

STUDENT/PARENT HANDBOOK
2025-2026

Annunciation Catholic Elementary School
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Edmonton, Alberta T5R 2S5
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www.annunciation.ecsd.net

Inspired by St. Mary, the Mother of God, we say *YES* to a life of service, action, and love.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____

WE ALL BELONG HERE

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic School 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 friend at school.

SCHOOL MISSION STATEMENT

Guided by our faith in Jesus as our Lead Teacher, Annunciation believes all students can learn and are inherently deserving of educational experiences that fully support their individuality, enhance their strengths, untether their potential, and ignite their faith so that each child who enters our school has the capacity to leave a beautiful mark on the world.

SCHOOL VISION

Inspired by the Catholic faith, students will learn, work together and make informed choices that support the greater good of humanity.

SCHOOL CHARISM

Inspired by St. Mary, the Mother of God, we say YES to a life of service, action, and love.

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

SCHOOL TIMETABLE

Kindergarten

AM

Monday, Tuesday, Wednesday, Friday	
Instruction	8:19 – 11:23

PM

Monday, Tuesday, Wednesday, Friday	
Instruction	11:58 – 3:02

Full Days for all Kindergarten Students

Day 1 – December 18, 2025

Day 2 – March 25, 2026

Day 3 – June 19, 2026

***These dates are subject to change**

Grade 1 – Grade 6

Monday, Tuesday, Wednesday, Friday		Thursdays	
First Bell	8:19	First Bell	8:19
Instruction	8:22 – 10:15	Instruction	8:22 – 10:15
Recess	10:15 – 10:30	Recess	10:15 – 10:30
Instruction	10:30 – 12:00	Instruction	10:30 – 11:59
Lunch	12:00 – 12:20	Note: Every Thursday, except prior to Christmas and Spring Break , students are dismissed at 11:59 AM	
Lunch Recess	12:20 – 12:40		
Instruction	12:40 – 3:02		
Dismissal	3:02		

Children should not be at school before 8:09 AM or after 3:12 PM unless they are involved in a scheduled and supervised school activity .

ACCESS TO THE BUILDING – STUDENTS & PARENTS

School entry doors are opened for student access into the building at 8:19 AM each day. Students are expected to enter and exit the building through their designated doors. Siblings must make arrangements to meet at the entrance door of the youngest child outside the school at the end of the day.

In order to maintain the safety of our students, all exterior doors are locked at all times. Students who are late for school are asked to enter through the front door and stop at the office to get a late slip.

Parents/Guardians must enter the building through the front door and sign in. Parents who drop off or pick up their children are asked to wait outside student designated entrances and to stand back so that students can easily enter and exit the building. This will be especially helpful at the end of the day when students are trying to find their parents/guardians. If a parent needs to come into the school to talk to a staff member, please make an appointment and enter through the front doors only. 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.

ACCIDENT 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. Please avoid sending children to school while they are ill.

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

BIRTHDAY TREATS

Please check with your child's teacher prior to sending birthday treats for the class to share. Each teacher & classroom has different policies in place to meet the dietary needs and restrictions in their rooms.

ATTENDANCE AND LATES

When your child is going to be late or absent from school, please contact the school office by telephone or register the absence in School Messenger prior to classes beginning that morning. Parents and guardians who do not phone the school will receive an automated call through our division call system beginning at 9:30 a.m. and again at 1:15 p.m. The system will continue to call until a response is given. These absences will be marked as unexcused. An answering machine is available for parents to leave a message outside of regular school hours.

Please make it a habit to have your children at school on time. Students who are late must enter the school through the front doors and obtain a late slip from the office before entering class. Students who leave school during the school day must be signed out by a parent/guardian at the office.

BICYCLES, SKATEBOARDS AND ROLLERBLADES

The school does not take responsibility for theft or damage of any personal items brought to school including 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.

BUSSING

It is important that children clearly understand the Safety Rules and Procedures for riding the yellow 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 at <https://www.ecsd.net/transportation>. **Be sure to click Bus Safety on the left side of the page.** Students are accountable for their behavior on the bus. Misbehavior can result in school-level consequences, including suspension from riding the bus.

