

St. John XXIII

365 Windermere Road

Edmonton, Alberta T6W 0V9

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www.stjohnxxiii.ecsd.net



Our Mission at St. John XXIII Catholic School is to provide an educational community, which embodies the faith principles of fostering learners that are: respectful and compassionate citizens, resilient and innovative thinkers, engaged and independent lifelong learners.

PRINCIPAL'S MESSAGE

We welcome you and your children to École St. John XXIII. This handbook is a resource for your family regarding important school information.

The intent of the handbook is to help students organize their time and school activities.

The handbook also provides parents and students information about the school.

We look forward to a great year in fostering the spirit of learning for our students and working collaboratively with our parent community.

Sincerely,

Michael Kovacs
Principal

Assistant Principal
Julie-Ann Dron

Assistant Principal
Rachelle Irvine

AGENDA INFORMATION

The agenda is a tool you can use to teach yourself the skills of organization, commitment to tasks, and goals for achievement which will help you to be proud and achieve success in your school career. The skills you learn will serve you well throughout your life. If you organize well, you will have time to accomplish everything: on task school work, homework, activities, and recreation.

Here are some of the expectations your school has concerning the use of this agenda:

- Carry the agenda to school each day and to each of your classes.
- Follow your plans carefully. In this way you will reach your goals and continually grow.
- Consult your agenda before leaving school to see which books you need to take home.
- Ask a parent to sign your Agenda Book on a daily basis. Parents are encouraged to make comments about their child's learning and school activities.

Why do we issue each student a school agenda?

Your School Agenda has been designed to help you manage your time and plan your day so that you can take an active part in controlling your academic achievement. Our school requires each student from Grades One to Six to maintain an agenda throughout the year, so if you lose yours, you will be expected to purchase a new one. Teachers, when they assign homework, will expect students to record the nature of the assignments and can use the agenda for this purpose. In this way, all students will be aware of their assignments and when they are due. Throughout the year, students and parents will also be aware of the student's progress in each course.

The agenda may also be used to relay messages from the school to home about routine matters such as Field Trips and for sending notes about absences and appointments from home to school. Everyone should be successful in school. Students who are successful attend regularly, are prepared and ready to learn in the classroom, and complete assignments. At our school, we believe that problems can be overcome by forethought and organization. Your teachers are prepared to discuss the use of the agenda with you and to help you use it to make the most of your school activities.

ABSENTEE CHECK

As a safety precaution, it is the policy St. John XXIII to contact a parent/guardian if a child is absent. **We appreciate you letting us know in advance if your**

child will be late or absent. Please call us at 780-469-2451 to leave a message on our voice-mail system, send a note to the homeroom teacher or office, or email the school. It is extremely important for the safety of your child that the school be notified of any change in telephone numbers at home or work.

Students who arrive after the first bell must go directly to the School Office to report in and then proceed to the classroom. Regular and punctual attendance is a key to being successful at school and is an expectation we have for all students. Students who have an attendance problem will be referred to the school administration and parents will be contacted. Your child's academic success is at the heart of our concern.

ACCIDENTS

If a child is injured during the school day, parents will be notified immediately. When necessary, the child will be taken to the nearest medical clinic by one of our staff, if a parent is not available. All accidents are documented according to ECSD policy.

BIKES/SKATEBOARDS/ROLLERBLADES

Students who bring these items to school do so at their own risk, even though every effort is made to provide a safe lock up. We set the expectation for our students to respect their own property and that of others. All bikes must be locked individually to the bike racks located on our school grounds. For the safety of all students, this equipment must not be used on school grounds. Students access them only for the purpose of getting to and from school. All riders are expected to wear an approved bicycle helmet.

COMMUNICATION

Philosophy

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of children who attend École St. John XXIII School. "We Are Family" is a goal we would like to set for our partnership. We are all here for the children and together we will build an enriched learning environment for all children.

Parent-student and teacher conferences will be scheduled throughout the year, but we encourage you not to wait for them if you feel a need to meet with your child's teacher or the administration. Together we will help all students achieve their personal academic best.

Newsletter

A monthly newsletter will be posted electronically at the start of each month on our website:

www.stjohnxxiii.ecsd.net.

In addition, the eNewsletter is sent out through the SWIFT automated messaging system to all parents/guardians who have provided a valid email address.

EARLY DEPARTURE

When a child is being excused early we are asking that you take note of the following procedure which has been put into place for the personal safety of your child.

Parents are requested to reduce as much as possible the number of early departures to provide continuity of instruction. Please make use of early dismissal, Thursday afternoon, when possible. Parents or guardians should pick up and sign out their child.

Report to the office and we will have your child meet you there. 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 wish to do so.

Please caution your child about accepting rides from strangers at any time.

