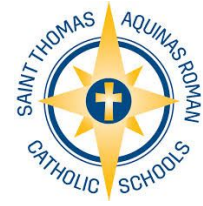


2019 - 2020
STUDENT HANDBOOK





ÉCOLE **MOTHER D'YOUVILLE** SCHOOL
5330 Rue Parc Beaumont, AB T4X 1W4 Phone: 780.929.0792
Student Handbook



Administrator's Welcome

Welcome to École Mother D'Youville School. We are very honored and excited to welcome new and returning students, staff and parents to our school for 2019/2020. As we begin a new school year, our vision as an administrative team is to continue to provide opportunities for students to reach their potential within a Christ-centered Catholic community. As a staff we are committed to the total well being of all students in a safe, caring and non-threatening environment.

This student handbook has been assembled to clarify, for parents and students, the programs and expectations here at EMDYS. It is also designed to assist students in developing organizational and self-management skills.

We are looking forward to working with each of you. Have a great year on a journey of faith, learning, and love.

Yours in Catholic Education,
EMDYS Administration
Jordan Robinson and Angela Rastovski

Mission Statement

Souls seeking Christ on a journey of faith, learning and love.

Vision:

At EMDYS, all students will master the essential outcomes and will be provided with the support needed to be successful.

Belief Statements:

We believe all students can achieve at high levels

We believe that with support all students can master the essential outcomes

We believe that positive Christ-centered relationships within our school community allow students to thrive

School History

EMDYS opened in 2017 as part of Academie St. Andre Academy. It moved to the present building in January 2018. The school is named after the foundress of the Grey Nuns Mother D'Youville.



SCHOOL NAMESAKE AND LOGO



Saint Marguerite D'Youville, lady of love and compassion

Your life is like a passage from the Gospel and an inspiration for our lives.

*Through your **eyes**, make us aware of the most urgent needs of our time.*

*Through your **ears**, make us aware of the cries of the suffering and the anguished.*

*Through your **hands**, give us the strength to heal the wounded and appease the suffering.*

*And through your **love**, make us spread divine tenderness through love without boundary.*

AMEN.

[St. Marguerite d'Youville](#)

What's in a symbol or a logo? In our case we feel that our logo has great significance in a variety of ways.

Canadian Flag - First ever Canadian born person elevated to sainthood. The colour of red matches our national flag and École Mother d'Youville School will celebrate its first year in 2017 which coincides with the 150th anniversary of confederation.

M's and Y's - Central to the logo, one can see an **M** which represents Mother, Marguerite or even Montreal - the birthplace of our namesake. Throughout the logo there are also **Y's**, to represent Youville.

Sheaves of wheat - We are reminded that although Mother D'Youville started the Sisters of Charity in Montreal, the Grey Nuns were an integral part of the settlement of the western provinces. In our province, the legacy of Mother D'Youville and the Grey Nuns has been felt in education, healthcare and numerous charitable services. The work of the Grey Nuns in Alberta is symbolized by the sheaves of wheat and with the colour grey.

2019-2020 Bell Times

Period	Times	Minutes
1	8:42 am-9:39 am	57 (5 additional for morning announcements)
2	9:41am-10:35am	55
RECESS	10:35 am-10:50 am	15
3	10:50 am-11:44 am	54
4	11:46am-12:40pm	54
LUNCH	12:40pm-1:20pm	40
5	1:20pm-2:14pm	54
6	2:16 pm-3:10pm	54

Students can enter the building at 8:30am.

Student Services

At EMDYS, our approach is to encourage the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of the school and the community. The following services are available to all students at EMDYS through Student Services:

- **Educational Counselling:** To enable students to adopt a perspective that places high priority on planning their educational futures.
- **Personal Counselling:** To assist students to develop a positive outlook that promotes meaningful interaction with others.
- **Information and Referral:** High schools, scholarship opportunities, Family School Liaison Support, mental health awareness, agencies and services referral.

