



ELEMENTARY/JUNIOR HIGH STUDENT HANDBOOK 2025/2026

Mrs. Liliana Kucy
PRINCIPAL

Mr. Rob Madunicky
ASSISTANT PRINCIPAL

Mr. David Kiryluk
ASSISTANT PRINCIPAL

1834 Rutherford Rd. SW, Edmonton, Alberta T6W 0J6

Phone: 780-430-8015

monsignorfeeotterson.ecsd.net



PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to Monsignor Fee Otterson Elementary/Junior High School. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

Our school handbook is a resource for your family regarding important information about the daily aspects of life at Monsignor Fee Otterson. While this information cannot answer all questions, we hope it will be useful.

At Monsignor Fee Otterson, we strive to maintain close communication with our families to best serve the needs of our students. We look forward to your presence and contributions to making your child's educational experience at Monsignor Fee Otterson School productive, rewarding, and memorable.

Best wishes for a successful year. We are glad you chose Monsignor Fee Otterson Catholic Elementary/Junior High School where students are at the center of our commitment.

MISSION OF EDMONTON CATHOLIC SCHOOLS

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

MONSIGNOR FEE OTTERSON MISSION STATEMENT

The mission of Monsignor Fee Otterson Elementary/Junior High is to provide a Catholic education and advance educational knowledge and best practices in technology and innovative learning for the success of all students.

VISION STATEMENT

The vision of our school is to place 'Children First' in all decisions which impact the 21st century learners.

Every Child...Every Day...No Exceptions

We are committed to building a Catholic, Christian community which prepares and inspires our students to be active and responsible participants in shaping their own future.

"Partners in Technology and Innovative Learning"

We will make a difference for our students through our commitment to academic excellence and a progressive philosophy of education within the context of a 21st century school.

The foundation for all learning experiences will take place in a Christ centered learning community where our Catholic Faith is celebrated.

"We Are Christ for One Another".

GENERAL SCHOOL INFORMATION

HOURS OF OPERATION

Kindergarten: No Thursday Kindergarten Classes

AM class — 8:08 AM
Dismissal at 11:21 AM
PM class — 11:45 AM
Dismissal at 2:56 PM

Grades 1 – 6 (M, T, W, F)

Bell	8:10 AM
Registration/Announcements	8:13 AM
Instruction	8:13 AM – 10:00 AM
Recess	10:00 AM – 10:15 AM
Instruction	10:15 AM – 11:45 AM
Lunch recess.....	11:45 AM – 12:05 PM
Lunch	12:05 PM – 12:25 PM
Instruction.....	12:25 PM – 2:56 PM
Dismissal.....	2:56 PM

Grades 1 – 6 (THUR)

Bell.....	8:10 AM
Registration/Announcements	8:13 AM
Instruction	8:13 AM – 10:00 AM
Recess	10:00 AM – 10:15 AM
Instruction	10:15 AM – 11:39 AM
Dismissal.....	11:39 AM

Grade 7-8 (M, T, W, F)

Bell.....	8:10 AM
Registration/Announcements	8:13 AM – 8:20 AM
Block 1.....	8:22 AM – 9:10 AM
Block 2.....	9:12 AM – 10:00 AM
Block 3.....	10:05 AM – 10:53 AM
Block 4.....	10:57 AM – 11:45 AM
Lunch.....	11:45 AM – 12:05 PM
Lunch Recess.....	12:05 PM – 12:23 PM
Block 5.....	12:25 PM – 1:13 PM
Block 6.....	1:15 PM – 2:03 PM
Block 7.....	2:08 PM – 2:56 PM
Dismissal.....	2:56 PM

Grade 7-8 (THUR)

Bell.....	8:10 AM
Registration/Announcements	8:13 AM – 8:20 AM
Block 1.....	8:23 AM – 9:09 AM
Block 2.....	9:12 AM – 9:58 AM
Block 3.....	10:03 AM – 10:49 AM
Block 4.....	10:53 AM – 11:39 AM
Dismissal.....	11:39 AM

ACADEMIC INTEGRITY

Academic integrity is an important component of educational programming at all levels. We expect all students to complete their schoolwork to the best of their ability and to demonstrate integrity and honesty by completing the work on their own. Students are also expected to value the attitudes and skills of being a principled communicator in all learning and assessment.

