

STUDENT NAME: _____



École St. John XXIII Catholic Elementary and Junior High School
365 Windermere Road | Edmonton, Alberta | T6W 0V9 Phone: 780-469-2451
Website: www.stjohnxxiii.ecsd.net

SCHOOL HANDBOOK 2026-2027

We look forward to working together with your family as we begin this new 2026-27 school year. With careful planning and skilled educators, it promises to be a positive and rewarding educational experience for your child. As part of Edmonton Catholic Schools, and as a French Immersion/English dual-track Catholic school, working in collaboration with St. Thomas More Parish, we strive towards developing faith, learning, peace, and joy.

Dear STJ Families,

Welcome to a new school year at St. John XXIII Catholic Elementary and Junior High School. Whether you are returning or joining us for the first time, we are so glad you are part of our school community.

Our goal is to nurture each student in mind, body, and spirit. We are committed to academic excellence, character development, and the deepening of faith, guided always by the teachings of Jesus Christ. In partnership with parents, staff, and parish, we strive to create a safe, caring, and inclusive environment where all students feel known, valued, and inspired to become the best version of themselves.

This agenda is a valuable tool to help students stay organized, take responsibility for their learning, and communicate effectively between home and school. Please take time to review it together and refer to it regularly throughout the year.

May this year be filled with growth, joy, and many blessings. Let us walk forward together, with faith in our hearts and hope in our journey.

Sincerely,

Mme Ghali
Principal

Mrs. Manchuk
Assistant Principal

Mr. Pagacz
Assistant Principal

Mme Robertson
Assistant Principal

SCHOOL HOURS	
GRADES 7-9 HOURS OF OPERATION	TIME
SCHOOL START	8:07 AM
BLOCK 1	8:10 AM
BLOCK 2	9:03 AM
BLOCK 3	9:55 AM
BLOCK 4	10:44 AM
BLOCK 5	11:33 AM
LUNCH	12:15-12:55 PM
BLOCK 6	1:00 PM
BLOCK 7	1:55 PM
DISMISSAL	2:43 PM
EARLY DISMISSAL (THURSDAYS)	12:00 PM
GRADES 1-6 HOURS OF OPERATION	TIME
SCHOOL START	8:07 AM
AM RECESS	10:05 AM
LUNCH	12:14-12:33 PM
LUNCH RECESS	12:33-12:52 PM
DISMISSAL	2:43 PM
EARLY DISMISSAL (THURSDAYS)	12:00 PM
KINDERGARTEN HOURS OF OPERATION	TIME
KINDERGARTEN AM CLASS	8:06 AM -11:08 AM
KINDERGARTEN PM CLASS	11:41-2:43 PM
Our Kindergarten program takes place on Mondays, Tuesdays, Wednesdays, and Fridays. Kindergarten students <u>do not</u> have school on Thursdays.	

Office Hours: 7:35 am – 4:00 pm (Thursdays – 7:35 am – 1:00 pm)
 Office Phone Number: 780-469-2451

ARRIVAL

Students must arrive at school by 8:00 am, using their assigned door. Junior High students may enter through doors starting at 7:52 am. School staff supervise entrances into the building for all students at their designated doors, at the bell at 8:07 am each day. School entrances are always locked. Our front door is equipped with a camera and doorbell – therefore, when students are late, they must use the front entrance. Parents and visitors must always use the front door. For the safety of our students, all visitors, including parents, need to check in and out at the office upon arrival and departure; and receive a visitor pass during school hours.

To minimize disruption of student learning and to support the students in becoming independent and organized learners, we request that all parents wait for their child outside their designated entrance.

Note: If siblings are to meet after school, please organize a designated meeting place to avoid confusion.

SUPERVISION

Supervision by staff is from 7:52 am to 8:07 am. Students are not permitted to be on the school property prior to 7:52 am. Our park (equipment) is off limits to students prior to the morning bell. There is no supervision after school. It is expected that any child in the playground is there with an adult. Students who walk home alone must do so promptly.

ATTENDANCE and LATES

Attendance, as indicated in the Education Act Sections 7,8, 31(a), is the legal obligation of parents. Students are expected to be at school unless they are ill or at appointments. Regular and prompt attendance is essential in achieving maximum potential in school. As parents and teachers, we have a responsibility to teach and monitor these factors. When your child is going to be late or absent from school, please contact the office before school begins. For your convenience, the answering machine is operational between 4:00 pm and 7:45 am every day. Parents and guardians who do not inform us of an absence will receive an automated message from the school.

