

THIS AGENDA BELONGS TO

NAME: _____

GRADE: _____



St. Timothy Catholic Elementary School
14330-117 Street, NW
Edmonton, AB, T5X 1S6
Phone: 780-456-7375
Fax: 780-456-5963

Website: <https://sttimothy.ecsd.net/>
Email: 8045web@ecsd.net
Instagram: @sttimothyecsd



Hours of Operation Grades 1 - 6

Monday, Tuesday, Wednesday, Friday		Thursdays	
First Bell	8:20 am	First Bell	8:20 am
Instruction	8:25 – 10:15 am	Instruction	8:25 – 10:15 am
Recess	10:15 – 10:30 am	Recess	10:15 – 10:30 am
Instruction	10:30 – 12:00 pm	Instruction	10:30 – 12:00 pm
Lunch	12:00 – 12:38 pm	Note: Every Thursday, students are dismissed at 12:00 pm.	
Instruction	12:40 – 2:00 pm		
Wellness Break	2:00 – 2:05 pm		
Instruction	2:05 – 3:04 pm		
Dismissal	3:04 pm		

GIST – Monday, Tuesday, Wednesday and Friday 8:50-2:36pm; Thursday 8:50-12:00 pm

Kindergarten, Stepping Stones and 100 Voices Hours – Monday, Tuesday, Wednesday, Friday

****NO CLASSES ON THURSDAYS****

Kindergarten		100 Voices/ Stepping Stones	
Instruction	8:20 – 11:30 am	Instruction	AM class 8:15 – 11:26 am PM class 12:00 – 3:11 pm
Dismissal	11:30 am	Dismissal	11:26 am OR 3:11pm

For safety reasons, please refrain from having your child(ren) arrive at school before 8:10 am, at which time outside supervision is provided.

After school supervision is provided until 3:15 pm (Monday-Wednesday and Friday) and on Thursdays until 12:08 pm.

Important Password Information

Google Sign In Username: _____ Password: _____	_____ Username: _____ Password: _____
_____ Username: _____ Password: _____	_____ Username: _____ Password: _____

St. Timothy Student Handbook

This handbook is a resource for your family regarding important school information. All St. Timothy Catholic School students are expected to use their agenda throughout the school year to help them to learn and maintain valuable organizational skills. It will serve as a means of communication between school and home, and it will also keep St. Timothy families informed of their child's school activities. It is expected that students bring their agendas to school every day and home every night to be monitored by parents/guardians. Please check the front pocket and sign the agenda nightly. We look forward to a great year in fostering the spirit of learning for our students and working collaboratively with our St. Timothy family community.

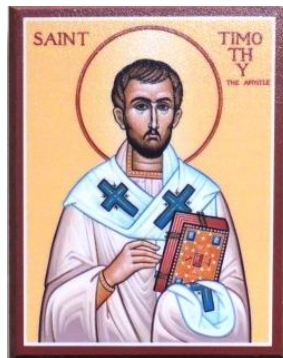
Please note that parents/guardians, students, and teachers are required to sign this handbook in TWO areas near the end:

- **Contractual Awareness Statement – Student Code of Conduct**
- **Digital Citizenship School Agreement**

Our School Namesake: St. Timothy

His mother was Jewish and became a Christian believer and his father was Greek. St. Timothy was a disciple of St. Paul, the Apostle, who had met him during his second missionary journey. St. Timothy became Paul's companion and co-worker and traveled with St. Paul. St. Paul was also his mentor and had him do many important assignments. St. Timothy was a traditional martyr and the first bishop of Ephesus.

Feast Day of Saint Timothy's is January 26th.



Mission Statement: The mission of St. Timothy School is to provide a Catholic education that inspires and empowers students to thrive in their spiritual, academic, and emotional journeys, recognizing each as a unique gift from God.

School Vision: Our students will develop leadership skills, using their God given gifts with confidence, faith, and a heart for serving like Jesus

School Charism: A welcoming school filled with love, kindness, and joy, where all students can be active leaders and rise up to God.