ETS bus passes are available through the City of Edmonton. Families can learn more about Bus Passe and how to purchase them by accessing the following link <https://www.myarc.ca/>

BUS ZONE & PARKING LOTS

Student safety is our top priority. The community around the school is busy and there is almost always a construction project happening nearby. These factors mean that the road in front of our school as well as our school turnaround can become very slow moving and congested. We do our best to support efficient and safe after school routines by strictly enforcing the following protocols and expectations:

STUDENT DROP OFF & PICK- For your convenience, there is a student drop off/pick up area (school turnaround) located in the front of the school. **The turnaround in front of the school is a drop-off/pick-up zone only. Parents who use the turnaround are asked to please have their children meet them at their car. Drivers are not permitted to walk away from / leave their car unattended in the turnaround.** This is a 'Kiss and Go' area. Please move along quickly so that as many parents as possible can access the turnaround and have their children enter the school safely or enter their family's vehicle safely at the end of the day.

LICENCED DAYCARE & DAYHOME - The six parking stalls in our turnaround are for daycare & day home vehicles only; vehicles using these stalls are required to have a government issued ID sticker visible on the windows.

SCHOOL BUS ZONE - The school bus zone along 165th Street extends from the crosswalk to approximately the ETS bus stop. The parking ban is from 8:00 am to 4:00 pm which means that this is a no drop off zone here, unfortunately.

STAFF PARKING LOT – There is **no** parent parking in our staff lot. Please do not drop off or pickup in that area.

COMMUNICATION

Communication will be shared home with families as the need arises or when there are upcoming events that families may need to plan for. Messages will be sent home via School Messenger and posted on our school website. All events happening in our school can be found on the school calendar on the Annunciation website.

Teachers will communicate with families through email, messages in the Student Agenda, and notes and forms placed in student back packs. Please look through your child's backpack each day.

FIELD TRIPS

Field trips are coordinated with classroom activities and play an important role in the educational process. Parents will be informed of all field trips and written parental consent will be requested. Appropriate behavior is essential for students going on field trips. Students may be excluded from field trips if classroom or previous field trip experiences indicate the student is having difficulty in handling his/her behavior responsibly.

All payments are to be made online through PowerSchool.

INCLEMENT WEATHER

It is the responsibility of the students and parents to make sure that children are appropriately dressed for the weather. Children will be outside before school, for morning recess and the noon hour break unless:

- the temperature (including wind chill) is -20° C or colder
- the air quality health index reaches an index of 7 or higher
- there is continuous rainfall
- the field or surrounding play areas are deemed unsafe due to ice or puddles

Supervision begins each morning at 8:09 am. Students are not permitted access into the school prior to that time, even during times of severe weather. Please ensure that students are not dropped off too early on cold and inclement days.

LITURGICAL CELEBRATIONS & PRAYER

We are blessed to have close access to Annunciation Parish as this allows our students and staff to walk to Mass once a month. We pray as a school community each morning and classes pray before lunch and prior to the dismissal bell. We are also blessed to be able to offer Rosary Club most days over lunch recess.

LOST/DAMAGED SCHOOL PROPERTY

Students are given the privilege to use electronic devices, physical education equipment, science equipment, school furniture, audio visual equipment, text books, library books, and so on. Any loss or damage of the above material, through student negligence, is the responsibility of the student and parent. Failure to observe this responsibility could result in the student being charged the replacement cost value.

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 box is located in the portable hallway area. We encourage students to check this box frequently. Small items such as keys, glasses, and jewelry will be kept in the office. The school donates the contents of the Lost and Found box a few times a year (usually after a Demo of Learning night) to prevent overflow and damage

to items. Prior to donating the contents of Lost and Found, we will notify families and teachers take their students on “field trips” to the Lost and Bound box in an effort to reunite items with their owners.

LUNCH PROGRAM & HOT LUNCH

Students who bring lunch to school will eat in their homeroom classroom from 12:00 - 12:20 p.m. Grade six students volunteer to serve as monitors in each classroom and assist the staff supervisors in maintaining order and cleanliness. As we are a closed campus, students may **not** leave the school to go to nearby stores or other student’s homes for lunch without written permission from parents. Any student misbehaving in the classroom during lunch will be warned and will eat lunch in the office. If the inappropriate behaviors continue, lunch privileges will be taken away for an extended period of time.

