

OUR LADY OF MOUNT CARMEL CATHOLIC SCHOOL

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Edmonton, Alberta T6E 1L3

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www.ourladyofmountcarmel.ecsd.net

  @OLMCSchoolECSD



The mission of Our Lady of Mount Carmel School is to provide a quality Catholic education that develops students to be resilient, curious, and critical learners while nurturing Gospel values of acceptance, respect, joy, and love.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

STUDENT NO. _____



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MESSAGE FROM **ADMINISTRATION**

Dear OLMC families,

Greetings from our entire staff and faculty as we embark on another exciting year at our esteemed school. As we commence this new academic chapter, we want to express our deep appreciation for your continued trust in us to provide your children with a robust education that integrates faith and the wonders of science, technology, engineering, and mathematics.

At our core, we prioritize the holistic development of every student, nurturing both academic excellence and compassion. Grounded in Catholic principles and social teachings, we strive to instill strong moral values, preparing students to be conscientious global citizens. By blending STEM disciplines with our faith-based values, we equip students with the skills needed to navigate a rapidly changing world with confidence and resilience.

We recognize the essential role of a strong partnership between home and school in a child's journey. We encourage open communication and collaboration, inviting you to actively participate in our school community through events like Meet the Teacher and Demonstration of Learning, volunteering opportunities, school council involvement, and engaging discussions that enhance our students' well-being.

With optimism and enthusiasm, we look forward to the future. Together, let's cultivate an environment where every student can excel academically, spiritually, and socially. Through our collective efforts, we are confident in our ability to inspire students to shine brightly while staying grounded in our faith.

Let's embark on this journey of discovery, growth, and faith hand in hand, knowing that we are shaping tomorrow's leaders together.

Many blessings to you all,

Diane Lefebvre
Principal

Rebecca Merhej
Assistant Principal

AGENDA INFORMATION

This booklet is a tool you can use to teach yourself the skills of organization, commitment to tasks, and goals for achievement which will help you to achieve success in your school career. The skills you learn will serve you well throughout your life. If you are organized, you will have time to accomplish everything including your schoolwork, homework, extracurricular activities, and recreation.

Here are some of the expectations your school has concerning the use of this agenda:

- Bring the agenda to school every day and to each of your classes.
- Follow your plans carefully to reach your goals and continually grow.
- Consult your agenda before leaving school to see which books you need to take home.
- Ask a parent to sign your Agenda Book daily. Parents are encouraged to make comments about their child's learning and school activities.
- Bring your agenda to report card conferences. It will be an important part of your discussion.

The purpose of an agenda in elementary school is to help students develop organizational skills and learn responsibility. It serves as a tool to keep track of their daily activities, assignments, homework, and important events. By using an agenda, elementary school students learn to manage their time effectively and develop a sense of accountability for their academic responsibilities.

ABSENTEE CHECK

As a safety precaution, it is the policy of Our Lady of Mount Carmel School to contact a parent/guardian if a child is absent. **We appreciate you letting us know in advance if your child will be late or absent.** Please call us at 780-433-1062 to leave a message on our voice-mail system, send a note to the homeroom teacher and/or email the office at 8205web@ecsd.net.

It is also extremely important for the safety of your child that the school be immediately notified of all changes in telephone numbers.

Regular and punctual attendance is the key to being successful at school and is an expectation we have for all students. Students who have an attendance problem will be referred to the school administration and parents will be contacted. Your child's academic success is at the heart of our concern.

COMMUNICATION

Philosophy

Open communication between the home and the school is one of the most important contributions we can make to the educational development of the children who attend Our Lady of Mount Carmel School. "We Are Family" is a goal we would like to set for our partnership. We are here for the children and together we will build an enriched learning environment for all of them.

Demonstrations of Learning are scheduled twice a year, however, it is highly recommended that parents go online at least once a week, or more, to stay up to date with their child's academic progress. Of course, phone calls, emails, and meetings with teachers are always welcome and recommended whenever the need arises.

Teachers will do their best to accommodate meeting times.

- The teacher needs to be the first point of contact for issues or concerns.
- If concerns persist, administration will be involved in the conversation.
- All efforts will be made to resolve any conflicts in a timely and positive manner.

