

# St. Patrick Catholic School

(Pre-Kindergarten to Grade Four)



## Parent/Student Handbook

4816 53 Street  
Camrose, AB T4V 0Y2

Phone: (780)-672-2177

**Website: [stp.eics.ab.ca](http://stp.eics.ab.ca)**

*Updated: September, 2025*

# WELCOME TO ST. PATRICK CATHOLIC SCHOOL!

## LEADERSHIP TEAM MESSAGE

Welcome to St. Patrick Catholic School! We are a proud member of the Elk Island Catholic School Division. Our school motto is dream, believe, and achieve. We encourage our students to dream big, follow the teaching of the Catholic Church and academically achieve to their fullest capacity.

At St. Patrick school we believe that parental involvement combined with positive and meaningful student relationships promote student success. We have a strong, talented, and dedicated staff. We understand the tremendous role we play in our students' lives and will be with our students every step of the way as they grow spiritually, academically and socially.

Our administration, our entire school staff and our school council warmly welcome and invite you and your child to join us on this academic and spiritual journey. God bless you in the work you do as parents and guardians and welcome to St. Patrick School!

Many blessings,

Michelle Nancias  
Principal

Mindy Wilcox  
Assistant Principal

### **MISSION STATEMENT**

*"With Christ, our students  
will grow in  
faith, knowledge  
and  
commitment  
as lifelong learners."*

### **SCHOOL MOTTO**

**Imagine...Believe...Achieve...**

**Imagine...***sparking creativity and  
exploration in student learning*

**Believe...***our belief in Jesus Christ and  
his Gospel teachings*

**Achieve...***creating an optimal learning  
environment for our students*

## OUR BELIEFS

We Believe:

- That Jesus Christ and his teachings are the foundation and core of our Catholic Community
- That we live out the Catholic faith through our words and actions
- That Catholic education is a shared responsibility between home, school, parish, and community
- That a positive learning environment promotes student engagement and individual success
- That a quality education within an inclusive learning environment is a continuing process that develops the whole child

## Our School's Patron Saint: St. Patrick: ST. PATRICK SCHOOL PRAYER

I rise today,  
With the strength of  
God to lead me  
The power of God to lift me  
The wisdom of  
God to guide me  
St. Patrick...**PRAY FOR US!**



## EICS SCHOOL DIVISION FAITH THEME

Every school year, Elk Island Catholic Schools introduces a new Faith theme that all schools support and carry through the school year. The faith theme will be introduced on the first Staff day of the year and introduced to the school at the opening school assembly. We are on the second year cycle of our three-year faith theme. Our bible verse comes from John 15:5,8 “ I am the vine, you are the branches...bear much fruit, and become my disciples.” This year, as a school community, we will grow together in God's love.

**GENERAL INFORMATION :**  
**SCHOOL BELL SCHEDULES**

## St. Pat's 2025-2026 Bell Schedule

| TIME                                       | DURATION (min)   | PERIOD                        |
|--|------------------|-------------------------------|
| 8:30am - 8:37am                            |                  | Buses Arrive                  |
| 8:37am                                     |                  | 1st Bell (enter classrooms)   |
| 8:41am                                     |                  | Warning bell                  |
| 8:42am                                     |                  | O'Canada/Prayer/Announcements |
| 8:42am - 9:18am                            | 36 min           | Period 1                      |
| 9:18am - 9:54am                            | 36 min           | Period 2                      |
| 9:54 am - 10:30 am                         | 36 min           | Period 3                      |
| 10:30am - 10:48am                          | 18 min           | AM Recess                     |
| 10:48am - 11:25am                          | 37 min           | Period 4                      |
| 11:25am - 12:02pm                          | 37 min           | Period 5                      |
| 12:02 pm - 12:20 pm<br>12:20 pm - 12:40 pm | 18 min<br>20 min | Noon Recess<br>Lunch Eating   |
| 12:40pm 1:16pm                             | 36 min           | Period 6                      |
| 1:16 pm - 1:53pm                           | 37 min           | Period 7                      |
| 1:53pm - 2:08pm                            | 12 min           | PM Recess                     |
| 2:08 pm - 2:44pm                           | 36 min           | Period 8                      |
| 2:44 pm - 3:20pm                           | 36 min           | Period 9                      |
| 3:20pm                                     | TOTAL<br>327 min | Dismissal                     |

|        |  |                     |
|--------|--|---------------------|
| 3:27pm |  | Buses leave St.Pats |
|--------|--|---------------------|

## **OFFICE HOURS**

St. Patrick Office Hours are 8:00 a.m. to 3:30 p.m. during regular school days. Phones will not be answered during lunch time (12:02 – 12:40) please leave a message and the office will return your call.

