

# ST. JOHN BOSCO ELEMENTARY SCHOOL

Name: \_\_\_\_\_ Homeroom: \_\_\_\_\_



## INFORMATION HANDBOOK 2023-24

### ADMINISTRATION TEAM

#### Principal

Ms. A. Esposito-Brady

#### Assistant Principal

Ms. D. Kowalchuk

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Edmonton, Alberta,

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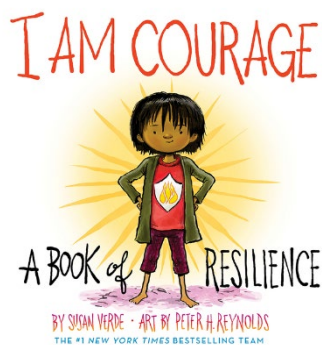
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## TABLE OF CONTENTS

Welcome Message	3	Learning Commons	14
School Foundation Statement	4	Lockers	15
Roles & Responsibilities	5	Lost and Found	15
<b>Procedural Information</b>	6	Lunch Time Expectations	15
Access to Building	6	Nutrition Statement	15
Accidents and Illnesses	7	Parking/Student Drop Off/Pick Up	16
Agenda Book Program	7	Parish Links	17
Alberta Health Services	7	Personal Property/Valuables	17
Allergy Awareness	7	Playing Field Areas Expectations	17
Assemblies, Celebrations & Liturgies	7	PowerSchool Parent Portal	17
Assessment of Learning/Report Cards	8	Programs-Core Instruction	17
Attendance/Lates/Absences	8	Curriculum Handbooks & Summaries for Parents	18
Bicycles, etc.	9	Programs-Extra/Co-Curricular Instruction	18
Birthdays	9	Property Taxes	19
Bus Passes	9	Recess Expectations	19
Cell Phones/Telephones	9	School Council/Parent Fundraising Society	19
Communications <small>(Website/SWIFT/Newsletters)</small>	10	School Patrols	19
Crisis Management Plan	11	Student Records	19
Custody Arrangements	11	Supervision	20
Dress –Standards of Student Dress	11	Technology	20
Extra-Curricular Activities	12	Testing Standardized & Provincial	20
Fees	12	Visitors	20
Field Trips	12	Volunteers	20
Footwear	12	<b>Policy Information</b>	21
Hot Lunch Program	12	Student Code of Conduct Policy	21
Hours of Operation	13	Homework Policy	28
Inclement Weather	13	Parent-School Conflict Management -AP #152	29
Inclusive Communities Commitment	14	Fieldtrip Policy-AP #260	29
Inclusive Education and Programming	14	Administering Medication to Students #316	29
Independence as a Life Skill	14	Hallway Pass	31
Internet	14		

## WELCOME MESSAGE

Welcome to the St. John Bosco Catholic Elementary School community! We look forward to an exciting 2023-24 school year! **“Live as children of light — for the fruit of the light is found in all that is good and right and true.”** From Ephesians 5.1, 8-9 is the scripture passage to inspire us to reflect on how we act daily towards spreading light to others. This passage also reminds us to reject the power of the adversary and to choose daily to follow the Light of Christ. The phrase “children of light” describes a people in whom the light of the gospel shines brightly. It describes a people who seek the light and are drawn to that which is virtuous, clean, and pure. Why light? What is the spiritual significance of light? It is the spiritual and the divine. Christ teaches us in scripture that faith keeps the darkness at bay. Just as Christ's light will not leave us, neither does the darkness. The good news is that Christ's light gives us life, and in turn we can share Christ's light with others when their light grows dim or darkness overwhelms someone close to us.



Our theme book for the year is, **“I Am Courage: A Book of Resilience”**, by Susan Verde and Illustrated by Peter Reynolds. The book focuses on how we encourage kids to find their inner strength and invites us to each consider how we model for them as the adults in their lives what it means to move ahead one breath at a time as well as how we act with bravery when faced with challenges and most of all how we gain courage and build resiliency one step at a time with courage. When we picture someone brave, we might think they’re fearless but real courage comes from feeling scared and facing what challenges us anyway. When our minds tell us “I can’t,” we can look inside ourselves and find the strength to say, “Yes, I CAN!”

From the I Am series comes a triumphant celebration of everyday courage: believing in ourselves, speaking out, trying new things, asking for help, and getting back up no matter how many times we may fall. Grounded in mindfulness and awareness, *I Am Courage* is an empowering reminder that we can conquer anything.

Our school’s motto, **“Celebrating God and Youth”**, is what we at St. John Bosco School work towards each and everyday. Our school logo depicts what we believe in; the cross reflects our Catholic faith and our Christ-centeredness, which celebrates Christ as our model. Our logo and its symbolic images that represents people that make up our school community, the students, parents, teachers, and priest illustrate our belief in celebrating and embracing diversity, as well as valuing multiple perspectives, as we believe that it makes us stronger as a whole community.

As a school community we work hard and collaboratively to maintain high standards of academics and discipline. We provide students the tools necessary to experience success on spiritual, academic, and social levels. We foster and develop a close working relationship with our parents, our parish, and the greater community. We know your time with us will be memorable!

Ms. A. Esposito-Brady  
Principal

Ms. D. Kowalchuk  
Assistant Principal

# ST. JOHN BOSCO CATHOLIC SCHOOL FOUNDATION STATEMENT

## School Vision Statement

Inspiring passionate minds is our goal as we provide a Catholic educational environment in which each child can grow and develop to his or her fullest potential; this can be achieved and enhanced by home, school and parish working together in a collaborative partnership. Within our Catholic Christian context, we can prepare children for the future, for the rights and responsibilities of citizenship and for daily life in our rapidly changing world.

## School Mission Statement

In order to prepare our students to live in and contribute to a changing world and engage in active faith-filled, lifelong learning; St. John Bosco School provides an interactive and collaborative inquiry-based learning environment that promotes higher level critical thinking utilizing real-world tools.

## School Charism

Led through the inspiration of Saint John Bosco, the universal 'patron saint of youth', who dedicated his life to engaging youth the St. John Bosco School community is committed to a charism of sharing our God-given gifts through action and engagement, both locally and globally towards serving one another in Christ.

## School Logo

Our school logo is a visual depiction of the key pillars that make St. John Bosco School a community rich in faith, academics and diversity respecting the many multiple perspectives that come from sharing and living in a spirit of collaboration as we welcome people from a variety of cultures around the globe. Celebrating faith, academic rigor and diversity is at the heart of what makes us a strong community of lifelong learners.



**The Cross** reflects our Catholic faith and our Christ-centeredness, which celebrates Christ as our model. **The People** each specifically representing a specific perspective speaks to the multiple stakeholders that make up our school community. First, is our faith perspective is reflected through the priest on the left side of the logo with a small cross on his person. Second, the children, to the left and right, surround the parent in the center; each with a heart on their person speaks to the heart and soul of our school. Last, you can see to the right, the person with an apple on their person represents the teacher and the academic perspective. Each person illustrates the perspectives that make up the whole of our community. It is in the collaboration amongst these multiple stakeholders that the true richness of our community unfolds.

## School Motto

Our school motto, "***Celebrating God and Youth***", honors Saint John Bosco who is recognized as the universal 'patron saint of youth' and expresses how in keeping with the life of Saint John Bosco we celebrate God and youth each and every day. At St. John Bosco School, we maintain high standards of academics and discipline in a nurturing, inclusive and faith-based environment; ensuring that all of our actions permeate faith, love and forgiveness towards building hope in all.

## St. John Bosco School Patron Saint -



St. John Bosco School is named in honor of Saint John Bosco; the universal 'patron saint of youth'. St. John Bosco, also known as Don Bosco, developed new ways of educating youth and his methods are reflected in everything we do here at the school bearing his name. John Bosco brought the Gospel to the young while bringing the Church to the realization that it must reach out to youth. Born in a northern Italian farm village, he began teaching the faith to local farm children while he himself was still a boy. He became more aware of God's call to care for youth when as a young priest in 1841, he began a ministry among poor working boys of Italy's industrial center, Turin. Starting with a handful of teenagers, Don, an Italian word for Father, Bosco soon had several hundred coming to him every week for Mass, religious instruction and recreation. He referred to this informal

Sunday gathering as the Oratory of St. Francis Sales, which he named in honor of the great bishop of Geneva who was known for his gentleness and kindness. From that first youth group, Don Bosco went on to initiate youth centers, academic and trade schools, churches, seminaries, and worldwide missionary activity, all centered on the young and on their needs.

## ROLES & RESPONSIBILITIES OF STUDENT/STAFF/PARENTS

As members of the St. John Bosco School community, students, parents and staff are expected to model and promote behaviour that contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. As per the Education Act, parents, school staff and students all have responsibilities in ensuring that St. John Bosco School is a positive learning environment. To that end, listed below are responsibilities, although not an exhaustive list, it does establish clear direction of the roles and responsibilities each stakeholder group has towards contributing to a positive school environment and helping students meet their responsibilities.