Teachers are available during school hours from 8:00 a.m. to 4:00 p.m. During this time, they are engaged in both instruction and essential planning and preparation. To support focused teaching and preserve valuable preparation time, we kindly ask that parents schedule all phone calls or meetings in advance by emailing their child's teacher.

We also respectfully ask that families adhere to these hours out of consideration for our teachers' personal time outside of school. Scheduling in advance ensures that teachers can give their full attention to each conversation, fostering strong communication and meaningful collaboration in support of your child's education.

Open lines of communication for students, staff and parents are important to help all students achieve their personal best.

Newsletter

The newsletter is sent out to all parents/guardians who have provided a valid email address and will be posted on our website.

EARLY DEPARTURE

Parents are requested to reduce as much as possible the number of early departures to provide continuity of instruction. Please make use of Thursday afternoons, when possible, for appointments and such. If your child is leaving early, please notify the homeroom teacher ahead of time, if possible, and come to the office to sign them out. If you arrange for a family member or friend to pick your child up in the event you are unable to do so, kindly phone the school and let us know who will be picking up your child and at what time.

EMERGENCY EVACUATION

There are several reasons that could potentially lead to the evacuation of the school building such as a major gas leak, a fire, total loss of utility services, etc. The following emergency procedures are observed and practiced several times throughout the year to ensure students are prepared in the event of an actual emergency.

On-Alert: An On-Alert is initiated as a precaution. The threat is outside the school. If the threat is outdoors and students are outside, they are to come into the school immediately. The exterior doors are locked and closed. Classes continue normally, but outdoor activities are cancelled.

Lockdown: A lockdown means there is an immediate threat to the school, and emergency responders are present. All exterior and classroom doors are locked. Classes do not continue. Students and staff are not released from school until emergency responders say it is safe to do so.

Evacuation: An evacuation requires all students and staff to leave the school and go to a designated location. In some cases, this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an alternate location. Families would be informed of the alternate location. In the event of an evacuation, the students and staff would relocate to Queen Alexandra School. We would then proceed to allow students to go home provided that a parent or responsible sibling was there. This would be verified by text, phone, or e-mail.

Under no circumstances will students be dismissed at an irregular time without parental knowledge, nor will students be allowed to go home in an "unaccounted for" fashion.

FIELD TRIPS

Field trips are an important part of the education programs at Our Lady of Mount Carmel School. They provide children with unique experiences connected to the curriculum. All parents will be asked to sign a field trip form prior to each trip which authorizes the child to

attend. This form will provide parents with specific information about the field trip, its purpose, risks, and means of transportation. If a parent is not willing/able to sign and return the field trip form prior to the indicated due date, the child will spend the day working in another classroom or can remain at home if the parent wishes. If a parent is concerned that a student may be unable to participate in a field trip due to a lack of funds, please bring this concern to the attention of the classroom teacher and/or administration. We will work to ensure that your child is able to attend.

FOOTWEAR

Suitable footwear needs to be worn relative to weather conditions. All students are expected to remove their outdoor shoes at the entrances. Another pair of shoes needs to be worn indoors. These shoes can also be worn in the school gymnasium.

HEALTH SERVICES

First-aid is administered to any child experiencing an injury at school.

If the injury is a minor scratch or bump, first aid is administered, and no school contact is made with the home.

If the injury or illness is such that we think the parents should be made aware, the student's parents are notified by phone. The administration of medication is the responsibility of each student's parent or guardian. In special circumstances, when a student must take medication during school hours, school staff may assist. In such instances, the following guidelines and procedures are suggested.

The school requires a medical form that the parent and the physician complete indicating the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side effects. Contact our school office for a copy of this form.

Please discuss this matter with your child's teacher. A medical alert file on your child will be kept in the office and in the child's classroom.

SUPPLEMENTAL SNACK PROGRAM

We are pleased to offer a Supplemental Snack Program at our school, made possible through a generous grant. This program provides nutritious snack options for students who may have forgotten to bring a snack from home or who are still hungry after finishing their packed food.

To ensure that students are making use of the food brought from home, we always check that their lunch and snacks have been eaten before offering an additional

snack. If your child receives an extra snack, their agenda will be stamped so that you are aware.

