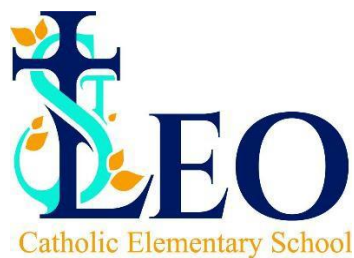


ST. LEO CATHOLIC ELEMENTARY SCHOOL



STUDENT AGENDA 2026-2027

Mrs. Shanley Alger
Principal

Mrs. Andrea Cerra
Assistant Principal

5412- 121 Ave.
Edmonton, AB T5W
1N9

Phone: 780-477-3372

Fax: 780-477-7756

Website: stleo.ecsd.net

Student Name: _____ Grade: _____

Phone Number: _____

Student ECSD Username/ Email _____

WELCOME MESSAGE

Welcome to the St. Leo Catholic Elementary School community. Our motto, **“A Place for Everyone”** speaks to our school’s foundation, we are a Christ-Centered Trauma Informed school. We believe that every person who enters our building is Jesus in disguise and our words, thoughts and actions are rooted in Christ. We believe that relationships with our students, families and each other are vital to the overall success of our building and all who enter it.

We have high expectations of our students, and we provide them with the tools necessary to experience success on spiritual, academic, and social levels. As always, our intention is to foster and develop a close working relationship between the community, the school, and the parish. Research indicates that parents who are involved in their child’s academic life contribute greatly to their child’s progress in school. As such, we encourage parents to be involved with their child’s education. This can be done in several ways including volunteering with daily or special event activities, classroom assistance, one to one reading with children, fieldtrip support, or involvement with parent council.

We hope that you will find this information handbook useful throughout the school year. We look forward to working with you and trust that the school year will be productive and rewarding for students, staff, and parents. Please see our school website for more information regarding school procedures.

Hours of Operation

Kindergarten			
Monday, Tuesday, Wednesday, Friday		Thursday	
8:05 am 8:05 am 10:15 am 11:50-12:27 pm 2:46 pm	Entry Bell Class Begins Recess Lunch Dismissal	8:05 am 8:05 am 10:15 am 11:38 am	Entry Bell Class Begins Recess Dismissal

Grade 1 - 6			
Monday, Tuesday, Wednesday, Friday		Thursday	
8:05 am 8:10 am 10:15-10:30 am 11:50-12:27 pm 2:46 pm	Entry Bell Class Begins Recess Lunch Dismissal	8:05 am 8:10 am 10:15-10:30 am 11:38 am	Entry Bell Class Begins Recess Dismissal

ST. LEO SCHOOL CATHOLIC SCHOOL FOUNDATION STATEMENT

School Mission

The mission of St. Leo School is to provide a Catholic education that inspires students to grow in faith and empowers them to learn and to serve one another with kindness, respect, and joy as Jesus taught us.

School Vision

Our students will walk with Jesus as they learn, grow, and help each other to discover their gifts and talents for use in the service of others.



Our school logo is a stylized monogram with the “S” of St. wrapping around the “L” in Leo. The “L” stretches up to create a cross, a symbol of our Catholicity. The letters are meant to bleed and pull out of each other like a vine to show how we grow from one vine, Christ.

School Namesake Feast Day: November 10

St. Leo the Great was born into a Roman aristocratic family. His response to the call of the Lord transformed him into one of the greatest popes of Christian history. He was the first pope to be given the title “the Great”. St. Leo was widely respected for his love for the Lord, intelligence, and persuasive nature. He was also gifted in bringing reconciliation between disputing groups of Christians.

To this day, St. Leo’s letter on the official teaching on Jesus Christ as One Person with a human and a divine nature that cannot be separated, has been praised, not only for bringing peace, but reserving the fullness of Christian truth and doctrine. It helped the whole church enter more fully into the heart of the Gospel message of who Jesus is – and who we can become in Him, as we cooperate with grace. (https://www.catholic.org/saints/saint.php?saint_id=299)

STUDENT CODE OF CONDUCT POLICY

ST. LEO CONDUCT POLICY 2026 - 2027

Our primary goal is to ensure the safety and well-being of all students, staff, and guests. As a community of learners, the students, staff, and parents share a responsibility to create a welcoming, caring, respectful and safe learning environment that honours our call to work together in faith, love, and hope. We celebrate our accomplishments, and we believe that each person brings gifts, talents, and interests to our community to develop and share.

As a community, all partners—students, staff, and parents—are expected to work together to prevent and eliminate discrimination and/or bullying behaviors. 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 St. Leo School. Students should report any incidents of bullying or discrimination immediately to a teacher or supervisor through verbal, written and/or electronic means.