### **Students are responsible for:**

- attending school regularly and punctually
- being diligent in pursuing their studies
- ensuring that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- complying with the rules of the school and respect the rights of others in the school,
- refraining from and reporting and not tolerate bullying or bullying behaviour directed towards others in the school, whether it occurs within the school building, during the school day or by electronic means,
- being accountable to their teachers and other school staff for inappropriate conduct,
- positively contributing to the school and community
- working on building skills of independence & self-reliance as an essential life skill

### **Parents are responsible for:**

- ensuring that their child(ren) attend regularly, are punctual and come to school ready to learn
- maintaining communication with the staff and their child(ren)
- taking an active role in the child's educational success, including assisting the child in complying with the Education Act,
- ensuring that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment.
- maintaining a spirit of collaboration in working with all community stakeholders as referenced in the School Act.
- encouraging, fostering and advancing collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school,
- providing a supportive learning environment in the home
- monitoring and assisting with homework as needed
- reviewing and supporting the school's conduct policy with their child(ren)
- respecting and following the established school procedures and policies.
- updating any changes to their child's contact, medical or custody information in a timely fashion
- assisting their child(ren) in building skills of independence & self-reliance as an essential life skill

### **Staff are responsible for:**

- Modelling mutual respect, Catholic values and conduct that contributes to a welcoming, caring, respectful, safe learning environment,
- Educating students by fulfilling the mandate of the Alberta Education Program of Studies,
- Meeting the needs of all students and assisting them to be successful,
- maintaining open communication with students, parents and other staff
- maintaining a spirit of collaboration in working with all community stakeholders,
- establishing and maintaining classroom routines and expectations,
- disciplining consistently, while recognizing individual differences; maintaining dignity and respect,
- maintaining order and discipline among the students while they are in the school, on the school grounds, and while they are attending activities sponsored or approved by the school district
- reviewing and following the school's conduct policy with their students,
- respecting and following the established school procedures and policies.
- providing consequences for inappropriate behaviour based on a continuum of supports to correct the inappropriate behavior,
- supporting individuals impacted by inappropriate behavior or discrimination using school resources such as Emotional Behavior Specialists, or others as needed,
- assisting students in building skills of independence & self-reliance as an essential life skill
- abiding by the Professional Code of Conduct

### **Student/Staff/Parent Agreement**

I have read and understand the "Roles & Responsibilities of Student/Staff/Parents" section above. Please take some time to discuss with your child and indicate that you have done so by signing below. We look forward to working collaboratively with you and your child for a successful year.

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

## PROCEDURAL INFORMATION

### **Access to Building**

#### ***Office Hours***

Access through the front door for parents doing business in the office is from 7:45 a.m.-3:30 p.m. each day, with the exception of Thursday afternoons when all staff are in staff professional development meetings. Should you require assistance you may contact the school and leave a message at which point your call will be returned later. The answering machine is available 24 hours a day, 7 days per week.

#### ***Student Access/Security***

The safety and security of the children in our school is a priority. To that end, all school doors are locked always. All students are asked to enter and exit through their designated door at the beginning and end of their day. As such, if your child arrives after the bell they are expected to enter using their designated door. An adult supervisor is also located at each entry door to welcome the children.

#### ***Parent Drop Off of Children***

Teaching children to follow rules is paramount in the young and early years as they are impressionable, and we do not want to send out the message that some do not have to follow rules. To that end, all parents dropping off students are to drop off their child(ren) at their designated door(s). Parents are to refrain from using the layby with the expectation that their child will use the front door. Multiple supervisors are on hand to monitor the children both outside and inside. Children are not to use the front door.

#### ***Parent Pick up for Early Departure of Children***

For minimal disruption to the learning of all children at the school and for optimal safety please come directly to the office to sign your child out of school. When possible, send a note with your child informing the teacher when he/she will be picked up; this will allow the teacher to give required information/homework to the student before leaving. The student will come to the office once the parent has arrived in the office. The following procedures have been put in place for the safety of your child.

- Please report to the office where your child will meet you and staff will sign your child out.
- If you are unable to pick up your child, please phone the school and let us know who will be picking up your child and the time you want your child to be excused.
- Parents are requested to reduce, as much as possible, the number of early departures to provide continuity of instruction.
- Please make use of the Thursday, early dismissal whenever possible for appointments.

**If you are picking up a child at the regular dismissal time**, we ask that you explain and direct your child that they are to meet you outside their designated door. If you have multiple children, please organize, and teach your children in advance the location outside of the school whereby you will meet your children; we suggest that meeting up at the youngest child's exterior door is most manageable.

### **Accidents & Illnesses**

First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered, and no school contact is made with the home. In the event of an accident or illness, the school office will strive to contact the parent or guardian by phone, or email. Please ensure that all necessary phone numbers (emergency, home and work), email and medical information are kept up to date in the office. If we cannot reach you or your emergency contact, we will endeavor to make the best decision for the care of your child.

## **Agenda Book Program**

Each student at St. John Bosco School is expected to use an agenda book, the cost of the agenda is part of the school fees and will be itemized as such. Our Agenda Book Program helps to ensure students develop lifelong skills that will serve them well for years to come. Participation in this program will facilitate:

- a) organization & time management tool
- b) clarity about school expectations, procedures and policies
- c) communication tool between the home/school
- d) awareness about upcoming school functions and activities

Cost of replacement in the event of loss, is the responsibility of the student which is **\$8.00**. Parents are asked to support our agenda book program by sitting down with their child and reviewing key procedural information. Please take a moment to sign the 'Roles & Responsibilities of Student/Staff/Parents' on page 5 of the agenda book to indicate that you have read and reviewed it with your child.

## **Alberta Health Services**

Alberta Health Services works together with schools and community agencies to provide a range of coordinated community health and support services for school-aged children and their families. Our common goal is to build on the health and education potential of students by providing information, immunization, speech and language, and dental services in targeted schools. If you have any concerns about your child's health, please talk to someone at the Northgate Health Centre at (780) 457-4250.

## **Allergy Awareness**

We have students with life-threatening allergies to peanuts and nut products. In some cases, these allergies are so severe that just a trace of, or even the smell of peanuts or nut products, could send the child into anaphylactic shock. If this happens, the child's throat tightens, and swells and he or she may stop breathing. This type of severe allergic reaction can be fatal. Although we cannot absolutely guarantee that students will not come into contact with nut products, we do wish to limit the chances of such an occurrence. Please help us by checking the labels, packages and ingredients of all foods your children bring to school. Please don't let your children bring any foods to school that contain even a trace number of peanuts or nuts. To keep our students as safe as possible, students who bring nut products to school will be required to eat in a segregated area. An allergy alert sign is posted outside of each classroom and also communicated to parents at the start of the school year and throughout as applicable to make everyone aware.

## **Assemblies, Celebrations & Liturgies**

Throughout the school year there will be several occasions when we will be gathering together for general assemblies, special events, student recognition, celebrations and liturgies. General school-wide assemblies are usually held at the beginning of the school year, after Christmas break and after Spring break. Assemblies provide an opportunity for staff and students to gather, as a school family, to communicate and review general school wide expectations or to celebrate. Special event invitations will be extended to the whole parent community, as will invitations to our celebrations each month through our school newsletter. We welcome your participation and recognize that parents attending such functions makes the experience much richer for both staff and students. Due to gym capacity limits, we rotate in gym and in class via live stream. Parents are invited based on the division that will participate in the gym.

## **Assessment of Learning/Report Cards/Power Teacher Pro**

Edmonton Catholic Schools uses an ongoing assessment reporting system. Assessment serves several different purposes, depending upon the needs of the student and teacher. It may be diagnostic, used to find out what students already know and can do. It may be formative, used to help students improve their learning, and to help inform teachers' next steps in planning. It may be summative, letting all stakeholders

know what students have learned in reference to the outcomes of the program of studies at a specific time and/or within a prescribed time period.

Assessment is planned and purposeful with both instruction and assessment aligning to the programs of studies. Teachers construct and develop plans by beginning with the end in mind. Teachers identify criteria using rubrics and exemplars to indicate what proficiency/understanding of a concept, skill, process and/or procedure looks like, in reference to relevant grade-level outcomes. Ongoing assessment and communication of assessment is critical to the learning process. For assessment to be helpful to students, it must inform them in words – not numerical scores or letter grades – what they have done well, what they have done poorly, and what they need to do next in order to improve. Assessment is a collaborative process that is most effective when it involves self, peer, and teacher assessment.

**Report Cards**

Student progress will be formally reported to parents two times per year in the form of an online report card in January and a final report card in June which will be posted to PowerSchool where the next grade level placement recommendation is made in June.

