



STUDENT/PARENT HANDBOOK 2025 - 2026

Good Shepherd Catholic Elementary School
18111 - 57 Ave NW
Edmonton, Alberta T6M 1W1
Phone: 780.444.4299 Fax: 780.483.1379
www.GoodShepherd.ecsd.net



Mrs. Jennifer Dimas
Principal

Mrs. Bethsaida Pecson
Assistant Principal

Mrs. Sonia Schultz
Assistant Principal

The administration team at Good Shepherd Catholic Elementary School is committed to working together with staff, parents and students to provide the best possible programming for our students. Please read through the entire handbook as the information included is comprehensive and will prove to be helpful.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____

ADMINISTRATORS' MESSAGE

Welcome to Good Shepherd Catholic Elementary School! We are excited to have you as part of our school community and take great pride in the rich and engaging programming we provide for our students.

The first section of this Agenda Book functions as our school handbook. It offers important information about day-to-day life at Good Shepherd and is intended to support your family throughout the school year. While it may not answer every question, we hope you find it a valuable reference. The Agenda itself is a tool to help students stay organized, manage their time effectively, and track their daily tasks and assignments. It also serves as a key means of communication between home and school.

At Good Shepherd, we deeply value strong partnerships with our families. Open and ongoing communication helps us support the growth and success of every student. Your involvement and support play an essential role in shaping a positive and meaningful educational experience for your child.

It is a true privilege for our staff to educate the children entrusted to our care. We are committed to delivering an excellent Catholic education that nurtures both the heart and mind.

We look forward to a wonderful school year filled with joy, learning, and the continued inspiration to love, learn, and lead like our Good Shepherd, Jesus Christ.

Sincerely yours,

Mrs. Jennifer Dimas (Principal)

Mrs. Bethsaida Pecson (Assistant Principal)

Mrs. Sonia Schultz (Assistant Principal)

SCHOOL MISSION STATEMENT

The mission of Good Shepherd Catholic School is to provide a Catholic education that empowers students to grow in faith, achieve academic excellence, and become compassionate leaders who serve others.

SCHOOL VISION

Our students will thrive as valued members of a Christ-centered community, where they are supported to realize their full potential through acquired knowledge, skills, and positive attitudes.

SCHOOL CHARISM

Inspired by our Good Shepherd, Jesus, to Love, Learn and Lead.

SCHOOL TEAM NAME

Good Shepherd Saints

MISSION OF EDMONTON CATHOLIC SCHOOLS

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.



EDMONTON CATHOLIC SCHOOLS

GENERAL SCHOOL INFORMATION

HOURS OF OPERATION

Grade 1 to Grade 6

Bell	8:45 AM
Registration/Announcements ...	8:50 AM
Instruction	8:50 – 10:30 AM
Recess	10:30 – 10:45 AM
Instruction	10:45 AM – 12:15 PM
Lunch	12:15 – 12:50 PM
Instruction	12:50 – 2:18 PM
Recess.....	2:18 – 2:30 PM
Instruction.....	2:30 – 3:30 PM

*The outside bell rings at 8:44 AM. At this time, students are asked to line up in homeroom groupings and wait for their teacher to escort them into the building.

Kindergarten AM: MON, TUES, WED & FRI (NO THURSDAYS)

Bell	8:45 AM
Instruction	8:45 – 11:51 AM

Kindergarten PM: MON, TUES, WED & FRI (NO THURSDAYS)

Bell	12:24 PM
Instruction	12:24 – 3:30 PM

Thursday dismissal is at 12:12 PM

As in previous years, the Thursday before Christmas and Spring Break will be a full day of instruction, with early dismissal on the Friday before the holiday.

Closed Campus

Good Shepherd School is a closed campus. This means that under no conditions are students allowed to leave the school grounds during instructional time, the lunch break or recess without express parental permission. Notification of permission must be given directly by the parent to school staff.



ACADEMIC INTEGRITY

At Good Shepherd, academic integrity is an important component of educational programming at all levels. We expect all stakeholders (students, teachers, and administration) to maintain academic integrity. Students are expected to be responsible, *risk-takers*, and *knowledgeable* in the skills needed for academic integrity. Students who deliberately attempt to gain advantage in marks through dishonest practices, cheating or plagiarism, will gain no credit for work they have neglected to complete themselves. As well, stakeholders will be involved in a restorative practice plan should an incident of academic dishonesty arise and will be documented in the student's school file.

At Good Shepherd, our definitions of malpractice are:

- Plagiarism: this is defined as the representation, intentionally, of the ideas or work of another person without proper, clear, explicit acknowledgement
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- Duplication of work: this is defined as the presentation of the same work for different assessment components
- Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate.

Student Responsibilities

The student is, ultimately, responsible for ensuring all work submitted is authentic; with the work or ideas of others fully and correctly acknowledged. Students are expected to value the attitudes and skills of being a *principled communicator* in all learning and assessment. They are responsible to:

- understand what constitutes academic honesty, an authentic piece of work and intellectual property
- learn to *care* for and appreciate the ideas of others by providing reference pages
- be *knowledgeable* about what constitutes malpractice (particularly plagiarism)
- use the appropriate conventions for citing and acknowledging original authorship and internet sites
- *inquire* into the validity of an author's ideas and be *reflective* of their interpretation
- ensure their exhibition work reflects the criteria for academic integrity.

Staff Responsibilities

It is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all student work is the authentic work of each student. Teachers are also expected to support and act in accordance with the school's policy on good academic practice and provide students with advice whenever necessary. In this respect, teachers must act as positive role models for the students.

The principal, and by extension, the school's teachers, must ensure they:

- promote and model academic honesty within the school culture and encourage the students to be critical thinkers and open-minded to various sources of information
- provide guidance on study skills, academic writing, how to conduct research, and how to cite sources
- remind students of policy and expectations
- educate students on appropriate conventions for citing and acknowledging original authorship and internet site
- model academic honesty
- inform the students of the consequences of being found guilty of malpractice
- report academic malpractice to parents
- follow through with a restorative action plan for the student.

Parent Responsibilities

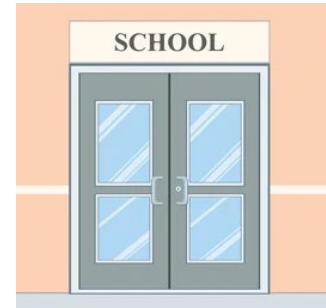
The parents are responsible for reviewing and supporting their child with adhering to the policy. The parents must:

- ensure work submitted by their child is his/her own work
- develop an understanding of academic integrity
- lead by example and demonstrate how to access resources for personal inquiries appropriately.

