



**St. Boniface Catholic IB World
& Fine Arts Focus School**

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**STUDENT/PARENT HANDBOOK
2021-22**

Mr. Tom Rees
Principal

Mr. John Edwards
Assistant Principal

Welcome to the 2021-22 school year at St. Boniface Catholic Elementary IB World School & Fine Arts Focus!

This handbook is provided to your family as a reference to school information. Our most relevant policies are included. We hope the information in this handbook will be helpful as we ***Bring Wonder to Learning!***

Should you have any questions or concerns at any time, please feel free to contact the school at 780.434.0294.

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ADMINISTRATORS' MESSAGE

It is with great pleasure that we take this opportunity to welcome you to St. Boniface School! We are extremely proud of the programming we offer our students, and we encourage you to make the most of your time with us.

This handbook is a resource for your family regarding information about the daily aspects of life at St. Boniface School. While this information cannot answer all questions, we hope it will be useful. It is intended to be used to help students organize their time and to keep track of daily activities and assignments/homework. It also serves as a communication tool between home and school.

At St. Boniface, we strive to maintain close communication with our families to best serve the needs of our students. We look forward to your presence and contributions in making your child's educational experience productive, rewarding and memorable.

We are honoured to have the privilege of educating the children entrusted to us. We are committed to providing our students with an outstanding inquiry-based education in the International Baccalaureate® tradition.

We look forward to another great year in fostering enthusiasm for learning and a deep love for Jesus Christ.

Sincerely yours,

Mr. Tom Rees – Principal

Mr. John Edwards – Assistant Principal

SCHOOL MISSION

Guided by our Catholic faith, we inquire, create, and take action as globally-minded communicators.

SCHOOL VISION

As principled members of our Catholic community, all students will be empowered and inspired by the International Baccalaureate Primary Years Programme and the Arts to be socially responsible, life-long learners.

INTERNATIONAL BACCALAUREATE® MISSION



The International Baccalaureate® aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

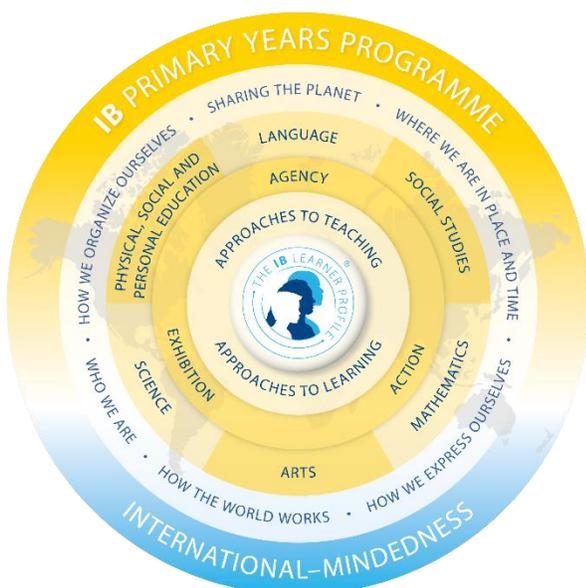
HOURS OF OPERATION

Bell	8:23 AM
First Cohort Recess	10:00-10:15 AM
Second Cohort Recess	10:15-10:30 AM
First Cohort Lunch	11:45 AM – 12:05 PM
First Cohort Recess	12:05-12:23 PM
Second Cohort Lunch	12:05-12:23 PM
Second Cohort Recess	12:23-12:43 PM
Dismissal	2:55 PM
<i>Thursday dismissal</i>	<i>12:00 PM</i>

Kindergarten class dismissal 11:10 AM (Mon-Fri)

*The outside bell rings at 8:23 AM. At this time, students are asked to line up in homeroom groupings and wait for their teacher to escort them into the building.

The Thursday before Christmas Breaks, Spring Break, and Summer Break will be a full day of instruction, with early dismissal on the Friday before breaks begin.



ACCESS TO THE BUILDING

School entry doors are opened by staff for student access into the building at 8:23 AM each day. **Students are expected to enter and exit the building through their designated doors.** Students line up at these doors and enter once a staff member is there to escort them in.

To maintain the safety of our students, all exterior doors are locked at all times. Although the front door is not normally a student entrance/exit, students who are late for school are asked to enter through the front door and stop at the office to check in. Like all school entrances/exits, the front entrance of the school is also locked. Therefore, students and guests must ring the doorbell to gain entry.

Parents who pick their children up after school are asked to wait outside student-designated entrances/exits until 3:05 PM, rather than in the hallways, so that learning time is not disturbed.

