

ST. RICHARD CATHOLIC ELEMENTARY SCHOOL

2025-2026

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

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The mission of St. Richard School is to provide a Catholic Education that empowers all students to use their God given gifts and talents to realize their full potential.

This agenda belongs to:

Name: _____

Grade: _____ **Teacher:** _____

We are a Green STEM Academy



PARENT/STUDENT CONTRACTUAL AWARENESS STATEMENT:

I have read all the information contained in this handbook:

Date: _____

Signatures

Student: _____

Parent: _____

Teacher: _____

OUR MISSION STATEMENT

The mission of St. Richard School is to provide a Catholic Education that empowers all students to use their God given gifts and talents to realize their full potential.

We All Belong Here

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

Belonging means everyone is welcome at our school. We treat our friends, classmates, teachers, and school staff with kindness and respect. Sometimes, people say things that make us feel like we don't belong. If this happens to you, talk with your family, your teacher, or a trusted adult at your school.

HOURS OF OPERATION

Kindergarten

M T W F 8:04 am -11: 10 am
No school Thursday

Grades 1-6

M T W F 8:04 am -2:46 pm
Thursday Dismissal 11:45 am
Recess 10:03-10:18
Lunch 11:47-12:27

AGENDA

All students will use their agenda to organize their time and school activities. The agenda is a great communication tool between home and school. We ask that parents check and sign the agenda daily.

PARENTS AS PARTNERS

We respect the parents' role as the primary educator of their child and value a positive partnership and ongoing communication.

PICKING UP AND DROPPING OFF CHILDREN

Students may be picked up and dropped off along the curb of Mill Woods Road. The staff parking lot is for staff parking only. Please refrain from using the staff parking lot for student and out of school care drop off and pick up. If your child is late, please have him/her enter through the front door and check in at the office.

EMERGENCY CONTACT INFORMATION

In case of an accident or other emergency, it is very important that school has your most recent address, phone numbers, parents' work numbers,

etc., as well as an emergency contact number. Please be sure to advise the office of any changes throughout the year.

ACCIDENTS

First aid will be given by a certified first-aider, and parents will be contacted. If the parent cannot be reached, we will notify the Emergency Contact Person indicated on the Student Information Sheet. If we are unable to reach anyone on the list and the child requires emergency attention, an ambulance may be called at the parent's expense.

ATTENDANCE & LATES

Punctuality and regular attendance at school are important factors in the education of young people. Lates/Absences are to be reported by calling (780) 463-5976 and leaving a message. Parents/guardians who do not inform the school of lates/absences will be contacted by our school's automated system.

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES

Bicycles must be locked in the racks provided. Helmets can be kept on the students' coat rack. The school will not assume responsibility for theft or damage.

BUS

Yellow bussing is available depending on your address. Please go to www.ecsd.net and download the transportation form. All transportation inquiries should be directed to the Division's transportation department. You can contact the Transportation department at 780-441-6078 or via email at transportationservices@ecsd.net. Please ensure you have downloaded the Bus Planner app on your mobile device to receive notifications of bus delays, cancellations etc. Instructions on how to download the app can be found on the St. Richard school website.

CELL PHONES/ELECTRONIC DEVICES

In alignment with Alberta Education's policy to limit distractions in classrooms across the province, please note the following information about personal mobile devices.

A personal mobile device is any device that can be used to communicate with or access the internet and includes:

- Cellphones
- Tablets
- Laptops
- Smartwatches

General Restrictions

No Use of Personal Mobile Devices During Instructional Time

Students will not be allowed to use personal mobile devices during instructional time unless directed by school staff for learning purposes. Students will not be allowed to use personal mobile devices during school hours. This includes lunch and other breaks.

Devices Must Be Silent or Powered Off and Stored Away

If students bring personal mobile devices to school, they must be kept silent or turned off and stored in their backpack, or in another secure location. Students who choose to bring personal mobile devices to school do so at their own risk. The security and storage of these devices is the sole responsibility of the student.

