

# St. Martin's Catholic School

Student Handbook

*2023- 2024*

***THIS AGENDA BELONGS TO:***

***NAME:*** \_\_\_\_\_

***ADDRESS:*** \_\_\_\_\_

***PHONE :*** \_\_\_\_\_

***GRADE:*** \_\_\_\_\_

***TEACHER'S NAME:*** \_\_\_\_\_

# St. Martin's Catholic School

*4314-54A Avenue*

*Vegreville, AB*

*T9C 1C8*

*Phone: (780) 632-2266*

*Fax: (780) 632-6886*

*E-mail: [stmn@eics.ab.ca](mailto:stmn@eics.ab.ca)*

Principal: Mr. Joe Kucy

Assistant Principal: Mrs. Melanie Sorochan

## **Find Us Online**

St. Martin's Catholic School Webpage: <https://stmn.eics.ab.ca/>

PowerSchool: <https://powerschool.eics.ab.ca>

Facebook Page: <https://www.facebook.com/stmartinscatholicsschool>

The bell schedule is as follows:

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

St. Martin School, 4314 54A Avenue Vegreville

	Mo	Tu	We	Th	Fr
1 8:35 - 9:07 AM					
2 9:07 - 9:39 AM					
3 9:39 - 10:11 AM					
Recess AM 10:11 - 10:26 AM					
4 10:26 - 10:58 AM					
5 10:58 - 11:30 AM					
6 11:30 AM - 12:02 PM					
Lunch 12:02 - 12:42 PM					
7 12:42 - 1:14 PM					
8 1:14 - 1:46 PM					
Recess PM 1:46 - 1:51 PM					
9 1:51 - 2:23 PM					
10 2:23 - 2:55 PM					

The first Wednesday of each month is an Early Out day and school will end 60 minutes earlier than usual.



**2023-2024**  
 Sherwood Park, Fort Saskatchewan, Vegreville  
 FINAL Approved Calendar

February 2023

<b>August 2023</b> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	M	T	W	T	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		<b>September 2023</b> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> </table>	M	T	W	T	F					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	<b>October 2023</b> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	M	T	W	T	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				<b>November 2023</b> <table border="1"> <tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table>	M	T	W	T	F			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
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SCHOOL CLOSURES			OPERATIONAL DAYS	STUDENT DAYS
Labour Day	September 4		August	3
Day in Lieu Truth and Reconciliation	October 2	September	0	20
Thanksgiving Day	October 9	October	1	19
Remembrance Day Observed	November 10	November	1	17
Day in Lieu for Interviews	November 6 & March 22	December	0	16
Fall Break	November 6 - 10	January	1	17
Christmas Vacation	December 25 - January 5	February	3	17
Semester 2 Starts	February 1	March	1	15
Teachers' Convention	February 8 & 9	April	0	21
Family Day	February 19	May	1	19
Good Friday	March 29	June	1	18
Easter Monday	April 1			
Spring Break	March 25 - 29		12	180
School Closure	May 16 & 17			
Victoria Day	May 20			

OPENING AND CLOSING DATES	
First day for Teachers	August 28
First day for Students	August 31
Last day for Students	June 26
Last day for Teachers	June 27
STAFF MEETINGS:	
First Staff Meeting – September 6	
All Subsequent staff meetings shall be the first instructional Wednesday of the month.	
Dismissal on a staff meeting Wednesday shall be 60 minutes prior to regular dismissal time.	

MISSION STATEMENT	
<p align="center">"We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences"</p>	

For Diploma Examinations and Provincial Achievement Test Schedules, please visit Alberta Education at [www.education.gov.ab.ca](http://www.education.gov.ab.ca)



## **Welcome to St. Martin's Catholic School**

Our staff would like to welcome all of our students back to school as well as welcome all new students to our school and community. St. Martin's School is committed to ensuring all students are successful. We have a dedicated and very hardworking group of teachers and support staff. We believe in supporting all students to achieve as much as they can each year - we set high expectations for learning! Each teacher expects that their students will be highly dedicated to their academics. Welcome to another school year full of engaging and exciting learning opportunities for all students!!

### **History of St. Martin's Catholic School**

St. Martin's Catholic School is named after the Patron Saint, St. Martin of Tours, of France. He was a career soldier who experienced a mid-life conversion and became a devout Catholic Christian. In later life, he was a pastor and bishop, known for his care and compassion for the poor to whom he administered during the later part of the fourth century. He died at the age of 80 on November 8<sup>th</sup>, somewhere during the period 395 - 402 A.D. His feast day is November 11<sup>th</sup>, the day he was buried. At his request, he was buried in the Cemetery of the Poor. The icon that portrays St. Martin is of a soldier ripping his mantle (cloak) and giving half of it to a bare, cold beggar. Later Martin dreamed that he saw Jesus wearing the cloak that he had given to the beggar.

