



2022-2023

7240 – 180 Street NW
Edmonton, Alberta
T5T 3B1

Phone: 780-487-4594
Fax: 780-481-0323
www.stmartha.ecsd.net

OUR MISSION

We are called by our faith to be Christ's hands and hearts. We believe that all people are made in the image of God, and this is reflected throughout our daily actions and words. We work cooperatively with every child's family, school and parish and seek to model our interactions on Christ's teachings. The permeation of Christ's teachings is woven into our academic and social interactions as we encourage creativity, leadership, social responsibility and critical thinking.

WELCOME

St. Martha School would like to warmly welcome all of you to our St. Martha Family for the 2020-2021 school year. At St. Martha we pride ourselves on keeping strong relationships with staff, parents, students, and our parish. This handbook is meant to help all our stakeholders become better acquainted with our school and its procedures.

Our school provides the opportunity to practice Catholic values in a climate of understanding and forgiveness. We aim to provide an engaging atmosphere that is rich in learning and helps all students find success. We will work hard together to live out our school charism – "Nurturing Spirits: developing the whole child – body, mind and spirit.

ST. MARTHA SCHOOL RESPECTS THE RIGHTS OF ALL COMMUNITY MEMBERS AND STAKEHOLDERS

We affirm 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. Martha School.

We affirm that pursuant to the Alberta Human Rights Act and the 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 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.

SHARED RESPONSIBILITIES OF STUDENTS, STAFF AND PARENTS (CODE OF CONDUCT)

Our primary goal is to ensure the safety and well-being of all students, staff, volunteers, and guests at St. Martha School. We strive to create an environment which nurtures the growth of the "whole" child: academically, emotionally, physically, socially, and spiritually. As a community of learners, the students, staff, and parents of St. Martha School share a responsibility to create a welcoming, caring, respectful, and safe learning environment for all. It is essential that we work together to model and encourage our Christian values of love, peace, forgiveness, dignity, and respect.

In the process of growing up, children will occasionally make poor choices or become involved in negative situations. Our conduct policy seeks to respect the uniqueness and dignity of each child and to encourage the children to learn from their mistakes.

Student Responsibility:

According to the **Education Act – Section 31**, a student shall conduct himself or herself to reasonably comply with the following code of conduct by

- attending school regularly and punctually,
- being ready to learn,
- actively engaging in, and consistently striving to put forth one's best effort in pursuit of one's education,
- ensuring one's conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects diversity and fosters a sense of belonging in others in the school,
- respecting oneself, the rights of other, and school property,
- refraining from, reporting in a timely manner to a trusting adult and/or not tolerate unwelcoming, disrespectful, harassing, intimidating and/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,
- knowing and complying with the rules of the school,
- co-operating with all school staff and those people who provide other services within the school,
- being accountable to teachers and other school staff for conduct, and
- contributing positively to one's school and community, including working and playing cooperatively.

Parent Responsibility:

According to the **Education Act – Section 32**, a parent has the responsibility to

- take an active role in the child's educational success, including assisting the child in complying with Section 31,
- ensure that the child attends school regularly,
- ensure that their conduct contributes to a welcoming, caring, respectful, and safe learning environment,
- co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- encourage and foster positive and respectful relationships with all school staff and those professionals providing support and/or service in the school, and
- engage in the child's school community.

Staff responsibility:

Staff has the responsibility to

- model mutual respect, Catholic values and behavior that contributes to a welcoming, caring, respectful, and safe learning environment,
- educate students by fulfilling the mandate of the Alberta Program of Studies,
- meet the needs of students by assisting them to be successful,
- maintain open communication with students, parents, and other staff.

ENCOURAGING APPROPRIATE CONDUCT

Dignity is at the heart of our discipline policy; therefore, information will only be shared with the child's parent(s)/guardian(s) and with the appropriate school staff in minor and major offences. Inappropriate conduct will result in consequences which take into consideration unique student attributes such as age, maturity, and individual circumstances such as, but not limited to, identified exceptional cognitive, emotional, or physical disabilities or needs. In all cases, there will be a review of preventative procedures that are, or which need to be implemented.

A **minor offence** may include items such as: impolite manners or disruptive behaviour, inappropriate dress, incomplete homework, tardiness, and unsafe play. In the case of a **minor offence**, the student may be asked to take time away from a given activity, work in a less distracting location, complete unfinished work, write an apology, etc. Other intervention strategies may be used at the discretion of the teacher and/or administrator.

A **major offence** is behaviour/conduct that is disrespectful, harassing, intimidating and/or repeated 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, which may include: defiance and/or disobedience toward authority, fighting, bullying, vandalism, use of inappropriate language/gestures, and/or stealing.

In the case of a major offence, the student will speak with an administrator. Major offences may result in an in-school or out-of-school suspension, during which time the student will be responsible for any work missed and may lose lunchroom and/or extra-curricular privileges. The administrator will determine the length and nature of the suspension based on the severity and/or frequency of the incident.