Students who are late must obtain a late slip from the office before entering class. Punctuality is a learned life skill that prepares students for the realities of the workplace as adults. Parents are asked to assist us in teaching the value of being punctual by ensuring that children arrive before the 8:07 am bell. Supervision begins at 7:52 am and students are welcome to enjoy the morning recess. Elementary students will be met at their entrance by their homeroom teacher.

BICYCLES

Students who ride bicycles to school do so at their own risk. We set expectations for our students to respect their own property and the property of others. All bicycles must be individually locked to the bike racks located on our school grounds. For the safety of all students, bicycles are not to be ridden on school grounds therefore students are asked to dismount and walk their bikes to the racks. Students have access to their bikes only for the purpose of riding to and from school. By law, students must wear helmets for their safety. Students are not permitted to ride bicycles without a helmet.

BUS PASSES / TRANSPORTATION

Bus passes for both yellow and ETS buses (ARC cards) are available in the office. The cost of a yellow bus is \$70.00 per month, Kindergarten to Grade 9, which must be paid online. ETS passes are \$60.00 per month. Payment is due on the first of each month. ARC cards must be loaded 48 hours prior to month end. Replacement ARC cards are \$6.00.

It is expected that each child will carry his/her annual bus pass on their school bag, ready to show the driver when asked. If your child rides the yellow school bus and will not be riding the bus home on a particular day, you must inform the school before 2:00 pm.

For the safety of everyone, students must always follow bus rules. Should there be behavioural concerns, the bus driver will complete a bus infraction outlining the specific concerns. In those circumstances where the child has received 3 bus infraction notices, the child may face suspension of bus transportation for a period of time.

COLD WEATHER

Students are expected to dress appropriately for the weather. They should wear protective clothing for inclement, rainy, or sunny conditions.

Cancellation of Outdoor Recess:

Recess is an important part of our students' healthy practices and social development. In accordance with our ECSD policy, outdoor recess is canceled when weather conditions are severe (-20°C; including wind chill) in the winter or during very wet, rainy days in the spring or fall. Also, air quality is monitored, and students do not go outside when the air quality reaches an index of 7 or more. Whenever recess is cancelled outdoors, an indoor supervised recess break will occur.

Edmonton Catholic Schools are always open on school days. Our transportation system also has an excellent service record. However, if severe weather causes school bus routes to be cancelled, the information will be made available on the Bus Planner Delay App. More

information about this app is available on the ECSD webpage under "Transportation". You can also call the STJ office for assistance.

Parents must also ensure that during cold weather their children:

- are supervised at the bus stop.
- have a place to go in the event the bus does not arrive.
- have alternate arrangements for getting to school should the bus not arrive.
- have alternate arrangements for getting home should the bus not arrive.
- are dressed to withstand weather extremes.

INJURIES at SCHOOL

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 (commonly band aids and ice packs) and recorded at the office. Usually, no contact is made with the home. If the injury or illness are of concern, an accident report is completed, and the parent/guardian is notified immediately. All head injuries are reported to parents/guardians immediately.

It is imperative that we have current information in the event of an emergency. Please notify the office of any changes to phone numbers (cell and work) and emergency contacts so someone can always be reached. When a child is unwell at school, it's important for their comfort and well-being that they are picked up as soon as possible. We kindly ask that parents ensure someone is available to come in a timely manner when contacted.

BIRTHDAYS

Birthdays are a special event in the lives of children! Your child's name will be announced during the morning broadcast. Weekends, holidays, and summer birthdays are not forgotten. The classroom teachers will provide more information on specific classroom procedures for birthdays. Please be mindful of allergies when sending treats—no peanuts or nuts of any kind are permitted. Also, teachers will not be able to slice cakes or serve meals. Cupcakes or cookies are the best options.

COMMUNICATIONS

Open and positive communication between the home and the school is one of the most important contributions we can make to the educational development of our children. By working together, we help all students achieve their academic best.

A newsletter for parents and guardians is published monthly; please take time to read this newsletter. A link to the newsletter will be emailed to all families and is available on our school's website. This is the primary source of information regarding our school's events. Please take note of the important dates.

Another important communication tool is the student agenda. Parents of students in Grades 1 to 9 are asked to check their child's agenda each day for message from the teacher, assigned homework, and important notices.

In addition, special announcements, notices, and reminders regarding upcoming events will also be emailed to families.

