



Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**St Anne Catholic Elementary School**  
**14105-94 Street, Edmonton, Alberta T5E 6B2**

Tel : (780) 478-3288 Fax : (780) 473-0475

Website: [www.stanne.ecsd.net](http://www.stanne.ecsd.net)

## Student Handbook 2025-2026

### Edmonton Catholic Schools Mission Statement

The mission of Edmonton Catholic Schools is to provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

### St. Anne School Mission Statement

The mission of St Anne school is to provide a Catholic education that welcomes students as children of God to learn and grow together in faith, hope, and love, through serving Jesus Christ and His Church.

| HOURS OF OPERATION for 2025-2026<br><i>Kindergarten to Grade 6</i><br>First Day of school is Tuesday, September 2, 2025 |                                          |                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                         | Monday, Tuesday,<br>Wednesday and Friday | Thursday                                                                                                                           |
| First Bell                                                                                                              | 8:13 a.m.                                | 8:13 a.m.                                                                                                                          |
| Instructional Time                                                                                                      | 8:16 a.m. – 10:15 a.m.                   | 8:16 a.m. – 10:15 a.m.                                                                                                             |
| Outdoor Recess Break                                                                                                    | 10:15 a.m. – 10:30 a.m.                  | 10:15 a.m. – 10:30 a.m.                                                                                                            |
| Instructional Time                                                                                                      | 10:30 a.m. – 11:59 a.m.                  | 10:30 a.m. – 11:59 a.m.                                                                                                            |
| Indoor Lunch Break                                                                                                      | 11:59 a.m. – 12:20 p.m.                  | Every Thursday, students are dismissed at 11:59 a.m. except Dec. 18 and Mar. 26 when early dismissal is Friday instead of Thursday |
| Outdoor Lunch Break                                                                                                     | 12:20 p.m. – 12:35 p.m.                  |                                                                                                                                    |
| Instructional Time                                                                                                      | 12:35 p.m. – 2:50 p.m.                   |                                                                                                                                    |
| Dismissal Time                                                                                                          | 2:50 p.m.                                |                                                                                                                                    |
| * Being on time and regular attendance are critical to learning.                                                        |                                          |                                                                                                                                    |

Students are to arrive at school between 8:00 a.m. and 8:13 a.m. Arrival times must coincide with teacher supervision. Students must be in the school by 8:13 a.m. Students need to enter by the appropriate entrance. Students should use the front door only if they are late. It is expected that students will be picked up no later than 2:50 pm (*and 11:59am on Thursdays*).

Welcome to St Anne Catholic Elementary School. This handbook is intended as a quick reference guide that we hope you find extremely useful as questions arise throughout the school year. The contents will provide you with information about our values, beliefs, policies, daily operations, and expectations of our school community. The agenda planner is intended both as an organizational and communication tool to make our school a Christian community where all can grow and learn.

We encourage all of our families, Kindergarten to Grade 6, to become an active member of St. Anne Catholic Elementary School. Our belief is that educating children can only be accomplished by continued co-operation between home, school and parish within the framework of mutual respect and participation. As parents, you have entrusted the staff at St. Anne School with a precious gift – your child. We look forward to our collaborative efforts in ensuring that your child's educational experiences be productive, rewarding, and memorable. As a staff we are committed to your child's educational, social, emotional and spiritual well-being. God bless!



## ATTENDANCE

Being on time and regular attendance are critical to learning and are important factors that positively affect students' achievement and their sense of belonging. As parents/guardians and teachers, we have a responsibility to encourage and monitor these factors.

Parents and guardians who do not inform the school of an absence will be contacted at home or at work by an automated voice message. In the event your child is ill, has an appointment or will be away for an extended period of time, please call the school with the reason. If you are leaving a message, include your child's first and last name and the reason for absence. (We kindly ask you to spell your child's name when leaving a message.)

If your child arrives after the school start time, they must enter through the front doors of the school and come to the office before going to the classroom. A reminder that students coming in late disrupt their learning and classroom learning. All work missed during absences needs to be completed.

Student lates and absences will be recorded in PowerSchool. Parents can monitor attendance through the Parent PowerSchool Portal. For safety reasons, students must remain on school grounds during school hours. Students who are required to leave school during the school day must be signed out at the office by the parent/guardian. If someone else picks your child up, other than yourself, please let the office know and ask them to bring picture I.D.