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.

Accidents and Illness

If a student becomes ill or is hurt while at school, staff trained in first aid assess the situation to determine if injury can be handled at school. If so, we treat it and inform the parents of the incident. If the illness or injury needs immediate emergency attention, the parent will be notified and if necessary, an ambulance will be called. Staff shall supervise the child until medical assistance is available, or a parent arrives.

It is ***important that we always have your current phone number*** at the school and that all families provide emergency phone numbers so that families can be easily reached when needed.

Typically, *students who are too ill to go outside at recess are too ill to be at school*. This is particularly true in the case of students with severe colds and flu. Students coming to school with severe colds are unable to function well at school and provide a source of infection for other students. Sick students will recuperate at home faster. Please stay home when sick.

Assessment

St. Timothy Elementary School provides several opportunities to formally communicate students' progress and achievement. Summary reports are available in January and June and Demonstrations of Learning occur twice per year. These will take place on:

Thursday, November 26, 2026

Thursday, March 18, 2027

In addition, teachers will share work in a Friday Folder or via SpacesEDU and families are encouraged to contact their child's teacher whenever they have questions with respect to learning, or programs. The Edmonton Catholic School Division along with Alberta Education, carries out formalized testing at specific grade levels. The schedule for administering Provincial Achievement and school division exams is communicated to parents.

Attendance and Punctuality

Students are to enter the building through their designated doors when the first bell rings at 8:20am. Punctuality and regular attendance at school are important factors that positively affect students' achievement and their sense of belonging. If your child is late, they must enter through the front doors of the school and come to the office before going to the classroom. Please make it a habit to have your child at school on time. Late comers disrupt classroom routines and learning.

If your child is going to be late or absent, please use SchoolMessenger SafeArrival. You can use your existing PowerSchool account, download the SchoolMessenger app or access the website <https://go.schoolmessenger.ca/#/home> directly.

Bicycles, Skateboards, Scooters and Rollerblades

Students who bring the above items to school do so at their own risk. It is essential that all bikes be locked to the racks. **To ensure the safety of everyone, students are required to walk their bicycles and carry their skateboards, scooters or roller blades once they reach the school grounds.** Riding bicycles, skateboards, scooters or rollerblades on the school grounds is **not** permitted. Students must wear helmets. The school is not responsible for theft or damage. Safe storage of skateboards/scooters/rollerblades must be discussed ahead of time with the homeroom teacher.

Crosswalk and AMA School Patrols

The AMA school patrols are volunteer students who have been trained using AMA procedures. These students dedicate themselves to safely helping others who are crossing the street. Parents are requested to encourage their children to use the crosswalk, not to jaywalk, and always obey the patrollers. Please be a role model and follow these rules as well.

Communication

Working together, we can promote a positive environment where everyone can flourish. We strongly believe that communication is key.

At St. Timothy we communicate with families in the following ways:

- Weekly Family Buzz, monthly calendars and newsletters
- Agendas, phone calls and SchoolMessenger via email and text messaging (please do not block)
- Instagram
- School Website www.sttimothy.ecsd.net

Should concerns arise, please contact your child's teacher first. We invite you to make an appointment with the teacher to discuss any concerns.

For you to receive valuable information please ensure we have your most up-to-date contact information

Curriculum

Students in Kindergarten through 6 follow the approved Program of Studies outlined by Alberta Education. As parents, you can access resources from the government of Alberta website at <https://curriculum.learnalberta.ca/parents/en/home>

Emergency Situations

Our school has developed a Crisis Management Plan that provides guidelines on how to react in different situations. We will have a minimum of six practice fire drills and three practice lockdown drills during the year, so please do not be alarmed. It is important for students to feel confident in responding appropriately to any emergency situation. There are several causes that could potentially lead to evacuation of the school building – major gas leak, fire, total loss of utilities (power, water, etc.). In the event of an evacuation, the students and staff would relocate to Katherine Therrien School. In the event of an emergency, the school will contact parents/guardians to make necessary arrangements.