Children should not be at school before 8:10 AM or after 3:10 PM unless they are involved in a scheduled and supervised school activity.

ACCIDENTS AND ILLNESS

If a student becomes ill or is significantly hurt while at school, we will attempt to contact the parent/guardian or person listed as an emergency contact in a timely fashion. If contact cannot be made, we will attempt to make the student feel as comfortable as possible in the interim. Qualified school staff will provide First Aid when appropriate.

If the illness/injury appears to need immediate professional medical attention and school staff cannot reach a parent/guardian/emergency contact, the student will be taken to the nearest hospital. A member of the school staff will accompany the student and stay with him/her until a parent/guardian arrives at the hospital.



It is important that the school always has current home and work phone numbers and that all parents provide alternate emergency phone numbers.

Children who are too ill to go outside for recess should not be at school. If a parent chooses to send a sick child to school, requests for staff to supervise them indoors during recess time cannot be accommodated. Children coming to school with sickness are unable to function well and provide a possible source of infection for other students and staff. To prevent the spread of infection, we request that you keep your child at home until they are no longer infectious.

AGENDA MESSAGES

Agenda messages will be posted in Google Classroom and/or in communication scribbles.

APPOINTMENTS

Whenever possible, parents are asked to schedule medical, dental or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Please notify your child's teacher and the school office, as soon as possible, if an appointment has been scheduled during school hours.

ATTENDANCE AND LATE ARRIVALS

Punctuality and regular attendance at school are essential for learning. Parents have a legal responsibility to get their children to school regularly and on time. In extreme cases, where attendance is problematic, the school may have to refer the matter to the Provincial Attendance Board for adjudication.

When your child is going to be late or absent from school, please contact the school secretary by telephone before classes commence. Parents and guardians who do not phone the school will be contacted at home or at work so that we may determine whether the student should be at school, is perhaps in some difficulty, or is in fact at home ill. If the school is not notified of absences before they occur, or the day they occur, they will be recorded as unexcused absences. Voice mail is available for parents to leave a message outside of regular school hours.

Students who are late must check in at the office before entering class. Students who leave school during the school day must be signed out at the office. Note: students who are absent for three or more days may be required to provide documentation from a medical doctor.

BICYCLES/SKATEBOARDS/ROLLER BLADES

The school does not take responsibility for theft or damage of bicycles, skateboards, roller blades, etc. **By law, students must wear helmets for their safety.** Helmets should be kept inside the school.

To ensure the safety of everyone, students are required to walk their bicycles and carry their skateboards or roller blades once they are on school grounds. Riding bicycles, skateboards or roller blades on school grounds is not permitted. Heelys (shoes with wheels) are not permitted to be worn in school or on school grounds.

BUSSING



Children who are registered to use Edmonton Catholic Schools bussing receive the *Guide to Using Charter (Yellow) Bus Service*, which provides detailed information regarding all aspects of Edmonton Catholic Schools' student transportation services. Parents are asked to carefully review and discuss this information with their children. It is important that children clearly understand the *Safety Rules and Procedures* for riding the bus, such as: what stop to get off at, what to do if the bus doesn't come and how to behave near the danger zone. The *Guide to Using Charter (Yellow) Bus Service* and other transportation information is available online: <https://www.ecsd.net/SchoolProfiles/transportation>.

Bus passes are available through the school office at the beginning of each month. Edmonton Catholic Schools is pleased to offer a family plan for families with three or more children (excluding kindergarten) enrolled in a school. Students without a bus pass will not be permitted on the bus. If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the school. Please be aware that we have been informed by our bus carriers that students will not be allowed to bring skateboards onto the busses. Students who have skateboards with them will not be allowed to board. Therefore, students who ride the yellow busses are asked to leave skateboards at home.

Students are accountable to the bus driver, classroom teacher and principal for their behaviour on the bus. Misbehaviour can result in classroom and school-level consequences, including suspension from riding the bus.

CARE OF SCHOOL PROPERTY

Students registered at St. Boniface are allowed to use school resources, including textbooks and library books, with the understanding that students return all materials in a satisfactory condition. Students are also given the privilege to use physical education equipment, science equipment, computers and so forth. If these materials are lost or damaged through student negligence, the student and parent could be charged the replacement cost value. Willfully destructive behaviour and vandalism will result in serious disciplinary consequences.

CHANGE OF ADDRESS/PHONE NUMBERS

In case of emergencies, it is important that the school has accurate contact information for parents. Please advise the school of any changes in your personal information or phone numbers – including home and work.

