



ÉCOLE BISHOP SAVARYN SCHOOL HANDBOOK 2025-2026

The mission of École Bishop Savaryn School is to provide a Catholic education that empowers students to achieve their full potential as they journey toward becoming faith filled, ethical, global citizens.

School Charism: "*LEADERS grow here...as disciples of Jesus*".

We look forward to working together with your family as we begin this new **2025– 2026** school year. With careful planning and skilled educators, the 2025-26 school year promises to be a positive and rewarding educational experience for your child. As part of Edmonton Catholic Schools, and as a French Immersion Catholic school, working in collaboration with St. Charles parish, we develop our mission statement as we strive towards **"Faith, Learning, Peace and Joy"**.

Our school logo reflects the education of the whole child. As represented by the mosaic pieces that make up our school logo, we recognize and celebrate the many dimensions of our school which together contribute towards making our school inclusive and collaborative, placing student learning as the priority. We believe that the collective effort of the members of our school community is paramount and contributes to the education of the whole child.

"FAITH, LEARNING, PEACE AND JOY" – Our school motto speaks to our primary focus here at École Bishop Savaryn School. We work hard to live and share our faith in community with others. We ensure that programming, staff training, and student activities focus on learning. We strive for peace and in so doing we use teachable moments to have students reflect on our belief that Jesus Christ is our model, as we all learn together and find joy in our accomplishments. Our school's mascot, Les Dragons, was chosen because it symbolizes courage, strength and protection. Dragons appear in stories across many cultures reflecting the school's commitment to cultural diversity. The logo incorporates the school's colours and captures the spirit and energy of École Bishop Savaryn.

This school handbook provides information and a brief overview of the school policies and procedures that support student learning and foster positive interaction between home and school.

Together we live out what we believe to be the CHARISM of our namesake, Bishop Neil Savaryn..."*LEADERS grow here...as disciples of Jesus*".

Mme Thomlinson
Principal

Mme Quintin
Assistant Principal

École Bishop Savaryn Catholic Elementary School

16215 – 109 Street NW | Edmonton, Alberta | T5X 2R2

Phone: 780 – 456 – 7837 | Fax: 780 – 456 – 2354

Website: www.bishopsavaryn.ecsd.net

Office Hours: 8:00 am – 3:30 pm (Thursdays – 8:00 am – 3:00 pm)

École Bishop Savaryn School Calendar 2025 – 2026

September		January	
2	First Day of School/Staggered Entry for Kindergarten	5	Classes Resume
3	Staggered Entry for Kindergarten	30	PD Day - No School
4	Staggered Entry for Kindergarten	February	
8	First Day of School for Kindergarten/Bussing	4	Open House
12	Opening Celebration/Assembly	16	Family Day – NO SCHOOL
18	Family Picnic/Meet the Teacher	17	Shrove Tuesday
24	Bible Ceremony for Grade 4	18	Ash Wednesday
26	Terry Fox Run (Toonies for Terry)	25	Faith Development Day – NO SCHOOL
29	Orange Shirt Day	26-27	Teacher's Convention – NO SCHOOL
30	Truth & Reconciliation Day – No School	March	
October		17	St. Patrick's Day
TBD	Individual & School Photos	19	Celebration of Learning 1:30 – 5:00 pm & 6:00 – 7:30 pm
2	Custodian Appreciation Day	26	FULL day of school
10	Thanksgiving Mass	27	Early Dismissal
13	Thanksgiving - NO SCHOOL	April	
31	Halloween	5	Easter
November		7	Classes Resume
1	All Saints Day	TBD	Easter Celebration – St Charles Parish
7	Remembrance Day Ceremony	22	Earth Day
10-11-12		May	
Remembrance Day – NO SCHOOL Fall Break – NO SCHOOL		TBD	Class Picture Day School-wide Panorama Picture
20	Celebration of Learning 1:30 – 5:00 pm & 6:00 – 7:30 pm	15	Bishop Savaryn Day
26	Advent Concert K-2-4-6	18	No School
December		TBD	Grade 6 PATs
1	Advent Celebration	June	
18	FULL DAY of school	TBD	Grade 6 Year End Field Trip
19	Early Dismissal for Christmas Break	TBD	Games Day
22	Christmas Break	TBD	Grade 6 Farewell/PATs
		21	National Indigenous Peoples Day
		23	Year-End Mass-Last Day of School

***Dates are subject to change.** Check our website regularly for the most current dates. 

HOURS OF OPERATION 2025 – 2026

Grades 1 - 6				
	First Bell	Morning Recess	Lunch and Recess	Dismissal
Mon/Tue/Wed/Fri	8:15 am	10:15 am	12:00 – 12:40 pm	3:04 pm
Thurs	8:15 am	10:15 am		11:35 am

