



STUDENT/PARENT **HANDBOOK**

Holy Spirit, God of love,
thank You for living in our hearts and helping us do what is good. Please help me today at
school and at home to show Your fruits of the Spirit:
love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
When I feel upset, help me be patient and calm.
When I want to speak unkindly, help me be gentle and kind.
When I am tempted to give up, help me keep going with faithfulness.
When I want to do the wrong thing, help me choose self-control.
Teach me to do charity in action—to love with my words and my choices—so others can see
Your peace and goodness.
Amen.

We are happy to welcome your child and family to Archbishop Joseph MacNeil School.
Within our handbook, we have outlined school information and procedures that we hope will
be useful to you. We have tried to highlight the topics that are most pertinent in our day-to-day
operations. We ask that you check our website, read the Parent Weekly Update (PWU)
which is emailed every Friday afternoon, and check online Google Classrooms regularly to
stay up to date on school activities and information.

We look forward to working and learning together with you and your family.

Mr. Daryl MJ Chichak
Principal

Archbishop Joseph MacNeil Elementary/Junior High School
750 Leger Way, Edmonton, AB T6R 3H4
Tel (780) 471-4218 Fax (780) 471-1731

School Website: www.archbishopjosephmacneil.ecsd.net
PowerSchool: <https://powerschool.ecsd.net>

Student Name: _____

Homeroom: _____

ECSD SCHOOL CALENDAR 2026-2027



July 2026	August 2026	September 2026
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
	30 31	
October 2026	November 2026	December 2026
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
25 26 27 28 29 30 31	29 30	27 28 29 30 31
January 2027	February 2027	March 2027
S M T W T F S	S M T W T F S	S M T W T F S
1 2	1 2 3 4 5 6	1 2 3 4 5 6
3 4 5 6 7 8 9	7 8 9 10 11 12 13	7 8 9 10 11 12 13
10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27
24 25 26 27 28 29 30	28	28 29 30 31
31		
April 2027	May 2027	June 2027
S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1	1 2 3 4 5
4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30
	30 31	

Non instructional Days

Non-Operational Days

Cancellation of early dismissal

Early Dismissal

Statutory Holiday - Office/School Closed

Named Holiday - Office/School Closed

First Day of Operation

August 31, 2026

First Day of Instruction

September 2, 2026

Last Day of Instruction

June 28, 2027

Last Day of Operation

June 29, 2027

Labour Day	Sept 7
Truth & Reconciliation Day	Sept 30
Thanksgiving Day	Oct 12
Election Day	Oct 19
Remembrance Day Wknd	Nov 11-13
Christmas Vacation	Dec 21 to Jan 1
Family Day	Feb 15
Faith Development Day/PD	Feb 24
Teachers' Convention	Feb 25- 26
Professional Development Day	Mar 25
Spring Break	Mar 26 to Apr 2
Good Friday	Mar 26
Easter Monday	Mar 29
Victoria Day Wknd	May 20-24

MONTH	Operational Days	Instructional Days
August	1	0
September	20	19
October	20	20
November	18	18
December	14	14
January	20	20
February	19	16
March	19	18
April	20	20
May	18	18
June	21	20
Total	190	183

Hours of Operation 2026-2027

Kindergarten Timetable

<u>Kindergarten AM</u>	<u>Kindergarten PM</u>
Monday - Friday	Monday, Tuesday, Wednesday & Friday
8:12 am – 11:03 a.m. Thursdays from 8:12-11:06	11:41 a.m. – 2:55 p.m. No classes Thursday

Elementary Timetable

Monday - Wednesday and Friday		Thursday	
8:12 a.m.	First Bell	8:12 a.m.	First Bell
8:15 a.m. - 10:02 a.m.	Instruction	8:15 a.m. - 10:02 a.m.	Instruction
10:02 a.m. - 10:16 a.m.	Recess	10:02 a.m. - 10:17 a.m.	Recess
10:16 a.m. - 11:45 a.m.	Instruction	10:17 a.m. - 11:41 a.m.	Instruction
11:45 a.m. - 12:25 p.m.	Lunch	11:41 a.m.	Dismissal
12:25 p.m. - 2:55 p.m.	Instruction		
2:55 p.m.	Dismissal		

