

"You need wisdom, work, and respect."
-Chief Ben Calf Robe

STUDENT & PARENT/GUARDIAN AGENDA 2024-2025 SCHOOL YEAR

Welcome to Ben Calf Robe St. Clare Elementary – Junior High School

We provide strong leadership, exceptional programs, and outstanding teachers and staff who encourage continuous growth and improvement for students. Our program is designed to meet the diverse needs and capabilities of individual students within the context of a Cree Language and Culture Program.

MISSION STATEMENT

The mission of Ben Calf Robe St. Clare Catholic Elementary Junior High School is to provide a Catholic education that inspires students to seek wisdom, work, and respect through daily participation in Indigenous culture and community, infused with faith, hope and love.

OUR SHARED VISION

Academic achievement

- To provide educational programming that prepares our students to meet academic standards as prescribed by Alberta Education.
- To inspire a sense of pride in our students about being well-educated.

Indigenous Cultural Infusion

- To provide educational programming that integrates Indigenous traditions and realities.
- To develop cultural sensitivity and knowledge of Indigenous traditions, thus deepening the student's understanding of being Indigenous and permeating the delivery of curricular objectives.
- To nurture a sense of pride in belonging to the Indigenous community by fostering awareness through wisdom, work, and respect which leads to the discovery of language, history and faith teachings.

Community and parental involvement

- To foster collaborative partnerships and communication between parents, guardians, school, Church, the greater Indigenous community, the community at large, and government agencies.
- To offer the parents and members of the greater Indigenous community opportunities for involvement and participation in fostering a love of lifelong learning for all students.

Students may enter building at 8:33 a.m. when the first bells rings.

Students need to be picked up at the dismissal bell as there is no after school supervision.

IMPORTANT DATES 2024-2025

August 29	School Office Opens
September 2	Labour Day – No School
September 3	First Day of School
September 24	Welcome Back/Meet the Teacher 6:30pm
September 30	Truth & Reconciliation Day – No School
October 10	School PD – No School
October 14	Thanksgiving – No School
October 16	Picture Day
November 8-12	Remembrance Day Wknd – No School
November 18	Picture Retakes – Morning Only
November 28	Demonstration of Learning 1-4pm 5-7pm
December 4	Christmas Concert 6:00 pm
December 19	Full Day of Classes
December 20	Early Dismissal
December 21 to January 5	Christmas Vacation
January 6	Classes Resume

January 16	School PD – No School
February 17	Family Day – No School
February 26	Faith Development Day/PD – No School
February 27-28	Teachers Convention – No School
March 13	Demonstration of Learning 1-4pm 5-7pm
March 13	Open House 5-7 pm
March 20	Full Day of Classes
March 21	Early Dismissal
March 22-March 30	Spring Break
March 31	Classes Resume
April 18	Good Friday –No School
April 21	Easter Monday – No School
April 22	Classes Resume
May 17 – 20	Victoria Day Weekend –No School
June 21	National Indigenous Peoples Day
June 25	Last Day of School for Students
June 26	Last Day of Operation

Office Hours The school office is open from 8:00 a.m. until 4:00 p.m. daily.

100 Voices

Monday, Tuesday, Wednesday, and Friday

First Bell	8:30
Instruction Begins	8:33
Lunch	12:00 – 12:40
Dismissal	3:06
No Thursday Classes	

Kindergarten – Gr 6 Hours of Operation

Monday, Tuesday, Wednesday, and Friday

First Bell	8:30
Instruction Begins	8:33
Elementary Recess	10:10 – 10:25
Lunch	12:00-12:35
Dismissal	3:06

Thursday

First Bell	8:30
Instruction begins	8:35
Elementary Recess	10:10 – 10:25
Dismissal	12:06

Grade 7 – 9 Hours of Operation

Monday, Tuesday, Wednesday, and Friday

First Bell	8:30
Block One	8:33 - 9:01
Block Two	9:04 – 10.00
Block Three	10:05 – 11:00
Block Four	11:04 – 12:00
Lunch	12:00 – 12:35
Block Five	12:35 – 1:22
Block Six	1:25 – 2:22
Block Seven	2.26 – 3:06
Dismissal	3:06

Thursday

First Bell	8:30
Block One	8:33 – 9:00
Block Two	9:03 – 9:59
Block Three	10:04 – 11:00
Block Four	11:05 – 12:06
Dismissal	12:06

STUDENT AGENDA

As a student of Ben Calf Robe - St. Clare School you are given a student agenda handbook. This handbook is designed to help you achieve success by providing school information guidelines, policies and procedures. It will also help you to organize your time, keep track of your marks, assignment due dates, practices and other activities. Please feel free to discuss the information in this handbook with staff members.