Parents and visitors who are inside the building during an emergency evacuation are required by school administration and the fire department to follow the protocols for the emergency.

If there is an emergency at the school where your child(ren) attend, have your phones available to check text messaging or emails to stay up to date on the event and receive information on how to proceed. Do not come to the school until advised to do so.

Entering/Exiting the School

Students are instructed by their teachers to enter and exit through a specific grade door. When students are leaving before their scheduled time, parents/guardians are required to come to the front door to pick up students. St. Timothy School is a closed campus, which means all students must stay on the property of the school all day, unless they have written permission from their parents/guardians.

The safety of our students and all the people in our building is a priority. All visitors must report to the office to sign in and read the Visitor Information Guidelines. Visitors must wear a visitor's nametag and familiarize themselves with the school's Crisis Management Plan. If you are staying in the school after the bell rings, you must report this to the office. These procedures are for the safety of everyone, and we thank you for your cooperation.

Field Trips

Field trips are educational and are planned to enhance and enrich the curriculum by extending it to real life situations and experiences beyond the classroom. Families will be informed of all field trips and written parental consent will be requested. Families must sign and return the field trip form, as written consent is required. Students cannot participate without the proper completion and return of the parent/guardian permission form. **Your prompt reply and payment of any fee is appreciated.** Field trip fees will appear in your Parent/Guardian PowerSchool account and can be paid online.

Footwear

Each student should have a pair of outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, white-soled or non-marking shoes are required for inside wear and for physical education in the gymnasium. Shoes that create black marks on the floor are discouraged. Students' footwear should be clearly marked with the student's name to help prevent loss.

Health and Wellbeing

The Division is committed to providing school environments that promote and protect children's Health, well-being, and the ability to learn by supporting healthy eating and physical activity. Foods and beverages served at school will support healthy eating choices. Foods will be from the "Choose Most Often" or "Choose Sometimes" categories as outlined in the Alberta Nutrition guidelines for children and youth (2008).

Birthdays - Birthdays are a special event in the lives of children. At St. Timothy School your child's name will be announced over Morning Announcements and a birthday pencil will be presented to each student during the school year. Weekends, holidays and summer birthdays are also announced and celebrated. **To respect and support parents in their role as providers for their children and leaving the decision up to parents to decide the foods their child will receive, we ask that no food be sent for birthdays.**

Lunch Policy - Eating lunch at school is a privilege, not a requirement. Students who demonstrate inappropriate behaviour may lose this privilege. Students will eat their lunch at their desks in their classrooms. Students will need to bring their own utensils from home. Each classroom will have student leaders monitoring with the assistance of staff supervisors.

We promote a lunchtime atmosphere based on a relaxing, enjoyable lunch break for students and staff. Please note the following lunchtime expectations:

- Behavior expectations for the lunch program are the same as for the classroom.
 - Use indoor voices, respect each other and the supervisors, remain seated
 - Deposit garbage in the garbage bin on the way outside and leave the eating area neat and clean.
- In keeping with our school emphasis on roles in nutrition, parents choose WHAT students eat, the school chooses WHEN and WHERE students eat and the students choose WHETHER or HOW MUCH they will eat.
- We appreciate your support in making lunch an enjoyable experience for all students.

Note: We do not have microwaves to warm up student lunches. Please pack snacks and lunches that do not require being warmed. The school does not provide cutlery. ***Please pack your child's food in the morning as drop-offs in the office cannot be accommodated.***

Medical Alert - It is very important that the school be informed of any medical condition that may affect your child during school hours. Parents should ensure that their child's teachers are made aware of any medical conditions (i.e., allergies, epilepsy, asthma, etc.) that may affect learning and school activities. A Medical Alert form needs to be completed. Please fill out the Medical Alert form as accurately and as detailed as possible.

Any children who require an inhaler due to asthma, or an EpiPen due to allergies, should carry one on their person in a fanny pack. A Request for Administration of Medication/Medical Treatment form must also be completed. This medical form is kept in the student's school file. All medications, including short term use, need to be stored in a locked cupboard with a parent note.

