



# St. Martha School



## Student Handbook

102 Parsons Creek Drive

780-799-5704

[sm@fmcsd.ab.ca](mailto:sm@fmcsd.ab.ca)

<https://stmartha.fmcschools.ca/>

# Welcome to St. Martha School

At St. Martha School, we celebrate the unique and diverse identities of all members of our school community. Guided by Jesus' example of having an open heart and mind, we work together to empower students to share their light with others.

## St. Martha of Bethany



Feast Day: July 29

Patron Saint of: Homemakers, cooks, and domestic workers

**Martha was the sister of Mary and Lazarus of Bethany. Martha was a close friend of Jesus as she is described in both the Gospels of Luke and John.**

From the Gospels of Luke and John we learn that Martha held a special place among the friends of Jesus. She was privileged to receive Jesus into her home at Bethany and to serve him there. In the Gospel, we know she busied herself preparing a meal for Jesus and his disciples, and then went to Jesus to complain that Mary did nothing while she had to do all the housework. It was at that time Jesus reminded her that Mary has chosen "the best part". Jesus reminds Martha of the importance of listening and being present.

We see her again when, at the tomb of her brother Lazarus, she pronounces those profound words of faith; "I know He will rise again in the resurrection on the last day." Jesus told her, "I am the resurrection and the life: whoever believes in me, though he should die, will come to life; Do you believe this?" "Yes Lord," she replied, "I have come to believe that you are the Messiah, the Son of God; he who is to come into the world." She witnessed with joy her brother Lazarus' being brought back to life by Jesus.

Martha was also present when her sister Mary anointed Jesus' feet with oil and wiped them with her hair. Little is known of Martha's life after the Resurrection of Jesus although legends abound concerning her missionary work in France where she, like St. George, is said to have killed a fiery dragon.

**"I believe you are the Christ the Son of God". John 11:27.**

**Sevite Domino in laetitia!**

**"I will serve God with Joy."**

# Fort McMurray Catholic Core Values



Source: Core Values

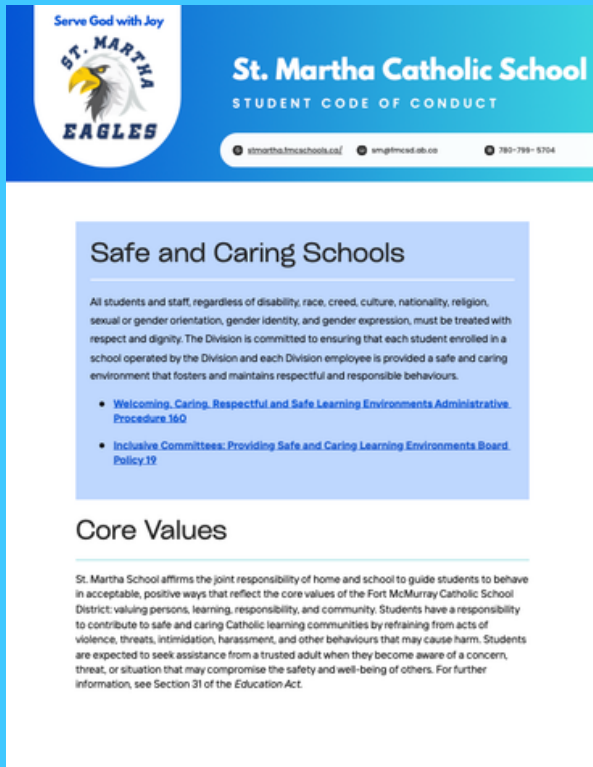
## Vision

As a Catholic elementary school, we are guided by Jesus' teachings to support the child's development and believe all are created in the image of God, each with unique gifts to share with others. We are committed to building a Catholic, Christian community, preparing and inspiring our students to be active and responsible participants in shaping their own future. Through a shared vision of relational work with our families, we place our children on the road to success.

