

St. Philip
Catholic Elementary

Student/Parent Handbook
2025-2026



Student Handbook

2025-26

WELCOME & Administration's MESSAGE

Welcome to the 2025-26 School Year! It is with great pleasure that we take this opportunity to welcome you to St. Philip Elementary School. We are extremely proud of our school and what we offer our students, and we encourage you to make the most of your time with us. Should you have any questions or concerns, please feel free to contact the school at 780-475-3566.

We hope that the information in this handbook will help to familiarize you with our school. While this information cannot answer all questions, we hope it will be useful. It is our goal to provide students with an innovative and vibrant learning environment in kindergarten through grade six and to foster a sense of community and connectedness with our students. Living out our faith through acts of kindness and service are at the heart of our

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

Best wishes for a successful year. We are glad you chose St. Philip School!

MISSION OF EDMONTON CATHOLIC SCHOOLS

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.



EDMONTON CATHOLIC SCHOOLS

St. Philip School

School Mission Statement: Our mission is to cultivate a faith-based learning environment which promotes all students to achieve at their highest academic level; empowering them to reach and expand their potential, while preparing them to be caring, responsible servant leaders in our community and beyond.

Vision and Belief Statement: Our vision is to provide an inclusive, caring, and welcoming, Christ centered learning environment which prepares our students to reach their unique potential.

Charism: We walk together, following Jesus' way.

Ephesians 2:10 "for we are his workmanship created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."

School Values

- We pray, celebrate, and learn together.
- We are an inclusive school community that respects individual differences using a variety of strategies to meet the needs of the students.
- We differentiate learning to meet the needs of all students to help them learn to their potential.
- We communicate and collaborate with staff and parents to ensure high levels of success.
- We value professional growth as life-long learners to support our teaching practices.

PROGRAM OF STUDIES

Students in Kindergarten through Grade 6 follow the approved Program of Studies outlined by Alberta Education. In September, parents are invited to join us in our "Meet the Staff" evening. Each teacher will review their program and the academic goals to be achieved during the school year. Alberta Education publishes curriculum information for parents that are available online at the following address:

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



Student Handbook

2025-26

Student Conduct Policy 2025-2026

The conduct policy was developed by a committee of staff and parents. It involves a set of clear expectations of behavior for students, staff, and parents in accordance with the Alberta School Act. Specific offences are identified and aligned with appropriate consequences. Our goal is to create and promote a supportive and loving inclusive environment that fosters positive learning experiences by:

- Recognizing the uniqueness of each person.
- Nurturing growth in knowledge, social skills, Christian values, and encouragement.
- Creating an atmosphere of service, through caring and appreciation of others.
- Developing and encouraging positive self-esteem.
- Providing appropriate consequences for harmful, disrespectful, and dangerous behavior, including all forms of bullying.
- Providing logical consequences that are reasonable, respectful, and relevant as related to the offence.
- Promoting responsible digital citizenship.
- Creating a culture where students accept responsibility for their actions including apology, forgiveness, restitution, and reconciliation.
- Not tolerating any forms of discrimination based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, or sexual orientation.
- ZERO tolerance for any physical fighting of any kind.
- Not tolerating any forms of bullying.
- Bullying is defined as “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 can take different forms:
 - Physical – pushing, hitting, kicking etc.
 - Verbal – name calling, threats, put-downs
 - Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation
 - Cyber – using the computer or other technology to harass or threaten Students
- Abstain from, report, and refuse to tolerate bullying or bullying behavior that occurs within the school, during the school day, at a school related activity or by electronic means. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation, or other safety concerns in the school.
- Encouraging students and staff to immediately report any witnessed forms of bullying or discrimination to an administrator.



Student Handbook

2025-26

ALBERTA SCHOOL ACT

Students have a right to be in school, but they also have related responsibilities. The School Act Part 3 Section 31 reads as follows:

Student Responsibility:

- A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:
 - be diligent in pursuing the student's studies.
 - attend school regularly and punctually.
 - co-operate fully with everyone authorized by the board to provide education programs and other services.
- comply with the rules of the school.
- account to the student's teachers for the student's conduct.
- respect the rights of others.
- ensure the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
 - refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school building, during the school day or by electronic means.
- positively contribute to the student's school and community.



Parent Responsibility: Under Part 3 Section 32 of the School Act, it states that parents have a corresponding responsibility to assist their child meet his or her responsibilities.

A parent of a student has the responsibility:

- to take an active role in the student's educational success, including assisting the student in complying with section 31,
- to ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- to co-operate and collaborate with school staff to support the delivery of support and services to the students,
- to encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing support and services in the school, and
- to engage in the student's school community.



