



Parent Handbook

2024-2025

ADMINISTRATORS' MESSAGE

Escuela St. Teresa School is an exceptional community that collaborates to promote excellence in learning and the study of Spanish language and culture. Our staff is highly committed to strong academics and a Catholic philosophy of education.

Through teacher dedication, parent commitment and an outstanding Catholic learning environment, we aim to provide our students with the skills necessary to experience success. We encourage parents to be involved in their child's education. Together we can make a difference for children.

We look forward to working with you and trust that the 2024-2025 school year will be rewarding for students, staff, and parents.

The following pages provide an outline for students and parents explaining some of the policies and procedures that are in place to guide us through a successful and happy school year. **Please take the time to read carefully through each section and please feel free to contact us if something remains unclear.**

Claudia Pederson
Principal

Rosanna Saccomanno
Assistant Principal



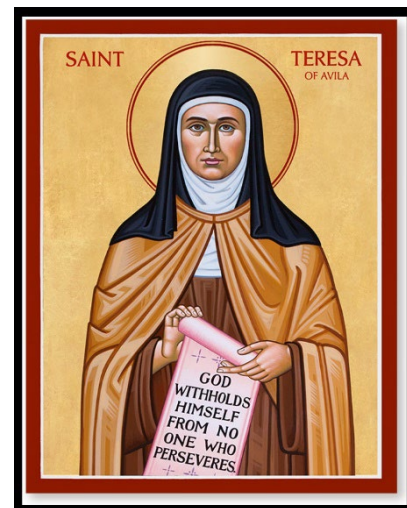
Our Namesake

Born in Avila, Spain, on March 28, 1515, Teresa was one of ten children. When Teresa was fifteen, her mother died and Teresa was entrusted to the care of Augustinian nuns. After reading the letters of St. Jerome, Teresa decided to enter the religious life. In 1535, she joined the Carmelite Order and spent a number of years in the convent, where she suffered from a severe illness that left her legs paralyzed for three years. The experience of a vision of “the sorely wounded Christ” changed her life forever.

Teresa began to focus more sharply on Christ’s passion. Inspired by her visions, she began to reform her religious order. Teresa was determined to create a more ancient type of Carmelite. From 1560 until her death, Teresa struggled to establish and broaden the movement of Discalced (or shoeless) Carmelites. Teresa died in 1582.

St. Teresa left a significant legacy of writings which represent important benchmarks in the history of Christian mysticism. These works include the Way of Perfection, Meditations on the Canticle and the Interior Castle. Her autobiography is entitled Life of Teresa of Avila.

We endeavor to “come and grow each day” at St. Teresa School and imitate the passion with which St Teresa lived her life.



Our Mission Statement

Together we strive to educate the whole child
by nurturing each individual's unique abilities
in a Christ-centered environment.

We Come to Grow Each Day!
¡En donde crecemos cada día!

SCHOOL HOURS AND ATTENDANCE

School Office Hours: **8:00am-4:00pm**

Kindergarten Hours AM		Grades 1-6 Hours		
AM Class	8:10 am - 11:24 am	M, T, W, F		Thurs
Thursdays	No Kindergarten Classes	First bell	8:10 AM	
		Morning Recess	9:55 AM - 10:10 AM Div 1 10:15 AM - 10:30 AM Div 2	
		Lunch Recess	12:00-12:20 PM	
		Lunch break	12:20-12:40 PM	
		Dismissal	2:55 PM	11:48 AM

SUPERVISION

Supervision is provided at the following times:

- 15 minutes before School 7:55- 8:10 a.m. in the school field, playground and bus areas
- 15 minutes after school 2:55-3:10 p.m. in the bus areas
- Recesses

ATTENDANCE POLICY

Please advise the school of student illness, medical/dental appointments, etc. The school answering machine is available for messages before and after school hours for your convenience. Parents will receive an automated phone call if their child is absent and not excused. Students who arrive late must report directly to the office before going to their class.