## **STUDENT ENTRANCES**

Entrances will be open when the bell rings at 8:37 am on school days. Students will be assigned various entrances/boot rooms to use to alleviate congestion. Assigned entrances per homeroom will be shared with students/parents at the beginning of the school year. Students and families are to remain outside at the entrance, until the bell rings for the start of the day and are prompted by their teacher to come into the school. At the end of the day parents have to wait outside by their students entrance until they come out.

## **REPORT A STUDENT ABSENCE**

Regular and punctual attendance is the key to academic success. ***It is very important for students to be present on all instructional days.***

If your child is going to be absent from school for any reason please report the absence by doing any of the following:

- Please call the office at 780-672-2177 and leave a message to report an absence of student
- You may email the office at [stps@eics.ab.ca](mailto:stps@eics.ab.ca)
- Log on to PowerSchool and in the drop down on the left side click 'Enter/Review Absences' and enter the information as requested.

## **LATE SLIPS AND ENTERING THE SCHOOL**

Students arriving late are required to report to the office so their name can be removed from the absence list, please sign in and pick up a late slip before entering class. Arriving

on time assists learning and prevents disruptions to the learning of the other students. Please help to ensure that your child is at school for the beginning of the day. This helps to establish routines and gives time for your child to prepare for the day.

### **END OF DAY TRANSPORTATION CHANGES**

In the event that your child needs alternate transportation arrangements for the end of the day, please put a note in the student's agenda. Last-minute notification is often difficult due to the volume of phone calls, and classes may be out of the building for activities such as field trips or daily physical education. **Please ensure any changes to student pick up at the end of the day are communicated to the office by 2:45pm.**

### **PARKING**

The Bus Zone is in the front of the school property. There is no parking in the front of the school from 8:00 - 9:00am to 2:45 - 3:30pm. The staff parking lot is **NOT** to be used for student drop off or pick up. **PLEASE USE EXTREME CAUTION.**

### **EMERGENCY NUMBERS**

**Please ensure that the school has up to date emergency telephone numbers.** These are very important in the event that there is an urgent need that requires your notification. If there are any changes, please inform the school **immediately** to update your records.

### **USE OF THE TELEPHONE BY STUDENTS**

The school telephones are reserved for school business use. Students may phone home in case of emergency or illness, but must have approval from the classroom teacher. **We ask that all the students make after school arrangements before coming to school. Students are not permitted to use cell phones throughout the school day.**

### **ACCIDENTS AND ILLNESS**

If a student is ill or injured at school, every effort will be made to contact parents to come and pick up an injured or sick child. If no parent can be contacted, and these circumstances are urgent, it will be at the discretion of administration or a designated supervisor to call emergency services and have students taken to the doctor or hospital immediately and the parents will be contacted. It is imperative that the school has an emergency phone number where a responsible adult may be reached if neither parent can be contacted. Please notify the school of any change with respect to home, cell, or emergency contact numbers.

### **LOST AND FOUND**

Students are responsible for all personal property. Lost and found boxes are located in the hallways. The office has a lost and found for jewelry, glasses, electronics etc. *All unclaimed lost and found items will be donated to charity at Christmas Break, Spring Break, and at the end of the school year.*

***Note: The school is not responsible for loss or damage to personal property.***

### **LOCKERS**

Lockers are allocated to each student. Each student is responsible for the condition of the inside and outside of the locker. ***Authorized school personnel have the right to examine the contents of a locker at any time.***

### **RECESS**

### **INCLEMENT WEATHER**

On days when the wind chill factor begins to drop below –25 degrees Celsius, as indicated by Environment Canada Weather information, students may be required to remain indoors during recess breaks. Environment Canada Weather for Camrose areas will be used to determine whether or not children go out for recess. Parent requests to have children remain indoors during recesses should be based on health reasons only and should be indicated in writing. (AP 134)

## **COMMUNICATION**

### **POSITIVE PARENT/SCHOOL COMMUNICATIONS**

Positive, ongoing communication between the home and school is essential. Parents are encouraged to speak directly with your child's teacher if you have successes or concerns to share. On the very rare occasion that you would find this initial conversation difficult or unsatisfactory, a joint meeting between the administration, teacher, and parent may be arranged. Please keep in mind that the best interest of the child is paramount in any discussion. All students have an agenda for home-school communication, as well as digital communication such as email and other apps.