EMERGENCY EVACUATION

There are a number of causes that could potentially lead to the evacuation of the school building - for example; a major gas leak, a fire, total loss of utility services.

In the event of an evacuation, the students and staff would relocate to Constable Woodall Elementary School. We would then proceed to allow students to go home provided that a parent or responsible sibling was at home. This would be verified by telephone.

In situations where there is no one at home, students might be paired or "buddied" to a friend's home. Under no circumstances will students be dismissed at an irregular time without parental knowledge nor will students be allowed to go home in "unaccounted for" fashion.

FIELD TRIPS

Field trips are an integral part of the education programs at École St. John XXIII School. They provide children with unique experiences within the context of the curriculum being taught. Together children discover new insights into a learning situation with their classmates. All parents will be asked to sign a field trip form prior to each trip which authorizes the child to attend. This form will provide parents with specific information about the field trip, its purpose, and means of transportation. If a parent is not willing/able to sign and return the field trip form prior to the indicated due date, the child may spend the day working in another classroom or remain at home.

If a parent is concerned that a student may be unable to participate in a field trip due to a lack of funds, please bring this concern to the attention of the classroom teacher or administration. We will work to ensure that your child is able to attend.

FOOTWEAR

Suitable footwear needs to be worn relative to weather conditions. All students are expected to remove their outdoor shoes at the entrances. Another pair of shoes needs to be worn indoors. These shoes can also be worn in the school gymnasium. This also teaches our children a respect for their environment and the need to support our custodial team.

HEALTH SERVICES

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. If the injury or illness is such that we think the parents should be made aware, the student's parents are notified by phone.

The administration of medication is the responsibility of each student's parent or guardian. In special circumstances, when a student must take medication during school hours, school staff may assist. In such instances, the following guidelines and procedures are suggested. The principal requires a signed request from the parent and the physician indicating the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side

effects. Please discuss this matter with your child's teacher. A medical alert file on your child will be kept in the office and in the child's classroom.

Illness

Children who are too ill to go outside for recess are encouraged to remain at home. Children who come to school with severe colds or high fevers are unable to function well in class and often provide a source of infection for other children.

HOURS OF OPERATION

Grades 1-9 and Half Day Kindergarten:

- ✓ "First Bell" at 8:19 am
- ✓ Classes from 8:25 – 2:50 pm (Elementary)
- ✓ Classes from 8:25 – 2:50 pm (Junior High)
- ✓ Thursday dismissal time is: 12:06 pm
The early dismissal time is used for staff meetings, cooperative planning, and professional development.

Lunch and Recess

- ✓ 10:00 am - 10:15 am (elementary cohort A recess)
- ✓ 10:15 am - 10:30 am (elementary cohort B recess)
- ✓ 12:14 pm – 12:52 pm (lunch break)

Office Hours

- ✓ Office Hours are from 8:00 am to 4:00 pm

LEAVING THE SCHOOL

Our school operates on a closed campus basis. Under no circumstances is a student to leave the school during the instructional day without obtaining permission from the office. For the safety of all our students, it is imperative that the administration knows where students are at all times.

LOCKS & LOCKERS

All junior high students will be assigned individual lockers. All students must purchase their locks from the school (included as part of school fees). Please keep your combinations CONFIDENTIAL to avoid problems. Students are advised NOT to leave money and/or valuables in their lockers.

The Physical Education faculty members require all students to have running shoes and appropriate physical education clothing. Students should have a second

combination lock for the Physical Education locker which they must purchase from the office (Junior High).

LOST AND FOUND

Students are responsible for all personal property. As a precaution, all items of clothing, footwear, books, and backpacks should be clearly marked with the student's name. École St. John XXIII School maintains a Lost and Found Box for items that do go missing. Please check this box if your child has lost an item at the end of the day. Unclaimed articles are given to charitable organizations prior to the Christmas and Spring breaks and at year end. Valuable items which are found will be kept in the School Office.

ELECTRONICS

École St. John XXIII School has a 'Bring Your Own Device' policy (BYOD) that includes MP3 players, iPods, cameras, cell phones, iPads, tablets, laptops etc. If a child does bring one of these devices to school, it is to remain turned off and stored securely until a teacher gives permission for its use. Any students using a device in school must adhere to the Acceptable User Policy (AUP) and must have signed a copy of the Edmonton Catholic School District Student User Agreement. Students bring electronic communication devices to school at their own risk, just like any other personal items. The district will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible. Electronics are not to be used between classes, or without the permission of the present teacher. Any inappropriate use of electronics will result in the confiscation of the device. In such circumstances, the device will be returned at the end of the day. Repeated incidents will be dealt with by administration and parents will be notified.

