



ST. MARTHA
Catholic Elementary School
Nurturing Spirits & Filling Hearts

2026-2027

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

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 **2026-2027** 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-centered community.

OUR VISION

Our students will learn with joy, lead with kindness and serve all in Christ's name.

ST. MARTHA STUDENT CODE OF CONDUCT

We recognize that all people are created in the image and likeness of God and are inherently deserving of dignity and respect. At St. Martha Catholic Elementary School, we are committed to providing a safe, caring, inclusive, and respectful learning environment for all.

We nurture the whole child—academically, socially, emotionally, physically, and spiritually—while living out our Catholic values of love, peace, forgiveness, and respect. Together, we strive to build a community where every individual feels welcomed, valued, and supported.

Children are continually learning and growing, and at times may make mistakes. Our Code of Conduct supports students in learning from these experiences while respecting their unique needs and dignity. In accordance with the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, all members of our school community are afforded protection from discrimination. Discrimination includes any conduct that denies or limits access to services, opportunities, or participation based on protected grounds such as race, religion, gender, disability, family status, or sexual orientation.

Student Responsibilities

Students play an important role in creating a positive school environment. All students are expected to:

- Treat others with kindness, respect, and dignity
- Respect differences, including cultural, religious, and individual differences
- Follow school expectations and use good judgment at school, during school activities, and online
- Refrain from bullying, harassment, intimidation, discrimination, and aggression
- Refrain from engaging in violence
- Support a safe environment by reporting concerns to a trusted adult (unless doing so would place them at risk)
- Use technology and social media responsibly
- Take responsibility for their actions and work to repair harm when needed

In alignment with the **Education Act (Section 31)**, students are also expected to:

- Attend school regularly and be prepared to learn
- Engage in their learning and strive to do their best
- Respect themselves, others, and school property
- Follow school rules and cooperate with staff

- Be accountable for their conduct and contribute positively to the school community
- Refrain from bullying or harmful behaviour, whether at school or through electronic means

We believe in teaching and reinforcing positive behaviour.

Acceptable behaviour includes:

- Demonstrating kindness, cooperation, and responsibility
- Helping others feel safe, included, and respected
- Respecting school property and the property of others

Unacceptable behaviour includes:

- Bullying, harassment, or intimidation (in person or online)
- Discrimination based on protected human rights grounds
- Physical, verbal, or emotional aggression
- Any actions that interfere with the safety, learning, or well-being of others

Parent Responsibilities

Parents are important partners in creating a safe and caring school environment. In accordance with the **Education Act (Section 32)**, parents are expected to:

- Take an active role in their child's learning and school success
- Ensure their child attends school regularly
- Support school expectations and reinforce respectful behaviour
- Conduct themselves in a manner that supports a safe and caring learning environment through respectful and welcoming behaviour
- Foster positive relationships with staff and others in the school community
- Work collaboratively with the school to support student success

Staff Responsibilities

Staff play a key role in fostering a positive learning environment. Staff will:

- Model respect, Catholic values, and positive behaviour
- Provide quality instruction aligned with the Alberta Program of Studies
- Support student learning and individual needs
- Maintain open and respectful communication with students, parents, and colleagues

Serious Breaches of Conduct

Corrective responses reflect Catholic social justice principles and respect the dignity of each person while supporting the common good. Serious breaches of conduct may include:

- Threats or acts of physical, verbal, or sexual aggression
- Bullying, including cyberbullying
- Harassment or discrimination
- Possession or use of weapons
- Possession, use, or distribution of alcohol, drugs, or vaping products
- Vandalism or theft
- Any activity with criminal intent

Belonging and Reporting Concerns

We are committed to fostering a sense of belonging where all students feel welcomed, valued, and respected.

If a student experiences or witnesses' behaviour that makes them feel unsafe or excluded, they are encouraged to speak with a trusted adult at school or at home. Families are encouraged to work with the school to address concerns promptly.

Edmonton Catholic Schools Administrative Procedure 172 outlines processes for reporting incidents of racism and discrimination.

Encouraging Appropriate Conduct

Dignity is at the heart of our approach to discipline. Responses to behaviour will:

- Respect student privacy while sharing information with appropriate staff and families

- Consider each student's age, maturity, and individual circumstances
- Include preventative, restorative, and supportive strategies

Minor Concerns

Minor concerns may include behaviours such as disruption, incomplete work, or minor disrespect. Responses may include:

- Reteaching expectations
- Reflection or restorative conversations
- Temporary removal from an activity
- Parent communication

Major Concerns

Major concerns involve behaviours that are unsafe, harmful, or significantly disruptive, including aggression, repeated bullying, or defiance. These may result in:

- Administrative involvement
- Loss of privileges
- In-school or out-of-school suspension

Severe breaches of conduct may result in suspension in accordance with Section 31 of the Education Act.