BEN CALF ROBE/ST. CLARE CONDUCT POLICY 2024-2025

Section 36 of The Education Act reads as follows:

Suspension 36

- (1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal
 - (a) the student has failed to comply with section 31,
 - (b) the student has failed to comply with the code of conduct established under section 33(2),
 - (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or 2012 Section 37 Chapter E-0.3 EDUCATION ACT 42
 - (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).
- (2) A teacher may suspend a student from one class period.
- (3) A principal may suspend a student
 - (a) from school,
 - (b) from one or more class periods or courses,
 - (c) from transportation provided under section 59, or
 - (d) from any school-related activity.
- (4) When a student is suspended under subsection (3), the principal shall
 - (a) immediately inform the student's parent of the suspension,
 - (b) report in writing to the student's parent all the circumstances respecting the suspension, and
 - (c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.
- (5) A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

Behavior Expectations

All students at Ben Calf Robe/St. Clare have the right to learn in a safe environment. We build this environment through the application of our 3R's – Respect for Learning, Respect for Self and Others and Respect for Environment. Students need to show they respect and care about learning by how they act towards our school, school work, staff, and other students. These expectations are rooted in our District's foundation statements and are also reflected in the significance and symbolism of traditional values.

Staff at Ben Calf Robe/St. Clare believe in establishing a positive learning environment. Students, staff and parents are expected to be familiar with the benefits of positive behavior and the consequences of making negative behavior choices. We know that there are many things to consider regarding difficult behavior choices including the individual circumstances, frequency of behavior, its intent and the age and maturity of the individual(s) involved. The first course of action is always resolution to the situation through restorative practice (What happened? Who was harmed? How do we begin to heal the harm?). Action taken by the school will therefore be appropriate to the situation as well as the child(ren) involved. We know that schools with positive behavior expectations have the following:

- Students have a sense of belonging to their school.
- The school takes a positive and proactive approach to student conduct and is focused on effective and consistent behavioral expectations.
- Behavioral expectations are clearly communicated and consistent from one classroom or setting to another and the emphasis is on positive student behavior.
- Ongoing guidance and assistance with behavior is provided including support for the students impacted by inappropriate behaviour of their peers.
- The staff are focused on the needs of the students.
- Teachers handle routine classroom management.
- Parental support is essential as parents have the greatest influence with respect to their children; it is vital that parents

maintain a close working relationship with the school to contribute to a welcoming, caring, respectful and safe learning environment.

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 Ben Calf Robe Elementary Junior High School.

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.

To ensure that each child fully understands how he or she is expected to behave in school, each teacher will review acceptable and unacceptable behavior relative to academic success, transportation, care of property, safety in the school and the schoolyard, appearance and proper use of electronic devices. This information is provided in further detail in the student agenda so that each child has a clear understanding of what acceptable behavior looks like.

SCHOOL-WIDE BEHAVIOUR EXPECTATIONS IN OUR LEARNING SPACES 2024-2025

Behavior Expectations	Respect Learning	Respect Yourself and Others	Respect Our Environment
All Settings	Give your best effort Be prepared Stay focused	Treat others as you wish to be treated Keep your hands and feet to self Dress appropriately	Keep our school clean Reduce, reuse and recycle Care for our school property
Hallways/ Washrooms	Walk quietly and use a quiet voice Arrive to class on time Keep a clean and tidy locker Always carry hall pass	Use appropriate language and volume Keep hands and feet to self Walk on the right	Wear appropriate footwear Put litter in garbage bins
School Grounds	Have positive interactions with others Treat others as you wish to be treated Remain on school property	Use equipment safely and for its intended purpose Choose safe activities Include everyone	Care for school property and equipment Put litter in garbage bins
Gym	Know and follow expectations of setting Wear appropriate gym attire Participate in every class	Play fair and include everyone Encourage others Have a positive attitude	Refrain from food and drink Properly return and care for equipment
Library/ Learning Commons	Use quiet voice Return books on time Stay focused	Wait quietly for your turn Respect the library workspace	Care for books and equipment Push in chairs
Computer Use in School Space	Know and follow expectations of setting Use computers for educational purposes Stay focused and on task Follow the Proper Use Agreement	Respect teacher's workspace Be patient while waiting for instruction Use equipment only as directed	Care for equipment and materials Clean up after yourself Refrain from food and drink
Field Trips	Listen to and respect presenters and supervisors Attend and participate with a positive learning attitude	Be attentive to presenter Stay with leader/supervisor Be an excellent ambassador of our school	Show regard and respect for the facilities and the environment surrounding them
Assembly	Enter gym in an orderly way Sit with your class Exit gym on signal Exit gym in an orderly way	Listen quietly and watch Use appropriate participation and applause Respect the personal space of others Use appropriate language and volume Keep hands and feet to self Have positive interactions with others	Refrain from food and drink Bring only necessary items
Lunch Room	Enter room in an orderly way Use good table manners Remain seated until dismissed Take only what you will eat	Use appropriate language and volume Keep hands and feet to self Have positive interactions with others	Keep food/drink in cafeteria Care for school property Clean up after yourself Recycle juice boxes

