uses technology or the internet at the school that contravenes our user agreement, they will be removed from our network.

### **Social Media**

Students are not to post or access material from social media sites at school and are also not permitted to film themselves or others and post at a later time. Students who engage in this type of behaviour will be suspended.

### **Junior High Locker Breaks**

Students are provided locker breaks daily in the morning to exchange books for classes. This break is also to be used as an opportunity to have a snack and use the washroom facilities. Students will not be allowed to use their backpack during the day and must use their locker breaks effectively. It is the responsibility of each student to keep their locker clean, organized, and well-maintained during the school year. Please note that due to allergic reactions, no aerosol cans or scented products are allowed in lockers.

All Dudley locks have serial numbers on them, which will be recorded along with their combination and will be kept on file by the office. ***STUDENTS SHOULD NOT REVEAL THEIR COMBINATION NUMBERS TO OTHER STUDENTS AT ANY TIME.***

### **Lost and Found**

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name using a permanent felt marker. This will help with the return of misplaced items. A "lost and found" box is in the hall near the office. We encourage students and parents to check this box frequently. During Christmas break, spring break, and summer break, unclaimed articles will be donated to a charitable organization.

### **Elementary Lunch Time**

Students eat their lunch in their homerooms. They will be responsible for behaving properly with suitable manners. Students will also be responsible for cleaning up after themselves and for recycling appropriate materials.

Students are asked to go directly outside during the second half of the lunch break so they may enjoy some fresh air. Students are to spend this time at the back of the school, where basketball courts and the field are available for their use. Students are not to loiter at the front or the side of the school building. During inclement weather, the students remain indoors.

### **Junior High Lunch Time**

Students are not permitted to leave the school grounds during the noon hour unless they live within easy walking distance of the school and are on an established *Home for Lunch* list maintained in the office. The “Home for Lunch” list does not allow students to stop at any stores on the way to or from school or bring friends with them. Stopping at stores will result in a loss of the privilege of going home. We have a duty of care toward our students, and we cannot provide adequate supervision if they are not on the school grounds. In addition, the lunch hour is not long enough for most students to go home therefore we encourage students to remain at school. Students who leave school during the lunch hour without permission will receive an out of school suspension.

Students eat their lunch in their homerooms for the first 20 minutes of the lunch break. Each classroom is equipped with a microwave that is for student use. We encourage students to bring a balanced lunch from home including a water bottle that they can fill at school. They will be responsible for behaving properly with suitable manners. Students will also be responsible for cleaning up after themselves and for recycling appropriate materials. A *concession facility* is available with limited “healthy” daily special food items.

Students are asked to go directly outside during the second half of the lunch break so they may enjoy twenty minutes of fresh air. Students are to spend this time at the back of the school, where basketball courts and the field are available for their use. Students are not to loiter at the front or the side of the school building. Students who leave school during the lunch hour without permission will receive an out of school suspension.

### **Medications to Students**

On occasion we have been asked by parents to ensure their child receives prescribed medication. Please be aware that for school staff to do so, parents must complete a “Request for Administration of Medication at School” form and have it signed by their family doctor. This form should be updated whenever the student’s medication is changed. The school will administer the medication according to the doctor’s prescription, provide safe, limited access storage and shall keep a record of each student receiving medication. Parents/students are expected to assist in ensuring that prescribed pills, liquids, and inhalers are delivered to the school office and are not casually left in student frequented areas.

### **Medical Alert**

Parents are asked to fill out a Medical Alert form as accurately as possible and return it to the school each year for any life-threatening conditions (*ie. allergies*) It is important that you keep us informed of any changes in your child’s medical status. Please note that under no circumstances can the school provide non-prescription drugs such as Aspirin, Tylenol, or cough medicines to your child. Any questions regarding the administration of medication to students should be addressed to the school administration.

### **Parking**

Parking is very limited around the school. Parents are asked to refrain from entering the staff parking lot to drop students off. There is nowhere for cars to turn around, and cars backing out of the lot create a dangerous situation for children. The west side of the school is on a curve and happens to have a bus stop close to the curve as well as very close to the entry into the west parking lot, as such it is a particularly busy area. Parents who need to enter school or who wish to remain with their children until the bell rings, must park on the street.

### **Personal Property (Student)**

Students are cautioned against bringing valuable items to school. The school is not responsible should these items be lost, damaged or stolen.

### **Cell Phone Standards (Student)**

We have **a no cell phone** policy at St. Elizabeth Seton School. Phones must be turned off and stored in lockers for Junior High Students and with their teachers for elementary. If a student is seen using a phone it will be taken away and given back at the end of the day. For repeat offenders, cell phones will be given to the administration and parents will be contacted to come to school to retrieve the phone. After three infractions, students will be asked to keep the phone at home or handed into the office every morning.

**Free Student Phone** - Located in the front hallway, this phone is a courtesy phone with a time limit of one (1) minute per call. Students may only use this phone **before or after school and at lunch**. This phone is not to be used at all during class times, or in between classes without permission.

### **Recognition Program**

At St. Elizabeth Seton School, we encourage all students to strive to be the best they can be. Success is its own reward, but at the same time we offer recognition to students who consistently demonstrate the Core Values of dignity, respect, honesty, fairness, loyalty, and personal and communal growth. Assemblies will be held to recognize students who demonstrate these qualities. Also, there will be an awards ceremony held at the end of June to recognize students for achievement in academics, sports, arts, and citizenship.