Student Expectations

Student code of conduct

At EMDYS we strive to guide students to make appropriate choices in using and developing their God-given gifts of self-management, cooperation and respect.

It is the expectation that EMDYS students will:

- Follow our four pillars: Be Safe, Be Respectful, Be Responsible, and Mind your Mind.
- Behave in a courteous manner that reflects an attitude of respect and value for others.
- Interact cooperatively in a non-threatening manner. This includes inappropriate physical contact and communication through electronic devices.
- Respect the rights of others to learn and study in a safe and disciplined environment.
- Avoid the use of profane, foul or abusive language.
- Adhere to the rules of the school (this includes electronic devices).
- Be accountable to all staff members for their conduct on the school premises, on field trips and in the community.
- Be mindful of the physical appearance and cleanliness of school property and be intolerant of vandalism.
- Be responsible for damaging school property.

Classroom Code of Conduct

To support their academic success, all students are expected to do the following:

- At EMDYS we follow four signposts: **Be Safe, Be Respectful, Be Responsible**, and **Mind Your Mind**. Our first three are an easy way for everyone to remember how to behave in our building. Our last sign post is a reminder of the importance of proper mental health throughout the school year and our lives.
- Attend all classes and arrive to the classroom before the bell signaling the start of class. Students are dismissed by the classroom teacher and not by the bells or intercom requests.
- Bring required materials to each class: pens or pencils, texts, notebooks, completed homework assignments, a change of clothes and proper footwear for Physical Education and any other materials as requested by the classroom teacher.
- Students must have non-marking soled running shoes for Physical Education classes.
- Complete all classwork and homework to your potential and have it available when it is due.

- Respect the rights of others. Student behavior should never affect the ability of the teacher to teach or the student's ability to learn.
- Work hard, be conscientious and develop your God-given gifts for the benefit of all!
- Cellphones are to be left in your locker during class time and are only to be accessed with teacher permission and during recess/lunchtime.

Attendance

Regular attendance and punctuality is often directly related to success at school. The Education Act is very specific in determining the rare circumstances when missing school may occur for unavoidable and excusable reasons:

- A religious holiday;
- A work of mercy such as attending to the serious illness or death of a family member or friend;
- Extended illness as indicated by a note from a physician;
- Medical or other professional appointments that cannot be scheduled outside of school time;
- Extra-curricular and co-curricular events that are approved by the School Division through school policy
- Civic duty representing the City of Beaumont, the Province of Alberta or the Country of Canada.

The school will remain open when busses are not running with classes in session. Information on the cancellation of bus service or classes can be found on the Division website: starcatholic.ab.ca.

Student/Parent Responsibilities

Please follow these guidelines if you will not be in attendance or late:

- Parents are asked to contact the school by phone (780-929-0792) or email jerri.filiatrault@starcatholic.ab.ca prior to your child's absence to indicate the reason and length of the absence. An answering machine will record a message left outside regular office hours (8:30 a.m. - 4:00 p.m.). If we do not receive such a call, then we will be expecting your child at school. Your quick phone call enables us to notify the teachers of the absence.
- **Teachers will not provide materials for extended trips or vacations.** Students are expected to complete missed work upon their return. With extended illnesses, work may be provided based on the educational needs of each student.
- Students are expected to attend any co-curricular field trips planned for their grade or class.
- Interventions for chronic absenteeism or tardiness can include: detention, removal from class, placement in an alternative program or a referral to the Division Attendance Officer.

