
2026/2027

PYP/MYP STUDENT HANDBOOK

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PRINCIPAL

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Working Together

The partnership between home and school is vital to student success. Please read over this handbook with your child(ren) and discuss it carefully.

Principal's message

It is with great pleasure that we take this opportunity to welcome you to St. Clement Catholic Elementary/Junior High International Baccalaureate World School. We are proud of the programs we offer our students, and we encourage you to make the most of your time with us.

Our school handbook is a resource for your family regarding important information about the daily aspects of life at St. Clement School. While this information cannot answer all questions, we hope it will be useful.

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

Best wishes for a successful year. We are glad you chose St. Clement Catholic Elementary/Junior High International Baccalaureate World School where students are at the center of our commitment.

Mission of Edmonton Catholic Schools

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.

St. Clement Mission Statement

Inspired by faith, the mission of St Clement School is to provide a Catholic education that empowers students to grow in mind, body, and spirit, while they embrace diversity and achieve their full potential.

St. Clement Vision Statement

Our students will grow as Christ-centered, curious, compassionate learners who honour diversity, pursue excellence, act justly, and serve others.

General School Information

School Hours

Kindergarten: No Thursday Kindergarten Classes

AM class — 8:08 am Dismissal at 11:15 am

Grades 1 – 6

M,T,W,F	Th
Start: 8:13 am	Start: 8:13 am
Recess: 10:00 am - 10:15 am	Recess: 10:00 am - 10:15 am
Lunch Recess: 11:50 am - 12:05 pm	Dismiss: 11:53 am
Lunch: 12:05 pm - 12:20 pm	
Dismiss: 2:45 pm	

Grade 7-9

B	M,T,W,F	Th
1	8:13 am - 9:03 am	8:13 am - 9:05 am
2	9:05 am - 9:53 am	9:07 am - 9:57 am
3	9:58 am - 10:46 am	10:02 am - 10:52 am
4	10:48 am - 11:36 am	10:54 am - 11:43 am
Lunch	11:36 am - 11:51 am (recess) 11:51 am - 12:12 pm (lunch)	Early Dismissal
5	12:17 pm - 1:05 pm	
6	1:07 pm - 1:55 pm	
7	1:57 pm - 2:45 pm	

Access to the Building

School entry doors are open for student access to the building at 8:08 am each day.

Students are expected to access the building through their designated doors. To maintain the safety of our students, all exterior doors are locked during the school day. Although the front door is not normally a student entrance/exit, students who are late for school are asked to enter through the front door and check in at the main office.

For the safety of students, it is not recommended that students be dropped off at school before 7:53 am or picked-up late from school, unless they are involved in a scheduled and supervised school activity. There will be no supervision outside of these times.

We ask that all students waiting for parents to pick them up wait outside unless it is colder than -20°C. Students should not be in the park or on the tarmac behind the school while they are waiting for a ride, since we do not provide supervision for these areas after school.

Accidents

First aid will be given to a student who is injured on the premises or the school grounds. In the case of a severe accident, if a parent cannot be reached, we will notify the Emergency Contact person indicated on the Student Registration form.

Alberta Health Services/School Multidisciplinary Team

Alberta Health Services (AHS) works with schools and community agencies to provide a range of coordinated health and support services for school aged children and their families. Our common goal is to build on the health and education potential of students. When AHS services seek to provide nursing, rehabilitation, speech and language, and/or dental services in our school, parents will be contacted. If you have any concerns about your child's health, please talk to the Community Health Services, School Health Team at the Mill Woods Public Health Center, (780) 413-5685.

We have a Family School Liaison Worker (FSLW), on site at our school to offer in-school and out-of-school supports for our students and families.

We also have a Mental Health Therapist (MHT) who works at our site to provide individualized therapeutic appointments based on an internal referral process.

If you need immediate help, you can contact the Kids Help Phone by calling 1-800-668-6868 or texting 686868.

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 and Lates

Punctuality and regular attendance are essential to success in school and are expected of all students. Parents/Guardians 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 every day. To ensure student safety, parents and guardians who do not phone the school will be contacted at home or at work so that we may determine the student's whereabouts. Students who are late must report to the office and check in before entering class. We require a parent phone call when students must leave the school during the school day for appointments or other commitments.

It is the responsibility of the student to see each of their teachers to find out what work was missed during an absence and to complete all missed work, assignments and/or exams.

