

Name: \_\_\_\_\_

Class: \_\_\_\_\_

*ST. BENEDICT CATHOLIC  
ELEMENTARY SCHOOL  
2021-2022*



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Edmonton, AB T5T 1X5  
Phone (780) 487-2733  
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[www.stbenedict.ecsd.net](http://www.stbenedict.ecsd.net)

## **HOURS OF OPERATION**

### **Monday, Tuesday, Wednesday, Friday:**

8:45 AM: First bell  
8:50 AM to 10:30 AM: Classes  
10:30 AM to 10:45 AM: Recess  
10:45 AM to 12:16 PM: Classes  
12:16 PM to 12:35 PM: Lunch  
12:35 PM to 12:55 PM: Recess  
1:00 PM to 3:25 PM: Classes  
3:25 PM: Dismissal

### **Thursday:**

12:18 PM: Dismissal

## **IMPORTANT DATES AND HOLIDAYS**

First day of classes: Sept. 1  
Labour Day: Sept. 6  
Thanksgiving Day: Oct. 11  
Faith Day/PD: Oct. 18  
Remembrance Day Wknd: Nov. 11-15  
Christmas Vacation: Dec. 20-Jan. 3  
School Resumes: Jan. 4  
Family Day: Feb. 21  
Teachers' Convention: Mar. 3-4  
Spring Break: Mar. 28 to Apr. 1  
Good Friday: Apr. 15  
Easter Monday: Apr. 18  
Victoria Day: May 23  
Last Day of Classes: June 28

\*Before major holiday breaks, Thursday will be a full day and Friday will be early dismissal.

## **OFFICE HOURS**

Monday, Tuesday, Wednesday, Friday:  
8:15 a.m. to 4 p.m.  
Thursday: 8:15 a.m. to 3 p.m.

Messages can be left on our voicemail outside of office hours.

## **SCHOOL FEES**

School fees are due by September 30. These fees cover the costs of agendas, software licenses, cultural presentations, and school-wide activities. There are fees for field trips and in-class presentations.

There will also be fees for items used in certain grades such as recorders or visual journals, and field trips.

Payments can be made on-line with debit or credit card. Cash will be accepted at the office. We will not accept personal cheques. Online payment is preferred.

## **BUSSING**

Edmonton Catholic Schools provides transportation service for students residing within St. Benedict's school boundaries. Students are expected to comply with the safety rules for riding the bus. If students are unable to comply, they may be suspended from the bus for a length of time.

Bus passes are available for purchase at the school office the first week of the month.

## **CHANGE OF ADDRESS OR PHONE NUMBER**

Please advise our school secretary of any changes in address, phone numbers, and email. It is very important that we have accurate and up to date emergency contact numbers.

## **ABSENCES**

**If your child will be absent, please call 780-487-2733 before 9:15 a.m. or leave a message. An automated call will go out if we do not hear from you.** Any notes regarding appointments or special holidays should be sent to both the homeroom teacher and the office. Students arriving late must report to the office immediately upon arrival to obtain a late slip.

### **EARLY DEPARTURE**

When a child is being picked up early, parents or guardians are required to sign out their child at the office.

If someone else is picking up your child, please phone the school and let us know who will be picking up your child and the time you want your child to be excused. This person may be asked to show identification.

### **ATTENDANCE**

Regular and punctual attendance is required by Alberta Education as stated in the Education Act. Regular attendance is a key factor in success in school. It is essential that students arrive on time and are at school every day. Thursday afternoons are a good time to book appointments so that students do not miss school. Students are expected to complete the work they miss when they are absent.

Family vacations should be planned for Christmas break, Spring break, or the Summer holidays.

Hockey Academy students must attend regularly to stay in the Academy.

### **HOMEWORK**

Students are given time during the school day to complete most tasks. Students may be asked to complete unfinished work at home or work missed when they are absent. Teachers may also ask individual students to do corrective or supplementary work at home. Hockey Academy students may be required to miss a hockey session if homework is not completed.