***Please see Agenda Guidelines.***

### **AGENDAS**

Students in Grades 1-4 receive agendas. Kindergarten students have a communication pouch. Please use the agenda daily to communicate with your child's classroom teacher.

### **AGENDA GUIDELINES**

In order for student agenda books to work successfully, we require the cooperation of all stakeholders: students, parents, and staff to take an active part in implementing them.

### **Student Responsibilities**

- Make a home plan for a daily routine for unpacking and sharing your agenda
- Make sure learning news and tasks are written in agenda books
- Take agenda book home daily
- Complete any home tasks, gather materials, or share information as required
- Ask the teacher for clarification if you don't understand the homework or information
- Make sure the agenda book is returned the next day

### **Parent Responsibilities**

- Together with your child, make a plan for a daily routine for unpacking and sharing the agenda
- Read through the introductory pages of this booklet
- Check the agenda daily for communication, information, and home tasks
- Initial the book each night when students have completed their tasks
- Assist your child as necessary
- Have a discussion with your child if the agenda book is not coming home, and then contact your child's teacher.
- Communicate regularly with your child's teacher

### **Teacher Responsibilities**

- Set a daily routine for agenda practice; when, where, why, and how
- Make sure information, tasks, and any communication is updated daily, and students are given an opportunity to use their agenda for organization and sharing their learning with their families
- Check books for parent signature
- Contact parents if, after discussion with the student, there are challenges with using and bringing the agenda to and from school.

## **OTHER COMMUNICATION**

### **WEEKLY BULLETIN (SMORE)**



The school bulletin (SMORE) is emailed weekly and will keep you informed of events and will provide you with information about the operation of the school, and give you ideas on how you can help support your child's learning. If you have any suggestions or comments about the school bulletin, please contact the Principal.



## **SCHOOL WEBSITE**

Check out our website for additional information at <https://stp.eics.ab.ca/>

## **INSTAGRAM**

st.patrickcatholic

## **FACEBOOK**

Follow St. Patrick School on their Facebook page @ **St. Patrick Catholic School Camrose**

Follow St. Patrick School's Council page @ **St. Pat's School Council**

## **SCHOOL ASSEMBLIES**

We gather as a school community to pray, celebrate, and "Spin the Wheel" to recognize students/staff and share upcoming information. Dates and times of assemblies are posted in the Weekly Bulletin or on the School Website.

## **WORKING TOGETHER: How We GROW**

### **GRADE 4 STUDENT LEADERSHIP**

We are very proud of our commitment at St. Pat's for providing opportunities for and developing leadership skills for our grade four students to lead and serve like Jesus. Every grade four student participates and shares their passions, faith, and gifts with our school community.

### **SCHOOL COUNCIL**

The School Council gives parents or guardians of our students an opportunity to provide input into their children's education. They help to develop an atmosphere of mutual coordination through active participation in the school. All parents are automatically members of the School Council and may run for executive positions as needed. School Council Minutes can be found on the school website. **Watch for the upcoming meeting dates!**



Follow us on Facebook @ **St. Pat's Parent Council**

## **PARENT INVOLVEMENT**

Parents are very active in our school community, supporting learning and being a part of school events and activities. We encourage you to be involved in your child's education and welcome you at the school.

Here are some ways to get involved:

- Attend School Council Meetings
- Volunteer for field trips
- Volunteer for Track and Field Day
- Volunteer for other special events and/or services
- Fundraise for special projects

Parents/guardians wishing to volunteer must complete a **Criminal Record Check, Child Welfare Check, and sign a Confidentiality Agreement Form**. This is in accordance with EICS policy.

Contact the school office for details.

## NUTRITION

### **\*\*PLEASE NOTE: ST. PAT'S IS A NUT AWARE SCHOOL\*\***

As some students have severe allergic reactions to all types of nuts, please do not bring nuts or products containing nuts to the school.