If you notice that your child is frequently receiving extra snacks, we kindly encourage you to consider sending more food to school to help meet their needs throughout the day. Thank you for your support in keeping our students nourished and ready to learn!

HOURS OF OPERATION

- ✓ Morning Supervision starts at 8:10 am
- ✓ First Bell at 8:25 am
- ✓ Classes from 8:30 – 2:59 pm
- Afterschool Supervision ends at 3:14 pm
- ✓ Thursday dismissal time is 11:58 pm
(Thursday afternoons are used for staff meetings, cooperative planning, and professional development.)

Lunch and Recess

- ✓ 10:15 am – 10:30 am (MTWF morning recess)
- ✓ 10:05 am – 10:20 am (Th morning recess)
- ✓ 12:17 pm – 12:47 pm (lunch break & afternoon recess)

Office Hours

Office Hours are from 8:00 am to 4:00 pm

ILLNESS

Children who are ill are required to remain at home. Children who come to school with severe colds or high fevers are unable to function well in class and often provide a source of infection for other children.

LEAVING SCHOOL

Our school operates on a **closed** campus basis. Students cannot leave the school grounds during the instructional day without obtaining permission from the office. For safety reasons, we must always know where students are. Older students living very nearby can go home for lunch if we have written permission from parents.

LOST AND FOUND

Students are responsible for all personal property. As a precaution, all items of clothing, footwear, books, and backpacks should be clearly marked with the student's name. Our Lady of Mount Carmel School maintains a Lost and Found Box for items that do go missing. Please check this box if your child has lost an item. Unclaimed articles are given to charitable organizations at the end of every

month. Valuable items which are found will be kept in the school office.

BIKES/SKATEBOARDS/ ROLLERBLADES

Students who bring these items to school do so at their own risk, even though every effort is made to provide a safe lock up space. We set the expectation for our students to respect their own property and that of others. All bikes must be locked individually to the bike racks located on our school grounds or can be kept in the courtyard. For the safety of all students, this equipment must not be used on school grounds. Students access them only to get to and from school. All riders are expected to wear an approved bicycle helmet.

ELECTRONICS

Students who bring electronic communication devices to school do so at their own risk, just like any other personal item. The school will not be held responsible if an electronic device or other item is lost, stolen, or misplaced.

Cell Phones

Please note that students may use their cell phones before the first bell. Once the school day begins, **devices must be powered off and stored away** for the duration of school hours. This policy is in place to support focused learning and a respectful classroom environment.

Students are welcome to use the guest phone in the office to contact home during the day. If parents need to reach their child, please contact the school office at 780-433-1062.

If a student does not follow the cell phone policy, the device will be confiscated and held in the office until the end of the school day. After an initial warning, any further violations will result in the phone being held until a parent or guardian can pick it up.

For your convenience and peace of mind, we recommend enabling the locator feature on your child's device.

Learning Devices (Chromebook/Laptop)

Our Lady of Mount Carmel has many devices for students to use for class instruction, however, if a child does bring a device, it is to remain turned off and stored securely until a teacher gives permission for its use. Any students using a device in school must adhere to the Acceptable User Policy (AUP) and parents must sign the Edmonton Catholic School District Student User Agreement in PowerSchool. Any inappropriate use of electronics will result in the confiscation of the device. In such circumstances, the device will normally be returned at the

end of the day. Repeated incidents will be dealt with by administration and parents will be notified.

LUNCH PROCEDURES

Students need to bring lunch to school daily. Students eat in their classrooms during the first part of the lunch hour (12:17 pm – 12:32 pm) except on Thursday early dismissal days. At 12:32, all students proceed outside or to other designated places in the school. As Our Lady of Mount Carmel School has a **closed** campus, all students must remain on the school premises throughout the lunch period. Communication with the office is required if a student lives nearby, and the parents wish their child to go home for lunch.

NON-CATHOLIC STUDENTS

Students who are not of the Catholic faith may be accepted at Our Lady of Mount Carmel School according to division guidelines. All students, regardless of faith, will participate in the prayer life, church and church related activities, religious courses, instruction and exercises in which Catholic ethical and moral standards are taught. Please ensure that your school taxes are declared in support of the Separate School District on your City Tax Forms.