To help your child be successful in completing homework, it's important to provide a quiet place in your home so that there are no distractions from TV or other electronic devices.

If you have any questions about the amount of homework your child has, you are encouraged to discuss this with your child's teacher.

### **CELLPHONES AND ELECTRONIC DEVICES**

We discourage students from bringing a cellphone, tablet, or other electronic device to school. Students are not allowed to use these devices during the day or at recess. If you require your child to have a cellphone for travel to and from school, each classroom will have a safe location for the cellphones to be kept during the day. All students are expected to keep their cellphones in this location during the day, not in their backpack or desk.

Parents can get important messages to their children by calling the school office. As the office is very busy at dismissal time, please try and call with messages before 3 p.m.

### **SCHOOL ENTRANCES**

For added security, our entry doors are always locked. All visitors to the school need to ring the front entrance doorbell to gain entry.

Students need to enter and exit the building at their designated doors in the morning, after school, and at recess. If students need to enter the school because of an urgent need, they may use the front entrance of our school.

After school, parents are asked to wait for their children outside their regular exits or have an outside pre-arranged meeting point.

## **ALLERGIES/MEDICAL INFORMATION**

If your child requires medication at school, a **“Request for Administration of Medication/Medical Treatment”** form must be signed by the parent and the physician indicating the type of medication to be administered, required dosage, and action to be taken in the event of possible hazards or side effects. It is requested that medication to be administered at school be supplied in a pharmacy packaged “blister/bubble” pack.

If your child has severe allergies (i.e., peanuts/nuts), it is most important that you notify the office and your child’s teacher and complete the medication forms at the beginning of every school year. It is strongly recommended by the school and Alberta Health Services that students with an Epi-Pen should carry it with them always. Any student with medical conditions or life-threatening allergies will have a medical alert file posted in the school. All staff receive training on epi-pen procedures.

We cannot say that we are a peanut free school, as we cannot guarantee that all foods and their ingredients are monitored every day. **We ask your cooperation in ensuring that only peanut/nut free items are sent to school for lunches, classroom celebrations and/or classroom snacks.**

First-aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first-aid will be administered without any home contact. If a severe injury or illness occurs, the student’s parents will be notified by phone.

**If your child is ill, please keep him/her at home to prevent spreading germs.**

## **EMERGENCY PROCEDURES**

Procedures for evacuation of the building, lockdown situations, and severe weather will be reviewed and practiced with the students.

In the event of an evacuation, students would be directed to specific locations outside the school or sheltered at Belmead Elementary School until all parents can be contacted. In the event of such an emergency, students would be supervised until picked up by a parent or designated caregiver. Students will not be allowed to leave the evacuation location without the proper consent of parents.

## **PARKING/TRAFFIC SAFETY**

Please follow all parking signs when dropping off or picking up students. The bus zone in front of the school cannot be used for student pick up at the end of the day or drop off before school. The staff parking lot may NOT be used for drop-off, pick-up, or parking during regular school hours or for school events in the evening. Parents and students should not be walking through the parking lot as it is unsafe.

It is unsafe to jaywalk and walk between the busses parked in front of the school. Please use the crosswalks.

## **PATROLS**

The school patrollers volunteer to serve our school population by creating a safe environment for the arrival and departure of students. Everyone must use the crosswalks and cooperate with the School Patrols. Please do not park too close to our school crosswalks so that our patrollers are visible to traffic.

## **SUPERVISION**

Supervision is provided before school from 8:25 to the first bell at 8:45, as well as each recess break and after school until the buses leave (3:32). It is recommended that students do not arrive before 8:25 a.m. because they will not be supervised. After school, students are expected to go directly home following dismissal as there is no supervision provided after the buses leave. Parents are welcome to wait with their children outside their regular entrance in the morning until supervision begins and to wait outside these same entrances upon dismissal at the end of the day.