AJM Junior High Timetable

Monday, Tuesday, Wednesday and Friday		Thursday (Early Dismissal)
First	8:12 a.m.	8:12 a.m.
Block 1	8:15 a.m. - 9:07 a.m.	8:15 a.m. - 9:03 a.m.
Block 2	9:11 a.m. - 9:59 a.m.	9:07 a.m. – 9:55 a.m.
Block 3	10:05 a.m. - 10:53 a.m.	10:01 a.m. – 10:49 a.m.
Block 4	10:57 a.m. - 11:45 p.m.	10:53 a.m. - 11:41 a.m.
Lunch	11:45 p.m. – 12:25 p.m.	It is important that students arrive on time. They should be in class, ready to learn, at 8:15 a.m. sharp. This is their job, and as part of their job, they need to be on time. Punctuality is a life skill that must be learned.
Block 5	12:25 p.m. - 1:14 p.m.	
Block 6	1:16 p.m. - 2:04 p.m.	
Block 7	2:07 p.m. - 2:55 p.m.	
Dismiss	2:55 p.m.	

ARCHBISHOP JOSEPH MACNEIL'S 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. A student should endeavour to choose clothing that comfortably covers their underwear.

Students at Archbishop Joseph MacNeil **must** wear:

- A shirt or the equivalent (tops) with fabric that comfortably covers the front, back, and sides under the arms
- Pants or the equivalent (bottoms), and
- Shoes
- PE Attire

*Courses or activities may require specific attire for safety or curriculum purposes (ie: CTF/CTS, PE, science labs, field trips)

Students at Archbishop Joseph MacNeil **may** wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons in consultation with the principal (and do not need to be removed)
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the activity or line of sight of any student or staff and removed for exams as well as celebrations/O Canada/religious activities as a sign of respect.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for children and youth

Students at Archbishop Joseph MacNeil **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.

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.

ATTENDANCE/ABSENTEE CHECK

Regular attendance is a necessary ingredient for success in school. Parents have the responsibility to ensure that their children attend regularly and arrive at school on time. **When your child is going to be late or absent from school, please contact the school before 8:15 a.m or use School Messenger in PowerSchool. Failure to do so will result in the notification of student absence through our automated attendance system.** It is the responsibility of all students to catch up on work missed during an absence. Upon return from an absence, students are responsible for making arrangements with each subject-area teacher to complete missed assignments and/or write missed tests. Students who arrive after 8:15 a.m. must sign in with the general office before entering class. **Students who must leave the school for appointments, illness, or for any other reason are required to**

report to the office and be signed out by their parents before leaving the building. Please note: Schools have a legal obligation to respond to and report students' excessive lates and absences.

BACKPACKS

Storage is provided for student backpacks. In elementary, this is via coat hooks either inside or outside of the homeroom classes. Lockers are provided for junior high students and backpacks must be stored in the lockers throughout the day. This helps prevent tripping hazards and congestion in the classroom and reduces strain on the students' backs and necks from carrying heavy backpacks all day. Additionally, it encourages students to learn the organizational skills required to come to class prepared and with the appropriate materials. Locker breaks will be used to switch out books and binders.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES

For the safety of all students, bicycles need to be walked while on the school grounds and surrounding sidewalks. Similarly, students should carry their skateboards upon arrival. Rollerblades may not be worn in the school. We encourage all students to lock their bikes in the bike racks. It is recommended that the serial number and an extra key be kept at home. Students are not to play or loiter near the bike stands. By law, all students must wear a bicycle helmet. Helmets should be kept in the school while the bikes are at school.