Student dress and appearance

Students are expected to support standards of dress and grooming that reflect the school's purpose as a place of learning and as a place of work. Students need to be sensitive to the values and expectations of our Catholic community. The following guidelines will be observed:



- Cleanliness and neatness – All clothes should be clean and in good repair
- Safety and health – Shoes must be worn at all times. Outdoor clothing is not to be worn in class. Sun glasses must be removed. Accessories that could be a safety concern are to be left at home.
- Clothes must not display slogans or graphics which are disrespectful, controversial, obscene, and/or involve drugs or alcohol.
- Revealing clothing is inappropriate (including string or low cut tops and muscle shirts). Tops must cover the waist and shoulders; shorts and skirts should be of an appropriate length (minimum mid-thigh). Underwear must not be visible.
- Students are encouraged to wear footwear with non-marking soles.
- Hoods and hats are not permitted to be worn for safety concerns and the ability to identify a student.

Students whose dress is inappropriate will be expected to address the clothing concern prior to returning to class. School administration reserve the right to make any required judgments in the above areas and all attire. We ask that parents emphasize these expectations with their child. Parents will be phoned if students do not have a change of clothes.

School Bus

The school bus is considered an extension of the classroom, and therefore, classroom conduct is to be observed at all times. Only those students with a valid pass can ride on the bus. The bus driver is responsible for the safety of the students on their bus and must receive the respect, consideration and cooperation of each student.

Any misbehavior that jeopardizes bus safety, is disrespectful or is distracting to the driver can result in a bus misconduct report. Consequences for receiving reports may lead to a suspension or expulsion from the bus.



Electronic Devices

School policy on the use of cell phones and other electronic devices is as follows:

- Use and possession of electronic devices during class time is at the teacher's discretion. **All phones should be placed in student's lockers during class.**
- On Field Trips students are permitted to bring electronic devices. Cell phones are only to be used to contact parents when needed or at the teacher's discretion. All other devices can be used under the direct approval/direction/ supervision of the supervisor/teacher.
- Provincial exam policies will take precedence over these guidelines.
- The school will assume no risk for loss, theft or damage to these items.
- Cell Phones should not be brought to gym class.
- Students can access their phones during recess and lunch break.

If the guidelines above are not being followed or if the use of an electronic device is found to be: an interruption to the teaching/learning process, an invasion of others' privacy or causing behavioral issues whether occurring on site or off site, the following consequences can be administered:

- **First Offense:** Staff member will confiscate the item and student may pick it up from the office at the end of the school day. The student will serve a one-day lunch time detention.
- **Second Offense:** Confiscation, for a period of one week or until the parent comes in to pick up the item. The student will also serve a two-day lunch time detention.
- **Third or Subsequent Offences:** It will be considered as willful disobedience that will generally result in a suspension.

Refusal to surrender the device, at any time, may result in escalation to Third Offence consequences. In addition, students that have not had an offence in an extended period (2-3 months) can consider their offences reset to zero.

Note: Digital Citizenship practice should be used in all situations of electronic device use this includes asking permission of staff or students to take pictures or video.

Co-curricular and Extra-curricular Field Trips

Students are to comply with school policy, especially when they are representing themselves, the school, the staff, their fellow students and their parents while traveling off-campus. Students who require staff intervention during a field trip indicate that they require more supervision and their parents may be required as chaperones for subsequent field trips.

Extra-Curricular Activities

Students are encouraged to participate in the many activities offered at EMDYS. In order to earn the privilege of participating in an extra-curricular activity, the responsibilities of home and the academic and behavioural requirements of school must be met. Students who are absent due to illness or are inexcusably absent from school during the school day (or serving a suspension) may not be permitted to participate in an after school extra-curricular activity.

Homework and Homework Club

One factor that has a very high correlation to student success is the completion of homework. Students are to properly complete all assigned homework for the date and time that the homework is due. We encourage students to review their notes and texts on a consistent and continual basis. Students should use a calendar (electronic or paper) or personal agenda to keep track of assignments and due dates. EMDYS runs a homework club at lunch time for work that is incomplete.

WIN block

Students will have WIN (Whatever I Need Block) on scheduled days throughout the year where students are assigned a teacher to meet with or they have the option of choosing a session through our Maplewood student information system. During this time, students will receive re-instruction from their teacher or be asked to work in a small group for re-teaching or they may have an opportunity for enrichment, to listen to a guest speaker, or to participate in student club activities. **Attendance is taken in WIN Block** and attendance is not optional.