No Access to Social Media

Students will not be able to access social media on school networks or school devices. Known social media sites will continue to be blocked from Division networks.

Exceptions

Students who require personal mobile devices for health reasons or specialized learning needs can coordinate with school administration to receive appropriate accommodations. Exceptions will be made to ensure that these students have the necessary tools to support their well-being and educational requirements.

Should parents need to contact their children during the school day, please call the office at (780) 463-5976.

FAITH FORMATION

As a Catholic school community our faith permeated throughout the day. As well, we celebrate our faith through school liturgies, parish visits and attending mass.

COMMUNICATION

With open communication between home and school, we can best address the needs of your child. Please contact your child's teacher at any time, should you have any questions or concerns regarding your child. The Division procedure for addressing classroom concerns is as follows:

1. Discuss the situation with the teacher/staff member first.
2. If your concern persists, then discuss it with the principal.
3. Concerns that are of a general school nature should be discussed with the principal.

STANDARDS OF STUDENT DRESS

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a *Standards of Student Dress* for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing *Standards of Student Dress* is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the Standards of Student Dress will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Students at St. Richard School **must** wear:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms that covers the complete upper torso
- Pants or the equivalent (bottoms) (sweatpants, trackpants, shorts, skort, skirts, or leggings) that cover to the mid-thigh
- Appropriate footwear (indoor/outdoor shoes, running shoes for Phys-Ed)

Students at St. Richard School **may** wear if they are in alignment with this standard's philosophy:

- Headwear is permitted but should be removed during celebrations. Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons, in consultation with the principal, are permitted.
- Clothing with logos or text that is positive in nature, respectful, or implies or

encourages a healthy lifestyle/choice for children and youth

specific garments as a disciplinary measure

Students at St. Richard School **may not** wear:

- Articles of clothing, jewelry or accessories with slogans and symbols that are offensive or clothing that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging
- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- A private conversation. The staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid “shaming” or statements of bias.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is aligned with the standard
 - Borrowing an article of clothing from a friend that is aligned with the standard.
 - Contacting a parent or guardian to bring in an article of clothing that is aligned with the standard
 - As a final option, students may be presented with St. Richard school spirit wear for the remainder of the day
 - Where possible, students should not be required to wear school owned replacement garments and should never be required to wear

We are a Scent Aware Division. Students are asked to be conscious of student allergies/sensitivities to colognes and perfumes.

EMERGENCY EVACUATION

There are a number of causes that could potentially lead to the evacuation of the school building – major gas leak, a fire, total loss of utility services. In the event of an evacuation, the students and staff would relocate to Meyokumin School. If there is an emergency at the school, an automated message will be sent. You can also check the website. School phone lines must be kept available during an emergency, so we ask that you do not call the school. This will enable staff at the school to keep in touch with emergency providers and district personnel.

ENTERING THE SCHOOL

For safety reasons, all entrances are locked during the day. All visitors are required to sign in and out at the office upon entering and exiting the school. Students must enter and exit through their assigned door at the beginning and end of the day. Students who are entering or leaving the school outside of these times must report to the office via the front door.

FIELD TRIPS

Field trips are school related and curriculum-based activities. Students are expected to participate as these activities are directly tied to student learning. Parents will be informed as to the nature of the trip and costs involved. Field trip fees can be paid through PowerSchool (powerschool.ecsd.net). A signed consent form is required for each child. Students will not be allowed to participate in field trips without a signed permission form.

FOOTWEAR

All students' footwear should be **clearly marked with their names**. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Non-marking running shoes are recommended for inside wear and are also required for physical education in the gymnasium.

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. Daily practice of reading and basic facts is highly recommended. There are many ways parents can help with homework, including:

- Providing a quiet, regular place to work
- Helping the student organize his or her time for assignments.
- Checking the student's agenda book and/or Google Classroom to ensure homework is complete.

GOOGLE CLASSROOMS

Each classroom teacher will maintain a Google Classroom. This provides an opportunity for children to catch up on anything that they have missed if they are away.