Note: Students who are habitually late or absent may be reported to the Attendance Board after all attempts to support the family have been exhausted as our interest lies in student success.

Bicycles

Bicycles are to be locked in the racks provided on the playground and left alone until dismissal. For safety reasons, students are asked not to ride their bicycles, skateboards, scooters, etc., while on school property. The school does not take responsibility for theft or damage. By law, students must wear helmets for their safety. Helmets can be kept inside the school.

Bussing

Students who are registered to use ECS bussing can review the Student Transportation Manual, available online [here](#), which provides detailed information regarding all aspects of Edmonton Catholic Schools' student transportation services. Parents are asked to carefully review and discuss this information with their children.

*** If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the main office, as bus attendance is taken upon boarding at the end of each school day.**

To keep informed on Yellow Bus Delays, you can visit the bus delay [website](#) for more information on the BusPlanner Delay app or to view delays on the BusPlanner website.

For additional assistance with applying for yellow bussing service, families are welcome to contact our office. All forms and new rider information is available [here](#).

Care of School Property

Students have the opportunity to use school property such as physical education equipment, science equipment, computers, 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 an emergency, it is very important that the school has accurate contact information for our parents. Please advise the school of any changes in your personal information, email addresses, phone numbers – including home and work and addresses. Thank you!

Curriculum

Students in Kindergarten through Grade 9 follow the approved curriculum outlined by Alberta Education. Curriculum documents, tools for parents, and more information are available online, by visiting the Alberta Education curriculum and programs of study website.

<https://www.alberta.ca/curriculum-and-programs-of-study>

Email communication

At St. Clement we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email. We make every effort to keep email communication from school administration to a minimum. Please help us by ensuring that we have current email addresses on file.

Emergency Evacuation

There are several situations that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate to Kisêwâtisiwin School (formerly Dan Knott Junior High School) (1434 80 St NW). We would then begin our emergency telephone/email contact with parents to arrange for pickup and dismissal of children.

We practice fire drill, lock down and on-alert procedures throughout the school year so that children will know the correct procedures to follow in the event of an emergency.

Extra-curricular Activities

Students can participate in a variety of extracurricular activities at St. Clement School. Please read the monthly newsletter as well as follow us on Instagram to know what is happening throughout the year.

Field Trips

Field trips, tours, and out-of-town excursions are school- planned enrichment activities that complement the curriculum. Students are expected to participate in field trips. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the date and nature of the field trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form and payment must be made via PowerSchool at least one business day prior to the date of the field trip. **Children who have not returned a signed field trip permission form or paid online will, unfortunately, be unable to attend/participate.**

Footwear

All student footwear should be clearly marked to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Footwear must be appropriate and safe (and leave no marks on the floors).

Homework

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

The support and interest of parents has a great influence on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please

contact the teacher.

There are many ways parents can help with homework, including:

1. Providing a quiet, regular place of work.
2. Helping the student organize his or her time for assignments.
3. Being the “audience” for reading practice and spelling or math drills.
4. Checking Google Classroom/PowerTeacherPro often.

Liturgical Celebrations

Several religious and other celebrations are held during the year and parents are always most welcome to attend. Celebrations may be school-wide, held within individual classrooms/school chapel, or at St. Theresa Catholic Parish. Please check the monthly newsletter for dates and times. All students follow a Religious Education program approved by the Canadian Conference of Catholic Bishops.

Illness

Good health is necessary for effective learning. To prevent the spread of infection, if your child is ill, we request that you keep him or her at home until he or she is no longer infectious. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask them to pick the student up or give the student permission to go home.

Inclement Weather

If the weather is inclement, students will be kept indoors during recess. At such times, an indoor activity will be in effect for all grades. The above policy will be followed when:

1. The temperature and wind chill are -20C or colder.
2. There is continuous rainfall.
3. The day is extremely windy.
4. The Air Quality Health Index is 7 or higher.

Students are expected to come to school with appropriate clothing for the weather conditions (e.g.: toques, mitts, scarves and boots in cold weather).

Inclusive Education

At St. Clement School, we provide support for all students in an inclusive setting within the regular classroom. Each of our classes has access to our learning coach, who works with the classroom teacher to support the learning needs of all children. We utilize school-based resources and may access outside agencies and support when necessary.