School Cleanliness

Willingly contribute to the cleanliness of school property by placing all garbage and recyclable material in the proper bins provided throughout the school. Everyone shares in the responsibility for a clean building so please show initiative to help clean a specific area even when you are not directly responsible for its condition.

Lunch Hour – Off Campus (With Parent Permission)

ALL gr. 5-9 students have the option of going home for lunch (if within walking distance). EMDYS has an open campus policy for our Gr. 9 students with parent permission. Parents have the option of granting these off campus privileges at lunch time. Permission is only given if our off campus form is signed by a parent or guardian. This form is kept on file in the office and this form is available to be signed from the front office. The option to go off campus may be revoked by administration at any time if a student is not meeting behaviour, attendance, or academic requirements. Please see the appendix for our off campus form.

In addition, food deliveries (e.g. ordering pizza) are not encouraged. We ask that parents please drop off lunches at the main office for students so that they can be called down to collect them at an appropriate time. Please contact administration if there is an extraneous circumstance and we can work with you to accommodate a lunch time need.

Our Neighbors

It is important that students respect the privacy and property of our neighbors. Students are not to smoke, vape, loiter or litter in the walkways connecting EMDYS School property with the surrounding neighborhood. Please be respectful of our community and our community members.

Lockers

Students are tenants of a rented locker space and are responsible for the appearance and care of their lockers. A locker is only to be occupied by the student to whom it was assigned. Students are expected to keep their locker clean and are not to write or post any inappropriate material in or on their lockers. Students should provide a combination lock and provide its combination to the school for support. There are a limited number of locks available for purchase from the school office. For security purposes, keep your combination private. At any time, school administration may deem it necessary to open a student's locker and conduct a search of its contents. Student permission is not required to do so.

Property

Please take the necessary steps to secure your materials and never leave your materials unattended. Ask permission before borrowing an item from a classmate or staff member and please return what you borrow. Respect the property of others. If you find the belongings of another person, take immediate steps to ask for assistance in finding the rightful owner. Found items can be placed in the Lost and Found or turned into the office. Students are to leave school bags in their locker.

Supervision and Student Use of School Facilities

Student access to rooms in the building is subject to the availability of a teacher for supervision; therefore, students cannot presume that they are entitled to gymnasium, learning commons or classroom use without the authorization and supervision of a teacher.

Students should be arriving at the school no earlier than 8:30 a.m. or with the first bus arrival time. Students should be departing the school as soon as possible after dismissal unless participating in a staff-supervised activity. After school, students should vacate school property as soon as possible. Students must get their supplies from their locker then remain in the common area for their extra-curricular activity to start or for pick-up.

Prohibited substances

EMDYS is a tobacco-free and vape-free campus for all students, staff and visitors. This includes the parking lot and inside vehicles on school property. Students may not possess any tobacco/vape products while on school property. Students also cannot be under the influence or in possession of drugs or alcohol, or have in their possession paraphernalia related to drugs or alcohol during school supervised activities or during the school day. Failure to adhere to these guidelines will result in immediate disciplinary action. In order to maintain a safe environment student property is subject to searches of a general administrative nature for contraband and rule violations.

Emergency situations

Emergency situations in the school are extremely rare, but should they occur we will respond in a manner that ensures the safety of students and staff, while respecting the rights of those involved. Emergency evacuations and lockdowns are practiced so students can respond effectively if required to do so.

Health issues

At EMDYS we are sensitive to health issues such as: allergies, mobility difficulties, influenza etc. In order to provide a safe and productive environment for individuals with health issues please ensure that the office is made aware and practical steps will be taken to address the concern. When required, these steps will be communicated to our community through announcements, posters, newsletters and our website. For students unable to participate in a class (e.g. P.E.) due to a health difficulty, parents or guardians will be required to contact the teacher or school office to make alternate arrangements and to indicate when the student is to be expected back participating.