ACCESS TO THE BUILDING

School entry doors are opened by staff for student access into the building at 8:45 AM each day. **Students are expected to enter and exit the building through their designated doors.** Students line up at these doors and enter once a staff member is there to escort them in. Siblings must make arrangements to meet at the entrance door of the youngest child outside the school at the end of the day.

To maintain the safety of our students, all exterior doors are locked at all times. Although the front door is normally only the Kindergarten entrance/exit, students who are late for school are asked to enter through the front door and stop at the office to get a late slip. Like all school entrances/exits, the front entrance of the school is also locked at all times; therefore, students and guests must ring the doorbell in order to gain entry.



Parents wanting to enter the building are requested not to enter the school through student entrances. Parents/Guardians need to enter through the front door and sign in. Parents who pick up their children up after school are asked to wait outside student designated entrances. If a parent needs to come in to the school to talk to a staff member, visitors to the school **MUST** sign in at the office and must obtain and wear a visitor's badge. As a staff, we kindly ask all parents to remain outside during drop-offs and pick-ups of their child(ren). For the safety of our students, we teach them never to open an outside door to an adult who is not a staff member and also that there should never be adults in the building without visitor badges. In addition, at the end of the day, it is very difficult for our younger students and their teachers to find parents/guardians when parents/guardians are attempting to come into the school while students are exiting. We are requesting for family members to please refrain from entering the school and to stand back so that students can easily exit the building and find their parents/guardians. The aforementioned practices will not only ensure the safety of all students but also empower your child(ren) to become independent.

Children should not be at school before 8:35 AM or after 3:40 PM unless they are involved in a scheduled and supervised school activity. Please remember that school entry doors are opened by staff for student access into the building at 8:45 AM each day. Students are expected to enter and exit the building using their designated doors. Students line up at these doors and enter once a staff member is there to escort them in.

ACCIDENTS AND ILLNESS



If a student becomes ill or is significantly hurt while at school, we will attempt to contact the parent/guardian or person listed as an emergency contact in a timely fashion. If contact cannot be made, we will attempt to make the student feel as comfortable as possible in the interim. Qualified school staff will provide First Aid when appropriate.

If the illness/injury appears to need immediate professional medical attention and school staff cannot reach a parent/guardian/emergency contact, an ambulance will be called to take the student to the nearest hospital. A member of the school staff will accompany the student and stay with him/her until a parent/guardian arrives at the hospital.

It is important that the school always has current home and work phone numbers and that all parents provide alternate emergency phone numbers.

To prevent the spread of infection, we request that you keep your child at home until they are no longer infectious.

Children whom parents feel are too ill to go outside at recess time should not be at school. If a parent chooses to send a sick child to school, requests for staff to supervise them indoors during recess time cannot be accommodated. Children coming to school with sickness are unable to function well and provide a possible source of infection for other students and staff.

AFTER SCHOOL PICK UP OF STUDENTS

Please respect the school learning environment by waiting outside your child's designated dismissal doors.

AGENDA BOOK

In addition to being a useful organizational tool, the Student Agenda Book is used as a communication tool between home and school. Teachers frequently write brief notes to parents in the Agenda Book. Please ensure that you check and initial your child's agenda each day. If a student's agenda needs replacing, there will be a charge to cover the cost.

ALBERTA HEALTH SERVICES



Alberta Health Services works with schools and community agencies to provide a range of coordinated health and support services for school aged children and their families. Its common goal is to build on the health and education potential of students by providing nursing, rehabilitation, speech and language and dental services in schools. If you have any concerns about your child's health, please talk to the Alberta Health Services, School Health Team at the West Jasper Place Public Health Center, 780.342.1284.

ALLERGIES

PLEASE NOTE THAT GOOD SHEPHERD ENCOURAGES A NUT FREE ENVIRONMENT. We have numerous students at our school with life-threatening allergies to nuts and nut products. We cannot say that we are a peanut-free school, as we cannot guarantee that statement unless all foods and their ingredients are monitored every day. In some cases, these allergies are so severe that just a trace of, or even the smell of peanuts or nut products, could send the child into anaphylactic shock. If this happens, the child's throat tightens and swells and he or she may stop breathing. This type of severe allergic reaction can be fatal. Although we cannot absolutely guarantee that students will not come into contact with nut products, we do wish to limit the chances of such an occurrence. For the safety of these individuals, we ask for your cooperation in not sending to school snacks or lunches containing nuts or peanuts. Please check the labels, packages and ingredients of all foods your children bring to school, and ensure that no nut products are sent in school lunches or as snacks. We also ask that you refrain from having your children use highly-perfumed products. Your respect for students and staff with asthma, allergies and other lung conditions is appreciated.

If your child has severe allergies (e.g. peanuts/nuts, fish, eggs), it is most important that you notify the office and your child's teacher. There are allergy and medication forms that need to be filled out at the beginning of every school year. These forms must be renewed each school year.

It is strongly recommended by the school and the Alberta Health Authority that if a student has an epinephrine auto-injector (Epi-Pen), that they should carry their own auto-injector at all times. The school will not store student Epi-Pens in the office.

APPLE Ally School

Good Shepherd is an APPLE Ally School! We are so very pleased to share with our community that Good Shepherd is an APPLE Ally School. APPLE Schools is a health promotion project with the vision of healthy kids in healthy schools. The organization works across British Columbia, northern Alberta, Manitoba, and Northwest Territories to improve the lives of thousands of students annually, targeting their healthy eating, physical activity, and mental health habits.

The APPLE Schools organization works with each APPLE ally school to transform its community through an approach called comprehensive school health (CSH). CSH empowers school communities to lead boldly, choose wisely, and embrace health at every turn.

What does an APPLE ally school look like? We empower students to make healthy choices and work with them to create positive experiences. All healthy initiatives reflect our school's specific needs. Initiatives can include:

- Monthly wellness campaigns
- Exposure to healthy food alternatives
- Wellness challenges
- Movement breaks
- Non-food rewards
- Mental health education
- Healthy classroom celebrations
- Foods lessons

- Health-focused student leadership opportunities
- A focus on positive physical, social, emotional, and mental well-being
- Teaching and learning through a positive health lens.

Want to support your child's wellness at home?

- Help establish a regular bedtime routine, ensuring that your child gets 9-12 hours of sleep every night.
- Pack lunch together with your child, including only "Choose most often" and "Choose sometimes" foods.
- Have frequent conversations with your child about everything that they are involved in and about how they are feeling.
- Ensure a healthy balance between screen time and activity time.
- Make time for outdoor and physical activities.