VACATIONS

When choosing vacations during instructional time your child can access assignments through Google classroom. Please note work will not be provided outside of the Google Classroom.

ILLNESS

Good health is necessary for effective learning. In fairness to all, please do not send your child to school if he/she is sick. If your child is too sick to go out for recess, then your child is not well enough to be at school. If your child appears too ill to be at school, or becomes ill during the day, we will call parents to pick their child up as soon as possible.

INCLEMENT WEATHER

It is important that the children come to school dressed appropriately for the weather. Our district policy is that students are to remain indoors when:

- the temperature is -20°C or colder with the wind chill.
- there is continuous rainfall or extremely high winds.
- Air Quality Index is 7 or greater.

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. We encourage students and parents to check the lost and found box. Small items such as keys are normally kept in the office.

LOST/DAMAGED SCHOOL PROPERTY

Students are responsible for the care of the school materials that they use. It is our expectation that children will use these respectfully. Any loss or damage of the above materials, through student negligence, is the financial responsibility of the student and the parent(s).

LUNCH & SNACK POLICY

Students can either go home for lunch or stay at school. If your child is going home for lunch, please notify us in writing at the beginning of the year so that we may place that permission in the student's file. Students staying for lunch will eat in their classrooms. Students are required to follow the lunchroom rules. Classrooms have student monitors and a staff member on supervision. Students who choose not to meet these expectations will have to go home for lunch. Students are encouraged to bring nutritious snacks.

SNACK PROGRAM

St. Richard is delighted to offer a snack program for our students. The program includes providing snacks twice a week as well as supplying fresh fruits like apples, oranges, and bananas in the classroom.

FOOD ALLERGIES

Due to severe allergies, students are not allowed to share food and are asked to avoid sending food items that contain nuts (including peanut butter/Nutella).

MEDICAL ALERTS/ MEDICATIONS TO STUDENTS

It is important that you keep the school informed of any changes in your child's medical status. Please fill out the Medical Alert form which is available from the school office to be completed as accurately as possible and returned to the school. The school will administer medication as necessary, provide safe, limited access storage and shall keep a file on each student receiving medication. Students who have epi-pens are required to carry them on their person at all times. Parents must complete a "Request for Administration of Medication at School" form and have it signed by their family doctor.

PARISH

Our school partners with St. Theresa Catholic Church. Information about sacramental preparation or other parish inquiries can be accessed by phoning the church at: (780) 463-8646.

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. Unidentified clothing articles will be placed in the lost and found box. Unclaimed articles will be forwarded to a charitable organization at different times during the school

year. The children should never leave money and valuables on or in their desks, in their coat pockets or backpacks. We ask that expensive articles not be brought to the school. Electronic games/toys should not be brought to school unless requested by the teacher.

PROPERTY TAXES

The Edmonton Catholic School District appeals to all Catholic property owners to make certain that they are correctly assessed as separate school supporters. Catholic rate payers can verify their school support in the City of Edmonton Annual Realty Taxation Notice. Please examine these notices to ensure that your support is assigned to the separate school district. If there is an error or any doubt, please contact the City of Edmonton, Assessment Operations Section.

RESTRICTED AREAS

For the safety of our children:

- Students must not be dropped off or picked up in the staff parking lot. The staff parking lot is strictly for staff parking. Please do not walk children through the parking lot
- Students are requested to stay away from the electrical transformers in front of the school and any surrounding neighborhood properties
- Please use the crosswalk provided. Do not jay walk
- Students should be able to see the supervisor from where they are playing

SCHOOL ADVISORY COUNCIL

School Advisory Councils (SAC) are collective associations of parents, administrative team, 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. The primary function of the SAC is to advise the principal about aspects of the school.

At the beginning of the school year the SAC will be elected by way of an establishment meeting. The SAC meets about once a month. All parents are invited to attend.