Internet

Students/families are required to acknowledge the division's *Responsible Use Agreement* for Internet use at school. Student use of the Internet is supervised. Unacceptable use of the Internet and/or computer may result in the loss of the privilege.

International Baccalaureate (IB) Programmes

We are proud to be an IB World School and to offer the IB Primary Years (K-5) and Middle Years Programmes (Gr. 6-9). The IB programme is for all students and focuses on the development of the whole child while meeting children's academic, social, physical, emotional and cultural needs. IB students become critical and compassionate thinkers, informed participants in our global community and responsible citizens. Both the PYP and the MYP are comprehensive and balanced academic programs that complement the learning taking place as prescribed by Alberta Education.

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. A lost and found box is located in the middle of the school. Unidentified clothing articles will be placed in the box. We encourage students and parents to check this box frequently. Smaller items such as keys or jewelry are normally brought to the office. Unclaimed articles are donated to a charitable organization at different times during the school year.

Medications to Students

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order 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. Medication cannot be administered by school staff without the above noted document. Students are not permitted to keep medication in their

backpacks/lockers. Medical exceptions, such as an Epipen, are permitted, but documentation must be on file in the main office.

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. 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) are aware of after school arrangements before coming to school, as we try to not interrupt classes in progress throughout the day. We are happy to pass along messages at noon and the end of the day.

Lunch Hour Policy

All students are welcome to enjoy eating lunch at school. At St. Clement, we strive to be good environmental citizens. In an effort to cut down on food waste, we ask students to pack uneaten food items, recyclables and waste back in their lunch boxes to be disposed of at home. To facilitate this, students are asked to pack their lunches in sealed containers so uneaten food can be sent home in the same container. This not only reduces waste at school, it also helps us in that we have no place to rinse or store recyclable containers.

There are microwaves available for students in **grades 7-9 only, for quick warm-ups only**. We ask that parents refrain from sending frozen entrees which require more than a minute or two to heat, since this practice results in long lineups and hungry children.

General lunch hour rules include:

1. Using a quiet voice when talking
2. Remaining seated while eating lunch
3. Cleaning up after themselves
4. Following directions from supervisors 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 community service work around the school. Students must remain on school property at all times. Students who do not follow lunch hour procedures may lose the privilege of eating lunch in their classroom/the gymnasium.

Closed Campus Policy

St. Clement students are **not** permitted to leave the school grounds during the noon hour, unless they live within easy walking distance of the school and are on an established *Home for Lunch* list in the main office. We have a duty of care toward our students, and we cannot provide adequate supervision if they are not on the school grounds. In addition, our lunch time is not long enough for most students to travel home and back. The only time students not on the *Home for Lunch* list will be allowed to leave the school grounds is if a parent/guardian comes to pick them up. ***Students who leave the school grounds without permission during school hours may receive a suspension.**

The Closed Campus Policy also applies to students who ride the yellow bus. Students on the yellow bus roster are not permitted to leave the school grounds once they arrive in the morning, or while waiting for their bus at the end of the school day. Students who leave the school grounds while waiting for their bus may not be granted access to the yellow bus that day.

Nut Free Policy

We have a number of students with life-threatening allergies to peanuts, nuts, and nut products at our school. In some cases, these allergies are so severe that just a trace of or even the smell of peanuts, nuts or nut products can send the student into anaphylactic shock. If this happens, the student's throat tightens, and swells and they may stop breathing. This type of severe allergic reaction can be fatal. Although we cannot absolutely guarantee that students will not come into contact with nuts or nut products, we do wish to limit the chances of such an occurrence. Please help us by checking the labels, packages and ingredients of all foods your children bring to school. Please do not let your children bring any foods to school that contain even a trace of peanuts or nuts.

Parental Concerns

Edmonton Catholic Schools and St. Clement School are committed to working cooperatively with the parents/guardians of our students. We recognize at times there may be differences in understanding, interpretation, and opinion. The Division has a protocol for addressing classroom and school concerns.

All parties in a conflict situation must recognize and respect the protocol, and more specifically, the principle of "first contact." This means that the person who has the concern, has a responsibility to begin addressing the concern directly with the person with whom they have the concern, before taking their concern elsewhere. On the basis of the principle of "first

contact,” parents are asked to please address concerns directly with teachers before raising these concerns with the school administration or Catholic Education Services staff, when their concerns are regarding their child’s teacher, program, and/or program support.