At Monsignor Fee Otterson, our definitions of malpractice or misconduct are aligned with the Edmonton Catholic Schools Academic Integrity Policy:

- **plagiarism:** this is defined as the representation of the ideas or work of another person as the student's own (40+ consecutive words)
- **Use of Artificial Intelligence:** utilizing software in a way that is not approved/directed by the school or the teacher
- **collusion:** this is defined as supporting dishonesty by another student, 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 student or that affects the results of another student

Roles and Responsibilities

The **student** is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

The **principal**, and by extension, the **school's teachers**, must ensure that all students:

- engage in a culture of academic integrity that is taught and supported.
- apply skills of self-management, research, communication, thinking, and social skills they have learned
- receive guidance and support on practicing skills that support good study habits, academic writing, research and processes of inquiry and how to acknowledge sources
- understand what constitutes malpractice (particularly plagiarism)
- know the consequences of being found guilty of malpractice.

It is the responsibility of each teacher to ensure that students are learning in a safe and encouraging learning community and that they are aware of the value of academic integrity. Teachers will ensure that all students will adhere to the principles of academic integrity as appropriate to their developmental ability. Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary.

ACCESS TO THE BUILDING

School entry doors are open for student access to the building at 8:10 AM each day. **Students are expected to access the building through their designated doors.** In

order to maintain the safety of our students, all exterior doors are locked during the school day. Although the front door is not normally a student 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.

For the safety of students, it is NOT recommended that students be dropped off at school before 7:55 AM or picked up after 3:11 PM unless they are involved in a scheduled and supervised school activity. There will be no supervision outside of these times.

We ask that all students waiting for parents to pick them up wait outside unless it is colder than -20°C with the wind chill. Students **MUST NOT** be in the park or on the tarmac behind the school while they are waiting for a ride, since we do not have supervision of these areas after school.

ACCIDENTS

First aid will be given to a student who is injured on the premises or the school grounds. In the case of a severe accident, if a parent cannot be reached, we will notify the Emergency Contact person indicated on the Student Registration form.

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

Punctuality and regular attendance are essential to success in school and are expected of all students. Parents and Guardians of students who must be absent from school are asked to contact the school before classes begin. An answering machine is operational for your convenience every day. To ensure student safety, parents and guardians who do not phone the school will be contacted at home or at work so that we may determine the student's whereabouts. Students who are late must report to the office and obtain a late slip before entering class. We require a parent phone call when students must leave the school during the school day for appointments or other commitments. In addition, parents are required to sign out their child at the office.

Students who are absent for three or more days may be required to provide documentation from a medical doctor. It is the responsibility of the students to see each of their teachers to find out what work was missed during an absence and to complete all missed work, assignments and/or exams.

Note: Students who are habitually late or absent may be reported to the Attendance Board after all attempts to support the family have been exhausted as our interest lies in student success.

BICYCLES/E-SCOOTERS

Bicycles and e-scooters are to be locked in the racks provided on the playground and left alone until dismissal. For safety reasons, students are asked not to ride their bicycles, skateboards, scooters, etc., while on school property. The school does not take responsibility for theft or damage. By law, students must wear helmets for their safety. Helmets should be kept inside the school.

BUSSING

Students 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. The *Guide to Using Charter (Yellow) Bus Service* and other transportation information is available online.

Bus passes are available through the school office at the beginning of each month. Students are required to sign their bus passes as soon as they have been issued to them. Bus pass costs are subsidized.

*** If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the school as bus attendance is taken daily.**

To keep informed on Yellow Bus Delays, you can visit www.ecsd.net, and search within the "Schools" tab for "Transportation".

