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Principal: Mrs. Anna Olivieri
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Student/Parent Handbook

Welcome to the 2022-23 School year at St. Philip Catholic Elementary!

This school handbook is provided to your family as a reference to school information. Our most relevant policies are included. The intent of this booklet is to foster and develop a close working relationship between the St. Philip School Community and the school. Should you have any questions or concerns at any time, please feel free to contact the school at 780-475-3566.

As the handbook gets updated throughout the year, the most updated version will always be posted on our school website.

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WELCOME & PRINCIPAL'S MESSAGE

Welcome to the St. Philip school community! We hope that the information in this handbook will help to familiarize you with our school. It is our goal to provide students with an innovative and vibrant learning environment in Kindergarten through grade six and to foster a sense of community and connectedness with our students.

It is with great pleasure that we take this opportunity to welcome you to St. Philip Elementary School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

We are so excited to see your children! We have your children's safety in the forefront. This document is our student and parent handbook, a resource for your family regarding information about the daily aspects of life at St. Philip School. While this information cannot answer all questions, we hope it will be useful.

At St. Philip, we strive to maintain close communication with our families to best serve the needs of our students. We look forward to making your child's educational experience at St. Philip School productive, rewarding, and memorable.

Best wishes for a successful year. We are glad you chose St. Philip School where we truly believe that *"...learning has no limits."*

MISSION OF EDMONTON CATHOLIC SCHOOLS

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.



EDMONTON CATHOLIC SCHOOLS

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St. Philip School

School Mission Statement

St. Philip School is an inclusive and collaborative learning community where the light of the Gospel permeates our learning and faith. We inspire every individual to be the best they can be and celebrate their achievements. We promote vibrant growth of the Italian language and culture program within the greater Italian Canadian community.

Vision and Belief Statement

St. Philip School promotes an inclusive and positive faith-based learning atmosphere where children feel valued and welcomed. We provide academic, physical, social, and spiritual competence through engaged student-centered learning.

Charism

Bringing hope and mercy every minute of every day.

School Values

- We pray, celebrate, and learn together.
- We are an inclusive school community that respects individual differences using a variety of strategies to meet the needs of the students.
- We differentiate learning to meet the needs of all students to help them learn to their potential.
- We communicate and collaborate with staff and parents to ensure high levels of success.
- We value professional growth as life-long learners to support our teaching practices.

PROGRAM OF STUDIES

Students in Kindergarten through Grade 6 follow the approved Program of Studies outlined by Alberta Education. In September, parents are invited to join us in our “Meet the Staff” evening. Each teacher will review their program and the academic goals to be achieved during the school year. Alberta Education publishes curriculum information for parents that are available online at the following address:

<http://www.learnalberta.ca/content/mychildlearning/index.html>



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Student Conduct Policy 2022-2023

A committee of staff and parents developed the conduct policy. It involves a set of clear expectations of behavior for students, staff, and parents in accordance with the Alberta School Act. Specific offences are identified and aligned with appropriate consequences. Our goal is to create and promote a supportive and loving inclusive environment that fosters positive learning experiences by:

- Recognizing the uniqueness of each person.
- Nurturing growth in knowledge, social skills, Christian values, and encouragement.
- Creating an atmosphere of service, through caring and appreciation of others.
- Developing and encouraging positive self-esteem.
- Providing appropriate consequences for harmful, disrespectful, and dangerous behavior, including all forms of bullying.
- Providing logical consequences that are reasonable, respectful, and relevant as related to the offence.
- Promoting responsible digital citizenship.
- Creating a culture where students accept responsibility for their actions including apology, forgiveness, restitution, and reconciliation.
- Not tolerating any forms of discrimination based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, or sexual orientation.
- ZERO tolerance for any physical fighting of any kind
- Not tolerating any forms of bullying.
- Bullying is defined as “repeated and hostile or demeaning behavior by an individual in the school community where the behavior 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.”
- Bullying can take different forms:
 - Physical – pushing, hitting, kicking etc.
 - Verbal – name calling, threats, put-downs
 - Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation
 - Cyber – using the computer or other technology to harass or threaten Students will:
- abstain from, report, and refuse to tolerate bullying or bullying behavior that occurs within the school, during the school day, at a school related activity or by electronic means. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
- Encouraging students and staff to immediately report any witnessed forms of bullying or discrimination to an administrator.