Our website is updated regularly and includes general information and our upcoming events.

Protocol for Communication:

The division has a protocol for addressing classroom and school concerns. All parties 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 begin communication directly with those people with whom they have the concern.

Based on the principle of "first contact" parents must address concerns directly to the teachers, before raising these concerns with the school administration or Catholic Education Services staff, whether their concerns be about their child's teacher, program, and/or support.

Likewise, if a parent has a concern about the school administration, the parent is expected to address that concern with school administration first, before raising concerns with the Chief Superintendent. If the ruling of the school principal is unacceptable, the complainant may address his/her concerns to the Chief Superintendent by contacting Lumen Christi Catholic Education Centre – School Operation Services by phone (780 – 441 – 6000) or by email (info@ecsd.net).

ÉCOLE ST. JOHN XXII – CODE OF CONDUCT

Learning through faith, hope, and love...

École St. John XXIII School focuses on a welcoming, caring, respectful and safe learning environment. Our Student Code of Conduct was developed by our school community based on input from students, parents, and staff. It is reflective of the expectations of students as addressed in legislation and district policies. It communicated in writing to all members of the school community, to be reviewed and adapted, as necessary, on an annual basis.

Our goal is for students to be responsible for their behaviour. Our priority is to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in our school community. Our code of conduct is in place to help students learn how to address issues of dispute, develop empathy and become good citizens both within and outside of the school community. We, the St. John XXIII community believe that we are called to recognize the divine in each person and that we are all children of God. 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. John XXIII School.

We affirm that pursuant to the Alberta Human Rights Acts 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, accommodations 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.

As a school community, we believe that all students deserve:

- a positive, proactive approach to learning
- clear expectations
- positive reinforcement
- social skill development
- supervision and monitoring
- fair consequences for appropriate and inappropriate behaviors

Our community members are expected to behave in a Christ-like, self-disciplined and responsible manner when interacting with others in the school building, outside of school, or electronically.

Acceptable Behaviours <i>Behaviours that contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.</i>	Unacceptable Behaviours <i>Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions including but are not limited to:</i>
○ Respect yourself and the rights of others in school. ○ Refrain from, refuse to tolerate, and report bullying or bullying behaviour, even if it happens outside of school or school hours or electronically. ○ Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school. ○ Act in ways that honours and appropriately represents you and your school. ○ Attend school regularly and punctually. ○ Be ready to learn and actively engage in and diligently pursue your education. ○ Know and comply with the rules of your school. ○ Cooperate with all school staff. ○ Be accountable for your behaviour to your teachers and other school staff. ○ Contribute positively to your school and your community.	○ Rude or inappropriate language ○ Physical violence. ○ Acts of bullying, harassment, or intimidation. ○ Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern. ○ Attempting to remove other's clothing ○ Illegal activity such as: ▪ possession, use or distribution of illegal or restricted substances ▪ possession or use of weapons ▪ theft or damage to property

It is important to note that, according to Alberta's Education Act, while school staff are not able to control what students do outside of school, students will be held accountable for conduct that occurs outside of the school building, or school day, or electronically if the conduct negatively affects a member of the school or interferes with the school environment.

Consequences of Unacceptable Behaviour:

St. John XXIII staff will consider the specific circumstances of each situation, the student's age, maturity, and individual circumstances when determining appropriate consequences for unacceptable behaviour. In addition, we will also address how to support students impacted by the inappropriate behaviour. Information affecting the decisions about the consequences and/or supports put in place for a student will be discussed with their parent/legal guardian only, in compliance with the Freedom of Information and Protection of Privacy Act. A continuum of supports may include preventative procedures, mentoring, restorative processes, regular check-ins with staff, etc. A severe breach of conduct may require suspension (in-school and/or out of school) in accordance with the Education Act 1(i)(jj, 36).

