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St. Mary Catholic Elementary School

490 Rhatigan Road East
Edmonton Alberta T6R 2E2
(780) 988-6577

Website: www.stmary.ecsd.net

Facebook: St. Mary Catholic Elementary School - Edmonton

Instagram: @st_mary_elementary

Twitter: @st_mary_ecsd

ST. MARY SCHOOL INFORMATION

SCHOOL VISION STATEMENT

Grow in Faith, Lead with Love

OUR MISSION STATEMENT

The mission of St. Mary Catholic School to provide a quality Catholic education that inspires students to strive for excellence, grow in faith, and lead with love.

ST. MARY SCHOOL CREED

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

SCHOOL HOURS OF OPERATION

Grade 1-6

Morning Bell	8:15 a.m.
Instructional Time	8:20 – 10:12 a.m.
Recess	10:12 – 10:30 a.m.
Lunch	11:54 - 12:32 p.m.
Wellness Break	1:58 – 2:03 p.m.
Instructional Time	12:34 – 3:00 p.m.
Dismissal Bell	3:00 p.m.

Thursday Early Dismissal: 11:57 a.m.

Morning Kindergarten

8:15 a.m. – 11:22 a.m.

Afternoon Kindergarten

11:53 a.m. – 3:00 p.m.

AGENDA PLANNER

This Agenda Planner is a very important organizational tool used daily by all students. The effective use of this planner requires the cooperation of students, parents and teachers. It is expected that students will bring their agendas to school every day and home each night to be monitored by parents. Important reminders, homework, assignment dates and study tips are a few of the meaningful ways the planner will keep parents and students informed. The Planner has a plastic pocket in front where fieldtrip notes, letters and other information will be carried. Please check, read and sign, or initial, the Agenda Planner on a daily basis.

ATTENDANCE AND PUNCTUALITY

Students are to enter the building through their designated door when the bell rings.

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

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

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

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

VISITORS

The safety of our students and all people in our building is a priority. All visitors must report to the office to sign in and read the Visitor Information Guidelines. Visitors must wear a visitor's nametag and familiarize themselves with the school's Crisis Management Plan. If you are staying in the school after the bell rings, you must report this to the office. These procedures are for the safety of everyone, and we thank you for your cooperation.

CURRICULUM

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

HOMEWORK

Home study is an integral part of every student's educational program and is to be encouraged by teachers and supported by parents. It must be considered an extension of classroom assignments and should vary according to the individual student's grade level, ability, and need.

General Purposes of Homework

- To complete assignments not finished during class time.
- To promote good study habits.
- To aid in the mastery of skills.
- To reinforce knowledge.
- To allow the parents to view their child's progress and performance.

Students in Grades 1-6 are to use an agenda book. Please check your child's agenda book daily to keep well informed and support homework completion.

If your child has no homework, time taken to read is time well spent. Encouraging reading at home every day is an important skill with great carryover into schoolwork. It is suggested that approximately 10 minutes per grade could be spent on homework. For example, students in grade 2 could spend 20 minutes on homework while students in grade 3 could spend up to 30 minutes on homework. If you have any questions about the amount of homework your child has, you are encouraged to discuss these with your child's teacher.

ASSESSMENT, EVALUATION AND REPORTING

Assessing, reporting and conferencing are collaborative processes designed to support and enhance student learning. Within the process the teacher, the student and the parent become active participants in reviewing and discussing student progress to encourage further growth and development. Reporting is ongoing and can be accessed anytime through your PowerSchool account. There are also two Demonstrations of Learning.

The timeline for reporting is as follows:

The PowerSchool Parent Portal remains the web-based system linking home and school (where attendance and bussing information can be found, and where fees can be paid.) Through the PowerSchool site, parents will also be able to view their child's ongoing progress at the time of student assessment with Level of Achievement marks related to curricular outcomes, in addition to occasional comments and/or assignment information. Parents will be able to access information about their child's progress during the learning process. There will also be a student progress summary report available at the end of June.

To facilitate opportunities for the children to celebrate their successes at school, we will continue to hold **Demonstration of Learning** events twice throughout the year. These will take place on:

Thursday, November 5, 2026

Thursday, March 11, 2027

RELIGIOUS CELEBRATIONS

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

FIELD TRIPS

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

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

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

COMMUNICATION

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

PROTOCOL FOR PARENT CONCERNS

St. Mary School recognizes the freedom of all members of the school community (students, staff, parents, and neighbors) to voice their concerns in an appropriate manner to the appropriate school personnel.

*All parties in a conflict situation must recognize and respect the protocol, and more specifically, the principle of "first contact." This means that the person(s) who has the concern has a responsibility to begin addressing it **first** directly with those people with whom they have the problem. If the issue is not resolved, you are then invited to speak directly to the principal. Although, there may be a situation where it is necessary to speak with the principal first.*

AGENDA/E-MAIL

Your child's agenda is the primary tool used for daily communication between students, parents, and teachers. Please make sure to always check it. In addition, the teacher and parent may need to use e-mail or phone calls as another form of communication. Know that your child's teacher is open to discussing any important matter when an appointment is scheduled.