APPOINTMENTS

Whenever possible, parents are asked to schedule medical, dental or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Please notify your child's teacher and the school office, as soon as possible, if an appointment has been scheduled during school hours.

ATTENDANCE & LATES

Regular and punctual attendance is an expectation we have for all students as it is one of the best contributing factors to a successful education. Parents have a legal responsibility to get their children to school regularly and on time. Attendance and tardiness will be tracked at the office. Parents will be contacted to meet over irregular patterns of attendance or excessive tardiness. In extreme cases where attendance is problematic, the school may have to refer the matter to the Provincial Attendance Board for adjudication.

When your child is going to be late or absent from school, please call the school office before classes commence. Parents and guardians who do not phone the school will be contacted at home or at work so that we may determine where the child is. If the school is not notified of absences before they occur, or the day they occur, they will be recorded as unexcused absences. An answering machine is available for parents to leave a message outside of regular school hours. Our automated absentee call out system, SchoolMessenger, will automatically contact you via phone if your child is marked as Unexcused Absence.

Any notes regarding appointments or special holidays should be sent to both the school office and your child's homeroom teacher.

Students arriving after 8:45 AM or 12:50 PM must obtain a late slip from the office before entering class. Students who leave school during the school day must be signed out at the office. Note: students who are absent for three or more days may be required to provide documentation from a medical doctor.

Parents are requested to make sure their children clearly understand their after-school plans before leaving for school in the morning and that any changes to the usual after-school routine must be reported to either the homeroom teacher or the school office. If school staff are not informed of any changes, the child will be directed to follow their regular after-school routine to get home. School staff will not call parents.

BICYCLES/SKATEBOARDS

The school does not take responsibility for theft or damage of bicycles, skateboards, etc. Bicycle racks are provided at the school. All bicycles must be locked. Please provide your child with a good bicycle lock that will help prevent theft. **By law, students must wear helmets for their safety.** Helmets should be kept inside the school.

To ensure the safety of everyone, students are required to walk their bicycles once they are on school grounds. Students must also wear helmets.

Heelys (shoes with wheels) are not permitted to be worn on school grounds.

BUSSING



Children who are registered to use ECS bussing receive the *Guide to Using Charter (Yellow) Bus Service*, which provides detailed information regarding all aspects of Edmonton Catholic Schools' student transportation services. Parents are asked to carefully review and discuss this information with their children. It is important that children clearly understand the Safety Rules and Procedures for riding the bus, such as *what stop to get off at; what to do if the bus doesn't come; how to behave near the danger zone*. The *Guide to Using Charter (Yellow) Bus Service* and other transportation information is available online:

<http://www.ecsd.net/schools/transportation.html#>

Students are accountable to the bus driver, classroom teacher, and principal for their behavior on the bus. Misbehavior can result in school-level consequences, including suspension from riding the bus.

Bus passes are available through the school office at the beginning of each month. Bus pass costs are subsidized by the school division. Edmonton Catholic Schools is pleased to offer a family plan for families with three or more children enrolled in a school. **Parents are encouraged to purchase an annual bus pass, which is based on the monthly fee multiplied by ten months.** Bus passes must be purchased on Power School prior to beginning of the month.

Students without a bus pass will not be permitted on the bus. If your child usually rides the yellow school bus and will not be riding the bus home on any given day, please inform the school.

Please be aware that we have been informed by our bus carriers that students will not be allowed to bring skateboards on board the busses. Students who have skateboards with them will not be allowed to board. Therefore, students who ride the yellow busses are asked to leave skateboards at home.

CARE OF SCHOOL PROPERTY

Students registered at Good Shepherd School are permitted to use school resources including textbooks and library books, with the understanding that students return all materials in a satisfactory condition.

Students are also given the privilege to use physical education equipment, science equipment, school furniture, digital devices, and so forth.

Any loss or damage of the above material, through student negligence, is the responsibility of the student and parent and could result in the parent being charged the replacement cost value.

Willfully destructive behavior and vandalism will result in serious disciplinary consequences.

CHANGE OF ADDRESS/PHONE NUMBERS

In case of emergencies, it is very important that the school has accurate contact information for parents. Please advise the school of any changes in your personal information or phone numbers – including home and work. Thank you!

COMMUNICATION

Open and positive communication between the home and the school is one of the most important contributions we can make for the educational development of children.

Student growth and assessment will be available for parents to view online on PowerSchool throughout the year. We will also have Student-led Conferences scheduled during the year. We encourage you to discuss any concerns with your child's teacher as soon as possible.

Please note the importance of the principle of 'first contact' which means that you must speak directly to the staff member to discuss your concern before taking your concern elsewhere.

A monthly newsletter will be posted on our website, and special announcements will be sent home with students, posted on our Instagram account or emailed to parents when necessary. Any additional information will be placed in the front pocket of your child's agenda book.

CURRICULUM

Students in Kindergarten through Grade 6 follow the approved Program of Studies outlined by Alberta Education. In September, parents are invited to attend a Curriculum Evening where each teacher reviews the Program of Studies and goals to be achieved during the school year. Alberta Education publishes curriculum handbooks for parents that are available at the school or through the Internet at the following address:

<http://www.education.gov.ab.ca/parents/handbooks/>

CRISIS MANAGEMENT PLAN

We practice evacuation, lock down, on-alert and environmental safety procedures in September and at other times during the school year so that children will know procedures to follow in the event of an emergency.

A comprehensive crisis management plan is revised each year to respond to any potential event that may cause harm to any of our school community members. A version of the plan is posted on the website.

There are several situations, such as a major gas leak or a fire, that could potentially lead to the evacuation of the school building. In the event of such an evacuation, students and staff would relocate to either S. Bruce Smith School or Good Shepherd Church. We would then begin our emergency telephone/text/email contact with parents to arrange for pick-up and dismissal of children. All students will be supervised until picked up by a parent or designated caregiver. Students will not be allowed to leave the evacuation location without the proper consent of parents.

Should you have any questions regarding our Crisis Management Plan, please do not hesitate to call our office.

EARLY DEPARTURE

When a child is being excused early, we ask you to please take note of the following procedure to ensure the personal safety of your child:

- Write a note in your child's agenda to inform the teacher.
- Parents or guardians are always required to sign the Sign Out Log in the office, including lunch hours.
- Report to the office and we will page the class and have your child come meet you.
- If you are unable to pick up your child personally, please phone the school office to advise as to who will be picking up your child and the time you expect your child to be excused.
- Parents are requested to reduce the number of early departures to provide continuity of instruction. Please make use of Thursday afternoons whenever possible.