## AGENDAS

Students in grades 1 to 6 use an Agenda Book in order to assist them with organization and planning. The agenda is a homework record book for students and a communication tool between parents and teachers. The agenda has a plastic pocket in the front where permission slips, notes, etc. should be carried. All students are expected to bring their agendas to school every day. Parents are required to check and sign their child's agenda book each night. To be successful, the Agenda Book needs the consistent support and involvement of all students, parents, and teachers. The agenda book is also an important source of information for students and parents as it contains the school handbook.

## BICYCLES, SKATEBOARDS, ROLLERBADES ETC.

Does your child ride their bike to school? The school provides a bicycle rack at the back of the school. We urge students to lock up their bicycle at all times. By law, students must wear helmets for their safety. Helmets should be kept inside the school. Students who bring bicycles, skateboards, or roller blades to school do so at their own risk. The school is not responsible for any loss or damage to any of these items. When students are on school property, they are expected to park bicycles, pick up skateboards, and take off roller blades. For safety reasons, students are not permitted to ride or use any of these items during school time, including recess.

## BUS PASSES (K-6)

Students who have been using the Yellow Bus service will continue to use the same bus pass from Grade 2 to Grade 6 or until bussing is cancelled. Please pay for bus passes using the Parent PowerSchool Portal. If your child is in Kindergarten or is a new rider on the yellow bus, your child will receive a new bus pass. Each student riding the yellow bus will scan their bus pass upon entering and exiting the bus. All bus pass payments are made through the Parent PowerSchool Portal. The cost of a replacement bus pass is \$5.00.

## COMMUNICATING STUDENT PROGRESS – ASSESSMENT OF LEARNING

A Summary of Student Progress in the 2024-2025 school year will be available at the end of January and on the last day of June. Please ensure you have signed up for a PowerSchool account. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behaviour, and programs.

### Meet the Teacher evening:

- Thursday, September 25, 2025 – 5:45p.m.-7:30 p.m.: Kindergarten to Grade 6

### Demonstration of Learning (K-6):

- Thursday, November 27, 2025 (1:00 p.m. - 4:00 p.m. and 5:00 p.m. - 7:00 p.m.)
- Thursday, March 19, 2026 (1:00 p.m. - 4:00 p.m. and 5:00 p.m. - 7:00 p.m.)

## ELECTRONIC DEVICES & CELL PHONES

We understand that you may wish your child to come to school with a cellphone, as a matter of personal safety. During school hours personal cellphones and smart devices must be turned off and put away (in the backpacks or per the direction of School Administration). Students are not to use their cell phones or smart devices while at school. This includes in the washrooms and during recess. We also ask that cellphones and their cameras not be used on the school bus. Please do not send electronic music devices or gaming systems to school with your child. The school is not responsible for any lost, stolen or damaged electronic devices.



## EMERGENCY EVACUATIONS and FIRE DRILLS

Our school has developed a Crisis Management Plan that provides guidelines on how to react in different situations. In the event of any emergency, we will contact parents and make the necessary arrangements. We will have several fire and lockdown practice drills, as well as a severe weather drill, during the year to prepare for emergent events. Fire drills and Lock Downs are conducted several times a year to ensure an orderly response by the school in the event of a real emergency. A regularly scheduled drill will provide practice and prepare all the students to leave the building calmly in the event of an emergency. It is very important that each child wear a pair of indoor shoes because there is no time to stop and put on shoes during the fire drills that occur in all types of weather. Teachers will have emergency blankets in their classroom kits.

## EMERGENCY CONTACT PHONE INFORMATION

It is extremely important that we have accurate phone numbers of where you may be reached. Please update your work numbers and home numbers whenever they change. If a child is seriously injured during the school day, parents will be notified immediately. We will do everything in our power to reach you or your emergency contact person. If we cannot reach anyone, we will call an ambulance. Please be sure to have at least two additional emergency contact names and phone numbers in PowerSchool. In case of an emergency, we will call an ambulance first and then contact you.

## ENTRANCE DOORS

For safety and security purposes all doors will be locked at all times. All children who are late, or any school visitors, must ring the buzzer at the front doors to enter. Students are instructed by their teachers to enter and exit through a specific door. When students are leaving before their scheduled time, a parent is required to sign the child out in the binder located in the school office. Bussed students quickly make their way to the school bus meeting area where they are accounted for by the supervisor. All students not taking the bus are to be picked up at the back of the school.