Application of the Code of Conduct

This Code of Conduct applies to all school-related activities, including:

- School hours (instructional time, recess, lunch)
- Before and after school
- Field trips and extracurricular activities
- School transportation (e.g., buses)
- Online or electronic interactions connected to the school

Bullying

Bullying is defined as repeated and intentional behaviour that causes harm, fear, or distress and involves a real or perceived imbalance of power. Bullying may be:

- Physical (e.g., hitting, pushing)
- Verbal (e.g., insults, threats)
- Social (e.g., exclusion, spreading rumours)
- Cyber (e.g., online messages, social media)

Bullying is different from conflict, which is a normal part of relationships and involves disagreements between individuals. Students are expected to refrain from bullying and report concerns to a trusted adult. Reports may also be made through parents or guardians if a student is uncomfortable reporting directly. Bullying behaviours will be addressed promptly and may result in disciplinary action, including suspension where appropriate.

Addressing Behaviour and Supporting Students

When concerns arise, our focus is on learning, growth, and restoring relationships.

The implementation of our Code of Conduct recognizes that each student and situation is unique. Responses are guided by what is in the best interest of the student, the class, and staff, while maintaining a safe and respectful learning environment.

Our school uses a continuum of support and interventions that are developmentally appropriate and responsive to student needs. These may include:

- Restorative practices to repair relationships
- Preventative and supportive strategies
- Fair and consistent interventions when expectations are not met

Our goal is not only to address inappropriate behaviour, but also to support student growth. Support is provided to students impacted by inappropriate behaviour to ensure their safety and well-being. Creating a safe and welcoming school is a shared responsibility. By working together, we ensure every child feels safe, valued, and ready to learn.

Development and Review of the Code of Conduct

This Code of Conduct is developed in collaboration with students, staff, and families.

- It is shared annually with students and families and reviewed regularly and updated as needed
- It reflects Alberta Education requirements and the needs of our school community

Working Together: Parents and School

Strong partnerships support student success. Parents are asked to:

- Support school expectations
- Communicate concerns respectfully and in a timely manner
- Work collaboratively with staff to support student success

When concerns arise, the principle of **first contact** applies: Concerns should first be addressed directly with the individual(s) involved before being escalated. ***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).

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, if 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.

SCHOOL HOURS OF OPERATION – 2026 - 2027

Grades 1-6

	Monday, Tuesday, Wednesday, Friday Grade 1-6	Thursday Grade 1-6
FIRST BELL	8:05 a.m.	8:05 a.m.
Classes	8:10 – 9:55 a.m.	8:10 – 9:55 a.m.
Recess	9:55 – 10:10 a.m.	9:55 – 10:10 a.m.
Classes	10:10 – 11:45 a.m.	10:10 – 11:35 a.m.
LUNCH	11:45 a.m. – 12:25 p.m.	EARLY DISMISSAL - 11:35 a.m.
Classes	12:25 – 2:50 p.m.	
DISMISSAL	2:50 p.m.	

100 Voices, Stepping Stones and Kindergarten

	Monday, Tuesday, Wednesday, Friday	Thursday No School
FIRST BELL	8:05 a.m.	
Classes	8:05 – 11:16 a.m.	
DISMISSAL	11:16 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 3:15 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. **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.

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, please 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
- 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.

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.

BICYCLES AND OTHER WHEELED-TRANSPORTATION

Students who bring their bicycles, skateboards, 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 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. 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 are near.

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

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.**

EMERGENCY EVACUATION

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.

LUNCHTIME EXPECTATIONS

Students eat lunch in their classrooms each day. Upper-grade students serve as lunch monitors in each class and are supported by staff supervision. During this time, students are expected to demonstrate proper lunch etiquette, including remaining seated at their desks and using a quiet conversational voice while visiting with classmates. Please ensure your child brings any necessary cutlery, as the school is unable to provide these items on a daily basis. Please note that microwaves are not available for student use. Students must remain on school grounds during the lunch period and may only leave with parent permission.

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. 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.

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.

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, and Gathering Circle, just to name a few. Extra-curricular activities, whether held during or after school hours, will vary from year to year and dependent on several factors, such as student interest and teacher supervision.

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.

VISITORS/VOLUNTEERS

St. Martha School encourages and welcomes volunteers. All volunteers are required to complete a “Volunteer Registration Form,” prior to commencing volunteer activities in the school or on a field trip. If you are interested, please contact the office to retrieve the form. All visitors are to report immediately to the office to sign in.