BUS PASSES-YELLOW OR ETS

Parents who wish to access yellow bussing must complete a transportation application form which can be found on the school website. The purchasing of bus passes is done through PowerSchool. Once passes are paid for, they are distributed to the students by the office staff.

Students taking the bus should always be going home on the bus unless parents/guardians provide the office with a note, email or call to indicate that other arrangements have been made. Students are required to have their bus passes on them at all times, as they must be able to show their bus passes to drivers before boarding yellow and ETS buses.

We ask that you choose safety over convenience: Please do not stop in the bus lane or in the staff parking lot to drop off or pick up your children.

CELEBRATIONS

Many religious and other celebrations are held during the year. Celebrations may be school-wide or within individual classrooms. Please read the Parent Weekly Update (PWU) for dates and times.

CELL PHONES

Students who bring cell phones to school must comply with the school rules regarding their use. For elementary students, cell phones should remain in backpacks or given to the homeroom teacher at the beginning of the day. In junior high, cell phones are to remain in student lockers throughout the day. Students are not permitted to use cell phones throughout the school day, including lunch. Should communication with parents/guardians be required during the school day, phones are available in the office. ***The school is not responsible should cell phones be lost, damaged or stolen.***

The cell phone policy applies to all personal electronic devices, including phones, earbuds, and smartwatches. If a student is found using or in possession of these items when not permitted, the following steps will be taken. For a first infraction, the item will be taken to the office and kept for the remainder of the day; the student may pick it up before leaving school. For a second infraction, the item will again be held in the office until the end of the day, and a parent or guardian will be contacted. For a third infraction, the item will be held in the office until the end of the day, and the student will receive a one-day suspension.

CLOSED CAMPUS POLICY

For the safety and wellbeing of our students, we have a closed campus policy. Students are to stay on Archbishop Joseph MacNeil's school grounds throughout the school day. Any students with prearranged appointments requiring them to leave during school hours must have written permission from parent(s) and must be signed out at the office.

CRISIS MANAGEMENT

In accordance with Edmonton Catholic Schools' Division procedures, a crisis management plan is in place at AJM

School in instances of emergencies. We will be practicing 3 Lockdowns and 6 Fire Drills throughout the 2026 - 2027 school year. This plan has been developed, discussed, and practiced with staff and students. Examples of events which would necessitate the use of this plan would include fire, a water line break or gas leak within the building, an explosion within the immediate area of the school or another reason that may arise that would cause us to be concerned for the safety of everyone in the school. If the school building needed to be evacuated to ensure the safety of everyone, and we were not able to re-enter the school, we would relocate to another neighbouring school, such as Mother Margaret Mary High School until further notice.

All parents will be notified if the crisis necessitates a different time or location for picking up their children. Therefore, it is most important that we have up-to-date parent, guardian, care provider phone numbers and contacts.

COMMUNICATION

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of children. Parent/student and teacher conferences and Demonstrations of Learning will be scheduled throughout the year, but we encourage parents/guardians not to wait if they feel a need to meet with their child's teacher or the administration. Together we will help all students achieve their personal academic best.

If a concern arises, **Division procedure directs parents/guardians to first discuss the issue with the specific staff member as soon as possible.** If the issue does not get resolved, it may then be brought to the school administration. We encourage this protocol to be followed when dealing with any staff member. **Important information and a running list of significant dates** appear on our website, which is updated on a regular basis.

COMPUTER AND INTERNET USE

All students must have the Edmonton Catholic Schools *Responsible Use Agreement* signed by themselves and their parent/guardian. This agreement will apply to all school and personal devices that students are permitted to use on our school network. Misuse of this privilege or the network may result in loss of use.