## FIELD TRIPS

During the course of the year, the teachers organize field trips to enhance the curriculum for the benefit of the students. A fee is sometimes charged to cover the entrance fees and transportation fees. Some field trips may be subsidized by the St. Anne Parent Advisory Association to help reduce the cost. Please ensure that your child's fieldtrip form is returned on time. You may be asked to volunteer your time to help supervise the children. All field trip fees are paid in the Parent PowerSchool Portal.

## FOOTWEAR

All students are expected to remove their outdoor shoes at the entrance. All students need to have a pair of runners with non-marking soles to keep at school during the year. For outdoor Physical Education classes, students need to wear appropriate footwear (no sandals).

## HOMEREADING

Home reading is always encouraged by all teachers and expected from all students. This can take the form of reading aloud, reading independently, or doing paired reading with your child. Ask your child questions about his/her book to develop comprehension skills. Classes will bring home reading books with instructions as to how their individual classroom program works.

## HOMEWORK

**There are many ways parents can help with homework:**

- Providing a quiet, regular place of work, free from distractions (T.V., video games)
- Helping their child organize his or her time for assignments
- Being the "audience" for reading practice, spelling, presentations, and math activities
- Checking and signing the Agenda Planner **daily**

**Some of the purposes of homework are:**

- To complete assignments that have not been completed in school
- "Catch-up" work to make up the work missed when a student has been absent for one or more days
- To enrich a motivated student who may wish to pursue further study of a particular subject at home
- To teach students to budget their time
- To help students develop self-reliance and good study habits
- To enable parents to see their child's progress
- To strengthen the ties between home and school, particularly when parents can help with assignments
- To overcome deficiencies when a child is having trouble with certain concepts or skills

Parents have an important role in supporting their child in maintaining a positive attitude towards homework.

St. Anne Catholic Elementary School – A School with a Big Heart!



## **ILLNESS**

Under ordinary circumstances, when a child cannot stay in class because of illness the parent will be contacted to pick them up. Children who are ill should remain at home until they are well enough to participate in the regular school program, including recess.

## **INCLEMENT WEATHER**

If the weather is inclement, students will be kept indoors during recesses and the noon hour. Outdoor recess may be shortened or moved indoors when weather conditions are severe. The above policy will be in effect for all grades when:

- the temperature is -20C or colder. (Students taking the bus will use the front entrance to enter the building.)
- a high wind chill is evident.
- there is continuous rainfall.
- the air quality is 7 or higher (high risk)

## **LEGAL CUSTODY AGREEMENTS**

For the protection of children with special custodial/parental agreements, we must have legal documentation on file in the office.

## **LIBRARY**

All students from Kindergarten to Grade 6 have regularly scheduled library periods. It is important to take good care of the books. Should any books or library materials be lost or damaged, families will be notified, and a replacement fee will be requested.

## **LUNCH AT SCHOOL**

Students who remain at school for lunch eat their lunch in the classroom, supervised by Grade 5 or 6 student monitors. A designated staff member supervises during lunch. To ensure safety, positive behaviour choices are expected.

## **MEDICATION FOR STUDENTS**

Some students may require prescribed medical treatment during the school day to maintain their physical well-being. At all times, the final responsibility for such medical treatment rests with the parents/guardians. When no other alternative exists for a student other than receiving prescribed medical treatment during school hours, school personnel may be requested to provide such assistance. The procedure of Edmonton Catholic Schools is that the parent/guardian and a physician submit a written request to the school principal using a form available in the office: "Request for Administration of Medication/Medical Treatment". Some students may have life-threatening (Anaphylactic) allergies and medical conditions such as epilepsy, allergy to insects, peanuts and/or food, other allergens etc. At enrollment and thereafter at the beginning of the school year, all Medication/Medical Treatment documentation must be completed and updated. (Administrative Procedure 316)

## **PARKING – 'CHOOSE SAFETY OVER CONVENIENCE'**

We want to ensure your child's safety at all times; we ask you to please use designated parking areas. Please do not use the staff parking lot to drop off or pick up your child. Driving in and backing out in this area presents a potentially dangerous situation for pedestrians, including your children, who may not be visible while you or someone is backing up.