Consequences:

We need parental support to work together to accomplish behavior goals. We believe that being fair means giving each person what he or she needs, not treating everyone the same. Specific consequences are implemented on an individual basis so that each child can learn to solve problems in the best possible way based upon his/her individual needs and history of infractions. Repeat offences

Student Handbook

2025-26

would lead to more serious consequences. The goal of consequences is to improve future student choices and behavior, thus improving school safety and maintaining a positive learning environment. Consequences for offences can include one or more of a combination of the following - apology letters, school community service, removal of privileges, time out of the class (working in an alternative area) for a short period or to the end of that school day, in-school suspensions and if warranted out-of-school suspensions.

Suspension protocol will include the following:

- Student is removed from the situation and sent to see an administrator.
- Infraction will be thoroughly investigated by an administrator.
- Student receives an in-school suspension, parents will be contacted and given an official suspension letter..
- If a student receives an out-of-school suspension, parents will be contacted and given an official suspension letter. Students will not be permitted to go back into class without a parent meeting with administration.

SCHOOL HOURS

Morning Supervision **8:09-8:24 AM**

Grade 1-6

Day	AM Time	LUNCH	PM Time
First Bell	*8:24 AM Students enter to begin Instructional Time		
Monday	8:28-11:58	RECESS 11:58 AM -12:17 PM EATING 12:17 - 12:37 PM	12:37-3:05
Tuesday	8:28-11:58		12:37-3:05
Wednesday	8:28-11:58		12:37-3:05
Thursday	8:28-12:04		NO SCHOOL FOR STUDENTS
Friday	8:28-11:58		12:37-3:05
	Morning Recess 10:23 AM -10:38 AM		Afternoon Health Break 1:52 - 1:55 PM 5 minutes (May be flexible timing)

Parents are expected to make arrangements for students to be picked up at the dismissal time. Any changes in pick-up arrangements **must** be communicated to the teacher in writing.

We cannot allow students to wait for older siblings outside our supervision times.

Student Handbook

2025-26

Kindergarten

Day	AM Time
Monday	8:24-11:30 AM
Tuesday	8:24-11:30 AM
Wednesday	8:24-11:30 AM
Thursday	No School
Friday	8:24-11:30 AM

Office Hours:

8:00 AM – 3:30 PM

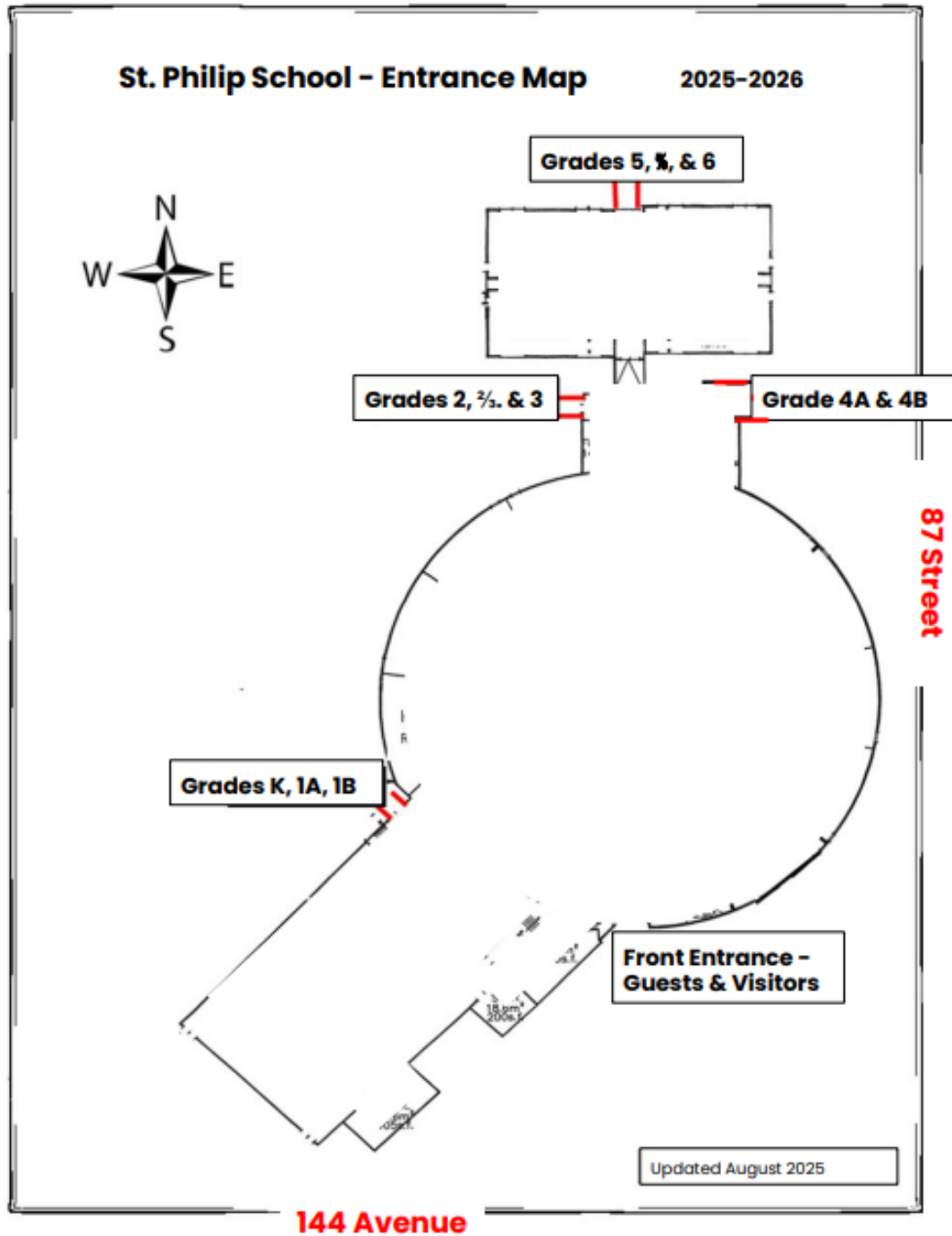
Morning supervision starts at 8:09 AM. Do not send your children to school before this time. Parents or students should not be entering the school until 8:24 AM (unless they have a scheduled meeting or business in the school office).