PEER CONFLICT, MEAN BEHAVIOUR AND BULLYING *What's the difference?*

Peer Conflict	Mean Behaviour	Bullying
It's a natural part of growing up. Children disagree and can't solve their own problems. They become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt. If peer conflict occurs, be aware that these children: - o usually choose to play or hang out together. - o have equal power (similar age, size, social status, etc.). - o are equally upset. - o are both interested in the outcome; and will be able to work things out with adult help Adults can respond by helping the children talk it out and see each other's perspective. This is often referred to as "conflict resolution".	Children may try out behaviours to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or "budding" in line. If it is mean behaviour, usually: - o it is not planned and seems to happen spontaneously or by chance. - o it may be aimed at any child nearby. - o the child being mean may feel badly when an adult points out the harm they've caused. When adults see mean behaviour, they should not ignore it. Adults should respond quickly, firmly and respectfully to stop the behaviour, to let kids know that their actions are hurtful, and to re-direct children to more positive behaviour.	Bullying is serious behaviour that has three key features – all three must be present for the situation to be considered bullying: - o <u>Power imbalance</u> One child clearly has power over the other(s), which may be due to age, size, social status, and so on. - o <u>Intention to harm</u> The purpose of the behaviour is to harm or hurt other(s) – it's clearly not accidental. - o <u>Repeated over time</u> Continues over time and gets worse with repetition. There is a real or implied threat that the behaviour will not stop, and in fact will become even more serious. The effect on the child who is being bullied is increased fear, apprehension, and distress. Adults must address the bullying behaviour and ensure the safety of the student who has been targeted.

Responsibilities of Students

Students are accountable for their conduct. What does it mean to be accountable for your conduct? Everyone makes mistakes so it's not about being perfectly behaved all the time. When you do make mistakes, it is about admitting and owning up to those mistakes, taking responsibility and when necessary, making things right.

You can contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging by:

- smiling at your peers and the adults in your school
- greeting visitors to your classroom or school
- encouraging your friends to contribute to a welcoming, caring, respectful and safe environment
- being friendly and helpful towards students that are new to the school and others
- sitting with someone who is alone at lunch, inviting someone to play with you at recess or working together to complete a project
- keeping your school and school grounds clean and tidy
- coming to school/class on time and as prepared as possible
- treating everyone with respect even if you don't agree with their beliefs and/or values
- demonstrating empathy for others
- following classroom and school expectations so everyone can learn
- avoiding put downs or snickers when questions are asked in class. No one should feel afraid or nervous about coming to school
- getting involved in school activities that interest you
- doing your best in all of your schoolwork. Let your talents shine through. Encourage others to also do and be their best.
- respecting personal space and belongings

Responsibilities of Parents:

Students and staff are responsible 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 under section 32 of the Education Act to help their child meet his/her responsibilities. Parents have an important role to play, whether they are in the school regularly or not, to:

- make sure your child attends school **REGULARLY** and **PUNCTUALLY**
- pay attention to how you talk about the school, staff, other students and their families in front of your child
- speak respectfully to and about school staff
 - all parties in a conflict situation must recognize and respect the principle of "first contact." This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere.

- model kindness
- take responsibility for your mistakes
- model peaceful problem solving when you have a conflict
- make appointments to ensure the person you want to speak with has sufficient time to have a focused conversation
- report any problems at school to the teacher as soon as you can
- Problems are easier to solve when they haven't been going on for a long time
- Always start with your child's teacher

**Be kind to one another, tender-hearted, forgiving one another,
as God in Christ has forgiven you.**

Ephesians 4:32

CUSTODY ARRANGEMENTS

In the event of a legal custody arrangement, it is the responsibility of the parents to notify the school and to submit the pertinent legal documents to the school. Legal documents must be current and certified.

ÉCOLE ST. JOHN XXIII – STANDARD OF STUDENT DRESS

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a Standards of Student Dress for their community.

Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing Standards of Student Dress is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

Students who do not meet the Standards of Student Dress will be required by the school principal or their designate to meet the standards before participating in school activities. Schools will facilitate the enabling of students to meet the standards in such situations whenever possible.

Student dress must maintain personal safety and the safety of the school community, which reflects our Silverbacks values of respect, kindness, and responsibility.

Students at École St. John XXIII School must wear:

- Clothing and footwear suitable for a variety of learning activities and weather conditions.
- Students at École St. John XXIII 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.
- Students who have not met the standard, as outlined above, will be addressed in the following manner:
 - At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid "shaming" or statements of bias.
 - The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard.
 - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard.
 - Borrowing an article of clothing from a friend that is in alignment with the standard.

EARLY DEPARTURE

When your child needs to be dismissed early, please follow the procedures below. These have been put in place for the safety of your child. Parents are requested to reduce, as much as possible, the number of early departures to provide continuity of instruction.

- Please contact the school and let us know who will be picking up your child and the time you want your child to be excused.
- All children who leave early must be signed out.
- If the person picking up your child is not a legal guardian or a listed carer, parents must provide the name, and the person must show photo ID before signing out the student.