CLOSED CAMPUS

St. Boniface School is a closed campus. This means that students are not permitted to leave the school grounds during instructional time, lunch break or recess without express parental permission. Notification of permission must be given directly by the parent to school staff.

CORRESPONDENCE

Correspondence (e.g. brochures, field trip forms, important notices) are regularly sent home in the Student/Parent Handbook. We do our best to ensure that most of that correspondence goes home on Fridays. In some cases, only the youngest in each family will receive some of the correspondence. Please review this correspondence and respond to it in a timely fashion. Information is also emailed out to families, when necessary.

CURRICULUM

Students in Kindergarten through Grade 6 follow the approved Program of Studies outlined by Alberta Education. Alberta Education publishes curriculum handbooks for parents that are available at the school or through the Internet at the following address: <http://www.learnalberta.ca/content/mychildlearning>. As an authorized International Baccalaureate® school, the provincial curriculum is embedded within the units contained in our school's IB Programme of Inquiry.

DRESS/GROOMING

In dressing for school, please assist your child in making clothing choices that are appropriate for a Catholic learning environment. Grooming and clothing choices should be made in good taste and err on the side of modesty. Students who come to school inappropriately dressed may be sent home to change or be given an alternative outfit. Students are to remove outside footwear upon entry to the school. **A clean pair of running shoes must be worn inside the school for safety reasons and are required for students to participate in Physical Education classes.**

EMAIL COMMUNICATION



At St. Boniface, we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email. We make every effort to keep email communication from school administration to a minimum. Teachers often communicate with parents via email, as well. Please help us by ensuring that we have current email addresses.

EMERGENCY EVACUATION

There are a number of situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate to École Richard Secord School. We would then begin our emergency telephone/email contact with parents to arrange for pick-up and dismissal of children. We practice fire drill, lock-down and on-alert procedures throughout the school year so that children will know procedures to follow in the event of an emergency.

EXTRACURRICULAR ACTIVITIES

Students have the opportunity to participate in a variety of extracurricular activities at St. Boniface School. Please check SwiftReach email messages, the website, Student/Parent Handbook and notes home for further details.

FIELD TRIPS

Field trips are school-planned enrichment activities that complement the curriculum. Students are expected to participate. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. **For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Students who have not returned a signed field trip permission form to school will not be allowed to participate in the field trip. Please note that staff will not be calling parents to obtain parent permission forms on the day of the field trip.**

FOOTWEAR

All student footwear should be clearly marked to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, white-soled shoes are recommended for inside wear and are also required for Physical Education. Footwear must be appropriate and safe (and leave no marks on the floors). It is recommended that children who have difficulty with tying their own shoelaces wear either slip-ons or shoes with Velcro closings. Flip-flops and sandals are not appropriate school footwear.

FUN LUNCH

Each month, our school council organizes a healthy fun lunch. Information is sent home about the type of lunch being offered and the accompanying cost. This is a voluntary program. Parents organize a group of volunteers to help distribute the lunches to students.

HEALTH SERVICES

Alberta Health Services works with schools and community agencies to provide a range of coordinated health and support services for school aged children and their families. Our common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental services in schools. If you have any concerns about your child's health, please talk to the Community Health Services School Health Team at Rutherford Health Centre (780.342.6800).

HEALTHY EATING

Making health-conscious food choices is part of leading a balanced life. Please refrain from sending unhealthy snacks/treats (e.g. cake, cupcakes, cookies or candy) for student birthdays. Tasty, fun and healthy birthday snacks/treats include items like: fruit kabobs, muffins, yogurt pops, veggie sticks.

HOMEWORK

Homework is a learning extension that is associated with the in-school programme and which is completed outside of regular class time. At St. Boniface, we view homework as an opportunity for our students to review and strengthen the concepts covered during the instructional day and, occasionally, to preview upcoming units of study. Homework is an extension of the student's daily activities, and specific homework policies are unique to each classroom. The amount of time each student will spend doing homework may vary according to grade, student ability and the nature of assignments given. Generally, homework for students in Grades 1-6 is 10 minutes multiplied by the grade level. Therefore, a student in Grade 1 might have 10 minutes of nightly homework, whereas a student in Grade 6 may have 60 minutes. However, there are certain times when projects are assigned where the time required may be greater. Many studies conclude that regularly assigned homework is associated with increases in academic achievement and an improvement in work habits. Students are advised to have a homework buddy in the event of an absence.

