



STUDENT/PARENT **HANDBOOK**



The Father, Son, and the Holy Spirit

Lord let me walk with You
Although my steps are small
Stay beside me, hold my hand
And never let me fall.

We ask this through Christ our Lord.
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 and 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 2024-2025



JULY 2024							AUGUST 2024							SEPTEMBER 2024						
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	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					
OCTOBER 2024							NOVEMBER 2024							DECEMBER 2024						
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	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
JANUARY 2025							FEBRUARY 2025							MARCH 2025						
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
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					
APRIL 2025							MAY 2025							JUNE 2025						
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	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

 Non-instructional day	 Cancellation of early dismissal
 Non-operational day	 Early dismissal
	 Statutory Holiday - Office/School Closed
	 Named Holiday - Office/School Closed

First Day of Operation

August 29, 2024

First Day of Instruction

September 3, 2024

Last Day of Instruction

June 25, 2025

Last Day of Operation

June 26, 2025

Labour Day	Sept 2
Truth & Reconciliation Day	Sept 30
Thanksgiving Day	Oct 14
Remembrance Day Wknd/Fall Brk	Nov 8-12
Christmas Vacation	Dec 23-Jan 3
Family Day	Feb 17
Faith Development Day/PD	Feb 26
Teachers' Convention	Feb 27-28
Spring Break	Mar 24-28
Good Friday	Apr 18
Easter Monday	Apr 21
Victoria Day Weekend	May 17-20

MONTH	Operational Days	Instructional Days
August	2	0
September	19	19
October	22	22
November	18	18
December	15	15
January	20	20
February	19	16
March	16	16
April	20	20
May	20	20
June	19	18
Total	190	184

HOURS OF OPERATION for 2024-25

Kindergarten Timetable

<u>Kindergarten AM</u>	<u>Kindergarten PM</u>
Monday - Friday	Monday, Tuesday, Wednesday & Friday
8:20 am – 11:06 a.m. Thursdays from 8:20-11:05	11:45 a.m. – 2:55 p.m. No classes Thursday

Elementary Timetable

Monday - Wednesday and Friday		Thursday	
8:20 a.m.	First Bell	8:20 a.m.	First Bell
8:23 a.m. - 10:10 a.m.	Instruction	8:23 a.m. - 10:10 a.m.	Instruction
10:10 a.m. - 10:24 a.m.	Recess	10:10 a.m. - 10:24 a.m.	Recess
10:24 a.m. - 11:50 a.m.	Instruction	10:24 a.m. - 11:55 a.m.	Instruction
11:50 a.m. - 12:25 p.m.	Lunch	11:55 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 Bell	8:20 a.m.	8:20 a.m.
Period 1	8:23 a.m. - 9:13 a.m.	8:23 a.m. - 9:13 a.m.
Period 2	9:15 a.m. - 10:03 a.m.	9:16 a.m. - 10:06 a.m.
Period 3	10:08 a.m. - 10:56 a.m.	10:10 a.m. - 10:59 a.m.
Period 4	10:58 a.m. - 11:46 p.m.	11:03 a.m. - 11:52 a.m.
Lunch	11:46 p.m. – 12:25 p.m.	
Period 5	12:25 p.m. - 1:13 p.m.	
Period 6	1:15 p.m. - 2:03 p.m.	
Period 7	2:06 p.m. - 2:54 p.m.	
Dismissal	2:54 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 8:30 a.m. 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 8:30 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 we encourage them to use them. 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. Please note that some junior high teachers may not allow

backpacks in their classrooms, for example: Foods and Science labs, Band room, Construction, etc.

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.

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 watch your monthly calendar 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.***

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 2024 - 2025 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 neighboring 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 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, newsletters, and a running list of significant dates** appear on our website, which is updated on a regular basis. Newsletters are posted at the beginning of each month. Our website address is: www.archbishopjosephmacneil.ecsd.net

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.**

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. 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

The Student Code of Conduct Policy has been developed by the school community and was based on input from students, parents and school staff. It is included in the student agenda as communication to all members of the school community each year. This Student Code of Conduct will be reviewed and adapted as necessary on an annual basis by members of the school community.

PHILOSOPHY:

In the "The Servant Leader," Blanchard and Hodges state that "the journey to effective discipleship turns outward when the heart and mind now guide the behavior of the person in interaction with those who follow. This is where good intention and right thinking start to bear good fruit. It is where real discipleship is truly tested" (2003, pg. 61). At Archbishop Joseph MacNeil Elementary/Junior High School, **we as a staff have a passionate commitment to make a difference!** We believe in accepting and honoring each student to promote academic, spiritual, creative, physical, emotional, and social growth. Each student is valued and nurtured to reach their potential in all realms and modalities for their learning. Our ultimate goal is to help students be responsible for their behaviors and actions in respecting the dignity and self-esteem of all individuals in the school. We strive to remind students of our Mission and Vision, and procedures covering student conduct and expectations while attending Archbishop Joseph MacNeil Elementary/Junior High School. The teachers will communicate expectations to their students in classroom discussions.