EMAIL COMMUNICATION



At Good Shepherd we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email or through text message. We make every effort to keep email communication from school administration to a minimum. Teachers often communicate with parents via email as well. Please help us by ensuring that we have current email addresses and phone numbers on file.

EXTRA-CURRICULAR ACTIVITIES

Students have many opportunities to participate in a variety of extracurricular activities at Good Shepherd School. Please refer to the monthly newsletters, agenda book, website, school Instagram account and notes home for further details.

FIELD TRIPS

Field trips, tours and excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form and payment must be made via PowerSchool at least one business day prior to the date of the

field trip. **For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Students who have not returned a signed field trip permission form to school will not be allowed to participate in the field trip. Please note that staff will not be calling parents to obtain parent permission forms on the day of the field trip. Payments are to be made online up until the day prior as we are unable to check payment details the day of the field trip.**

FOOTWEAR

All student footwear should be clearly marked to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. **A clean pair of running shoes (non-marking) must be worn inside the school for safety reasons and are required for students to participate in Physical Education classes.**

It is recommended that children who have difficulty with tying their own running shoe-laces wear running shoes with Velcro closings. Flip flops, sandals and dress shoes are not appropriate school footwear.

HOMEWORK

Homework is described as learning engagements that are associated with the in-school program and which are completed outside of normal class time. At Good Shepherd School, we view homework as an opportunity for our students to review and strengthen the concepts covered during the instructional day and, occasionally, to preview upcoming units of study. Homework is an extension of the student's daily activities, and specific homework policies are unique to each classroom. The amount of time each student will spend doing homework may vary according to grade, student ability and the nature of assignments given. Many studies conclude that regularly assigned homework is associated with increases in academic achievement and an improvement in work habits. Students are advised to check their Google Classroom in the event of an absence.

Parents should check their child's agenda every day and be aware of the teacher's expectations regarding using the agenda to communicate homework assignments. Students are expected to maintain their agenda daily.

Students who do not complete their homework will be expected to complete the missed work the following day. Students who exhibit a chronic lack of diligence in the pursuit of their studies may have consequences issued.

There are many ways parents can help with homework including:

- Reading and signing the agenda daily
- Looking through their child's Google Classroom
- Providing a quiet, regular place and time for work
- Showing an interest in what their child is learning
- Being the 'audience' for reading practice or reading with their child
- Providing encouragement.

The support and interest of parents will have a great influence on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please feel free to talk to the respective teachers.

HOME READING

All students are encouraged to read books and/or be read to each night and participate in our Good Shepherd Superstars Reading Program.

HOT LUNCH

Special lunches are scheduled for designated Fridays. Information about signing up on the Healthy Hunger website will come out in September. Thank you to our parent volunteers who coordinate this extra program.

LEARNING RESOURCES



Good Shepherd School has an exhaustive amount of learning resources available for student use. Students may use the resources with the understanding that all borrowed materials will be returned in a satisfactory condition. It is expected that parents/guardians will be responsible to pay replacement costs for lost or damaged materials.

LITURGICAL CELEBRATIONS/PRAYER

Many religious and other types of celebrations are held during the year and parents are always most welcome to attend. Celebrations may be school wide or within individual classrooms. There are also several liturgies throughout the year, including several Masses, some held at Good Shepherd Parish. Families are always invited to attend. Please note that no food or drink will be allowed in the church or in our gymnasium during religious gatherings; it is not appropriate as it is a place of worship. Please check the monthly calendar for dates and times.



Proper reverence and decorum are expected of students at all religious gatherings. Students are also expected to participate in and be respectful during prayer time.

All students follow a religion program approved by the Canadian Conference of Catholic Bishops.

PARISH TEAM AND LITURGICAL CELEBRATIONS

School, home and parish work closely together to nourish the faith of our students. We work closely with our school parish, Good Shepherd Church (18407 - 60 Avenue). Our parish priest or contact will lead us in our celebrations at school or at Good Shepherd Church. Parents, grandparents, and younger siblings are always welcome to attend these celebrations.

Please contact the parish for information about sacramental preparation. The office number is 780.487.7765.

INCLEMENT WEATHER

If the weather is inclement, the children will be kept indoors during morning and/or lunch recesses at the administration's discretion.



The factors taken into consideration are:

- Temperatures at -20 °C or colder
- Severe wind, snow or storm
- Heavy or continuous rainfall
- Outdoor field conditions.

Students are expected to come to school with appropriate clothing for the weather conditions (eg.: toques, mitts, snow pants, scarves and boots in cold weather). On days when the weather is severe, students may enter the school when supervision begins and then make their way to their classrooms and get ready for the day.

INCLUSIVE EDUCATION

At Good Shepherd School, we provide support for all students in an inclusive setting within the regular classroom. We utilize school-based resources and access Division and outside agencies and support when necessary.

LOST AND FOUND

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will facilitate the return of misplaced items. The Lost and Found bin is located at the east entrance to the school. We encourage students and parents to check this box frequently. Twice annually, during student-led conferences, all lost items will be placed on display. Small items such as keys and glasses are normally turned in to the office.

Any unclaimed lost and found items will be donated to charities at Christmas, Spring Break and Year-End.

MEDICATIONS TO STUDENTS



On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order for school staff to do so, parents must complete a *Request for Administration of Medication at School Form* and have it signed by their family doctor. The school will administer the medication according to the doctor's prescription, provide safe and limited access, store the medication, and shall keep a record of each student receiving medication. Please assist us in ensuring that prescribed pills, liquids, and inhalers are not casually left in student frequented areas. Students with EpiPens are required to have them with them at all times (i.e.: fanny pack or small purse) in order to ensure immediate access if necessary.

Medical Alert: If your child has a condition that would require special medical attention, please complete the *Medical Alert Form* as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child's medical status.

MESSAGES TO STUDENTS

Please ensure that your child(ren) is/are aware of after school arrangements before coming to school. Except in the case of emergencies, we are unable to interrupt classes. We are happy to pass along messages at the end of the day.

MILK PROGRAM

In conjunction with the Alberta Milk Producers, the school staff will offer a milk program for students. Milk is available in both white and chocolate and sold in 250 ml cartons during the first ten minutes of lunch. For parent and student convenience, milk cards can be bought online through PowerSchool.

NOON HOUR POLICY

As we have a closed campus policy, all students are required to stay within the school grounds during the morning, lunch and afternoon recesses.