Likewise, if a parent has a concern regarding school administration, the parent is expected to bring that concern to the school administration first, before raising these concerns with the Chief Superintendent.

If, in the view of the complainant, the ruling of the school principal is unacceptable, the complainant may address their concern(s) to the Chief Superintendent, in writing. The letter must outline the nature of the original complaint, the steps that have been taken and in what way the decision of the school principal is unacceptable. Upon receipt of such a letter, the Chief Superintendent will direct the correspondence to the appropriate department for resolution.

Parent/Guardian Code of Conduct

Parents are expected to conduct themselves in a manner that supports a safe and caring learning environment through respectful behaviour within the school community. Parents, as a partner in their child’s education, have the responsibility to act as the primary guide and decision-maker with respect to their child’s education; take an active role in the child’s educational success (including supporting their child with success relating to the student code of conduct expectations); ensure that the child attends school regularly; co-operate and collaborate with school staff to support the delivery of supports and services to their child; encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services within the school; and engage in their child’s school community, pursuant with the Education Act.

Parking

Parents are asked to refrain from entering the staff parking lot to drop students off. There is nowhere for cars to turn around, and cars backing out of the lot creates a dangerous situation for children. There have also been instances where staff vehicles have been damaged by parents backing out of the lot. **There is no parking/stopping in the bus turnaround between the hours of 7:45 – 8:30 AM or 2:30 – 3:30 PM** on Monday, Tuesday, Wednesday or Friday. **On Thursday, there is no parking between the hours of 7:45 – 8:30 AM or 11:30 AM – 12:30 PM.** There are no left turns permitted from the turnaround. Parents who need to enter the school or who wish to remain with their children until the bell rings, are asked to park on the street to the east of the school. Parents are asked not to park in the bus zones in front

of the school and to be mindful of the City of Edmonton “no-idling” bylaw. Handicap parking is also for families with vehicles holding a valid parking placard.

Personal Property

Students are responsible for all personal property. All personal items should be clearly 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. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms, or backpacks. **Students in Kindergarten through Grade 6 are asked to leave expensive articles at home. Students will lockers and locks (Grades 7-9) are asked to lock up valuables and to not share their combinations with other students. The school cannot be responsible for damage or loss.**

Playground Expectations

Students are expected to:

- Use school equipment appropriately and safely.
- Play safe games that will not harm or potentially endanger themselves or others.
- Gather and play in designated playground areas according to schedules.
- Stay on school property.
- Show consideration for others.
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.

PowerSchool

All parents are urged to sign up for *PowerSchool*. This website allows parents to access information about progress reports, attendance, missed assignments, homework, and upcoming events. Parents are provided with a username and password to access the site. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public/>.

PowerSchool Reporting

Reporting will be accessed on the PowerSchool parent and student dashboards, using the Grades and Attendance tab, and the Outcome Grades tab. Teachers will communicate

ongoing formative and summative assessment this way, depending on the grade level. Please log into your child's PowerSchool account on an ongoing basis so that you are informed about your child's success.

Privileges

The general conduct of students reflects their character and will determine the privilege to be involved in extra-curricular and co-curricular activities. Students who behave inappropriately may be denied participation on school teams, field trips or other activities. Decisions on such involvement are determined by the staff.

Reporting Periods

Part of the reporting process include Student-led Conferences and Demonstrations of Learning, which have an emphasis on celebrating the child and their growth in learning. Students will show their learning portfolios to their parent(s)/guardian(s), and families will be able to speak with the teacher for a brief periods. Details on how to sign up will come later in the school year.

The timeline for reporting is:

September - Meet the Teacher night

November and March - Student-led Conferences/Demonstration of Learning

January- A mid-point report card is generated and available online for each child.

June- A final report card is generated and available online for each child

Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behaviour and programming.

School Advisory Council

School Advisory Councils are collective associations of parents, principals, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community. A school advisory council is a means to facilitate cooperation among all the concerned participants in the local school. At the beginning of the school year, the School Advisory Council will be elected by way of the Annual General Meeting.

School Logo

Our school logo is a red dove in front of a cross. Red is the colour of fire and represents the flame of Pentecost, when Jesus sent the Holy Spirit to those who believe in Him. The dove represents our desire to be peacemakers in the world around us.