## **ALLERGY AWARENESS**

Because foods such as nuts can cause **severe**, life-threatening reactions in some people, as a courtesy, we ask that you:

- Plan not to send food items that contain nuts (peanut oil) and/or food items that may cause an allergic reaction in others.
- On occasion, classroom activities involve a meal or a snack. If your child has an allergy or a condition related to food, it is **the parent's responsibility** to communicate with the teacher and ensure that alternate food arrangements are made.
- St. Patrick has a **no food sharing policy** to further protect our students. This relates to students sharing with each other and the bringing of food for the class for special occasions, such as birthdays, etc.
- Wash your hands if you eat food that may cause an allergic reaction before coming to school and throughout the day.

***Thank you for helping to provide a safe environment for all students, staff and volunteers.***

### **HOT LUNCHES**

Hot Lunch is available on some Fridays. This program is run by parent volunteers on the School Council. For more information, go to our school website.

### **BREAKFAST CLUB**

Students at our school are able to start their day with a breakfast snack. Breakfast programs encourage healthy eating, ensure students come to class prepared to learn, and support positive nutrition habits which help improve academic achievement. Our program relies heavily on the generosity of local business and parent donations.

**Monetary donations are accepted at the school office.**

## **SCHOOL PROGRAM**

### **STUDENT PROGRESS AND REPORTING**

Our school division has adopted the principles of assessment for learning. This has involved the evolution of new assessment techniques that encourage students to take more responsibility and to be more engaged in the learning process. Over the course of the year students will be assessed through a variety of formative and summative tasks. Our students will receive 2 report cards, one in February and one in June. Evidence of Learning Folders will be sent home in November and March. Student progress will also be reported during the year, through the use of Parent–Student Teacher conferences in the Fall and the Spring. Student report cards will be available through the PowerSchool website: <https://powerschool.eics.ab.ca/public/home.html> by using regular log in and password. Please contact the school office if assistance is required.

### **HOMEWORK**

Homework is an extension of the students' daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits.

Communication with your child's teacher is encouraged if more specific information about homework is required. "Homework" may arise for the following reasons:

- A. students were unable to complete their assignments in the allotted class time
- B. students have been absent
- C. students have been on family vacations during regular school time
- D. teacher directed assignments to be completed at home

Students experiencing difficulty mastering concepts may be asked to practice at home with the help of a parent. Some highly motivated students may request home projects in

order to extend their present knowledge and skill level. As part of a student's routine, home reading should be a daily and positive experience!

### **LEARNING COMMONS**

We have a wonderful learning commons with a large selection of books. Students have the opportunity to take our books on a daily basis. A book must be returned before another one may be borrowed. Students are responsible for lost or damaged library books. Replacement costs required for lost or damaged books.

There will be Scholastic Book Fairs throughout the year (fall, spring and year-end) watch for upcoming information.

### **FIELD TRIPS**

At various times in the school year, teachers may plan to take students on field trips off school property in order to enhance the learning experience for the students. An Annual Field Trip Consent Form needs to be completed online (PowerSchool) at the beginning of the school year. This form needs to be completed before the student can attend the trip. Teachers will send home a letter providing the details of any field trip. For those trips that may hold a higher level of risk an additional consent form will need to be signed by a parent/guardian and returned to the teacher. Field trips are not necessary for the completion of the curriculum. Therefore, participation in them is a privilege. Student behavior will be considered prior to any field trips. Rules for school behavior are to be followed on all field trips. Fees will be charged for the field trip. You will have a choice to opt out of the trip or program. Please speak to your child's teacher.

### **ENHANCED EDUCATION FEES**

Student enhanced education fees are due at the end of September. Additional fees may apply for added field trips or extracurricular events. Please speak to the school Principal if there are financial concerns regarding school fees. There is a district process in place to support families who may be struggling financially. The **Fee Waiver Form** can be found on the district website [www.eics.ab.ca](http://www.eics.ab.ca) or contact the school office to obtain a form.

## **TECHNOLOGY**

## **ELECTRONIC DEVICES/CELL PHONES**

With the evolution of technology, St. Patrick School recognizes the importance of the integration of technology for educational purposes dedicated to learning and instruction. Students are expected to follow proper etiquette in using electronic devices. The uses of electronic devices that may disrupt the learning environment are prohibited.

Cell phones and electronic devices are not to be used during class time to:

- make or receive phone-calls;
- use messaging or social networking services;
- play games;
- use video or voice recording features;
- take pictures;
- use other non-educational applications;

*(Unless designated by the teacher devices should be turned off upon entering the classroom)*

Using a cell phone in the school hallways and washrooms during class time is strictly prohibited. All students have access to the school classroom phones for emergency circumstances or when they have permission from their teacher or school administration.