Since lunch at school is necessary for some students and convenient for others, we promote a lunchroom policy based on a relaxing, enjoyable lunch break for students and staff. Please note the following lunchtime expectations:

- Behavior expectations for lunch program are the same as for the classroom.
- Use indoor voices.
- Respect each other and the supervisors.
- Remain seated and do not leave the designated area without permission.
- Deposit garbage in the garbage bin on the way outside and leave the eating area neat and clean.
- Except in severe or inclement weather, children are expected to go outside for recess.
- In keeping with our school emphasis on nutrition, we encourage parents to include healthy choices in the children’s lunches.
- We appreciate your support in making lunch an enjoyable experience for all students.

PLEASE NOTE THAT ANNUNCIATION ENCOURAGES A NUT AWARE ENVIRONMENT.

We have numerous students at our school with life-threatening allergies to nuts and nut products. 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.

HOT LUNCH is an optional program at schools. Hot lunches are organized with the help of parent volunteers throughout the year in conjunction with an on-line application called, *Healthy Hunger*. Healthy Hunger does apply a surcharge when ordering lunches which is required to organize, package, and label the lunches with your child’s name prior to delivery. If you are interested in signing up for hot lunches for your child, please do so at: www.healthyhunger.ca. Please ensure you have placed your child’s hot lunch order prior to the deadline, which is typically one week before the actual hot lunch date.

MEDICATION FOR STUDENTS

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that in order for the school personnel to do so, parents must complete a **‘Request for Administration of Medication at School’** form and have it signed by their family doctor.

Medical Alert

Please fill out the Medical Alert form as accurately as possible. Complete and return this form to the school as indicated. It is important that you keep us informed of any changes in your child’s medical status. The school will administer the medication, provide safe storage and keep a file on each student receiving medication.

Any children who require medication such as an inhaler due to **asthma**, should have one stored at the school. A medical form must be filled out to be kept in their school file. All medications, including short term use, need to be stored in a locked cupboard with a parent note.

Students whose parents deem them old enough to self-administer medication are encouraged to do so. This means keeping the medication on their person and being responsible for it.

PERSONAL PROPERTY, ELECTRONIC DEVICES & CELL PHONES

Students are responsible for all personal property. Bringing electronic equipment or other personal items (cell phones, toys, trading cards, etc.) 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.

Electronic Devices – Children have all the necessary tools and devices at school and so there is **no need** to bring in personal electronic devices such as iPads and Chromebooks, unless specifically requested by the teacher and **ONLY** then will it be used for academic purposes to help enhance learning.

Cell phones – Students who need to connect with parents are to use the office phone, and not a personal cell phone. Should parents and students need to connect, there are phones located in each classroom and in the main office. However, if cell phones are deemed necessary by the parents for safety reasons to or from school, the cell phone must remain in the students' backpack throughout the entirety of the school day. Cell phones are not to be used during the school day. If the student engages with their cell phone during the day, the phone will be confiscated, and the parent will be required to pick up the phone. Once again, the school is not responsible for items such as cell phones that are brought to school.

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. The PowerSchool site is accessed at: <https://powerschool.ecsd.net/public/>

PROFESSIONAL DEVELOPMENT & EARLY DISMISSAL ON THURSDAYS

It is important for our staff to keep informed of new developments which relate to education. This is accomplished through school PD (professional development) days, attendance at seminars, conferences and in-service sessions, some of which are held after school hours, on weekends and holiday time. In addition, staff attends weekly Thursday afternoon meetings. **It is very important that students be picked up on time on Thursdays.**

SCHOOL COUNCIL

School Councils are collective associations of parents, administrators, and staff who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants involved with the school. Our School Council meets approximately every two months and all parents and guardians are welcomed to attend. Our council is a fun group who provide a relaxing meeting atmosphere. We are committed to limiting our meetings to no more than 1 hour.

SCHOOL SAFETY & EMERGENCY EVACUATION

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

- All entry doors to the school are kept locked at all times
- 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.

Our school has developed a Crisis Management Plan that provides guidelines on how to react in different situations. We will have a minimum of six practice fire drills and three practice lockdown drills during the year.

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. 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.

STANDARD OF STUDENT DRESS

Philosophy

*In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a **Standards of Student Dress** for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing **Standard of Student Dress** is to empower students to make appropriate choices. Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.*

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

Student dress must maintain personal safety and the safety of the school community. Students are not permitted to wear articles of clothing, 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.

Students at Annunciation Elementary School **must** abide by the following:

- Tops and bottoms in the form of
 - A shirt or the equivalent (tops) with opaque fabric in the front, back, and sides under the arms
 - Pants or bottoms with opaque fabric
- Shoes
- Hats and other headwear must not be a distraction to the learning and 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/choices for children and youth

* Ensure dress is appropriate for physical activity such as Phys Ed, field trips and recess activities.

Students at Annunciation Elementary School **may not** wear:

- Articles of clothing that discriminate based on age, religion, gender, gender identity/expression, sexual orientation, 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.

STUDENT EVALUATION & REPORTING PROCESS

Parents are encouraged to contact their child’s teacher whenever they have questions with respect to learning, behavior and/or programs. Once you have contacted the teacher, the principal can also be made aware of your concern.

Our School Division reporting process celebrates the learning of students on an ongoing basis throughout the year and not only at set reporting periods. Parents will receive information regarding their child’s progress through the January Summary Report on January 31st and the June Report Card at the end of the school year. Throughout the school year, we will share your child’s progress through such ways as student portfolios, Google Classroom, schoolwork assignments sent home, self-reflections, rubrics and journals.

September: Meet the Staff - The parents will meet the staff and dialogue with the teachers on program objectives and curriculum.

November/December: Demo of Learning – Students will have an opportunity to showcase their learning. Please plan to attend.

End of January: Mid-year Progress Summary Report Available online

March: Demo of Learning – Students will have an opportunity to showcase their learning. Please plan to attend.

End of June: Yearend Progress Summary Report Available online

VOLUNTEERS

Parents who wish to volunteer will be required to complete 1 of 2 sets of paperwork. Volunteers who will be supporting students while in direct proximity to school staff for the duration of the event are only required to complete a volunteer form, which can be assessed at the office.

Parents who are volunteering for field trips that will require them to support or lead small groups of students that will be away from the teacher for any amount the trip are requested to complete and submit a background check with Edmonton Police Services. Examples of these type of field trips would include events such as trips to the Zoo or Fort Edmonton Park where student groups travel independently with their parent – leader and meet up with the teacher and other groups as designated times during the trip. If you are interested, a link to the EPS site is provided below.

<https://www.edmontonpolice.ca/CommunityPolicing/OperationalServices/PoliceInformationCheck>

STUDENT CODE OF CONDUCT POLICY

Statement of Purpose:

At Annunciation, we believe that everyone is created in the image and likeness of God. We strive to provide a 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. Our conduct policy aligns

with the Educational Act which is outlined below. Teachers, parents and students of Annunciation School are all responsible to work together to ensure that personal conduct contributes to a welcoming, caring, respectful and safe learning environment. It is based on the following basic beliefs that are the foundation for the Effective Behavioural Guidelines:

- Acceptable behaviour fosters a positive learning environment. A positive learning environment fosters acceptable behaviour
- Every student has the right to feel safe from physical or verbal abuse at school
- Students are responsible for their own actions
- Students are responsible for knowing the rules of the classroom and the school
- Ideal discipline is self-directed and self-controlled
- The school and the home share the responsibility of helping students achieve self-discipline

Alberta Human Rights Act

Whereas it is recognized in Alberta as a fundamental principle and as a matter of public policy that all persons are equal in: dignity, rights and responsibilities without regard to race, religious beliefs, color, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, family status, source of income or sexual orientation. 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 Annunciation School.

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.

Student Code of Conduct Development

The Student Code of Conduct Policy was developed by the school community and

- is based on input from students, parents and school staff
- is reflective of the expectations of students as addressed in legislation and district policies
- will be communicated in writing through the student agenda handbook as well as at the first reporting period (generally held in September) to all members of the school community on an annual basis
- will be reviewed and adapted as necessary on an annual basis by members of the school community
- will be reviewed at the beginning of each school year with the classroom teacher including a list of acceptable/unacceptable behaviors and consequences

Acceptable and Unacceptable Behavior¹

As part of our appropriate school-wide behavior expectations, the staff has established guidelines for conduct in the hallways, washrooms, and playground. The school staff and students identified acceptable and unacceptable behaviors that will be dealt with in a judicious manner to maintain order in the school. Consequences and events will take into consideration unique student attributes such as age, maturity and individual circumstances.

Bullying²

Students are to refrain from, report and not tolerate bullying or bullying behavior directed towards others in the school, whether or not it occurs within the school building, during the school day, or by electronic means. Students have an obligation to report bullying to a teacher or the administrative team at the school level.

Students who participate in or are affected by unacceptable behaviour will be provided a range of possible preventative procedures, supportive procedures and consequences that will be applied when a student breaches our student code of conduct. Consequences may include, but are not limited to, detention, written or verbal apologies, parent meetings. The continuum of supports available to the student may include, but is not limited to, counselling, support from our behavioural specialist, learning coach, FSLW and possible assessments.

Failing to comply with Section 31 of the Education Act may be grounds for suspension (Section 36) or expulsion (Section 37) of the Education Act.

Examples of acceptable behaviors that reflect these responsibilities include:

- Respect yourself and the rights of others in the school
- Refrain from, report and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours or electronically. Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school
- Attend school regularly and punctually
- Be ready to learn and actively engage in and diligently pursue your education
- Know and comply with the rules of your school
- Contribute positively to your school and your community

Examples of unacceptable behaviors:

- Behaviors that interfere with the learning of others and/or school environment or that create unsafe conditions
- Act of bullying, harassment, or intimidation
- Physical violence
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern
- Illegal activity such as:
 - possession of a weapon real or pretend
 - theft or damage to property

In accordance with the *Education Act, Section 31*, students shall:

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

In accordance with the *Education Act, Section 32*, parents shall:

- Act as a primary guide and decision-maker with respect to the child's education
- Take an active role in the student's educational success, including assisting the student in complying with Section 31
- Ensure the child attends school regularly
- Ensure his/her conduct contributes to a welcoming, caring, respectful and safe learning environment
- Co-operate and collaborate with school staff to support the delivery of supports and services to the student
- Encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school
- Engage in the child's school community

Conclusion

We are hopeful that these steps will result in the following:

- Students will be helped to understand why inappropriate behaviour is unacceptable
- They will be guided in solving the problems they have created

- They will be encouraged toward self-discipline and responsibility for their actions
- Home and school will work together to help students grow and develop into socially responsible persons

Establishing appropriate expectations and a safe and caring learning environment will enable students to act in positive and caring ways, in accordance with the Gospel values that we embrace as Catholics.

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1. Bullying: repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more other individuals in the school community, including psychological harm or harm to an individual's reputation.
 2. Unacceptable behavior is all behavior that has an impact on the school or individuals in the school.
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Digital Citizenship in Edmonton Catholic Schools

Digital Citizenship is a concept which helps teachers, technology leaders and parents to understand what students/children/technology users should know to use technology appropriately. Digital Citizenship is more than just a teaching tool; it is a way to prepare students/technology users for a society full of technology. Too often we see students, as well as adults, misusing and abusing technology but not sure what to do. The issue is more than what the users do not know but what is considered appropriate technology usage.

Digital Citizenship: Using Technology Appropriately website: <http://digitalcitizenship.net/>

Digital citizenship begins the first time any child, teen, and/or adult signs up for an email address, posts pictures online, uses e-commerce to buy merchandise online, and/or participates in any electronic function. People characterizing themselves as digital citizens often use IT extensively, creating blogs and/or using social networking and other means of modern communication. Parents and teachers need to start teaching children and teens at an early age about the responsibilities of being online as a digital citizen.