Regular and punctual attendance is imperative for student success at school. Late arrivals are very disruptive to the student's instructional day. Students who arrive late regularly or have an attendance issue will be referred to the administration and parents will be contacted. Your child's academic success is at the heart of our concern.

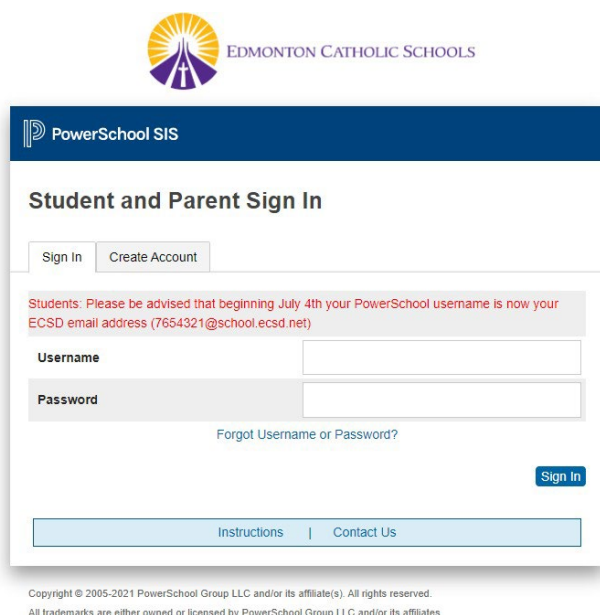
STUDENTS LEAVING OR RETURNING DURING SCHOOL HOURS

Any student who leaves the school during the school day must be signed out by an adult in the Sign-out Book at the main doors. If a student returns to school or comes back during the day, they must come to the front doors and check in at the office.

POWERSCHOOL FOR PARENTS – Fees/Registration Information

- All fees must be paid via PowerSchool Account – cash is no longer accepted on site.
- Parents must review and update their child’s Registration Verification Form by the end of September located in the Parent PowerSchool Account.
- **It is the parents' responsibility to regularly visit PowerSchool for updates to school fees.**

ACCESSING POWERSCHOOL



Log into PowerSchool

<https://powerschool.ecsd.net/public/> with your username and password.

Or click on “Create Account” to begin the process using the temporary username and password, which can be obtained from the school front office.

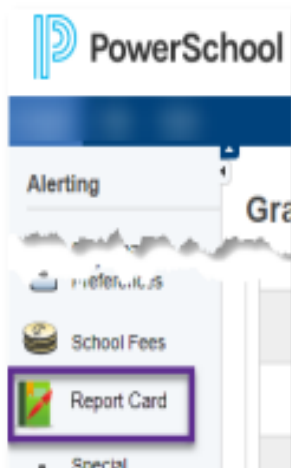
REPORT CARDS & ASSESSMENT

Report Cards no longer have reporting periods. Student assessment is an ongoing process and parents can check PowerSchool regularly for updates on their child’s progress. A Summary Report Card will be available for parents to view on the last day of school. During the year, we welcome parent to join their child for a “demonstration of learning” in their classroom. This is an opportunity for your child to show you how much they have learned and accomplished throughout the school year.

- **Demonstration of Learning: November 21, 2024 (1pm-8pm)**
- **Summary Report Card: January 31, 2025 (on PowerSchool at 4pm)**
- **Demonstration of Learning: March 13, 2025 (1pm-8pm)**
- **Summary Report Card: June 25, 2025 (on PowerSchool at 4pm)**

Viewing Report Cards in the Parent Portal

1. Log into PowerSchool <https://powerschool.ecsd.net/public/> with your username and password. Or click on **Create Account** to begin the process using the temporary username and password, which can be obtained from the school front office.
2. Click on **Report Card** in the left menu.