Under the Access to Information Act, it is **against the law** for all persons to take pictures, record or video other individuals without their consent. Students who violate the policy will have their electronic devices confiscated and be subject to the disciplinary policies of the school.

All students and parents/guardians are required to sign the EICS technology use agreement. This policy is in effect for all technology use within the school.

**Be RESPONSIBLE or lose your privilege!**

## **ONE TO ONE IN EICS**

Starting in September of 2016, EICS implemented One-to-One in EICS, which means students in Gr. 4-12 can bring their own devices to school for educational purposes. Grades 1-3 will have access to school Chromebooks. In the classroom, students use devices responsibly, and only with the permission and direction of the teacher or other staff members. Of course, technology alone will not improve learning— when combined with the proper instruction from skilled staff, amazing things can happen. Students are expected to follow proper etiquette in using electronic devices.

The uses of electronic devices that may disrupt the learning environment are prohibited. **Cell Phones** are not necessary for K-4 programming and are **STRONGLY** discouraged from coming to school. All staff/students have access to the school classroom phones for emergency circumstances or when they have permission from their teacher or school administration.

Please follow our website link for more information regarding school technology:  
<https://stp.eics.ab.ca/parents/technology-one-to-one>

## CODE OF BEHAVIOUR

### **STUDENT RESPONSIBILITIES**

At St. Patrick Catholic School, we work to create a warm and friendly atmosphere, which we feel is a necessary characteristic of a Catholic school and conducive to positive learning and student success.






















**Further 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 behavior 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) cooperate 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.

***Please see the Student Code of Conduct Model.***

**STUDENT CODE OF CONDUCT MODEL and our Behaviour Matrix**

# St. Patrick's Behaviour Matrix

| ST.PAT'S SAINTS   | I AM RESPECTFUL, RESPONSIBLE AND SAFE   | I AM AN ENGAGED THINKER, ETHICAL CITIZEN, ENTREPRENEURIAL SPIRIT AND EVANGELIZER   |
|---|---|--|
| <b>Classroom</b><br> | <b>I can...</b><br><ul style="list-style-type: none"> <li>★ Listen to the person talking</li> <li>★ Use kind words and tone</li> <li>★ I am part of all classroom activities</li> </ul>   |       |
| <b>Hallway</b><br>   | <b>I can...</b><br><ul style="list-style-type: none"> <li>★ Walk quietly (no running)</li> <li>★ Use my inside voice, classes are learning</li> <li>★ Follow the teachers' expectations (straight line)</li> </ul>  |       |
| <b>Recess</b><br>    | <b>I can...</b><br><ul style="list-style-type: none"> <li>★ Practice self control (I think before I act)</li> <li>★ Include others in my play</li> <li>★ Bring equipment in and put it in the bin</li> </ul>  |    |
| <b>Bathroom</b><br>  | <b>I can...</b><br><ul style="list-style-type: none"> <li>★ Keep the bathroom clean and tidy</li> <li>★ Wash my hands</li> <li>★ Flush the toilet</li> <li>★ Give people privacy</li> </ul>   |    |
| <b>Bus</b><br>       | <b>I can...</b><br><ul style="list-style-type: none"> <li>★ Sit in my seat</li> <li>★ Keep my area clean</li> <li>★ Follow the bus driver's directions</li> </ul>   |    |
| <b>Assembly</b><br> | <b>I can...</b><br><ul style="list-style-type: none"> <li>★ Sit with my hands and feet still</li> <li>★ Enter and leave the gym quietly</li> <li>★ Whisper talk while waiting</li> <li>★ Sit with kids who help you make good choices</li> <li>★ Listen when someone is speaking</li> </ul> |    |