Parents should check the Student/Parent Handbook every day and be aware of the teacher's expectations for using the agenda to communicate homework assignments. Students are expected to maintain their agenda daily. Students who do not complete their homework will be expected to complete the missed work the following day. Students who exhibit a chronic lack of diligence in the pursuit of their studies may have disciplinary consequences issued.

There are many ways parents can help with homework, including:

- ✦ Providing a quiet, regular place and time for work
- ✦ Showing an interest in what the student is learning
- ✦ Being the audience for reading practice
- ✦ Providing encouragement

The support and interest of parents will have a great influence on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please feel free to talk to the respective teachers.

INCLEMENT WEATHER

If the weather is inclement, the children will be kept indoors during recesses, at the administration's discretion.

The factors taken into consideration are:

- ✦ Temperatures at -20°C or colder
- ✦ Severe wind, snow or storm
- ✦ Heavy or continuous rainfall
- ✦ Outdoor field conditions



Students are expected to come to school with appropriate clothing for the weather conditions (e.g. toques, mitts, snow pants, scarves and boots in cold weather). On days when the weather is severe, students may wait inside, at their designated entrance before school starts.

INTERNATIONAL BACCALAUREATE® (IB) PRIMARY YEARS PROGRAMME (PYP) AT ST. BONIFACE



At St. Boniface, we are proud to be an IB World School and to offer the IB Primary Years Programme.

The PYP is for all students and focuses on the development of the whole child, while meeting children's academic, social, physical, emotional and cultural needs. IB students become critical and compassionate thinkers, informed participants in our global community and responsible citizens.

The PYP is a comprehensive and balanced academic programme that compliments the Alberta Education Program of Studies. All St. Boniface students benefit from this programme.

The PYP is organized around six transdisciplinary themes that provide a framework for inquiry and the exploration of knowledge. Teachers design curricular units around these themes and students examine subject areas through them in ways that often transcend conventional subject boundaries. In

the process, they develop an understanding of important concepts, acquire essential skills and knowledge, develop particular attitudes and learn to take socially responsible action. Further information regarding the PYP, including programme requirements, is available online at www.stboniface.ecsd.net or www.ibo.org.

The Primary Years Programme prescribes a curriculum framework of five essential elements – **knowledge, concepts, skills, attitudes** and **action** – each of which is reflected in the **learner profile** and is a reference point for the construction of a school's curriculum.

Learner Profile – Ten Attributes

Inquirers	Knowledgeable	Thinkers	Communicators	Principled
Open-minded	Caring	Risk-takers	Balanced	Reflective

Essential Elements

Knowledge – Six Transdisciplinary Themes

<i>Who we are</i>	<i>Where we are in place and time</i>	<i>How we express ourselves</i>
<i>How the world works</i>	<i>How we organize ourselves</i>	<i>Sharing the planet</i>

Concepts – Seven Key Concepts

<i>form</i>	<i>function</i>	<i>causation</i>	<i>change</i>
<i>connection</i>	<i>perspective</i>	<i>responsibility</i>	

Skills – Five Approaches to Learning

<i>Thinking skills</i>	<i>Social skills</i>	<i>Communication skills</i>
<i>Self-management skills</i>	<i>Research skills</i>	

Action – Three-Stage Action Cycle

<i>Choose</i>	<i>Act</i>	<i>Reflect</i>
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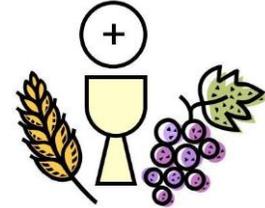
LEARNING RESOURCES



St. Boniface has excellent learning resources and a Learning Commons available for student use. Students may use the resources with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that parents/guardians will be responsible for paying replacement costs for lost or damaged materials.

LITURGICAL CELEBRATIONS/PRAYER

A number of religious and other celebrations (including Masses at St. Thomas More Parish, student-led liturgies in our gym or school chapel)) are held during the year and parents are always most welcome to attend. Please check the monthly calendar for dates and times. Proper reverence and decorum are expected of students at all religious gatherings. Students are also expected to participate in and be respectful during prayer time. All students follow a Religious Studies programme approved by the Canadian Conference of Catholic Bishops.



LOST AND FOUND

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will facilitate the return of misplaced items. A lost-and-found bin is located near the library. We encourage students and parents to check that bin frequently. Twice annually, during student-led conferences, all lost items will be placed on display. Small items, such as keys and glasses, are normally turned in to the office. Unclaimed articles are donated to a charitable organization.