**Demonstrations of Learning**

The demonstration of learning is a student-led conference with an emphasis on celebrating the child and his or her growth as they demonstrate their learning, understanding and skills developed throughout the term. Demonstrations of learning will take place in mid-November and again in mid-March. Parents are asked to register for their preferred time slot for each child using the online booking system.

**Reporting Terms Timelines Schedule 2023-24**

<b>Reporting Timelines</b>	<b>Demonstration of Learning</b>
September 5-January 31	November 23, 2023 1-4:30 pm & 5-7 pm
February 1-June 26	March 14, 2024 1-4:30 pm & 5-7 pm

**Attendance/Lates/Absentee Check Program**

As per Section 9 of the Education Act, regular attendance and punctuality at school are important factors that positively affect student achievement. As such, if a child is not attending regularly, you will be communicated to regarding the attendance issues. Should the problem continue please be advised that according to the Education Act the responsibilities of the school in attempting to enforce regular attendance. Where no progress appears to be forthcoming, it is our responsibility to refer the matter to the Attendance Board for review.

Attendance at school is monitored by the homeroom teachers and the school office. If your child will be absent from school or must be dismissed early for a medical appointment contact the office by telephone at 780-471-3140, or send a note to the homeroom teacher, prior to the absence. An unexplained absence will result in a telephone call to the parent via our automated system. Please keep the office informed of current phone numbers. Students who are late must check in at the office and have their agenda book stamped or obtain a late slip from the office before entering class. Students leaving early must sign out at the office.

**Bicycles/Scooters/Skateboards**

Students are asked to walk their bicycles on the sidewalk and playground area for safety reasons. Bicycles



are to be secured in the bicycle rack using a durable bicycle lock. Students are able to use their bicycles, scooters or skateboards as transportation to and from school only. They are not allowed to ride at recess or lunch times. The bicycle racks are out of bounds to all students as a play area. It is recommended that scooters and skateboards are secured with the students' other personal belongings. The school will not be held responsible for any damaged bicycles, scooters or skateboards. It is the student's responsibility to secure their bicycle, scooter or skateboard.

### **Birthdays**

At St John Bosco, we honor our students with the whole school community. Your child's name will be announced by our morning broadcast team and will be presented with a St John Bosco pencil from the office. Each classroom recognizes birthdays in special ways. We ask if you are sending in a birthday treat for your child's class that is be a small **individual treat** (such as cupcakes, pre-wrapped rice Krispy, granola bar, stickers, or small treat. Please no cakes or pizzas) for ease of distribution by the teacher. These treats will be given out at the end of the day before the students are dismissed. Please send a note in your child's agenda with the message that the treat will be delivered after lunch for distribution before end of day. Please save birthday celebrations with cake for your home celebrations. We appreciate your cooperation.

### **Bus Passes**

Students at St. John Bosco School in Grades 1-6 are charged for bus passes. If parents choose to pay monthly, payment must be received no later than the 5<sup>th</sup> of the month for Yellow School Bus passes or your child cannot ride the Yellow School Bus home from school. There will be no reminders sent to parents.

If your child requires an ETS bus pass, payment must be received no later than the 25<sup>th</sup> day of the previous month in order that an ETS pass be issued. A reminder that all payments are made through the PowerSchool Parent Portal. Should you require more detailed information regarding bussing, please contact the District Transportation office at (780) 441-6078. Students requiring ETS bus passes are to inform the office in advance to ensure that ETS bus passes are available.

All students riding the Yellow Bus are also required to fill in a student Transportation Verification form. All students riding the ETS and Yellow Bus at St. John Bosco School are required to carry their assigned bus pass. Yellow bus students whose payment has not been received by the 5<sup>th</sup> day of the month will not be permitted to ride the bus home from school. All bus students are directed to line up and board the bus where row call is taken daily. If there are alternate arrangements made, the parents are to call the main office as we manage the bus lists daily to reflect changes. Annual costs of bus passes are uploaded to our school website each year.

### **Cell Phones/Telephones**

Cell phone usage is not permitted during school hours for the safety of your child (it is difficult to monitor communication, and theft/loss is a risk). Please write in your child's agenda any changes to your child's regular after school routine. If you require your child to have a cell phone for after school activities, please remind him or her to turn it off and hand it into their teacher at the first morning bell. The school does not accept responsibility in the event of loss or theft. Telephones are available throughout the school and if necessary, your child has access to a telephone in the event of an emergency, at which point you would here directly from the school office.

### **Communications**

Open, ongoing and positive communication between the home and the school is one of the most important contributions we can make for the educational development of our children. By working together

collaboratively, we will help all students achieve their academic best. To contact a teacher, please call the main office and leave a message to return your call. Teachers will not be disrupted during instructional time to take parent calls. Longer extended conversations are best had in person and as such, we encourage parents to call the main office and book an appointment to meet with the teacher. Please refrain from dropping in for a meeting as teachers are with students and will not be able to meet without a scheduled appointment. In addition, keep in mind that teachers have committee and club activities they are committed to as such, a schedule appointment is always best. Likewise, the administration is happy to meet with parents however, parents are asked to call and schedule an appointment to avoid disappointment.

### ***Swift K12 Automated Communication System***

The Swift K12 system is the automated system we use to communicate with parents in a timely fashion. Parents are reminded to ensure that we have your current email address on file in our database for them to receive the communications via this system. We will continue to actively use our SwiftK12 automated system to keep parents informed on daily attendance, a variety of topics and special events reminders.

### ***Website***

Online communication is the quickest, most accurate source of information for parents. Our school's website is <https://stjohnbosco.ecsd.net/>. Our website is updated regularly and includes general information, monthly calendars of events, school newsletters, special events, classroom information and school council information such as meeting agendas and minutes, as well as educational links for students and parents. We ask that you visit our school website regularly to gather information about school matters and refrain from calling the office for information that can be accessed on the website.

### ***Newsletters & Calendar***

Newsletters and Calendar events are posted to the school's website and will no longer be emailed as in the past.

On the last day of each month, we post the monthly newsletter to our school website. To access the school's newsletters, click on the link below <https://stjohnbosco.ecsd.net/newsletters-> Parents are asked to read the newsletter each month as a means of staying informed about what is going on in their child's school. Likewise, each month we enter dates for any events happening at our school.

To access the school's calendar of events, click on link below: <https://stjohnbosco.ecsd.net/calendar>  
We enter all dates at the start of the year and update each month as necessary. This live calendar is very handy in that you can access school dates and events for planning family trips, doctor's appointment or the like.

### ***Outdoor Sign***

Special announcements, notices and reminders regarding upcoming events will be posted regularly on our outdoor sign located at the front of the school.

### ***Crisis Management Plan Information (Fire Drills/Lockdowns/Evacuations)***

St. John Bosco School is a safe place to be because our staff, students, parents and community work together to make it safe for our children. In the classroom, teachers talk to students about safety and the importance of being prepared. Being prepared means doing a good job at assessing any risks or threats and then being able to respond quickly and effectively. During the month of September and after each major break such as Christmas and spring, we will be reviewing and having both, fire drills and lockdown drills.

### ***During A Fire Drill***

Your child will participate in a simple exercise to practice the procedures of leaving the school building and waiting with the teacher outside until officials say it is okay to go back into the school.

### ***During A Lock Down***

Your child will participate in an organized exercise to secure both the classroom and school from the inside until officials say it is okay to move freely within the school again. A lock down means that students are to remain in locked classrooms or in a pre-established safe area to keep them safe until the authorities determine that it is safe to remove the lock down procedure and allow students and staff to move freely in the school. Just as each teacher is asked to explain to his/her students the need to have such drills, please take a moment to explain to your children that there is a need to have these practice drills as it helps to ensure everyone's safety.

### ***During A School Evacuation***

The purpose of an evacuation is to ensure that everyone is out of the building as quickly as possible. This would usually occur due to a fire or other danger to safety within the building. Everyone remains outside the school until it is safe to go back inside.

In the event of an evacuation that requires an extended amount of time, parents would be notified using our automated system and given further instructions whereby the parents would be redirected to an alternate pick-up location. Staff and students would be directed to our designated off-site location at Bishop Greschuk School, where parents will be expected to check in and pick up their children at that location. **Orderly and respectful conduct that is mindful of the need for following protocols and established logistics is paramount for the safety and security of all students.**

### **Custody Arrangements**

In the event of a legal custody/guardianship arrangement, it is the responsibility of the parent to notify the school and to submit the pertinent legal documents to the school. Please note that the school will only honor the terms of legal documents contained within the student file. Legal documents must be current and certified.