| Examples of Major Offenses:  | Preliminary Examples of Intervention:  | Consequences:  |
|--|--|--|
| <ul style="list-style-type: none"> <li>• Repeated minor offenses</li> <li>• Fighting, physical assault, bodily harm</li> <li>• Profane, abusive language/gestures</li> <li>• Unresolved confrontation</li> <li>• Serious violence</li> <li>• Open defiance/disrespect</li> <li>• Theft, Possession of a weapon</li> <li>• Threats/bullying</li> <li>• Vandalism</li> </ul> | <ol style="list-style-type: none"> <li>1. Record Details</li> <li>2. Document</li> <li>3. Consequences</li> <li>4. Strategies to correct behavior</li> <li>5. VTRA Protocol</li> </ol> | <ul style="list-style-type: none"> <li>• Loss of Privileges/Recess/Time-Out</li> <li>• In school suspension</li> <li>• Out of school suspension</li> <li>• Police intervention</li> <li>• Social Services Intervention</li> <li>• Expulsion</li> </ul> |
| Examples of Minor Offenses   | Preliminary Examples of Intervention:  | Consequences   |
| <ul style="list-style-type: none"> <li>• Playground problems-rough play, pushing,</li> </ul>   | <ol style="list-style-type: none"> <li>1. Record Details</li> </ol>  | <ul style="list-style-type: none"> <li>• Opportunity for homework catch-up</li> </ul>  |

|  |  |  |
|--|--|--|
| teasing, inappropriate language, snowball throwing <ul style="list-style-type: none"> <li>• Uncooperative behavior</li> <li>• Running in the hallway</li> <li>• Inconsiderate, disrespectful Hallway loitering</li> <li>• Incomplete assignments and homework</li> <li>• Late to class</li> <li>• Repeatedly forgetting books/materials</li> </ul> | 2. Document<br>3. Consequences<br>4. Strategies to correct behaviour | during recess <ul style="list-style-type: none"> <li>• Detentions-in office with work to do</li> <li>• Loss of privilege or extracurricular activity</li> <li>• School service-community work around school</li> <li>• In school suspension</li> <li>• Out of school suspension</li> </ul> |
|--|--|--|

## **DISCIPLINE WITH DIGNITY**

At St. Patrick Catholic School, maintaining the dignity of each person, in all situations, is crucial in managing behavior. Effective discipline comes from the belief that teaching individuals to take responsibility for their behavior is more motivating in creating behavioral changes than teaching individuals to be obedient in order to avoid punishment.

At St. Patrick Catholic School, we believe in the responsibility model of discipline. By implementing appropriate and progressing consequences, and by providing individuals with opportunities to become responsible and caring members of the community, they will learn about their behaviors, their choices, and their impact on others while still maintaining their dignity. *Discipline matters will be handled on a case by case basis.*

### **Our GOAL:**

To continue to build a safe and caring culture within our school community, where students, staff, and parents encourage, value, support one another, and feel safe; and where abuse, bullying, and discrimination are unacceptable.



## BUGGING

- Someone is doing something that you don't like.
- You are **NOT** being hurt or harmed.

### What to do?

- IGNORE them.
- Ask them to please stop.

## BOTHERING

- Someone is doing something that you don't like.
- Their actions or words are starting to hurt or harm you (your feelings or your body).

### What to do?

- Ask them to please stop.
- Tell a teacher.

## BULLYING

- Someone is harming or hurting you **ON PURPOSE** over and over again.

### What to do?

- Tell a teacher right away.

## SCHOOL BUS BEHAVIOUR

When riding the school bus, students are expected to follow all bus rules. The bus driver is responsible for student safety and has full authority to set the rules for the bus. Students who behave in a manner that breaks the rules or jeopardizes the safety of the bus may lose their bus privileges.

## SCHOOL SAFETY

All members of the school community have the right to be safe and feel safe in a respectful, focused school environment.

## SCHOOL VISITORS

Parents and visitors are always welcome. In order to ensure the safety of the students and staff we would like to please ask **all visitors to sign in at the office**. Lunches and other items that are forgotten can be dropped off at the school office. All students will be called to the office to pick up their items. This will help reduce classroom interruptions to instructional time.

Students and parents who need to access the school are asked to ring the doorbell at the front entrance, and a staff member will come to greet them.

## SCHOOL EMERGENCY AND CRITICAL RESPONSE

In the event that an emergency arises, staff will follow strict guidelines laid out by School

Board Policy. Students will practice several different emergency drills throughout the year including, fire, lockdown, external emergency (severe weather).