There is a safe parent drop-off zone with angle parking stalls available for your use on the southeast side (back) of the school. Additionally, there is parking across the street at the front of the school. We ask that you drop-off and pick-up your child at the back of the school during supervised times as listed in this handbook. Thank you for your cooperation in creating a safe environment for all children.

## **PATROLS**

For the safety of our students, we are part of the A.M.A. school patrol program. The Grade 6 school patrollers supervise the school crosswalk in front of the school 10 minutes before school and 10 minutes after school.

## **PERSONAL PROPERTY**

Students are responsible for all personal property. Valuable items such as electronic games, iPads, personal music devices, special trading cards, or any other personal items are not allowed at school. These should be kept at home as the school cannot be held responsible for damage or loss. If a student must have a cell phone, the student must turn off the cell phone, keep it out of sight in their backpack (at their own risk).

To help identify found articles, all supplies, such as boots, runners, ski pants, jackets, pencil cases, etc. must be clearly marked with the student's name and grade. Outside footwear is to be kept in the designated areas. There is a lost and found box located near the office. Parents and students are encouraged to check the lost and found box regularly. Unclaimed articles are given to charitable organizations prior to the December and March breaks and at year-end.

Unless a teacher requests students to bring toys to school as part of a program, these items (including sports cards), are to be left at home. The school is not responsible for lost or broken toys at school. Toys brought for such purposes are to be left in the classroom at recess. All sports equipment is to be left at home, as the school provides this equipment.



## PHOTOS

Lifetouch will be taking individual photos of students in the fall (see calendar on the back of the agenda). This is a service provided to you, but you are under no obligation to purchase photos.

## PROGRAM OF STUDIES

Alberta Learning specifies the concepts and skills all students in kindergarten to grade six are expected to learn and demonstrate. Curriculum handbooks are available online at <https://www.learnalberta.ca/content/mychildlearning/>

## PROTOCOL FOR PARENT CONCERNS- PRINCIPLE OF FIRST CONTACT

When conflicts arise between parents and the school, it is important to address them in a constructive and collaborative manner. Resolving conflicts requires open communication, active listening, and a willingness to find mutually beneficial solutions. The following principles shall act as guidelines for the resolution of parent-school conflicts in Edmonton Catholic Schools:

- a) Edmonton Catholic Schools recognize the freedom of all members of the school community to voice their concerns in an appropriate manner to the appropriate school personnel.
- b) The school has the responsibility to facilitate communication and to provide procedural direction to parents who initiate complaints or concerns in accordance with the policy and regulations.
- c) 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 (s) who have the concern have the responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere.
- d) All parties in a conflict situation shall be treated with and have the responsibility to treat each other with fairness, dignity, and respect.
- e) Attempts will be made to deal with concerns that are brought to the attention of the school in an appropriate manner, in a timely fashion.

## SCHOOL BUS SAFETY

St. Anne Catholic Elementary School provides 2-way service for all students K-6 living in our catchment area. To apply for transportation, make a transportation change request or to cancel bussing please complete the corresponding transportation form online at <https://www.ecsd.net/apply-for-transportation>. Please note that a minimum of 10 business days is required for any changes to take effect. Any questions regarding Transportation or our catchment area may be forwarded to transportation at 780-441-6078.

Bus behaviour of students plays a significant factor in the safety and efficiency of school transportation systems. In order to provide for the personal safety and security of students and personal property of the students and the division, the division supports the use of video surveillance practices on student transportation vehicles. Such practices shall, through deterrence, encourage good behaviour and promote safe practices. The division also recognizes that pursuant to the Education Act, students are to comply with the school expectations and cooperate fully with everyone authorized by the division to provide bus services.

Riding on the school bus is a privilege and not a right. Students who ride the bus must remember that they are responsible for their conduct to the bus driver and to the school administration. For the safety of all, children using the school bus service, must observe the expectations outlined in Administrative Procedure 352 which can be found at <https://www.ecsd.net/300-students>

## SCHOOL COUNCIL (SC)/SCHOOL FUNDRAISING ASSOCIATION

The School Council consists of a group of parents/guardians, principal, teachers and community representatives who work together to effectively support and enhance student learning. The School Council provides a method for members of the school community to consult with and offer advice to the principal and the school board. The St. Anne School Council meets 5-6 times per school year. The executive of the School Council is elected by the parent body of the school. The executive consists of the Chair, Vice-Chair, and Secretary. ALL parents are welcome to attend the monthly meetings.