LUNCHTIME POLICY



All students are welcome to enjoy the privilege of eating lunch at school. Students eat lunch in classrooms and are expected to comply with the expectations of the lunch supervisors or monitors. Older students serve as monitors in each classroom and assist the staff supervisors in maintaining order and cleanliness. There is no cost to parents for lunch supervision.

General lunchtime expectations include:

- ✚ Behaviour expectations during lunch breaks are the same as for the classroom
- ✚ Students should be respectful of each other during the break
- ✚ The volume of voices while talking should not get too loud
- ✚ Students are to stay in their seats so they have time to eat a well-balanced lunch – trash can be disposed of, and lunch bags can be returned to backpacks, when the students are getting ready to go outside
- ✚ Students are expected to clean up after themselves
- ✚ Students must follow directions from supervisors or monitors

Note: Students who do not follow lunchtime procedures may be relocated for lunch or lose the privilege of eating lunch at school.

If dropping off a lunch for your child, please do not take it directly to the classroom, but rather leave it with the administrative assistant at the front office with your child's name on it.

MEDICATIONS FOR STUDENTS



On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order 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. The school will administer the medication according to the doctor's prescription, provide safe and limited access, store the medication and keep a record of each student receiving medication. Please assist us in ensuring that prescribed pills, liquids and inhalers are not casually left in student-frequented areas. Students with EpiPens are required to have them with them at all times (i.e. fanny pack or small purse), to ensure immediate access, if necessary.

Medical Alert: If your child has a condition that would require special medical attention, please complete the *Medical Alert Form* as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child's medical status.

MESSAGES TO STUDENTS

Please ensure that your children are aware of after-school arrangements before coming to school. Except in the case of emergencies, we are unable to interrupt classes. We are happy to pass along messages at the end of the day.

NUT-FREE ENVIRONMENT



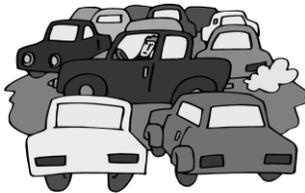
We have a number of students at our school with life-threatening allergies to nuts and nut products. In some cases, these allergies are so severe that just a trace of, or even the smell of peanuts or nut products, could send the child into anaphylactic shock. If this happens, the child's throat tightens and swells and he or she may stop breathing. This type of severe allergic reaction can be fatal. Although we cannot absolutely guarantee that students will not come into contact with nut products, we do wish to limit the chances of such an occurrence. **Please help us by checking the labels, packages and ingredients of all foods your children bring to school. Please do not let your children bring any foods to school that contain even a trace amount of peanuts or nuts.**

PARENTAL CONCERNS

Edmonton Catholic Schools and St. Boniface are committed to working cooperatively with the parents of our students. 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 the person 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 by calling or making an appointment with teachers before raising these concerns with the school administration or Catholic Education Services staff (when their concerns are regarding their child's teacher, programme and/or programme support).

PARKING



Parking at St. Boniface is at a premium. The staff parking lot is full and we have just enough stalls to accommodate our staff members. **For safety reasons, please refrain from entering the staff parking lot to drop off students.** For your convenience, there is a student drop-off/pick-up area (turnaround) located to the east of the school. Please remember there is only parking allowed in the designated parking stalls or on 40 Avenue itself. The loading zone is not a parking lane. Parents should not be parking in this loading zone, and doing so can cause significant traffic congestion and stress for other parents. Also, for their safety, children

must walk on the sidewalks. Please refrain from parking in the bus zone in front of the school and to be mindful of the City of Edmonton "no-idling" bylaw.

PERSONAL PROPERTY

Students are responsible for all personal property. Bringing personal items (e.g. toys, trading cards) to school is strongly discouraged. If these items are brought to the school, they are not to be used during school hours. **Such items are brought to school at the child's own risk. The school is not responsible if these items get damaged or go missing.** All personal items should be clearly marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms or backpacks. Students should not bring articles such as skateboards, in-line skates, scooters, laser pointers or similar items to school. We suggest that expensive articles and treasures be kept at home. **The school is not responsible for these items' damage, loss or theft.**

PLAYGROUND EXPECTATIONS

Students are expected to:

- ✦ Use school equipment appropriately and safely
- ✦ Show consideration of others
- ✦ Respect the rights of others in organized games and refrain from disrupting the activities of others
- ✦ Play safe games that will not harm or potentially endanger themselves or others
- ✦ Display good sportsmanship at all times
- ✦ Refrain from participating in activities such as play fighting, tackle football, throwing snowballs or any form of roughhousing
- ✦ Follow a NO BODY CONTACT rule
- ✦ Be accountable to the playground supervisor for their actions
- ✦ Stay on school property
- ✦ Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate

POWERSCHOOL

All parents who have access to an Internet connection will be signed up for *PowerSchool*. This web site allows parents to access student report cards, information about attendance and upcoming events. PowerSchool also allows parents to pay for some school-related expenses online. Parents are provided with a username and password to access PowerSchool at: <https://powerschool.ecsd.net/public>.