3. The Report page will open. There are two options. **Current Year** or **Previous Year**.

A screenshot of the 'Report Card' page in the PowerSchool Parent Portal. The page has a light gray background. At the top, there are two main sections. The first section is labeled 'Current Year' and has a green box around it. Below this label is a 'Launch' button. The second section is labeled 'Previous Year' and has an orange box around it. Below this label is a 'Launch Previous Year' button. At the bottom of the page, there is a small orange banner with text that reads: 'Issues launching your Summary Report? Please first try to restart your internet browser. If the problem persists then check that your username does not contain any spaces or any special characters #@%&. If it does then go to Account Preferences on the left hand menu and edit/change your username. If the issue persists then please call our Service Desk at 756-441-6111 between 9:00AM and 4:00PM, Monday - Friday and someone will assist.'

4. Click on the **Launch** in the **Current Year**. The Current Year will open the Report Card when available, at the end of June.

A screenshot of the 'Report Card' page in the PowerSchool Parent Portal, identical to the previous one. The page has a light gray background. At the top, there are two main sections. The first section is labeled 'Current Year' and has a green box around it. Below this label is a 'Launch' button. The second section is labeled 'Previous Year' and has an orange box around it. Below this label is a 'Launch Previous Year' button. At the bottom of the page, there is a small orange banner with text that reads: 'Issues launching your Summary Report? Please first try to restart your internet browser. If the problem persists then check that your username does not contain any spaces or any special characters #@%&. If it does then go to Account Preferences on the left hand menu and edit/change your username. If the issue persists then please call our Service Desk at 756-441-6111 between 9:00AM and 4:00PM, Monday - Friday and someone will assist.'



5. Clicking on the **Launch Previous Year** will open another page that will allow you to choose the Report Cards from each of the reporting periods from previous years. Click on **View** beside the **School Year** and **Reporting Period** desired.

A screenshot of a web interface for selecting report cards. It shows two main sections: "Current Year" and "Previous Year". The "Previous Year" section has a "Launch Previous Year" button highlighted with a yellow box. An arrow points from this button to a table below. The table has columns for "Student", "Grade", "School", "School Year", "Reporting Period", and "View". Two rows of data are shown, both for the year 2020, with reporting periods S1 and S2. The "School Year" and "Reporting Period" columns are highlighted with red boxes, and a red double-headed arrow connects them. The "View" buttons are also highlighted with red boxes.

Student	Grade	School	School Year	Reporting Period	View
			2020	S1	View
			2020	S2	View

Please contact the school if you have any questions about Report Cards.

To learn how to track your child's progress throughout the year, click here to watch [this video](#). Or use your smartphone to access this QR code:



If you would like to learn more about Assessment in Edmonton Catholic Schools, please visit www.ecsd.net. Click Programs → Assessment.

COMMUNICATION WITH PARENTS

Our goal is to keep parents informed about student progress through:

- Emails
- phone calls
- school newsletters
- school website: www.stteresa.ecsd.net
- PowerSchool: <https://powerschool.ecsd.net/public/>

To ensure parents are receiving timely information we ask that any changes to phone numbers or email address be updated at the office as soon as possible.

Parents are encouraged to check PowerSchool regularly for updates regarding their child's progress and are invited to contact their child's teacher if they have concerns.

STUDENT AGENDAS

Student agenda is designed to help students achieve success by providing a means of communication between home and school. It assists children in organizing their time and keeping track of homework, assignment due dates, school activities, and parent/teacher communications. **We ask parents to read and sign this agenda each day.**

The agenda also provides student and parent guidelines, policies and procedures and must be read and signed at the beginning of the year.

**There is a fee for any agendas that need to be replaced.*

TRANSPORTATION & BUS PASS FEES

Monthly bus passes fees and replacement costs are listed on the school website.

The passes are distributed yearly, and monthly fees are due no later than the 7th of every month. If your child's bus pass fee is not paid by the deadline, your child's bus service might be discontinued. Should you wish to pay for an annual pass, please contact the Office.