In addition to School Councils, Fundraising Associations often play a role in contributing to the success of a school community. School-based Fundraising Associations are distinct groups in the school, often working closely with their School Council. The President, Vice-President, Secretary, Treasurer and Directors of the Association may vote on Association expenditures. Elections for positions in the School Council and the School Fundraising Association occur at the Annual General Meeting (AGM). A notice for the AGM is sent out to all families, at this time parents/guardians are welcome to put their name forward for any of the positions.



## VACATION

If you and your child go on vacation during regular school days, the teacher is not expected to provide homework for this time. Parents can provide their child with stimulating projects to be accomplished during the vacation.

## VISITORS

All doors to our school are locked, and all visitors, including parents and guardians, must enter through our main entrance. Visitors are asked to ring the school's doorbell where they will identify themselves and the purpose of their visit. Parents and visitors are required to report to the office before contacting students or teachers. To maintain a safe and secure environment for our students, visitors must sign in at the office and wear a visitor tag. Students are asked to report the presence of strangers to the principal or staff. If you are coming to see a teacher, please arrange a convenient time prior to coming.

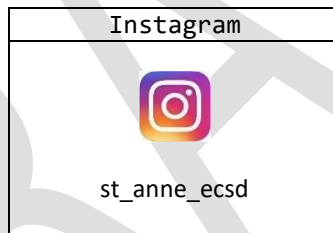
## VOLUNTEERS

We welcome parents as they contribute to our welcoming, caring and respectful environment. Volunteers may be involved in a variety of tasks at the request of the teacher. The St. Anne School Council and the St. Anne Parent Advisory Fundraising Association invites members to attend meetings. You are invited to volunteer in special events hosted by the School Council and the St. Anne Parent Advisory Fundraising Association.

All parent volunteers are asked to sign in at the office and to wear their volunteer name tag. Wearing the volunteer name tag is a visual signal to students that you are a volunteer in the school. All parents must also fill out Edmonton Catholic Schools' Volunteer Registration form on a yearly basis. This form is available at the office or on our school website.

## WEBSITE AND SOCIAL MEDIA

We invite our families to visit our website located at [stanne.ecsd.net](http://stanne.ecsd.net) to access general information. Follow us on Social Media.



Please review page 1-6 of this agenda with your child. Once it is understood, please sign below. We ask you to please leave this sheet in the Agenda for future reference.

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

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Then Jesus said to the Jews who had believed in him, "If you continue in my word, you are truly my disciples; and you will know the truth, and the truth will make you free."  
John 8:31-32

I will bless the Lord at all times; his praise shall continually be in my mouth.  
Psalm 34:1



## St. Anne Catholic School Code of Conduct

### STATEMENT OF PURPOSE

Everyone at St. Anne School has the right to be safe and feel welcome. This will help to create welcoming, caring, respectful and safe learning environments which will help to develop lifelong learning skills as well as to prepare all learners to live successfully in our society.

Our primary focus of the Student Code of Conduct is to help students learn how to address issues of dispute, develop empathy, and become good citizens both within and outside of the school community. The following information is crucial to ensuring that the school's Student Code of Conduct meets both Alberta Education<sup>1</sup> and Edmonton Catholic School Division requirements.

The Code of Conduct is based on the following basic beliefs that are the foundation for the Effective Behavioural Guidelines:

- Acceptable behaviour fosters a positive learning environment. A positive learning environment fosters acceptable behaviour
- Every student has the right to feel safe from physical or verbal abuse at school
- Students are responsible for their own actions
- Students are responsible for knowing the rules of the classroom and the school
- Ideal discipline is self-directed and self-controlled
- The school and the home share the responsibility of helping students achieve self-discipline

### VALUES AND BELIEFS

Teachers, parents, and students of St. Anne School are all responsible to ensure that personal conduct contributes to a welcoming, caring, respectful, and safe learning environment. Home and school share the responsibility for teaching and modeling appropriate behavior. Parents, teachers, and students will need to work together to build accountability, responsibility, empathy, and respect for the dignity of self and others.

We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within St. Anne School.