### **THREATS TO SCHOOL SAFETY**

In order to facilitate a common understanding among all community partners, school boards, police services, Emergency Medical Services, and fire safety officials are using the following terminology:

- **Shelter in Place** – used for an environmental or weather related situation where it is necessary to keep all occupants within the school (protecting them from an external situation). Examples are chemical spills, blackouts, or extreme weather.
- **Hold and Secure** – used when it is desirable to secure the building due to a threat outside the building but not related to the school. For example, a robbery occurred near the school but not on the school property. School functions normally with all exterior doors locked until the situation is resolved.
- **Lockdown** – used only when there is a major incident or threat of violence with the school. Two lockdown drills will occur each school year.
- **Evacuation** – used in the event that students and staff must leave the school building due to some environmental concern in the school. Example: fire or gas leak in the school.

### **SCHOOL BUS TRANSPORTATION**

Transportation registration and fee payments can be accessed online through the PowerSchool Parent Portal.

#### **Elk Island Catholic Schools Information**

Website: [www.eics.ab.ca/transportation](http://www.eics.ab.ca/transportation)

Phone: 780-449-6480

Email: [transportation@eics.ab.ca](mailto:transportation@eics.ab.ca)

#### **BUS PASSES**

Replacement passes are \$10.00

In the cases of **INCLEMENT WEATHER**, the school will remain open. However, bus runs may be cancelled. In the event of a late bus, cancellation

or emergency Elk Island Catholic Schools Transportation Department will be in contact with families via social media, email or division website.

## MEDICAL

When a student has a medical condition that requires EICS staff members assist with either:

- Administering Medication,
- Monitoring Medication,

OR

- Assisting with some non-medication related Medical Treatment

EICS requests that the details of that treatment or medication are updated and validated every school year.

This form can be used to submit 1 (ONE) request relating to a single medication or medical treatment. In the event that a student has multiple medications they need assistance with, please submit a separate copy of this form for each medication.

Please note that some registration-related information, such as student name and parent details, cannot be changed on this form - it is only made visible to provide context. If that information has changed from what was previously provided to the school, please contact the school for a demographic confirmation form.

## MEDICAL FORMS/MEDICATION ADMINISTRATION

Students that require medication to be given at school must complete the Student Focused Medication Management Plan. **These plans are to be updated yearly.** If, under exceptional circumstances, a student must receive medication **prescribed by a medical practitioner** during the school day or during an extracurricular/field trip activity, the following procedures will apply:

- a) The parents must complete the “Medical Status Update/Request for Medical Treatment Form.” This form is available online (PowerSchool Parent Portal).
- b) The request must include written instructions as to how to administer the medication and submitted by the parent.
- c) Only the administration or a designated staff member shall administer the medication.
- d) The principal has the right to reject requests for administration of prescription medicine (e.g. injections or other applications of which staff may not be

qualified/trained to handle or administer.).

e) **As per administrative policy, staff are not permitted to administer non-prescribed medications or any over-the-counter medications such as Tylenol, Benadryl etc.**

## **STUDENT SERVICES**

Student Services assists students with their spiritual, academic, social and psychological needs by providing:

**Collaborative Response Coordinator:** Mindy Wilcox

**Inclusive Learning Facilitator:** Cristina West

**Family Wellness Worker:** Laurie Kushnerick

**Chaplain:** Morgan MacNeill

Our student services department and school administration may assist students with.

- Counseling and help with difficult issues such as personal and family relationships
- Program accommodations
- Test anxiety and Study Skills
- Remedial reading, writing or math
- Enrichment programming
- Course and exam modifications
- Spiritual issues and struggles
- Social issues

## **SCHOOL LIAISON OFFICER**

The School Liaison Officer Program is a cooperative program between our school division and the City of Camrose Police Department. The Constable works as a liaison to students, staff, and parents in solving problems that may arise at school, at home, or elsewhere.

## **Parish Information**

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| <b>St. Francis Xavier Catholic Parish</b><br>3605-50 street<br>Camrose, AB T4V 0K8<br>Phone: 780-672-1131<br>Fax: 780-672-8652<br>Website: <a href="https://stfxcamrose.caedm.ca/">https://stfxcamrose.caedm.ca/</a><br>Pastor: Fr. Kris Schmidt (July 2021) | <b>Protection of the Blessed Virgin Mary<br/>Ukrainian Catholic Parish</b><br>5304-48A Avenue<br>Camrose, AB T4V 0L1<br>Phone: 780-672-2197<br>Office: 780-679-0975<br>Cell: 780-915-8936 |
|--|---|

**ARCHDIOCESE OF EDMONTON:** <http://www.caedm.ca>