Food and Drink

Water in clear containers is the only drink permitted in the classrooms. Any other beverages require approval from the teacher in the room. Students are not to eat in the classrooms unless prior permission has been granted by the teacher (e.g. a special class event).

Washroom Use

To avoid disruptions to class time, students are encouraged to access the washroom during breaks or at lunch time. Students with medical issues or other concerns relating to washroom use should privately communicate or have their parents communicate this information to their teacher.

Visitors

We encourage and invite parents to visit the school on a regular basis. Please check in at the office upon arrival. Students are not allowed to have visitors from other schools on school property during the lunch hour or throughout the school day. Unwelcome visitors will be asked to leave and legal interventions may be applied as outlined in the Education Act.

Parent Involvement

Parents are the most influential educators in the lives of children. As such, parents have the responsibility to model positive beliefs and attitudes and to support the school in the following ways:

- Instill values and ethics that will allow their children to develop a set of standards that reflect the presence of Christ in our world.
- Encourage respect for staff, fellow students and school property.

- Teach children that their education is their responsibility and that we as parents and teachers are there for guidance and support when they need help.
- Support school activities and decisions.
- Keep the staff informed and communicate respectfully with the school.
- Ensure that your child comes to school well rested and prepared to learn each and every day.
- Work with the staff so that our student expectations at school will complement your expectations at home.
- Expect your child to review schoolwork and/or complete homework each and every night in an environment conducive to learning.
- Encourage your child to do their best at all times and celebrate success.

Communication

At EMDYS we recognize the importance of open and effective communication. Information from the school is communicated through our newsletter, our website mdy.starcatholic.ab.ca , via our phone message system and our presence on social media. The newsletter can be accessed through our school website or copies are available at the office. Email is an excellent way to increase communication between the school and home. Staff members' email addresses can be found on our website under "Contact Us". Please inform the school of any changes in your contact information throughout the year.

Student progress is reported on three times throughout the year. There are also four scheduled parent-teacher interviews as indicated on the student calendar accessed at our home website. Parents are asked to book interviews through our link on our school website. Marks can be accessed throughout the year on our website through Maplewood.

Please do not hesitate to initiate contact with the school to discuss any concerns, suggestions or ideas.

Concluding Remarks

The guidelines and expectations within this handbook exist at EMDYS School to assure the best possibility of success for all students. If you notice that others in the school are acting in a manner that compromises your values, jeopardizes your success or puts the safety and well being of others at risk, please tell those people to stop. Other avenues to remedy this situation would be to inform the counsellor, any of our staff members and/or your parents immediately. Further information on STAR Catholic's student code of conduct can be found at bit.ly/STARCODE .

We hope that you pursue your studies and continue on your journey to become men and women of God with honesty, integrity and enthusiasm. The staff wishes you a blessed and successful school year and we hope you take pride in being a part of the EMDYS community.

Appendix 1:

OFF CAMPUS PERMISSION FORM



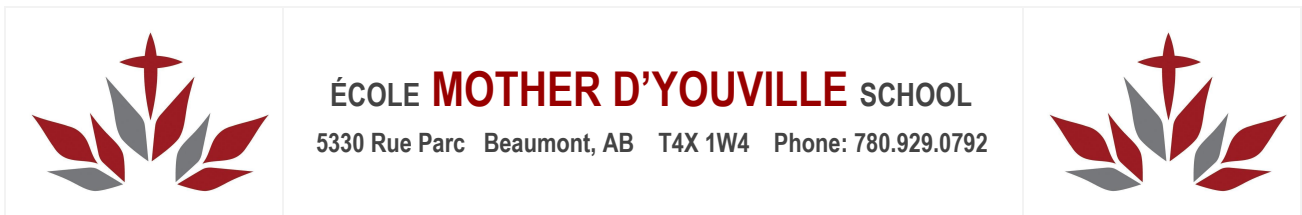
EMDYS allows students to **walk home for lunch** with parent permission; in addition, EMDYS has an open campus policy for our gr. 9 students. Parents have the option of granting their child off campus privileges at lunch time. This form is kept on file in the office once signed by a parent or guardian. The option to go off campus can be revoked by administration at any time if a student is not meeting behaviour, attendance, or academic requirements.

