

ST JEROME'S CATHOLIC
SCHOOL

Student Handbook



School Philosophy

The teachers at St. Jerome's believe that:

All students are unique individuals
capable of learning.

How a child feels about themselves
is as important as what they learn.

Students are responsible for their own behavior.
The school must teach the whole child, as education
is a lifelong process involving all dimensions of
development: social, physical, intellectual, creative,
and emotional.

The school must be a safe place for
children to learn and play.

Education is a partnership between
the home and the school.

Mission Statement

We, at St. Jerome's School, accept the challenge
of Christ, in cooperation with family and community.

We commit ourselves to quality education
by responding to the needs of each student.

Vision Statement

*Together we make a difference
in each student's life.*

Prayer of St. Francis

Lord, make me an instrument of your peace!

Where there is hatred – let me sow love;

Where there is injury – pardon;

Where there is doubt – faith;

Where there is despair – hope;

Where there is darkness – light;

Where there is sadness – joy;

O Divine Master, grant that I may not so much
seek

To be consoled – as to console;

To be understood – as to understand;

To be loved – as to love;

For it is in giving that we receive;

It is in pardoning that we are pardoned;

It is in dying that we are born to eternal life.

School Song

When faced with a foe that is mighty

We rally with courage and skill

When the final whistle has sounded

We'll have proven we're mightier still

Chorus:

So here's to our steadfast St. Jay

Where labour the bravest and best

We know that the future will find us

Still striving to vanquish the rest (Rah, Rah)

With Cartier, MacKenzie and Fraser

The houses for which we all stand

When pulling together for St. Jay

We furnish the best in the land.

The History of St. Jerome Catholic School

St. Jerome's opened in September of 1962,
under the guidance of our first principal, Mr.
Anthony Reghelini. The school building was not
completed in time for the September opening so
classes were held at Lakeland College, the
Ukrainian Catholic Church and in the basement
and choir loft of Holy Name Catholic Church.
Two hundred and twenty-six students were
enrolled that first year.

Over the years our school has seen many
changes and additions. An additional wing was
added in 1964, with a further addition in 1974.
The Father Cordeau Centre was added to the
south end of the school in 1982. In 1992 our
school was renovated and a new gym was added.
Our new library was built in 1997.

From April 2015-June 2017 St. Jerome had a
complete modernization with the major changes
being a Food and Fashion Lab along with a
beautiful new Atrium and entrance area.

Our school's patron saint, St. Jerome, is
considered the best of the early interpreters of
the Bible. His version of the Old Testament is still
in use among Roman Catholics today.

September 30th is St. Jerome's Feast Day. This
year we will celebrate the big day on September
27th. We celebrate mass at the church and have
a welcoming ceremony. During the welcoming
ceremony all grade 4 students and all new
students participate in fun activities that mark
their entrance into one of our three houses.

Cartier, Fraser, MacKenzie!!! These are the
names of our three student houses. Houses are
like teams. Students of all ages are mixed
together to participate in Gymnastics Day and
other fun activity days.

Our school has a number of symbols that we
are very proud of. Our school colors are red,
white and black. The mighty Spartan is our
mascot. Be sure to learn the Prayer of St.
Francis, our school prayer. Our crest, "Esto
Fidelis", (Be Faithful) reflects the ideal that the
teachers and students of St. Jerome's should
strive to achieve. On the right side the cactus
symbolizes penance. On the left side the lion
symbolizes courage. Both symbols are closely
linked with the life of St. Jerome.

