



**3911- 57A Avenue
Red Deer AB T4N 4T1
403.347.5650**

www.stmartinschool.ca

School Handbook

GREETINGS FROM THE
ADMINISTRATIVE TEAM

Welcome to St. Martin de Porres School! We are looking forward to an exciting year as we work in partnership with parents to ensure all children discover their passion and reach their full potential.

We believe that the best education students can receive is accomplished through continuous cooperation between home, school and parish. This model must be collaborative, respectful and always have children's best interests at heart. We look forward to working closely with you and invite you to become an integral part of our school and parish community.

This handbook contains information for parents and students about our programs, our operation procedures and services provided by our school. We recommend you keep it handy for reference throughout the year. Please contact our school office at 403-347-5650 should you require additional information about our school's procedures and operations.

Yours in Christ,

Mme de Champlain
Principal

ABOUT US

St. Martin de Porres School first opened in 1962. St. Martin was born in Lima, Peru on December 9, 1597. His father, Don Juan, was a Spanish noble, and his mother, Ana, was a woman of African and Indigeneous descent from Panama. St. Martin was an unusual child in that while other children played, he would pray for hours. He became known as the "Little Saint". His examples proved that we can indeed love God "with our whole heart and mind, and our neighbour as ourselves".

On January 10, 1945, Pope Pius XII granted the request of the people of Peru and made Blessed Martin their Patron Saint of Works of Social Justice.

MISSION AND VISION

MISSION STATEMENT

We believe that we must see children as God's creation,
ensure that their sacred gifts are developed,
and encourage them to recognize their own needs and strengths,
as well as the needs and strengths of others.

VISION

Believe - Create - Learn

A CATHOLIC SCHOOL WITH A FINE ARTS FOCUS

Through the implementation of the Fine Arts, specifically Art, Music, and Drama, students have the opportunity to create, discover and enhance their God given gifts and talents.

Art, Music, and Drama incorporate many of the multiple intelligences, offering a well-rounded holistic approach to learning. Art, Music, and Drama specialists and classroom teachers focus on engaging students with, through, and about Fine Arts while permeating faith in all we do!

COMMITMENT TO CATHOLIC EDUCATION

In our Catholic schools, the community professes their belief in Jesus Christ. We are faithful to the teachings of the Apostles as handed down through the ages.

Catholic faith is taught daily in Religion classes, celebrations, attending Mass and prayer. Students are encouraged to attend church and Catholic values are permeated in school activities. There are many opportunities for parents to join in school celebrations.

In addition to regular Religion classes, sacramental preparation is done in cooperation with parents and the parishes. Grade 2 students prepare for Reconciliation and First Eucharist. Grade 4 students participate in a Bible Celebration and Grade 5 students participate in a Rosary Celebration.

At any time, you may contact Sacred Heart, St. Mary's or St. Vladimir's Parish to arrange for the Baptism of your child if you live in the City of Red Deer. If you live in Springbrook or Penhold contact Our Lady of Peace Parish.

The mission of the staff at St. Martin de Porres is to support and emulate the teachings of the Apostles. Further, we pray and celebrate Christ's message in communion and to support our Catholic community. As Gospel witnesses, staff at St. Martin de Porres School permeates faith in all we do.

BILL 10

Red Deer Catholic Regional Schools are committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. They will keep their communities informed as these groups are established by placing notices in their newsletters/websites.

School Information

Monday - Friday

8:50 am

9:00 am

10:30 am - 10:45 am

10:40 am - 10:55 am

12:15 pm - 12:40 pm

12:45 pm - 1:05 pm

12:15 pm - 12:35 pm

12:40 pm - 1:05 pm

3:29 pm

School Hours

School Entry Bell

Classes Begin

Recess #1 - Grades K, 1, 2

Recess #2 - Grades 3, 4, 5

Outside Recess Grades K, 1, 2

Lunch Grades 3, 4, 5

Lunch Grades K, 1, 2

Outside Recess Grades 3, 4, 5

Dismissal Bell

Supervision begins on the playground at 8:35 am. Please do not send your child(ren) to school before 8:35 am. Students are to remain outside until the bell rings and enter through their designated door.

If your child is not taking the bus, please be sure to pick-up your child at dismissal time. If students are not going directly to their parent's vehicle, the meeting point for all students is designated at the north side of the building by the grade 1– 2 doors; not the playground. Any students still waiting outside for a ride will be sent to wait at the office 5 minutes after the dismissal bell. For safety reasons, it is expected that children will leave for home immediately after school and not play or linger around school property without parental supervision.

The school office is open from 8:00 AM to 4:00 PM each day. The front doors to the school are open for **emergency purposes**. This year, St. Martin de Porres students will have the opportunity to go outside for recess rain or shine. During the temperatures of -22 to -25, it is possible that a recess would consist of 15-20 minutes outside, followed by 10-15 minutes indoors.

Our expectation is that all students dress appropriately for weather conditions. We kindly request families to mark items such as snow boots, running shoes, mittens, coats, etc. so that a lost item may be returned to the student.