The St. Martha Student Conduct Policy applies to all students during school-based activities. This includes time during the lunch hour, recesses, extra-curricular activities, field trips, before/after school and while waiting for or riding on the school bus, or if they occur by electronic means.

BULLYING

Alberta Education defines 'bullying' as: "...a repeated and hostile or demeaning behavior intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social and physical power." Bullying can take different forms:

- Physical – pushing, hitting,
- Verbal – name calling, threats, put-downs,
- Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation,
- Cyber – using the computer or other technology to harass or threaten.

Bullying is a learned behavior and is different than conflict. Conflict is defined as a disagreement or struggle over opposing beliefs, needs, feelings, or actions and is a normal part of life. It is important to recognize the difference between conflict and bullying. Students are to ensure that they do not engage in bullying behaviors. Students who have witnessed bullying or are aware of such behaviors as defined above are to report it privately to a teacher and/or school administrator, as soon as they can after witnessing or experiencing this offence. Students who are uncomfortable with coming forward to any school staff member are encouraged to talk with parents/guardians, who could then assist the student in notifying the school staff.

Students who present with identified bullying behaviours will be referred to the office, as these behaviours will not be tolerated, and may involve an in-school or out of school suspension, in accordance with section 31 of the

school act. The implementation of the procedures in our Conduct Policy will always be carried out with an appreciation that each student and each situation is different. We will attempt to always act in the best interests of the student, the class, and the staff member in every situation. Consideration will be given to unique student attributes such as age, maturity, and individual circumstances. Our procedures may include restorative justice measures, preventative measures, supportive measures, and fair and correct interventions to address the individual situation.

PROTOCOL FOR PARENT CONCERNS

The Edmonton Catholic School District and St. Martha School recognize the freedom of all members of the school community (students, staff, parents, and neighbours) to voice their concerns in a proper and respectful manner to school personnel.

All parties in a conflict situation must recognize and respect the policy and protocol: more specifically the rule of **first contact**. *“This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere”* (Administrative Policy 132).

ATTENDANCE/APPOINTMENTS

Regular and punctual attendance is an expectation of all students. This is a critical factor in being successful at school because much of the learning occurs during teacher instruction and class activities.

If your child is absent from school, we ask that you contact our school office, 780-487-4594. A voicemail can be left outside of school hours. To ensure the safe arrival of all students, our Division phone out system, *SwiftK12*, will notify you of any unverified absence and ask that you call the school. Phone outs happen approximately 15 minutes after registration times – both in the morning and the afternoon.

Any student who arrives after morning or afternoon registration must enter through the main entrance and report to the general office. Students who do not come to the office will be marked absent and a phone call will go out to parents from our *SwiftK12* automated call out.

Regular attendance contributes significantly to student learning and the Division encourages parents and students to recognize their responsibility for regular attendance. The school will engage in all reasonable efforts to resolve attendance concerns and re-engagement.

TRANSPORTATION

Please inform us of any changes to your child’s transportation with a note to the homeroom teacher or, in emergency situations, a phone call to the office prior to 2:30 pm. **Students who do not have written permission or a phone call to the office will be sent home by way of their normal transportation at the end of the day.** Due to safety reasons, ECSD Transportation does not allow students who are not regular school bus riders to ride the bus home with friends.

BICYCLES AND OTHER WHEELED-TRANSPORTATION

Students who bring their bicycles, skateboards, inline skates, scooters, or other wheeled transportation to school do so at their own risk. Students are encouraged to respect their own property and the property of others. All bicycles must be locked individually in the bicycle racks located on our school grounds. Please ensure that a safe and durable lock is used.

Students are encouraged to contact the office if their mode of transportation cannot easily be secured in the bicycle racks. Every effort will be made to secure an alternative space. All students are expected to wear a CSA approved bicycle helmet when using bicycles and wheeled transportation. We ask that students walk their bicycles, skateboards, etc. on school property.

COMMUNICATION

Open and positive communication between the home and school is one of the most important contributions we can make for the educational development of children. You are encouraged to consistently review your child's progress using PowerSchool. If you are having difficulty accessing PowerSchool, please contact the office for assistance. Parent and teacher interviews/ Demonstrations of Learning will occur in November and March. We encourage you to contact the school and make an appointment to meet with your child's teacher or the administration at any time.

The primary communication tool is through your child's agenda, PowerSchool, and/or Google Classroom. Please review these tools daily. The monthly newsletter and calendar are available electronically and can be accessed on our school website @ www.stmartha.ecsd.net.

It is very important that the school has accurate records of addresses, emails, phone numbers, and emergency contacts and. Please advise the school immediately of any changes.

CUSTODY ARRANGEMENTS

In the event of a legal custody arrangement, it is the responsibility of the parent(s)/guardian(s) to notify the school and to submit the pertinent legal documents to the school. Please note that the school will only honour the terms of the legal documents contained within the student file. **Legal documents must be current and certified.**

DRESS AND FOOTWEAR

Our dress code honours dignity and respect for everyone and reflects our Christian values. It is expected that students will come to school with appropriate clothing for the **weather conditions** (i.e., toques, mitts, scarves, splash pants, rubber boots, etc.). If there is a concern regarding a student's dress, he/she will be asked to adjust their clothing to reflect our dress code. In some cases, the parent will be contacted to provide alternate clothing.