The Big Picture: Who We Are

East Central Alberta Catholic Separate
Schools Regional Division #16

1018 – 1 Ave., Wainwright, AB T9W 1G9

Ph: 780-842-3992 Fax: 780-842-5322

www.ecacs16.ab.ca

Superintendent	Mr. Jim Taplin
Assistant Superintendent	Mr. Kelly Ehalt
Board Members	Mr. Jim Sanson Mr. Derek Collins
St. Jerome's Staff	
Principal	Mrs. L. MacDonald
Assistant Principle	Mr. S. Whelan
Kindergarten	Miss. T. Heinrich
Elementary staff	Mrs. A. Jones Mrs. L. Martin Mrs. J. Schmidt Mrs. N. Riedel Mrs. K. Martin Mrs. L. Lysons Mrs. T. Snider
Middle Level	Mrs. R. Beaudette Mrs. J. Molsberry Miss. S. Hebert Mr. S. Whelan Mr. T. Wheat Miss. N. Dennill
High School	Mrs. T. Betz Mr. C. Collins Mrs. L. Williams Mr. G. Martin Mr. M. Martin Mr. B. Lewin
Special Education	Mrs. K. Ulrich
Educational Assistants	
Mrs. R. Lawrence	Mrs. C. Protsch
Mrs. S. Davies	Mrs. B. Hopkins
Mrs. J. Fillier	Mrs. L. Bangun
Mrs. C. Sheppard	Mrs. T. Meissner
Mrs. S. Wilkinson	Mrs. A. Jackson
Mrs. U. Johre	
Mrs. C. Krys	
Support Staff	
Secretary	Mrs. T. Zayac, Mrs. K. Zacharias
Librarian	Mrs. A. Jackson
Lunch Room	Miss. S. Dewing
Custodians	Mr. E. Decker, Mrs. D. Decker
VIBE	Ramona Mathison
FSL	Loranne Ganton

St. Jerome School Year 2024-2025

Month	Details
September 3	Classes Begin
September 30	National Truth and Reconciliation Day
Oct 14	Thanksgiving
Nov 11	Remembrance Day
Nov 12-15	Day-in-Lieu and PD Day
Dec 12	Christmas Concert
Dec 20	Christmas Break Begins
Jan. 6	Classes Resume
Jan 30	Day-in-Lieu
Jan 31	Organizational Day
Feb 3	1 st day of second semester
Feb 13 & 14	Non Instructional Day (Teachers Convention)
Feb 17	Family Day
March 14	Non Instructional (PD Day)
April 18-27	Easter Break
April 18	Classes Resume
May 18	Non Instructional Day (PD)
May 19	Day in Lieu (P/T interviews)
May 22	Victoria Day
June 10-28	Exams for High School & PAT's
June 26	Last day of School
June 27	Organizational Day

**Welcome to the
home of the Spartans!!!**

Elementary REGULAR School Day

8:50 - 9:38	Period 1
9:38 - 10:20	Period 2
10:20 - 10:35	Recess
10:35 - 11:08	Period 3
11:08 - 11:50	Period 4
11:50 - 12:32	Lunch
12:32 - 1:15	Period 5
1:15 - 1:57	Period 6
1:57 - 2:12	Recess
2:12 - 2:45	Period 7
2:45 - 3:27	Period 8

ML/HS REGULAR Day

8:50 - 9:38	Period 1
9:38 - 10:20	Period 2
10:20 - 10:25	Break
10:25 - 11:08	Period 3
11:08 - 11:50	Period 4
11:50 - 12:32	Lunch
12:32 - 1:15	Period 5
1:15 - 1:57	Period 6
1:57 - 2:02	Break
2:02 - 2:45	Period 7
2:45 - 3:27	Period 8

Parental Involvement

Parental involvement at all stages of a student's progress is basic to our educational philosophy. Parental involvement occurs in the following ways:

- Parents should have a general awareness of their child's program. Curriculum Handbooks for Parents 2022-2023 (Catholic Version) are available Kindergarten to Grade 8 and Senior High Handbooks free of charge on the Alberta Learning website at <http://www.learning.gov.ab.ca> or they can be purchased from Queen's Printer Bookstore at 427 - 4952. For a toll free connection, please dial 310 - 0000 first. Each Middle Level/High School teacher provides the student with a Course Information Sheet (Course Outline) which provides information content, delivery and evaluation.
- Report Cards are issued four times a year for Middle Level/High School and three times a year for students KG to Grade 5. Parent-teacher interviews are held twice a year. For the convenience of working parents, two separate evenings are set aside in both November and March. If that time is unacceptable, arrangements for an alternate time can be arranged between parent and teacher.