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ALBERTA SCHOOL ACT

Students have a right to be in school, but they also have related responsibilities.

The School Act Part 3 Section 31 reads as follows:



Student Responsibility:

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- ✦ be diligent in pursuing the student's studies.
- ✦ attend school regularly and punctually.
- ✦ co-operate fully with everyone authorized by the board to provide education programs and other services.
- ✦ comply with the rules of the school.
- ✦ account to the student's teachers for the student's conduct.
- ✦ respect the rights of others.
- ✦ ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- ✦ refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school building, during the school day or by electronic means.
- ✦ positively contribute to the student's school and community.
- ✦

Parent Responsibility: Under Part 3 Section 32 of the School Act, it states that parents have a corresponding responsibility to assist their child meet his or her responsibilities.

A parent of a student has the responsibility:

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- to take an active role in the student's educational success, including assisting the student in complying with section 31,
- to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- to co-operate and collaborate with school staff to support the delivery of support and services to the students,
- to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing support and services in the school, and
- to engage in the student's school community.

Consequences:

We need parental support to work together to accomplish behavior goals. We believe that being fair means giving each person what he or she needs, not treating everyone the same. Specific consequences are implemented on an individual basis so that each child can learn to solve problems in the best possible way based upon his/her individual needs and history of infractions. Repeat offences would lead to more serious consequences. The ultimate goal of consequences is to improve future student choices and behavior, thus improving school safety and maintaining a positive learning environment. Consequences for offences can include one or more of a combination of the following - apology letters, school community service, removal of privileges, time out of the class (working in an alternative area) for a short period or even to the end of that school day, in school suspensions and if warranted out of school suspensions.

Suspension protocol will include the following:

- Student is removed from the situation and sent to see an administrator.
- Infraction will be thoroughly investigated by an administrator.
- Student receives an in-school suspension, parents will be contacted.
- If a student receives an out-of-school suspension, parents will be contacted and given an official suspension letter. Students will not be permitted back into class without a parent meeting with administration.

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SCHOOL HOURS

AM Supervision- 8:10- 8:25

First Bell – 8:25

Grade 1-6

	Morning	Afternoon
Monday	8:30 AM- 11:47 AM	12:27 PM – 3:00 PM
Tuesday	8:30 AM- 11:47 AM	12:27 PM – 3:00 PM
Wednesday	8:30 AM- 11:47 AM	12:27 PM – 3:00 PM
Thursday	8:30 AM- 11:47 AM	No school
Friday	8:30 AM- 11:47 AM	12:27 PM – 3:00 PM

Morning Recess 10:15 AM -10:30 AM

Lunch Recess 11:47 AM - 12:07 PM

Lunch (Eating) 12:07 PM -12:27 PM

Afternoon Break 5 minutes

Parents are expected to make arrangements for students to be picked up at the dismissal time. We cannot allow students to wait for older siblings outside our supervision times.

KINDERGARTEN TIMES

	AM CLASS	PM CLASS
Monday	8:30 AM- 11:31 AM	12:15PM – 3:00 PM
Tuesday	8:30 AM- 11:31 AM	12:15PM – 3:00 PM
Wednesday	8:30 AM- 11:31 AM	12:15PM – 3:00 PM
Thursday	8:30 AM- 11:50 AM	NO SCHOOL
Friday	8:30 AM- 11:31 AM	12:15PM – 3:00 PM