Good stewardship extends to the cleanliness of our school. Students must remove outside footwear upon entry to the school. A clean pair of shoes must be worn inside the school for safety reasons, particularly in the event of a fire or emergency evacuation. **Running shoes that do not leave black marks are recommended.**

EMERGENCY EVACUATION

There are several causes that could potentially lead to the evacuation of the school building – a gas leak, a fire, etc. In the event of an evacuation, the students and staff would proceed to **Saint Oscar Romero High School, 17760 - 69 Avenue**. Parents will be notified of any evacuation. To prepare our students, regular practice of fire drills and lock down procedures with students will occur throughout the year.

ILLNESS AND ACCIDENTS

Parents are required to notify their child's teacher(s) of any medical conditions (i.e., allergies, epilepsy, asthma, etc.) that may affect learning and school activities. In the event of an injury, students will be assessed by first aid responder, and if needed, first aid will be administered, and emergency medical services (EMS) will be called.

LUNCH PROGRAM AND POLICY

Our students eat lunch in their classrooms. Lunch monitors from our senior grades assist in each classroom and are supported by staff on supervision. Students are expected to use proper lunch etiquette which includes sitting at their desk and using a quiet conversational voice to visit with classmates. It is important that your child bring necessary cutlery to eat his/her, as the school has limited supplies to accommodate cutlery requests.

MEDICATION TO STUDENTS

Please be aware that parents must complete a *“Request for Administration of Medication at School”* form signed by their family doctor for the school to assist with medications. The school will administer the medication according to the doctor's prescription and provide safe, limited access to storage.

STUDENT TELEPHONE USE AND CELL PHONES

Any contact during the school day between a student and parent should proceed through the office. We recognize that many students bring their own cell phones to school for safety reasons. We encourage any student with a cell phone to arrange a safe place to store it. The school will not be responsible for any lost, damaged, or stolen cell phones. If a student brings a device to school, a reminder that use of photos, videos or other recordings for any non-educational purpose is prohibited. This is in compliance with FOIP (Freedom of Information and Privacy Act) and must be respected for the safety of all members of the school community.

VISITORS/VOLUNTEERS

St. Martha School encourages and welcomes volunteers. Volunteers play a key part and valuable resource in the school community in providing non-instructional services which assist teachers and staff in achieving educational goals. All volunteers are required to complete a “Volunteer Registration Form.” prior to commencing volunteer activities in the school. If interested, please contact the office to retrieve the form. All visitors are to report immediately to the office to sign in.

SCHOOL ADVISORY COUNCIL

The excellent relationship that exists between the school and our parent community are attributed to the efforts of our parent and staff. The School Council exists for the purpose of advising and supporting the school community with respect to activities, issues and general school information. The School Advisory Society exists to address the fundraising and financial needs for the students and the school. Meetings are held once every two months. Please see our school website for our Annual General Meeting in September.

STUDENT ACTIVITIES

Extra-curricular activities are a vital part of the school community. Throughout the year, there may be opportunities to participate in the following activities:

- Lunch Intramurals
- Volleyball Club
- Student Broadcast Team
- Running Club
- Student Service Clubs - GLOW (God Leads Our Way)
- Social Justice Initiatives
- Makerspace Club

SCHOOL HOURS OF OPERATION

	<i>Monday, Tuesday, Wednesday, Friday Grade 1-6</i>	<i>Thursday Grade 1-6</i>
FIRST BELL	8:04 a.m.	8:04 a.m.
Classes	8:09 a.m. – 9:57 a.m.	8:09 a.m. – 9:46 a.m.
Recess	9:57 a.m. – 10:13 a.m.	9:46 a.m. – 10:00 a.m.
Classes	10:13 a.m. – 11:42 a.m.	10:00 a.m. – 11:15 a.m.
LUNCH	11:42 a.m. - 12:25 p.m.	EARLY DISMISSAL - 11:15 a.m.
Classes	12:25 p.m. – 1:37 p.m.	
Recess	1:37 p.m. – 1:53 p.m.	
Classes	1:53 p.m. – 3:00 p.m.	
DISMISSAL	3:00 p.m.	

Monday, Tuesday, Wednesday, Friday – Kindergarten

AM Classes

PM Classes

***No Kindergarten Classes on Thursdays.**

Students are asked to enter the school at their assigned entry door. Late students to arrive via the front entrance and report to the office. Children should not be at school before 7:50 a.m. or after 3:15 p.m. unless they are involved in a scheduled and supervised school activity.

Recess is an important part of the school day. It is a time for socializing with friends, exercising, eating a snack and refreshing the brain! Recess is held outside and will only be indoors during extreme weather conditions: when the temperature is -20°C or colder, if the temperature and wind chill factor combined are -20°C or colder, or on rainy days. **As a general rule, if a child is too ill to be outside, they may be too ill to be at school.** We do not have extra supervision in the office or library during recess times.