EMERGENCY EVACUATION

There are several causes that could potentially lead to the evacuation of the school building – a major gas leak, fire, total loss of utility services, etc. In the event of an evacuation, the students and staff would relocate to Constable Woodall School. We would then allow students to go home, provided that a parent or responsible family member was at home. This would be verified by telephone. Under no circumstances would students be dismissed at an irregular time or allowed to go home without parental knowledge.

FIRE DRILLS, TORNADO DRILL and LOCKDOWNS

Each year, the school staff will review the school's Crisis Management Plan and students will practice Fire Drills and Lock Downs. In the classroom, teachers talk to students about safety and the importance of being prepared. Being prepared means accurately assessing any risks or threats and then being able to respond quickly and effectively. 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 in the case of an emergency.

EXTRACURRICULAR ACTIVITIES

During the lunch break and after school, students are offered the opportunity to participate in a variety of activities. These activities, offered by our staff, vary to accommodate the interest of most students. Staff members voluntarily devote their time to the preparation and supervision of these activities. Students who are not responsible in their academics and behavior may be removed from participating in such extracurricular activities.

SCHOOL FEES / FIELD TRIP FEES / BUS PASS FEES

School fees are \$30.00 for Kindergarten students, \$50.00 for students in Grades 1– 6, and \$60.00 for Grades 7– 9, plus fees for Options Classes for Junior High students. All fees are due no later than October 30. Field trip fees are due on the date indicated on the field trip permission form. Bus pass fees are due on the first of each month.

All fees are to be paid through PowerSchool.

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.

Educational field trips may be either in-school or out-of-school. Letters regarding the type of field trip, duration, and cost will be **emailed** in advance for each field trip. Your prompt reply and payment of field trip fees is appreciated. **All parents are expected to print, sign, and return the permission form by the due date. We do not provide paper copies.**

All curricular activities and both in-school and out-of-school field trips are an extension of daily school. As such, student expectations as outlined within this conduct policy apply and are to be followed.

At times, teachers may plan in-school presentations or hands-on learning experiences for their students offered by outside organizations. A letter with details about the program and the cost will be sent **via email** by individual teachers for these in-school field trips.

Field trip costs vary depending on the venue cost and the cost of transportation. This information will be detailed on the permission form which will be emailed to you. Parents must pay for field trips and in-school field trips online through PowerSchool. Parents must also ensure that the consent page of the field trip form is signed and returned by the due date.

Permission forms may be digitally signed and emailed to teachers or printed and given to the teacher. The school will follow Administrative Procedure 260 regarding field trips. For details of those procedures please refer to ECSD's website located at www.ecsd.net.

Students who do not have the appropriate forms completed and signed according to division procedures will not be permitted to attend a scheduled field trip and will remain at school. Parent volunteers are sometimes needed for field trips. At times, a minimum number of adults are required by the venue, and if this minimum is not met, the field trip may be cancelled. In addition, students requiring extra support **must** be accompanied by a parent.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

ECSD is required to act in accordance with FOIP which sets out standards as to the collection, use, and disclosure of personal information. To use and disclose a child's personal information for a variety of activities within the school, consent is required. The consent is valid until children reach certain transition points such as Grades 4, Grade 7, and Grade 10. If you wish to change your consent, please advise the administration in writing.

RECESS

All hallway movements are expected to be quiet, orderly, and respectful of other classes. At recess and/or lunch break, children are expected to go outside as quickly and orderly as possible after dismissal. Students may only stay in for special circumstances and when working with a teacher.

Students are to seek the assistance of a supervising staff member if an issue arises during recess activities. As students are always expected to remain on school grounds, a supervisor must give permission to retrieve any balls going on the street. The custodian will retrieve balls landing on the roof at a convenient time. When the bell rings, students are expected to stop their games immediately, proceed to their designated entrance, and line up quietly and in an orderly manner to meet their homeroom teacher. Upon entering the school, students are expected to proceed directly to their classroom in a quiet and orderly manner.

Junior High students will have the opportunity to purchase lunch using cash at the Silverback Café on Monday, Tuesday, Wednesday, and Friday.

Elementary students and JH students not purchasing lunch are expected to bring their lunch with them in the morning. On the **rare occasion** that parents bring a student lunch – it must be dropped off in the office before 11:30 am.

Our school council regularly (once a month) provides a Hot Lunch opportunity. Please consider supporting this initiative by ordering online at www.healthyhunger.ca, or on PowerSchool, depending on the type of meal.