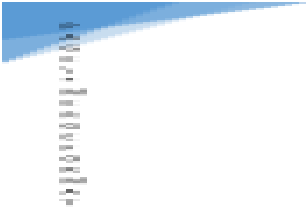


Student Handbook

2025-26

Entry and Exit Doors





Student Handbook

2025-26

ACCESS TO THE BUILDING

Designated school entry doors are open for students at 8:24 AM each day. Students are expected to enter and exit the building through their designated doors. Students line up at their assigned doors and enter once an adult is there to greet them.

Please note the main St. Philip School doors are used for visitors and guests ONLY. Students should not be entering or exiting through these doors unless they arrive late or leave early. Siblings must plan to meet at the entrance door of the youngest child outside the school at the end of the day. This includes older siblings from Cardinal Leger School who are picking up their younger siblings.

In order to maintain the safety of our students, exterior doors are always locked during the school day. Students who are late for school are asked to enter through the front doors and stop at the office to get a late slip. Access through the main doors by ringing the doorbell.

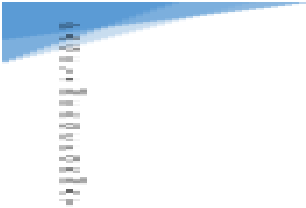
Parents who pick their children up after school are asked to wait outside their child's designated door until students exit. To ensure student safety, parents who wish to pick up their child earlier can use the front doors. Parents who have scheduled meetings/appointments will need to enter through the main doors and sign-in at the office.

As teachers get to know your child, it's important they're aware of your child's dismissal plan—whether they're met at the door, walk home with a sibling, or take the yellow bus. Please share this information with your child's homeroom teacher, regardless of grade, and notify them in writing of any changes. Student safety is always our top priority!

Children should not be left on their own before or after our supervision times. Morning supervision starts at 8:09 AM and after-school supervision ends once the school grounds have been swept and yellow school buses have departed. Outside these times, students should only be at school when they are involved in a scheduled and supervised school activity. Please note, the school playground is off limits before and after school *unless* accompanied by a parent or guardian. Supervisors do not monitor the playground area before or after school.

ACCIDENTS

Minor accidents at school are attended to by the staff. Major accidents could result in your child being sent to an emergency facility by ambulance. Parents may need to be contacted by phone, depending on the severity of the injury. It is especially important that we have an



Student Handbook

2025-26

up-to-date phone number at which a parent can be reached during the day. **Please be sure to have your emergency contact phone numbers up to date as well and notify the school office immediately of any changes.**

APPOINTMENTS

Whenever possible, please book medical, dental, or other appointments outside of school hours or on early dismissal days to avoid missed instructional time. If an appointment must occur during school hours, notify your child's teacher and the school office as early as possible.