School Council

The School Council is an active liaison between school and parents. Meetings are held every month. Your involvement with this worthwhile group would be appreciated. For more information, contact the principal at the school.

Grading/Evaluation Policy

The mark on the student's report card will indicate the success the student has had in achieving the prescribed curriculum outcomes for a specific Program of Studies.

Students and parents will be informed of the teacher's evaluation practices. Course outlines will be distributed which will indicate how the teacher arrives at marks for each semester and how the final marks are calculated.

Attendance, effort, behavior, participation, attitude and other personal and social characteristics are important parts of a student's education and growth. These will be reported separately on the report cards and through other contact with the parents and/or student.

PowerSchool is available to our Parents from Grades 1-12, there you will be able to look at your Child's academic progress and attendance.

<https://powerschool.ecacs16.ab.ca/public/>

Teachers will keep accurate records, maintain student portfolios, inform students of grading practices, specify expectations for assignments (rubrics) and emphasize achievement areas that are most beneficial to the student (test outlines). Students will be made aware of test dates, test formats and appropriate study strategies well in advance of assessments. Not all evaluation and assessments will be used in calculating a final grade. Some assessments are designed to let the teacher know what concepts have been learned and which concepts or skills need to be developed further.

Grading should not be so rigid that students receive a mark of 49%, thereby failing a course, or a mark of 79%, thereby losing honor status. Students close to these marks, will be given an opportunity to redo assignments, tests or quizzes in order to raise their mark.

Assigning a score of zero to work that is late or missed does not accurately depict a student's learning. Teachers will attempt to come up with solutions to have some data that is representative of the student's achievement.

In determining a final grade, factors that will be taken into consideration include:

- using evaluation based on outcomes outlined in the Alberta Program of Studies, using student portfolios, adjusting the most recent achievement of the student where appropriate.
- extenuating student circumstances and professional judgment may also affect the student's final grade.
- some report card marks may be based on material that has been modified to meet the needs of an individual student. It is important that parents are informed about a student's actual progress in achieving the curriculum outcomes from the Alberta Program of Studies.

We will report academic achievement and progress by:

- developing report cards that will keep achievement of curriculum outcomes separate from personal and social characteristics.
- parent-teacher interviews.

- having rubrics or other grading tools readily available in order that student and parents can understand the student's progress in achieving the outcomes in the Program of Studies for the grade level.

Special Education Services

The purpose of the Special Educational Inclusion Program is to provide the best program for children with exceptional needs in the most appropriate setting. The main objective of the program is to assist children with exceptional learning needs in realizing their academic objectives, to develop a strong self-concept and to develop appropriate social skills.

Children from Kindergarten to Gr. 12

- with mild, moderate delays/disabilities
 - with severe learning disabilities
 - English as a second language learners
 - that are gifted and talented
- receive adapted or modified programming.

Individual Program Plans (IPPs) are developed in partnership with the parents and the Learning Team.

Mrs. P. Roth is St. Jerome's Special Education Coordinator.

Special Education Appeal Process

1. If a parent or independent student disagrees with a special education program, service or placement, the first level of appeal is the principal.
2. If the parent requires further remedy, the parent is referred to the Superintendent who will review the case and in writing inform the parent of his/her recommendation.
3. If this review does not result in agreement, the Superintendent will direct the Local Appeal Committee to hear the case.
4. The Local Appeal Committee will convene within **45 school operating days** of the Secretary-Treasurer having received the notice of the appeal.
5. If further remedy is required, the matter is referred to the Minister of Education.

Mass

Students celebrate Mass on a monthly basis at Holy Name Catholic Church and try to attend two times over the course of the year at St. Olga's Ukrainian Catholic Church when possible. Students are expected to attend Mass with their classmates. If you have questions about this policy change, please contact Mr. Chase so that it can be discussed.

Student Behavior Rationale

We believe that school should be a positive experience for all members of our Christian school community. We expect student behavior to reflect this philosophy. This behavior policy is enforceable on school grounds and for all school related functions.

We expect that each student will participate in the schooling experience in such a manner that:

- uninterrupted teaching and learning may occur,
- the physical learning environment is respected, and

dignity and for all individuals is enriched.