Kindergarten am/pm				
	First Bell	Recess		Dismissal
Mon/Tue/Wed/Fri AM	8:15 am	10:00 am		11:23 am
Mon/Tue/Wed/Fri PM	11:56 am	1:30 pm		3:04 pm

SCHOOL INFORMATION

ARRIVAL

Supervision by staff is from 8:00 am to 8:15 am. Students are not permitted to be on the playground prior to 8:00 am, unless supervised by a parent/adult. Students must arrive at school by 8:15 am, and they must use their assigned door. School staff supervise entrance into the building, for all students at their designated doors, at 8:15 am each day. School entrances are always locked. Our front door is equipped with a camera and doorbell – therefore, when students are late, they are to use the front entrance. Parents and visitors must always use the front door. For the safety of our students, all visitors, including parents, will be welcomed at the office and must 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 encourage our students to develop as independent and organized learners, we request that all parents wait for their child outside their designated entrance with their teacher. It is expected that any child in the playground after school is with an adult. Students who walk home alone must do so promptly.

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

ATTENDANCE and LATES

Attendance, as indicated in the Alberta School Act Section 8 and 9, 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 please enter absences on PowerSchool or call the school. Parents and guardians who do not inform us of an absence will receive an automated message from the school.

Students who are late must report to 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 8:15 am bell.

PARKING - Dropping Off & Picking Up SAFELY

Stopping in the bus zone and close to crosswalks is **not** legally allowed.

The parking zone in front of our school is reserved for our **families with a parking placard for people with disabilities**.

The "Kiss & Drop" lane is a **free flow lane** for quick drop off and quick pick up. Parking is not allowed. **Drivers must always remain in the vehicle**. Stopping is limited to the time it takes for your child to quickly get in and out of the vehicle.

Parking is available on Beaumaris Road in the 30-minute loading zone.

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, is illegal. Edmonton Police Service patrols our school area regularly to enforce the law and the speed limit is 30 km/h.

PLEASE NOTE: The parking lot is restricted to staff only.

Parents and daycare providers dropping off and/or picking up children are asked to use 109 Street that has ample parking space.

BUS PASSES / TRANSPORTATION

Bus passes for both yellow and ETS buses are available in the office one week prior to month end.

The cost of a pass is to be determined, Kindergarten to Grade 6, must be paid online. Payment is due on the first Friday of each month.

It is expected that each child carries his/her bus pass on their person or in their school bag, ready to scan or show the driver when asked. **If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, you must inform the school office (780-456-7837) 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.

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 bike 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.

EARLY DEPARTURE

When your child needs to be dismissed early, you must 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.

- Contact the school or let the teacher 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 at the office and will be dismissed once a parent/assigned adult arrives.

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 warrants concern, an accident report is completed, and the parent/guardian is notified immediately. All head injuries are reported to parents/guardians.

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.

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 **Mary Butterworth 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. Each year, the school will review the school's Crisis Management Plan.

FIRE DRILLS and LOCKDOWNS

Each year, the school staff will review the school's Crisis Management Plan and students will practice 6 Fire Drills, 3 Lockdowns and 1 Severe Weather Drill. Parents will be notified by email the day we have drills. 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.

HEALTH INFORMATION

Good health, rest, and proper nutrition are necessary for effective learning. **Children who are too ill to go outside for recess need to remain at home.** This is particularly true in the case of severe colds. **Accommodations are not in place to supervise children too ill to go outside for recess.** Children who come to school with any symptoms of illness, the office will call parents and ask them to pick up the student. In the event of an accident, illness, or other emergency, it is 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
- Please do not send medication of any kind for your child to take on his/her own. For the safety of all children, medication of any kind must be kept in a safe place in the school office

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 are asked to 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 in 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 forms are available at the school office.

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 office staff of their child's medical condition (e.g., allergy, asthma)
- In a timely manner, complete medical forms, a 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 a 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.

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. The school will have one additional epi-pen on site.**
- **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:

- Call 911. Have the child transported to an emergency room even if symptoms have subsided. Symptoms may recur hours after exposure to an allergen.
- Contact the child's parents
- 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.

TRAINING

- All staff must complete anaphylaxis training. 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.

CREATING AN ALLERGY 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 small 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 or wax paper rather than in direct contact with a desk or table

RECESS

All hallway movement is 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 as 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 will 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.

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 and picked up at the office.