CARE OF SCHOOL PROPERTY

Students have the opportunity to use school property such as physical education equipment, science equipment, computers, school furniture, technology, washroom facilities and so on. Students are expected to treat school property and facilities with care. Any loss or damage of school material, through student negligence, improper use, or student misconduct, is the responsibility of the student and the parent. Students who damage school property or equipment will be responsible for paying for repair or replacement.

CHANGE OF ADDRESS/PHONE NUMBERS

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

CURRICULUM

Students in Kindergarten through Grade 8 follow the approved curriculum outlined by Alberta Education. Alberta Education publishes curriculum handbooks for parents that are available at school or through the Internet at the following address:

<https://curriculum.learnalberta.ca/home/en>

EMAIL COMMUNICATION

At Monsignor Fee Otterson we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email. We make every effort to keep email communication from school administration to a minimum. Please help us by ensuring that we have current email addresses on file.

EMERGENCY EVACUATION

There are several situations that could potentially lead to the evacuation of the school building. In the event of an evacuation, students and staff would relocate to Roberta MacAdams school (2099 Blackmud Creek Dr. SW). We would then begin our emergency telephone/email contact with parents to arrange for pickup and dismissal of children.

We practice fire drill, lock down and on alert procedures throughout the school year so that children will know the correct procedures to follow in the event of an emergency.

EXTRA-CURRICULAR ACTIVITIES

Students can participate in a variety of extracurricular activities at Monsignor Fee Otterson School. Please read the monthly newsletter, student handbook, notes home and our website for further details.

FIELD TRIPS

Field trips, tours, and out-of-town excursions are school-planned enrichment activities that complement the curriculum. Students are expected to participate in field trips. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the date and nature of the field 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. Children who have not returned a signed field trip permission form or paid online will, unfortunately, be unable to attend/participate.**

STUDENT DRESS CODE

Students at Monsignor Fee Otterson **may wear**, if they are aligned 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
- 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 encourages a healthy lifestyle/choice for children and youth

Students at Monsignor Fee Otterson **may not wear**:

- Articles of clothing, jewelry 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.
- Air pods or Bluetooth headphones during instructional time

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. Footwear must be appropriate and safe (and leave no marks on the floors).

CELL PHONE USE

A courtesy phone is available outside the school office for student use. Students are required to get permission from the office before using the telephone. Students are discouraged from using the courtesy phone after school to arrange "playdates." **As per the Government of Alberta's announcement in June 2024, the use of personal mobile devices is not permitted. Cell phones are to be kept in students' lockers during the day.** If a student has a cell phone on them during instructional time it will be confiscated and brought to the office for student pickup at the end of the school day. Further infractions may result in a parent having to come to the school to retrieve the phone or the phone having to be handed in to the office every morning prior to the school day commencing. The school is not responsible for mobile device damage or loss.

HOMEWORK

Homework is an extension of the student's daily activities. The amount of time each student will spend doing homework may vary according to grade, ability, and study habits.

The support and interest of parents has a great influence on student attitudes towards homework. If you have questions about the assignments your child is bringing home, please contact the teacher.

There are many ways parents can help with homework, including:

1. Providing a quiet, regular place of work.
2. Helping the student organize his or her time for assignments.
3. Being the "audience" for reading practice and spelling or math drills.
4. Checking Google Classrooms and PowerSchool regularly.

LITURGICAL CELEBRATIONS

Several religious and other celebrations are held during the year and parents are always most welcome to attend. Celebrations may be school-wide, held within individual classrooms/school chapel, or at St. Thomas More Parish. Please check the monthly newsletter for dates and times. All students follow a Religious Education program approved by the Canadian Conference of Catholic Bishops.

ILLNESS

Good health is necessary for effective learning. To prevent the spread of infection, if your child is ill, we request that you keep him or her at home until he or she is no longer infectious. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask them to pick the student up or give the student permission to go home. Students who are absent due to illness for three days or more may be asked to provide a note from a medical doctor upon their return.