**There is a fee for bus passes that need to be replaced.*

Any changes to your child's transportation must be communicated with the office. Please call if your child will not take his/her regularly scheduled bus home **before 2pm**.

- Due to insurance and safety reasons, students who are not regular school bus riders will not be permitted to ride the school bus home with friends.
- Students are expected to adhere to all safety rules while riding a school bus and comply with bus driver rules and instructions.
- If a student fails to follow rules or instructions:
 - a) The bus driver will submit a Bus Infraction form to the office outlining the inappropriate behavior and steps taken to address the behavior.
 - b) An administrator will then speak to the student following to our conduct policy and inform the parents.
 - c) The first and second Bus Infractions serve as warnings and provide an opportunity for improved behavior.
 - d) If a student receives a third infraction, they may be suspended from riding the bus. During the suspension period, parents will be responsible for their child's transportation to and from school.
 - e) Automatic bus suspensions will be considered for any serious safety violations and/or behaviour.

MEDICAL INFORMATION/MEDICATION TO STUDENTS

The administration of medication is the parent or guardian's responsibility. In special circumstances when a student must take medication during school hours, school staff may assist. In such instances, the following guidelines and procedures will be followed:

- The principal requires a written and signed request from the parent and the physician indicating the type of medication to be administered, required dosage and action to be taken in the event of possible side effects. Medication Administration Forms are available in the office.
- Call the school to keep your emergency contact information and health alerts current.
- Please discuss any health concerns with your child's teacher.

STUDENT ILLNESS/INJURIES

In the event of student illness, accident, or any other emergency, it is very important that school files have current phone numbers and email.

- For the wellbeing of ALL our students and staff, please do not send your children to school if they are feeling ill or have any cold/flu symptoms. Children who show any symptoms of illness will be sent home.
- First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered at the school and no contact is made with the home. If the injury or illness is such that we think the parents should be made aware, the parents are notified by phone.
- Please notify the office of any changes of work numbers, home numbers and emergency contacts, so someone can be reached at all times.
- All accidents are recorded in accordance with District Procedures.

LUNCH PROCEDURES & EXPECTATIONS

- Students who attend St. Teresa School are expected to remain for lunch.
- Students will eat in their classroom.
- Students must behave responsibly by remaining seated, speaking at a conversational level.
- At all times, students are to show respect to any and all supervisors.
- We are a "Litterless Lunch" school. Students must take home any packaging and/or food for recycling and/or composting. We encourage students to bring any snacks or meals in reusable packaging or containers.

RECREATIONAL TRANSPORTATION

- Students must walk their bicycles, skateboards, longboards, or scooters on school property, and not to use these on the school grounds.
- Lock up bicycles in the racks on the south or west sides of the school.
- Skateboards, longboards and scooters must be locked in lockers or in a space designated by the homeroom teacher.
- The school will not take responsibility for theft or damage of recreational transportation.
- Students are reminded that helmets are mandatory by law.

TELEPHONE USE/ ELECTRONIC DEVICE POLICY

Students are permitted to use the office phone for emergencies or illness only. For safety purposes, after school and other activity arrangements must be made at home prior to arrival at school. Parents are asked not to call their children during the day, except in the case of an emergency. Parents wishing to contact a teacher are encouraged to do so before school begins, during the lunch break or after school.

- Student use of cell phones is not permitted during the school day.

- If parents choose to send their child with a cellphone, this phone must remain off and, in their child's, backpack all day.
- Cellphones cannot be taken outside at lunch or recess.
- Students cannot bring cell phones on fieldtrips.
- Both parents and students must understand that communicating via texts or phone calls during the school day is prohibited. We expect that if parents need to contact their child during the school day, they will do so by contacting the main office. In reverse, if students need to contact their parents, we expect this to be done via the office.
- The school is not responsible for lost or stolen cell phones.
- **Students and parents are expected to read and sign our ECSD Responsible Use Agreement (RUA), as well as read and understand the digital citizenship information. Both are found in the *Student Verification Document*.**
- Parents and school must be responsible for communicating appropriate use of technology to ensure student privacy and safety.