SCHOOL BUS ZONE

The school bus zone is in front of the school (north side of 40 Avenue). The parking ban is 8:00 AM to 4:00 PM. The zone identified by the yellow painted curb and pylons is a *No Parking – No Stopping Zone*. Respecting this zone is extremely important as our school buses are loading and unloading children.

SCHOOL COUNCIL

School councils are associations of parents, staff and community members and representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants involved with the school.

At the beginning of the school year, the school council is elected. The school council meets approximately once a month. We sincerely appreciate those who volunteer to serve the school community in this way.

SCHOOL NEWSPAPER

Every second month, an edition of the Thunderbolt newspaper will be sent through SwiftReach email messaging and will be available on our St. Boniface website (www.stboniface.ecsd.net).

The school newspaper articles are written by St. Boniface students and report on exciting events in our school community. We also provide many important links to both school-specific and District information. Please ensure you are taking the time to read the student reflections about what has happened at St. Boniface and to keep yourself informed with details in these web links embedded in the newspaper. The monthly calendar of events is also conveniently located on our website.

SCHOOL SECURITY

The safety of students is always our first priority. Please be advised of the following safety protocols at St. Boniface:

- ✦ All entry doors to the school are kept locked at all times – anyone who would like to gain entrance through the front door needs to be granted access and then are asked to go directly to the office
- ✦ All visitors to the school MUST sign in at the office and must obtain and wear a visitor's tag
- ✦ Staff members have been asked to approach unfamiliar people who are not wearing their visitor tags to inquire as to their reason for being in the school (please do not be offended if you are approached – it is imperative that we know everyone's purpose for being in the school)
- ✦ We regularly practice safety drills, including fire drills, on-alert and lockdowns – these drills take place at various times during the school day (again, it is imperative that we know who is in the building at all times)

SCHOOL SUPPLIES



In the spring, supply lists are posted on our school web site and parents are given the opportunity to purchase supplies for the next school year through a company specializing in providing school supply orders. These supplies are delivered directly to the student's home. Parents who do not purchase supplies through this company are required to access the supply list and purchase supplies themselves. Please keep in mind that supplies may need to be replenished during the year. Supplies are not sold at the school.

STUDENT-OWNED DEVICES

At St. Boniface School, we believe that technology can be a powerful tool to enhance learning – enabling students to obtain information and to collaborate with others across the school, the district and the world in purposeful educational activities. Integrating 21st century technologies into teaching and learning not only supports curricular outcomes across several subject areas, it also provides students with immediate connections to learning opportunities that would never before have been possible.



As students increasingly integrate networked interactions into their learning processes, they hone new digital competencies, such as the ability to adapt appropriately, quickly and articulately to a variety of networked collaborative environments. To this end, students are permitted to use student-owned devices (e.g. smartphones, tablets) and access the school's wireless network, **for the purpose of completing school work. Those devices must be used only with a teacher's permission and under staff supervision (i.e. using devices at recess or at lunchtime is prohibited).** Students are prohibited from making cell phone calls/texts during school hours.

TESTING

Throughout the year, students in some grades write standardized tests, including CCAT (Canadian Cognitive Abilities Test) and CTBS (Canadian Test of Basic Skills). Parents are welcome and encouraged to review their child's scores with qualified school staff. Notice of when these tests are being written is included in the monthly events calendar.

VACATIONS/EXTENDED ABSENCES

21st century classrooms are dynamic learning environments that are fluid and constantly changing. Work assigned is often project-based and is designed to promote critical thinking and a deeper level of student engagement. Worksheets and paper packages of student work are increasingly rare in today's classrooms, since research shows that they do little to promote higher-level thinking skills or achievement. As our learning environments are so dynamic, it can be very difficult for teachers to put together packages for students who will be away for an extended period of time. Consequently, we recommend that families avoid booking vacation time during the school year. If that is not possible, or if a student must be away for truly important events or family emergencies, then parents are asked to contact the teacher to find out what general topics of study will be examined while the student is away. The student may be expected to read applicable textbook chapters and monitor work that might be posted online (e.g. in a Google Classroom). It is the responsibility of the students and parents to consult with teachers about work that was missed during an absence and to complete all missed assignments and/or exams. Students who are habitually late or absent may be reported to the Attendance Board.