## Mission

Our mission at St. Martha is to provide a safe, respectful, and inclusive learning environment to enable students to develop skills to be successful and confident lifelong learners. We are committed to academic success for all students through whole class instruction and targeted supports when required. We also hold the belief that education is much more than academic achievement by fostering relationships and a sense of belonging. Our staff at Saint Martha believe that with proper encouragement and guidance, students perform better in all parts of life. Every day we strive to support students to become independent learners who value and demonstrate kindness to others. Proverbs 22:6 "Start children off on the way they should go, and even when they are old they will not turn from it."

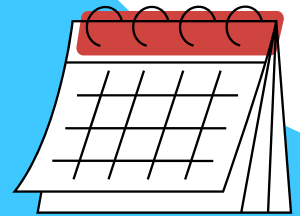
# School Documents



Code of Conduct



Education Plan



District Calendar



School Supply  
List

## Administrative Information

Address: 102 Parsons Creek Drive, Fort McMurray, Alberta, T9K 0B3

Phone: (780) 799-5704

Email Address: [sm@fmcsd.ab.ca](mailto:sm@fmcsd.ab.ca)

Website Address: <https://stmartha.fmcschools.ca/>

Facebook: St. Martha School

Edsby: [www.fmcsd.edsby.com](http://www.fmcsd.edsby.com)

### Administration

Principal - Daron Van Lingen

Vice Principal - Kevin Garbuio

Classroom Support Teacher - Karen Powers

Counsellor - Amanda Williams

Office Administrator - Amanda Guy

Office Administrator - Jennifer Gosse

# Spiritual Education

## Education Curriculum

Students complete the Growing in Faith, Growing in Christ religious curriculum from K-6.

## Sacraments

Sacramental preparation is completed formally through the church. Please contact the church at [info.sacramentalprep@gmail.com](mailto:info.sacramentalprep@gmail.com) to have your student complete the sacraments of reconciliation, confirmation and first communion.

## Parish Contacts

### St. Paul's Parish

- Office Correspondence:  
[officefortmcmstpp@dostp.ca](mailto:officefortmcmstpp@dostp.ca)

### Regular Mass Times

- Monday: 6:00 pm
- Tuesday – Thursday: 9:00 am
- Friday and Saturday: 7:00 pm
- Sunday: 9:00 am & 11:00 am

### St. John's Parish

- Office Correspondence:  
[office@stjohnthebaptistparish.ca](mailto:office@stjohnthebaptistparish.ca)

### Regular Mass Times

- Tuesday – Friday: Rosary 5:00 pm & Mass 5:30 pm
- Saturday: 5:00 pm & 8:00 pm
- Sunday: 9:30 am, 11:30 am, 7:00 pm

## Prayer Life

- Daily Prayers – throughout the school year, students will have opportunities to read a prepared prayer during announcements. Students are also encouraged to help serve and read at liturgies.
- Faith Formation – This is the second year of our district's faith theme "Live Like a Saint". The school community uses the faith theme as well as the Catholic social teachings to help guide faith formation activities, particularly during the Advent and Lenten liturgical seasons.
- Students will have the opportunity to gather in prayer throughout the school year. Students will participate in liturgies and prayer services during the school year.



# School Operations

## EEP & Kinder

### Morning

- **Start Time:** 7:55 AM
- **End Time:** 10:50 AM

### Afternoon

- **Start Time:** 11:40 AM
- **End Time:** 2:35 PM

## Grades 1-3

- **First Bell:** 8:05 AM
- **Recess:** 10:25 AM - 10:40 AM
- **Lunch:** 11:40 AM - 12:00 PM
- **Recess:** 12:00 PM - 12:20 PM
- **Dismissal:** 2:45 PM

## Grades 4-6

- **First Bell:** 8:05 AM
- **Recess:** 11:10 AM - 11:30 AM
- **Lunch:** 11:30 AM - 11:50 AM
- **Recess:** 1:20 PM - 1:35 PM
- **Dismissal:** 2:45 PM

### Edsby

[fmcscd.edsby.com](https://fmcscd.edsby.com)

Used for attendance, evidence of learning, assessments, report cards and communication between school and home.

### Rycor

[studentquickpay.com/fmcs](https://studentquickpay.com/fmcs)

Used for permission forms and payments.