All students are welcome to enjoy the privilege of eating lunch at school. Students eat lunch in classrooms and are expected to follow the rules of the lunch supervisors or monitors. Older students volunteer to serve as monitors in each classroom and assist the staff supervisors in maintaining order and cleanliness. There is no cost to parents for lunch supervision. In keeping with our school emphasis on nutrition, we encourage parents not to include sugar-filled items, candy, fast-food, pop, Lunchables, or chips in their child's lunch.



General noon hour rules include:

1. Behavior expectations during lunch breaks are the same as for the classroom.
2. Students should be respectful of each other during the break.
3. The volume of voices while talking should not get too loud.
4. For safety reasons and so they have time to eat a well-balanced lunch, students are to stay seated while they eat. Once they finish eating, students are to remain seated.
5. Students are expected to clean up after themselves.
6. Students need to follow directions from supervisors or monitors.

Note: Students who do not follow noon hour procedures may be relocated for lunch or lose the privilege of eating lunch at school.

Students who have permission to leave the school grounds must be signed out by a parent in the office each day or have written parental permission to sign themselves out.

Nutrition Guidelines



Our Vision

Good Shepherd fosters a supportive environment where students and staff are encouraged to make positive choices that promote a healthy, active lifestyle—nurturing the body, mind, and spirit.

Our Mission

Good Shepherd strives to ensure that all foods served on school premises are nutritious and align with the following guidelines:

- Alberta Nutrition Guidelines for Children and Youth
- Canada's Food Guide
- ECSD Administrative Procedure 164 and the ECSD Healthy Eating Food Guide.

Our Practices

At Good Shepherd, we are committed to creating a healthy school environment that supports the well-being of every student. As an APPLE Schools Ally, we aim to nurture lifelong habits of wellness by encouraging healthy choices for the body, mind, and spirit.

To support this, the foods offered at school follow the *"Choose Most Often"* and *"Choose Sometimes"* categories from the Alberta Nutrition Guidelines for Children and Youth, Canada's Food Guide, and ECSD's Healthy Eating policies. Throughout the year, we share reminders with families about our nutrition practices to help minimize foods that fall outside these categories.

Our staff play an active role in promoting health and wellness by modelling healthy habits and incorporating them into lessons and school-wide activities.

In consideration of student dietary needs, allergies, and overall wellness, we kindly ask that food not be sent for classroom sharing unless it's part of a planned celebration or cultural lunch organized by the homeroom teacher. When food is brought for such events, we ask that it follow our nutrition guidelines and be chosen from the *"Most Often"* or *"Choose Sometimes"* categories. Items in the *"Choose Least Often"* category will not be served at school, as we want to model the kinds of choices that support students' health both now and in the future.

We understand and respect that what families pack for their child's personal lunches and snacks is a family choice. Food brought from home for individual consumption will not be monitored or restricted.

Why We Support "Choose Most Often" and "Choose Sometimes" Foods at School

As an APPLE Ally School, we are committed to creating a healthy, supportive environment where all students can thrive physically, mentally, and emotionally.

While we all enjoy *"Choose Least Often"* foods from time to time—like sugary treats, chips, or candy—the approach to limit these choices at school helps us to:

- Align with Canada's Food Guide recommendations
- Adhere to national, provincial and divisional nutrition guidelines
- Model healthy choices and habits in a consistent way
- Create an inclusive environment where all students' dietary needs are considered
- Promote lifelong well-being for all members of our community.

We know that special occasions matter, and we're committed to celebrating them in meaningful, inclusive, and healthy ways. Thank you for partnering with us to support the health and well-being of every child.

PARENTAL CONCERNS

Edmonton Catholic Schools and Good Shepherd School are committed to working cooperatively with the parents of our students. We recognize at times there may be differences in understanding, interpretation, and opinion. The division has a protocol for addressing classroom and school concerns.

All parties in a conflict situation must recognize and respect the protocol, and more specifically, the principle of "first contact." **This means that the person who has the concern has a responsibility to begin addressing the concern directly with the person with whom they have the concern, before taking their concern elsewhere.** Based on the principle of "first contact", parents must address concerns directly by calling or making an appointment with teachers before raising these concerns with the school administration or Catholic Education Services staff (when their concerns are regarding their child's teacher, program, and/or program support).

Likewise, if a parent has a concern regarding school administration, the parent is expected to bring that concern to the school administration first, before raising these concerns with the Chief Superintendent of Schools.

If, in the view of the complainant, the ruling of the school principal is unacceptable, the complainant may address his/her concern(s) to the Chief Superintendent of Schools in writing. The letter 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, the Chief Superintendent will direct the correspondence to the appropriate department for resolution.

TRAFFIC AND PARKING GUIDELINES

With our large school population, ensuring student safety remains a top priority. Clear traffic guidelines are essential, and key areas are marked with street signage and pylons to guide drivers.

Please review the following information and follow the established guidelines to help maintain the highest level of safety for your child and all students. Your cooperation is greatly appreciated.

1. Due to traffic flow and student safety, **from 8:30 am – 8:50 am and after school, the front turn-around is for buses only.** It is closed to all other vehicles during these times.
2. **The bus zone on the main street in front of the school is a NO PARKING zone.** In the morning, parents are asked to keep traffic moving by using this area to STOP, DROP OFF and GO.
3. **The alley adjacent to the school is not a parking lot.** There is no parking in alleyways. People are driving into the alley, parking their cars, and then leaving them to go and pick up their children. There is also double parking that is occurring. This practice not only creates a traffic jam and is disruptive to our neighbours, but it is a huge safety issue in that it reduces the visibility of students walking through the alley.
4. **Parents are also asked not to drive into the staff parking lot to drop off or pick children up or to park.** The staff parking lot is completely full and there is no extra parking or room for cars to turn around.
5. **CROSSWALKS: Please use the crosswalks when crossing the street; if you are jaywalking with your children, you are reinforcing dangerous habits with them.** For your safety, please do not walk through the drive-through either, unless you are where the patrollers are stationed. It can be very busy with traffic. Patrollers are stationed there in the morning and after school and have the huge responsibility of crossing children safely. Please be a role-model for your children and only cross when the patrollers communicate to you that it is safe to do so.
6. **Parking in Crosswalk Zones: Cars cannot park in crosswalk zones. This includes the two crosswalks in front of the school and the one behind the school on Dechene Road.** This creates an extremely dangerous situation for pedestrians, which are your children, since it blocks the line of vision of oncoming traffic. **City of Edmonton bylaws state that there is no parking within 5 metres (16 feet) on either side of a marked crosswalk.**
7. **Neighborhood Parking:** Please respect our neighbourhood community and refrain from parking illegally, in front of driveways or creating parking spots in the middle of cul-de-sacs.
8. **There is absolutely no walking between school buses. Please use the main road crosswalks and front turn-around**

crosswalk.