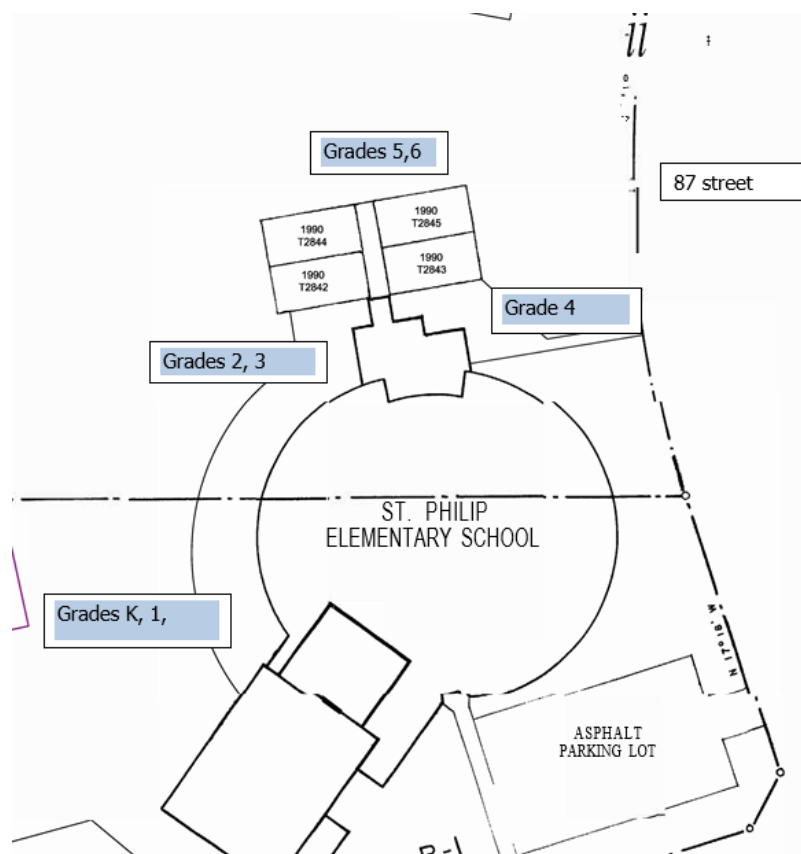
KINDER LUNCH 11:31- 12:00

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Morning supervision starts at **8:10AM**, please do not send your children to school prior to this time. Parents or students should not be entering the school until 8:25 AM (unless they have a scheduled meeting or have business in the school office).

Entry and Exit Doors



ACCESS TO THE BUILDING

School entry doors are open for elementary students at 8:25 AM each day. Students are expected to enter and exit the building through their **designated doors**. Please note the main St. Philip school doors will be used visitors and guests ONLY. Other students are not to enter or exit through these doors. Elementary students line up, maintaining appropriate distance from other grades, at their assigned doors and enter once an adult is there to escort them in.

Siblings must plan to meet at the entrance door of the youngest child outside the school at the end of the day. This includes older siblings from Cardinal Leger who are picking up their younger brother or sister.

In order to maintain the safety of our students, exterior doors are always locked during the school day. Students who are late for school are asked to enter through the front door and stop at the

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office to get a late slip. The front entrance of the school is for students who arrive after this time so that they can ring the bell to gain entrance to the school.

Parents who pick their children up after school are asked to wait outside their child's designated door until students exit. To ensure student safety, parents will not be able to enter the building from the side doors at any time and are asked not to enter the building before student dismissal as learning is still occurring. However, parents who have scheduled meetings will need to enter and sign into the school from the main doors.

While the teachers are getting to know your child, they will want to know the dismissal arrangements for the end of the day. Will the parent meet the child at the exit door? Will they walk home with an older sibling? Do they take the yellow bus? etc.... It is important to share this information with the homeroom teacher regardless of the grade of your child.

Children should not be at school before or after our supervision times. Morning supervision starts at 8:10 AM and afterschool supervision ends at 3:15 PM. Students should only be at school outside these times when they are involved in a scheduled and supervised school activity. **The school playground is off limits before and after school as there are no supervisors.**

ACCIDENTS

Minor accidents at school are attended to by the staff. Major accidents could result in your child being sent to an emergency facility by ambulance. Parents may need to be contacted by phone, depending on the severity of the injury. It is very important that we have an up-to-date phone number at which a parent can be reached during the day. **Please be sure to have your emergency contact phone numbers up to date as well and notify the school office immediately of any changes.**

APPOINTMENTS

Whenever possible, parents are asked to schedule medical, dental or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Please notify your child's teacher and the school office, as soon as possible, if an appointment has been scheduled during school hours.

ATTENDANCE & LATES: Call 780-475-3566

Punctuality and regular attendance are essential to success in school and are expected of all students. Parents of students who must be absent from school are asked to contact the school before classes begin. An answering machine is operational for your convenience between 4:00 PM and 8:00 AM every day. Parents and guardians who do not phone the school will be contacted at home or at work via our automated phone system.