SCHOOL PROPERTY

Students are responsible for showing respect for school property both within the school and on the school playground. Students are given the privilege of using many school resources such as physical education equipment, science equipment, school furniture, electronic media and computer technology.

- Students registered at Escuela St. Teresa participate in borrowing their textbooks and library books with the understanding that they return all these materials in satisfactory condition.
- Any loss or damage through negligence, improper use or conduct is the responsibility of the student and the parent.
- Failure to respect this responsibility could result in the student being charged a replacement cost.
- Any fees resulting from damage, loss or negligence will be added to the students PowerSchool account.

FIELD TRIPS

Field trips form a valuable part of your child's program and enhance student learning with hands-on experiences. These field trips may involve a cost for admission and/or chartering buses, or they may involve a simple walk around the neighbourhood.

- Prior to each trip, a letter will be sent home by the supervising teacher to inform parents/guardians of the details of the trip.
- Parents must sign a permission form for each field trip. Please note that verbal permission (phone calls) will not be accepted at the office.
- Children who have not returned their form or have not paid will remain at the school.
- Medical information sheets are placed in a class file and used by the teacher during field trips.
- Thank you to our School Council financial contributions to many of these field trips.

CELEBRATIONS

Many celebrations are planned to coincide with our liturgical year where we as a community celebrate our faith. We are nourished by God's word as we listen, reflect, and attempt to live according to teachings of Jesus Christ. Parents and family members are always welcome to attend our celebrations. Escuela St. Teresa School has a close partnership with St. Thomas More Parish, and we will have at least three school masses each year. As a Catholic School, it is expected that all students participate in all aspects of Catholic Education.

BIRTHDAYS &/or SACRAMENTS

Birthdays are special events in the lives of the children. At Escuela St. Teresa School birthdays are read during the morning announcements and students are called down to the office to receive a little gift from the school staff. Any birthdays that fall on weekends or holidays are still recognized.

Invitations sent to school for birthday parties should be approached with great sensitivity to other children's feelings. Please check with your child's teacher for further classroom guidelines.

We also believe the Sacraments of Baptism, First Eucharist and Reconciliation are joyous events in a child's life. Please let us know if your child has received a sacrament at any time during the school year by sending us a picture and we will honor them by placing their photo on our school "Celebrating our Catholic Faith through Sacraments" board.

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of the SAC is to promote the exchange of ideas and for the involvement of parents and school staff in matters relating to school programs and policy. The School Council provides parents and staff a vehicle for communication and an opportunity for positive support of the educational vision of St. Teresa School. All parents are encouraged and invited to attend SAC meetings. Watch for dates advertised in our school newsletter and visit the **Parent Council** on our website.

VOLUNTEERS

- Many in-class and school activities require parent volunteers to ensure success.
- A **volunteer form** needs to be filled out yearly and can be found on our website in Parent Council and is kept on file in the office.
- Any volunteers required to supervise children without a teacher present must complete a Police Information Check and Intervention Record Check before attending a field trip. In these cases, the Principal will send application information to parents/guardians. All checks will be kept on file in the office.
- All visitors must stop by the office to sign-in upon arrival.

INCLEMENT WEATHER/APPROPRIATE ATTIRE

Recess is important to children to provide a break from regular school routine, a chance to get some fresh air. We will only cancel outdoor recess when Environment Canada determines that the temperature is below -20 degrees Celsius (including wind chill) or during heavy rain days in accordance with District Procedures. Air quality is monitored similarly to extreme cold temperatures. The suggested guideline is that students do not go outside when air quality reaches an index of 7 or more. Whenever outdoor recess is cancelled, an inside, supervised recess break will occur.