INCLEMENT WEATHER

If the weather is inclement, students will be kept indoors during recess. At such times, an indoor activity will be in effect for all grades. The above policy will be followed when:

1. The temperature and wind chill are -20C or colder.
2. There is continuous rainfall.
3. The day is extremely windy.
4. The City of Edmonton Air Quality Health Index is 7 or greater due to wildfire smoke.

Students are expected to come to school with appropriate clothing for the weather conditions (e.g.: toques, mitts, scarves and boots in cold weather).

INCLUSIVE EDUCATION

At Monsignor Fee Otterson 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 the classroom teacher to support the learning needs of all children. We utilize school-based resources and access outside agencies and support when necessary.

INTERNET

Students are required to have parental permission before being able to access the Internet. Student use of the Internet is supervised at all times. Unacceptable use of the Internet and/or computer may result in the loss of the privilege.

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. A lost and found box is located in the middle of the school. Unidentified clothing articles will be placed in the box. We encourage students and parents to check this box frequently. Smaller items such as keys or jewelry are normally brought to the office. Unclaimed articles are donated to a charitable organization at different times during the school year.

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 keep a record of each student receiving medication. Form 316-1 can be found on the school website to download and complete under "school information" and "School Procedures and Practices and Medical Forms". Any prescription medication that must be administered must acquire a physician's signature on the form.

Medical Alert: If your child has a condition that requires 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) 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 noon and the end of the day.

NOON HOUR POLICY

All students are welcome to enjoy eating lunch at school. At Monsignor Fee Otterson, we strive to be good environmental citizens. In an effort to cut down on food waste, we ask students to pack uneaten food items, recyclables and waste back in their lunch boxes to be disposed of at home. To facilitate this, students are asked to pack their lunches in sealed containers so uneaten food can be sent home in the same container. This not only reduces waste at school, it also helps us in that we have no place to rinse or store recyclable containers.

There are NO microwaves available for students to heat up their lunch.

General noon hour rules include:

1. Using a quiet voice when talking

2. Remaining seated while eating lunch
3. Cleaning up after themselves
4. Following directions from supervisors or monitors.

Students are expected to keep the classrooms and hallways clean. Failure to do so may result in loss of the privilege or the students doing community service work around the school. Students must remain on school property at all times. Students who do not follow noon hour procedures may lose the privilege of eating lunch in their classroom/the gymnasium.

CLOSED CAMPUS POLICY

Monsignor Fee Otterson students are **not** permitted to leave the school grounds during the noon hour, unless they live within easy walking distance of the school and are on an established *Home for Lunch* list in the main office. We have a duty of care toward our students, and we cannot provide adequate supervision if they are not on the school grounds. In addition, our lunch time is not long enough for most students to travel home and back. The only time students not on the *Home for Lunch* list will be allowed to leave the school grounds is if a parent/guardian comes to pick them up. ***Students who leave the school grounds without permission during school hours may receive a suspension.**

The Closed Campus Policy also applies to students who ride the yellow bus. Students on the yellow bus roster are not permitted to leave the school grounds while waiting for their bus. Students who leave the school grounds while waiting for their bus may not be granted access to the yellow bus that day.

NUT FREE POLICY

We have a number of students with life-threatening allergies to peanuts, nuts, and nut products at our school. In some cases, these allergies are so severe that just a trace of or even the smell of peanuts, nuts or nut products can send the student into anaphylactic shock. If this happens, the student's throat tightens, and swells and they 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 nuts or nut products, we do wish to limit the chances of such an occurrence. Please help us by checking the labels, packages and ingredients of all foods your children bring to school. Please do not let your children bring any foods to school that contain even a trace of peanuts or nuts.