## **REPORTING STUDENT PROGRESS**

Student progress will be reported using PowerSchool. Parents will be able to access progress reports for all subjects on-line throughout the year. A summary report will be posted/sent home in January and at the end of June. You will have the opportunity to attend our Demonstration of Learning with your child twice a year.

Important Dates:

November 25– Demo of Learning

March 17 - Demo of Learning

Parents are encouraged to contact their child's teacher for a meeting at any time throughout the school year if there are any concerns.

## **BIRTHDAYS**

At St. Benedict School, birthdays are announced during our televised morning announcements and children will receive a special birthday pencil.

## **BICYCLES, SKATEBOARDS, IN-LINE SKATES, SCOOTERS, HEELIES**

Students who ride their bicycles to school are expected to walk their bicycles to the bike rack upon entering the school grounds. The bicycles should be locked to the racks provided and are off limits during the school day. Bicycle helmets are mandatory, and these helmets are to be kept inside the school during the school day.

Due to safety reasons and lack of secure storage space, **skateboards, roller blades, scooters, and heelies are not allowed** at our school.

## **COLD WEATHER**

During the winter months, students will remain indoors if the temperature falls below -20°C including wind-chill. During this inclement weather, students will have an indoor, supervised recess. Otherwise, children will be expected to be dressed properly and prepared for outside recess.

## **COMMUNICATION**

Open and positive communication between the home and the school is a key factor in success for your child.

Parents are encouraged to address any concerns regarding their child's progress with the child's teacher as they arise. Please respect the Edmonton Catholic School protocol, and more specifically the principle of "first contact," which means that the parent has the responsibility to begin addressing the concern directly with the staff member before speaking to the principal.

Monthly newsletters will be sent home electronically and posted on the school website. If a paper copy is required, please contact the school office directly.

Check the front pocket of agendas for forms and notices.

A weekly update is sent through email. Please provide the office with a current and accurate email address to receive these messages.

Information will also be found on our school website [www.stbenedict.ecsd.net](http://www.stbenedict.ecsd.net)

### **DRESS CODE/FOOTWEAR**

It is expected that students will come with clothing appropriate for the weather. Hats, mitts, scarves, boots, and snow pants are required every day during the winter.

Each child is required to have a pair of non-marking indoor shoes. These shoes are to remain at school for indoor use and gym classes.

At St. Benedict School, we expect students to dress appropriately for a school environment.

Students are not allowed to wear the following items:

- spaghetti strap tops, tops that expose midriff or cleavage or any other clothing that is deemed inappropriate.
- t-shirts with slogans or wording that is inconsistent with our Christian philosophy.
- Short shorts or short skirts.
- Caps/hats/hoods inside the school except for special days.
- make-up such as eyeshadow, mascara, coloured lip gloss (not a complete list).

### **FIELD TRIPS**

During the school year, your child's class will have field trips and in-class presentations. Parents will be notified of the field trip, its purpose and means of transportation and need for volunteers.

Parents will be asked to read and sign a field trip permission form. Without this permission form signed and returned, children cannot participate in the field trip. A note about in-class presentations will be sent home. There will be fees charged for field trips and in-class presentations. Our School Council contributes funds to help reduce the costs of field trips.

### **MILK PROGRAM**

Milk cards may be purchased for \$8.00 for 10 milk or \$15.00 for 20 milk. These prices may change if costs go up. White and chocolate milk is available each day except Thursday.

### **LEARNING COMMONS (LIBRARY)**

Students can sign out two books per week from our school library.

### **LOST AND FOUND**

Students are encouraged to look for lost articles in the "Lost and Found" box located in the main hallway near the gym. Lost items other than clothing will be kept in the office. Any unclaimed lost and found items will be donated to charities throughout the school year.

### **APPLE SCHOOL**

St. Benedict is an APPLE School! This means that we emphasize healthy eating and lifestyle and provide opportunities for students to become educated about healthy living choices. Throughout the school year there are many activities to promote healthy living.