All upper elementary and junior high students may bring their own devices to school for educational purposes during class time and **under direct teacher supervision** only. Teachers have the right to determine how, when, and to what extent, devices may be used in their classrooms. Students will follow the Division Technology Responsible Use Agreement at all times. No texting, listening to music, watching videos, gaming or social networking of any kind unless it is directed by the teacher as part of the educational program. **No school pictures or videos of any kind should be taken or posted on any social media or personal sites. Teachers and administrators have the right to take the device if it is not used for educational purposes. This will result in a cell phone/technology infraction.**

Devices should be fully powered prior to using them at school to avoid loss of time, management issues and overloading of electrical outlets. Students who do not follow the procedures for device use or the network may result in loss of privilege, confiscation or other sanctions deemed appropriate to the circumstance. This will also count as a cell phone/technology infraction. Owning a digital device is **NOT** a requirement. **The school is not responsible for lost or damaged items.** No technical support will be given to personal devices.

CONDUCT POLICY

Please see our school website for the most up-to-date information on our Conduct Policy:

<https://archbishopjosephmacneil.ecsd.net/>



Code of Conduct

CUSTODY INFORMATION

If there is a parental custody arrangement, separation agreement, or court order relating to your child, the school requires a notarized copy. Please contact the school office for more information.

FIELD TRIPS

Throughout the school year, teachers will be arranging field trips to supplement classroom activities. Field trips form a valuable part of your child's program and supplement their learning with "hands-on" and other sensory experiences. These field trips may be extensive in that there may be a cost for admission and/or chartering buses or they may be simply a walk around the neighborhood. Edmonton Catholic Schools has implemented an extensive field trip procedure involving its students, staff and parent volunteers. Field trip forms outlining the type of field trip, duration, cost and parental consent will be sent home for each excursion. It may be possible at times to give one note with several dates on it as in the case of a sports team which has several tournament dates booked.

It will be necessary for parents to sign a permission slip for each field trip in which their children will be participating. Please assist us by completing the entire form. Students without a signed permission form will not be allowed to go on the field trip. We are unable to accept handwritten notes granting permission.

GOOGLE CLASSROOM

Students - **You must use the Google Chrome Browser.** Sign in with your school 7 digit id# + @school.ecsd.net (ie - 2222222@school.ecsd.net) and the same password that you use to log on to a computer at school. Then enter this web address: classroom.google.com
Parents - Here is the info sheet for parents <https://bit.ly/2IkMBO1>
Parents should not be logging in as their child, rather be invited to receive parent update emails only. This protects the privacy of all the other students in the Google Classroom.

HOMEWORK

Homework is a valuable part of schooling and an opportunity to extend the learning of the school day. Homework provides an important connection between home and school and allows students to practice what they have learned in class.

Homework is given because it:

- teaches responsibility and independence, reinforces what has been learned in class
- helps students develop positive study habits
- prepares students for upcoming lessons
- helps students manage and organize their time
- provides time to complete classroom tasks

Homework is an extension and review of the daily learning. There are many ways parents can help with homework including:

- Providing a quiet, regular place of work.
- Helping the student organize a consistent time for homework.
- Being the "audience" for reading and written work.
- Checking your child's homework agenda book daily.
- Looking over your child's completed assignments.
- Encouraging your child to establish a buddy system with a reliable classmate.

The support and interest of parents has a major impact on student attitude towards homework. If you have questions about the assignments your child is bringing home, please contact the teacher.

ILLNESS / EMERGENCY

Normally, children who are too ill to go outside for recess are too ill to be in school. This is particularly true in cases of severe colds, infection, headaches, etc. With severe colds, students are typically unable to function well at school. Students who are ill provide a source of infection for other children, and we believe that they would recuperate faster if kept at home. When a child becomes ill at school, contact is made with the parent/guardian. Arrangements are then made to have the child picked up from school. In the event of an accident or any other emergency, it is essential that the school have accurate and up-to-date phone numbers and alternate emergency contact phone numbers. Please contact the office to report any changes.

INCLEMENT WEATHER AND POOR AIR QUALITY

During inclement weather and/or poor air quality, students will remain in their regular classroom for recess and lunch breaks. The grade six students who serve as lunchroom monitors will provide direct assistance for elementary classroom activities which in turn will be supervised by teachers.