PARENTAL CONCERNS

Edmonton Catholic Schools and Monsignor Fee Otterson School are committed to working cooperatively with the parents/guardians 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. On the basis of the principle of “first contact,” parents must address concerns directly 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.

If, in the view of the complainant, the ruling of the school principal is unacceptable, the complainant may address their concern(s) to the Chief Superintendent, 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.

PARKING

Parents are asked to refrain from entering the staff parking lot to drop students off. There is nowhere for cars to turn around, and cars backing out of the lot creates a dangerous situation for children. There have also been instances where staff vehicles have been damaged by parents backing out of the lot. The turnaround in front of the school is a drop-off zone only. **There is no parking there between the hours of 7:30 – 8:30 AM or 2:30 – 3:30 PM on Monday, Tuesday, Wednesday or Friday. On Thursday, there is no parking between the hours of 7:30 – 8:30 AM or 11:00 AM – 12:00 PM.** Parents who need to enter the school or who wish to remain with their children until the bell rings, are asked to park on the street to the West of the school. Parents are asked not to park in the bus zones in front of the school and to be mindful of the City of Edmonton “no-idling” bylaw. Handicap parking is also for families with vehicles holding a valid parking placard.

PERSONAL PROPERTY

Students are responsible for all personal property. All personal items should be clearly marked with the student’s name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables found on the school premises are to be turned in to the homeroom teacher. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms, or backpacks. **Students in Kindergarten through Grade 6 are asked to leave expensive articles at home. The school cannot be responsible for damage or loss.**

PLAYGROUND EXPECTATIONS

Students are expected to:

- Use school equipment appropriately and safely.
- Play safe games that will not harm or potentially endanger themselves or others.

- Gather and play in designated playground areas according to schedules.
- Stay on school property.
- Show consideration for others.
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.

POWERSCHOOL

All parents are signed up for *PowerSchool*. This website allows parents to access information about progress reports, attendance, missed assignments, homework, and upcoming events. Parents are provided with a username and password to access the site. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public/>.

POWER TEACHER PRO

Reporting will be accessed through PowerSchool, using the Power Teacher Pro feature. Power Teacher Pro is an online tool that allows teachers to communicate ongoing formative and summative assessment. Please log into your child’s Power Teacher Pro account on an ongoing basis so that you are informed about your child’s success. **This form of reporting will allow parents to access their child’s grades on an ongoing basis throughout the school year.**

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

Part of the reporting process is Student-led Conferences, which has an emphasis on celebrating the child and their growth in learning. Students will show their learning portfolio to their parent(s)/guardian(s), and families will be able to speak with the teacher for a brief scheduled period. Student-led conferences will be booked online through Conference Manager. Details on how to sign-up will come later in the school year.

The timeline for reporting is:

Early September

The school will host a “Meet the Staff” evening **September 18, 2025**, where parents can meet their child’s teacher and talk with them on program objectives and curriculum and see their classroom.

A Student-led Conference will be scheduled in **November**.

June- Final written report card is available online for each child.

Parents are encouraged to contact their child’s teacher whenever they have concerns with respect to learning, behaviour and programming.

SCHOOL ADVISORY COUNCIL

School Advisory Councils are collective associations of parents, principals, staff, and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community. A school advisory council is a means to facilitate cooperation among all the concerned participants in the local school. At the beginning of the school year, the School Advisory Council will be elected by way of the Annual General Meeting.

SCHOOL NEWS

You can find our 'Monthly Newsletter' posted on our school website at monsignorfeeotterson.ecsd.net. The 'Monthly Newsletter' section on the website contains important information regarding school activities and community events. It is posted and sent via email to all families at the beginning of each month. It is one of our prime instruments for keeping parents informed about our many school activities. Please watch for it and keep it as a handy reference. Feel free to follow the school on Instagram: @mfo.yeg.ecsd

SCHOOL SUPPLIES

Supply lists are posted on our school website and parents are asked to ensure students have supplies ready at the start of the school year. 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. The purpose of such activities is to promote school spirit, give a bit of a break from the regular routine and for students to have fun together. Watch for activity notices in our monthly newsletter!