LUNCH ROOM PROCEDURES

Children bring their lunch to school on a daily basis. **Skip the Dishes is not permitted at St. John XXIII.** Elementary students eat in their classrooms during the lunch hour (12:14 pm – 12:33 pm) except on Thursday early dismissal days. Junior High students proceed to the learning common areas during this time. From 12:33-12:52 pm, all students proceed outside or to designated recreational activities or option activities in the school. As École St. John XXIII School is a closed campus school, all students remain on the school premises throughout the lunch period. A note is required in the office if parents

allow their child to leave the grounds prior to the end of the instructional day.

NON-CATHOLIC STUDENTS

Students who are not of the Catholic Faith may be accepted at École St. John XXIII School according to district guidelines. Parents of newly-registering non-Catholic students should consult the principal.

All Parents: **Please ensure that your school taxes are declared in support of the Separate School District on your City Tax Forms.**

PARENT VOLUNTEERS

Our school encourages the support and assistance of our many parent volunteers. These volunteers may be involved in a variety of tasks at the request of the teacher. Some of these tasks include preparing for and assisting with art projects, preparing bulletin board materials, telephoning for special events, or helping with small groups of children under the direction of the teacher. Our volunteers also help in the library, assist with school lunches and snacks, serve on committees, and supervise field trips. All parents who indicate that they would like to serve as a volunteer supervisor on a field trip will receive a note confirming their participation or indicating that more parents have volunteered than are needed on a given trip. Classroom volunteers will receive a similar confirmation regarding volunteer times from their child's teacher.

Volunteers are expected to uphold and honor the Edmonton Catholic School District Volunteer Policy. Classroom teachers will provide parents with information about volunteer schedules.

PARISHES

Our school community is served by the:

St. Thomas More Parish

Tel: 780.434.6313 ext. 223

Email: youth@stmparish.com

PROGRAMS

In addition to our regular kindergarten through grade nine programs, École St. John XXIII School offers a variety of supportive programs. Students enjoy opportunities to engage in physical activity every day as well as opportunities to participate in French as a Second Language. We also have a full French Immersion program from kindergarten to grade Nine. Music, library services, and opportunities to grow in technological literacy are offered to all students.

Students have an opportunity to think deeply and engage as learners. Academic challenges are ongoing for students requiring enrichment of their personal programs. Academic support is made available to students requiring additional help in the learning process. All classrooms have a wide range of learners and our faculty members differentiate their instruction and educational activities for students to meet all students' needs. When necessary, the classroom teacher and our Inclusive Education Team members work together to set up an adapted program to meet the needs of a specific student in the classroom.

Our goal at École St. John XXIII School is to assist all students to achieve their personal academic best.

REPORTING STUDENT PROGRESS

Reporting a child's progress is an integral component of the on-going teaching-learning process. Edmonton Catholic School's reporting process is a combination of progress report cards, portfolios, and conferences. Within the process, the teacher, the parent and the child become active participants in reviewing the progress of the child and in offering recommendations that will encourage further growth and development. As well as clarifying the child's progress, the progress report card, portfolio, and conferences serve as a basis for accurate program planning based on the strengths and needs of the individual child.

Report Cards

All students in grades one to nine receive an electronic report card in January and June. Reporting is ongoing within our district, so we have moved to a new assessment practice with PowerSchool. The descriptors used for each subject are directly linked to Alberta Education's Program of Studies and to areas of instruction within the classroom. Descriptors may vary in number from one report to another. Achievement and effort are both recognized in the reports. Electronic report cards are available online through PowerSchool on the designated dates in January and June.

Meet the Teacher Night:

In September, the school will host our Meet the Teacher Evening. This event provides parents with an opportunity to in meet with their child's teacher and learn about the program.

Student Progress

Junior High students can regularly access their cumulative marks through PowerSchool.

<https://powerschool.ecsd.net>

All students and parents must have an access code and password. Please see the office if you are new to our school.

Reporting Periods:

Our district has an assessment practice whereby parents are able to access their child success daily. Teachers input both formative and summative assessments for parents and students to view. Demonstrations of Learning will be scheduled for all parents and students. Each student will share his/her progress with parents and will develop a Plan of Action to ensure continued growth. All eReport cards are available online in January and June via PowerSchool. The final report card, provided at the of June, covers the child's progress in all areas for the entire year and indicates the child's placement for the following year.

SCHOOL COUNCIL

All parents are members of the École St. John XXIII School Council which serves as a support and communications organization for the school. It affords parents an opportunity to examine areas of education and to facilitate projects and programs of benefit to the students.

An Executive for the School Council is elected at the Annual General Meeting. All parents are encouraged to attend meetings; held regularly and listed in our calendar.

SCHOOL PHOTOS

École St. John XXIII School will have a photographer come in to take individual student photos. Parents will have the opportunity to decide if they wish to purchase photographs at that time. Group photos will be taken in spring.