HEALTH INFORMATION

Good health, rest, and proper nutrition are necessary for effective learning. Children who are unwell must stay home. Accommodations are not in place to supervise children too ill to go outside for recess. Please refer to the Alberta Health Services website for more information. Our practice is to call parents and ask them to pick up the student or give the student permission to go home. In the event of an accident or other emergency, it is very important that school files be kept up to date regarding address, phone numbers (cell and work).

Medication:

The administration of medication is the responsibility of the student's parent/guardian. In special circumstances when a student must take medication during school hours, school staff will assist by following these procedures:

- Our division requires, as per Administrative Procedure 316, a signed request from the parent and doctor indicating the type of medication to be administered, the required dosage, and the action to be taken in the event of side effects.
- All medication must be sent in the original container and kept in the office.
- Please do not send medication of any kind for your child to take on his/her own.
- Some students are required to carry medication on their person for extreme allergies, asthma, diabetes, etc. These students must carry the medication in a fanny pack or small backpack and must always carry it.

Parents must provide the school with:

- A recent picture of your child and your child's name
- Identification of the substance to which the child is allergic to the type of medical condition, and symptoms of the allergic reaction or medical condition.
- Detailed emergency procedures to be followed in the event of an attack or reaction.
- 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.

This information will be posted near the staffroom to ensure that all staff are familiar with the students who may require assistance. Parents must sign a form granting permission to post medical information.

MEDICAL INFORMATION (ALLERGIES, ASTHMA)

You may receive a letter from your child's homeroom teacher notifying you regarding specific allergies or medical conditions in their homeroom. Please assist us in making that environment as safe as possible by following the procedures set out in the teacher's letter. This will help us to ensure an optimal environment for all children within that classroom.

At the time of registration, parents are asked about medical conditions, including whether children are at risk of anaphylaxis, asthma, or life-threatening conditions. All staff must be aware of these children. It is the responsibility of the parents to:

- Inform the school principal of their child's medical condition (e.g., allergy, asthma)
- In a timely manner, complete medical forms, description of the child's allergy/condition, emergency procedure, contact information, and consent to administer medication. A copy of all Medical Alert Plans will be kept by all teachers in their Emergency Procedures binder and posted in the staffroom. A recent photo must be included.
- Advise the school if your child has outgrown an allergy or no longer requires an epinephrine auto-injector (Epi-Pen) (A letter from the child's allergist is required.)
- Have the child wear medical identification (e.g., a Medical Alert bracelet). The identification could alert others to the child's allergies and indicate that the child carries an Epi-Pen. Information accessed through a special number on the identification jewelry can also assist First Responders, such as paramedics, to access important information quickly.
- Parents are responsible for monitoring any medicine's expiry date.

ANAPHYLAXIS PLAN

Our school has several children who are at risk of potentially life-threatening allergies. Most are allergic to food, and some are at risk of insect sting allergies. Anaphylaxis is a severe allergic reaction that can be caused by foods, insect stings, medications, latex, or other substances. While anaphylaxis can lead to death if untreated, anaphylactic reactions and fatalities can be avoided. Education and awareness are key to keeping students with potentially life-threatening allergies safe.

Our school anaphylaxis plan is designed to ensure that children at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency.

DO NOT SEND ANY KIND OF NUTS TO SCHOOL AT ANYTIME.

EPI-PENS

- Children at risk of anaphylaxis must always carry one auto-injector with them and preferably have a back-up available in the office.
- Parents are responsible for providing an Epi-Pen and for monitoring expiry dates.

Emergency Protocol:

- An individual "Administration of Medication/Medical Treatment Plan" must be signed by the child's physician. A copy of the plan will be placed in a central location.
- Adults must listen to the concerns of the child at risk, who usually knows when a reaction is occurring, even before signs appear.
- To respond effectively during an emergency, a routine will be established and practiced, like a fire drill.

During an Emergency:

- The child's parents are contacted.
- One person stays with the child. One person goes for help or calls for help.
- Administer Epi-Pen at the first sign of reaction. The use of epinephrine for a potentially life-threatening allergic reaction will not harm a normally healthy child if epinephrine was not required. Note the time of administration.
- Call 911. Have the child transported to an emergency room even if symptoms have subsided. Symptoms may recur hours after exposure to an allergen.