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Students who are late must report to the office and obtain a late slip before entering class. We require a parent phone call when students must leave the school during the school day for appointments or other commitments. In addition, parents are required to sign out their child at the office.

Students are expected to be in regular attendance and to be on time for the start of morning and afternoon classes. Students are also expected to come in quickly at the recess bells. When a student's absences and/or late arrivals are excessive the teacher and/or administration will discuss the situation with the parents/guardians of the student. Regular and punctual attendance is essential for success.

Children who are too ill to go outside for recess are too ill to be at school. This is particularly true in cases of severe colds, infections, headaches, etc. With severe colds, students are unable to function well at school and they provide a source of infection for other children. They would recuperate faster at home.

BICYCLES/ SKATEBOARDS / ROLLERBLADES/SCOOTERS

Students bring these items to school at their own risk. The school does not take responsibility for theft or damage. By law, students must wear helmets for their safety. Helmets should be kept inside the school. Students may ride bikes, skateboards, rollerblades, and scooters to and from school, but are not permitted to use these items during school hours or on school property. Students who choose to use these items must dismount and walk beside them while on school property. There is a bike rack at the front of the school to lock up the bicycles and or scooters.

BUSES - TRANSPORTATION

Yellow bus service is available for students living within our boundary area and outside of the 2 km "walk zone." For consistency, eligibility is determined using distances calculated through Google Maps.



Check PowerSchool Parent Portal for the yellow bus per month for elementary students. Bus pass costs are subsidized by the school division. The cost to replace a lost or stolen bus pass is \$5.00 for yellow busses. Payments for bus passes may be made through your Parent Portal on PowerSchool.

Students without a bus pass will not be permitted on the school bus. If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the teacher or school office.

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Students who ride the bus are asked to remain seated on the bus and to speak only at conversational levels. Moving, fighting, and shouting while the bus is in motion is distracting to the driver and could result in an accident. The driver has the right to ask the school to have a student disciplined or suspended from the bus to ensure the safety of all passengers.

School bus drivers are instructed to not drop off Kindergarten and Grade 1 students at their bus stop unless there is a parent/guardian meeting them, or other arrangements have been made directly with the bus company in writing by the parent. If these conditions have not been met, the child will be returned to school by the bus driver. This policy is designed for the safety of our students who travel on the bus. Please ensure that a parent guardian is outside waiting at the bus stop at the designated drop off time.

Bus passes are payable by the first week of each month. Students must have a current bus pass before they are allowed on the bus. Payment for bus passes is to be made online through the Parent Portal on PowerSchool, under school fees.

Family Plan – Yellow Kindergarten to Grade 6 for families of 3 or more.

CARE OF SCHOOL PROPERTY

Students can use school property such as physical education equipment, science equipment, computers, Chromebooks, school furniture, technology, washroom facilities and so on. Students are expected to treat school property and facilities with care. Any loss or damage of school material, through student negligence, improper use, or student misconduct, is the responsibility of the student and the parent. Students who damage school property or equipment will be responsible for paying for repair or replacement.

CHANGE OF ADDRESS/PHONE NUMBERS

In case of emergencies, it is very important that the school has accurate contact information for parents and emergency contacts. Please advise the school of any changes in your personal information or phone numbers – including home and work. A Student Verification of Registration is required to be completed yearly through your Parent Portal.

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COMMUNICATION

All school information is included in our student handbook and/or our school website. Updates and reminders will be sent via our school division email communication system; please let our office know if any of your email addresses change during the year. Student academic progress will be available online for viewing. It is highly recommended that parents go online at least once a week, or more, to stay up to date with your child's academic progress. Of course, phone calls and meetings with teachers are always welcome and recommended whenever the need arises. It is not necessary to wait for the celebration of learning to meet with your child's teacher. Teachers will do their best to accommodate meeting times. Open lines of communication for students, staff and parents are important. Concerns and suggestions should be discussed with the person directly involved.



Lines of communication are:

1. Parental concerns regarding their own child must be addressed first with the staff member involved.
2. If concerns persist, please notify the principal or assistant principal.
3. All efforts will be made to resolve any conflicts in a positive and timely manner.