I, _____ (parent) give my child

_____ (student) permission to be off campus at lunch time.

Parent Signature: _____ Date: _____

Appendix 2



Locker and Lock Agreement

Student Name:	Grade:
Locker Number:	Combination:
Date Issued:	
I hereby certify that, to the best of my knowledge, this information is true, correct and complete.	
Student Signature:	Date:

Acknowledgement

In signing this agreement, I acknowledge that the locker is the property of STAR Catholic Schools and is subject to random search by the school administration or other staff as approved by the Principal.

Please note

You are responsible for the condition and accessibility of your lock/locker at all times. Please treat your lock/locker with respect. Please keep your combination confidential. If you are having problems with your lock/locker, or believe that another student has access to your locker, please report to the general office. Do not change locks/lockers without permission. Keep your combination in a safe place.

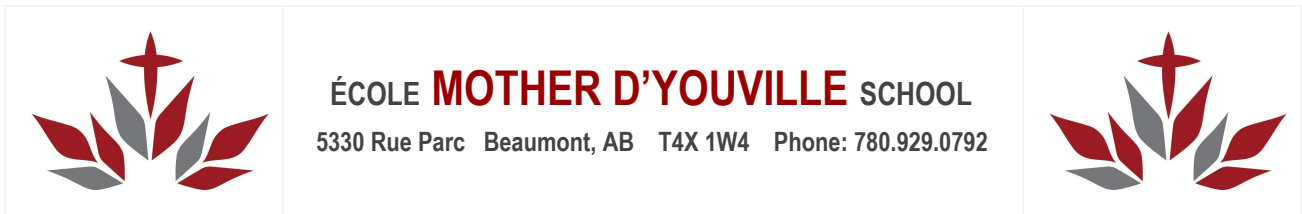
Lock Fees

The rental cost of locks will be sent via School Cash Online at a cost of \$10.00. Replacement cost of an additional \$10.00 for lost/damaged lock will be added as required.

I acknowledge that I am responsible to pay the rental cost and replacement cost should the book be damaged/lost.

Parent Signature: _____ Date: _____

Appendix 3



Textbook Agreement

Student Name:	Grade:
Textbook:	Barcode:
Textbook:	Barcode:
Textbook:	Barcode:
Textbook:	Barcode:
I hereby certify that, to the best of my knowledge, this information is true, correct and complete.	
Student Signature:	Date:

Acknowledgement

In signing this agreement, I acknowledge that the textbook is the property of STAR Catholic Schools and I am responsible for the condition and return of this textbook. I will report any damage/lost textbook to the general office immediately.

Current Condition: (Record any damage that appears on your textbook)

Textbook:	Condition:
Textbook:	Condition:

Textbook:	Condition:
Textbook:	Condition:

Textbook Fees

Textbooks are assigned to each student as required and are theirs to use for the duration of the course. Students are to return the textbooks at the end of the assigned term in an undamaged condition. Lost textbooks are the responsibility of the student they are assigned to.

In the event that text books and library books are damaged the following fees will be charged to the student.

Torn/Missing pages – \$10.00

Graffiti – \$10.00

Damaged cover – \$10.00

Missing Barcode – \$ 5.00

Broken Spine – \$20.00

Lost/Destroyed – Replacement cost

I acknowledge that I am responsible to pay the replacement cost should the textbook be damaged/lost.

Parent Signature: _____

Date: _____