Code of Conduct

As per Section 12 of the School Act, students shall conduct themselves so as to reasonably comply with the following code of conduct:

- be diligent in pursuing their studies;
- attend school regularly and punctually;
- cooperate fully with everyone authorized by the board to provide education programs and other services;
- comply with the rules of the school;
- account the student's teachers for the student's conduct;
- respect the rights of others.

Smoking, Drugs, Alcohol and Weapons

Smoking cigarettes, Vaping, ingesting drugs and/or alcohol is not permitted on school grounds, within the building or at any school sponsored activities. Indulging in any of these substances off school grounds either before or during school time and then returning to school is also unacceptable behavior. Incidents regarding drugs, alcohol and weapons will involve the RCMP. Bringing any form of weapons, such as guns or knives, is not permitted.

Attendance Policy

All students should arrive prepared for class with necessary materials and complete assignments. Attendance for elementary students will be taken at the beginning of the first morning class. Attendance for middle level/high school classes will be reported on a period-by-period basis. All students who arrive late shall report to the office before proceeding to the classroom. Parents are expected to inform the school if their child will be absent. St. Jerome's School Messenger will phone parents if their child is absent but not excused.

If a student is absent from school without parent permission, they will receive a half day in-school suspension. If there is a second offense they will receive a full-day in school suspension. If a student is late three times within a two-week period a half day in school suspension will be served.

Students need a note or parent phone call if they wish to leave school premises during school hours for medical appointments or for other family matters. The note should be given to their homeroom teacher (elementary) or their subject teacher (Middle Level/High School). If a student needs to leave during school hours, they, personally, need to inform the administration or the office of their departure.

Respect For Others

All people are to be treated with respect, courtesy and compassion. Physical aggression, verbal abuse, harassment and intimidation are not acceptable and illegal. Selfish justifications such as "I was just kidding" or "I didn't think you would mind" are unacceptable motives for disrespecting or degrading others. Name calling, hurtful teasing, swearing, crude and rude language, either spoken, written, implied or gestured is also unacceptable. Pushing, shoving, playful neck holds or light punching is considered aggressive behavior and therefore not acceptable.

Behavior Plan

All actions, whether positive or negative, have consequences attached to them. When serious discipline problems occur, the focus of our action is to determine the cause and provide for due process. Many discipline problems first become evident in the classroom. The initial investigation and corrective action is the responsibility of the teacher. However, if the incident is judged to be very serious or habitual, the teacher will contact the parents.

If the situation does not improve to the satisfaction of the teacher, the matter will then be referred to the Vice-principal and/or the Principal.

Corrective action may include one or more of:

- loss of noon hour - community service
- loss of privileges
- daily monitoring and supervision plans
- restitution for damages
- contract with student
- referral to Family School Liaison
- suspension
 - a teacher may suspend a student for one class period
 - a principal may suspend a student from one or more class periods, from one course or education program, or from riding on a school bus, from one to five days in-school or out-of-school as defined in Section 24 of the School Act
- recommendation by the principal for expulsion to the Board of Trustees

Students with special behavioral learning needs may be placed on an alternative behavioral plan to meet their particular learning needs.

V.I.B.E.

Vibe (Vermilion Is Being Empowered) is a mental health project in partnership with Alberta Health and St. Jerome's School, aimed at giving students positive activities and alternatives. The project encompasses everything from healthy eating habits to academic support to education on mental health issues. The project has just finished a very successful second year and we look forward to another great one.

Family School Liaison

St. Jerome's School Family School Liaison worker is available to students and parents who wish to discuss their concerns regarding family or school related situations. The FSL worker will provide students, either individually or in groups, with help in regard to truancy, bullying, abuse or social issues. The worker can also assist parents with support, suggestions or discussion.

Students wishing to make appointments with FSL may do so through their teacher or administration.

Dress Code

Students are expected to dress in a clean, neat and appropriate manner. Modesty in dress is expected at all times. Shorts of reasonable length are permitted. The bottom of the shirt should meet the top of the pants (without stretching it.) Clothing or accessories that depict alcohol, drugs, sex, violence or inappropriate language are not acceptable. Students who are dressed inappropriately will be asked to change. Hats, bandanas or other head-gear are not to be worn in the building. It is recommended that students not wear coats/parkas/jackets in class.