Please help us to keep children safe by adhering to these traffic guidelines. Thank you, in advance, for choosing safety over convenience.

PERSONAL PROPERTY

Students are responsible for all personal property. Bringing electronic equipment or other personal items (i.e. toys, trading cards) to school is strongly discouraged. If these items are brought to the school, they are not to be used during school hours. Such items are brought to school at the child's own risk. The school is not responsible if these items get damaged or go missing. All personal items should be clearly marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms or backpacks. **Students should not bring articles such as skateboards, in-line skates, toys, scooters, laser pointers or similar items to school.**

Cell phones must be kept turned off and kept in a child's backpack throughout the day.

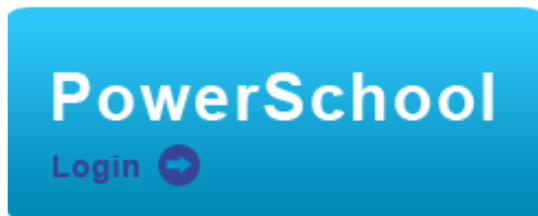
We suggest that expensive articles and treasures be kept at home. **The school cannot be responsible for damage or loss.**

PLAYGROUND EXPECTATIONS

Students are expected to:

- Use school equipment appropriately and safely.
- Show consideration of others.
- Respect the rights of others in organized games and not to disrupt the activity.
- Play safe games that will not harm or potentially endanger themselves or others.
- Display good sportsmanship at all times.
- Not participate in activities such as play fighting, tackle football, throwing snowballs or any form of roughhousing.
- Follow the **NO BODY CONTACT** rule.
- Be accountable to the playground supervisor for their actions.
- Gather and play in designated playground areas according to schedules.
- Stay on school property.
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.

POWERSCHOOL



All parents who have access to an internet connection will be signed up for *PowerSchool*. This website allows parents to access student progress and ongoing outcomes-based assessment, information about attendance and upcoming events. PowerSchool also allows parents to pay for school fees, field trips and all other fees online. Parents are provided with a username and password to access the site: <http://www.parent.ecsd.net/>. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public/>

PRIVILEGES

The general conduct of students reflects their character and will determine the privilege to be involved in extra-curricular and co-curricular activities. Students who behave inappropriately may be denied participation on school teams, field trips or other activities. Decisions on such involvement are determined by the staff.

REPORTING PERIODS

The reporting process is ongoing. Parents may go into PowerSchool at any time and access a real-time view of their child's formative and summative assessments. A print-ready version of student progress reports will be available at the end of January and at the end of June. Student-led Conferences, with an emphasis on celebrating the child and his or her growth in learning, will be held two times a year.

RECYCLING PROGRAM

Staff and students all participate actively in the recycling of milk cartons, juice boxes, and paper.

REPORTING STUDENT PROGRESS

The Edmonton Catholic School Division's reporting process is a combination of ongoing assessment and reporting on PowerSchool and Student-led Conferences.

On PowerSchool, parents can view their child's on-going 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 can access information about their child's progress during the learning process, as well as at key points during the year when summary information about achievement is posted. The reporting process will focus on your child as a unique individual, who learns at his or her own rate.

All Progress Reports can be accessed using PowerSchool with your personal login information.

Parents are encouraged to contact their child's teacher for an interview at any time throughout the school year should they have any concerns with respect to learning, behavior, or programming.

SAFETY PATROLS



The school patrols are volunteer students from Grade 6. These students dedicate themselves to providing assistance to students crossing the front turn-around. Parents are requested to help by encouraging their children to use the designated area to cross the turn-around and to always cooperate with patrollers. Parents and students should also realize that patrollers are volunteers doing a difficult job, often in unpleasant weather. We owe them our respect, support, and cooperation. Patrollers will not be asked to patrol if, with the wind chill, the temperature is colder than -20 degrees.

SCHOOL COUNCIL

School councils are associations of parents, staff, and community members and representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants involved with the school.

Towards the end of each school year, the school council is elected for the following year. The school council meets approximately once a month. We sincerely appreciate those who volunteer to serve the school community in this way.

The Good Shepherd School Council and Parent Advisory Association is a collective association of parents, school staff and administrators who work together to effectively support and enhance student learning. The SAC and PAA provide one means for members of the school community to provide advice and consult with the principal in the matters relating to school programs and policy. All parents are encouraged to become active members and attend meetings. Meeting dates and SC/PAA updates will be advertised in the monthly newsletters and on the website.

SCHOOL FEES

Supplemental Education Fees for 2025-2026

Kindergarten - \$30.00

Grades 1 to 6 - \$50.00

School fees can only be paid through PowerSchool. Just log-in (with the parent log-in) and click on the School Fees tab on the left-hand side of the screen.

Good Shepherd will continue to charge additional fees on a strictly cost recovery basis for optional supplemental educational activities in the following categories: Extra-curricular teams/clubs, field trips, student activity costs and costs for extra-ordinary course consumables.

SCHOOL NEWSLETTERS

A monthly school newsletter will be available on our Good Shepherd School website (www.GoodShepherd.ecsd.net) at the beginning of each new month. An email notice is sent to parents when the newsletter has been posted.

Reading the newsletter is one of the best and most effective ways to keep up to date with what is happening at the school. The newsletter contains important information regarding school activities and community events. It is one of our prime instruments for keeping parents informed about school activities. Please watch for it and keep it as a handy reference.

SCHOOL SECURITY

The safety of students is always our top priority. Please be advised of the following safety protocols at Good Shepherd School:

- All entry doors to the school are kept locked at all times. People wanting to gain entrance through the front door need to be granted access, and then are asked to go directly to the office.
- All visitors to the school MUST sign in at the office and must obtain and wear a visitor's badge.
- Staff members have been asked to approach unfamiliar people who are not wearing their visitor tags to inquire as to their reason for being in the school. Please do not be offended if you are approached. It is imperative that we know everyone's purpose for being in the school.
- We regularly practice safety drills, including evacuation, severe weather, on alert and lockdown drills. These drills take place at various times during the school day, so again, it is imperative that we know who is in the building at all times.