PARENT VOLUNTEERS

Our staff appreciates the support and assistance of our many volunteers. These volunteers may be involved in a variety of tasks at the request of the teacher. Some of these tasks include preparing for and assisting with art projects, preparing bulletin board materials, telephoning for special events, or helping with small groups of children under the direction of the teacher. Our volunteers also help in the library, assist with school lunches and snacks, serve on committees, and supervise field trips.

All parents who indicate that they would like to serve as a volunteer supervisor on a field trip or in a classroom activity must sign a Volunteer Agreement Form each year which is available in the office. Volunteers must of course uphold and honor the Edmonton Catholic School District Volunteer Policy which can be found on our district website. Classroom teachers will provide parents with information about volunteer schedules.

PARISH

Our school community is extremely fortunate to be connected to St. Anthony Parish. Our relationship the Priest and staff is very special; we are truly blessed!

St. Anthony Parish 10661 – 82 Avenue T6E 2V6

780-432-0611; Email: stanthony.edm@caedm.ca

PROGRAMMING

Students in Kindergarten through Grade 6 follow the approved Program of Studies outlined by Alberta Education. In September, parents are invited to join us in our Meet the Staff evening, where each teacher will review their program and the academic goals to be achieved during the school year. Alberta Education publishes curriculum information for parents that is available online:

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

In addition to our regular kindergarten through grade six programs, Our Lady of Mount Carmel School provides various types of support to assist all students to achieve at or near their potential. During the school day, students have many opportunities to think deeply and engage as learners. Challenges are provided to those students requiring enrichment of their personal programs and extra support is given to students requiring it. All classrooms have a wide range of learners, and our teachers differentiate their instruction and educational activities for students to meet all their needs. Classroom teachers and our Inclusive Education Team constantly work together to set up adapted programs to meet the needs of all our students.

REPORTING STUDENT PROGRESS

Reporting a child's progress is an integral component of the on-going teaching-learning process. Edmonton Catholic School's reporting process is a combination of ongoing reporting on PowerSchool, direct communication with the teacher, and Demonstration of Learning. Within the process, the teacher, the parent, and the child become active participants in reviewing the progress of the child and in offering recommendations that will encourage further growth and development. Parents will be able to monitor their child's progress on <https://powerschool.ecsd.net> through a January and June summary report.

SCHOOL COUNCIL

All parents are members of the Our Lady of Mount Carmel School Council which serves as a support and communications organization for the school. It affords parents an opportunity to examine areas of education & to facilitate projects and programs of benefit to the students. An Executive for the School Council is elected at the Annual General Meeting held early each school year. All parents are invited to attend the monthly meetings.

SCHOOL PHOTOS

Our Lady of Mount Carmel School will have a photographer come in September to take individual student photos. Parents will have the opportunity to decide if they wish to purchase photographs at that time. Group photos will be taken in the spring.

STANDARDIZED TESTING

Throughout the school year, students in certain grades will participate in standardized assessments. These include the provincially mandated Literacy and Numeracy Screeners for students in kindergarten to Grade 3, as well as Provincial Achievement Tests (PATs) for students in Grade 6.

Screeners for K-3 are conducted at key points during the year and help us identify students' strengths and areas for growth in foundational skills. The Grade 6 PATs are written in May and June in the four core academic subjects: English Language Arts, Mathematics, Science, and Social Studies.

These assessments are valuable tools that enhance our understanding of student learning and help guide our instruction to better support all learners. Please refer to the calendar included in this agenda for specific testing dates.

STUDENT ACTIVITIES

Extracurricular activities are provided for students throughout the year. Some activities may require additional fees above the Supplemental Education Fees which will be posted on PowerSchool for payment.