ATTENDANCE & LATES: Call 780-475-3566

Punctuality and regular attendance are essential to success in school and are expected of all students. If your child is absent from school, please contact the school as early as possible. An answering machine is operational for your convenience between 4:00 PM and 8:00 AM every day. Please state your child's name and grade, and reason for absence. Parents and guardians who do not inform the school of your child's absence will be contacted at home or at work via our automated phone system.

Parents can report absences using SchoolMessenger.

To create your account, please use the same email address and phone number that you use for PowerSchool.

Further information and directions can be found on ECSD linked here: [Reporting Student](#)

[Absences with School Messenger](#)

Students who are late must report to the office and obtain a late slip before entering class. If a student must leave during the school day for appointments or other commitments, arrangements must be made with the school office. In addition, parents are required to sign out their child at the office if they are leaving during the school day.

Students are expected to attend school regularly and arrive on time.. Students are also expected to come in quickly at the recess bells. When a student's absences and/or late arrivals are excessive, the teacher and/or administration will discuss the situation with the parents/guardians of the student. Regular and punctual attendance is essential for student success.

If your child is too sick to go outside for recess, they are likely too sick to be at school. This is especially true for severe colds, infections, or headaches. When unwell, children may struggle to participate in learning and can spread illness to others. Resting at home helps them recover more quickly and keeps our school community healthy by not spreading germs.

Student Handbook

2025-26

BICYCLES/ SKATEBOARDS / ROLLERBLADES/SCOOTERS

Students may ride bikes/scooters to and from school, but these items are not to be used during school hours or on school property. Riders must dismount and walk while on school grounds.

Items are brought at the student's own risk—the school is not responsible for loss or damage. Helmets are required by law and should be stored inside the school during the day. A bike rack is available at the front of the school for locking bikes and scooters.

BUSES - TRANSPORTATION



Yellow bus service is available for students depending on your location and program choice. Please visit <https://www.ecsd.net/transportation> for more information.

When riding the bus, students must always be seated and speak only at conversational levels. Moving, standing and shouting while the bus is in motion is distracting to the driver and could result in an accident. The driver has the right to ask the school to have a student disciplined or suspended from the bus to ensure the safety of all passengers.

School bus drivers are instructed to not drop off Kindergarten and Grade 1 students at their bus stop unless there is a parent/guardian meeting them, or other arrangements have been made directly with the bus company in writing by the parent. If these conditions have not been met, the child will be returned to school by the bus driver. This policy is designed for the safety of our students who travel on the bus. Please ensure that a parent guardian is outside waiting at the bus stop at the designated drop off time.

If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the teacher or school office.

CARE OF SCHOOL PROPERTY

Students are expected to treat all school property—including gym equipment, science materials, technology such as Chromebooks, furniture, and washroom facilities—with care and respect. Any loss or damage caused by negligence or misuse is the responsibility of the student and their parent/guardian. Families may be asked to cover the cost of repairs or replacement if

Student Handbook

2025-26

CHANGE OF ADDRESS/PHONE NUMBERS

In case of emergencies, it is very important that the school has accurate contact information for parents and emergency contacts. Please advise the school of any changes in your personal information, email addresses, or phone numbers – including home and work. Student Verification of Registration must be completed yearly through your Parent Portal.

COMMUNICATION

Various forms of communication are used to inform parents and families of important information, dates, and events at St. Philip School. These include our school website, email communications, newsletters, and student agenda books. School information is included in our student handbook and/or our school website. Updates and reminders will be sent via our school division email communication system. Please let our office know if any of your email addresses change during the year. Student academic progress will be available online for viewing. Of course, phone calls and meetings with teachers are always welcome and recommended whenever the need arises.

It is not necessary to wait for the Demonstration of Learning to meet with your child's teacher. Teachers will do their best to accommodate meeting times. Open lines of communication for students, staff and parents are important. Concerns and suggestions should be discussed with the person directly involved.



Lines of communication are:

1. Parental concerns regarding their own child must be addressed first with the staff members involved.
2. If concerns persist, please notify the principal or assistant principal.
3. All efforts will be made to resolve any issues in a positive and timely manner.

DRESS AND GROOMING OF STUDENTS

All students are expected to accept standards of dress and grooming considered to be in good taste by the parents/guardians, students, and staff of the school. Bare midriffs, spaghetti straps, short shorts or short skirts, exposed undergarments, offensive wording on t-shirts are not appropriate apparel for school. T-shirts with rude graphics or writing deemed objectionable are also not permitted. More information on Student Dress code can be found on the school website.

FOOTWEAR

To help prevent loss, please label all footwear (indoor and outdoor) with your child's name. Students should have separate indoor and outdoor shoes for cleanliness. White-soled shoes are recommended for indoor use and physical education. All footwear must be safe, appropriate, and non-marking.