VISITORS

Parents and visitors are required to enter through the front door of the school and 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 staff. If you are coming to see a teacher, please arrange a convenient time prior to coming.

VOLUNTEERS

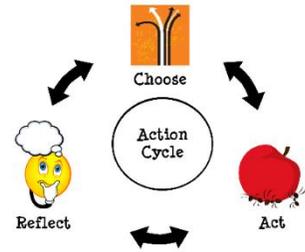
Volunteers are welcome at our school. We appreciate the support, time and commitment from all members of our school community. Volunteers are asked to sign in at the office and wear a visitor tag. In keeping with district policy, all parent volunteers are required to complete a *Volunteer Registration Form*, which is kept on file at the school for a two-year period. Volunteers who work with students in situations where no staff member is present (e.g. coaching sports teams or transporting students) are required to complete both a *Police Information Check* and an *Intervention Record Check*.

ST. BONIFACE STUDENT CODE OF CONDUCT POLICY

The purpose of establishing a Student Code of Conduct Policy is to ensure our school creates and maintains a welcoming, caring, respectful and safe learning environment for all students and school staff. This Student Code of Conduct Policy is created and followed within our school community to ensure a balance between individual and collective rights, freedoms and responsibilities. The Policy establishes the expectations for student behaviour while at school, during the school day, when using electronic formats or while engaging in any activity that may have an impact on others in the school.

By supporting the development of IB learner profile attributes, we encourage students to make positive choices, act appropriately and reflect on their actions, to foster their own personal growth.

This Student Code of Conduct Policy is reviewed and adjusted annually by staff, school council members and students. It is reflective of the expectations of students as addressed in legislation and district procedures. It is then reviewed with students at the beginning of the school year.



At St. Boniface, we affirm the following:

- ✚ 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. Boniface
- ✚ 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, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation

EXPECTATIONS FOR APPROPRIATE BEHAVIOUR

Expectations of students and school rules are outlined at the beginning of the year and are regularly reviewed with students. Students are expected to conduct themselves according to the requirements set out in Section 12 of the Alberta School Act (2015).

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programmes and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

The School Act also empowers the teachers and principal with the disciplinary authority needed to enforce this code.

St. Boniface School is committed to providing students with a school environment that is both safe and conducive to learning. We are dedicated to teaching students appropriate behaviour towards themselves and others. We expect students to behave in an appropriate manner, which does not interfere with the learning or behaviour of others. We believe that people perform better when they know what is expected of them. Students are to conduct themselves in a manner that is respectful. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements and through the school newsletter and Student/Parent Handbook. We have set behavioural guidelines for the school as a whole and have asked each teacher to apply programmes and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class.

The school has supports (school staff, Emotional Behavioural Specialist, Family School Liaison Worker) in place to support those students in correcting unacceptable/inappropriate behaviour.

ADDRESSING UNACCEPTABLE BEHAVIOURS

We concentrate on positive behaviour and attitudes. However, there are times when a student has difficulty recognizing their responsibility as a student. In such cases, we have outlined a number of possible consequences for behaviour. Consequences and events will take into consideration unique student attributes, such as age, maturity and individual circumstances.

There will not be a "one size fits all" approach as this is inconsistent with the School Act.

When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support or custodial staff) will apply the most appropriate action. That action may include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. One or more of the following can be expected to occur.

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| ✚ Verbal reprimand | ✚ Temporary exclusion of student from class |
| ✚ Restriction of privileges and activities | ✚ Bus suspension for students riding the bus |
| ✚ Detention of student | ✚ In-school suspension |
| ✚ Parental involvement | ✚ Out-of-school suspension |
| ✚ Parent-student conference with school staff | ✚ Referral to Attendance Board |
| ✚ Verbal or written apology by student | ✚ Behaviour contract |
| ✚ Problem solving, monitoring or reviewing behaviour expectations | ✚ Involvement of outside agencies |
| ✚ Replacement or repair of damaged property | ✚ Involvement of police |
| | ✚ Expulsion |

Students may be restricted from participating in activities that are considered as privileges or as extra-curricular. Students may be disallowed to attend curriculum-based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means.

As might be expected, the more serious the behaviour, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of inappropriate behaviour and the age of student, are also considered. The following are considered major forms of inappropriate behaviour and will be dealt with severely, whether or not they occur within the school building, during the school day or by electronic means.