DRESS AND GROOMING OF STUDENTS

All students are expected to accept standards of dress and grooming considered to be in good taste by the parents/guardians, students, and staff of the school. Bare midriffs, spaghetti straps, short shorts or short skirts, exposed undergarments, offensive wording on t-shirts are not appropriate apparel for school. T-shirts with rude graphics or writing deemed objectionable are also not permitted. **Please visit the school website for the complete 2022-23 Student Dress Code.**

FOOTWEAR

Elementary students are asked to clearly label all footwear with their name to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness. White-soled shoes are

recommended for inside wear and for physical education. Footwear must be appropriate and safe (and leave no marks on the floors).

To limit time spent in hallways, it is recommended that students in the younger grades practice tying their shoelaces or use velcro strap indoor shoes.

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HEADWEAR

Headwear may not be worn inside the school building. Please speak to the school administration with any questions. Headwear may be worn outside.

EMAIL & SWIFTK12 COMMUNICATION

At St. Philip we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email using our SwiftK12 messaging system. Teachers often communicate with parents via email as well. Please help us by ensuring that we have your current email address.

EMERGENCY EVACUATION



There are a few situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate offsite. We would then begin our emergency telephone/email contact (using SwiftK12) with parents to arrange for pick-up and dismissal of children at our evacuation site.

The safety of students is our priority. Drills are conducted throughout the school year in the interests of school/site safety practices.

FIELD TRIPS

Field trips, tours and excursions are school-planned enrichment activities that complement the curriculum. Students are encouraged to participate. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Therefore, children who have not returned a signed field trip permission form to school will not be allowed to participate in the field trip.

HOMEWORK POLICY



The value of homework:

- helps to reinforce and consolidate ideas and concepts learned in class
- stimulates parental support and assistance
- is a time to share reading with family members

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- develops independent working habits and self-discipline
- extends skills

Roles of:

1. Students - The student has the responsibility to show their parent the agenda section of their Google Classroom. Students in the younger grades will get communication via the teacher on a regular basis when homework is assigned.
2. Parents - The parent has the responsibility to check their parent portal through PowerSchool on a regular basis to see upcoming assessments as well as check their child's Google classroom alongside their child.
3. Teacher - The teacher has the responsibility to communicate with parents on a regular basis as well as inputting assessments in PowerSchool in advance. Agenda notes will be inputted on the students Google classroom on a regular basis by the classroom teacher.

Homework Expectations:

- Homework will be assigned when a student has been unable to finish the work at school, if a child has been absent from school and needs to "catch up" and/or when a student is having trouble with certain concepts or skills.
- Each teacher assigns homework, as an extension of assignments in the classroom, to meet program needs.
- Students will use homework time to practice concepts learned in class.
- Parents are encouraged to provide a study centre: a quiet place that is well lit, stocked with all the necessary supplies for homework and comfortable for the child(ren) to work.
- If a child is having trouble with homework, the parent is encouraged to contact the teacher.
- When students have several incomplete homework assignments, parents will be notified, and an action plan will be coordinated between home and school.

Guideline of Homework Times:

The following are approximate appropriate times for homework for each grade level:

Kindergarten – 10 minutes of being read to (or with).

Gr. 1 - 10 minutes of homework/reading

Gr. 2 – 20 minutes of homework/reading

Gr. 3 30 minutes of homework/reading

Gr. 4 - 40 minutes of homework/reading

Gr. 5 – 50 minutes of homework/reading

Gr. 6 – 60 minutes of homework/reading

INCLEMENT WEATHER POLICY

Office staff will check the Environment Canada website to confirm the temperature and wind-chill. Students are encouraged to dress appropriately for the weather conditions. Recess is a vital time for students to socialize, exercise and enjoy a snack. For these reasons, students will be **encouraged** to go outside weather permitting. If the weather is inclement, students will be kept indoors during recess

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and the noon hour. At such times, an indoor activity will be in effect for all grades. The above policy will be followed when:

- The temperature (including wind chill) is -20C or colder.
- On days when there is continuous rainfall.
- On extremely windy days.

Students are expected to come to school in appropriate clothing for the weather conditions (eg.: toques, mitts, snow pants, scarves, and boots in cold weather). On days when the weather is severe, students will be allowed to enter the school after 8:07am at their designated entrance before school starts.



INTERNET/TECHNOLOGY

Students are required to have parental permission before being able to access the Internet. Student use of the Internet is always supervised. Unacceptable use of the Internet and/or computers may result in the loss of the privilege.

