



# **ST. MARTHA**

Catholic Elementary School  
*Nurturing Spirits & Filling Hearts*

**2025-2026**

7240 – 180 Street NW  
Edmonton, Alberta. T5T 3B1  
Phone: 780-487-4594

[www.stmartha.ecsd.net](http://www.stmartha.ecsd.net)

**This agenda book belongs to:**

**First Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

## **WELCOME**

We would like to warmly welcome you to our St. Martha family for the **2025-2026** school year. At St. Martha Catholic Elementary School, we pride ourselves on forming strong relationships with staff, families, students, and our parish.

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

In addition to the information in this agenda, we invite you to check our school website to stay up to date on school activities and information. Also, please consult with the teacher regarding whether a Google Classroom has been set-up for further communication on homework, assignments, and upcoming classroom events.

## **OUR MISSION**

*The mission of St. Martha School is to provide a Catholic education that guides students to love and learn in a Christ-centred community.*

## **ST. MARTHA IS COMMITTED TO INCLUSIVE COMMUNITIES**

We recognize that we are all created in the image and likeness of God. As such, all human beings are inherently sacred and must be treated with dignity and respect. All efforts to support the inclusive, safe, and caring learning and working communities within our school must be in accordance with the teaching of the Catholic Church and shall be grounded in the understanding of the person. A nurturing inclusive community is one in which each person is welcomed, accepted, and supported as a child of God; therefore, any discrimination is unacceptable and will be addressed. All students, staff, and families of St. Martha School will be provided with an inclusive, welcoming, caring, respectful, safe, and Catholic environment that promotes the well-being of all and fosters community support for achieving this goal.

## **SHARED RESPONSIBILITIES OF STUDENTS, STAFF AND PARENTS/GUARDIANS (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. We must work together to model and encourage our Christian values of love, peace, forgiveness, dignity, and respect. In growing up, children will occasionally make poor choices or become involved in negative situations. Our conduct policy seeks to respect each child's uniqueness and dignity and encourage children to learn from their mistakes.

### **Student Responsibility:**

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

- (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 programs 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.

**Parent Responsibility:**

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

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31, (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment, (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

**Student Code of Conduct:**

Corrective interventions reflecting Catholic social justice principles that protect the dignity of both the individual person and the common good involve the administration of fair and consistent disciplinary procedures in response to the following severe breaches of conduct:

- Disruptive behaviour;
- Verbal, physical or sexual threats or assaults;
- Harassment;
- Bullying, including cyberbullying;
- Use or possession of weapons;
- Use, possession or sale of alcohol and illicit substances;
- Use, possession or sale of cigarettes, vape, or marijuana;
- Vandalism or theft; or
- Any activities with criminal intent.

(Referenced from ECSD Administrative Procedure 351)

**WE ALL BELONG HERE**

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has "*Administrative Procedure 172-Equity, Diversity, Inclusion and Anti-Racism*", which outlines how to report incidents of racism and discrimination.

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.

**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 that consider 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 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 note, 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 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 this 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. Activities include 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 behaviour intended to cause harm, fear, or distress, including psychological harm or harm a person's reputation. It often involves an imbalance of social and physical power" (<https://www.alberta.ca/bullying-prevention-for-educators.aspx>).

Bullying can take different forms:

- Physical – poking, elbowing, pushing, hitting
- Verbal – name-calling, insults, racist, sexist or homophobic comments, put-downs or threats
- Social – gossiping, spreading rumours, exclusion, isolating, ganging up or intimidation
- Cyber – social or verbal bullying using email, text messages, gaming, or social media.

Bullying is a learned behaviour and is different than conflict. Conflict is a disagreement or struggle over opposing beliefs, needs, feelings and/or actions and is a normal part of life. It is essential to recognize the difference between conflict and bullying. Students are to ensure that they do not engage in bullying behaviours.

Students who have witnessed bullying or are aware of such behaviours are encouraged 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, per Section 31 of the School Act. The implementation of our Conduct Policy will be carried out with an appreciation that each student and each situation is different. We will act in the student's best interests, the class, and the staff member. 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/GUARDIAN CONCERNS**

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

All parties in a conflict situation must recognize and respect the policy and protocol: more specifically, the rule of first contact. ***First contact "means that the person(s) who have the concern, have the responsibility to begin addressing the***

***concern directly with those persons with whom they have the concern before taking their concern elsewhere"*** (Administrative Policy 152).

#### **ATTENDANCE/APPOINTMENTS**

Regular and punctual attendance is an expectation of all students. Attendance 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 you to contact our school office at 780-487-4594. Another quick and easy alternative is to utilize the School Messenger SafeArrival app. It is available 24 hours a day, 7 days a week, and you can report your child's absence in advance using any of these options:

- SchoolMessenger App (iOS or Android)
- Power School (click on the School Messenger icon in the left-hand menu)
- Website: [go.schoolmessenger.ca](http://go.schoolmessenger.ca)
- Phone 1-833-788-7662

Using SchoolMessenger is quick, convenient, and helps keep your school informed and your child safe. For full instructions and more information, visit: [ecsd.net/reportingabsences](http://ecsd.net/reportingabsences).