SCHOOL UPDATES

Information will be shared with families via email. Important updates will be posted on our website at <https://strichard.ecsd.net> Pertinent information will be sent out as needed via School Messenger to your email. **Please ensure that the school has your updated email address to ensure you receive our updates and other notifications.**

SCHOOL SECURITY

Visitors are required to sign in and out at the office and will be given an ID tag to wear at all times during their visits. For security reasons, all entrance doors will be locked during school hours.

SIGNING CHILDREN OUT OF SCHOOL

Students will only be released to their parent/guardian. Written permission is required from the legal parent/guardian designating another individual to pick up their child or if there are any changes in pickup arrangements. Upon arrival, the designated person must present photo identification before the child is released. Children must be accompanied by an adult when taking taxi cabs. Your child's safety is our top priority!

STUDENT EVALUATION

Teachers will share with parents how ongoing reporting will be communicated throughout the year. Summary reports and final reports are published online via PowerSchool. Part of the reporting process is a "Demonstration of Learning" with an emphasis on celebrating the child and his/her growth in learning.

At any time during the school year, parents or teachers may request a conference regarding the child's progress.

VOLUNTEERS

Volunteers give from the heart at St. Richard. We gratefully acknowledge the support, time, and commitment from our school community.

Opportunities to volunteer will often be announced in newsletters or classroom letters. Volunteers who are in direct supervision of students will be asked to provide a Police Intervention Check and/or an Intervention Record Check. Please fill out a volunteer registration form at the office if you are interested in volunteering throughout the year.

STUDENT EXPECTATIONS - ACADEMIC SUCCESS

To build academic success, all students are expected to:

- attend school on a regular basis and be on time,
- come prepared with the required materials and take care of them,
- read daily at home for practice,
- learn your basic facts (addition, subtraction, multiplication and division),
- have had a proper rest and a healthy breakfast and lunch,
- complete work to the best of their abilities,
- take an active role in their learning process,

- use time effectively in the classroom,
- ask for help when they need it,
- inquire about what they missed when absences are unavoidable.

SAFETY

Students must conduct themselves in a way that promotes an environment that is free of physical, emotional, or psychological risk. They must be an active part of creating a Safe and Caring School. To be safe and caring, all students are expected to:

- speak and act kindly to everyone
- walk at all times in the school common areas and classrooms,
- remain in their designated areas,
- report unsafe behavior to the nearest supervisor,
- respect personal boundaries,
- play non-contact games.

SCHOOLYARD

Students are expected to play in ways which promote a Safe and Caring community. To keep our schoolyard safe, all students are expected to:

- play respectfully and include others,
- respect others' personal space,
- choose appropriate games that are safe and do not use physical contact,
- remain inside the school yard boundaries.

COMMUNICATION

There are vast amounts of information that are shared between home and school and within the school on an ongoing basis. To ensure that students, staff, and families are always well informed, students and families are expected to:

- use the agenda books every day,
- read the school updates, school newsletters, and the school website regularly,
- take all mail home to parents in Agenda books,
- bring back all forms immediately,
- contact your child's teacher by calling the school or via email.

DIGITAL CITIZENSHIP

Students need to use both school and personal technology in a manner which respects the learning environment, the law, and the privacy of members of our community. To demonstrate good digital citizenship, students are expected to:

- read, sign, and follow the ECSD acceptable use agreement commencing at the beginning of each school year,
- perform only the tasks that they are asked to do on school-based technology,
- report all abuse of school-based technology to the teacher immediately,
- take excellent care of all school-based technology,
- keep their usernames and passwords private,
- ask if they are unsure if their actions are acceptable.

CONDUCT POLICY

At St. Richard School we are inspired by the Love of the Father, Faith in Jesus Christ and Hope from the Holy Spirit. We believe that everyone is created in the image and likeness of God and has the right to be respected as a child of God. Everyone is capable of caring and respectful actions and to feel welcome and safe in our caring school environment. We challenge the behavior but affirm the individual, while considering the circumstances of each unique situation. As partners in this community of learners, parents/guardians have an important role in fostering and supporting learning, encouraging acceptable behavior and helping students accept the consequences of their actions.