During lunch break, students have recess at 12:20 pm after eating lunch. **On the rare occasion parents are bringing a student lunch – it must be dropped off in the office before 11:30 am.**

A Hot Lunch opportunity might be provided by our school council, more information will be given in our monthly newsletter.

Classroom monitors from Grade 6 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. Expectations for appropriate behaviour are consistent in all classrooms. To keep the classroom environment safe:

- Students who repeatedly misbehave at lunchtime 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

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 ECSD recommendations, **outdoor recess is cancelled when weather conditions are severe (-20°C; including wind chill) in the winter** or during very wet, rainy days in the spring or fall. **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 available on TV or radio. Any bus route cancellations will begin being broadcast at 6:30 am. Delays and cancellations are updated and available on the Bus Planner Delay APP or the ecsd.net transportation website.

Parents should 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.

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 monthly newsletter will be posted on the school website and emailed to you. The newsletter is the primary source of information regarding our school's events. In addition, special announcements, notices, and reminders regarding upcoming events will also be emailed to parents.

Our website is updated regularly and includes general information, a monthly calendar of events, school newsletters, classroom information, French Immersion information, and educational links for students and parents.

You can also follow our school Instagram Page (@bishopsavaryn_ecsd) with updates and learning that occur at the school.

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. When reporting Discrimination, please call 780-441-6000 or fill out a report at ecsd.net/reportdiscrimination.

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.

You must outline the nature of the original complaint, the steps that have been taken and in what way the decision of the school principal is unacceptable. Upon receipt of such a letter or call, the Chief Superintendent will direct the correspondence to the appropriate department for resolution.

Should there be a concern involving another child at the school, please involve your child's teacher or an administrator rather than approaching the other child or their parents.

WE ALL BELONG HERE-

REPORTING OF AND RESPONDING TO DISCRIMINATION AND RACISM

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

Belonging means everyone is welcome at our school. We treat our friends, classmates, teachers, and school staff with kindness and respect. Sometimes, people say things that make us feel like we don't belong. If this happens to you, talk with your family, your teacher, or a trusted adult at your school. Parents, students, and staff will work collaboratively to ensure the success of each student's education program.

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. Consent is required on a yearly basis. If you wish to change your consent, please advise the administration in writing.

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.

INCLUSIVE EDUCATION

At École Bishop Savaryn School, we provide support for all students in an inclusive setting within the regular classroom. Each of our classes has access to our Learning Coach, who works with administration, teachers, Educational Assistants (EA), and Therapeutic Assistants – Behaviour Therapists (TA-BT) to ensure that all students' unique learning needs are addressed. With the support of the Inclusive Support Team for Grades K – 6, we work together to ensure that our students and their families receive the support they need to access optimal learning for all.

STUDENT CODE OF CONDUCT POLICY

The 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.

École Bishop Savaryn School strives to provide a welcoming, caring, respectful and safe learning environment that respects diversity, nurtures a sense of belonging and a positive sense of self and recognizes the unique gifts and inherent value of each student and staff member who is part of the school community. In our school, the goodness, dignity, and worth of all are recognized and all are held accountable for their actions. Believing that all people are created in the image and likeness of God, all are capable of good and therefore, inappropriate behaviour is challenged but the individual is affirmed. As members of a Christ-centered learning community, the actions all focus on service to one another with emphasis on growth and transformation rather than restitution and expediency. École Bishop Savaryn School recognizes the need for a learning environment that is well-ordered, safe, developmentally appropriate, and non-threatening. Students have the opportunity for growth and for choice with the understanding that there are logical consequences that follow their actions in order to ensure the welfare and security of the entire community. The *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within the school setting.

École Bishop Savaryn School recognizes that responsibility for student conduct is a shared responsibility between the school, students, their parents and the broader community.

Students have a legislated responsibility to:

- Attend school regularly and punctually;
- Be ready to learn and actively engage in and diligently pursue the student's education;
- Ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging;
- Respect the rights of others in the school;
- Refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether it occurs within the school building, during the school day or by electronic means;
- Comply with the rules of the school and the procedures of the Division;
- Cooperate with everyone authorized by the Division to provide education programs and other services;
- Be accountable to the student's teachers and other school staff for the student's conduct; and
- Positively contribute to the school and community.

A parent has the right to choose the kind of education that shall be provided to his/her child and as a partner in education, has the legislated responsibility to:

- Act as the primary guide and decision-maker with respect to their child's education;
- Take an active role in the child's educational success, including assisting their child with complying with the child's legislated responsibilities;
- Ensure that their child attends school regularly;
- Ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment;
- Cooperate and collaborate with school staff to support the delivery of specialized supports and services to their child;
- Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school; and
- Engage in the child's school community.