## Hot Lunch and Nutrition Programming

**Nutrition grant** – Our school has received a nutrition grant to help provide nutritious food to students throughout the school year.

- Nutrition Bins – students receive healthy snacks in the class nutrition cart each week.

### Hot Lunch

- On Wednesdays, parents have the option to purchase hot lunch for their child(ren) through our Hot Lunch program.
- Parents will need to select from the options available at the beginning of each month and complete the payment through [stmartha.hotlunch.net](https://stmartha.hotlunch.net)

## Allergies and Celebrations

### Allergies

- We have students with peanut allergies and therefore no **peanut** products should be brought into the school to protect their safety. No **shellfish** is permitted at school.

### Celebrations

- Parents who want to bring items into the classroom for a celebration are encouraged to have healthy alternatives. Parents should be aware of allergies or dietary concerns within the classroom. Please contact the teacher first.
- Healthy Food and Beverages Choices

# Academics

At St. Martha school we follow the curriculum developed by the government of Alberta. In Kindergarten and elementary school, your child will participate as an active learner, developing foundational knowledge, understanding, and skills.

## Kindergarten

### Grade 1

### Grade 2

### Grade 3

## Grade 4

## Grade 5

## Grade 6

## Assessment

- Grading Scale
  - Growth as a person
    - I – Experiencing success independently
    - A – Experiencing success with assistance
    - D – Experiencing difficulty
  - Student achievement descriptors

| EXM<br>Exemplary                                                                                                                                               | PRF<br>Proficient                                                                                                                                         | APP<br>Approaching                                                                                                                                         | BEG<br>Beginning                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Applies new concepts in a <b>wide variety of learning situations</b> , has <b>in-depth understanding</b> and uses skills and strategies <b>independently</b> . | Applies new concepts in <b>most learning situations</b> , has a <b>thorough understanding</b> and uses skills and strategies with <b>little support</b> . | Applies new concepts in <b>some learning situations</b> , has a <b>general understanding</b> and uses skills and strategies with <b>moderate support</b> . | <b>Rarely applies new concepts</b> , and has <b>limited or incomplete understanding</b> and consistently requires <b>high levels of support</b> . |

## Evidence of Learning

### Grade K-3 Reporting

- Teachers will provide evidence of learning through Edsby in the student profile. Students will also receive government screener results once they become available.

### Grade 4-6 Reporting

- Edsby gradebook will be available for parents and students to view throughout the school year. [fmcsd.edsby.com](http://fmcsd.edsby.com)
- Assessments and evidence of learning will be posted regularly.
- Grade 4 and 5 parents will receive government screener results once they become available.
- Grade 6 students will participate in Provincial Achievement Tests in June.

### Report Cards

- K-6 report cards will be sent through Edsby
- January 28, 2027
- June 25, 2027

# Student Supports



## Special Education

Students with specialized programming, modifications and/or accommodations will have individualized programming meetings with staff supporting their child.



## Counselling

School counselling services are available at the school. Individualized sessions and small group activities require guardian permission.



## Numeracy Resource

Academic Resources – students will have access to a mathematic application online.

- **Matific**



## Literacy Support

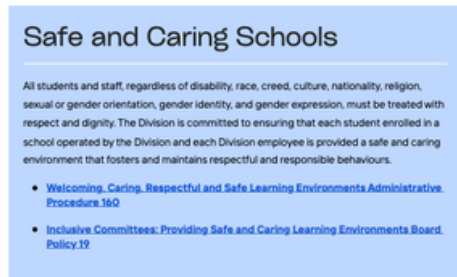
Students identified as requiring additional support in literacy will have access to individual or small group intervention through our literacy education assistants or the complexity team.

# Student Expectations

## Safe and Caring Schools

- All students and staff, regardless of disability, race, creed, culture, nationality, religion, sexual or gender orientation, gender identity and gender expression are to be treated with respect and dignity. The Division is committed to ensure that each student enrolled in a school operated by the Division and each Division employee is provided a safe and caring environment that fosters and maintains respectful and responsible behaviors.
  - Welcoming, Caring, Respectful and Safe Learning Environments Administrative Procedure 160
  - Inclusive Committees: Providing Safe and Caring Learning Environments Board Policy 19

## Student Code of Conduct



### Core Values

St. Martha School affirms the joint responsibility of home and school to guide students to behave in acceptable, positive ways that reflect the core values of the Fort McMurray Catholic School District: valuing persons, learning, responsibility, and community. Students have a responsibility to contribute to safe and caring Catholic learning communities by refraining from acts of violence, threats, intimidation, harassment, and other behaviours that may cause harm. Students are expected to seek assistance from a trusted adult when they become aware of a concern, threat, or situation that may compromise the safety and well-being of others. For further information, see Section 31 of the Education Act.

### Valuing Persons (Respect for Self & Others):

Follow the Golden Rule—treat others as you want to be treated. Value human dignity, respect personal space/property, and use your gifts positively.

**Valuing Learning (Honesty & Integrity):** Arrive ready to learn, actively engage, put forth your best effort, and grow from mistakes.

**Valuing Responsibility (Accountability):** Take ownership of your words and actions, attend school punctually, cooperate with staff, and advocate for safety.

**Valuing Community (Belonging):** Respect everyone's rights, contribute positively to school culture, and actively report bullying.

**[Available here](#)**

## Dress Code

Students should feel comfortable, active, and ready to learn. Clothing should promote personal dignity, support safety during physical activity, and foster a respectful environment.

- **Everyday Attire:** Clothing should provide comfortable coverage for a full day of sitting, moving, and playing. Graphics or text on clothing must be age-appropriate and free of violent or offensive content.
- **Hats & Hoods:** Hats and hoods are to be removed inside the classroom unless worn for a school theme day, or for religious, cultural, or medical reasons.
- **Indoor Footwear:** Students must leave a pair of indoor shoes at school to keep classrooms clean. For safety during Physical Education and active recess play, indoor shoes should be running shoes/sneakers with non-marking soles.
- **Weather Preparedness:** Parents are responsible for sending students with weather-appropriate clothing. Outdoor recess occurs daily in temperatures down to -20°C (including wind chill), so winter coats, boots, gloves, and snow pants are essential during colder months.

# Health & Safety

## Allergies

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- Parents must complete annual paperwork regarding any allergies that a child may have. If your child has developed an allergy, please let the school know immediately so proper care can be taken.
- St. Martha School is nut and shellfish free .

## Medical Information

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- Any important medical information needs to be reported to the school to help determine if additional supports are required at the school level.

## Medication Policy

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- If a student requires medication to be taken at the school, parents must come to the office and fill out the appropriate paperwork.

## Illness

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- Students who are unwell are encouraged to stay home from school to protect the health and safety of themselves and other students and staff. If your child becomes unwell at school, the school office will call parents to come pick up their child from school.

# Safety Procedures

## Lockdown Drills

Students and staff participate in 2 lockdown drills each year to help prepare for possible emergency situations.

## Fire Drills

Students and staff participate in 6 fire drills each year to help prepare students and staff for possible emergency situations.

## Specific Procedures

- **Lockdown**

- Lockdown procedures are used in situations when a serious threat or a threat of violence within or in relation to the school arises and requires the immediate securing of the school.

- **Hold and Secure**

- This procedure occurs when students and staff need to remain inside the school due to an emergency situation outside the school building that requires exterior doors to be locked (e.g. serious criminal offence in the area).

- **Shelter in Place**

- This procedure occurs when students and staff need to remain inside the school, due to weather events or environmental concerns where evacuation may pose a greater risk. This could also possibly include a dangerous wild animal, a chemical spill exterior to the school, or a missing child.

- **School Medical Emergency**

- This procedure occurs when there is a medical emergency within a building and hallways need to remain clear for emergency responders.

- **Fire Evacuation**

- This procedure occurs when there is a threat/danger within the school (e.g. fire, flooding).

- **Wildfire Evacuation**

- This procedure occurs when the school has been advised by the School District to evacuate students and staff from the building.

# Parental Involvement

St. Martha School values your participation within our school community to support the safety, well-being, and success of all our students.

## Education Act

- Section 32 of the Education Act reminds parents that a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:
  - act as the primary guide and decision-maker with respect to the child's education,
  - take an active role in the child's educational success, including assisting the child in complying with section 31,
  - ensure that the child attends school regularly,
  - ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
  - co-operate and collaborate with school staff to support the delivery of supports and services to the child,
  - encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and engage in the child's school community.

## Parent – Teacher Communication

- Teachers will send weekly communication through Edsby to provide specific school and classroom information.
- School administration will send a general email through Edsby to all families about upcoming week events through a Week at a Glance.
- Monthly newsletters and a calendar will be provided at the beginning of each month and released through Edsby.
- The St. Martha School Facebook account will provide weekly updates and information about upcoming events and celebrations.
- **Communication Channels (Email, Phone)**
- Parents are encouraged to email teachers or administration if they have any questions or concerns.
- Parents can book an appointment with staff over the phone or in person if they need to speak directly with the staff member.
- It is difficult for staff to meet with parents without booking an appointment. Please contact the main office or the staff member directly to book appointments.

# School Council



We encourage parents/guardians to join our school council to lend a voice and a helping hand to school events. Upcoming meetings are announced in the Week at a Glance and the school newsletter/calendar.

School council is essential for providing fundraising to our school community and for supporting the needs of students and staff.

Feedback from parents is vital for our school community to grow and flourish!

## Volunteering

- We welcome parent volunteers in the building for hot lunch, nutrition programming and school field trips.
- Per district policy, volunteers need to provide a clear Police Information Check, including a Vulnerable Sector Check, to the main office. Parents interested in volunteering can see the main office for the required paperwork. Acceptable police checks are valid for up to 5 years.



## Transportation

- St. Martha School does not have yellow bus transportation
- Parking Lot - Parents must use the parking lot to drop off and pick up their children. Drivers must exercise extreme caution when using the parking lot to protect students, families, and staff. If you need to park your vehicle, please do so in a designated parking spot and do not leave your vehicle unattended. Please be patient.
- Grade 4-6 students: Parents are encouraged to use the bus loop for a kiss-and-drop.
- Grade 1-3 students: Parents are encouraged to use the parking lot. A kiss-and-drop is available near the grade one doors.

# Technology Use



## Acceptable Use Policy

Internet Safety – Students will complete a digital citizenship module and must return a signed agreement to utilize school technology.

## Social Media Guidelines

Students will not use social media at school should not use social media to negatively impact the wellness of other students.

## Cellphones and Smartwatches

In accordance with the government of Alberta, students will refrain from using personal cell phones during school hours.

If students in grades 4-6 bring cell phones or smartwatches to school, they will hand it in to the classroom phone bins which will be stored in the main office for the day.

**First warning:** If a cell phone is found by a staff member – students will be asked to put it in the bin in the office.

**Second warning:** the student will be asked to bring the cell phone to the office and parents will pick it up at the end of the day

**Third warning:** the student and parent will be asked to have a meeting with administration

***The school does not take any responsibility for any damaged, stolen or lost cell phones.***

# Extracurricular Activities & Field Trips



## Clubs and Organizations

Various clubs and organizations take place during recess and after school. Students are encouraged to participate in different opportunities to help them learn and develop different skills. Students have the opportunity to complete a club application form if they are interested in starting a new club at the school.

## Leadership Opportunities

Students will have opportunities to help with charity fundraising such as Santa's Anonymous or student-led events at the school. Grade 6 students will have the ability to apply for school jobs such as recycling, lunch monitors, snack cart helpers, and other roles that are in need at the school.

## Sport Programs

Participation Requirements – requirements for different sports programs will be provided during the sports season.

**Code of Conduct for Athletes** – students are expected to embody good sportsmanship and respect for others while respecting the school in sporting activities. Parents are responsible for the transportation and supervision of students at these events.

## Field Trips

**Permission Slips** – For in-school field trips, permission forms will be completed through the **Rycor** system.

**Expectations for Behaviour** – Students are expected to display the core values of the district while participating in field trips.