NEWSLETTERS

*A school newsletter is sent home by email once every month. Our newsletters, calendar dates, as well as other important information are also accessible on our school website at www.stmary.ecsd.net
Our school newsletters keep parents informed of school, church, and community events and activities.*

SCHOOL CALENDAR

THE ECSD Yearly Calendar can be found on the ECSD website www.ecsd.net followed by clicking on Schools and clicking on Division Calendars

SCHOOL COUNCIL

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

HEALTH AND WELLBEING

THE DIVISION IS COMMITTED TO PROVIDING SCHOOL ENVIRONMENTS THAT PROMOTE AND PROTECT CHILDREN'S HEALTH, WELL-BEING, AND THE ABILITY TO LEARN BY SUPPORTING HEALTHY EATING AND PHYSICAL ACTIVITY. FOOD AND BEVERAGES SERVED AT SCHOOL WILL SUPPORT HEALTHY EATING CHOICES. FOODS WILL BE FROM THE "CHOOSE MOST OFTEN" OR "CHOOSE SOMETIMES" CATEGORIES AS OUTLINED IN THE ALBERTA NUTRITION GUIDELINES FOR CHILDREN AND YOUTH (2008).

LUNCH POLICY

It is important for us to ensure a safe and respectful environment for all students during lunch. We encourage children to bring their lunch with them as they arrive to school in the morning to limit disruption to learning and work flow. Noon drop-offs of fast food items are discouraged. All essentials for eating their lunch should be packed as the school does not provide disposable supplies - cutlery etc. for student use. Healthy lunches are encouraged together with reducing disposable waste. Please note that there are no microwaves available for students to heat their food.

BIRTHDAYS

Birthdays are a special event in the lives of children. At St. Mary School your child's name will be announced over Morning News and a birthday pencil will be presented to each student during the school year. Weekends, holidays and summer birthdays are also announced and celebrated. To respect and support parents in their role as providers for their children and leaving the decision up to parents to decide the foods their child will receive, we ask that no food be sent for birthdays.

ACCIDENT AND ILLNESS

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

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

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

MEDICAL ALERT

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

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

MEDICATION FOR STUDENTS

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

FOOTWEAR

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

INCLEMENT WEATHER

During severe weather conditions, students will be kept inside during recess and lunch, and will be allowed into the building before school (at 8:00 a.m.).

Our District's severe weather policy will prevail when:

- *The temperature is -20°C or colder with/without a wind-chill, or*
- *There is continuous rainfall or severe wind*
- *Air quality is to be monitored similar to extreme cold temperatures. The suggested guideline is that students do not go outside when air quality reaches an index of 7 or more. Principals are to carefully monitor the air quality in their area when the index reaches levels of 4-6 which indicates a moderate risk.*

Whenever outdoor recess is cancelled, students will have a supervised recess break indoors. At such times an indoor activity will be in effect for all grades. Please ensure children are always dressed appropriately for cold weather conditions.

ST MARY ELEMENTARY 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.

*Students at St. Mary **must** wear:*

- *A shirt or the equivalent (tops) with opaque fabric in the front, back, and sides under the arms*
- *Pants or the equivalent (bottoms)*
- *Shoes*
- *The shirt/top should touch the bottoms*

**some activities may require specific attire for safety or curriculum purposes (i.e.: PE, field trips, etc.)*

Students at St. Mary **may** wear:

- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- 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 (school name) **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. 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.
- Students should not be required to wear school owned replacement garments and would never be required to wear specific garments as a disciplinary measure.

BELONGING

Belonging means everyone is welcome at our school. We treat our friends, classmates, teachers, and school staff with kindness and respect. Sometimes, people say things that make us feel like we don't belong. If this happens to you, talk with your family, your teacher, or a trusted adult at your school.

EQUITY, DIVERSITY, INCLUSION, AND ANTI-RACISM: Reporting of and Responding to Discrimination and Racism

A student, parent/guardian, visitor or guest may report an incident of discrimination or racism to any staff member at their school with whom they feel comfortable.

If a student, parent/guardian, visitor or guest does not feel comfortable reporting an incident of discrimination or racism to the school, they can make a report through the form found on the Division public website.

STUDENT ACTIVITIES

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

PARENT VOLUNTEERS

*We welcome parent volunteers in our school to assist in a wide variety of areas. If you would like to volunteer, please let your child's homeroom teacher or the office know. **All parent volunteers must complete a Volunteer Form available in the main office.** For the safety and security of everyone in our school, you will be asked to report to the office to sign in and out of the office upon your arrival and when you leave.*

SAFETY & SECURITY

We strive to make St. Mary School a safe and welcoming place for students, staff and visitors. All outside doors are kept locked at all times. Please ring the bell to gain access to the school and check in with the office.

DROP OFF AND PICK UP OF STUDENTS

*Please drop off your child no earlier than **8:00 a.m.** This ensures that your child is not unattended outside at the back of the school when they arrive at school, as **supervision begins at 8:00 a.m.***

CROSSWALK and A.M.A. SCHOOL PATROLS

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

ST. MARY TURN-A-ROUND AND DROP OFF

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

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

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

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

BUS LANE

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

EMERGENCY EVACUATIONS

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

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

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

FREEDOM OF INFORMATION PRIVACY ACT (FOIP)

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

DIGITAL CITIZENSHIP

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

INTERNET

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

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

PERSONAL PROPERTY

Students are responsible for all personal property. All personal items should be clearly marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables brought to or found on the school premises are to be turned in to the secretary or classroom teacher.

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

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

CELL PHONES/ELECTRONIC DEVICES

Students may ask permission to use the phone in the school office. However, we discourage students from using the phone to arrange 'playdates' as these are to be arranged prior to the school day. Students are also discouraged from bringing cell phones to school; however, those who do, should have it turned off during the school day and left in a secure location. Should a student not adhere to these guidelines, the privilege of bringing the cell phone to school will be revoked.

SPORTS AND PLAY EQUIPMENT

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

BICYCLES, SKATEBOARDS AND SCOOTERS

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

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

*For information regarding our **School Code of Conduct**, please refer to our website at www.stmary.ecsd.net*