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| ✚ Bullying (repeated behaviour that involves a threat or harm against another person) | ✚ Repeated violation of general expectations |
| ✚ Open opposition/defiance to authority | ✚ Continual disregard of classroom rules |
| ✚ Physical or verbal abuse | ✚ 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 is forbidden if the denial or discrimination is based on race, religious beliefs, colour, gender physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation |
| ✚ Profanity | |
| ✚ Use or display of improper or profane language | ✚ Contravention of the code of conduct set out in the Alberta School Act (2015) |
| ✚ Willful damage to property | |
| ✚ Theft | |
| ✚ Possession or use of illegal drugs or substances | |
| ✚ Behaviour dangerous to self or others | |
| ✚ Possession of a weapon or presentation of an object intended to threaten or intimidate | |

BULLYING

Bullying is defined as repeated hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community (whether at school, out-of-school or online). Any form of bullying will not be tolerated. Each situation is unique and will be dealt with as such. Students are responsible to report bullying to any adult they trust. This may be done using any form of communication. The school has supports (school staff, Emotional Behavioural Specialist, Family School Liaison Worker) in place to help those who are affected by bullying or other inappropriate behaviour.

SUSPENSION

In accordance with Section 24 of the Alberta School Act, the principal may suspend a student if in the opinion of the teacher or principal the student has: (a) failed to comply with Section 12 of the Alberta School Act, or (b) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school.

- ✚ A student can be suspended from school for a period of up to five days – parents will be informed of the suspension and a letter will be sent home
- ✚ While at home, the student will be responsible for work missed
- ✚ Following a suspension, a student may be required to come in with their parents/guardians to discuss the student's commitment to positive behaviour
- ✚ According to Section 12 of the School Act, the school may recommend that the student be expelled

SUPPORT

Support will be given to a student in order to help them learn how to correct behaviours and/or learn how their behaviours impact others. Whether supports and/or consequences are given for unacceptable behaviours will be at the discretion of the administration and teachers. Forms of preventative procedures, supportive procedures and/or fair and corrective interventions will be looked at when deciding upon an appropriate consequence.

Possible supports to address unacceptable behaviours:

- ✚ Mentoring (from a peer, staff member or other agencies)
- ✚ Restorative process (student is involved in a process to restore relationship between them and the offended)
- ✚ Counselling (from school staff or other agencies)
- ✚ Regular check-ins with school staff – monitoring of student to ensure acceptable behaviours are being followed

All students that have been at the receiving end of unacceptable behaviours will also receive supports if they are needed or required. Supports that are available, but not limited to, are:

- ✚ Counselling (from school staff or other agencies)
- ✚ Regular check-ins with school staff
- ✚ Restorative process (student may be involved in a process to restore relationships with them and the offender)
- ✚ Monitoring the student and the offender to make sure that acceptable behaviours are being followed
- ✚ Mentorship and/or peer support to assist the student coping with the incident

RESPONSIBILITIES

Students learn best in a positive learning environment. We expect students and parents to recognize their responsibility in developing student behaviour and conduct and that the partnership between home and school is vital to student success.

STUDENTS

Students will meet the expectations for behaviour while on school property or when involved in any school-sponsored or related activities. Students will exercise their responsibilities to use their God-given talents and abilities to gain maximum learning benefits from their school experiences. We expect that they will contribute to a positive learning environment.

In addition to expectations for behaviour laid out in Section 12 of the Alberta School Act (2015), we expect that students will:

- ✚ Assume responsibility for their actions and choices
- ✚ Demonstrate the IB attitudes of creativity, integrity, tolerance, enthusiasm, commitment, appreciation, independence, cooperation, respect, empathy, confidence and curiosity
- ✚ Seek help from staff to assist in problem-solving
- ✚ Report to their homeroom teacher or to an administrator any student who contravenes the Student Code of Conduct Policy. This may be done through disclosure to a parent who would then report the behaviour
- ✚ Respect and celebrate our Catholic identity

PARENTS

We expect that parents will:

- ✚ Send children to school rested, well-fed, appropriately dressed and mentally ready to engage in learning
- ✚ Inform the school about essential information
- ✚ Review our Student Code of Conduct Policy with their children and ensure their children's understanding
- ✚ Monitor homework assignments and assist when necessary
- ✚ Work with the school to resolve student behaviour issues as they pertain to their child
- ✚ Report information disclosed by their child as it pertains to the Student Code of Conduct Policy
- ✚ Assume responsibility for their child's behaviour