### **Snack & Breakfast Programs**

All students in Junior High are provided some breakfast options such as toast, yogurt, fruits, granola bars and other light snack options as they enter the building in the mornings. All students in K-6 are provided with a nutritious snack prior to the morning recess each day of the week. We are grateful to Hope Mission, the President's Choice Children's Charity and Edmonton Catholic Schools Foundation for their financial assistance as well as for the cash donations from many of our families. A very dedicated group of parent volunteers have made this program a great success. Any parents interested in volunteering to help with the program are invited to call the school.

### **Student Records**

Student records of attendance, achievement, special services, promotion, and vital statistics are kept by the school electronically. These records are maintained in strictest confidence to respect the "worth and dignity" of each student. Parents/guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. All procedures are in keeping with the Freedom of Information and Protection of Privacy Act. Student names may be changed on student records only if the parent or guardian presents evidence to the school that the name has been changed legally, i.e., a new birth certificate or a statement from a lawyer.

### **Supplies**

Supplies are not sold at the school. Supply lists can also be found on our website. It is the parents/guardian's responsibility to ensure that students have their supplies with them on the first day of school. Please note, supplies may need to be replenished during the year. Your child's teacher will inform you if this is the case.

## **Supervision**

There is no supervision available for students arriving before 8:05 a.m. Therefore, for safety reasons we ask that **NO** students arrive before 8:05 a.m. unless there is a planned club or team meeting. Also, students are expected to go **DIRECTLY** home following dismissal. Students wishing to remain and play in the park will not be supervised by any school staff.

## **Testing**

Students in Grades 6 and 9 write the provincial achievement tests (PATs) in May and June. Throughout the year, students in different grades will participate in schoolwide and Division exams. Parents/guardians are welcome to review their child's scores with an administrator or the Learning Coach. Individual student assessments may be conducted by division personnel. These are arranged through the Learning Coach and are completed only with written parental consent.

## **Volunteers**

Volunteers are welcome at our school. We gratefully acknowledge the support, time, and commitment from our school community. Volunteers are asked to sign in at the office and wear a visitor tag.

*Note: Volunteers are asked to complete a security check with the Edmonton Police Service and a child welfare check.*

## **Visitors**

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

## **Fieldtrip Policy**

The Edmonton Catholic School Division and the staff of our school recognize the importance of students utilizing community resources through fieldtrips and visits. Therefore, we endorse out-of-school activities which have clearly defined curricular links and outcomes. Fieldtrips are school-planned enrichment activities that complement the curriculum. Field trips are reviewed on an annual basis and several variables are considered by the administration before a field trip is approved. All fieldtrips are offered on a user pay model which means that all participants are expected to pay any fees or costs associated with the fieldtrip. All teachers are given the option of subsidizing the cost of the field trip by establishing a fundraising plan to help reduce the cost of the field trip prior to it being approved. All are expected to participate. Each teacher is responsible for the organization of field trips taken by the class. Parents will be formally informed via a field trip permission package that has been approved by the administration. Until such approval is received the fieldtrip has not been approved. As per District policy signed consent to participate must be received in writing on the original form for the child to participate in the field trips. No exceptions will be made.

The administration and staff reserve the right to deny a student the privilege to participate in any such activity based on the following criteria:

- a) Unacceptable behavior at school.
- b) Inappropriate behavior during school activities.
- c) Insufficient effort and/or incomplete subject assignments.

d) Inconsistent attendance record.

### **Homework Policy**

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary according to grade, ability, and study habits. The rule of thumb is usually 10 minutes per grade. Grade 1= 10 minutes, grade 8 = 80 minutes etc. Many studies conclude that regularly assigned homework leads to immediate higher academic achievement, as well as to improved study skills.

There are many ways parents can help with homework including:

1. Providing a quiet, regular place of work.
2. Helping the student organize his or her time for assignments.
3. Being the "audience" for reading, written work, spelling, and math drills.
4. Checking the google classroom regularly for updates, assignments, and upcoming assessments.

### **POLICY ON LATE WORK**

When a student's assigned work is not turned in by the due date, teachers will register the student for Flex support sessions on Thursdays to provide an opportunity to complete the missed work. If a student has been placed in a Flex support session two (2) times and has still not completed their missing work, a mark of Not Handed In (NHI) will be permanently put into the student's gradebook for the assignment and will calculate as a zero (0) towards their final grade.

### **St. Elizabeth Seton Academic Honesty Policy**

Academic Honesty is an important component of educational programming at all levels. We expect all students to complete their schoolwork to the best of their ability and to demonstrate integrity and honesty by completing their work themselves. Students are also expected to value the attitudes and skills of being a principled communicator in all learning and assessment.

Definitions of academic dishonesty (taken from the MYP IB statement: From Principles into Practice, p. 94):

**Plagiarism:** this is defined as the representation of the ideas or work of another person as the student's own work

**Collusion:** this is defined as supporting malpractice or dishonesty by another student as in allowing one's work to be copied or submitted for assessment by another

**Duplication of work:** this is defined as the presentation of the same work for different assessment components

**Use of Artificial Intelligence:** utilizing AI software in a way that is not approved/directed by the school or the teacher

**Any other behaviour:** when an unfair advantage is gained for a student that affects the results of another student

If a student is found to be in contravention of the policy, the following steps will be taken:

- Parents will be contacted, and a comment will be reported on the student's record immediately
- In discussion with the student's teacher and/or the school administration one or more of the following consequences will occur:

- A grade of 0 will be given for the assignment or assessment
- The student will be given an opportunity to redo the assignment or assessment
- Suspension
- Exclusion from extra-curricular activities or involvement