Any student who arrives after morning or afternoon registration must enter through the main entrance and report to the general office, to be entered into the system as "late", and not "absent". Being entered as "absent" will again notify the *SchoolMessenger* system. Regular attendance contributes significantly to student learning, and the Division encourages families and students to recognize their responsibility for regular attendance.

#### **TRANSPORTATION**

Please inform the school of any changes to your child's daily transportation with a note to the homeroom teacher or a phone call to the office before 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 regular 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. when on school property.

#### **COMMUNICATION**

Open and positive communication between the home and school is one of the most important contributions we can make to the educational development of children. You are encouraged to review your child's progress using PowerSchool consistently. If you have trouble accessing PowerSchool, please contact the office for assistance. Parent/Guardian-teacher Interviews/Demonstration of Learning will occur in November and March. Further information on how to schedule an appointment will come via email as these dates near.

The primary communication tool is your child's agenda, PowerSchool, and/or Google Classroom. Please review these tools daily. Please watch for weekly updates through School Messenger and the monthly calendar can be accessed electronically on our school website at [www.stmartha.ecsd.net](http://www.stmartha.ecsd.net).

It is very important that the school has accurate records of addresses, emails, phone numbers, and emergency contacts. 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.**

## ST. MARTHA 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. Martha **must** wear:

- A shirt or the equivalent that provides appropriate coverage (i.e., Covers all undergarments; No navel showing.)
- Pants or the equivalent (bottoms) that provides appropriate coverage. (i.e., No undergarments showing. Bottom is adequately covered.)
- Shoes: one indoor pair suitable for physical activity (with non-marking soles) and one outdoor pair of footwear.

Students at St. Martha **may** wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal.
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face to be visible to school staff and must be off during direct instruction. Hats and other headwear (unless for religious observance) must be removed for prayer, celebrations, church visits, or if requested by a teacher during a major assessment/test.
- Clothing with logos or text on it that is positive in nature, and respectful.

Students at St. Martha **may not** wear:

- Articles of clothing (including hats/headwear) that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status.
- Articles of clothing (including hats/headwear) 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.
  - Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

#### **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/Guardians 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 a 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 brings the necessary cutlery to eat their lunch, as the school cannot accommodate these requests that may occur daily.

#### **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/guardian should proceed through the office. We recognize that many students bring their own cell phones to school for safety reasons. As per the Government of Alberta, cell phones, smartwatches, and tablets are not allowed to be used during the school day. We encourage any student with a device to arrange a safe place to store it during school hours. 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 complies 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 or on a field trip. 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 community is attributed to the efforts of our families 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. Please see our school website for meeting minutes and dates.

### 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: Intramurals, Volleyball club, Student Broadcast team, Running club, Art club, Games Club, Student Leadership club, Social Justice initiatives, Gathering Circle, and Makerspace club, just to name a few. Extra-curricular activities, whether held during or after school hours, will vary from year to year and depend on several factors, such as student interest and teacher supervision.

### SCHOOL HOURS OF OPERATION – 2025-2026

#### Grades 1-6

|                   | Monday, Tuesday, Wednesday, Friday<br>Grade 1-6 | Thursday<br>Grade 1-6               |
|-------------------|-------------------------------------------------|-------------------------------------|
| <b>FIRST BELL</b> | 8:04 a.m.                                       | 8:04 a.m.                           |
| Classes           | 8:08 – 9:55 a.m.                                | 8:08 – 9:45 a.m.                    |
| <b>Recess</b>     | 9:55 – 10:10 a.m.                               | 9:45 – 10:00 a.m.                   |
| Classes           | 10:10 – 11:45 a.m.                              | 10:00 - 11:30 a.m.                  |
| <b>LUNCH</b>      | 11:45 a.m. - 12:25 p.m.                         | <b>EARLY DISMISSAL - 11:30 a.m.</b> |
| Classes           | 12:25 – 1:35 p.m.                               |                                     |
| <b>Recess</b>     | 1:35 – 1:50 p.m.                                |                                     |
| Classes           | 1:50 – 3:00 p.m.                                |                                     |
| <b>DISMISSAL</b>  | 3:00 p.m.                                       |                                     |

#### Kindergarten

|                   | Monday, Tuesday,<br>Wednesday, Friday | Thursday<br><br>No School |
|-------------------|---------------------------------------|---------------------------|
| <b>FIRST BELL</b> | 8:04 a.m.                             |                           |
| Classes           | 8:04 – 11:19 a.m.                     |                           |
| <b>DISMISSAL</b>  | 11:19 a.m.                            |                           |

Students are asked to enter the school at their assigned entry door. Late students arrive via the front entrance and report to the office. Children should not be at school before 7:50 a.m. or after 3:00 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. **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. In addition, 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 carefully monitor the air quality in their area when the index reaches levels of 4-6 which indicate a moderate risk.