ATTITUDES:

"The gift of authorship, love, power, and significance work only when they are freely given and received. When their gifts are genuine, and the spirit is right, their giving transforms an organization from a mere place of work to a shared way of life" (Deal and Bolman, 2001, pg. 106). We as a staff believe in carrying out these gifts and attitudes for all students. We know that we have a responsibility to place value on the rights of teachers and students. The transformation of creating an innovative 21st century learning environment at Archbishop Joseph MacNeil Elementary/Junior High School reflects the permeation of our faith without contravening upon the rights of others.

As a Catholic School community, we:

- Share the role of developing a Catholic Educator with parents.
- Promote and teach Catholic Values.

- Help all children learn and develop their gifts and serve God with one another.
- Educate children in becoming responsible and caring citizens with people of all cultures, physical and mental disabilities, races, religions, and nationalities.
- Promote success by providing a safe and caring environment that is positive, stimulating, and cohesive for students, parents, community members, and staff.
- Nurture good work habits, attitudes, and social skills.
- Develop a strong positive sense of self-worth, self-morale, self-esteem, and community.

LEARNING EXPECTATIONS:

- All students have the right and responsibility to learn.
- All teachers have the right and responsibility to teach.

BEHAVIOUR EXPECTATIONS:

At Archbishop Joseph MacNeil Elementary/Junior High School, we believe that all students, being children of God, will demonstrate appropriate and respectful behavior. The goal of our School Conduct Policy is to encourage our students to develop self-discipline. Our discipline approach seeks to teach, encourage and promote the three “A’s”:

APPROPRIATE behavior

AWARENESS of one’s actions and

ACCEPTANCE of responsibility for one’s actions

Each student that attends Archbishop Joseph MacNeil Elementary/Junior High School will be expected to:

- Show respect for the dignity and self-worth of other students, staff, parents, and guests.
- Use appropriate language in our school and on the school grounds.
- Show respect for personal and school property.
- Contribute to creating a productive and supportive learning environment.
- Contribute to creating safe and caring schools for all students.

As partners in education, the students, the home, and the school must share in the responsibility of developing acceptable conduct and must support one another in that pursuit. By working together, we can ensure a learning environment that is orderly and safe for all.

SCHOOL POLICY OF EXPECTATIONS

In conjunction with our Edmonton Catholic School District, and Section 12 of The School Act, the School Conduct Policy is based on the Catholic philosophy of love, caring, and respect of others in their pursuit of learning. Our goal is to assist the student to attend to the process of education and to develop positive attitudes. At Archbishop Joseph MacNeil School, we encourage students to self-monitor their behavior. It is essential that together we teach accountability, responsibility, self-respect, and respect for others. The ultimate goal of our discipline policy is to have students accept responsibility for their own actions and learn from their mistakes. Students must constantly make decisions as to whether they will contribute positively or negatively within the school setting. Our philosophy reflects the belief that given guidance and support, students will make decisions that will help to promote a happy and healthy school environment.

A student shall conduct himself or herself in accordance with the School Act (Section 12) as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student studies;
- Attend school regularly and punctually;
- Cooperate fully with everyone authorized by the board to provide education programs and other services;
- Comply with the rules of the school;
- Account to the students, teachers for the student’s conduct;

- Respect the rights of others
- Ensure that 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 behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means
- Positively contribute to the student's school and community

The following are the main elements of our policy:

- 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 Archbishop Joseph MacNeil School.
- Provide an opportunity for the student to practice decision-making skills.
- Support students in the development of positive relationships with their peers.
- Provide a safe and secure environment (both physical and emotional) whereby students can reach their personal potential.
- Address all major incidents, defined as physical and/or emotional aggression against another student, any practices of illegal nature in our society, and actions of a defiant nature.
- Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances.
- All staff, students and parents are involved in student adherence to our School Conduct Policy.
- Parents play a role in ensuring their own conduct contributes to a welcoming, caring, respectful & safe learning environment

Behavior expectations in any school involve practicing and promoting a safe/conducive environment. This will allow emotions, experiences, and intelligences to grow. As a school staff, we will be firm and concise with school/classroom management routines to promote consistency and productivity with inappropriate student behavior. All misconduct will be documented, and parents/guardians will be notified by telephone or written documentation when required.

It is important to maintain a school climate that is energetic, nurturing, safe, and friendly to ensure optimal learning. If a student has difficulty recognizing his or her responsibilities in relation to the expectations set out, teachers and/or administration will intervene and respond with an appropriate action. The role of parents is to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment and will work in partnership with Archbishop Joseph MacNeil School to live out our Mission and Vision.

A Problem-Solving Approach will be used by the administration to help each student:

- Identify and take ownership of the problem.
- Seek alternative solutions to the problem.
- Select the most appropriate solution to the problem.
- Communicate their School Conduct Policy.