- Please ensure children are dressed appropriately for cold weather conditions.
- All outdoor clothing must be labelled.
- During severe weather conditions students will be allowed into the building at 7:55 a.m

EMERGENCY PROCEEDURES

Parents and community members play an important role in keeping our schools safe. Following all security measures such as:

- signing in at the school office
- allowing school and emergency services personnel do their job during an emergency
- keeping contact information up to date

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is an instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have prepared to deal with these incidents. ***Your cooperation in an emergency is essential to the safe and swift resolution of the incident. Please do not call the school.*** It is essential to keep phone lines open so school officials can make outgoing emergency calls.

If students are ill or injured, the parents of those students will be notified first. Please do not go to the school. As we have learned from past school emergencies, the greatest challenges come from managing the large quantity of parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving, if necessary, to transport injured staff or students to emergency medical facilities.

Emergency key points:

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Understand that emergency pick up procedures are different than routine pick up procedures.
- You may be required to pick up your child at school or at a designated family reunification site.
- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies.
- The reunification system was developed to ensure the safety of students and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient

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, jewelry 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. Teresa must wear:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms), and
- Indoor/Outdoor Shoes

*Courses or activities may require specific attire for safety or curriculum purposes (ie: PE, art projects, field trips)

Students at St. Teresa 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
- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- 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 and ears to be visible to school staff.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth

Students at St. Teresa may not wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status
- Articles of clothing 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 (but not limited to):
 - 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.

ESCUELA ST. TERESA CONDUCT POLICY

St. Teresa School strives to create a welcoming, caring, respectful and safe learning environment. Our Code of Conduct does this by establishing clear expectations for student behaviour at school and school-related activities that reflect our Catholic values of hope, mercy, and reconciliation.

As children learn and grow, they may make poor choices or become involved in negative situations. In keeping with the School Act, our Student Code of Conduct Policy is not a ‘one size fits all’ policy. It is flexible enough to respect the uniqueness and dignity of each child and to encourage children to learn from their mistakes.

Student Behaviour Reflection:

1. Was I kind today? Why not?
2. How did my actions hurt others/myself?
3. How can I handle the situation differently next time?
4. How can I make things better between myself and others?

We believe all students attending St. Teresa School will be able to meet these learning and behavioral expectations, which contribute to a positive, productive, and safe, secure learning environment. Ongoing communication between home and school is critical for students who are experiencing problems. Parents must ensure that their conduct contributes to a welcoming, caring, respectful, and safe learning environment.

DEFINING APPROPRIATE CONDUCT

According to the Education Act, Section 31, 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 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.

St. Teresa further defines appropriate behaviour as follows:

Be Active Learners

- take responsibility for your own learning by staying on task during class time
- put your best effort into your assignments
- take risks and make mistakes in learning
- seek assistance when required
- attend school regularly and arrive on time
- complete homework assignments diligently
- organize school supplies

Be Respectful Citizens

- be honest and truthful
- use polite language and behaviour
- demonstrate respect for personal and school property
- walk quietly in hallways
- listen to class monitors during lunch
- wear appropriate clothing and footwear
- balance your personal needs with the needs of the community

Be Ambassadors of Christ

- be welcoming and inclusive of others
- accept others' differences
- show forgiveness and mercy in resolving conflicts
- show reverence during prayer times and religious celebrations
- "good talk" our school out in the community

Be Safe on the Playground

- play safe games (bullying, play-fighting, throwing snowballs, sticks or mud not allowed)
- use equipment properly
- stay on school property
- stay away from the parking lot
- report any injuries, problems, conflicts or dangerous behaviour to adult supervisors right away
- stay in designated areas

Be Safe on the Bus:

- respect the bus drivers and other passengers
- remain seated
- wait for bus to stop before moving
- talk quietly
- obey the rules as set by the driver

According to the Education Act – Part 3 Section 32, a parent of a student 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.

Together, staff and parents should work cooperatively to:

- provide a safe, caring and supportive learning environment.
- provide clear expectations and appropriate consequences for inappropriate behaviour.
- model appropriate behaviours.
- maintain a model of supportive, open and respectful communication.
- encourage punctuality and regular attendance.
- monitor the progress of the child/children.
- review this conduct policy with the child/children to ensure understanding and compliance.
- speak positively and respectfully to and about school

*At all times discrimination is prohibited. Students, parents and staff are expected to act in accordance with the Alberta Human Rights Act, whereby 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, gender identity, gender expression, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

DEFINING AND RESPONDING TO INAPPROPRIATE CONDUCT

At St. Teresa, we respond to inappropriate conduct which occurs within the school building, within the school day, at school-sponsored events outside the school building, or by electronic means. We do so in accordance with the Catholic value of reconciliation. We encourage the child to assume responsibility for his/her actions. Children will be given opportunities to reflect upon the consequences of their actions through writing and dialogue. Teachers, administrators, and parents work together to empower students to find solutions to difficult situations. This requires clear communication between all parties – parents, teachers, administrators, and children of all ages.

Intervention strategies, preventative procedures, and/or consequences will take into consideration unique student attributes such as age, maturity, and individual circumstances. This is in recognition that a one "one-size-fits-all" approach does not meet individual needs.

A minor offence may include:

- impolite manners
- disruptive behavior
- incomplete homework
- disrespectful conduct
- tardiness
- unsafe/rough play
- inappropriate dress (no beachwear, no offensive graphics/language)

In such instances, the student may be asked (but not limited) to:

- complete missed work on their own time,
- work in a different classroom (change of community),
- work in an alternate, supervised area,
- verbally apologize to parties affected,
- write an apology,
- temporarily lose privileges such as participation in a noon hour club,
- walk with a supervisor at recess,
- cover inappropriate dress (Standard of Student Dress)

Both students impacted by inappropriate behaviour and students engaged in inappropriate behaviour will receive adult assistance in the restorative process. Students may be asked to phone parents to inform them of their inappropriate behaviour to ensure they take ownership for their actions.

A major offence may include (but is not limited to):

- bullying (within the school, during the day, or by electronic means)
- vandalism
- stealing
- fighting
- use of inappropriate language / gestures
- habitual neglect of student responsibilities
- willful major disobedience that endangers the safety and smooth operation of the school

In such instances, the student will speak with an administrator and parents will be contacted. Major offences will generally result in an in-school or out-of-school suspension. Suspensions could range from a one-hour period to a full-day in-school suspension or an out-of-school suspension ranging from one to five days. During the suspension, the student may lose extra-curricular privileges and will be responsible for any work missed. In accordance with section 24 of the School Act, the administrator will determine the length and nature of the in-school or out-of-school suspension based on the severity and/or frequency of any breach of conduct.

Bullying and Discrimination

St. Teresa defines bullying as “repeated and 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 other individuals in the school community, including psychological harm or harm to an individual’s reputation”.

Students will:

- refrain from bullying
- refuse to tolerate bullying even if it happens outside of the school or school hours or electronically
- immediately report incidences of bullying to staff and parents through dialogue and/or in writing

Students may report bullying by:

- telling an adult staff member at the school
- telling a parent/guardian
- calling the Kids’ Help Line at 1-800-668-6868

We affirm 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.

Continuum of Supports

A continuum of supports may be provided to students who engage in inappropriate behaviour as well as for students who are impacted by such behaviours. This may include:

- services provided by the school Inclusive Support team (emotional-behavioural specialist, family-school liaison worker)
- services provided by the Early Learning Multi-disciplinary team (occupational therapist, speech-language pathologist)
- services provided by RCSD and Alberta Health Services (occupational therapist, mental health therapist, speech- language pathologist)

PROTOCOL FOR PARENT CONCERNS

Edmonton Catholic Schools and St. Teresa School recognizes the freedom of all members of the school community (students, staff, parents, and neighbours) to voice their concerns in an appropriate manner to the appropriate school personnel.

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(s) who has the concern has a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concerns elsewhere (ECSD Administrative Procedure 152).