Bus	Be on time for your bus Board bus immediately after leaving the school Follow bus driver's expectations	Remain seated while bus is in motion Use appropriate language and volume Sit appropriately Keep hands and feet inside windows	Place litter in garbage cans Refrain from food and drink
Music Room	Know and follow expectations of setting Participate positively and appropriately Be prepared	Stay focused Perform only when asked Keep hands and feet to self	Use instruments appropriately Treat instruments with care Return equipment to appropriate place
Office	Use a quiet voice Enter office area in a quiet and orderly manner Use office appropriately	Use appropriate language and volume Wait quietly and patiently to be helped	Get permission for office business Refrain from exiting through office doors

The following list includes common unacceptable behaviors:

- Coming late or missing school without a good reason
- Not providing any evidence of learning, given opportunities for multiple means of expression
- Not using technology appropriately and according to Acceptable Use policy and School Procedures, including keeping student cell phones in lockers throughout the day
- Using social media at school or at home to bully, threaten, or put down another student or staff member
- Fighting or encouraging others to fight, recording fights on electronic devices
- Not listening to the teacher or repeatedly interrupting
- Walking out of class or a meeting without permission
- Using playground equipment in an unsafe manner
- Making any kind of physical contact with any part of your body i.e. play fighting, wrestling, football, horseplay, spitting or biting
- Throwing food, sand, snow, dirt, or other objects
- Bullying or harassment of other students
- Swearing (spoken, written or gestured) or rudeness
- Defiance or refusing to do what you are being asked to do
- Being in a restricted area or going out of bounds or into unsupervised areas
- Littering or vandalism
- Lying and half truths
- Cheating or stealing

A continuum of supports will be provided for students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior. Severe breach of conduct may result in a student being suspended in or out of school in accordance with Section 36 of the Education Act.

Unacceptable conduct may result in discussion and:

- Acknowledgement of wrong doing
- Sincerely asking for forgiveness
- Making an action plan to solve the problem
- Change of seating arrangements
- Time in a buddy class
- Staying in for recess
- Loss of privileges such as computer access
- Having to re-do assignments
- Confiscation of offensive items (such as cell phones until the end of the day)
- Behavioral contract
- Contacting parents by phone, email or agenda
- Providing community service
- A meeting with you, your parents and others
- Paying for the repair or replacement of damaged or lost equipment or property
- Healing Circle or meeting with an Elder
- Ongoing attendance problems will be referred to the Alberta Attendance Board
- Suspension (even from the bus) – In School or out of School Suspensions
- Alternative school placements
- Expulsion
- Police Involvement

Intentional damage/vandalism and theft are crimes and may be dealt with by the police. The following are illegal activities which may result in police involvement as well as school based discipline:

- Carrying/using guns, knives, or weapons of any kind
- Carrying/using or providing alcohol
- Carrying/using or providing drugs or harmful substances
- Carrying/using or providing tobacco

Students must conduct themselves in a way that promotes an environment that is free of physical, emotional, or psychological risk. They must be an active part of creating a welcoming, caring, respectful, and safe environment. Bullying is repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation. Bullying of any kind is unacceptable:

- Students will respect the rights of others in the school
- Students will refrain from, report, and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day, or by electronic means
- Students will report any suspected incidents of bullying to a teacher or to the administration. Students should also report such incidents to their parents who are encouraged to contact the school as the more we know, the more we can work towards the wellbeing of all

BEN CALF ROBE-ST CLARE 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 also meeting the standards in this document.
*Students who do not meet the **Standards of Student Dress** will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.*
Student 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 Ben Calf Robe-St. Clare **must** wear:

- A shirt or the equivalent (tops) with opaque fabric in the front, back, and sides under the arms
 - Pants or the equivalent (bottoms)
 - Shoes are mandatory
- *Courses or activities may require specific attire for safety or curriculum purposes (i.e.: CTF/CTS, PE, science labs, field trips)

Students at Ben Calf Robe-St. Clare **may** wear, as long as they are in alignment with this standard's philosophy:

- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts mid-thigh in length
- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons in consultation with the principal.
- 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 to be visible to school staff. Hats and other headwear (excluding headwear required for religious observance) must be removed upon smudge, prayer, cultural teachings, liturgies, and the national anthem.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth.

Students at Ben Calf Robe-St. Clare **may not** wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status.
 - Articles of clothing with words or text or symbol 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 the concern in a manner that respects their privacy and dignity. Care will be taken to avoid “shaming” or statements of bias.
 - The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard.
 - Contacting a 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.