The school, as a partner in education, has a legislated responsibility to:

- Deliver appropriate education programming to meet the needs of all students and to enable their success;
- Ensure that each student and each staff member is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging; and
- In respect of the above, establish, implement and maintain an Administrative Procedure that includes the establishment of a code of conduct for students that addresses bullying behaviour.

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 or 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.

The school's philosophy of discipline is based on a proactive, solution-based and restorative approach that promotes positive student behavior and learning opportunities. Teachers are responsible for using effective teaching strategies and classroom management skills to minimize and deal with discipline problems. A continuum of supports will be established to provide students with strategies, accommodations, and intervention if necessary.

Our philosophy reflects the belief that given support, students will make decisions that will help promote a happy, safe, and healthy school environment.

It is our belief that regular, ongoing communication between home, school, and parish is essential to this development. We are a Catholic community attempting to follow Christ's word – *"Love one another as I have loved you,"* or *"Do unto others as you would have them do unto you."* When children set themselves apart from our Catholic community through inappropriate behaviours, a skill-based and restorative-discipline method will be employed.

Our conduct strategies emphasize:

- the development of self-discipline through understanding the process of natural and logical accountability and consequences for one's actions
- the right of all members of a school community to safety, dignity, and respect

Communication with parents will be a highlight of this procedure. Home and school will work cooperatively together to establish and maintain a school environment that is welcoming, caring, respectful, and safe.

The Student Code of Conduct policy is developed by our school community, based on input from students, parents, and school staff. It is annually reviewed and revised, if necessary, with staff and presented to the School Council for feedback and input. It is printed in the School Handbook at the front of the student agenda and posted on the school website.

The following outlines the possible consequences of misbehaviours that occur within the school building, during the school day or by electronic means.

MINOR MISCONDUCT

Minor misconduct will be handled "on the spot" by staff members stopping students and reminding them of the school-wide expectation. Unacceptable behaviour will be identified, and students will be reminded to display acceptable behaviour. Some examples of minor misconduct are:

- disrupting the learning environment
- not completing homework
- disrespectful behaviors toward staff
- unkind behaviors toward other students
- lying to staff

Each teacher will have their own unique classroom management plan which includes supportive procedures that will:

- teach students new and/or desired behaviours
- allow teachers to recognize and celebrate desired behaviours
- consistently offer support and learning opportunities for inappropriate behaviors

MAJOR MISCONDUCT

Major misconduct is behaviour that interferes with the orderly functioning of the school and threatens the safety and/or dignity of students or staff. Parents are notified of all major misconduct infractions. Major misconduct includes the following:

- repeated occurrence of any minor misconduct
- defiance of authority, willful disobedience
- hitting, rough housing, tripping, throwing objects, fighting, spitting
- threatening or intimidation of others
- abusive language/gestures/swearing
- emotional abuse/put-downs
- misuse of technology
- willful destruction of property/stealing
- bringing a weapon to school
- bullying behaviors (physical, verbal, social, cyber) within the school, during the day, or by electronic means

NOTE: Bullying is repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation. Reports of bullying will be investigated and involve parents and administration. Students can report bullying to teachers, parents, or administration.

Fair, corrective, and restorative interventions will be offered. Involvement of administration, the multi-disciplinary team and support staff may be required to offer strategies to support lagging skills. The following discipline measures may be enacted at the discretion of the administration, depending on the age, maturity, and circumstances of the individual child – avoiding a “one-size fits all” approach:

Removal from class or activities

- Student will be asked to leave the classroom and go to a supervised location.
- Student will lose extracurricular privileges.

In-School Suspension (In accordance with Section 31 of the School Act)

- Student is not included in their regular classroom for a set amount of time.
- Student is placed in a supervised working area.
- Student who is misbehaving during their suspension will be sent home.
- May require a meeting with the student and parents before returning to the classroom.

Out of School Suspension (In accordance with Section 31 of the School Act)

The principal may suspend a student from school, from one or more class periods, from transportation or from any school-related activity.

Suspensions:

- One to five days at home
- Student will lose extracurricular privileges for the duration of the suspension
- Meeting with student and parents before returning to the classroom

Based on the individual needs of students, a continuum of supports will be provided to students impacted by inappropriate behaviour as well as for students who engage in inappropriate behaviour.

Parents will be notified by phone and in writing when a student receives a suspension.

STANDARDS OF STUDENT DRESS

*In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standards of Student Dress** is to empower students to make appropriate choices*

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

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

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, jewellery or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.