### **Standards of Student Dress**

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. ***For details of our school's standards for student dress, please refer to our standard of student dress guidelines within our school's conduct policy.***

### **Extra-Curricular Activities**

During the lunch break and after school, students are given the opportunity to participate in a variety of activities. These activities vary to accommodate the interests of most students. Staff members voluntarily devote their time to the preparation and supervision of these activities. Students, if not responsible in their academics and behavior may be removed from participating in such extra-curricular activities. Parents are asked to be prompt in picking up their children from their selected activity.

### **Fees**

St. John Bosco School has school fees. The fees assessed fall into one of three categories as supplement, individual or optional. Furthermore, the collection of some funds during the year are done so strictly on a cost recovery basis for educational activities in the following categories: extra-curricular teams/clubs, fieldtrips, farewell ceremonies, and school or student activity costs. Due to the high cost of textbooks, we do however ask parents to ensure students care for and maintain proper care of their school textbooks. School fee charges are sent out in the fall for collection and must be paid online using the parent portal at <https://powerschool.ecsd.net/public/>.

### **Field Trips**

Field trips are school-planned activities intended to enhance and complement the curriculum outcomes targeted. Students are expected to participate. Each teacher is responsible for the organization of the field trips for their respective class. Parents will be informed in advanced of the field trip date, the nature of the field trip and the pertinent costs associated with each fieldtrip using an ***ECSD Standardized Field Trip Permission Form***. If volunteers are required, the teacher will indicate and the volunteers are expected to complete the ***ECSD Volunteer Registration Form*** as per ***ECSD Volunteer Procedure 490***, in addition to the ***SJB Notification Form*** stating expectations of volunteers. Parental permission must be received on the standard ECSD Field Trip Permission Form; we are unable to accept verbal permission or notes. Therefore, students who have not returned a signed field trip form to school will not be allowed to participate.

### **Footwear**

In the interest of safety for all, we ask that all students remove their outdoor shoes at their designated entrances. All students' footwear should be clearly marked to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, white soled shoes are recommended for inside wear and required for physical education. During special evening events parents and guests are asked to keep their shoes on for optimal safety. Students are directed to take off boots proceed to their designated boot rack areas and put on their indoor shoes for the duration of the special event.

### **Hot Lunch Program**

Once a month, the students of St. John Bosco have an opportunity to order a special Hot Lunch which is organized by our school's lunch coordinator and with the assistance of our amazing parent volunteers! SJB To order, parents go online to <https://healthyhunger.ca/>. To access the instructions on how to **register** and use this program, click on <https://healthyhunger.ca/parent-help>. Hot lunch is not available to kindergarten children due to their half-day program and dismissal times.

### **Hours of Operation**

Listed below for your information, are the St. John Bosco School hours of operation. Please note that changes to yearly calendar and schedules will always appear in the newsletter and in the monthly calendars, in addition

to the school's website. We ask that parents honor the established times and ensure that students are in school on time as per the times indicated below.

### Grade 1 to Grade 6

<i>Monday, Tuesday, Wednesday &amp; Friday</i>		<i>Thursday</i>	
<b>8:05 am</b>	<b>Entry Bell</b>	<b>8:05 am</b>	<b>Entry Bell</b>
<b>8:05-8:15 am</b>	<b>Registration</b>	<b>8:05-8:15 am</b>	<b>Registration</b>
8:15-10:06 am	Instructional Time	8:15-10:07 am	Instructional Time
<b>10:06-10:21 am</b>	<b>Recess Break</b>	<b>10:07-10:22am</b>	<b>Recess Break</b>
10:21-12:12 pm	Instructional Time	10:22 -11:40 am	Instructional Time
<b>12:12-12:32 pm</b>	<b>Lunch Time</b>	<b>11:40 am</b>	<b>Early Dismissal</b>
12:32-12:52 pm	Lunch Recess		
12:52 pm	Entry Bell		
<b>12:52-12:54 pm</b>	<b>Registration</b>		
12:54-2:50 pm	Instructional Time		
<b>2:50 pm</b>	<b>Dismissal</b>		

### Kindergarten

At times, students in both the morning and afternoon classes may be asked to attend class together in the morning for a combined field trip or for special presentations. There are no classes held on Thursdays for Kindergarten students.

<i>Monday, Tuesday, Wednesday &amp; Friday</i> A.M. Class		<i>Monday, Tuesday, Wednesday &amp; Friday</i> P.M. Class	
<b>8:05 am</b>	<b>Entry Time</b>	<b>11:43 am</b>	<b>Entry Time</b>
8:05-11:12 am	Instructional Time	11:43-2:50 pm	Instructional Time
<b>11:12 am</b>	<b>Dismissal</b>	<b>2:50 pm</b>	<b>Dismissal</b>

### Inclement Weather

The staff at St. John Bosco School pay close attention to weather conditions using the Edmonton Weather Network. Decisions regarding outdoor activities take into consideration inclement weather that may result from the following conditions or combination of conditions: continuous rain, extreme wind, cold or air quality. We will cancel recess if the temperature is  $-20^{\circ}$  C or colder, or if the wind-chill factor is  $-20^{\circ}$  C or colder or air quality is poor. The following guidelines will be implemented as part of our tracking weather conditions: The following guidelines will be implemented as part of our tracking weather conditions:

- a. Before and after school access may need to be adjusted (i.e. students may be allowed access inside
- b. the school before the morning bell rather than remaining outside).
- c. Whenever outdoor recess is cancelled, an inside, supervised break will occur.
- d. Recesses will be indoors only during extreme weather conditions, as outlined above, as such, students should come to school dressed appropriately for outdoors.
- e. Recess is important in that it is a vital time for socialization, exercise, the opportunity to eat a snack/drink a beverage, and to recharge mentally.
- f. Please be reminded that if a student is too sick to go outside, they are too sick to attend school and should be at home resting, as well as for the sake of all those back at the school.

## **Inclusive Communities Commitment**

***God saw everything that was made, and indeed, it was very good. Genesis 1:31***

In keeping with District Administrative Procedure 160, St. John Bosco School recognizes that we are all created in the image and likeness of God. As such, all human beings are inherently sacred and must be treated with dignity and respect. All efforts to support the inclusive, safe, and caring learning and working communities within our District must be in accordance with the teaching of the Catholic Church and shall be grounded in the understanding of the person as a whole.

A nurturing inclusive community is one in which each person is welcomed, accepted, and supported as a child of God; therefore, any discrimination is unacceptable and will be addressed.

All students, staff, and families of Edmonton Catholic Schools will be provided with an inclusive, welcoming, caring, respectful, safe, and Catholic environment that promotes the well-being of all and fosters community support for achieving this goal.

## **Inclusive Education and Programming**

As part of a larger faith community, Catholic Education has the mission of proclaiming the Gospel of Jesus Christ as it works to meet the religious, academic, personal and social needs of children/youth. Catholic schools achieve their mission through excellence in educational programs that permeate the Catholic teaching as well as, through service to the Catholic community and society as a whole.

In keeping with our School's Foundation Statement and the District's Statement on Inclusion, we are committed to working collaboratively with families to ensure that the programming needs of their child is met. Our school's 'Learning Team' comprised of the Teacher, Educational Assistants, Learning Coach, Administration, and the Multiple Disciplinary Team (MDT) is committed to collaborating with parents towards identifying, applying, and monitoring practices enabling all students to reach their potential.

## **Independence as a Life Skill**

Teaching independence is one of the main tasks for parents and schools. If we work towards building capacity in our children, over time they become increasingly self-reliant and productive members of their community. Adults working with children should seek to guide them through a task towards its completion as opposed to completing the task for them. As soon as they can tie their shoes, we expect them to tie their shoes. This does not mean we will not help or do not want to help; it means we want them to become independent and self-reliant. For younger children, it means that as parents and teachers we need to let them do more on their own as they get older and in the interest of best serving them for their future.

## **Internet**

Students are required to have parental permission before being able to access the Internet. Parents provide consent as part of the child's registration form. Student use of the Internet is always supervised. Should the child's use of the internet become inappropriate they can expect to have consequences such as removal of computer use privileges and/or suspension. Each year at the start of the year, parents received a SJB Tech Consent Form.

## **Learning Commons**

Our Learning Commons space is dynamic and fluid. It is intended to facilitate and provide a variety of multi-modal learning opportunities for students. This will further develop and foster student collaboration, inquiry-based learning, and cross-curricular activities as well as provide a larger space whereby teachers can collaborate on projects in multi-aged groupings. In addition to this, students will continue to build a love of reading through access to an array of reading genres using their issued library card. Students will be charged for lost or damaged books. Food, drinks and chewing gum are not permitted.

## **Lockers**

Students are assigned lockers and are expected to clean out lockers daily to ensure that they are organized, clean and clear of food that may spoil. Things stored within the locker is the responsibility of the student. Student lockers are the property of the school and can be searched at any time.