The above policy will be followed prior to the 1st bell, recess, and lunch hour:

- when the temperature is -20 degrees Celsius or colder or if the temperature and the wind-chill is below -20 degrees C
- there are extremely windy conditions
- when the Air Quality Health Index reaches 7 or higher

Temperature readings will be taken just prior to recess and the noon hour. The temperature reading will be obtained from Environment Canada's 24-hour weather information site. **Please ensure that your child is dressed for the weather.** On most days children will be outdoors for their recess breaks.

LIBRARY

Students are encouraged to use the library for regular book exchanges, research, and to locate information. All materials are required to be signed out and returned to the library. Students are expected to handle all books, materials and equipment responsibly and with care. It is expected that students will pay replacement costs for lost or damaged materials.

LOCKS AND LOCKERS

All junior high students will be assigned individual lockers and **are required to use the lock provided to them by the school.** Combinations are to be kept **confidential.** Students are responsible for appropriate care and maintenance of their locker. The privilege of having a locker may be removed in the event of irresponsible behavior. Since lockers are the property of the school, an administrator or Division agent may search them, without notice, at any time. Students are advised to keep valuables at home.

LUNCH PROCEDURES FOR ELEMENTARY

Students are welcome to stay for lunch at school, however staying at school for lunch is a privilege. Elementary students eat in their classrooms. School staff supervise classrooms and are supported by grade 6 student monitors assigned to each class. All students are expected to obey the rules of conduct as set out by the school. Students who choose not to follow the rules will be isolated from the classroom. Further incidents will result in parents/guardian being contacted and the possible suspension of lunch privileges. Students who stay for lunch **must** stay on school grounds and not leave at lunch without the written permission of the parent. It is expected that students will also sign out at the office.

LUNCH PROCEDURES FOR JUNIOR HIGH

- Students **must** remain at their assigned places in the Gathering Area and Gymnasium which will be available to Junior High students only.
- Students will not be permitted to be on their cellphones.
- Before dismissal from lunch, students must pick up their garbage, stack their chairs and dispose of their refuse/recyclables properly.
- We run a closed campus school. Leaving the school grounds during lunchtime is not allowed except for students who go home for lunch. A note or phone call from the parent/caregiver is required in the office prior to a student leaving the grounds. Students who leave the school at lunch without proper permission may receive an out of school suspension.
- Food must only be consumed in the designated areas.

MEDICATION TO STUDENTS/FIRST AID

In the case of students requiring prescribed medication, the parent/guardian and the physician shall submit a written request to the school principal utilizing the "Authorization for the Administration of Medical Treatment" form. Please see the school office for these forms. Any changes in ongoing medication will only be given with the same form completed by the doctor indicating the changes.

First Aid is administered to students experiencing an injury at school. If the injury is serious, or at the discretion of staff, we will attempt to contact the parent/guardian, or the person listed for emergencies. Only after contact and approval by the parent or another responsible party, will the child be sent home. If the appropriate party cannot be reached, the child will be made as comfortable as possible until home time or the parent is reached. If the illness or injury appears to be serious and we are unable to contact a responsible party, medical advice will be sought and followed. It is therefore **extremely important** that you provide the school office with current or updated home and emergency telephone numbers.

PARISH LINK

St. Thomas More Catholic Church (210 Haddow Close, 780-434-6313) is Archbishop Joseph MacNeil School's designated parish. Sacramental preparation is done primarily at home and through the church. The school cooperates in helping to prepare the children, especially through the Religious Education curriculum. Dates for meetings and celebrations at St. Thomas More Parish will be posted in our PWU as provided by the parish staff. We continue to nurture our relationship with the parish of St. Thomas More Church. As part of our Faith Formation, classes attend mass throughout the school year.

PERSONAL PROPERTY

Students are encouraged to not bring valuable or unnecessary items to school. ***The school is not responsible should these items be lost, damaged or stolen.*** Elementary students' parents may want to consider labeling school items. A lost and found box is located in the Gathering Area. Small lost and found items (keys, glasses, etc.) are kept in the school office.