Student Handbook

2025-26

To help reduce time spent struggling with shoelaces, younger students are encouraged to practice tying their shoelaces at home. Alternatively, Velcro-strap indoor shoes are a great option for ease and independence.

EMAIL & School Messenger COMMUNICATION

At St. Philip School, we work hard to keep parents up to date. Urgent messages are sent via email using our School Messenger system. As well, teachers often communicate with parents via email. Please help us by ensuring that we have your current email address.

EMERGENCY EVACUATION



There are a few situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate offsite. We would then begin our emergency telephone/email contact (using School Messenger) with parents to arrange for pick-up and dismissal of children at our evacuation site.

The safety of students is our priority. Drills are conducted throughout the school year in the interest of school/site safety practices.

FIELD TRIPS

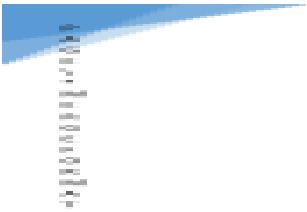
Field trips, tours, and excursions are school-planned enrichment activities that complement the curriculum. Students are encouraged to participate. Teachers are responsible for organizing the field trips taken by the students. Parents will be informed in advance of the field trip date as to the nature of the trip and costs involved. Prior to students participating in a field trip, parents must read and sign a field trip permission form and make any necessary payments prior to the date of the field trip.. For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Therefore, children who have not returned a signed field trip permission form/payment will not be allowed to participate in the field trip.

HOMEWORK POLICY

The value of homework:

- helps to reinforce ideas, skills and concepts learned in class
- stimulates parental support and assistance
- is a time to share reading with family members
- develops independent working habits and self-discipline
- extends skills





Student Handbook

2025-26

Roles of:

1. Students - The student is responsible for showing their parents their Google Classroom, agenda book messages, and/or other communication about homework or assignments. Students in the younger grades will get communication via the teacher on a regular basis when homework is assigned.
2. Parents - The parent is responsible for checking PowerSchool on a regular basis to see assessments, in addition to checking their child's Google Classroom alongside them and signing the student agenda book daily.
3. Teacher - The teacher is responsible for communicating with parents regularly and inputting assessments in PowerSchool. Messages may also be inputted in Google Classroom or in the student agenda book.

Homework Expectations:

- Homework will be assigned when a student has been unable to finish the work at school if a child has been absent from school and needs to "catch up" and/or when a student is having trouble with certain concepts or skills.
- Teachers may assign homework as an extension of assignments in the classroom or to meet program needs.
- Students will use homework time to practice concepts learned in class.
- Parents are encouraged to provide a study centre: a quiet, well-lit space that is comfortable for the child(ren) to work in and which contains the necessary supplies to complete their homework.
- If a child is having trouble with homework, the parent is encouraged to contact the teacher.
- When students have several incomplete homework assignments, parents will be notified, and an action plan will be coordinated between home and school.

Guideline of Homework Times:

The following are approximate appropriate times for homework for each grade level:

Kindergarten – 10 minutes of being read to (or with).

Gr. 1 - 10 minutes of homework/reading

Gr. 2 – 20 minutes of homework/reading

Gr. 3 - 30 minutes of homework/reading

Gr. 4 - 40 minutes of homework/reading

Gr. 5 – 50 minutes of homework/reading

Gr. 6 – 60 minutes of homework/reading

INCLEMENT WEATHER POLICY

The Environment Canada website is used to confirm the temperature and wind-chill. Students are encouraged to dress appropriately for the weather conditions each day. Recess is a vital time for students to socialize, exercise, and enjoy a snack. For these reasons, all students go outside (weather permitting) for recess breaks.

The above policy will be followed when:

- Students are expected to come to school in appropriate clothing for the weather conditions (e.g., toques, mittens, snow pants, scarves, and boots in cold weather). On days when the weather is severe, students will be allowed to enter the school after 8:09 AM at their designated entrance before school starts.

Students in grades 4-6 are welcome to bring their own Chromebooks to school at their own risk. (The school is not responsible for lost or damaged personal devices). Families interested in buying a Chromebook for their child may access suppliers through the Chromebook purchase program.

ITALIAN LANGUAGE AND CULTURE

Those students in Grade 4 who provided the school with written interest in switching to French in as a Second Language will take French. **Please note, students are not able to take both languages.**

Student Handbook

2025-26

LEADERSHIP/CLUBS AND TEAMS

Depending on student interest and/or staff availability, a variety of clubs and teams are offered to students. Such activities may include:

- ☐ Patrols
- ☐ Lunch Monitors
- ☐ Running Club
- ☐ Volleyball
- ☐ Soccer
- ☐ Green Club
- ☐ Choir
- ☐ SPARK Leadership Team
- ☐ Technology/Robotics Club
- ☐ Library Assistants
- ☐ Rosary Club (GLOW)

Please note, many extracurricular activities and teams are offered outside regular school hours and are led by teachers who generously volunteer their personal time.