We believe that behaviors and other issues can be mediated with a restorative practice approach. This approach involves those who have been harmed and those who have caused the harm to meet with a facilitator, with the following in mind – each person will share their experience of what happened, discuss who was harmed and how, and to create a consensus of what the offender can do to repair the harm done. This approach fosters empathy and compassion within our community and aims to have the offenders take responsibility for their actions, to understand the harm they have caused, to give them an opportunity to redeem themselves and to discourage them from causing further harm. For the person harmed, it gives them an active role in the process and reduces feelings of anxiety and powerlessness.

There may be instances where a discipline issue may warrant a suspension and if this occurs, it will be discussed with the student, parent(s) and administration. Each issue will be handled on an individual basis and information shared will only be information that pertains to your child(ren).

The St. Leo School Student Conduct Policy applies to all students, always within the building or on school grounds, during the school day, at all school events/activities, or when using electronic devices.

TECHNOLOGY

At St. Leo School, we believe that technology can be a powerful tool to enhance learning – enabling students to obtain information and to collaborate with others across the school, the Division, and the world in purposeful educational activities. Integrating 21st Century technologies into teaching and learning not only supports curricular outcomes across several subject areas but provides students with immediate connections to learning opportunities that would never have been possible.

As students increasingly integrate networked interactions into their learning processes, they hone new digital competencies, such as the ability to adapt appropriately, quickly, and articulately to a variety of networked collaborative environments.

St. Leo Catholic School believes in providing students with an educational environment that will engage and empower them as learners. To this end, students are permitted to use student owned laptops/ chromebooks on the school’s wireless network but must adhere to the St. Leo School Student Owned Devices Policy (see school website).

Prior to use, each student must sign and adhere to the Edmonton Catholic Schools Acceptable Use Agreement. All wireless enabled devices are permitted in class for learning purposes, and with the permission of the classroom teacher. Students who choose not to follow the Responsible Use Policy will have their computer and/or wireless access privileges revoked for a period determined by the school administration. Please note:

- During instructional time, school devices and personal devices are not to be used to place phone calls, text messages, for social media, for recording, or taking photography purposes.
- Students are responsible for the safety and security of their devices if brought to school. Note that we strongly encourage students in grade 3 and younger to leave their devices at home.
- If phones are brought to school, then they are to be kept either in student lockers or with the classroom teacher. The teacher/school are not responsible for any lost or stolen phones if they are brought to school.

ACCIDENTS AND ILLNESS

If a student becomes ill or is significantly hurt while at school, we will attempt to contact the parent/guardian or person listed as an emergency contact in a timely fashion. If contact cannot be made, we will attempt to make the student feel as comfortable as possible in the interim. Qualified school staff will provide First Aid when appropriate.

If the illness/injury appears to need immediate professional medical attention and school staff cannot reach a parent/guardian/emergency contact, 911 will be called. A member of the school staff will accompany the student and stay with him/her until a parent/guardian arrives at the hospital, if allowed by emergency responders.

It is important that the school always has current home and work phone numbers and that all parents provide alternate emergency phone numbers.

To prevent the spread of infection, we request that you keep your child at home until they are no longer infectious.

Children whom parents feel are too ill to go outside at recess time should not be at school. If a parent chooses to send a sick child to school, requests for staff to supervise them indoors during recess time cannot be accommodated. Children coming to school with sickness are unable to function well and provide a possible source of infection for other students and staff.

Busing

Children who are registered to use ECS busing receive the Guide to Using Charter (Yellow) Bus Service, which provides detailed information regarding all aspects of Edmonton Catholic Schools' student transportation services. Parents are asked to carefully review and discuss this information with their children. It is important that children clearly understand the Safety Rules and Procedures for riding the bus, such as what stop to get off at; what to do if the bus doesn't come; how to behave near the danger zone. The Guide to Using Charter (Yellow) Bus Service and other transportation information is available online:

<https://www.ecsd.net/page/1263/transportation>

Students are accountable to the bus driver, classroom teacher and principal for their behavior on the bus. Misbehavior can result in classroom and school-level consequences, including suspension from riding the bus.

Students without a bus pass will not be permitted on the bus. If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the school as early as possible to avoid miscommunications at the end of the day. Please be aware that we have been informed by our bus carriers that students will not be allowed to bring skateboards on board the buses. Students who have skateboards with them will not be allowed to board.

WEATHER

If the weather is inclement, the children will be allowed in school before the morning bell and kept indoors during recess and noon hour at the administration's discretion.

The factors taken into consideration are:

- Temperatures -20 °C or colder
- Severe wind, snow, or storm
- Heavy or continuous rainfall
- Air quality index of 7 or higher.

Students are expected to come to school with appropriate clothing for the weather conditions (e.g.: toques, mitts, snow pants, and boots in cold weather). On days when the weather is severe, students may wait by their lockers or classroom doors before school starts.

RESPONSIBILITIES

Students learn best in a positive learning environment. We expect students and parents to recognize their responsibility in developing student behavior and conduct and that the partnership between home and school is vital to student success.