### BEHAVIOURAL GUIDELINES

We encourage the students of St. Anne School to use the following statement of Rights and Responsibilities as a guide to their behaviour.

| Right                                                                                               | Responsibility                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. I have a right to feel safe at school.                                                           | 1. I will behave safely and allow others to feel safe too.                                                                                                        |
| 2. I have the right to express my ideas and opinions in an appropriate manner.                      | 2. I will be an active listener.                                                                                                                                  |
| 3. I have the right to be accepted as an individual and treated with dignity and respect.           | 3. I will accept the individuality of others by respecting and treating them fairly and with dignity.                                                             |
| 4. I have the right to learn and take pride in my achievements.                                     | 4. I will be responsible for: attending school regularly and on time; completing my work to the best of my abilities without interfering with the work of others. |
| 5. I have the right to appropriately use the school's property as well as my own personal property. | 5. I will take care of all property as if it were my own.                                                                                                         |
| 6. I have the right to learn from my mistakes.                                                      | 6. I have the responsibility to make restitution for any wrongs that I have done.                                                                                 |



## BEHAVIOUR EXPECTATIONS<sup>1</sup>

Each student at St. Anne School will be expected to:

- Show respect for the dignity and self-worth of other students, staff, parents and guests and report any behaviours which do not respect the value we place on one another.
- Use appropriate language in the school and on the school grounds.
- Show respect for personal and school property
- Contribute to creating a welcoming, respectful, safe and caring school for all students
- Demonstrate Digital Citizenship whether they occur within the school building, during the school day or by electronic means.

~Parents must also ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment.

We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

## Bullying<sup>2</sup>

Students are to refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether it occurs within the school building, during the school day, or by electronic means.

Students have an obligation to report bullying to a teacher or the administrative team at the school level.

## Procedures

Students are taught social interaction skills such as problem solving and conflict resolution. The staff encourages students, through positive reinforcement and modeling, to follow the Behavioural Guidelines.

We attempt to use logical consequences which are just and fair for unacceptable behaviour<sup>3</sup>, whether they occur within the school building, during the school day or by electronic means. Our emphasis is on helping and encouraging personal accountability and acceptance of responsibility. When students do not follow the general guidelines for behaviour, the following will occur:

1. The problem will be discussed with the student using a problem-solving approach: What is the problem? What are some solutions for solving the problem? Which one would work? Which will you try?
2. If the problem persists, the problem-solving approach will again be used with the student, and parents will be notified with a phone call and/or a discipline plan will be sent home that has to be signed. An appropriate plan of action to improve the student's behaviour will be determined which may include missing a favorite activity, working as a volunteer with students, walking with the supervisor. In severe cases or for repeated misbehaviors, an in-school suspension may occur, or an out-of-school suspension if the behavior persists or is extreme. Parents will be notified, and a suspension letter will be sent home.
3. Depending on the nature, severity, and frequency of the problem, and based on individual needs, a continuum of supports to correct the unacceptable behavior will be implemented which may include other resource people such as counselors, administrators, psychologist, family liaison workers, mental health consultants or police officers to work with the student, the parents, and the school. These supports will also be provided for students who are impacted by inappropriate behaviour.
4. In known cases of bullying, attempts will be made to counsel both the victim and the offender.
5. Suspensions from school will range from one-half day to five days. If further serious infractions occur after an out-of-school suspension, students may be recommended for expulsion from the school or Division.
6. Severe breach of conduct will be suspended in accordance with Section 36 of the Education Act.
7. Consequences and events will take into consideration unique student attributes such as age, maturity, and individual circumstances. Examples will include the following components:
  - preventative procedures
  - supportive procedures for minor breaches of conduct
  - fair, corrective intervention to address major breaches of conduct.



## Conclusion:

We are hopeful that these steps will result in the following:

- Students will be helped to understand why inappropriate behaviour is unacceptable.
- They will be guided in solving the problems they have created
- They will be encouraged toward self-discipline and responsibility for their actions
- Home and school will work together to help students grow and develop into socially responsible persons
- Establishing appropriate expectations and a safe and caring learning environment will enable students to act in positive and caring ways, in accordance with the Gospel values that we embrace as Catholics.

## Student Code of Conduct Development

The Student Code of Conduct Policy was developed by the school community and

- is based on input from students, parents and school staff
- is reflective of the expectations of students as addressed in legislation and division policies;
- will be communicated in writing to all members of the school community on an annual basis; and
- will be reviewed and adapted as necessary on an annual basis by members of the school community.

<sup>1</sup> School Act: Sections 12, 16.1, 16.11, 18, 20, 24, 25, 45, 45.1, 50, 50.1, 60, 61, 105, 113

<sup>2</sup> Bullying: repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.

<sup>3</sup> Unacceptable behavior is all behavior that has an impact on the school or individuals in the school.

**Please review our School Code of Conduct with your child. Once it is understood, please sign below. We ask you to please leave this sheet in the Agenda for future reference.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

He restores my soul.  
He leads me in right paths  
for his name's sake.  
Psalm 32:8

I am confident of this,  
that the one who began a good  
work among you  
will bring it to completion  
by the day of Jesus Christ.  
Philippians 1:6

I will instruct you and teach  
you the way you should go;  
I will counsel you with my  
eye upon you.  
Psalm 32:8



## USING TECHNOLOGY THE RIGHT WAY: MY CHECKLIST

How we use technology to learn, create, and connect in a kind, safe and respectful way

**Please check off**  
Agreement ✓

### **My Device & Account**

|                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> I use my school accounts like Office 365 and Google to help with my learning. |  |
| <input type="checkbox"/> I keep my passwords private, so my work stays safe.                           |  |
| <input type="checkbox"/> I ask my teacher before using a device at school.                             |  |
| <input type="checkbox"/> I use websites and apps the way they are meant to be used.                    |  |

**Please check off**  
Agreement ✓

### **Being Safe and Kind Online**

|                                                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> I only access websites, learning games, and educational videos, extensions that have been approved by my teachers.                                            |  |
| <input type="checkbox"/> I share kind and thoughtful messages online.                                                                                                                  |  |
| <input type="checkbox"/> I show good digital manners, just like I do in person.                                                                                                        |  |
| <input type="checkbox"/> I tell a teacher or trusted adult if I see something online that makes me uncomfortable.                                                                      |  |
| <input type="checkbox"/> I know that what I do online, like what I post, share, or click, leaves a digital footprint. I make good choices to leave a kind, safe, and respectful trail. |  |

**Please check off**  
Agreement ✓

### **Taking Care of My Work**

|                                                                                                                                                                                                                          |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> I save my schoolwork in the division approved platforms so I can find it again. (ex. Google Drive, OneDrive)                                                                                    |  |
| <input type="checkbox"/> I take care of my digital work like I take care of my school notebooks.                                                                                                                         |  |
| <input type="checkbox"/> I use school accounts for school learning and activities.                                                                                                                                       |  |
| <input type="checkbox"/> I'm proud to share my own creative work, my thoughts, ideas, and effort. I show what I know by doing my best and using my own voice, not copying from others or from digital tools or websites. |  |

**Please check off**  
Agreement ✓

### **Using Educational Digital Devices**

|                                                                                                                                                                                                                                                                                                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> I ask my teacher before using any division digital devices at school. (Chromebooks, iPads)                                                                                                                                                                                                 |  |
| <input type="checkbox"/> I keep my device safe and ready for learning.                                                                                                                                                                                                                                              |  |
| <input type="checkbox"/> I use my device in ways that follow my school's expectations and my teacher's instructions.                                                                                                                                                                                                |  |
| <input type="checkbox"/> I will maintain the default settings on my school device, unless otherwise directed by my teacher.                                                                                                                                                                                         |  |
| <input type="checkbox"/> I understand that my personal information and schoolwork are kept private and safe, and my school follows rules to protect my privacy (FOIP-Freedom of Information and Privacy). I will respect the privacy and personal information of my classmates and follow the expectations. (FOIP). |  |

**Please check off**  
Agreement ✓

### **When I Need Help**

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| <input type="checkbox"/> I ask for help if I'm unsure about something online.                  |  |
| <input type="checkbox"/> I speak up if I think someone is not being safe or respectful online. |  |
| <input type="checkbox"/> I use technology in a way that builds trust and shows responsibility. |  |

**Please review the Digital Citizenship-Responsible Use Agreement with your child. Once it is understood, please sign below. We ask you to please leave this sheet in the Agenda for future reference.**

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