MAJOR OFFENCES

Depending upon the circumstances, parents/guardians may be notified by telephone and/or by written documentation to meet with the staff member (educational assistant, teacher, or administrator) at the school whether or not incidents occur within the school building, during the school day or by electronic means. Severe breach of conduct will be suspended in accordance with Section 31 of the Education Act. Students will be encouraged by staff to report any acts of bullying behavior as soon as they can after witnessing or experiencing this offense either in person to a trusted staff member in person or through email/Teams, or a written statement. Students who are uncomfortable with coming forward to any school staff member are encouraged to talk with parents or friend(s), who could then assist the student in notifying the school staff about bullying. Bullying or cyberbullying of students could result in an immediate suspension from school and is considered a Major Act of misconduct.

The following are considered *Major Acts of misconduct* whether or not they occur within the school building, during the school day or by electronic means. This may result in suspensions of one to five days:

- Physical or verbal aggression

- Continuous disruptive behavior
- Bullying behaviours that occurs within the school, during the school day or by electronic means - Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour 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.
- Defiance of authority or open opposition
- Use or display of improper/profane language
- Willful damage to school property
- Demonstration of harassment, intimidation, coercion, or force
- Internet abuse / intimidation
- Possession or use of illegal drugs or substances
- Behavior dangerous to self or others
- Repeated violation of general expectations
- Continual disregard of classroom rules
- Possession of a weapon or presentation of an object intended to threaten or intimidate
- Violation of proper Digital Citizenship, Digital Etiquette, or the misuse of Social Media directed towards staff or students
- Fighting
- Behaviors that are dangerous to the safety of others
- Intentional damage to property
- Use of, and/or possession of a weapon
- Theft
- Discrimination - We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

PROCEDURES FOR IN-SCHOOL SUSPENSIONS:

- Parents will be notified by the teacher or administrator.
- The student will be placed in an appropriate space where he/she will be supervised by an administrator.
- A Problem-Solving Approach by one of the administrators will be initiated, assisting the student in making better choices.
- A written letter of suspension outlining the circumstances will be forwarded to the parents.
- The student will meet with the teacher to discuss a positive entry back into the classroom the following day.

PROCEDURES FOR OUT-OF-SCHOOL SUSPENSIONS:

- Parents will be notified by the administration.
- The student will stay home for 1-5 days and return with his/her parents.
- A written letter of suspension outlining the circumstances will be forwarded to the parents. At this time, a continuum of student supports will be provided for those students that are impacted by inappropriate behavior such as parent meeting, multidisciplinary team, STAY advisor, school counselor, school team, outside agencies, etc.
- The student and parent will meet with administration the day after the suspension ends to discuss a positive entry back into the classroom.

SUPPORTS AVAILABLE FOR STUDENTS IMPACTED BY INAPPROPRIATE BEHAVIOUR:

- Access to school student advisor
- Bullying Helpline 1-888-456-2323
- School Team Advisors for Youth (STAY)
- Edmonton Catholic Schools Inclusive Programming and Supports
- Services provided by the school Inclusive Support team (emotional-behavioural specialist, family-school liaison worker)
- Services provided by the Early Learning Multi-disciplinary team (occupational therapist, speech-language

- pathologist)
- Services provided by RCSD and Alberta Health Services (occupational therapist, mental health therapist, speech-language pathologist)
- Administrators or teachers to discuss the matter in the privacy of a conference room or office

The implementation of the procedures as written in this School Conduct Policy will always be carried out with an appreciation that each student and each situation is different. We will attempt to always act in the best interest of the student, the class, and the staff member in every situation.

Minor Acts of misconduct are acts which interfere with orderly classroom procedures, school functions, extracurricular programs or a student's learning process and may include the following:

- Excessive talking or disrupting the learning environment
- Not being respectful or polite to a student
- Not playing cooperatively with students

These offenses are first handled by the teacher or other staff member involved. Below are examples of consequences for behaviors that students can expect coming from a staff member at AJM in order to carry out appropriate action. This may include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. One or more of the following can be expected to occur:

- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Referral to Attendance Board
- Behavior contract

Students may be restricted from participating in activities that are considered "privileges" or extra-curricular. Students may be disallowed to attend curricular based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means. If additional action is necessary because of continued violation or other concerns, the student will be referred to administration for appropriate discipline action.

The following are considered *acceptable behaviours* whether or not they occur within the school building, during the school day or by electronic means.

- A student using their personal devices with the teacher's permission for achieving educational goals.
- A student voicing their opinion in a respectful manner.
- A student treating everyone with dignity and respect.

In keeping with our Vision Statement, we strive to **create a community of opportunity for all!** The school, home, and community are all important variables in an equation that equals student success. Our Catholic faith as educators is permeated throughout the way we serve our school community on a daily basis, which in turn, inspires and prepares students to learn, to work, to live fully, and to serve God in one another.

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 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.

LEARNING COMMONS – 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 Board 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 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 newsletter 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, a personal learning plan will be in place to complement the programming.

SEPTEMBER: Meet the Staff / Orientation Evening

NOVEMBER: Parent-Teacher Conferences

JANUARY: Summary Report available on PowerSchool

MARCH: Demonstration of Learning (elementary) & Parent-Teacher Conferences (junior high)

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 8:05 a.m. to minimize unsupervised wait time before classes. Supervision is also provided during recess and the lunch break by staff.

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 Child Welfare 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: _____