Students are supervised in their homeroom classrooms by their teacher during lunch. Students who stay for lunch are **NOT** to leave the school property. All students staying for lunch must abide by the rules and expectations of the school.

CORE PROGRAM

The school program follows the Programs of Study as mandated by the Government of Alberta and the Board of Education. Information is available to parents

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

School Programs

COUNSELLING AND FAMILY SCHOOL ENHANCEMENT COUNSELLING

Counselling services are available at St. Martin de Porres School. Our School Counsellors work in a team that listens to students when they have a problem, provide strategies to build positive futures, and teach students how to make good choices.

The School Counsellor will visit all grades to teach social emotional skills such as feelings, communication, problem solving, etc. depending on the needs of the group. They will provide Small Group Counselling for students who need a little extra support in certain areas. There is also opportunity for individual support whereby the School Counsellor will work with students, on a short term basis, to work through problems and provide strategies with issues affecting them at school.

The Counselling team is also available for consultation with staff/parents to help support students and provide resources and education about issues affecting children. Please be advised that our School Counsellor does not provide therapy sessions.

Our Family School Enhancement Counsellor (FSEC) provides services for students and families, similar to our School Counsellor; however, is available to meet in the home during the day, after school or in the evening, or be part of school meetings to support learners and their parents and/or guardians within the St. Martin's school community.

SAFE AND CARING SCHOOLS

In Red Deer Catholic Regional Division we are proud to proclaim that our Principles of Practice underline everything we do. The first two statements in our Principles of Practice support our commitment to Safe and Caring Schools:

***We honour our children.
We provide a safe & secure environment.***

Our schools are places where all students, staff, and parents feel welcome. Our motto, **"Inspired by Christ, Aspiring to Excellence"** and our Principles of Practice, proudly proclaim that our schools are Christ-filled centres that ensure a satisfactory climate for learning and that we respect each student as a person, unique in God's creation.

Our Division has clear administrative procedures outlining the division's policy on student behaviour and staff discipline procedures. As well, we are serious about ensuring that our students feel safe at school and are in a Catholic Christian environment conducive to learning.

LEARNING COMMONS

The Learning Commons is the hub of St. Martin de Porres. It serves as an extension of all classrooms. Students utilize the Learning Commons for classroom research, related projects, specific learning activities, and to develop a love of reading and learning. In addition, the Learning Commons has a collection of resources including: numerous fiction, nonfiction, and reference books as well as current magazines and digital resources, such as iPads, Chromebooks and laptops. Students are encouraged to drop by the Learning Commons to make themselves comfortable and to expand their learning.

EDUCATIONAL TECHNOLOGY

Our 21st Century learners will be supported by being exposed to ways to create, use and manage technology effectively to enhance their learning. Learning outcomes for technology, in addition to digital citizenship, are integrated throughout the curriculum in all subject areas. This includes topics such as internet safety, etiquette, research, plagiarism, etc. Please note that if students abuse this privilege, technology access can be suspended at administration's discretion.

General Information

ABSENCES/LATES

According to Section 8(1) of the Alberta School Act, attendance is mandatory for any individual under the age of 16 years. Our school believes it is the responsibility of the parent or guardian to ensure that the student attends school and arrives promptly. Students arriving on time for school develop a lifelong appreciation for being prompt and punctual, have an opportunity to network and socialize with other students, and receive important school announcements.

While the school makes courtesy calls home for unexcused absences, it is the parents' responsibility to notify the school when your child will be absent or late. The office number 403-347-5650 extension #0 is available 24-hrs to take your call. If tardiness and attendance become excessive, administration will notify parents/guardians via letter to meet regarding the circumstances and an action plan will be created. If absenteeism continues to be an issue, the student and parent may be referred to the Truancy Board.

ADDRESSING CONCERNS

If you, as the parent or guardian of a Red Deer Catholic Regional Schools' student, have concerns about your child's education or daily interactions at school, please come and have a conversation with us. Sitting down and talking with the people who interact most often with your child on a daily basis can remedy most concerns.

If the issues or concerns are about the teacher, the program, program support, and/or issues with other children, the first contact should always be the teacher. If a parent has a concern about the administration, the parent should talk with the school administration first. If, in the view of the parent, the ruling of the school principal is unacceptable, the parent may address his/her concern(s) to the Associate Superintendent of Student Services.

Since parents and teachers share the responsibility for education and socialization of children, it is important to address an issue or concerns quickly. We want to work together for the benefit of all our students.

For more information, please refer to Administrative Procedure 353, Parent Concern Protocol.

STUDENT BEHAVIOR EXPECTATIONS

Students of St. Martin de Porres School are expected to exhibit Christian behaviour in all of their daily interactions. The fostering of positive behaviours in students is an ongoing process carried out by the teachers.