Students in grades 4-6 are welcome to bring their own Chromebooks to school. Families interested in buying a Chromebook for their child may access special pricing from our division suppliers through the Chromebook purchase program.

If you are interested in purchasing a student Chromebook, Edmonton Catholic School Division Chromebooks can be purchased through Compugen by clicking on the link [Chromebook Parent Purchase Program](#). Chromebooks purchased through Compugen are supported through ECSD. Please see the [Welcome Edmonton Catholic Purchase Program](#) document for more information.

Students who bring their own device will be responsible for taking it home to charge it every night. To aide in planning, teachers will share a Google form with parents to fill out to gather information regarding access to technology to guide their planning.

St. Philip is on the web. Please visit www.stphilip.ecsd.net for school information. The website has been updated and looks very different. We are continually working with the new platform and adding information.

ITALIAN LANGUAGE AND CULTURE PROGRAM

Students in kindergarten to grade six are offered the opportunity to participate in an Italian Language and Culture Program at St. Philip. Students in Kindergarten will have 60 minutes of instruction each week and students in grades one to six will have up to 150 minutes of instruction each week. The program is offered to all students in kindergarten to grade six. This program is optional. Parents may enroll their children in this program by calling the school if they have not already done so. Please note that grades four, five and six students are offered French as a Second Language or Italian Language and Culture Program, *but not both*.

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LEADERSHIP/CLUBS AND TEAMS

Clubs and teams are offered to students if there are enough students to warrant a club or team and there is staff ability/availability.

- Patrols
- Lunch Monitors
- Running Teams
- Volleyball
- Soccer
- Technology/Makers Club
- Library Assistants
- SPARK Leadership Team
- Choir
- Alto Recorders

LIBRARY

St. Philip has excellent learning and library resources available for student use. Students may use the resources with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that students will pay replacement costs for lost or damaged materials.

LITURGICAL CELEBRATIONS



St. Philip is a Catholic school and as part of our Catholic mandate, we offer religious instruction to all students. All students follow a religion program approved by the Canadian Conference of Catholic Bishops. As an integral part of the religion program, liturgies are celebrated in the classroom, in the gym, and even at our local Catholic parishes. All students are expected to participate. Whenever possible, we involve the parish priest or members of the pastoral team from St. Matthew Parish or Santa Maria Goretti Parish. Parents are welcome to join us.

Monthly scheduled visits with our St. Matthew Parish priest will continue to enrich our relationship with our parish community.

SACRAMENTAL PROGRAMS

Though the parish administers sacramental programs for First Eucharist, Reconciliation, and Confirmation, students are also instructed about sacraments as a part of their religion programs. As well, the school will send home information from the parish regarding parent meetings, home preparation, and registration as it is made available. Please let the office know if your child has received one of the sacraments and he/she will be congratulated during announcements and at our year end celebrations.

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LOST AND FOUND



Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will facilitate the return of misplaced items. Lost and found box is located at the south end of the school. Unidentified clothing articles will be placed in these boxes. We encourage students and parents to check them frequently. Smaller items such as keys or jewelry are normally kept in the office. Unclaimed articles are donated to a charitable organization at different times during the school year.

LUNCH

Students are not permitted to leave the school grounds during the noon hour unless they live within easy walking distance of the school and the parent/guardian has made arrangements with school administration. We have a duty of care toward our students, and we cannot provide adequate supervision if they are not on the school grounds.

Students staying at school will eat their lunch in their own classrooms. Unfortunately, we do not have microwaves available for student use. Therefore, parents are asked NOT to send frozen entrees or items that require heating at lunch time. Student must bring their own utensils.

To assist with lunch in the classrooms, grade six students are asked to volunteer as monitors and offer help in opening thermoses, dealing with spills, etc., for younger students. Staff supervisors are also present monitoring the classrooms.

The following is a list of rules that staff will ask the students to follow:

- Talking quietly
- Remaining seated while eating lunch
- Cleaning up after themselves
- Following directions from supervisors and/or monitors

Students are expected to keep the classrooms and hallways clean. Failure to do so may result in loss of the privilege or the students doing service work around the school. Specific routines will be reviewed regularly with students. Parents will be contacted should inappropriate behavior continue, and alternate arrangements may have to be made. Students must always remain on school property.