### **LUNCH POLICY**

Students will eat lunch in their classrooms. Students are supervised and grade 6

students help monitor the classes. Appropriate behavior is expected and failure to do so may result in the loss of lunch privileges. Please try to send a healthy lunch as we are an APPLE SCHOOL.

### **PARENT VOLUNTEERS**

St. Benedict School encourages the involvement of parent volunteers who play a key role in supporting school wide initiatives at St. Benedict. Opportunities to volunteer include assistance in the classroom and library, helping with APPLE School events, special events, field trips, School Council, and fundraising. Please consider signing up to volunteer.

### **PARISH/CELEBRATIONS**

Our school community is served by Annunciation Parish (9420 163 St.)

Phone #: 780-484-6534

Please contact the parish for information about sacramental preparation.

Throughout the year, school wide or classroom religious celebrations are held. Parents are most welcome to join us to celebrate.

### **PERSONAL PROPERTY**

All personal items such as boots, hats, coats, runners, pencil cases, etc. should have your child's name marked clearly on them. Students are not allowed to bring their own sports equipment or toys to play with at school.

Items of significant value such as electronic devices, toys, and collector cards should not be brought to school. If items are lost or stolen, the school is not responsible for locating them or replacing them.

### **PROPERTY TAXES**

Please ensure that your property taxes specify that they go to the Separate/Catholic School Board.

### **SCHOOL COUNCIL**

The purpose of the School Council is to promote the exchange of ideas and involvement of parents/school staff in matters relating to school programs and policy. The SAC provides a vehicle for communication and an opportunity for positive support of the educational vision of St. Benedict School. Parents are welcome to attend School Council meetings.

### **STUDENT ACTIVITIES**

Throughout the year, students will have opportunities to participate in extracurricular activities such as running club, school patrols, games club, garden club, school broadcast team, chess club, etc. These activities help to create community and we encourage students to participate. These activities may vary from year to year and are not limited to the above. There will be fees charged for some of these activities.

### **STUDENT CODE OF CONDUCT**

As a Catholic community, we believe that our school should be a welcoming, caring, respectful and safe learning environment. Our primary goal is to ensure the safety and well-being of all students, staff, volunteers, and guests. As a community of learners, the students, staff, and parents share a responsibility to create a safe and caring environment. It is essential

that we work together to model and encourage our core values of dignity and respect, honesty, loyalty, fairness, and personal and communal growth.

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within St. Benedict School.

Students will contribute to a safe and caring environment and show respect and care about learning by acting appropriately in school and with each other. Students are expected to meet classroom and school expectations and develop the positive character traits of being responsible, polite, courteous, trustworthy, and respectful.

Parents have the responsibility to support their child to be successful at school.

Staff will treat all students and parents with dignity, consistency, fairness, and respect. Minor incidents of inappropriate behaviour will be managed by the classroom teacher. If an incident is more severe, referral will be made to the administration.

Unacceptable or inappropriate behaviour is all behaviour that has a negative impact on the school or individuals in the school, whether they occur within the school building, during the school day or by electronic means.

Possible consequences of inappropriate behaviour are:

- Reflection time
- Mediation
- Loss of privileges
- Community service to the school
- Time out and debriefing
- Clean, repair or replace damaged property
- Consultation with parents
- Warning letter

- In-School Suspension
- Out of school Suspension

When determining the consequences for a student's inappropriate behaviour, the teacher or administrator will take into consideration unique student attributes such as age, maturity, and individual circumstances. A continuum of supports will be provided to correct the unacceptable behaviour of students who engage in inappropriate behaviour as well for students who are impacted by inappropriate behaviour.

The complete Student Code of Conduct can be found on our website:

[www.stbenedict.ecsd.net/](http://www.stbenedict.ecsd.net/) under Parent Resources.

I have read and discussed this handbook with my child.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**WEBSITES/LOGIN INFORMATION**

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