STUDENT DRESS POLICY

Students at Our Lady of Mount Carmel Catholic School must wear:

- A shirt or the equivalent ("tops") including but not limited to t-shirts, sweatshirts, sweaters, tank tops
- Pants or the equivalent ("bottoms") including but not limited to jeans, leggings, sweatpants, skirts, dresses, shorts
- Shoes *Courses or activities may require specific attire for safety or curriculum purposes (i.e.: PE, science labs, academics, field trips)

Students at Our Lady of Mount Carmel Catholic School may wear, if they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e., hijab, yarmulke, turban) or for medical reasons in consultation with the principal

- Hats and other headwear that 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.
- Students will be required to remove non-religious and non-medical headwear during periods of prayer, religious celebrations, or statutory observances, as a sign of respect during these activities/events
- Students will be required to remove non-religious and non-medical headwear during exams and other assessments to allow the student's face to be visible to staff
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choice for children and youth

Students 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 (omit this if you included the green highlighted section in the philosophy section)
- 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

STUDENT SAFETY AND SECURITY

The safety of students, and of all people in our building, is our top priority. Outside doors are kept locked throughout the day. Students are to use the main entrance when arriving late and check in with our office staff before proceeding to their classrooms. We ask you to inform us if there are any changes to the regular pick-up and drop-off routine of your children.

SUPERVISION

Morning supervision begins at 8:10 am, students should not be dropped off prior to this time. After school supervision is provided until 3:14 pm. Children on the school grounds outside of the supervision times are unsupervised and are the sole responsibility of their parents.

Any student who misses a yellow bus after school must immediately report to the office. Parents will then be contacted to arrange transportation.

Children should be encouraged to check in with their parents or caregivers before going to a friend's house. Most often, when we have a phone call about a lost child, it is because he/she is visiting at a friend's house and hasn't checked in with their parent first. Also, if children come to your house to play, please ensure their parents know of their whereabouts.

VISITORS TO THE SCHOOL

For the protection, safety, and minimal disruption of learning of all children at the school, all visitors are required to enter in at the main office, sign in upon entry, and wear a visitor's badge always while in the school.

Teachers need time in the morning to prepare for the day's lesson, please refrain from expecting to speak with your child's teacher during these valuable moments. If you wish to meet with a teacher or with an administrator, kindly arrange an appointment prior to coming to the school.

WEATHER

Like all Canadians, we pay close attention to weather conditions and do not send your children outside during inclement weather conditions.

However, students should be dressed to go outdoors for recess if the weather is appropriate. We will cancel recess when:

- It is raining heavily.
- When Environment Canada determines that the temperature with wind chill is below -20 °C.
- When Environment Canada determines the Air Quality Index is at 7 or higher.

Whenever recess is cancelled outdoors, an inside recess break will be provided.

STUDENT CODE OF CONDUCT

Our Code of Conduct is designed to ensure that the learning environment in our school is welcoming, caring, respectful, and safe. Only then can students function effectively in the learning process. It follows that the efficient operation of our school and of the learning atmosphere in each classroom will be enhanced with students adhering to this Code of Conduct. The staff of Our Lady of Mount Carmel School believes that discipline should have as its goal, the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of their school and community. Therefore, our Code of Conduct philosophy recognizes that Parents/Guardians are the first educators in all areas and as such have the primary role in ensuring that their child's conduct contributes to a welcoming, caring, respectful, and safe learning environment. Mount Carmel staff believe that effective discipline should teach students to take full responsibility for their own actions. This Code is consistent with the Catholicity of our school and encompasses the social, emotional, intellectual, physical, and spiritual needs of the child. It involves a set of clear expectations of behavior for students, staff, and parents in accordance with the Alberta Education Act.

ALBERTA EDUCATION ACT

Students have a right to be in school, but they also have related responsibilities. The **Education Act Part 3 Section 31** reads as follows:

Student Responsibilities

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 behavior 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.

BEHAVIORAL EXPECTATIONS

We expect our students to always behave reasonably well and to treat each other and our school staff with the respect that recognizes the inherent dignity we all have as children of God. These expectations cover the entire school day and extend beyond it when social media and other electronic communication is involved. Our goal is to create and promote a supportive and loving inclusive environment that fosters positive learning experiences by:

- Recognizing the uniqueness of each person.
- Nurturing growth in knowledge, social skills, Christian values, and encouragement.
- Creating an atmosphere of service, through caring and appreciation of others.
- Developing and encouraging positive self-esteem.
- Providing appropriate consequences for harmful, disrespectful, and dangerous behavior, which includes,
 - Promoting responsible digital citizenship.
 - Creating a culture where students feel safe and cared for through restorative practices that includes accountability, understanding, and reconciliation.
 - Not tolerating any forms of discrimination based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, or sexual orientation.
 - **Not tolerating any forms of bullying.**
 - Providing logical consequences that are reasonable, respectful, and relevant as related to the offence.