School Athletics Logo

We are the St. Clement Chargers. Charged with the light of faith, we charge forward to attack injustice and adversity and to bring the light of Christ to others.

Go Chargers!!!

School Motto

Our school motto is “Children First” which reflects our desire to help students to reach their full potential in terms of their spiritual, academic, social and emotional development. By seeking to be the best they can be, our students become well- rounded, capable, and confident people.

School News

You can find our ‘Monthly Newsletter’ posted on our [school website](#). The ‘Monthly Newsletter’ section on the website contains important information regarding school activities and community events. It is posted and sent via email to all families near the beginning of each month. It is one of our prime instruments for keeping parents informed about our many school activities. Please watch for it and keep it as a handy reference.

School Supplies

Supply lists are posted on our school website and parents are asked to ensure students have supplies ready at the start of the school year. Please keep in mind that supplies may need to be replenished during the year. Supplies are not sold at the school.

Special Events

We plan a variety of special events and activities throughout the year. The purpose of such activities is to promote school spirit, give a bit of a break from the regular routine and for students to have fun together. Watch for activity notices in our monthly newsletter!

Standard of Student Dress

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 Standard of Student Dress. Students who do not meet the Standards of Student Dress, will be required by the school principal or their designate to meet the standards in such situations whenever possible.

Students who do not follow the recommended dress guidelines will be asked to put on alternative clothing, or at the discretion of administration, a phone call will be made to parents/guardians to bring more appropriate clothing.

Please note that students are to store all backpacks, cross body bags, purses etc in their lockers, unless medically required (formal medical documentation is needed).

Our most recently updated School Standard of Dress Document can be found [here](#).

Student Records

Student records of attendance, achievement, programming, special services, promotion and vital statistics are kept by the school. These records are maintained in strictest confidence to respect the “worth and dignity” of each student. Parents/guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. You may obtain access to your child’s record through an administrator. All procedures are in keeping with the Access to Information Act (ATIA).

Student surnames may be changed on student records only if the parent or guardian presents evidence to the school that the name has been changed legally, e.g. a new birth certificate and/or a statement from a lawyer.

Telephone Use

A courtesy phone is available outside the school office for student use. Students are required to get permission from the office before using the telephone. Students are discouraged from using the courtesy phone after school to arrange “play-dates.” As per the Government of Alberta’s announcement in June 2024, the use of personal mobile devices is not permitted. Cell phones are to be kept in students’ lockers during the day. The school is not responsible for mobile device damages or loss.

Visitors

Parents and visitors are required to enter through the front door of the school and report to the office before contacting students or teachers. Visitors are asked to sign in at the office and to wear a visitor tag. This helps us to maintain a safe and secure environment for our students. Students are asked to report the presence of strangers to the principal or staff. If you are coming to see a teacher, please arrange a convenient time prior to coming.

Student Code of Conduct and Academic Integrity

Students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring Catholic environment that fosters and maintains respectful and responsible behaviours.

Students will meet the expectations for behaviour while on school property or when involved in any school sponsored or related activities. Students will exercise their responsibilities to use their God- given talents and abilities to gain maximum learning benefits from their school experiences. We expect that they will contribute to a positive learning environment.

In addition to expectations for behaviour laid out in the Education Act, we expect that students will:

- Assume responsibility for their actions and choices
- Demonstrate the IB attributes of inquirers, knowledgeable, thinker, communicators, principled, open-minded, caring, risk-takers, balanced and reflective
- Seek help from staff to assist in problem solving
- Respect and celebrate our Catholic identity

Expectations for Appropriate Behaviour

Expectations of students and school rules are outlined at the beginning of the year and are regularly reviewed with students. Students are expected to conduct themselves according to the requirements set out in Part 3 of the Education Act.

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 safe and caring Catholic environment that fosters and maintains respectful and responsible behaviours
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school

day or by electronic means,

(f) refrain from engaging in violence of any kind at school and during school-related activities,

(g) assist in the prevention of violence without putting the student's own safety or well-being at risk, by co-operating with school staff and supporting intervention efforts: students are encouraged to report incidents of concern to staff,

(h) comply with the rules of the school and the policies of the board,

(i) co-operate with everyone authorized by the board to provide education programs and other services,

(j) be accountable to the student's teachers and other school staff for the student's conduct, and

(k) positively contribute to the student's school and community.