St. Martin's Catholic School was built in 1907, according to the plans of Father Garnier who came to Canada from the area of Tours, France. He proposed that the church and school be named after St. Martin of Tours.

## **Mission Statement**

We are a Catholic community committed to developing educational opportunities in the context of Gospel values, where students' gifts and talents are celebrated and nurtured through lifelong spiritual and personal experiences.

## **Beliefs**

We believe that:

- Jesus Christ and His teachings are the foundation and core of our Catholic school division,
- a quality education is a continuing process that develops the whole person in an environment that encourages success,
- we live out the Catholic faith through our words, our actions and our interactions,
- Catholic education is a shared responsibility among the home, the school, the parish and the community,
- education is a lifelong journey during which excellence is actively pursued,
- everyone has worth and dignity as a unique creation of God.

**“A Catholic School is one in which God, His Truth and His Life are integrated into the entire syllabus, curriculum and life of the school”**

- Archbishop Philip Pocock

## **Arrival To and Departure From School**

The first bell will ring at 8:30 a.m., classes will begin at 8:34 a.m., and end at 2:55 p.m.

During class time, all doors, including the kindergarten doors will be locked except for the northwest front door nearest the office.

Parents - please **do not drop** children off before 8:15 am as school supervision begins at 8:15 am.

Students are requested not to appear at school prior to 8:15 am.

Students are asked to leave the school premises and playground right after school; with the exception of the bus students and after-school care students.

*Note: During inclement weather, students may enter the building, but are requested to remain in the foyer until the supervisor arrives.*

Students within each grade level shall access their assigned entrances and exits. Please note that during class time, the front office door will be the **only** door open to visitors. All exterior doors to the school will be locked except for recesses.

After school, parents and visitors are welcome to enter by the office and wait for their child in the lobby or an alternative is to please park your vehicle on the east side of the playground and make provisions for your child to meet you. Our hallways are rather congested at dismissal time.

### **Parent Expectations**

1. For parents who drop off their children at school, please do not enter the school beyond the doorways, unless it is for a specific purpose. When that does occur, please sign in at the office and wear a visible "Visitor Tag". We expect that all students should be capable of unpacking and organizing themselves at the beginning and at the end of each day.
2. Review and sign your child's Agenda each evening. Please also use the agenda as a tool to communicate with your child's teacher by writing short messages when needed.
3. Ensure your child completes their home reading activity each evening and that they record their results in their Agenda as well.
4. Communicate in a professional and clear manner any concerns that you have as quickly as possible to your classroom teacher. If you feel that concerns are not being addressed, please contact the school administration team.
5. Our school website <https://stmn.eics.ab.ca/> is updated regularly. Please check this often for the latest events and news.

### **St. Martin's Catholic School Behavior Plan**

St. Martin's Catholic School students are expected to show behaviour that clearly demonstrates respect for self, others and community. Based on the teachings of Jesus Christ, we nurture our students to promote these behaviours and value these expectations in themselves and others. There is a clearly communicated behaviour plan in each classroom, as well as in and around the school. This plan is meant to promote the learning, well-being and safety of students and to help them live and work positively with each other.

At the beginning of the year, teachers and students will develop their classroom expectations. All expectations will be established for two main purposes: 1) to promote student learning and 2) to ensure students are safe - physically, emotionally, and spiritually. Clear consequences will be established and communicated with students and parents. These will be posted in each classroom. Administration will be involved in classroom

management and supporting our students to conduct themselves in a positive way in the school. As school leaders, our administrative team looks forward to the opportunity to regularly work with students to foster a school culture that is positive and supportive of all students.

School behaviour expectations will be clearly communicated to all students. Recess and lunchtime supervisors will monitor discipline concerns outside of the normal classroom procedures.

Supporting students managing their behaviour and making positive choices to maximize their learning must be a collaborative effort between staff and parents. Our staff are committed to communicating concerns regarding student behaviour when appropriate.

### **School Expectations**

1. Students are encouraged to play at recess and organize themselves into games or activities. Students are asked to limit activities that involve physical contact of an aggressive nature.
2. Students are expected to interact with others in a respectful manner at all times - including gestures, body language as well as verbal or online communication. Students are expected to interact with all staff and guests in a polite and respectful manner.
3. Students are encouraged to include others and to invite fellow students or classmates to be involved in activities
4. Students are encouraged to behave in an ethical manner and to support each other and to stand up for themselves when they believe an incident occurred that is unjust. Students are asked to share concerns they have with their homeroom teacher at an appropriate time.
5. Students are encouraged to use language that is positive and respects themselves, their classmates and God.
6. Students are expected to arrive at school on time - a student is late once the 8:34 am bell has sounded.
7. Students will be expected to follow the guidelines of the Personal Use Agreement. Teachers will endeavour to incorporate technology into the classroom in meaningful ways that benefit student learning and engagement.
8. Students are expected to remove outdoor shoes at the door and wear inside shoes used for all activities in the building.
9. Students are expected to dress to support learning as well as to wear clothes that are respectful of our school, students, staff and our Catholic faith. (Examples of inappropriate clothes for school: graphic on a T-shirt that is insulting, disrespectful or graphic in nature)
10. Students are expected to help maintain a clean and organized school - classrooms and learning spaces. As such students are encouraged to keep their desk and lockers organized, ask for permission to have their snack or lunch, and to refrain from chewing gum.