Training:

- Each year training will be provided for staff. This includes an overview of anaphylaxis, signs and symptoms and a demonstration of the use of epinephrine. Staff will have an opportunity to practice using an auto-injector trainer (i.e., device used for training purposes) and are encouraged to practice with the auto-injector trainer throughout the year, especially if they have a student at risk in their class.
- Substitute teachers will be advised to review the Anaphylaxis Emergency Plan for children in their class communicated through the classroom teacher's lesson plans. Emergency procedures will be left for substitute teachers.
- Students will learn about anaphylaxis in a general assembly or special class presentations.

Creating a safe environment:

Individuals at risk of anaphylaxis must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must also be aware and supportive. Special care is taken to avoid exposure to allergy-causing substances. Parents are asked to consult with the teacher before sending food to classrooms where there are food-allergic children. Parents of children with food allergies are asked to send snacks to school that will be kept with the teacher or kept frozen until needed. In the event that treats are given by the school or other students have brought treats to share with the class, your child would be given one of the treats that you have provided.

Given that anaphylaxis can be triggered by minute amounts of an allergen when ingested, children with a food allergy must be encouraged to follow certain guidelines:

- Eat only food which they have brought from home unless it is packaged, clearly labeled, and approved by their parents.
- Wash hands before and after eating.
- Not share food, utensils, or containers.

Place food on a napkin rather than in direct contact with a desk or table.

LUNCH POLICY

Students are expected to bring a nutritional snack and lunch with them each morning. To avoid disruption to classroom instruction and to the office, parents must send lunch with their child each morning. On the rare occasion a child goes home for lunch, the school must be notified by the parent in advance.

Classroom monitors from Grade 5 assist in each classroom and staff members will supervise. We strive to ensure a safe and pleasant environment for all students who eat lunch at school. Students are to be respectful to one another, the monitors, and the supervising staff. As partners in raising your children, we also place emphasis on proper table manners. Expectations for appropriate behaviour are consistent in all classrooms. To keep the classroom environment safe:

- Students who repeatedly misbehave at lunch time may have at-school lunch privileges suspended.
- Due to food allergies and dietary restrictions, children are not permitted to exchange/share lunches with each other.

HOMEWORK

Homework is an integral part of schooling and an extension of the students' daily activities. The amount of time each student will spend doing homework may vary according to grade, ability, subject, and work habits. Our daily home reading program and practice of basic math facts is an essential part of every child's routine! All students are expected to read daily, 7 days a week. Parents can help by:

- Checking your child's agenda each day as soon as they arrive home.
- Planning together to decide upon a regular homework time and a quiet workspace to complete his/her homework.
- Ensuring, daily, that your child's homework is finished, and that the agenda is signed.
- Teaching your child effective organizational skills (organizing supplies, homework schedule, project due dates, etc.)
- Taking an interest in your child's learning. There are few things more rewarding for a child than to have an "audience" for reading and discussing what was read. The support of parents will have a major impact on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please talk to the teacher.

INCLUSIVE EDUCATION

At École St. John XXIII School, we provide support for all students in an inclusive setting within the regular classroom. Each of our classes has access to our Instructional Coaches, who work with administration, teachers, Educational Assistants (EA), and Therapists in behaviour, speech and language and occupational therapy to ensure that all students' unique learning needs are addressed. With the support of the Inclusive Support Team for Grades K – 9, we work together to ensure that our students and their families receive the support they need to facilitate optimal learning for all.

PARENT VOLUNTEERS

We love our volunteers! Parent volunteers are appreciated and welcome to help in a multitude of ways such as helping in the classroom, Hot Lunch days, library assistance, and helping with school-wide events. Requests for volunteers will be made by individual teachers and office personnel through letters or our monthly blog.

ECSD's Administrative Procedure 260, Section 5.1.6, requires that parents complete the necessary document Volunteer Responsibility Form before serving as parent volunteers. Volunteer Responsibility Forms can also be downloaded from our school website or picked up from the office.

As a safety measure we ask all visitors and volunteers to wear a visitor tag identifying them as volunteer/visitors. Parents are asked to sign in and pick up their volunteer/visitor tags in the office. When volunteering, please leave younger siblings at home.

PARISH

Our community parish is St. Thomas More Catholic Church, located at 210 Haddow Close NW. The priest and parish workers can be contacted at 780-434-6313. Please do not hesitate to ask them for information for your family to participate more fully in the life of the Catholic Church.

Please visit the St. Thomas More Parish web site at <https://stm.caedm.ca/> for more information about Sacramental Preparation for Children:

- First Eucharist
- First Reconciliation
- Confirmation

We are fortunate to be able to visit the church every school year and to have the parish involved in all our liturgical celebrations at the school.