Footwear

Students will be expected to remove wet or dirty outdoor shoes in the school entrance.

Students should have another form of footwear for inside use only. This footwear could be the running shoes which are required for physical education.

Physical Education

For personal health reasons, all students should change for physical education class. This should include a t-shirt, shorts or sweat pants, and non-marking running shoes.

All students are required to take part in physical education unless a medical certificate is provided.

School Property

Students need to respect all school property whether it is textbooks, phys. ed. equipment, desks or lockers. Students are allowed to sign out three books from the library, as long as they have no overdue books. If students damage or lose textbooks or library books signed out in their name, they will be required to pay for their replacement.

Personal Property

The school is not responsible for the personal property of students. Each student is encouraged to label all personal items – shoes, boots, etc. Valuable property should not be brought to school. Students, from Grade 5 – 12, are encouraged to keep items in their lockers as the classrooms are used by more than one group of students throughout the day/week. Lockers should be kept locked at all times. Only locks issued by the school will be permitted on the lockers in the hallways. Students are encouraged to lock up valuable property in the change room with their own lock, giving the combination to the

principal. A lock, without that information, will be removed.

It is understood that the school retains ownership rights to all lockers and may inspect any locker if there is probable cause and confiscate any article deemed to be inappropriate.

Found articles of clothing are placed in the "Misplaced Clothing" containers at two locations in the school. Other valuable items are to be placed in the office.

Phones

Students may not use the classroom phone unless the homeroom teacher has given permission.

Cell phones are permitted in the classroom, but are to be left on silent.

If a student abuses this privilege they will not be allowed to bring a cell phone to school.

Medication

In situations relating to the medical treatment of students, the Board recognizes that its employees are subject to the responsibilities inherent in the common law doctrine of "in loco parentis". Specifically, in loco parentis requires that:

- a) An employee act as would a reasonable and prudent parent in the same circumstances and conditions;
- b) The employee does not have the authority that a parent would have. For example, employees do not have the authority to provide consent for the medical treatment of a student; and
- c) The employee recognizes the limitations of their ability to provide direct assistance.

Parents/guardians requesting assistance with regard to a child's medical needs should contact the Special Education Coordinator at the school.

Accidents

All accidents must be reported promptly to the office. Seriously injured students will be given every possible care and the parents will be notified as soon as possible. Students who are seriously injured are taken directly to the hospital by ambulance if necessary. An accident form will be completed by the supervising teacher and kept on file.

Technology/Computer Use

Technology is an integral component of a student's life at home and at school. Principals are responsible to ensure that a copy of the Acceptable Use of Technology Guidelines, for the use of computers, network resources and the internet, is received and signed by each student, grades 3-12, and by each parent / guardian for students in grades K-12.

FOIPP – Freedom of Information and Protection of Privacy

The division will manage all information in a manner that supports the Board's commitment to providing the public with access, with only a limited number of specific exceptions, while protecting the personal privacy of the individual in accordance with provincial legislation.

Visitors to the School

Our primary concern is the safety of students, and therefore the security of the building. For these reasons, we ask parents and all other visitors to the school to report to the office first.

Volunteers

A most enriching part of education is the volunteer's involvement in the school. Volunteers assist in many areas and through their generosity we are able to offer many extra educational and recreational activities. If you are interested in volunteering at St. Jerome's, please contact the office.

A form must be filled out along with a current copy of Criminal record check and Child Welfare check.

Volunteer Drivers

Students should be transported to and from school sponsored activities by school bus or their parents. There may be special circumstances that would permit the transportation of students in privately owned vehicles. Volunteer Driver forms must be filled out annually.

Drivers of private vehicles must be advised that:

- a) Primary insurance coverage must provide a minimum of one million dollars in liability;
- b) Driver's insurance is considered first loss; and drivers must inform their insurance company they will occasionally transport students;
- c) The completion and submission of the Volunteer Driver Application form; and a photocopy of their insurance coverage;
- d) Application to be a volunteer driver must be made annually;
- e) All regular drivers of students require the possession of a class 4, 2, or 1 license.