ALLERGY ALERT

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WE ARE AN ALLERGY AWARE SCHOOL. PLEASE **DO NOT** SEND NUT PRODUCTS INCLUDING PEANUT BUTTER AND NUTELLA WITH YOUR CHILD. CHILDREN WITH NUT ALLERGIES CAN GO INTO ANAPHYLACTIC SHOCK.



St. Philip has a hot lunch program run by parent volunteers. Typically, a hot lunch would be offered once a month. Hot lunches include a variety of items offered through Healthy Hunger. Hot lunches are run through an online order and payment system only.

MEDICATIONS TO STUDENTS

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that for school staff to do so, parents must complete a “Request for Administration of Medication at School” form and have it signed by their family doctor. The school will administer the medication according to the doctor’s prescription, provide safe and limited access, store the medication, and shall keep a record of each student receiving medication. Staff members administering medications will be required to maintain hand hygiene and to wear personal protective equipment, including gloves.

Students who administer their own medications are asked to assist us by ensuring that prescribed pills, liquids, and inhalers are not casually left in student-frequented areas. Students with an EpiPen are always required to have it with them (i.e., fanny pack or small purse) to ensure immediate access if necessary.

Medical Alert: If your child has a condition that would require special medical attention, please complete the Medical Alert form as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child’s medical status.

MESSAGES TO STUDENTS

Please ensure that your child(ren) is aware of after school arrangements before coming to school. We are happy to pass along messages at the end of the day.

PARENT COMMUNICATION

In lieu of a school newsletter, regular updates are sent to families. A monthly calendar as well as division information will continue to be shared monthly. Important information regarding school

activities and community events will be shared. It is one of our prime instruments for keeping parents informed about school activities.

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PATROLS



Grades six students have the opportunity to become Patrol members. They ensure the students at St. Philip School cross 144 Avenue and 87 Street safely, before and after school as well as at noon. Due to the challenges of the pandemic, training our students was delayed and patrols will resume once we have students trained. Students and parents are to cross both streets at the intersection only!

PERSONAL PROPERTY

Students are responsible for all personal property. All personal property, school supplies, clothing and footwear should be marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables found on the school premises are to be turned in to the homeroom teacher. The children should never leave money and valuables on or in their desks or in their coat pockets. Once lost or stolen, money and valuables are rarely recovered. The school will not replace any lost or stolen items.

PERSONAL BELONGINGS

Students are asked to:

- Leave wet footwear on the boot-racks and change into indoor shoes in their classroom.
- Backpacks will be placed on student chairs in the classroom.
- Coats will be on the coat hooks.
- Minimize the number of belongings they have at school.
- Leave toys and stuffies at home.
- Student Cell phones are not to be used during the school day. They will be collected at the start of each school day by the classroom teachers for safe keeping. If you need to contact your child, please call the school office.

PLAYGROUND AND PARK

Students are expected to remain on school grounds at recess times. One supervisor is assigned to the park area and two to the field areas at recess times. All students have access to the park equipment. The playground is for St. Philip students during the school day. The playground will be closed before and after school.

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PLAYGROUND EXPECTATIONS



Students are expected to:

- ✦ come down the slide feet first and one at a time
- ✦ take turns on the equipment
- ✦ treat each other with respect
- ✦ not throw sand
- ✦ use school equipment appropriately and safely
- ✦ play safe games that will not harm or potentially endanger themselves or others
- ✦ stay on school property
- ✦ show consideration for others
- ✦ attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.
- ✦ Throw garbage away in the trash bins and not on the ground.

POWERSCHOOL – Parent Portal

All parents who have access to an internet connection are asked to sign up for their Parent Portal through PowerSchool. This website allows parents to access information about attendance, missed assignments, homework and upcoming events. As well, report cards are viewable through the Parent Portal only. Payments for school fees and field trips are made through Parent Portal. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public> School Staff will assist new families with creating a Parent Portal account through PowerSchool early in the school year.

REPORTING PERIODS

Report cards are available for viewing through Parent Portal at regular reporting periods. Printed report cards are available upon request. Listed below are the reporting terms for the year:

Report Term 1: September to January
Celebration of Learning – November

Report Term 2: February to June
Celebration of Learning - March
Final Report Card: June



SCHOOL COUNCIL

School Councils are collective associations of parents, principal, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community, thereby enhancing student learning. A school council is a means to facilitate cooperation among all the participants concerned in the local school. Parents – please

consider attending our school council meetings and having a voice about school initiatives. School council meetings will be conducted through Microsoft Teams this school year.

School councils are officially called School Advisory Council

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FUNDRAISING

Volunteer fundraising has long been an important activity of parents in the St. Philip community through the St. Philip Parent Advisory Association. The PAA is a sub-organization of the St. Philip School Advisory Council and is incorporated as a not-for-profit society for the purposes of fundraising. Many worthwhile extras are afforded due to fundraising projects, and therefore it is an extremely worthwhile method of parent support for the learning of your child. In the past, funding has subsidized or paid for the following things:

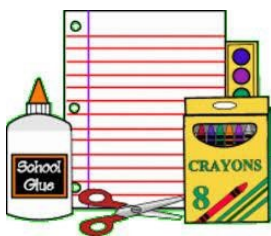
- student field trips and transportation
- the purchase of technology (for example, 3D printers, robotics, iPads, and Chromebooks) for the classrooms
- resources that enhance learning
- library resources
- in-school cultural events

Your active support in this area is needed. It is important to understand that without fundraising, the above extras would not be available to our children, or, as in the case of the field trips, they would have to be paid for in full by parents. Since all of our students benefit from the fundraising of the Parent Advisory Association, it stands to reason that we need the support of all parents. We especially require numerous volunteers from our parents to work at a casino and at our bingos.

SCHOOL PAYMENTS

Payments for bus passes, school fees, and other school-related activities such as field trips are made through Parent Portal. You can pay using a VISA or Mastercard through Parent Portal. Unfortunately, we are not able to accept cash or cheques.

SCHOOL SUPPLIES



For your convenience, pre-packaged school supplies can be purchased in May/June for the following year online through *Write-On Stationery* (www.write-on.ca). You can also access a general supply list on our school website if you choose to shop for supplies on your own. St. Philip does not sell any school supplies, and as such, all supplies must be purchased by the parent(s)/guardians at local retailers. Please keep in mind that supplies may need to be replenished and or requested during the year.

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STUDENT SAFETY DROP OFF AND PICK UP



87 street is a concern in the morning. Please DO NOT PARK in the drop off zone. This area is meant for a quick and safe drop-off zone and will require you to move on. Parking in this area disrupts the flow of traffic as students are being picked up and dropped off at school.

For safety reasons, please do not pick up or drop off students in the St. Philip staff parking lot or the bus zone in front of the school where the orange pylons are lined up.

Students and parents are reminded to cross 87 street using the crosswalk and not allow your child to cross the road at any spot from the other side of the street. Please do not double park while dropping off your children. **Please follow through when a supervisor directs you to follow our road safety.**

VOLUNTEERS

We value the contributions and support our volunteer parents provide for us when needed.

- Volunteers are asked to sign in at the office and wear a visitor tag.
- In keeping with the division policy, all parent volunteers are required to complete a Volunteer Registration Form, which is kept on file at the school for a two-year period.
- Volunteers who work with students in situations where no staff member is present, such as coaching sports teams or transporting students, will be asked to complete both a Police Information check and an Information Record Check.



WATER FOUNTAINS



Students must bring water bottles from home, filled to start the day, and may subsequently fill those bottles throughout the day as needed.

WHOLE SCHOOL ACTIVITIES

St. Philip is a very busy school in terms of activities and events that extend learning and build community. There are several events and activities that are specific to our elementary, such as our annual Christmas/Spring concert, participation in Volleyball Tournaments and fun days. St. Philip's students also look forward to many field trips and activities over the course of the year.

GREAT STUDENTS

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Students at St. Philip strive to live in ways that demonstrate our Catholic faith. They are hardworking young people who are unfailingly polite and well-mannered. They go out of their way to live the gospel values of caring for the poor, the marginalized and the less fortunate. Throughout the year, we will participate in Social Justice activities that support this model of caring for others.

School Website

Please visit the school website for any information about the school. Newsletters and monthly calendars will be posted on the website for future reference.

Parents will need to communicate with the homeroom teacher that they have read the school handbook by Thursday, September 29th