## EICS One-To-One (Responsible) User Agreement

### **Purpose:**

In order to empower our students to use technology in learning environments that support student-centered, personalized and authentic learning, we encourage students to bring their own device to help enhance their learning experiences.

Students using technology must follow the guidelines listed below as well as follow the Responsible Use Agreement for Technology.

### **Guidelines:**

*If the student doesn't follow the guidelines, the student may lose the privilege of using the device and network access may be suspended.*

1. Any student who wishes to use a personally owned electronic device within Elk Island Catholic Schools must:
  - a. Read and accept the conditions of the user agreement form with a parent/guardian
2. The student shall take full responsibility for their device and keep it with themselves at all times or locked in a secure location. EICS shall not be liable for the loss, damage, misuse or theft of any personally owned device brought to school.
3. The student is responsible for the proper care of his or her personal device, including any costs to repair, replacement or any modifications needed to use the device at school.
4. Cell phones may be used as a learning tool but must be placed in airplane mode. Students must access the school WiFi network. Alternate WiFi or cellular access will not be allowed.
5. Students must comply with a staff request to shutdown the device or put the screen to sleep.
6. Personal devices shall be charged prior to bringing them to school and shall be capable of running off their own battery while at school.
7. The student may not use the device to record, transmit or post photos or video of a person or persons without the express permission of a teacher and filmed subject.
8. The student should have working knowledge of their personally owned device prior to bringing it into the learning environment. EICS staff will not be responsible for troubleshooting student owned devices.
9. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated Board policies, Administrative Procedures, school rules or has engaged in other misconduct while using this device. Appropriate action will be taken if illegal or inappropriate content is found.

As a student, I understand and will abide by the above guidelines and expectations of this agreement.

## **Bus Policy**

Please refer to the Elk Island Public Schools Transportation website located at <https://www.eips.ca/transportation> for information on transportation services for students at St.Martin's Catholic School.

## **School Absentee Check Program**

The purpose of this program is to ensure that no child is lost or experiencing problems between the home and the school. *In order to carry out such a program, the complete cooperation of parents is necessary.* The school must be informed by **WRITTEN NOTE, TELEPHONE, or the use of the Seesaw app** about a child's intended absence.

\*\*\* Notice must be given prior to the absence, not after the child has returned to class. Failure to communicate will mean that the parent, guardian, or other designated responsible person will be contacted by telephone about the child's whereabouts.

You can help this program be more effective by the following:

1. Send a written note on the school day before an appointment for your child. If a definite length of absence is stated, a note is not required every day.
2. Ensure the school has your current babysitter's name and telephone number.
3. Any student wishing to leave the building during school hours for valid reasons must have written parental consent.
4. Students must be punctual for classes so as not to disrupt their program or class. Punctuality is considered to be an exercise in good manners and consideration for other people.

**If a student will be absent, parents or guardians are asked to contact the school by note or message left on the answering machine stating the student's name, grade level, and reason for absence. *Students who are late are to report to the office before going to their homerooms.*** Please help to make this program work by sending notes, thereby reducing the number of phone calls the school must make and also reducing the number of telephone messages the school must take both morning and afternoon.

## **Wellness and Nutrition**

For further information please see our Administration Policy 168 on the EICS website.

## **Physical Education**

General Safety: Most accidents that occur in school take place either in physical education or on the playing field. Because of this, students are requested to display reasonable behavior when taking part in contact or non-contact sports.

Medical Certificates: **All students are expected to take physical education.** If a child cannot participate, a parental note is required. To be excused for an extended period of time, a doctor's note is required.

Dress: All students are expected to come to class with proper dress and running shoes (non marking soles).

## **Parent Volunteers**

Parent and community volunteers are most welcome to the school and are often asked to become involved in special class activities, intramurals, field trips, and fundraisers.

Please understand that you will be working with or close to children. As such, any regular volunteers will be asked to undergo a Criminal Record Check and Vulnerable Sector Record Check as well as complete a Confidentiality agreement. Please email or come to the office to get the forms.

## **School Council & Foundation**

Parents are encouraged to become involved in our school council. School Council is a group that all parents at St. Martin's are members of and have the opportunity to be involved with. Communication regarding the St. Martin's School Council will be sent out throughout the year. Please look for information about the General Meeting that occurs in the fall of each year.