Medication for Students - Some students must receive prescribed medical treatment during the school day to maintain their physical wellbeing. At all times the final responsibility for such medical treatment rests with the parents/guardians. When no other alternative exists for a student other than receiving prescribed medical treatment during school hours, school personnel may be requested to provide such assistance. The procedure for Edmonton Catholic Schools is that the parent/guardian and a physician submit a written request to the school principal using a form that is available in the office called, "Request for Administration of Medication/Medical Treatment." Sending prescription or non-prescription medication to school for the child to administer themselves is unsafe. Medication is not to be kept by the student on their person, in a desk, or a backpack as it could be consumed by another student. Medication sent to school must be kept in a secure location.

Inclement Weather

It is the responsibility of the students and families to make sure that students are appropriately dressed for the weather. Students will be outside before school, for morning recess and the noon hour break **unless**:

- The temperature (including wind chill) is -20° C or colder.
- There is continuous and heavy rainfall.
- The field or surrounding play areas are deemed unsafe due to ice or puddles.

- Air Quality Index is 7 or higher
- Environment Canada's weather for Edmonton can be consulted at https://weather.gc.ca/city/pages/ab-50_metric_e.html
- Environment Canada's Air Quality Health Index is available at https://weather.gc.ca/airquality/pages/abaq-001_e.html

Library Items

Students visit the library weekly where they can take out books to support their learning. Books must be returned on time and in satisfactory condition. Any loss or damage of library materials is the responsibility of the student and families. Families may be charged the replacement cost value.

Liturgies

Several religious liturgies and other celebrations are held during the school year. Liturgies may be school-wide or individual classroom events. St. Timothy also has a chapel that will be used throughout the school year for various religious activities. Occasionally masses are held at St. Edmund Parish during the year. Please watch your monthly calendar and weekly updates for these events. Families are most welcome to join us.

Parking, Drop Off and Pick Up

Parents/guardians who drop off or pick up students at school are asked to respect the signs on the street and at the entrance of the staff parking lot with regards to drop off, bus zones, parking, and handicapped access.

When crossing the street with your children, please choose safety over convenience and use the crosswalk.

We ask that you adhere to the following rules to keep all our students safe:

- *Do not drop off your child in the bus zone*
- *Do not drop off or pick-up within the crosswalks*
- *Do not drop off or pick-up in either of the staff parking lots*
- *Please help your child understand the rules and walk with them to the patrolled crosswalks*
- *Do not jaywalk or encourage your child to jaywalk*
- *No U-turns in front of the school*
- *The staff parking lot is for the exclusive use of St. Timothy staff*

For more information, please visit the link below OR use the QR code by scanning the code.

Personal Property

Students are responsible for all personal property. All personal belongings including but not limited to electronic games, phones, tablets, personal music devices, special trading cards, toys or any other expensive items are not allowed at school. These should be kept at home as the school cannot be held responsible for lost or damaged items.

All personal items including but not limited to boots, ski pants, jackets, pencil cases, mitts, toques, scarves, running shoes, etc. should be **clearly marked with your child's name**. Outside footwear is to be kept in the designated areas, money and other valuables found on the school premises are to be turned in to the classroom teacher. Unclaimed clothing articles will be placed in the lost and found box which is displayed twice throughout the year and donated to charity if still unclaimed.

Responsible Use Agreement

Each school year Edmonton Catholic School Division requires students to sign the Responsible Use Agreement before using Chromebooks, computers or other devices at school.

School Council

Section 55 of the *Education Act* affirms the right of parents and the school community to have meaningful involvement in the education of their children through School Councils. Our Council enhances communication between the school, the parents, the community and the Board of Trustees by promoting the exchange of ideas and information. Parents positively support the educational goals of the St. Timothy community. All parents are encouraged and invited to attend our monthly School Council meetings. Watch for dates advertised in our school newsletter, on our website and through social media.

Sports and Play Equipment

The school provides each classroom with a suitable number and type of play equipment; therefore, it is not necessary for students to bring these items to school. Doing so leads to issues including theft, loss and time spent dealing with issues arising from these items.