## **Lost and Found**

Students are asked to label their property and are encouraged to check the lost and found box for any clothing, shoes, books, materials, or other personal property lost during the year. Students are reminded regularly to check for lost items. During Christmas break, spring break, and summer break, unclaimed articles will be donated to a charitable organization.

## **Lunch Time Expectations**

Students who attend our school can remain for lunch. This usually occurs when parents are working or the distance from home does not allow students enough time to go home for lunch. Students permitted to walk home for lunch must bring a permission note from parents indicating they are not staying for lunch. Our expectations related to expected behaviours during the lunch break are clear and stated below for your reference. Repeated inappropriate behaviour by a student may result in the loss of this privilege. Supervision is provided and seeks to promote a relaxing and respectful environment that is enjoyable for all students. The following expectations are in place to ensure a positive environment:

1. Students will eat in their classroom.
2. Students are expected to behave responsibly by remaining seated, speaking at a conversational level, treating classroom monitors and peers respectfully, recycling & throwing garbage away at dismissal.
3. Classroom monitors from both Gr. 5 & 6 will be trained to become responsible helpers. Staff will assist in the supervision of lunch students.
4. At all times, students are to show respect to supervisors and monitors. When reviewing lunchtime expectations with students, teachers will encourage students to bring nutritionally healthy food choices as per our District Nutrition Procedure 164.
5. Students who find themselves without a lunch are to inform their homeroom teacher as soon as they are aware, so a call can be made to the parent to drop off a lunch. Frequent concerns about missed lunches will be brought to the attention of the administration and addressed with the parents.

## **Nutrition Statement**

St. John Bosco School is committed to providing an environment that promotes healthy eating, nutrition awareness and facilitates healthy lifestyle choices for students. Please reference our **ECSD Nutrition Procedure 164** as part of that information.

We believe:

- A comprehensive school health program will help students attain their full educational potential and good health by providing them with the skills they need to embrace lifelong healthy eating habits.
- Nutrition should be a fundamental part of a student's education at every grade level and will be consistent with our ECSD Nutrition Procedure 164.
- A healthy lifestyle, which includes eating foods with maximum nutritional value should be nurtured and supported.

It is our Catholic belief that the human body is good and is to be respected and properly cared for. In order to grow, learn and thrive, all students need access to healthy food. At St. John Bosco School, we will work with all students and their families to ensure they make decisions that promote healthy eating. To that end, we are committed to completing the following:

**1. Establish and maintain a healthy food and nutrition environment.**

- Nutrition concepts will be covered by all staff and integrated within subjects when appropriate.
- An environment that provides and promotes healthy food choices and healthy attitudes about food will be encouraged as per the Canada Food Guide.
- Nutrition education will include the importance of physical activity.
- Staff will provide positive role modeling when making healthy food choices.
- Support will be offered to parents, students and staff in making healthier nutritional choices.

**2. Develop practices to establish nutrition guidelines for food available at school during the school day.**


- During classroom parties, celebrations and meetings.

**3. Consideration of food safety is very important.**

- Student allergy awareness and general nutrition information is an integral part of healthy eating choices.
- All foods and beverages served in the school, during school hours, will fall within the “Choose Most Often” and “Choose Sometimes” categories in accordance with the Alberta Nutrition Guidelines for Children and Youth.
- Support will be offered regarding appropriate food serving sizes.

**4. Parent Education and Information on Healthy Food Choices**

With so many kinds of foods available, making healthy choices can be a challenge. Foods are complex and contain many ingredients. The **Healthy Food Checker** makes choosing healthy, nutrient-rich foods easier; it compares the nutrition information from a Nutrition Facts Table to the Alberta Nutrition Guidelines, and will put foods and drinks into one of three groups:

 Choose Most Often    Choose Sometimes    Choose Least Often

The Alberta Nutrition Guidelines for Adults and the Alberta Nutrition Guidelines for Children and Youth help Albertans make healthier food and drink choices at home, at work and in public spaces like schools, childcare centres and recreation centres. Parents are encouraged to click on the link below to access more information on the **above food checker** to reference it as you consider packing or purchasing a lunch for your child. <http://www.albertahealthservices.ca/nutrition/Page13977.aspx>

### **Parking/Student Drop Off and Pick Up**

To ensure the maximum safety of our students, parents are asked to read and follow the expectations set out when using the **Drop & Go Zone**:

1. Use the drop off zone located on the west side of the layby; it is a drop and go system. **NO PARKING!**
2. Do not use the bus zone or the crosswalk areas as drop off or pick-up zones.
3. Do not jay walk. Teach your children to use the crosswalk on the west side of the layby. If you do not wish to walk the distance it is expected that you train and teach your child to proceed to the crosswalk.
4. Do not use the staff parking lot as it is limited for staff use only and is a dangerous spot for student traffic.

### **Parish Links**

St. Dominic Savio Parish serves our school community and collaborates with school to inform parents of Sacramental preparation. Parents must contact their parish to arrange for their child to receive all of the sacraments. Furthermore, the Parish enhances the religious education curriculum with regular parish priest visits and participation of the clergy in school celebrations and liturgies. For your convenience is the contact information for our designated community parish at Phone: 780-473-4259 OR 780-472-2833 or email at [stdominic@shaw.ca](mailto:stdominic@shaw.ca). Alternatively visit their website.



## **Personal Property /Personal Valuables**

### ***Personal Property***

Students will be required to have some of their personal items at school such as boots, shoes, pencil cases, etc. and should have his/her name marked clearly on them. Children are expected to maintain their personal spaces, such as desks and coat shelves/lockers, in an orderly state. Time is provided at the end of each day for children to pack up personal belongings and lunch items that need to be taken home. Please encourage your child to do so.

### **Personal Valuables**

Students are discouraged from bringing valuables and electronic devices (personal devices, electronic games, cell phones, and iPods) to school that may be damaged or stolen. Staff may remove such items, and at the end of the day the student may retrieve them from the office. The school is not responsible for the loss of or damage to any valuables.

## **Playing Field Areas Expectations/Procedures**

Our school has designated playing areas for each of the respective grades. Please read below for further information as to school expectations.

### ***Play Areas/Field Expectations:***

1. St. John Bosco has a no contact/hands off policy in the playing field areas of the school. Students are instructed to play games that do not include pushing, shoving, fighting or wrestling on the playground. Staff members on supervision monitor this closely and address it immediately in the event that they see such behaviours. Students are also expected to report behaviours that are problematic so that staff can attend to it immediately. **We do not in any way support behaviours that are physically and/or verbally aggressive. Behaviours such as these are taken seriously and may result in suspension.**
2. Outdoor equipment is issued to all homerooms. The care of the equipment is the responsibility of the students in the class.
3. Students are not encouraged to bring sports equipment from home. The school will not replace items that are lost or damaged.
4. Students are to be only in the designated play area as per the schedule.
5. No throwing sand, dirt, rocks, or any other items that might endanger or injure other children.
6. Be considerate of others and take your turn, using common courtesy at all times.
7. No pushing or shoving.
8. No spitting.
9. Put all garbage in the garbage bins.
10. Shoes are to be worn always.

## **PowerSchool- Parent Portal**

All parents are asked to sign up for a PowerSchool Parent account. Access to PowerSchool is necessary as it allows parents access to a number of things such as: report cards, school fee payments, transportation payments, attendance, and upcoming school events information. Please contact the school office for assistance with this if you have not used PowerSchool before.

## **Programs – Core Instruction**

Our goal at St. John Bosco School is to assist students to achieve their personal academic best. All teaching and learning align with the requirements of the Alberta Education Program of Studies. Core instruction includes Religion, Language Arts, Mathematics, Social Studies, Science, Physical Education/Health, Art and Music instruction. French is considered a core subject and is mandatory from Grades 4 to 6.