LIBRARY

St. Philip has excellent learning and library resources available for student use. Students may use the resources with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that students will pay replacement costs for lost or damaged materials.

LITURGICAL CELEBRATIONS



St. Philip is a Catholic school and as part of our Catholic mandate, we offer religious instruction to all students. All students follow a religion program approved by the Canadian Conference of Catholic Bishops. As an integral part of the religion program, liturgies are celebrated in the classroom, in the gym, and at our local Catholic parishes. **All students are expected to participate.** Whenever possible, we involve the parish priest or members of the pastoral team from St. Matthew Parish. Parents are always welcome to join us.

Student Handbook

2025-26

Monthly scheduled visits with our St. Matthew Parish priest will continue to enrich our relationship with our parish community.

SACRAMENTAL PROGRAMS

Though the parish administers sacramental programs for First Eucharist, Reconciliation, and Confirmation, students are also instructed about sacraments as a part of their religion programs. When available, the school will send home information from the parish regarding parent meetings, home preparation, and registration. Please let the office know if your child has received one of the sacraments and he/she will be congratulated during announcements and at our year end celebrations.

LOST AND FOUND

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will facilitate the return of misplaced items. Lost and found box is located at the south end of the school. Unidentified clothing articles will be placed in these boxes. We encourage students and parents to check them frequently. Smaller items such as keys or jewelry are normally kept in the office. Unclaimed articles are donated to a charitable organization at different times during the school year.



LUNCH

Students are not permitted to leave the school grounds during the noon hour unless they live within easy walking distance of the school and the parent/guardian has made arrangements with the school administration. We have a duty of care toward our students, and we cannot provide adequate supervision if they are not on the school grounds.

Students staying at school will eat their lunch in their own classrooms. Unfortunately, we do not have microwaves available for student use. Therefore, parents are asked NOT to send frozen entrees or items that require heating at lunch time. The school does not have disposable cutlery to give to students. **Students must bring their own utensils daily.**

To assist with lunch in the classrooms, Grade Six students volunteer as monitors. They supervise, offer help in opening thermoses, assist with spills, etc. In addition, staff supervisors monitor the halls and classrooms.

The following is a list of rules that students are asked to follow:

- Talk quietly
- Remain seated while eating lunch
- Clean up after themselves
- Follow directions from supervisors and/or monitors

Student Handbook

2025-26

Students are expected to keep the classrooms and hallways clean. Failure to do so may result in loss of the privilege or the students doing service work around the school. Specific routines will be reviewed regularly with students. Parents will be contacted should inappropriate behavior continue, and alternate arrangements may have to be made. Students must always remain on school property.

ALLERGY ALERT

WE ARE AN ALLERGY AWARE SCHOOL. PLEASE **DO NOT SEND NUT PRODUCTS** INCLUDING PEANUT BUTTER AND NUTELLA WITH YOUR CHILD. CHILDREN WITH NUT ALLERGIES CAN GO INTO ANAPHYLACTIC SHOCK, A CONDITION THAT CAN BE LIFE THREATING.



HOT LUNCHES

St. Philip School has a hot lunch program that is run by parent volunteers. Typically, hot lunches are offered once a month. Hot lunches include a variety of items. Parents will be provided information about how to register for and to order these optional lunch purchases online.

PC GRANT

St. Philip School has been fortunate to receive a grant which will be used to provide healthy snacks for all students throughout the year. Fruits, veggies, cheese and yogurt are some examples of foods we provide to our students to promote healthy eating habits and fuel learning.

MEDICATIONS TO STUDENTS

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that for school staff to do so, parents **must complete** a "Request for Administration of Medication at School" form and have it signed by their family doctor. The school will administer the medication according to the doctor's prescription, provide safe and limited access, store the medication, and shall keep a record of each student receiving medication. Staff members authorized to administer medications will maintain hand hygiene and wear personal protective equipment, including gloves.

Student Handbook

2025-26

Students with an EpiPen or inhaler are always required to have it with them (i.e., a fanny pack or small backpack) to ensure immediate access if necessary. Please discuss any concerns with your child's teacher.

Medical Alert: If your child has a medical condition that requires special medical attention, please complete the Medical Alert form as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child's medical status.