Field Trips

East Central Alberta Catholic Schools endorses field trips with an educational value that supports the enhancement of student learning.

Care will be taken to ensure that field trips and excursions are organized in a manner that maximizes educational benefit and ensures the protection and safety of students.

Parents need to receive written information about the particulars of the program oriented field trip. Written consent for their child to participate must be received prior to departure.

Students will be charged a fee to cover costs. Fees vary depending upon the distance traveled and the program the students participate in while they are away.

Any student choosing not to participate in a particular field trip is required to be at school. Arrangements will be made for them to do school work under supervision.

Graduation

Students who are in a position to qualify for an Alberta High School Diploma will be able to participate in the St. Jerome graduation ceremony provided they are successfully enrolled in Religion 35 and take over 50% of their credits in their final semester from St. Jerome school.

St. Jerome traditionally has graduation the last weekend in May but the date may change depending on circumstances. The school grad committee will involve the grade 12's along with their parents in decision making, but the school reserves the right to make all final decisions regarding graduation.

Students will be asked to fundraise to offset the costs of graduation and fees may be charged to students as an alternative or to supplement the fundraising.

Extra-Curricular Activities

All extra curricular activities sponsored by the school are an extension of the school day and therefore our school regulations apply. Students are encouraged to participate in extra-curricular activities and are expected to obey all school rules. If student attends a field trip or extra curricular activity on any given school day, he/she is expected to be in attendance at school the next day.

Homework

In order to develop good study habits and ethics, a certain amount of homework should be expected at each grade level. The amount will vary as the grade level goes up.

Bicycles

Bicycle racks are provided for student use. Bikes should be kept in the racks and locked during school hours. Access to bikes is not permitted during class time unless students are going home for lunch.

Lunch Program

St. Jerome's School offers a lunch program for Grade 6 to 12 students. A healthy food choice is available on a daily basis. Microwaves are available if your child wishes to use these facilities.

Water Only

St. Jerome's School has adopted a "Water Only" policy for students in the room during class time. Studies have shown brain activity increases with hydration. This policy is in effect for all students in all classes from KG to Grade 12.

Emergency Evacuation

We take the safety of children very seriously. Students practice drills that show them what they are to do if the building must be evacuated. Staff members are assigned areas of the school building so that we can ensure that every child in attendance can be located and escorted from the building in a minimum amount of time. Plans for a lock down, during an emergency situation that may affect our students, are also in place.

Appeal Process

If you have any concerns about your child's education, please follow the proper appeal procedures:

1. Teacher
2. Principal/Vice-principal
3. Superintendent; and
4. Board of Trustees

Elementary

Recess

All students are expected to go outside during the recess and noon breaks. Please be sure your child is suitably dressed for outside conditions.

Children coming to school ill are unable to function properly, provide a source of infection for other children, and would probably recuperate more quickly at home or in another care giving situation.

UNDER NORMAL CIRCUMSTANCES, IF A CHILD IS WELL ENOUGH TO COME TO SCHOOL, THEY ARE EXPECTED TO HAVE REGULAR OUTDOOR RECESS WITH THEIR CLASSMATES.

During extreme weather conditions, the students will be allowed to remain indoors. The supervising teacher(s) are responsible for making this decision.

Hot Lunch Program

The program is for ECS to grade 5 students. They are given an opportunity to eat a hot healthy lunch, prepared at St. Jerome's lunch room 3 days a week. It is delivered right to the classroom and does not interrupt classes whatsoever. The cost is \$4.00/day and there is financial assistance available for family's where cost is prohibitive.

Milk Program

St. Jerome's School has a school milk program to promote nutrition. The cost is \$1.35 per carton of white milk or chocolate milk. The cost is \$1.75 per bottle of *milk-to-go* - *Prices may change*. If you are paying by cheque please make it payable to St. Jerome's School. The program will start on the first day of school. Your child may also participate in the program by bringing milk from home.