## Curriculum Handbooks/Summaries by Alberta Education for Parents

Curriculum summaries, which include information about content taught in each grade and subject area, are available on the Alberta Education website: <http://www.learnalberta.ca/content/mychildslearning/>  
In addition to our regular programs in Kindergarten through Grade Six, St. John Bosco School offers a variety of academic and co-curricular programs **such as:**

- ‘Universal Design for Learning’ that incorporates best practices for multiple & flexible options for student expression & engagement such as, multiple technologies & diverse learning spaces for student needs & choice.
- Inquiry-based learning that offers student engagement & Multi-age Instruction for Project-based Learning.
- (S.T.E.A.M.) Science, Technology, Engineering, Art & Math focused Learning Commons/Makerspaces that includes a Wind Tunnel, Magnet Wall, Lego Wall, Light Labs, Robotics, Dash & Dot Coding Robots, Cubelets® Robot Blocks Osmos, Tagoo Blocks, & more hands-on learning tools for optimal inquiry-based learning.
- Learning & Tech Coaches to coordinate flexible approaches to learning, customized for individual student needs.
- Multiple Disciplinary Team (MDT) of Service Providers (OT, SLP, PT, FSLW, EBS).
- Full wireless capabilities with smartboards, FM systems, netbooks, chrome books, iPads, laptops and more.
- Junior ATB Financial Literacy Program
- French as a Second Language Instruction.
- Levelled Literacy Intervention (LLI) for Struggling Readers, SIOP Program for (ELL) English Language Learners.
- Google Classroom
- Robotics
- Athletics Program
- Discovery Education
- Kagan Collaborative Strategies

## Programs- Extra /Co-Curricular Instruction

We also offer your child an Extensive Extra/Co-Curricular Program. The objectives of school activities are to reinforce skills taught during the regular programs, promote good sportsmanship, citizenship, and school spirit in students and assist in providing a varied program, which enhances and promotes positive student attitudes, morale, and Christianity. In the area of extra-curricular programming, we offer:

- SJB Student-Led Broadcast Team
- Terry Fox Walk/Run
- Social Justice Service-Learning Program
- We Care Marketplace
- Operation Christmas Child
- Read-a-thon.
- Dance-a-thon
- Ski Day Participation
- Go Green Environment Club
- Young Authors’ Conference
- Student Leadership Team
- Running Club
- Robotics Club
- Student Leadership Team
- Volleyball Team
- Floor Hockey
- Soccer Teams
- Art Club
- Jump Rope for Heart
- Music Ministry
- Sr. & Jr. Glee Club
- Hand Bell
- Ukulele & Recorder Instruction
- Orff Instruction
- Annual School Wide Performances

## Property Taxes

The Edmonton Catholic School District appeals to all Catholic property owners and Non-Catholics who have children attending a Catholic School to make certain that they are correctly assessed as Separate School supporters. When you receive your Tax Assessment notice, please confirm your school support box to read - Support - Separate - 100%.

## **Recess Expectations**

Good health is necessary for effective and optimal learning. Recess is important in that it is a vital time for socialization, exercise, the opportunity to eat a snack/drink a beverage, and to recharge mentally. If your child has come to school, it is expected that they participate in recess breaks. Parents are asked to keep in mind the following guidelines when deciding whether send their child to school.

- All students are expected to go out for recess. Students must come to school dressed appropriately for the Canadian outdoors.
- Recesses will always be outdoors unless inclement weather conditions are in place, at which point we refer you to the respective inclement weather guidelines indicated in this handbook.
- Students who become ill during the day are to inform their teacher directly. Our practice is to call parents and ask them to pick the student up or give the student permission to go home.
- Please be reminded that if a student is too sick to go outside, they are too sick to attend school and should be at home resting to prevent the spread of germs as per direction from Alberta Health Services.

## **School Council/SJB Parent Fundraising Society**

At St. John Bosco School, we value the SJB School Council, the SJB Parent Fundraising Society and the roles these groups play in contributing to the school program. The council works closely with the school, staff, and administration to advise and liaise with us, and to inform both the school and parent community. This includes discussion on things such as new policies, fundraising, and new programs. Parents are encouraged to become active members and to attend all meetings as posted on our school's website. During the Meet the Staff Night, the AGM takes place, and the Executive is elected. We value your perspective and need your input as such, participation is encouraged as many topics are discussed throughout the year.

## **School Patrols**

St. John Bosco staff and AMA have collaborated to have School Patrols. Please ensure that you pay close attention and respect all staff, parents, and student volunteers as they work hard to keep all of our students safe. We ask that you be particularly mindful of how you model and follow the directions provided by both the adults and student patrollers. Take a moment to view the two important videos below regarding the school patrol program. <https://youtu.be/3XtzBLl2F04> and <https://youtu.be/3D2uZ9pd27Y>

## **Student Records**

All student records are collected and maintained in a digital format. These records are maintained in strictest confidence to respect the "worth and dignity" of each student. You may obtain access to your child's record through the Principal. All procedures are in keeping with the Freedom of Information and Protection of Privacy Act. Parents may request that the preferred student names be entered into PowerSchool for attendance and reporting purposes. Student surname may be changed on student records only if the parent or guardian presents evidence to the school that the name has changed legally through the Alberta Registry, ie: new birth certificate and/or documents a legal name change that are notarized.

## **Supervision**

In the morning, supervision begins at 7:48 a.m. and students will be expected to be outside with the supervising teacher, except during inclement weather. Students are to enter and leave the building through their designated grade-level doors. Students arriving after the school bell still proceed to their designated doors as supervisors will be there until 8:30 each day.

## **Technology**

In order to use school computers, students must have the Acceptable Use Agreement (ECSnet) signed by a parent as part of the child's registration form. All of our classrooms have wireless Internet and school network access. Inappropriate use of technology will result in a suspension of their technology access.

## **Testing/Screeners– Standardized and Provincial**

Throughout the school year, students may be assessed on provincial standardized tests, as well as reading and math screeners. Students in Grades 6 also take Provincial Achievement Tests in May and June.

## **Visitors**

Parents and visitors are required to enter through the front door of the school and report to the office before contacting students or teachers. Visitors must sign in at the office and wear a visitor tag. This helps us to maintain a safe and secure environment for our students. Students are asked to report the presence of strangers to the principal or staff. If you are coming to see a teacher, please contact the teacher to arrange a convenient time for them to meet rather than simply dropping by the school.

## **Volunteers**

Volunteers are integral part of our school community. Parent volunteers are expected to act in a supervisory capacity as directed by the teacher. Focused and impartial attention on all of your assigned students, group, and/or task is essential. Whenever volunteers work directly with students, procedures must be in place to best ensure the safety and well-being of students and to facilitate the enhancement of the programs being provided. In alignment with the ECSD Volunteer Procedure 490, volunteers must complete a volunteer form and be vetted through the office by the Principal, in advance of the volunteer day. Volunteers shall at all times act in accordance with ECSD and SJB policies, procedures and rules and conduct themselves in such a manner to be in keeping with the Division's core values. Furthermore, volunteers must respect the privacy of all students and staff and must adhere to procedures that ensure the safety of all students. As such, the following list, while not intended to be an exhaustive list, is strictly prohibited:

- deviating from the teacher's directions, and instructional plan of the class
- altering the routines, and/or expectations of what would normally be expected, while in school
- taking pictures or videos
- application of any products such as sunscreen, cremes, ointments, sprays or the like
- sharing of food
- leaving the event/fieldtrip premises for lunch (bring bag lunch)
- leaving the event/fieldtrip early with their child

School staff will report any of the listed behaviours, as well as any behaviours that are in breach of ECSD and/or SJB Procedures to the Principal. Not adhering to the above expectations will result in the removal of the volunteer for the remainder of the school year. Consideration for future volunteering within the school will only be considered at the start of the next school year and only after appropriate paperwork is submitted and a meeting had with the Principal to review procedures

## POLICY INFORMATION

### **Student Conduct Policy**

The St. John Bosco School Student Code of Conduct is founded on establishing a Catholic school environment based on the teachings of Jesus Christ and the Catholic Church towards ensuring a welcoming, caring, respectful and safe learning environment for all. Our Code of Conduct is established within the context of Alberta Education's Education Act and Edmonton Catholic School District requirements and seeks to help students learn how to address issues of dispute, develop empathy, and become good citizen is both within and outside of the school community.

At St. John Bosco School, we affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students, and staff members within our school. St. John Bosco School does not condone, nor accept 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, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

We believe that to provide our students with a learning environment that is optimal and that enhances the self-worth of the student, we must work with them and foster the development of self-discipline. Each child, therefore, has the responsibility (Education Act, Sec. 31) to ensure that his/her behavior contributes to a productive and non-disruptive atmosphere. This will in turn, prepare our students towards becoming productive members of the larger community. In partnership with the school, the parent (Education Act, Section 32) 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.

Our Student Code of Conduct Policy sets out the expectations of our students. Annually, our Code of Conduct is reviewed by staff, students and parents and is revised as necessary to ensure alignment with Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, Alberta Education and ECSD mandates. Expectations of students and school policies are outlined at the beginning of the school year and are regularly reviewed with students. The Student Conduct Policy is printed in student agenda handbooks and is also posted on the school website.

**Our Student Code of Conduct seeks to teach, encourage, and promote the three "A's":**

1. **APPROPRIATE** behavior
2. **AWARENESS** of one's actions
3. **ACCEPTANCE** of responsibility for one's actions

**We believe that all children require:**

- A positive and proactive behavior plan
- Behavior expectations and consequences for non-compliance
- A positive reinforcement system
- The teaching of social skills
- Active supervision and monitoring
- Interventions based on individual needs, with a continuum of support to correct unacceptable behaviour.
- Support provided to the students impacted by inappropriate behaviour.