STUDENT RECORDS

Student records of attendance, achievement, programming, special services, promotion and vital statistics are kept by the 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 Alberta Access to Information Act (ATIA) and the Alberta Protection of Privacy Act (POPA).

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.

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 tag. 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.

MONSIGNOR FEE OTTERSON STUDENT CODE OF CONDUCT

We believe that we are unique and worthy individuals and God calls each of us to work together in love, hope and courage in our school community. Spirituality is the cornerstone of Catholic Education. We encourage personal integrity, which results in sincerity, honesty and compassion. We demonstrate responsibility in the choices we make. We believe that by striving for understanding, we provide for an environment that stimulates growth and accepts differences. We maintain forgiveness as a basic belief of our Catholic faith that must be lived in our school, community and home. We believe that showing respect for ourselves, each other and for our environment provides harmony and personal growth. We celebrate our accomplishments and cherish that each person brings gifts, talents and interests to our community to develop and share.

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 12 of the Alberta School Act (2015):

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

Monsignor Fee Otterson School is committed to providing students with a school environment that is both safe and conducive to learning. We affirm that the rights set out in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members within Monsignor Fee Otterson School. We are dedicated to teaching student's appropriate behaviour towards themselves and others. We affirm that pursuant to the Alberta Human Rights Act and the Canadian Charter of

Rights and Freedoms, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation. 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 must be kept inside the students' locker during the course of the school day. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements and through the school newsletter and Agenda Book. 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.

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 such as but not inclusive to keeping their hands/feet to themselves, using profanity, being disrespectful, inappropriate use of technology. In such cases, we have outlined several possible consequences for behaviour. When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support or caretaking staff) will apply the most appropriate action.

Depending upon the circumstances, parents/guardians may be notified by telephone and/or by written documentation to meet with the staff member (educational assistant, teacher, or administrator) at the school whether or not incidents occur within the school building, during the school day or by electronic means. Severe breach of conduct will be suspended in accordance with Administrative Procedure 355-Student Suspension and Expulsion. Students will be encouraged by staff to report any acts of bullying behaviour as soon as they can after witnessing or experiencing this offense. Students who are uncomfortable with coming forward to any school staff member are encouraged to talk with parents or friend(s), who could then assist the student in notifying the school staff about bullying.

Bullying or cyberbullying of students could result in an immediate suspension from school and is considered a Major Act of misconduct.

One or more of the following can be expected to occur:

- 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
- Involvement of outside agencies
- Involvement of Police
- Expulsion

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 which could include 'Recommended for Expulsion':

- Bullying (repeated behaviour that involves a threat or harm against another person)
- Open opposition/defiance to authority
- Physical or verbal abuse
- 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 rules
- Contravention of the code of conduct set out in the Education Act.

UNACCEPTABLE BEHAVIOUR

The following are considered major forms of misbehaviour and will be dealt with severely:

Bullying

Bullying of students could result in an immediate suspension from school. As well, the police may become involved in the investigation of bullying incidents. Bullying is defined in law as "the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse." Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

Defiance

Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, can result in an immediate suspension.

Physical/Verbal Abuse or Harassment

Physical abuse of any type to anyone will result in an immediate suspension. Verbal intimidation or harassment will also result in an immediate suspension. At Monsignor Fee Otterson, there is no such thing as "play fighting" – and therefore this will not be considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: Students who choose to watch or encourage other students in a physical fight might also be suspended from school. The fact that they have an audience encourages those students who are fighting to continue the conflict, as they do not want to "lose face" in front of their peers. Thus, the spectators are viewed by school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

Improper or Profane Language

The use or display of improper or profane language could result in a suspension from school. Students who use profane language in addressing a teacher will be suspended from school.

Vandalism

Vandalism of school property will result in an immediate suspension and/or community service* depending on the circumstances. Students will be expected to pay fully for any damage caused deliberately or through carelessness.