STANDARDIZED TESTING

Throughout the school year students, depending on their grade level, will write standardized tests. These include the Canadian Cognitive Abilities Test, the Canadian Test of Basic Skills, and District Achievement tests. Alberta Education Achievement Tests in the four core subjects are written by grade six and nine students. Please consult the attached calendar regarding the administration dates for these tests.

STUDENT ACTIVITIES

Extracurricular activities are provided for students through the year. Our club activities and many sports activities are all part of the faculty's commitment to extracurricular activities for our students. These activities would not be possible without the dedication of our faculty and staff.

STUDENT DRESS POLICY

Students are expected to maintain a responsible, appropriate, and modest standard of dress throughout the school year. Given the spiritual nature of our school, students are asked to use good judgment regarding printed slogans and style of dress. Student hats are not to be worn in the building. The final determination about modesty and/or appropriateness of dress lies with the staff of the school.

STUDENT SAFETY AND SECURITY

The safety of our students and all people in our building is a priority. We have put into place a number of procedures to help ensure everyone's safety. All outside doors are kept locked throughout the day, except at our morning arrival time. Students are to use the main entrance when arriving late and check in with office staff before proceeding to their classrooms. A doorbell is located at the main entrance for requesting admittance to the building and operates from 8:00 am to 4 pm. We ask you to inform us if there are any changes to the regular pick-up and drop-off routine of your children.

SUPERVISION

We encourage students to arrive no earlier than the time when supervision can be provided (8:10 a.m.). Supervision is provided after school until the school buses leave (3:05 p.m.). Children left on the school grounds outside of these hours are **unsupervised** and are the responsibility of their parents.

Any student who misses the bus after school should immediately report to the School Office. School staff will then contact the parents and the student will remain in the office area until picked up by a parent.

Teacher playground supervision is provided for the fifteen minute period preceding our first bell in the morning, as well as during recess periods (morning, noon). Supervision is also provided by individual teachers for their students for the five minutes immediately following the morning and afternoon dismissals. Students are expected to go directly home following dismissal.

Children should be encouraged to check in with their parents or caregiver before going to a friend's house. Most often, when we have a phone call about a lost child, it is because he/she is visiting at a friend's house and hasn't checked with their parent first. Also, if children come to your house to play, please ask them to call home.

VISITORS TO THE SCHOOL

For the protection, safety, and minimal disruption of learning of all children at the school, all visitors are required to report to the school office, sign in upon entry, and wear a visitor's badge at all times while in the school. If you wish to meet with a teacher, please arrange an appointment prior to coming to the school. Thank you for your assistance in ensuring a safe and caring environment at École St. John XXIII School.

WEATHER

The staff members at the school pay close attention to weather conditions. We do not send our children outside if conditions are not appropriate for an enjoyable recess break. Such conditions may include the following conditions or combination of conditions:

- ✓ continuous rain
- ✓ extreme wind, and/or

- ✓ extreme cold

Students should always be dressed adequately to go outdoors for recess. **Students should not arrive at the school before 8:10 a.m. when our outdoor playground supervision begins and the exterior doors are unlocked.**

Cancellation of Recess

Recess is important to children in that it provides a break from regular school, routine, a chance to get some fresh air, and an opportunity to run off excess energy. Students should always be dressed adequately to go outdoors for recess. We will cancel recess when it is raining or Environment Canada determines that the temperature is -20° C or colder, or that the temperature and wind chill factor are -20° C or colder. Whenever recess is cancelled outdoors, an inside supervised recess break will occur.

STUDENT CONDUCT POLICY

At École St. John XXIII School we strive to...

- ✓ create a safe and caring environment where everyone feels support and comfort.
- ✓ be a Christian community where Catholic faith and values are taught, learned, modeled, and practiced.
- ✓ Build a fair environment where individual differences are recognized and respected while opportunities remain equal.
- ✓ encourage a purposeful atmosphere which encourages everyone to learn to solve problems, make choices, experience success and failure, while maintaining dignity and a growing self-esteem.

The School Act (Part 1, Section 12)

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- a) *be diligent in pursuing the student's studies;*
- b) *attend school regularly and punctually;*
- c) *co-operate fully with everyone authorized by the board to provide education programs and other services;*
- d) *comply with the rules of the school;*

- e) *account to the student's teachers for the student's conduct;*
- f) *respect the rights of others.*

In accordance with the School Act, Section 24, a principal may suspend a student if:

- a) *the student fails to comply with Section 12 (above), or*
- b) *the student's conduct is injurious to the physical or mental well-being of others in the school.*

A Problem Solving approach will be used by the administrative team to help each student identify and take ownership of the problem, seek alternative solutions, select the most appropriate solution to the problem, This ensures an opportunity for a positive entry back into the classroom.

We Believe in Honoring Human Potential

The staff members at École St. John XXIII School believe that through the lived action of faith, hope, love and forgiveness, we invite children to grow.