PARKING - *Dropping Off & Picking Up*

Please respect and stay clear of our neighbors' driveways – they are out of bounds. U- turns in front of the school, especially when picking up and dropping off children, are illegal. Edmonton Police Service patrols our school area regularly to enforce the law...the speed limit is 30 km/h.

PLEASE NOTE: The parking lots are restricted to ECSD staff only.

Parents and daycare providers dropping off and/or picking up children are asked to use the front doors and to park following the posted signs on the street.

SCHOOL PROPERTY

Students must respect school property both within the school and in the school playground. Students borrow their textbooks and library books with the understanding that they will be returned in satisfactory condition. If a book becomes lost or damaged, replacement costs will be charged to the parents and collected immediately.

Students are also given the privilege of using school facilities and equipment. It would be a parent's responsibility to repair or replace damaged or lost school property or equipment/supplies/technology due to negligence or improper use or conduct.

PERSONAL PROPERTY / LOST & FOUND

Students are responsible for all personal property. Parents and students are directed to the LOST and FOUND boxes throughout the school should they lose something. All personal items must be clearly marked with the student's name.

Students are not permitted to bring toys of any kind: skateboards, rollerblades, scooters, laser pointers, collector cards, stuffed animals, games, and other items of value. We suggest that expensive articles and treasures be kept at home. The school is not responsible for damage or loss of personal property.

REPORTING OF ACHIEVEMENT

ECSD continues to work toward academic success for every student. To this end, the 2026-27 school year, will see us continuing with an ongoing report card within PowerSchool that will allow parents to monitor their child's academic growth throughout the school year.

Through the PowerSchool site, parents will now be able to view their child's ongoing progress at the time of student assessment with Level of Achievement marks related to curricular outcomes,

in addition to occasional comments and/or assignment information. Parents will be able to access information about their child's progress during the learning process.

Online Summary Reports are prepared from the records maintained by teachers. The process is based on the principle that assessment of the academic performance of our students is an ongoing process. Teachers assess students by using classroom participation, students' oral and written work, test results, quality of assignments produced, homework completion, and notebook maintenance.

See our school calendar for Celebration of Learning dates for the 2026 – 2027 school year.

SCHOOL COUNCIL

Parents are welcome to become involved in our School Council. All are welcome to attend our monthly meetings that are held in the evening and last approximately 60 minutes. An email invitation is always sent home. Executive Elections are held at the September School Council Annual General Meeting.

- As stated in the Education Act (section 55), the School Council is strictly advisory to the principal of the school. As the school council is not recognized as a legal entity, it is not able to make decisions regarding the operations and the finances of the school.
- Meeting dates and times will be announced following each meeting.

St. John XXIII School Society:

Our STJ School Society is the fundraising arm of the school council. Under the School Act, there must be an organization separate from the School Council to apply for and receive licensing from the Solicitor General to raise money through casinos and other fundraisers. Monies raised on behalf of the Society for the school, and decisions related to its spending are subject to the approval of the principal, who is entrusted to oversee that spending is in the best interest of the whole student body.

CELL PHONES AND MOBILE DEVICE USAGE

Students are not permitted to use cell phones, tablets, watches, etc. during school hours, including before school begins and during any class, recess, lunch period, or activity. Cell phones must be turned off or on silent and stored out of sight (inside backpacks for Elementary students and inside lockers for Junior High students) until the dismissal bell at the end of the school day and until they are off school property.

Emergency Situations:

If a student needs to contact a parent or guardian during school hours, they must request permission to use the office or classroom phone.

Consequences of Violating the Policy:

- First Offense:

The cell phone will be confiscated and sent to the office.

The student may retrieve the phone from the office at the end of the school day.

- Second Offense:

The cell phone will be confiscated and sent to the office.

The phone must be picked up by a parent or guardian at the end of the school day.

- Third Offense:

The cell phone will be confiscated and sent to the office. The student will receive a one-day out-of-school suspension.

Students may NEVER use any electronic devices at any time, unless under the direct supervision of an adult (teacher or staff member) and for educational purposes. Teachers may allow students to use electronic devices as a learning tool in their class.



Parents, please review this document for your information and reference. Please discuss the pertinent information with your child.

This document has been reviewed and signed by:

Student Name & Class: _____

Parent/Guardian Name: _____

Date: _____