### **School Community Members' Responsibilities:**

As members of the St. John Bosco School community, students, parents and staff are expected to model and promote behaviour that contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Parents, school staff and students all have responsibilities in ensuring that St. John Bosco School is a positive learning environment. To that end, listed below are responsibilities, although not an exhaustive list, it does establish clear direction of the roles and responsibilities each stakeholder group has towards contributing to a positive school environment and helping students meet their responsibilities. This section in detail has been placed on page 5 of this student agenda handbook and we ask that you read and review with your child(ren). We trust that the details help to provide clarity into the roles and responsibilities each stakeholder plays in a successful home/school partnership.

### **Acceptable & Unacceptable Behaviors**

As per the Education Act, Section 31, students have the responsibility to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Parents have a corresponding responsibility (Education Act, Section 32) to help their child meet his/her responsibilities towards ensuring a welcoming, caring, respectful and safe learning environment.

At St. John Bosco School, expectations for **student behavior fall into two categories: School-Wide Expectations and Classroom Based Expectations.** Listed below are our school-wide expectations followed by classroom-based after which you will see listed are some potential consequences for unacceptable behavior.

**Category 1: School-Wide Expectations** - refers to those general school-wide expectations which are deemed to be part of the basic and necessary expectations, which have been standardized to ensure the smooth operations of the school, so that it is a safe learning environment. Each homeroom teacher reviews these expectations annually, at the beginning of each school year, after Christmas Break, and after Spring Break. Listed below, for your reference, is a listing of the School-Wide Expectations. They are:

#### **Bullying**

Alberta Education defines "Bullying" as: "... a repeated and hostile or demeaning behaviour intended to cause harm, fear, or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power." Bullying can take different forms:

- Physical – pushing, hitting.
- Verbal – name calling, threats, put-downs.
- Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation
- Cyber – using the computer or other technology to harass or threaten.

Bullying is not a normal part of growing up and it does not build character. No one should have to put up with bullying. Bullying is a learned behaviour – children and youth often learn bullying behaviours when they either experience being bullied or see it happening to others. Bullying is different from conflict. Conflict is defined as a disagreement or struggle over opposing beliefs, needs, feelings or actions and is a normal part of life. From time to time everyone has conflicts with friends, family, teachers, co-workers. It is important to learn how to resolve conflict peacefully and recognize the difference between conflict and bullying. Students are expected to report bullying behaviour as soon as they can after seeing it or

experiencing it. Students may do this by telling an adult in the school. Students who are uncomfortable with coming forward to school personnel are encouraged to talk with parents or friends, who could then assist them in notifying the school about bullying.

Bullying or cyberbullying of students could result in an immediate suspension from school. As well, the police may become involved in the investigation of bullying incidents. Bullying is defined in law as “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.” Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

Students are to ensure that they do not in any way partake in bullying behaviors at school, during school-related events or by electronic means at any time of the day. Students who have witnessed bullying or are aware of such behaviors as defined above are to report it privately to their teacher and/or school administration.

### **Care of Property**

Students are expected to respect all school property, property of others, and personal property. Students must keep their personal space, internal and external areas of school clean and safe. Students are responsible for the care of textbooks. Lost and/or damaged items must be paid for. In order to help staff take care of the school property, students will not chew gum or eat sunflower seeds on the school property and grounds. It is expected that students keep their work, coat and boot and/or locker area clean and well organized. The safety of self and others is of prime importance. Vandalism is unacceptable and damages because of vandalism will be billed to the parents.

### **Defiance**

Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, can result in an immediate suspension.

### **Discrimination**

Discrimination, as set out in the Alberta Human Rights Act specifically refers to any conduct that serves to deny or discriminate against any person or class of persons. Specifically, in regard to goods, services, accommodation or facilities that are customarily available to the public is forbidden if the denial or discrimination is based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

### **Disrespectful Conduct**

Students are expected to show respect and consideration for others, including fellow students, parents, staff, visitors and community members. This respect includes others’ feelings, personal space, belongings and work. Physical and/or verbal abuse is unacceptable. Behavior such as fighting, bullying, pushing, spitting, disrespectful language, swearing or insults, teasing, stealing, vandalism and rough horseplay are not acceptable behaviors.

### **Standards 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.*

Students at St. John Bosco School **must** wear:

- Outdoor shoes/footwear must be removed upon entry to the building and indoor shoes worn in school. For optimal safety, students are to wear running shoes within the school.
- Dresses, skirts, and shorts to allow for optimal activity and movement.
- Attire that has logos or text should be positive in nature, should be respectful and encourage a healthy lifestyle for children and youth.
- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms)

Students at St. John Bosco School **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.
- 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 St. John Bosco School **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.
- Clothing that reveals underwear or midsections are not acceptable.
- Hoods as part of a hoodie jacket and outdoor items such as sunglasses, caps/hats, bandanas, and outdoor jackets may not be worn during class time. While welcomed to be worn outdoors, students are to remove such items upon entering the school to ensure optimal visibility and safety to not interfere with the line of sight for any student or identification of students by staff.

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.



- 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.
  - Borrowing an article of clothing from a friend 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. If the parent is unable to bring alternate clothing, SJB Spirit wear may be supplied.

### **Hallway/Outside Play Area Movement**

All hallway movements must be orderly and respectful of other classes. This helps us to ensure that there is minimal disruption of instructional time. At recess and/or lunch break times, children upon dismissal are expected to go outside as quickly and as orderly as possible. Students are to play in designated areas only and are not to be around the bike racks during recess. Students are expected to remain in the schoolyard, at all times, except for students who walk home for lunch who are to sign-out, in the office.

Students are to seek the assistance of a supervising staff member in the event that an issue arises from outdoor recess activities. During outdoor recess the supervising teacher must retrieve any balls going on the street. The custodian will retrieve balls landing on the roof, at a later time.

When the bell rings, students are expected to stop their games immediately and proceed to their designated entrance and line up quietly and orderly, where they will be met by their homeroom teacher. Upon entering the school, students are expected to proceed directly to their classroom in a respectful and orderly manner.

### **Harassment (Physical and/or Verbal Abuse)**

Physical abuse and verbal intimidation, harassment, or abuse of any type to anyone will result in an immediate suspension, or removal from the school. At St. John Bosco School, there is no body contact. Such thing as “play fighting” will not be considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.

### **Honesty/Plagiarism/Focused Academic Performance**

Students are expected to be honest in relations with other students, staff and adults, and to take ownership for their actions. Lying, stealing, cheating, or copying another person’s academic work and passing it off as one’s own work and/or idea is not acceptable behavior. To ensure success in the school year, students should be prepared to learn, challenge themselves to do their best, remain focused on the tasks assigned to them, and complete all class and homework assignments on time, and to the best of their ability. Two key tools to assist students in establishing positive life skills are the use of the Agenda Book and the Communication/” Friday” Envelope. It is expected that these tools be used regularly and a focused, proactive and positive attitude toward learning be demonstrated consistently.

### **Illegal Drugs or Substances**

Possession or use of illegal drugs or substances on school property or in sight of school property will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

### **Improper or Profane Language**

Language must show respect for staff, students and other community members. Name calling, swearing, crude, rude and obscene language in spoken, written, implied or gestured format is unacceptable. The use or display of improper or profane language could result in a suspension from school, or removal from the school. Students who use profane language in addressing a teacher will be suspended from school.

**Safety /Behavior Dangerous to Self or Others/Traffic Safety**

Students who engage in reckless or dangerous behavior will be suspended from school. If appropriate, the police will also be involved in the investigation. Behaviors which may inflict injury on another, is unacceptable. Behaviors such as throwing snowballs, sand, rocks or the like, may cause injury and are unacceptable.

**Traffic Safety**

School traffic safety is to be respected and traffic laws followed by all stakeholders. All members of the community are expected to obey safety signs, speed limits and/or patrols, parking signs and loading zones.

**Skateboards/Roller Blades**

Skateboards or roller blades are permitted to be used to and from school however, while at school, students are to refrain from using skateboards or rollerblades during the school day. The school will not be held responsible for any lost or stolen items.

**Theft**

Theft of property, either from the school or from another person is strictly prohibited and will result in a suspension. Restoration of the stolen property is mandatory. In some instances, cases of theft are referred to the police.

**Transportation**

Students taking the yellow bus are expected to follow general school-wide expectations as set out within this conduct policy. Requests made by a bus driver, which are more specific, are to be followed and respected. Should there be behavioral concerns, the bus driver will complete a bus infraction form outlining the specific concerns. In those circumstances where the child has received multiple bus infraction notices, the child may face suspension of bus transportation for a period of time. Students must show their bus pass prior to boarding the bus. Students are expected to board the bus within 5 minutes of dismissal and may be left behind if tardy. Students are to sit in their assigned seat. Parents are to report their concerns to the school administration and are to refrain from approaching the school bus drivers.