POWERSCHOOL

PowerSchool is a web-based program that allows each parent to check the academic progress, attendance, and classroom information (such as due dates for assignments and tests) for their child. We strongly encourage junior high parents to log into PowerSchool regularly to stay informed about your child's academic progress. The address to access PowerSchool is <https://powerschool.ecsd.net>. If you haven't already done so, please contact the school office to pick up a secure password for access. As receiving this password requires a signature, we are unable to send this document home with your child. **All payments are made online through PowerSchool.**

REPORTING POLICIES AND PRACTICES (ELEMENTARY)

Parents and guardians can access information about their child's progress at key points during the year when summary information about achievement is posted. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning and progress. Conferences and on-going reporting of assessment are used to promote good communication between parents and teachers regarding student progress. Teachers assess students by using students' oral and written work, test results, quality of assignments produced, and homework completion. Meetings between parents and teachers may be required apart from the scheduled conferences. Either parents or teachers should initiate such a meeting whenever concerns arise regarding learning. To meet the learning needs and various styles of **some** students, an IPP (Individualized Program Plan) will be in place to complement the programming.

SEPTEMBER: Meet the Staff / Orientation Evening

NOVEMBER: Demonstration of Learning

JANUARY: Summary Report available on PowerSchool

MARCH: Demonstration of Learning

END OF JUNE: Summary Report available on PowerSchool

SCHOOL ADVISORY COUNCIL (SAC)

All parents/guardians are welcome to attend School Advisory Council (SAC) meetings. Traditionally, these meetings take place at least five times per year. The SAC is comprised of parent volunteers who work with the school administration to promote the well-being and effectiveness of the entire school community, thereby enhancing student learning. This can be done through attendance at any monthly SAC meeting, or by working on a SAC sponsored event such as the Student Hot Lunch, Family Dance, or Casino fundraiser. We welcome and encourage all parents/guardians to join in support of these and other events.

SUPERVISION BEFORE AND AFTER SCHOOL

Supervision is provided by staff 15 minutes before school begins in the morning, and 15 minutes after school for students taking a yellow bus. Students are expected to go directly home following dismissal. We request that students do not arrive at school before 8:00 a.m. to minimize unsupervised wait time before classes. Supervision is also provided during recess and the lunch break by staff.

THE COST OF BEING LATE

Arriving just a few minutes late might not seem like a big deal, but it adds up quickly. Being 5 minutes late, 5 days a week, over a 40-week school year means missing 1,000 minutes of instruction—that's about 16 hours, or the equivalent of three full school days. Those are valuable opportunities to learn, connect, and stay on track. Building the habit of being on time now also helps prepare you for the future, where being consistently late to work or commitments can create challenges. Being punctual isn't about being perfect—it's about giving yourself the best chance to succeed every day.

TEXTBOOKS

Assigned textbooks become the responsibility of the student. The cost of damage(s) and/or loss will be incurred by the student.

VISITORS TO THE SCHOOL

For the security and safety of the students, **all visitors are required to report to the school office** to sign in and receive a visitor tag. Students are asked to report the presence of strangers to the principal or staff.

Parent/guardians are welcome to confer with any of our teachers, but please arrange a convenient time prior to arriving.

VOLUNTEERS

All of the staff are most grateful for the assistance, time and talents that parents/guardians and other interested persons in the community are willing to share with our school! Volunteers can assist our school in a number of areas. Volunteers may sign up for various duties as outlined at the first parent meeting, or they may contact the school or teacher directly. Volunteers who work with students in situations where they may be alone with students or attending an overnight field trip, will be asked to complete both a Police Information Check and a Vulnerable Sector Check and provide two (2) pieces of government-issued identification.

Agenda Book Review

Please sign to indicate that you have read and reviewed the handbook contents.

Student Signature:

Parent Signature:

Date: