



## 2019 - 2020 School Handbook

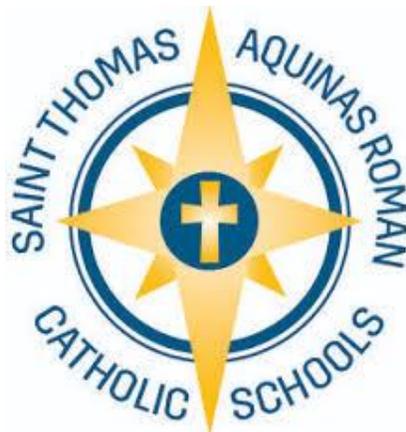
[St. Benedict School](#)

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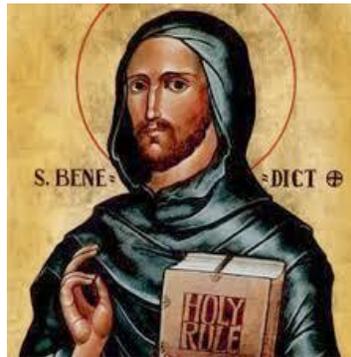
75 Alton Drive Leduc Alberta T9E 0M2 (780) 986-7480

**Principal:** Mrs. Connie Greer



[STAR Catholic School](#)

## Welcome to St. Benedict School



Feast Day: July 11

Born: 480: Died: 547

**Rule of St. Benedict:** *"Put Christ before all else."*

[Who is St. Benedict of Nursia?](#)

### **Our Mission**

We are a Catholic school community, inspired by the Holy Spirit, dedicated to respecting and helping others, embracing our gifts, achieving academic success, and living in the service of Jesus Christ, our Lord.

At St. Benedict School we are committed to creating a professional learning environment that supports all students to learn for high levels. Teachers work collaboratively with one another to build learning opportunities that focus on essential learnings, common assessments and best practices.

The staff of our school are dedicated and committed to your child's success. We believe in educating the whole child - body, mind and spirit. We celebrate and value the connection between the school, the family and our parish, St. Michael's Parish, and our parish priest, Father Silvichan.

It is our hope that this handbook will help you become familiar with the operation of our school. Your comments and questions are always greatly appreciated and welcomed.

Sincerely,

Mrs. Connie Greer  
Principal

Ms. Mandy Rantucci  
Vice-Principal

## ASSEMBLIES

Each student in our school, from kindergarten to grade six, will be recognized at one of our Gospel Assemblies throughout the year.

## ATTENDANCE/ABSENCES

At St. Benedict School we know that **regular attendance** is a necessary ingredient for success in school. Students are expected to be punctual in their regular attendance at school.

Please follow these guidelines if your son/daughter will be absent or late:

1. Prior to your child's absence, phone the school (780-986-7480) or send an email to [sb.absent@starcatholic.ab.ca](mailto:sb.absent@starcatholic.ab.ca) and indicate your name, your child's name, the reason for the absence, and the length of time your child will be away from school. An answering machine will record a message left outside regular office hours.
2. When advance notice is not possible, please make every effort to phone the school by 9:00 am for morning absence or 1:00 pm for afternoon absence.
3. Where students are absent without prior notice, the office staff will attempt to contact parents to ascertain the reason for the absence. The school's intention is to maintain clear communication and to ensure the safety of students.
4. Prolonged absence or sporadic attendance can result in a lack of continuity in learning and may have serious consequences.
5. Students arriving late must report to the office prior to going to class. Repeated tardiness can lead to a loss of valuable instruction and the disruption of others.
6. Students who are repeatedly late or absent without a reasonable excuse will be viewed by staff and school administration as violating Alberta's School Act. At this point, a letter will be sent home outlining the seriousness of the situation and subsequent action if attendance does not improve.
7. Students who leave during the school day, must have the parent/guardian sign them out.

## ABSENCES DUE TO VACATIONS

We do understand that because of differing circumstances, extended family holidays may occur during the school year. When a child misses more than a few

days of school, there is a possibility that academic progress may be compromised because so much of what they learn in the classroom is hands-on and interactive. Although our teachers are committed to helping your child progress, please understand that it is not reasonable to request that the teacher prepare detailed lessons or homework missed during your child's absence. Students and families are responsible for catching up on all missed assignments within a reasonable time frame determined by the teacher through consultation with the student and family.

## **BEFORE AND AFTER SCHOOL CARE**

Families wishing to register for our Care Programs are to contact St. Benedict School's office for detailed Information.

## **BICYCLES/SCOOTERS/SKATEBOARDS, ETC.**

Students are not permitted to ride bicycles, use skateboards, or scooters or rollerblades on school property during school hours. All bicycles and scooters should be locked up in the racks provided.

## **CALENDAR**

**Calendars for all programs available below:**

[Grades 1-6 Calendar](#)

[Kindergarten Calendar](#)

[KinderCare Calendar](#)

[PreK Calendar](#)

## **COMMUNICATION**

St. Benedict School is very proud of the excellent working relationship our school has with students, parents and staff. Open, respectful communication between students, parents and teachers allows everyone to work together.

When concerns arise at school, parents and school staff often share the same goal. Parents are encouraged to communicate directly with the teacher. We encourage discussions to be in person rather than email. Arrangements to meet may be made by contacting the school for an appointment. Keep in mind that you

do not have to wait until student-led conferences to discuss student concerns or progress. The teaching staff welcomes your contact to set up an appointment when needed. On the rare occasion where the best efforts of the parent and/or teacher are not successful in resolving the issue, it should be brought to the attention of the school administration.

Please check the school website regularly for news and weekly events.

## **DRESS CODE POLICY**

### **FOOTWEAR**

For health and safety reasons, all students must wear footwear at all times and require a pair of running shoes to wear in the gym. These shoes are left at school in the teacher designated spot. Outdoor shoes are to be removed at the entrance and placed on the assigned classroom boot rack. This helps to reduce allergic reactions to grass, snow mold, and dust while also helping to keep the school clean.

### **CLOTHING**

All students are expected to be appropriately dressed for weather conditions. In addition, clothing choice should reflect our school's professional, Christian learning environment. If a student's choice of dress does not meet the standard of acceptability or appropriateness, parents may be contacted to bring a change of clothes.

Appropriate dress in school:

- Clothes that reflect the expectations of a professional, Christian learning environment
- Clothes appropriate for the climate
- Slogans and logos on all clothing that are appropriate and positive for the school setting
- Revealing clothing is not permitted, including low cut tops, halter-tops and shirt straps that are not at least two adult fingers wide.
- Short or skirt length must reach the tip of middle finger when placed alongside the outer thigh.
- Hats, caps and sunglasses are to be removed once inside the school except on designated school spirit days
- Parents are asked to ensure that their child is dressed modestly

School personnel reserve the right to make any required judgments regarding student dress.

All personal items, clothing, shoes, and supplies should be clearly marked with your child's name.

## **EMERGENCY EVACUATION**

At St. Benedict School, we do our best to make sure that students and staff learn and work in a safe environment. Emergency plans and practices are needed to ensure the safety of students and staff in the event of an urgent situation. Fire drill evacuations are conducted to ensure an orderly evacuation of the school in the event of a real emergency. A regularly scheduled drill will provide practice and prepare all the students to leave the building without panic, as well as develop a sense of self-control in an emergency. A text message from Central Office will be sent out to inform families of evacuation drills.

In the event of an evacuation, the students and staff will evacuation to the **Leduc Alliance Church**, 5503 Blackgold Drive. Students will be dismissed with a parent who will sign to authorize the child's safety.

Lockdown procedures are also practiced to prepare students for the possibility of a situation where this action may be deemed necessary. Parents are asked to remain calm and not enter the building. Remain a safe distance away from the building and follow the directions of the RCMP or designated personnel.

## **EXTRA CURRICULAR PROGRAMS**

Programs will be developed based on the interest and skills of students, staff and parents. Depending upon the type of club or sort, it may run before school, during the school day or after school. Parent consent forms will be sent home for parents to sign if your child wishes to join an after-school club or team.

## **FAMILY SCHOOL LIAISON WORKER (FSLW)**

The FSLW works collaboratively with the school to provide support for students, family and school by facilitating connections within the community. Our FSLW can

be contacted through email or by calling the school office during regular school hours.

### **Hours of Operation:**

St. Benedict School's office is open from 8:15 - 3:45. All calls that are made outside of regular office hours will be sent to voicemail and will be checked during regular office hours.

### **Daily Timetable:**

|  |               |
|--|---------------|
| Students Arrive                              | 8:15 - 8:25   |
| Registration / School Announcements / Prayer | 8:25 - 8:35   |
| Classes Begin                                | 8:35 - 10:35  |
| Morning Recess                               | 10:35 - 10:55 |
| Classes Continue                             | 10:55 - 12:15 |
| Lunch  | 12:15 - 12:30 |
| Class Continue                               | 12:30 - 1:10  |
| Afternoon Recess                             | 1:10 - 1:40   |
| Classes Begin Again                          | 1:40 - 3:00   |
| Dismissal                                    | 3:00          |

### **INCLEMENT WEATHER**

In extreme weather conditions, the final decision to send a child to school rests with parents. In cold and inclement weather or when the health and safety of the students and staff is at risk, it may become necessary to cancel classes or bus service. Refer to the [St. Thomas Aquinas Roman Catholic Schools](#) for specific bus information. It is the responsibility of parents to stay informed.

Children are to dress appropriately for the prevailing weather conditions as they will be expected to go outside when conditions are favorable. Students are not to go outside for recess if the local temperature is  $-25^{\circ}\text{C}$  or colder, or if the temperature and wind chill factor combined are  $-25^{\circ}\text{C}$  or colder.

During the spring thaw, our playground is extremely wet, and muddy conditions persist. We request you send an extra set of clothes to school and dress your child appropriate for the outside conditions.

## **LOST AND FOUND**

The school assumes no responsibility for lost and stolen items therefore; we advise that students not bring items of value to school. All items that are found are put in the Lost & Found box. Found items that are small in size generally are turned in to the office. Parents are urged to check the Lost & Found box for articles that their children may have misplaced. Unclaimed Lost & Found items will be donated to charity three times (usually after each reporting period) during the school year.

## **LUNCH PROCEDURES**

Students in Kindergarten to Grade 6 will eat in their homerooms while being supervised. Please consider that the inside lunch period is approximately fifteen minutes long and can be influenced by "visiting" with other children. Microwaves are NOT available to students.

## **PEANUT ALLERGIES**

St. Benedict School promotes a peanut-safe environment; however, we cannot guarantee a nut-free environment. We caution parents/guardians of an anaphylactic child that traces of nut products can be hidden. If you are a parent/guardian of a child with a life-threatening allergy, it is essential that you provide the current medical information to the office and help to ensure that your child has their essential medical devices (i.e.: Epi-Pen) in their care at all times.

## **RECESS**

Students in Kindergarten to Grade 6 are expected to go outside during morning and afternoon recess breaks. Recess is important to children in that it provides a

break from regular school routine, a chance to get some fresh air, and an opportunity for daily exercise. Students are expected to follow the expectations of the supervisors. The following locations are OUT OF BOUNDS to all students:

- Parking lot and bus loop
- Bike & scooter racks
- Arena when ice is in place

Play fighting and wrestling is prohibited on the school premises.

## **RECYCLE PROGRAM**

We acknowledge our responsibility and stewardship to the environment and feel compelled to reduce, reuse and recycle materials. Grade Four students volunteer during recess to collect, rinse and bag all recycle materials. Proceeds from our recycle program fund our commitment to our social justice projects and special events for our students.

## **REGISTRATION**

All families are asked to register their child online via the school website <https://sb.starcatholic.ab.ca/parents/registration>. If families are experiencing difficulties with registering, they are welcome to call the school office at 780-986-7480 for support.

## **REPORTING STUDENT PROGRESS**

Report cards, student-led conferences, and "All About Me" - student online portfolios, are used to promote communication between parents and teachers in the reporting of student progress. The report card is prepared from records maintained by the teachers. The process is based on the principle that assessment of the academic performance of students is an on-going process. Report cards are issued three times during the school year. During the months of November and March, conferences will be scheduled for all parents and students. In June, a final report card indicates the child's placement for the following year. All report cards are e-mailed. If a paper copy is required, please call the school office to make arrangements.

## SAFETY PROCEDURES

The safety of our students is of the utmost importance. Parents, please ensure the following:

- Supervision of students begins outside at 8:15; students should not arrive sooner
- Bus Loop is for DROP OFF ONLY; please have students exit closest to the curb
- Parking Lot is for staff only; vehicles must display appropriate pass
- Parents picking up students during the day are to report to the office; the secretary will call the student to the office while parents sign out the student.
- Students and parents are to cross ONLY at designated crosswalks and follow direction from the school safety patrollers.
- Notify the school of current phone numbers, email address and emergency contacts

## SCHOOL CASH ONLINE

Here are the steps to register:

1. Please go to: <https://starcatholic.schoolcashionline.com>
2. Register by selecting the "Get Started Now:" and follow the online steps
3. After you receive the confirmation email, select the '[click here](#)' option, sign in, and add each of your children to the household account.

If you have any questions or problems using *school cash online*, please call the school office at **780-986-7480**.

## SCHOOL COUNCIL

The school council is comprised of parents who volunteer to work with the school staff for the benefit of all the children. Benefits for parents include:

- An opportunity to meet other parents within our school community
- Attend meetings to learn about educational issues and events
- Families empowered through involvement pass that feeling of efficacy to their children

All parents of students attending St. Benedict School are automatically members of the school council. Parents interested in getting involved should watch for meeting times and dates that are announced in our newsletter or on the website.

## SCHOOL DIVISION POLICIES

Available at [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca)

## SCHOOL FEES

A current breakdown of School Fees can be found at <https://sb.starcatholic.ab.ca/parents/school-fees>

## SCHOOL PATROLS

The School Patrol Program is sponsored by the Alberta Motor Association and is comprised of **Grade Five students** who have volunteered their services before or after school in order to:

- Assist students and families in safely crossing in the bus loop
- Assist students and families in developing sound and safe pedestrian habits
- Develop good leadership and citizenship qualities

## STUDENT CONDUCT

To ensure that St. Benedict School is a positive learning environment for everyone, all students are expected to comply with expectations set by St. Thomas Aquinas' School District, as well as school rules which are in place for all members of our school community.

Through Board Policy AP 350 Student Code of Conduct, The Board expects that all students shall conduct themselves in accordance with the code of conduct established by the School Act. This requires reasonable compliance with the following:

- Diligence in pursuing studies;
- Regular and punctual school attendance;
- Full cooperation with those authorized by the Board to provide educational programs and other services;
- Compliance with the rules of the school;
- Accountability to teachers for conduct; and

- Respect for the rights of others.

Moreover, students in Division schools are expected to:

- Contribute to the best of their ability to the realization of a Catholic Christian school community;
- Participate to the best of their ability in the education program assigned to them;
- Be responsible for their own learning;
- Be responsible and accountable for their own behaviour and conduct:
  - While involved in school-sponsored or related activities;
  - While on school property;
  - While engaged in electronic communications and activity;
  - During recess or lunch periods on or off school property;
  - While travelling to and from school, and Beyond the hours of school operation, and school building, if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the schools. Students shall be concerned about the safety of themselves and others;
- Conform to the rules of the school; and to the regulations of the Division, and Alberta Education; and
- Treat school property with proper respect.
- Students who cause willful damage shall be expected to make restitution.

St. Benedict School has developed a school wide behaviour plan that is designed to help students understand and choose appropriate behaviour. When students are not following the Behaviour Plan, a problem-solving approach is used to help the student take responsibility for their behaviour, make amends for their inappropriate behaviour and receive consequences that are fair and predictable.

If students encounter inappropriate behaviour, they should use:

**Four steps to problem-solving:**

- STEP 1: **Walk Away**
- STEP 2: **Ignore what the person is doing**
- STEP 3: **Talk it out by asking the person to stop.**
- STEP 4: **Seek help from a teacher or other school staff member**

## STUDENT HEALTH

Children coming to school with severe colds provide a source of infection for other students and would recuperate faster at home. Prior to medication administered to students, parents must complete the appropriate STAR Catholic Schools Administration of Medical treatment forms. For children's safety, please **do NOT** send medication in your child's lunch or backpack.

If a student becomes ill or injured at school, parents will be contacted to pick up their child. In cases where parents cannot be contacted, the school will act on behalf of the parents to secure medical attention for the children. **IT IS EXTREMELY IMPORTANT THE SCHOOL HAVE AN EMERGENCY PHONE NUMBER WHERE A PARENT OR EMERGENCY CONTACT MAY BE REACHED.**

Located by the Automated External Defibrillator (AED) in the front foyer, is a posted list of staff members who have been trained with basic first aid. Parents, and students themselves, are responsible for making their school and staff aware of severe allergy or anaphylactic concerns. Parents are responsible to provide information about the diagnosis, or a change in diagnosis, to the school principal in order to complete necessary medical protocols.

## TECHNOLOGY

Each student must have the *St. Thomas Aquinas Responsible Use Agreement* signed by themselves and their parent/guardian. The link for this form can be found here: <https://www.starcatholic.ab.ca/download/102745>

As per this agreement, the use of personally owned digital devices during school hours may only be used with teacher permission for **educational purposes**. The use of audio or video devices to capture photos, audio or video at school without permission from both a staff member and the subjects of the recording is **NOT PERMITTED**. The school is not responsible for the loss, theft, or damage of a student owned device.

## VALUABLES & TOYS

At St. Benedict School our focus is on creating a safe and productive learning environment. We ask students to leave all toys and valuables at home.

## **VOLUNTEERS AND VISITORS**

St. Benedict School values your support and participation in school activities. For your child's safety, we require that ALL volunteers complete a Volunteer Registration Form that includes a criminal record check and a child welfare information services (CWIS) check. Declaration forms must then be signed yearly.

Parents/visitors are to report to the office and sign in upon arrival and departure at the school. It is very important that the school is aware of all individuals in the school. This also includes if you are dropping off an item or leaving a message for your child.

With the exception of the main entrance, all outside doors leading into the building will be locked for the day to ensure maximum security for all students and staff.

The staff at St. Benedict School thank you for choosing to send your child to St. Benedict Catholic School! We look forward to a great year!