St. Clement School is committed to providing students and staff with a school environment that is both safe and conducive to learning. We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within St. Clement School. We are dedicated to teaching students appropriate behaviour towards themselves and others. We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination 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, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. We expect students to behave in an appropriate manner, which does not interfere with the learning or behaviour of others. We believe that people perform better when they know what is expected of them. School-wide expectations are communicated to our students by teachers in classroom discussions, newsletters/the handbook, on Google Classroom and/or by school administration in assemblies, during morning announcements and digitally. We have set behavioural guidelines for the school as a whole and have asked each teacher to apply programs and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class.

Consequences for Student Behaviour

We concentrate on positive behaviour and attitudes, however, there are times when a student has difficulty recognizing their responsibility as a student. Examples of unacceptable behaviour are outlined in the next section of this document. In cases where there is a breach of student conduct, we have outlined several possible consequences for behaviour.

Depending upon the circumstances, parents/guardians may be notified by telephone and/or by written documentation when code of conduct breaches occur. Parents/guardians may receive a request to meet with the staff regarding the behaviour and proactive/reactive supportive strategies and/or consequences. Consequences may be applied whether or not incidents occur within the school building, during the school day or by electronic means. Severe breaches of conduct, in accordance to Section 31 of the Education Act, may result in suspensions or expulsions from school, pursuant to Division 3 of the Education Act.

Possible consequences for behaviour may include, but are not limited to:

- Proactive and preventative strategies, such as:
 - Counselling or mental health supports
 - Modifications to schedules/demands
 - Increases/changes to accommodations
 - Supportive changes to the environment
 - Referrals for supports available within the school or the community
 - Restorative practices
- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student

- Problem solving, monitoring or reviewing behaviour expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out-of-school suspension
- Referral to Attendance Board
- Involvement of outside agencies
- Involvement of Police
- Expulsion

As might be expected, the more serious the behaviour, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of inappropriate behaviour, and the age and maturity of the student, are also considered.

Minor breaches of conduct are often dealt with as constructively as possible. Students may be issued warnings and be engaged in conversations about what appropriate behaviour should look like. Chances to make changes, with supports as necessary, are often granted first when dealing with minor breaches of conduct.

The following are considered major forms of inappropriate behaviour and will be dealt with more severely:

- Bullying (repeated behaviour that involves a threat or harm against another person)
- Open opposition/defiance to authority
- Physical or verbal abuse
- Willful damage to property
- Theft
- Possession or use of illegal drugs or substances

- Behaviour dangerous to self or others
- Possession of a weapon or presentation of an object intended to threaten or intimidate
- Repeated violation of general expectations
- Continual disregard of classroom rules

Students may be restricted from participating in activities that are considered “privileges” or extra- curricular. Students may be disallowed to attend curricular based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means.

Unacceptable Behaviour

-Bullying

Bullying of students could result in an immediate suspension from school. As well, the police may become involved in the investigation of bullying incidents. Bullying is defined in law as “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.” Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

Students are encouraged to report any acts of bullying behaviour as soon as they can after witnessing or experiencing this offense. Students who are uncomfortable with coming forward to any school staff member are encouraged to talk with parents or friend(s), who could then assist the student in notifying the school staff about bullying.

Bullying or cyberbullying of students could result in an immediate suspension from school and is considered a severe breach of conduct.

-Cell Phone Use in Schools

Students in the province of Alberta are no longer permitted to use personal mobile devices in instructional spaces. Student cell phones are not permitted to be present in the hallways, lunch spaces, recess spaces, or teaching and learning spaces at St. Clement during the instructional day. Students who are in possession of a cell phone are asked to safely stow it in their locker. Breaches of this policy could include the cell phone being confiscated by a staff member. When that is the case, the teacher or the office will return the phone at the end of the day. Repeated offenses may result in a parent/guardian being asked to come and collect

the cell phone. A detailed look at the division policy on personal mobile devices is located [here](#).

-Defiance

Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, can result in an immediate suspension.

-Physical/Verbal Abuse or Harassment

Physical abuse of any type to anyone will result in an immediate suspension. Verbal intimidation or harassment will also result in an immediate suspension. "Play fighting" is not acceptable at school, and therefore this will not be considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.

Important Note: Students who choose to watch or encourage other students in a physical fight might also be suspended from school. Creating an audience encourages those students who are fighting to continue the conflict. Thus, the spectators are viewed by school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

-Improper or Profane Language

The use or display of improper or profane language could result in a suspension from school. Students who use profane language in addressing a teacher will be suspended from school.