More information on the St. Martin's School Council can be found at:

<https://stmn.eics.ab.ca/parents/school-council>

## My Home Reading Goals

My reading level at the beginning of October is \_\_\_\_\_

My reading **goals and** reading level for June is \_\_\_\_\_

Strategies to help me reach my goals are:

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### Fountas and Pinnell

#### Progress Monitoring by Instructional Text Reading Level

GRADE	MONTHS OF THE SCHOOL YEAR									
	1	2	3	4	5	6	7	8	9	10
K	-	-	-	A	A/B	B	B	C	C	C
1	C/D	D	E	E/F	F	G	G/H	H	I	I
2	I/J	J	J	JK	K	KL	L	L	M	M
3	MN	N	N	N	O	O	O	P	P	P
4	P/Q	Q	Q	Q	R	R	R	S	S	S
5	S/T	T	T	T	U	U	U	V	V	V
6	V/W	W	W	W	X	X	X	X	Y	Y
7	Y	Y	Y	Y	Y/Z	Z	Z	Z	Z	Z
8	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z
9-12	Z	Z	Z	Z+	Z+	Z+	Z+	Z+	Z+	Z+

Fountas and Pinnell levels tied to common core and RTI....I was looking for some ideas for explaining book levels to parents, and here it is!

G  
R  
I  
T

Give it your all  
 Redo if necessary  
 Ignore giving up  
 Take time to do it right

End of the year reflection:

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I will demonstrate GRIT over the summer by...

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Dear Parents,

Thank you for taking the time to read with your child! It is critical that your child has the opportunity to interact with books and practice their reading, on a **DAILY BASIS**.

Here are some helpful tips to make reading a more successful experience in your home:

1. Try to set a consistent time to read every day; a great idea is to read with your child each night before bed.
2. If you are at the soccer field or hockey rink, perhaps that “waiting” time becomes a special reading time.
3. Try listening to an audio book in the car.
4. Try family book time – picture books and chapter books can be read aloud by both kids and adults for all to enjoy.
5. Picture books, chapter books, magazines, online reading programs are all encouraged. Help your child find what they are interested in, and they will be motivated and engaged in their reading.
6. Explore fiction, non-fiction and poetry. Discover a variety of authors.
7. Reread favorites again, and again and again!
8. Children love to hear adults read aloud. This is an excellent opportunity to model fluency and expression.
9. Visit the Vegreville Public Library!

**Any time that your child is reading independently, or with the support of a family member, he/she may record those minutes in their home reading passport. This includes the time you read to them!**

Please record the minutes read each day and initial in the monthly calendar found in the agendas. At the end of the month, please help your child total their minutes and then submit to their teacher.

## Home Reading *Minimum* Monthly Goals:

Month	K – Gr 2	Gr 3-4	Gr 5-6
October	300	400	500
November	300	400	500
December	300	400	500
January	400	500	600
February	400	500	600
March	400	500	600
April	400	500	600
May	400	500	600
June (first 2 weeks)	200	250	300

Students should be practicing their reading at home:

1. “Just Right” Books

- Be interesting or appealing to child
- 5 finger rule
- Books at independent reading level, including 1 level above or below (i.e. independent reading level F, then choose an interesting book from levels E-G)

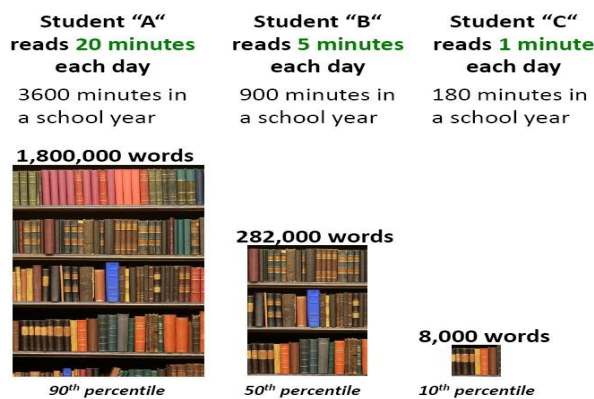
2. Books of Interest

- Magazines
- Newspapers
- Online reading programs
- Hobbies, sports, people, travel
- Favorite authors
- And more, the sky's the limit!

We encourage you to discuss with your child’s teacher, any questions or concerns about reading material, reading levels, or home reading in general.

Thank you for your support and encouragement as we set off to another great year of reading and learning!

### Why Can't I Skip My 20 Minutes of Reading Tonight?



By the end of 6<sup>th</sup> grade Student “A” will have read the equivalent of 60 whole school days. Student “B” will have read only 12 school days. Which student would you expect to have a better vocabulary? Which student would you expect to be more successful in school...and in life?

(Nagy & Herman, 1987)