Students at École Bishop Savaryn School **must** wear:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms
- Pants or the equivalent (bottoms), and
- Shoes *Courses or activities may require specific attire for safety or curriculum purposes (i.e.: Physical Education, field trips)

Students at École Bishop Savaryn 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
- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Hoodies must allow the face and ears to be visible to school staff. Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth

Students at École Bishop Savaryn School **may not** wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid "shaming" or statements of bias.

- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard
 - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
 - Borrowing an article of clothing from a friend that is in alignment with the standard.
- Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

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. Items are placed in the LOST and FOUND box in the east hall of the school should they lose something. All personal items should be clearly marked with the student's name. Students are not permitted to bring toys of any kind: skateboards, rollerblades, scooters, toys, 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 cannot be held responsible for damage or loss of personal property.

SCHOOL FEES / FIELD TRIP FEES / BUS PASS FEES

School fees are to be determined for Kindergarten to Grade 6 students. These fees are due **no later than October 31**. Field trip fees are due on the date indicated on the field trip permission form. Bus pass fees are due on the first Friday 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 Bishop Savaryn School. They provide children with unique experiences within the context of the curriculum being taught. Together, children discover new insights into a learning situation. Educational field trips may be either in-school or out-of-school. Letters regarding the type of field trip, duration, and cost will be sent home in advance for each field trip. Your prompt reply and payment of field trip fees is appreciated. All curricular activities and both in-school and out-of-school field trips are part 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. Any cost attributed is expected to be paid by students for these in-school field trips.

Teachers keep their yearly field trip costs collected from parents to a maximum of \$150/student. If transportation is required for a field trip, the cost of bussing is included in the fee. Parents must pay for field trips online through PowerSchool.

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. **Children without 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 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.

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 the school newsletter.

ECSD's Administrative Procedure 260, and Administrative Procedure 490 require that parents complete the *Volunteer Registration Form (Form 490-1)*. Forms must be received and approved before serving as a parent volunteer. **Volunteer Registration Forms** will be emailed to all parents, and is available on our website, or the form can be 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.

HOMEWORK

Homework is 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.**

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.

PARISH

Our community parish is St. Charles Roman Catholic Church, located at 17511 – 112 Street NW. The priest and parish workers can be contacted at 780-456-5399. 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. Charles Parish web site at saint-charles.com 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.

REPORTING OF ACHIEVEMENT

ECSD continues to work toward academic success for every student. To this end, the 2025 – 2026 school year will see us continuing with learning reports in January and June within PowerSchool. Teachers will communicate literacy and numeracy achievements throughout the year. Parents will have the opportunity to attend the Celebration of Learning in November and March. Parents are encouraged to contact the teacher with any questions or concerns.

Online report cards are prepared from the records maintained by teachers. The process is based on the principle that the assessment of the academic performance of our students is an ongoing process. Teachers assess students using triangulated evidence (observations, conversations and products).

See our ***school calendar on our website*** for Celebration of Learning dates for the 2025– 2026 school year.

SCHOOL COUNCIL

Parents are welcome to become involved in our School Council. All are welcome to attend our monthly meetings which are held in the evening and last approximately 90 minutes. An email invitation is always sent home. Executive Elections are held at the September School Council Meeting.

- As stated in the School Act, 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 posted on the school website.

Fundraising Society

Our Bishop Savaryn Fundraising 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. Monies raised on behalf of the Society for the school as a whole, 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.

EXTRACURRICULAR ACTIVITIES

During the recess and lunch break, students are offered the opportunity to participate in a variety of activities and clubs. These activities and clubs, 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.

BIRTHDAYS

Birthdays are a special event in the lives of children! Your child's name will be announced during morning announcements. Weekends, holidays, and summer birthdays are not forgotten. The classroom teachers will provide more information on specific classroom procedures for birthdays.

If you would like to send something for your child's birthday for the whole class, please consider sending individualized items such as cupcakes, fruit, juice boxes, etc. Full cakes and meals are difficult to distribute and take away from instructional time or lunch time.

TELEPHONES / CELL PHONES/ SMARTWATCHES

Cell phones are not to be used at school or in the playground area at any time.

Students who own a cell phone/smartwatch and carry it to and from school for safety purposes must turn it off and keep it in their backpack unless otherwise instructed by a teacher. Parents must call the school office to communicate with their child during the day. **Students are not permitted to call or text parents – they must speak with a teacher who will arrange for them to call their parents using a school phone.**

Students may never use electronic devices at any time, unless under the direct supervision of an adult 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.

My child and I have read the information in the School Handbook and Conduct Policy, and we understand and agree to comply with these guidelines.



Parent Signature

Student Signature