This process will involve:

1. Specific instruction as set out by curriculum within the various subject areas
2. Individual conferencing by teachers with students to reinforce positive behaviours

We endeavour to work with parents to set clear expectations and guidelines for student behaviour. Our objective is to have students who behave in a Christian manner at all times and accept the responsibility for their academic progress; therefore, we will be promoting and administering the following in our school:

1. Respect Yourself
2. Respect Others
3. Respect Learning
4. Respect Property

CRIMINAL RECORD CHECKS

Red Deer Catholic encourages the use of volunteer personnel in schools and school-related activities. As a school community, we recognize the valuable contribution volunteers can make in a school. In order to ensure and maintain a safe and secure learning environment for our students, a criminal record check is required every third school year. A letter is available at the office indicating the criminal check is required for volunteer purposes and this will allow for a reduced fee from RCMP.

DRESS CODE

At St. Martin de Porres, we promote and enforce a modest and respectful dress code for all grade levels. Clothing is to be appropriate and respectful for the classroom. The following guidelines apply:

- Sleeved or sleeveless shirts with an appropriate width shoulder band
- Short pants or skirts that have enough length to have the bottom hem reached by the student's fingers
- Shirts long enough to be tucked in – no belly buttons showing
- No inappropriate slogans or messages on any piece of clothing
- No bathing suits or low cut tops

All students are asked to have a pair of inside shoes with non-marking soles and a pair of outside shoes. No caps or hats are to be worn inside the school.

EMERGENCY PROCEDURES

If your child becomes acutely ill or is seriously hurt at school, our staff will make every effort to contact you at home or at work. Should these efforts fail, we will attempt to contact the "emergency contact" numbers you give us. Failing this, if we evaluate the situation as serious enough, we will call 911 and have your child transported to the Red Deer Regional Health Centre. In the interim, your child will be attended to at school. PLEASE NOTE THAT THE SCHOOL IS NOT RESPONSIBLE FOR ANY AMBULANCE COSTS RESULTING FROM THIS PROCEDURE.

Due to the importance of having your updated information on file, please notify the school immediately if you have a change of address, home, or work phone numbers, emergency contact, or the contact's phone number.

FIELD TRIPS

All field trips approved by the school or the school board are considered as a co-curricular part of the school program and all students are expected to participate in these trips. Transportation, when required, is provided by the school. Parent volunteers for field trips are sometimes required. Volunteers will be chosen for field trips as decided by the classroom teacher. **All volunteers must have a criminal check done and complete a confidentiality release form prior to volunteering at our school. See the office for these forms. New record checks and release forms must be completed every three years.**

HOOR ZERO

Red Deer Catholic Regional Schools has implemented the Hour Zero Crisis Management Program. This process provides a step-by-step framework on procedures to follow in a variety of crisis situations. Hour Zero Crisis Management consists of the following safety protocols:

- Lock-down
- Hold and Secure
- Shelter-In-Place
- On-Alert
- Emergency Evacuation (including fire drills)
- Drop-Cover-Hold

In order to prepare all members of our school community to act on a moment's notice, we will be conducting these emergency practice drills. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

NEWS, SCHOOL UPDATES AND CLASSROOM NEWSLETTERS

News updates are available on our website at www.stmartinschool.ca. Parents also receive important notices and classroom information via email and texts.

We strongly urge you to communicate with your child's teacher any changes to your child's school day (appointments, pickup/drop off, etc.).

PARKING

Please note the staff parking lot is for **Staff Only**. Parking at the school is limited. **It is very dangerous for children to be walking through the staff parking lot.** The area directly in front of the school is a drop off/pick-up zone where the driver is expected to remain in the vehicle. Street parking is available further ahead/back of this zone as well as across the street. There is also parking available behind the bus zone on the west side of the school. **Please DO NOT park in crosswalks or block our neighbours' driveways.**

SCHOOL COUNCIL

St. Martin de Porres has an active School Council that, together with school administration, acts in an advisory capacity on a variety of issues. Regular School Council meetings are held in the St. Martin Staff Room. Please see the website for monthly dates of School Council meetings. Elections for School Council are held annually. All parents are welcome to be actively involved in the School Council.

STRIVING TO BE PEANUT/NUT SAFE

Every year we have students with peanut or nut allergies. Some of these students experience life-threatening reactions. We ask that parents keep this in consideration when making lunches and snacks for their child(ren) and sending treats to school.

TRANSPORTATION FEES

If St. Martin is the designated school, students in Kindergarten to Grade 5 living between 1.6 km and 2.4 km from St. Martin will be assessed a transportation fee of \$150/student and if they live less than 1.6 km they will be assessed a transportation fee of \$300/student to a family maximum of \$600.00.

If St. Martin is a school of choice, students living less than 2.4 km from their designated school, the assessed transportation fee is \$300/student.

Note: There is no discount for students riding the bus occasionally during the month. Bus fees are due in full by September 30th, although special arrangements can be made with the office to make payment in two installments. Debit or credit cards are accepted at the school office.

VOLUNTEER/GUEST SIGN-IN

All guests and volunteers entering the school must stop in at the office. At the front counter there is a sign in binder. Volunteer tags are to be worn by volunteers while in the school. Prior to leaving the school, volunteers and guests are asked to sign out.

WEBSITE

For more information about our school and to keep up-to-date on the happenings at St. Martin de Porres School visit our website at www.stmartinschool.ca. Follow us on twitter and facebook @stmartinrdcrs.