Student Activities

Extra-curricular activities may be provided for students throughout the year. Watch for more information in our school newsletters. These clubs would not be possible without the dedication of our teachers and support staff who volunteer their time including organizing, supervising, conducting, directing, coaching and refereeing. Parents are also invited to share their talents with the students during these supervised activities.

Standard 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 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' dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewelry, or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Students at St. Timothy Catholic Elementary School **must** wear:

- A full-length shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms), and
- Shoes

Students at St. Timothy Catholic Elementary School **may** wear:

- Headwear that is specifically requires for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- Hats and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff.
- Clothing with logos or text on it is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for students and youth

Students at St. Timothy Catholic Elementary School **may not** wear:

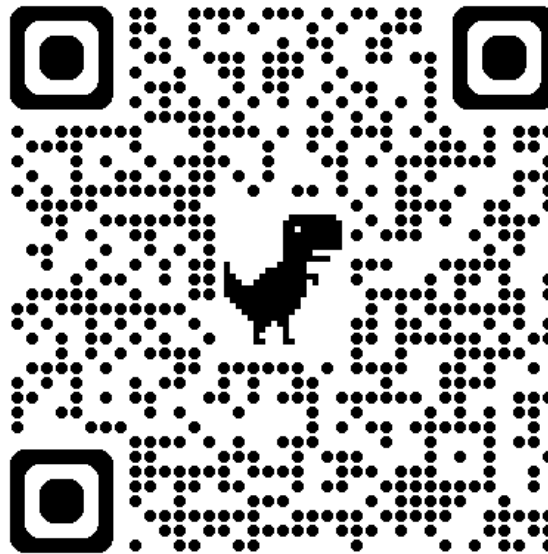
- Articles of clothing, jewelry, or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

- Articles of clothing that discriminate based on age, religion, 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, sexual activity, or criminal activity.

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

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about their concern in a manner that respects their privacy and dignity. Care will be taken to avoid “shaming” or statements of bias.
- The students 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 in alignment with the standard
 - Contacting the parent or guardian to bring in an article of clothing that is in alignment with the standard
 - Borrowing an article of clothing from a friend that is in alignment with the standard
- Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

To read our Student Code of Conduct please use the QR code



Establishing appropriate expectations and a safe and caring learning environment will enable students to act in positive and caring ways, in accordance with the Gospel values that we embrace as Catholics.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Teacher Signature: _____

Date: _____

Please go over our Student Code of Conduct with your child. Once it is understood, please sign above. Refer to it with your child as often as needed.

Digital Citizenship

Digital citizenship is the ability to navigate our digital environments in a way that is safe and responsible and to actively and respectfully engage in these spaces. Although we live and interact in the digital world in a similar way to the offline world, we're not always as mindful of our actions online.

Students are expected to adhere to the following rules when using technology:

- Handle the device safely. Carry it with two hands.
- Keep your password safe. Only share it with a trusted adult (parent/guardian or teacher).
- Respect others' digital work. Do not delete or change others' work without their permission.
- Stay on task and use the device for schoolwork.
- Ask permission to take pictures or videos.
- Stay safe online. Only visit trusted websites and approved apps.
- Log out of your device when finished.
- Be kind and respectful online.
- Tell an adult when others are not being kind online.

Digital Citizenship Reminders

- Behind every profile picture or avatar is a real person with real feelings, who should be treated with dignity and respect.
- THINK before you post! Whether posting in the Google Classroom or in any online forum consider your comments: Are they True, Helpful, Inspiring, Necessary, and Kind?
- Build a positive Digital Footprint. Remember that your posts, including content you share, comments you make, replies, and likes all leave a trail forming your online reputation.
- Be an upstander. Do not respond to, and be sure to report, any inappropriate comments or posts to your parent/guardian and teacher.

Please sign below to show that you have read and understood the information in the St. Timothy Student Handbook.

Student signature: _____

Date: _____

Parent signature: _____

Date: _____