SCHOOL SUPPLIES



In the spring, supply lists are posted on our school website and parents are given the opportunity to purchase supplies for the next school year through a company specializing in providing school supply orders. These supplies are delivered directly to the student's home. Parents who do not purchase supplies through this company are required to access the supply list and purchase supplies themselves. Please keep in mind that supplies may need to be replenished during the year. Supplies are not sold at the school.

SPECIAL EVENTS

We plan a variety of special events and activities throughout the year including designated fun days. The purpose of such activities is to build community, promote school spirit, give a bit of a break from the regular routine and provide opportunities for students to have fun together. Watch for activity notices in the newsletter, website or Agenda Book.

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 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.

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, to fully participate in co-curricular and extra curricular activities, while also meeting the standards in this document. Student dress must maintain personal safety and the safety of the school community.

Students at Good Shepherd must wear:

- A shirt or the equivalent (top) with fabric in the front, back, shoulder area, and sides under the arms that covers the entire abdomen area and back (examples of tops: t-shirts, sweatshirts, sweaters).
- Pants or the equivalent - bottoms (examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts)
- A clean pair of running shoes (non-marking) must be worn inside the school for safety reasons at all times, and are required for students to participate in Physical Education classes. Shoes must be securely fastened at all times.

Students at Good Shepherd may wear, as long as they are in alignment with this standard's philosophy, headwear that is specifically required for religious observance (i.e.: hijab, yarmulke, turban) or for medical reasons in consultation with the principal.

Clothing that has logos or text on it should be positive in nature, should be respectful, or should imply or encourage a healthy lifestyle/choices for children and youth.

In the school, headwear such as bandanas, caps, hats, hoods from hoodies, or sunglasses are not allowed due to safety reasons. School personnel must be able to easily identify all people within the school at all times.

Underwear must not be visible or exposed and remain so during all activities over the course of the school day.

Students at Good Shepherd may not wear:

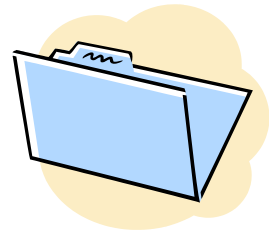
- Articles of clothing, jewellery or accessories that indicate or suggest membership in or affiliation with any group or organization that does not support a welcoming, caring, respectful, safe, and Catholic learning environment that respects diversity and fosters a sense of belonging.
- Articles of 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.

STUDENT RECORDS

Student records of attendance, achievement, program special services, assessments and vital statistics are kept by the division/school. These records are maintained in strictest confidence to respect the “worth and dignity” of each student. Parents/Guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. You may obtain access to your child’s record through an administrator. All procedures are in keeping with the Freedom of Information and Protection of Privacy Act.



Student surnames may be changed on student records only if the parent or guardian presents evidence to the school that the name has been changed legally (e.g.: a new birth certificate and/or a statement from a lawyer).

STUDENT SUPERVISION

Students will be supervised by staff members before school, during all recesses and again after school. Please note that since our morning supervision is from 8:35 – 8:45 a.m., students are to arrive only after 8:35 a.m. In addition, after school supervision is from 3:30 p.m. to 3:40 p.m. and for safety reasons, students are to wait for their parents at the front of the school and not in the playground/park or school field. It is important that students are dropped off before the bell in the morning and picked up promptly after school as there is no supervision of students outside of those times.

Staff supervisors wear fluorescent vests, carry walkie-talkies and a first aid pouch for minor cuts and bruises. In the event of an injury, supervisors will call the office staff for assistance.

TECHNOLOGY

At Good Shepherd School, we believe that technology can be a powerful tool to enhance learning – enabling students to obtain information and to collaborate with others across the school, the division, and the world in purposeful educational activities. Integrating 21st century technologies into teaching and learning not only supports curricular outcomes across several subject areas but provides students with immediate connections to learning opportunities that would never before have been possible.

As students increasingly integrate networked interactions into their learning processes, they hone new digital competencies, such as the ability to adapt appropriately, quickly, and articulately to a variety of networked collaborative environments.

Good Shepherd Catholic School believes in providing students with an educational environment that will engage and empower them as 21st century learners. Good Shepherd School is a wireless environment. Students will be encouraged to utilize a variety of technology devices to enrich and enhance their learning experiences. All students are expected to use technology in an ethical and responsible manner. The Student Responsible Use Agreement must be signed by parents for all students.

Students are supervised by school staff when using digital devices. School technology is not available to students outside of school hours.

TELEPHONE USE



Students are required to get permission from the office or their teacher before using the telephone. **Students are not permitted to use the phone to arrange for after-school social activities.** After school activities are to be arranged the evening before. **Cell phone calls/texts are not permitted during school hours at any time.**

STUDENT OWNED DEVICES

Students are not permitted to use cell phones or any recording or transmission devices within the school building. This policy aligns with the Province of Alberta’s ministerial order, which prohibits cellphones and personal devices for students from Kindergarten to Grade 12 in Alberta classrooms. Devices must be turned off and stored out of sight during class time. Exceptions are made for students who use phones for health-related purposes, such as monitoring blood sugar levels.

If students are found using their cell phones during the day, the phones will be confiscated. Students who need to contact their parents during school hours can use the phone in the office, but they must first obtain permission from a staff member.

For more information, visit ecsd.net/devices.

TESTING

Kindergarten to Grade 6 students all participate in provincial and Division-wide formative assessments throughout the year.

Grade 6 students also write Provincial Achievement Tests in Language Arts, Mathematics, Social Studies and Science in May/June.

VACATIONS/EXTENDED ABSENCES

Please keep in mind that 21st century classrooms are dynamic learning environments that are fluid and constantly changing. Work assigned is often project-based and is designed to promote critical thinking and a deeper level of student engagement. Even though tools such as Google classrooms are useful in terms of staying connected with the classroom, they are not substitutes for face-to-face learning and participation in learning activities. Consequently, we recommend that families avoid booking vacation time during the school year. This is especially important for students in grades six, where students write provincial achievement tests. Frequent absences may impact their academic performance at school. If booking vacation time at natural breaks in the school year is not possible, or if a student must be away for truly important events or family emergencies, then parents are asked to contact the teacher to find out what general topics of study will be examined while the student is away. The student will be expected to read applicable textbook chapters and monitor work and material being posted to Google Classrooms, with the understanding that the student will likely have work to make up when he or she returns to school. It is the responsibility of the student to see each of his or her teachers to find out what work was missed during an absence and to complete all missed work, assignments and/or exams.

Teachers will not program for students leaving the country for extended periods of time.