**Vandalism or Willful Damage to School Property**

Vandalism or willful damage to school property will result in an immediate suspension and/or services within the school depending on the circumstances. Students will be expected to pay fully for any damages caused deliberately or through carelessness. \*Service within the school community occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period.

**Weapons**

Possession of a weapon or presentation of any object meant to threaten or intimidate will result in an immediate suspension. Any weapons brought to school will be confiscated and turned over to the police. Police may be involved if this is deemed to be appropriate by school administration. This rule also applies to toy knives and guns. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

**Category 2: Classroom Based Expectations** - refers to those specific classroom-based expectations, which come directly from the teacher, as part of the teacher's behavioral and routine expectations for the smooth operation of that teacher's classroom.

Each classroom teacher will discuss and develop with their students a list of expectations and consequences with regard to behavior within a given classroom at the beginning of each school year, after Christmas Break, and after Spring Break. These expectations are communicated to parents and guardians at the first reporting period in September.

Regardless of which category an expectation falls under, it is necessary that all students follow and abide by the expectations as they are set out. Non-compliance of either School-Wide Expectations and/or Classroom Based Expectations will result in the student receiving consequences as outlined below.

## **Consequences for Unacceptable Behaviors**

### **Minor Misbehaviors**

These can be described as inappropriate language, bumping or pushing on the playground, not following classroom or school expectations, and other minor incidents. The teacher/staff member will use his or her discretion in determining whether it is minor or major. Administration may be consulted.

#### **When a minor misbehavior occurs, staff may use some of the following incremental consequences:**

1. A verbal warning to the student followed by discussion of classroom/school expectations.
2. Ask for demonstration of appropriate behavior
3. Administer an appropriate time out (5 to 15 minutes under adult supervision)
4. Request an apology which includes reason for apology and future actions, if appropriate
5. Use natural consequences, such as, if a student is not able to play well at recess, he or she may walk with a supervisor at recess, if appropriate or, if a student chooses to socialize rather than do class work, then he or she may need to stay in at recess to complete his or her work.
6. The teacher may, when necessary, suspend the student from one class period at which point the teacher will provide students with the work that would be covered in class.
7. Teacher will log incident into PowerSchool.

### **Major Misbehaviors**

Major misbehaviors can include open opposition to authority, willful and repeat defiance, willful harming of other students, continuing misbehaviors, use of improper language towards students or staff, vandalism, stealing, or bullying as defined herein. It is also important to recognize that some discretion will be applied, especially with younger students. There is a greater level of expectations for our older students, who are expected to provide positive role modeling for our younger students.

#### **In the circumstance of a major misbehavior, the teacher will:**

1. Gather information to determine what happened and who was involved,
2. Log incident (PowerSchool) and call the parent to inform them of the incident that occurred and send home the Incident Report Form.
3. Inform and involve an administrator, who shall assist with:
  - Discussing misbehavior with student
  - Determining consequences based on severity and frequency of behavior, including possible suspension of the student
  - The construction of an out-of-school suspension letter to the parent(s)/guardian(s).
  - Tracking frequency and severity of individual student's behavior in PowerSchool.

## **Suspensions**

Out of School Suspensions can vary from 1 to 5 days. The student and parent/guardian must meet with an administrator before returning to class after an Out-of-School Suspension. As per the School Act, Section 36, only an administrator/designate has the authority to suspend students from school. Although not the usual course of action, an In-School suspension may occur in rare situations where the parent cannot be reached.

### **During an In-School Suspensions, a student will:**

- Work quietly in a supervised area
- Eat lunch in similar supervised area
- Not participate in recess breaks
- Not be permitted to participate in extracurricular activities on that day.

### **During an Out-of-School Suspensions, a student will:**

- Have a letter regarding suspension placed on file, which will remain on file until the end of the following year, in accordance with District Policy.
- Receive work by their teacher for completion during the suspension.

## **Homework Policy**

Homework is an integral part of every student's educational program and is to be encouraged by teachers and supported by parents. It should be considered an extension of classroom assignments and should vary accordingly to individual student's grade level, ability and need. The primary function of homework should be designed to assist and improve the overall learning process of the student. For many students this means the completion of class assignments. To promote lifelong learning, it is expected that students will develop the 'homework habit' by reading as part of our home reading program on an ongoing basis whether they have additional homework assignments to complete. Reading nightly is strongly encouraged for all grades. If you have a question regarding homework, please contact the classroom teacher.

### **General Purposes of Homework**

1. To provide students with the opportunity to perform individually.
2. To promote good study habits.
3. To develop self-direction and responsibility for working independently.
4. To aid in the mastery of a skill.
5. To provoke and promote creativeness.
6. To reinforce knowledge.
7. To act as a stimulant towards new learning.
8. To inform parents of the work going on in the classroom and to provide a bond of cooperation.

### **Suggestions for Parents Helping with Homework**

1. Provide a specific and quiet place to work.
2. Select a time when distractions will be minimal.
3. Visit your child's Virtual Classroom for more information
4. Parents could use this time for their own reading or other "book work".
5. When there is no specific assignment, encourage your child to engage in alternate educational activities such as reading silently or to a sibling, friend, etc. Your child may also work on long term assignments.
6. Ensure that necessary materials and supplies are near at hand.
7. Encourage and assist your child but let him/her do the work on their own.

### **Parent-School Conflict Management: Administrative Procedure 152**

The District and St. John Bosco School are committed to working cooperatively with the parents of our students and believes that open communication is essential to maintaining a positive learning environment. We recognize at times there may be differences in understanding, interpretation and opinion. The Edmonton Catholic School District has a protocol in place for addressing classroom and school concerns. All parties in a conflict situation must recognize and respect the protocol, and more specifically the principle of **“first contact.”** This means that the person who has the concern has a responsibility to address the concern directly with those persons with whom they have the concern **before** taking their concern elsewhere. Based on the principle of “first contact”, parents must address concerns directly by calling or making an appointment with teachers before raising these concerns with the school administration or Catholic Education Services staff. Likewise, if a parent has a concern regarding school administration, the parent is expected to bring that concern to the school administration first, before raising these concerns with the Superintendent of Schools.

### **Fieldtrips: Administrative Procedure 260**

The Edmonton Catholic School District and the staff of St. John Bosco School recognize the importance of students utilizing community resources through field trips and visits. Therefore, we endorse out-of-school activities which have definite educational value. The staff at St. John Bosco School utilizes field trips as an enhancement of classroom instruction and therefore every student is required to participate. The parents of each of the participating students will cover field trips costs using a user pay model unless otherwise stated.

In accordance with Edmonton Catholic School District policy, a letter will be sent home providing information about individual field trips and requesting the parent/guardian permission for the child to attend. **The student will not be able to attend the field trip if a signed permission letter has not been submitted. Parents are to go online and use the Parent Portal online payment system to pay for field trips.** The administration and staff reserve the right to deny a student the privilege to participate in any such activity based on the following criteria:

- a) Unacceptable behavior at school.
- b) Inappropriate behavior during school activities.
- c) Insufficient effort and/or incomplete subject assignments.
- d) Attendance record.

### **Administering Medication and Medical Treatment to Students: Administrative Procedure 316**

Edmonton Catholic School recognizes that while it is not the mandate of schools, one or more school staff may be requested to administer medication or medical treatment to students. The following will be followed should the administration of medication be necessary at school:

- The School Administration receives a Form 316-1, **“Request for Administration of Medication/Medical Treatment”**. This form includes a signed request from the parent and physician (if for an extended period) indicating the type of medication to be administered, required dosage, and action to be taken in the event of serious side effects.
- The information and forms required are available from the office and are kept on file in the office after signatures and information is obtained.
- A record of the medication instructions and arrangements will be retained in the school office.
- A record of the medication administered (time and dosage) will be kept in the school office.

### ***Instructions for Parents***

- 1. A form must be filled in each school year and updated as soon as changes occur.** Forms are available at the school office.
  
- 2. Parents are asked to provide the school with:**
  - a. identification of the substance to which the child is allergic or the type of medical condition, symptoms of the allergic reaction or medical condition,
  - b. detailed emergency procedures to be followed in the event of an attack or reaction,
  - c. if medication is to be administered, the name of the medication, dosage, method of administration, possible side effects and time frame in which it must be received.
3. For the safety of your child and others, please bring the medication yourself to the office and speak with the teacher and office staff about administration of the medication.
4. Some students are required to carry medication on their person for extreme allergies, asthma, diabetes, etc. Students must not keep medication in their desks or lunch kits, with the exception of EPI-pens and inhalers. Medication must be kept in a secure location.
5. Parents are responsible for picking up all unused medication at the end of the school year.
6. Please inform the administration of any emergency procedures required if your child has been identified with life-threatening medical conditions.