-Vandalism

Vandalism to school property will result in an immediate suspension and/or community service* depending on the circumstances. Students will be expected to pay fully for any damages caused deliberately or through carelessness.

Community service occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period of time.

-Theft

Theft of property, either from the school or from another person is strictly prohibited and will result in a suspension. Restoration of the stolen property is mandatory. In some instances, cases of theft would be referred to the police.

-Illegal Drugs or Substances

Possession or use of illegal drugs or substances on school property, or in sight of school property, will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

-Behaviour Dangerous to Self or Others

Students who engage in reckless or dangerous behaviour will be suspended from school. If appropriate, the police will also be involved in the investigation.

-Weapons

Possession of a weapon, or presentation of any object meant to threaten or intimidate, will result in an immediate suspension. Any weapons brought to school will be confiscated and turned over to the police. Police may be involved if this is deemed to be appropriate by school administration.

Important Note: This rule also applies to toy/replica knives, guns, and water pistols. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

-Racism/Discrimination

Students are asked to report incidents of racism or discrimination so that these concerns can be seriously addressed. Should a reporter feel uncomfortable making a claim to an adult within the school, reporting can be done on the division website, [here](#).

-Repeated Violation of General Expectations

Repeated violation of general expectations or a continual disregard of classroom rules will result in escalated consequences, such as suspensions.

Procedures for In-School Suspensions:

- Parents will be notified by the teacher or administrator.
- The student will be placed in an appropriate space where he/she will be supervised by an administrator.
- A Problem-Solving Approach by one of the administrators or a supportive adult in the school will be initiated, assisting the student in making better choices.

- A written letter of suspension outlining the circumstances will be forwarded to the parents.
- The student may meet with the teacher, if the issue had taken place in a classroom, to discuss a positive entry back into the classroom the following day.

Procedures for Out-of-School Suspensions:

- Parents will be notified by the administration.
- The student will stay home for 1-5 days and return with his/her parents.
- A written letter of suspension outlining the circumstances will be forwarded to the parents.

Upon return from a suspension, a continuum of student supports may be provided to the impacted student such as parent meeting, multidisciplinary team support, Family School Liaison Worker referral, etc.

The implementation of the procedures as written in this School Conduct Policy will always be carried out with an appreciation that each student and each situation is different. We will attempt to always act in the best interest of the student, the class, and the staff member in every situation.

Academic Integrity

Academic integrity is an important component of educational programming at all levels. We expect all students to complete their schoolwork to the best of their ability and to demonstrate integrity and honesty by completing the work on their own. Students are also expected to value the attitudes and skills of being a principled communicator in all learning and assessment.

At St. Clement, our definitions of malpractice or misconduct are aligned with those stated in the IB Academic Integrity Policy:

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the student's own
- **collusion:** this is defined as supporting dishonesty by another student, as in allowing one's work to be copied or submitted for assessment by another
- **duplication of work:** this is defined as the presentation of the same work for different assessment components

- any other behaviour that gains an unfair advantage for a student or that affects the results of another student

Roles and Responsibilities (adapted from the IB Academic Integrity Policy)

The **student** is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

The **principal**, and by extension, the **school's teachers**, must ensure that all students:

- engage in a culture of academic integrity that is taught and supported.
- apply skills of self-management, research, communication, thinking, and social skills they have learned
- receive guidance and support on practicing skills that support good study habits, academic writing, research and processes of inquiry and how to acknowledge sources
- understand when Artificial Intelligence (AI) can be used appropriately and in alignment with learning outcomes, at the guidance of teachers and staff, and refraining from using AI in situations where the student's own mastery of learning outcomes is meant to be authentically assessed
- understand what constitutes malpractice (particularly plagiarism)
- know the consequences of being found guilty of malpractice

It is the responsibility of each teacher to ensure that students are learning in a safe and encouraging learning community and that they are aware of the value of academic integrity. Teachers will ensure that all students will adhere to the principles of academic integrity as appropriate to their developmental ability. Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary.

Students who produce work that is inauthentic, plagiarized, duplicated, copied, or colluded on, may be required to redo the work in order to be more authentically assessed. When no work can be assessed for a learning outcome due to breaches of Academic Integrity, students may receive marks of zero.