MESSAGES TO STUDENTS

Please ensure that your child(ren) is aware of after school arrangements before coming to school each day. If plans change, please **call the school prior to 2 PM** to inform the school of a change as the office gets very busy at the end of the school day.

PARENT COMMUNICATION

Regular updates/news will be sent to families via email or posted on the school website to share important information regarding school activities and community events. A calendar of events and division information will also be shared monthly on the [school website](#). It is one of our prime instruments for keeping parents informed about school activities.

PATROLS



Grade six students have the opportunity to become patrol members. They ensure the students at St. Philip School cross 144 Avenue and 87 Street safely, before and after school. Students and parents are to cross both streets at the intersection only!

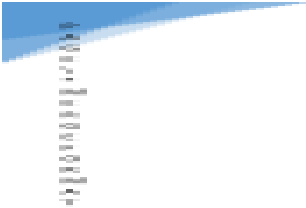
PERSONAL BELONGINGS

Students are asked to:

- Leave wet footwear on the boot-racks and change into indoor shoes in their classroom.
- Backpacks and coats will be hung on assigned coat hooks.
- Minimize the number of belongings they have at school.
- Leave toys and stuffies at home.
- Student **cell phones are not to be used during the school day**. They will be collected at the start of each school day by the classroom teachers for safekeeping. If you need to contact your child, please call the school office.

Policy on Personal Devices

Important updates regarding personal mobile devices and social media use remain in effect at our school. These guidelines align with Alberta Education's efforts to [limit distractions in classrooms](#) across the province.



Student Handbook

2025-26

A personal mobile device is any device that can be used to communicate with or access the internet and includes:

- Cellphones
- Tablets
- Laptops
- Smartwatches

General Restrictions

- **No Use of Personal Mobile Devices During Instructional Time**

Students will not be allowed to use personal mobile devices during instructional time unless directed by school staff for learning purposes. Students will not be allowed to use personal mobile devices during school hours. This includes during lunch and other breaks.

- **Devices Must Be Silent or Powered Off and Stored Away**

If students bring personal mobile devices to school, they must be kept silent or turned off and will be stored in the classroom in a secure space.

- **No Access to Social Media**

Students will not be able to access social media on school networks or school devices. Known social media sites will continue to be blocked from Division networks.

Exceptions:

Students who require personal mobile devices for health reasons or specialized learning needs can coordinate with school administration to receive appropriate accommodations. Exceptions will be made to ensure that these students have the necessary tools to support their well-being and educational requirements.

Parents are encouraged to talk with their child about the ongoing expectations around mobile devices and social media use. These guidelines help minimize distractions and support a focused learning environment. If you need to contact your child during school hours, please call the school office.

We appreciate your understanding as we work together to make this a successful school year for everyone. More information can be found on the division website, ecsd.net/devices.

PERSONAL PROPERTY

Students are responsible for all personal property. All personal property, school supplies, clothing and footwear should be marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables found on the school premises are to be turned in to the homeroom teacher or the school office. The children should never leave money and valuables on or in

Student Handbook

2025-26

their desks, in their coat pockets or in their lockers. Once lost or stolen, money and valuables are rarely recovered. The school will not replace any lost or stolen items.

PLAYGROUND AND PARK

Students are expected to remain on school grounds at recess times. During recess times, there are a number of staff supervisors on duty in designated areas around the school grounds. St. Philip students have access to the park equipment during the school day. The playground will be closed to students before and after school, unless they are accompanied by a parent or guardian.

PLAYGROUND EXPECTATIONS



Students are expected to:

- come down the slide feet first and one at a time.
 - take turns on the equipment.
 - treat each other with respect.
 - use school equipment appropriately and safely.
-
- play safe games that will not harm or potentially endanger themselves or others ▪ stay on school property.
 - show consideration for others.
 - attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.
 - throw garbage away in the trash bins and not on the ground.

POWERSCHOOL – Parent Portal

All parents who have access to an internet connection are asked to sign up for their Parent Portal through PowerSchool. This website allows parents to access information about attendance, missed assignments, homework and upcoming events. As well, report cards are viewable through the Parent Portal only. Payments for school fees and field trips are made through Parent Portal. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public>. School staff can assist new families with creating a Parent Portal account through PowerSchool. Please contact the office if you need assistance.

REPORTING PERIODS

Progress reports are available for viewing through Parent Portal at regular reporting periods. Printed progress reports are available upon request. Listed below are the reporting terms for the year:

Student Handbook

2025-26



Report Term 1: September to January
Celebration of Learning – November

Report Term 2: February to June
Celebration of Learning - March

Final Progress Report: June

SCHOOL COUNCIL

School Councils are collective associations of parents, principal, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community, thereby enhancing student learning. A school council is a means to facilitate cooperation among all the participants concerned in the local school. Parents – please consider attending our school council meetings and having a voice about school initiatives. Please check the school calendar for upcoming dates.