Our conduct policy aligns with the *Education Act*. The conduct policy is reviewed each spring and adjusted annually by staff, parents at School Advisory Council and students. It is then reviewed with students at the beginning of the school year. By signing the front page of this agenda parents/guardians acknowledge that they have read and understand the expectations outlined in their child's agenda.

CONDUCT EXPECTATIONS

Students are expected to develop the talents and abilities that God has given them. We expect all members of our school community to...

- Attend school regularly and be on time for all classes. For time lost from educational activities because of unexcused absences or lates, time may be spent during recess, at noon, or after school depending on individual needs and circumstances.
- Demonstrate respect, honesty, integrity, fairness, and forgiveness.
- Use appropriate language.
- Respect differences in people, their ideas, and opinions.

- Avoid judging others and gossiping.
- Take appropriate measures to help those in need (support others being harassed or bullied)
- Not inflicting harm in any way -- or encourage others to inflict harm in any way -- name calling, intentional rejection or bodily or psychological harm on another person.
- Seek staff assistance, if necessary, to resolve conflicts or disagreements peacefully.
- Complete homework and assignments. Work not completed may be required to be done at noon or after school.
- Respect all school and personal property. Damaging or stealing school property will result in some form of restitution such as cleaning the area damaged, payment for damage, community service within the school, or a report to proper authorities.
- Behave appropriately in their designated lunch area. Non-compliance with noon hour expectations may result in students not being permitted to eat lunch in their classroom or take part in noon hour activities.
- Show consideration, courtesy and respect for self and others and use appropriate strategies to deal with conflict. Students should avoid the use of actions and words that may make others feel or be unsafe.
- Avoid the use of inappropriate behavior within the school building, during the school day or by electronic means. Display of such behavior may result in a variety of consequences such as: monitoring, reprimand, dialogue with administration, denial of privileges to participate in school activities or events, suspension or expulsion depending on the seriousness and frequency of the behavior.
- Consequences of unacceptable behavior will be handled on a case-by-case basis and are based on student attributes such as age, maturity and individual circumstances. They will include the following components but are not inclusive to: preventative and supportive procedures for minor offences and fair and corrective interventions for major offences.

BULLYING/DISCRIMINATION

Bullying is repeated and hostile or demeaning behavior by an individual where the behavior is intended to cause harm, exclusion, fear or distress to one or more individuals during the school day or

by electronic means, including psychological harm or harm to an individual's reputation.

Discrimination, as set out in the *Alberta Human Rights Act*, refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, religious beliefs, color, gender, physical or mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

Any form of bullying/discrimination will not be tolerated; each situation is based on individual needs and will be dealt with as such.

Students may report bullying/discrimination to any adult they trust whether it is happening to themselves or others.

Supports are in place to help those who are affected by bullying, discrimination, or other inappropriate behavior.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

Our conduct policy is based on a continuum of supports to correct the unacceptable behavior. Each situation will be assessed on an individual basis. Solutions and supports responding to the inappropriate and/or bullying behaviors will be applied. When behavior is severe or becomes continuous, the principal will consider the student's age, academics, personal situation, and discipline history. A range of options to address the behavior and help students learn from their choices will be considered. This includes a meeting with parents. Parents will be involved in finding solutions and supports to correct the student's behavior. Supports may include mentoring, restorative processes and counseling.

This step will consider suspensions/expulsions for

- bullying that is severe or/recurring,
- swearing at a teacher or other person in authority,
- threatening to hurt another person,
- vandalism causing extensive damage to school property,
- involvement with a gang or drugs/alcohol at school or near a school,
- discrimination against others based on race, religious beliefs, color, culture, physical or mental disability, ancestry, place of origin, marital status, source of income, family status, or sexual orientation

(in accordance with the Alberta Human Rights Act),

- continuing to harass someone after they have asked you to stop