STUDENTS

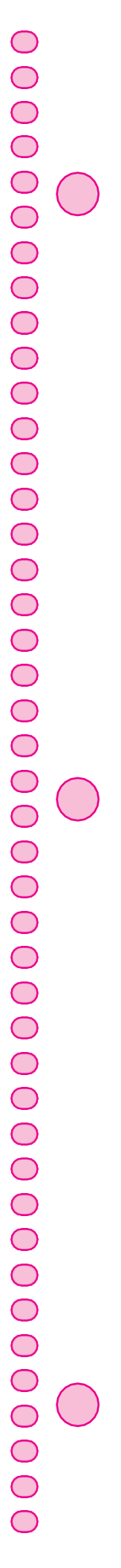
Students will meet the expectations for behavior while on school property or when involved in any school sponsored or related activities. Students will exercise their responsibilities to use their God-given talents and abilities to gain maximum learning benefits from their school experiences. We expect that they will contribute to a positive learning environment.

In addition to expectations for behavior laid out in Section 12 of the Alberta School Act (2015), we expect that students will:

- Assume responsibility for their actions and choices,
- Students have the right to safe and caring environment as such physical altercations and cyber harassment will not be tolerated,
- Demonstrate the attitudes of creativity, integrity, tolerance, enthusiasm, commitment, appreciation, independence, cooperation, respect, empathy, confidence, and curiosity,
- Seek help from staff to assist in problem solving,
- Report to their homeroom teacher or to an administrator any student who contravenes the Student Conduct Policy. This may be done through disclosure to a parent who would then report the behavior,
- Respect and celebrate our Catholic identity.

PARENTS

Parents play a vital role in developing student behavior and conduct that contributes to a welcoming, caring, respectful and safe learning environment. In accordance with expectations laid out in Section 16 of the Alberta School Act (2015), parents have a responsibility to:

- 
- Make decisions respecting their child's education,
 - Take an active role in their child's educational success,
 - Ensure that their child attends school regularly,
 - Ensure that their conduct contributes to a welcoming, caring, respectful and safe environment,
 - Cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
 - Respect the professional judgment of teachers, principals, other school staff and professionals providing supports and services in the school, and
 - Engage in the child's school community.

STUDENT AGENDA GUIDELINES

It takes the cooperation of everyone to successfully use the Agenda. The following are some responsibilities of individuals involved with the Agenda.

STUDENT RESPONSIBILITIES

- Make sure assignments are written in agenda.
- Take your agenda home.
- Complete assigned work by the due date.
- Ask the teacher for clarification if you don't understand an assignment.
- Review and sign the handbook portion with your parents.

PARENT RESPONSIBILITIES

- Review the handbook portion of the agenda with your child.
- Check the agenda every day for assignments, assessment dates and notes.
- Sign the agenda.
- Communicate relevant information to the teacher.
- Initial the agenda each night once your child has completed the assignments.
- Assist your child when necessary.
- Review and sign the handbook portion with your child.

TEACHER RESPONSIBILITIES

- Make sure assignments and assessment dates are clearly posted in the classroom.
- Review the handbook portion of the agenda with students.
- Check the agenda for parent signatures.
- Give students time to write down assignments.
- Arrange for periodic reinforcement of appropriate agenda use.
- Communicate relevant information to parents.

STUDENT STANDARD OF 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 St. Leo **must** wear:

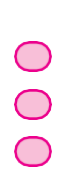
- A shirt or equivalent (top) must fully cover the torso, including the front, back, and sides, and extend under the arms.
- Midriffs must be covered
- Pants or the equivalent (bottoms), and
- Shoes. Courses or activities may require specific attire for safety or curriculum purposes (i.e.: CTF/CTS, PE, science labs, field trips)
- Underwear must not be visible or exposed, and private areas must be covered with opaque fabric and remain so during all activities over the course of the school day.

Students at St. Leo **may** wear if they are in alignment with this standard's philosophy the following:

- t-shirts, sweatshirts, sweaters, tank tops
- jeans, leggings, sweatpants, skirts, dresses, shorts
- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons
- Hats and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. Hats and other headwear (excluding headwear required for religious observance) must be removed during religious celebrations, liturgies, or mass.
- 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 St. Leo **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 that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.
- Articles of clothing that do not meet the standards of dress.



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.

We All Belong Here

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

Belonging means everyone is welcome at our school. We treat our friends, classmates, teachers, and school staff with kindness and respect. Sometimes, people say things that make us feel like we don't belong. If this happens to you, talk with your family, your teacher, or a trusted adult at your school.

Student/Staff/Parent Agreement

I have read and understood the contents/information/expectations outlined in the St. Leo Student Code of Conduct Policy.

Please take some time to discuss it with your child and indicate that you have done so by signing below. We look forward to working collaboratively with you and your child for a successful year.

Parent Name: _____ Parent Signature: _____

Student Name: _____ Student Signature: _____

Teacher Name: _____ Homeroom: _____