School councils are officially called School Advisory Council.

FUNDRAISING

Volunteer fundraising has long been an important activity for the St. Philip community and is coordinated through the St. Philip Parent Advisory Association. The PAA is a sub-organization of the St. Philip School Advisory Council and is incorporated as a not-for-profit society for the purposes of fundraising. Many worthwhile extras are afforded due to fundraising projects, and therefore it is an extremely worthwhile method of parent support for the learning of your child. In the past, funding has subsidized or paid for the following things:

- student field trips and transportation
- the purchase of technology. For example, 3D printers, robotics, iPads, and Chromebooks for the classroom, special field trips
- resources that enhance learning
- library resources
- in-school cultural events or activities

Your active support in this area is needed. It is important to understand that without fundraising, the above extras would not be available to our children, or, as in the case of the field trips, they would have to be paid for in full by parents. Since all of our students benefit from the fundraising of the Parent Advisory Association, it stands to reason that we need the support of all parents. We especially require numerous volunteers from our parents to work at a casino and at our bingos.

SCHOOL PAYMENTS

Payments for bus passes, school fees, and other school-related activities such as field trips are made through Parent Portal. You can pay online through Parent Portal. If you require assistance making a payment online, please contact the office.

Student Handbook

2025-26

School fees will be available to pay online as of Sept. 15th. We ask for your cooperation in reconciling these fees as soon as possible. If you have any questions about payments we ask that you contact the school office.

SCHOOL SUPPLIES



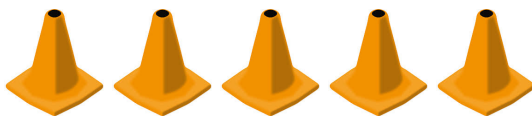
For your convenience, pre-packaged school supplies can be purchased in May/June for the following year online through *School Start*. A general supply list is posted on our school website if you choose to shop for supplies on your own. St. Philip School does not sell or supply school supplies. As such, all supplies must be purchased by the parent(s)/guardians at local retailers or through *School Start*. Please keep in mind that supplies may need to be replenished and or requested during the year. We encourage reusing/recycling of old supplies that are still in good condition.

STUDENT SAFETY DROP OFF AND PICK UP

Please DO NOT park in the drop-off zone located along 87 Street. This area is meant for a quick and safe drop-off zone. Parking in this area disrupts the flow of traffic as students are being picked up and dropped off at school. Students and parents are reminded to cross 87 Street using the crosswalk and not allow your child to cross the road at any spot. Do not double park while dropping off your children. Please follow through when a supervisor directs you to follow our road safety.



For safety reasons, please DO NOT pick up or drop off students in the St. Philip Staff parking lot or the bus zone in front of the school where the orange pylons are lined up. By-law officers will be out throughout the year issuing fines for any parking violations of this zone.



= **NO PARKING** or drop off zone



For **BUSES ONLY**

VOLUNTEERS

We value the contributions and support our volunteer parents provide the St. Philip School community. Your continued support is greatly appreciated.

- Volunteers are asked to sign in at the office and wear a visitor tag.
- In keeping with the division policy, all parent volunteers are required to complete a **Volunteer Registration Form**, which is kept on file at the school for a one-year period.
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Student Handbook

2025-26

WATER FOUNTAINS

Students are encouraged to bring a filled water bottle from home each day and may refill it as needed. To ensure safety and prevent spills, bottles **must be non-leaking and made of non-glass materials.**



WEBSITE

Please visit www.stphilip.ecsd.net for school information. The website is continually updated with the latest news and information. Parents are encouraged to check the website regularly.

WHOLE SCHOOL ACTIVITIES

St. Philip School is proud to offer a wide range of events and activities throughout the year that enrich learning and foster a strong sense of community. Highlights include our annual Christmas and/or Spring concerts, Carnevale, sports tournaments, Fun Day, Multicultural Day, etc. and various field trips. These experiences are a valued part of student life and something our students look forward to each year.

Students at St. Philip School strive to live in ways that demonstrate our Catholic faith. They are hardworking young people who are unfailingly polite and well-mannered. They go out of their way to live the Gospel values of caring for the poor, the marginalized and the less fortunate. Throughout the year, we will participate in Social Justice activities that support this model of caring for others led by our SPARK team and staff.

***Parents will need to communicate that they have read the school handbook by Friday, September 26th by signing the front page of the agenda book.**

Thank you!