GENERAL SCHOOL INFORMATION

Attendance Policy

Students must attend school daily and be on time in order to optimize their learning. Please call all student absences in to the school at 780-471-2360. There is an answering machine on during the hours the office is closed. SwiftK12 will call out to all absences after 9:30. Please ensure that we have updated and current phone information as there may be an emergency and we will phone to check on all unreported student absences. Students who come in late must sign in at the office and get a late slip.

Parents/guardians need to sign out their children at the office if they are picked up during school hours. Parent permission to leave the school by special arrangement needs to be brought to school in writing, including a phone number to verify by 2pm. The school will consistently work directly with families to improve attendance.

Breakfast and Lunch Program

Each student is provided breakfast and hot lunch daily. This is a privilege; students who waste food or who are disrespectful of the privilege may be required to bring their own meals. Please let the office know about any food allergies that you child has. A breakfast/hot lunch fee will be charged at \$30 per year for Kindergarten Students and \$35 per year for Grade 1 –9 Students.

Ceremonies/Prayers

Elders have requested that Smudging be offered as a daily ritual. Smudging is encouraged on an individual basis in the classrooms.

Celebrations

In honor of our Catholic and Indigenous faith traditions our school provides meaningful liturgical celebrations throughout the year. These celebrations may occur within the school or at a Catholic Church, St. Clare's next door or Sacred Heart Church of the First People. Participation is required by all students for all religious celebrations. Parents will be informed of the dates, times and location of celebrations. All parents, guardians and family members are welcome to join us.

Communication with Home/School

Information updates are posted throughout the month. Newsletters are sent home each month via SWIFT, and posted on our website (www.bencalfrrobe.ecsd.net). Student agendas are used regularly. Parents are asked to review and sign the agenda daily. Please feel free to contact your child's teacher with any questions or concerns. Teachers will return parent phone calls at a time when they are not engaged with the teaching/learning process.

Ben Calf Robe Annual Pow Wow – May 11, 2025

Edmonton Catholic Schools & Indigenous Learning Services in partnership with The City of Edmonton and the Ben Calf Robe Society prepare the Annual Ben Calf Robe Traditional Pow Wow. Princess & Ambassador information will be shared with students at the beginning of the school year.

Computer use/ Internet use

Each student must bring back a signed *ECSD Proper Use Agreement* form in order to have access to school computers. Students who abuse our technology or who use it inappropriately will lose access to the technology. School computers are an educational tool. Student use of the computer is to be limited to educational pursuits. Music CDs may not be played in the computers. MSN messenger, Facebook and chat sites are not allowed. Students may only access e-mail accounts, music, video, or streaming sites under the direct supervision of the teacher provided that such access is meeting a learner outcome for that teacher's lesson. Students may not open up discs or mass storage devices from home unless they have been scanned for virus by the teacher.

Electronic Devices/Cell Phone Use

School computers, tablets and iPads are educational tools. Student use of computers, tablets, iPads are to be used for educational pursuits. Student personal cell phone (devices) are to be kept in their locker (or with their teachers or administrators). To support student focus on learning, students will not be allowed to use their cell phones (devices) at school. If a student is seen with their cell phone (device) during school hours between 8:35am – 3:06pm, school staff will take their cell phone (device) and hold it until the end of the day when it will be returned to the student.

Please Note: **Administration reserves the right to search personal devices when deemed necessary. All students must sign the User Agreement.**

Hallway passes/sign out

All students must have a hallway pass/agenda with them when out of the classroom. Groups of students may not use one pass at the same time. Any student who leaves the classroom must use the sign out sheet indicating the time and reason for the absence from the teaching/learning environment as well as the return time.

Illness/Medical Conditions

Please report student illness to the office. Children who are contagious must be kept at home. If your child is too sick to go out for recess, then please keep him/her at home. As well, if your child is ordered to remain at home by the doctor, please provide a doctor's note for the student file. Parents must meet with the administration if their children require puffers, epi-pens, or daily administration of medication in order to fill out the proper documentation. Students are not allowed to bring medication to school unless the proper documentation is in place. This includes non-prescription medication.

Non-Smoking Policy

Students are not allowed to smoke on or within sight of school property. This includes the ETS bus stops that serve our school. However, we have been given permission to use tobacco for ceremonial purposes and ceremonial pipe smoking. Students who are making a tobacco offering must notify the office in advance.

On-Campus Policy

We have a closed campus. All students are required to stay on school property all day including lunch.

Visitors and Volunteers

For security reasons, all visitors to the school must enter through the main door, sign in at the office and obtain a "visitor" tag. This must be worn for the entire time that they are in the building. This includes parents who are dropping off or picking up students. We welcome volunteers however; all volunteers must register with the school before working with our students. Please contact the administration for further information. Thank you.