Community service occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period of time.

Theft

Theft of property, either from the school or from another person, is strictly prohibited and will result in a suspension. Restoration of the stolen property is mandatory. In some instances, cases of theft would be referred to the police.

Illegal Drugs or Substances

Possession or use of illegal drugs or substances on school property, or in sight of school property, will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

Behaviour Dangerous to Self or Others

Students who engage in reckless or dangerous behaviour will be suspended from school. If appropriate, the police will also be involved in the investigation.

Weapons

Possession of a weapon, or presentation of any object meant to threaten or intimidate, will result in an immediate suspension. Any weapons brought to school will be confiscated and turned over to the police. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: This rule also applies to toy/replica knives, guns, and water pistols. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

Repeated Violation of General Expectations

Repeated violation of general expectations or a continual disregard of classroom rules will result in an out-of-school suspension.

PROCEDURES FOR IN-SCHOOL SUSPENSIONS:

- Parents will be notified by the teacher or administrator.
- The student will be placed in an appropriate space where he/she will be supervised by an administrator.
- A Problem-Solving Approach by one of the administrators will be initiated, assisting the student in making better choices.
- A written letter of suspension outlining the circumstances will be forwarded to the parents.
- The student will meet with the teacher to discuss a positive entry back into the classroom the following day.

PROCEDURES FOR OUT-OF-SCHOOL SUSPENSIONS:

- Parents will be notified by the administration.
- The student will stay home for 1-5 days and return with his/her parents.
- A written letter of suspension outlining the circumstances will be forwarded to the parents. At this time, a continuum of student supports will be provided for those students that are impacted by inappropriate behaviour such as parent meeting, multidisciplinary team, Family School Liaison Worker, school team, outside agencies, etc.

The implementation of the procedures as written in this School Conduct Policy will always be carried out with an appreciation that each student and each situation is different. We will attempt to always act in the best interest of the student, the class, and the staff member in every situation. In any circumstance, outlined are possible consequences for

behaviours that students can expect coming from a staff member at Monsignor Fee Otterson School (administrator, teacher, educational assistant, office staff, and/or custodial staff) to carry out appropriate action. This may include 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:

- 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 you are not given permission to attend these field trips, then the curricular outcomes addressed by the field trip will be met by an alternative means.

Supports to correct inappropriate behaviour will be put into place to assist the student with making acceptable behaviours such as:

- Parent conference
- Extra support outside/classrooms
- Quiet spaces

RESPONSIBILITIES

Students learn best in a positive learning environment. We expect students, staff and parents to recognize their responsibility in developing student behaviour and conduct.

STUDENTS

Students will meet the expectations for behaviour while on school property or when involved in any school sponsored or related activities. Students will exercise their responsibilities to use their God- given talents and abilities to gain maximum

learning benefits from their school experiences. We expect that they will contribute to a positive learning environment.

In addition to expectations for behaviour laid out in the Alberta Education Act, we expect that students will:

- Assume responsibility for their actions and choices
- Seek help from staff to assist in problem solving
- Respect and celebrate our Catholic identity

WORKING TOGETHER

The partnership between home and school is vital to student success. Please read this over with your child(ren) and discuss it carefully.

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

- Complete assigned work by the due date.
- Ask the teacher for clarification if you do not understand an assignment.
- Review the handbook portion with your parent or guardian.

PARENT RESPONSIBILITIES

- Review the handbook portion of the agenda with your child.
- Assist your child when necessary.

TEACHER RESPONSIBILITIES

- Make sure assignments and assessment dates are clearly posted in the classroom and/or on the Google Classroom and PowerSchool.
- Review the handbook portion of the agenda with students.
- Communicate relevant information to parents.

Awareness Statement:

Please sign and return to your child's homeroom teacher once you have read and reviewed the Student Handbook.

Student Signature

Parent/Guardian Signature

Date