VISITORS

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

VOLUNTEERS

Volunteers are welcome at our school. We gratefully acknowledge the support, time, and commitment from our school community. Volunteers are asked to sign in at the office and wear a visitor tag. In keeping with division policy, all parent volunteers are required to complete a Volunteer Registration Form, which is kept on file at the school for the current school year. Note: Volunteers who work with students in situations where no staff member is present, such as coaching sports teams or transporting students, are asked to complete both a Police Information Check and an Intervention Record Check.

WEBSITE

You are invited to visit our web site at www.goodshepherd.ecsd.net

You will find a wealth of information on school programs and initiatives including the Monthly School Newsletter and School Council meeting minutes. There are also very informative links to educational and parent information sites.

STUDENT CONDUCT POLICY

We All Belong Here

At Good Shepherd, we believe that everyone is created in the image and likeness of God. We strive to provide an inclusive, welcoming, caring and safe environment where each person is accepted as a child of God, treated with respect, and also given the dignity that comes in being held accountable for one's actions and attitudes. We encourage



students to make positive choices, act appropriately, and reflect on their actions to deepen their own personal growth and promote 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.

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 the school setting.

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

This conduct policy is reviewed each spring and adjusted annually by staff, School Council and students. It is then reviewed with students at the beginning of the school year.

EXPECTATIONS FOR APPROPRIATE BEHAVIOUR

Expectations of students and school rules are outlined at the beginning of the year and are regularly reviewed with students. Students are expected to conduct themselves according to the requirements set out in Section 31 of the Education Act:

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,**
- (b) be ready to learn and actively engage in and diligently pursue the student's education,**
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,**
- (d) respect the rights of others in the school,**
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,**
- (f) comply with the rules of the school and the policies of the board,**
- (g) co-operate with everyone authorized by the board to provide education programs and other services,**
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and**
- (i) positively contribute to the student's school and community.**

The Education Act also empowers the teachers and principal with the disciplinary authority needed to enforce this code.

Good Shepherd School is committed to providing students with a school environment that is both safe and conducive to learning. We are dedicated to teaching students appropriate behaviour towards themselves and others. We expect students to behave in an appropriate manner, which does not interfere with the learning or behaviour of others. We believe that people perform better when they know what is expected of them. Students are to conduct themselves in a manner that is respectful. Cell phones and personal digital devices (such as smartwatches) must not be operated inside the building during school hours or during field trips (including transportation to and from) without the permission of a teacher. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration, during morning announcements and through the school newsletter and the agenda. We have set behavioural guidelines for the school as a whole and have asked each teacher to apply programs and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class.

In addition to information in the sections of this handbook on *dress and personal property*, *gum*, *head gear*, *sunglasses*, *gaming devices*, *toys*, *physical contact between students*, or *anything that might interfere with teaching or learning* is not allowed.

The school has supports in place to support those students in correcting unacceptable/inappropriate behaviour as well as for those students impacted by inappropriate behaviour.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR

We concentrate on positive behaviour and attitudes; however, there are times when a student has difficulty recognizing their responsibility as a student. In such cases, we have outlined a number of possible consequences for behaviour. Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances. When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support or custodial staff) will apply the most appropriate action. That action may include restorative procedures, preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. One or more of the following can be expected to occur:

- Restorative practices
- Verbal reprimand
- Restriction of privileges and activities
- Detention of student
- Parental involvement
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behaviour expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out-of-school suspension
- Referral to Attendance Board
- Behaviour contract
- Involvement of outside agencies
- Involvement of police
- Expulsion.

Students may be restricted from participating in activities that are considered “privileges” or extra-curricular. Students may be disallowed to attend curricular based field trips at the discretion of the classroom teacher or administration due to safety of all. If not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means.

As might be expected, the more serious the behaviour, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of inappropriate behaviour and the age of student, are also considered. The following are considered major forms of inappropriate behaviour and will be dealt with severely, whether or not they occur within the school building, during the school day or by electronic means:

- Bullying (repeated behaviour that involves a threat or harm against another person)
- Open opposition/defiance to authority
- Physical or verbal abuse
- Profanity
- Use or display of improper or profane language
- Willful damage to property
- Theft
- Possession or use of illegal drugs or substances
- Behaviour dangerous to self or others
- Possession of a weapon or presentation of an object intended to threaten or intimidate
- Repeated violation of general expectations
- Continual disregard of classroom essential agreements/school policies
- Contravention of the code of conduct set out in the Education Act.

BULLYING

- Bullying is defined as the repeated 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 (whether at school, out of school or online).
- Any form of bullying will not be tolerated. Each situation is unique and will be dealt with as such.
- Students are responsible to report bullying to any adult they trust. This may be done using any form of communication.
- The school has supports in place to help those who are affected by bullying or other inappropriate behaviour.

SUSPENSION

In accordance with Section 36 of the Education Act, the principal may suspend a student if in the opinion of the teacher or principal the student has:

- (a) failed to comply with Section 31 of the Education Act
- (b) the student has failed to comply with the code of conduct established under section 33(2) of the Education Act
- (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or (d) the student has distributed an intimate image of another person in the circumstances described in Section 1(1.1) of the Education Act.

A principal may suspend a student:

- (a) from school
- (b) from one or more class periods or courses
- (c) from transportation provided under Section 59, or
- (d) from any school-related activity.

When a student is suspended, the principal shall:

- (a) inform the student's parent of the suspension
- (b) report in writing to the student's parent all the circumstances respecting the suspension, and
- (c) if warranted, provide an opportunity to meet with the student's parent to discuss the suspension.

A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

AGENDA BOOK GUIDELINES

It takes the cooperation of everyone to successfully use the Agenda Book. The following are some responsibilities of individuals involved with the Agenda Book.

STUDENT RESPONSIBILITIES

- Make sure assignments are written in the Agenda.
- Take your Agenda home and bring back to school daily.
- Complete assigned work by the due date.
- Ask the teacher for clarification if you don't understand an assignment.
- Review the handbook portion with your parent.

PARENT RESPONSIBILITIES

- Review the handbook portion of the Agenda with your child.
- Check the Agenda every day for assignments, assessment dates and notes.
- Sign the Agenda.
- Communicate relevant information to the teacher.
- Initial the Agenda each night once your child has completed the assignments.
- Assist your child when necessary.

TEACHER RESPONSIBILITIES

- Make sure assignments and assessment dates are clearly posted in the classroom.
- Review the handbook portion of the Agenda with students.
- Check the Agenda for parent signatures and messages.
- Give students time to write down assignments.
- Communicate relevant information to parents through the Agenda.

Awareness Confirmation:

I have read this student/parent handbook.

Student Signature

Parent/Guardian Signature

Date