BULLYING - from Alberta Education's 'Bullying Prevention'

Alberta Education defines bullying as, "... a 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."

What Bullying Is...

Bullying behaviors are a form of aggression and can take different forms:

- Physical - pushing, hitting, kicking.
- Verbal - name calling, threats, put-downs, racist, sexist, or homophobic comments.
- Emotional/Social - exclusion, rumors, extortion of money or possessions, intimidation, ganging up.
- Cyber - social or verbal bullying using email, direct messaging, text messages or social media.

What Bullying is Not...

Bullying behavior is not the same as hurting someone's feelings if there is no misuse of power or a deliberate intent to cause harm. It is important to support individuals to understand the difference between these behaviors as part of learning how to build healthy relationships.

Bullying behavior is sometimes confused with **conflict**. Conflict is a disagreement about different beliefs, ideas, feelings, or actions. It is a normal part of healthy relationships. For example, friends may disagree over which movie to see or what game to play.

Learning skills to resolve conflicts appropriately is very important for building and maintaining positive relationships.

Ways Students can contribute to a positive school culture...

- Model the behaviors you would like to see.
- Support the person who is the target of inappropriate behavior.
- Don't watch or encourage the behavior - this sends a message that you think the behavior is acceptable.
- If it is safe, say to the person "hey, let's go" and walk away with them.
- Check in with the person to see if they are OK and if they have someone to talk to.
- Encourage the person to tell an adult in the school and/or tell an adult that you trust.

Children are developing conflict resolution abilities and need guidance and facilitation from an adult. In cooperation with parents, the school community can work towards building the confidence and skills in children positively.

Parent Responsibilities

Under **Part 3, Section 32** of the Education Act it states that parents have a corresponding responsibility to assist their child meet his or her responsibilities.

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to

- a) act as the primary guide and decision-maker with respect to the child's education,
- b) take an active role in the child's educational success, including assisting the child in complying with section 31,
- c) ensure that the child attends school regularly,
- d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- f) encourage, foster, and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- g) engage in the child's school community.

BEHAVIOUR INTERVENTIONS & SUPPORTS

At Our Lady of Mount Carmel School, we concentrate on positive behavior and attitudes. A continuum of support will be provided to students, based on individual needs, who are impacted by inappropriate behavior *as well as* for students who engage in inappropriate behavior.

We define unacceptable behavior as any conduct that negatively impacts an individual in school or the school generally. We believe that treating everyone the same is not necessarily "fair" and thus our Code of Conduct contains the flexibility to deal with our students on an individual basis.

The consequences of unacceptable behavior will be handled on a case-by-case basis and with consideration of student attributes such as age, maturity, and individual circumstances.

Tier 1 Interventions

- Responses to most student behaviors (i.e., minor infractions) begin at the classroom level.
 - Verbal reminders
 - Loss of privileges
 - Parental contact
 - Restorative practices
 - Review of classroom expectations
 - Conflict resolution practices

Tier 2 Interventions

- The office is involved depending on the severity of the behavior AND/OR at the request of the teacher.
 - Loss of privileges
 - Parental contact/meeting
 - Restorative practices
 - Involvement of outside agencies
 - Repair or replacement of damaged property
 - Temporary removal of student from the situation

Tier 3 Interventions

- Severe breaches of conduct will result in suspension in accordance with section 31 of the Education Act.
 - In-School suspension
 - Out of school suspension
 - Attendance Board referral
 - Recommendation for expulsion

Restorative Practices

Restorative Practices is a means of building a strong community through relationship building, repairing harm caused, and problem-solving. Restorative practice replaces a punishment-oriented disciplinary system and focuses on inclusiveness and strong relationships among students, staff, and the community.

A Restorative Mindset

- Relationships and trust are at the **center of all healthy school communities**. Students who feel connected to school are more likely to succeed, have better **school attendance**, show **more engagement** in learning, and **achieve high academic levels**.
- All members of the school community are **responsible** for one another.
- Multiple perspectives are always welcome, and **all voices are considered equal**.
- **All students need a chance to learn from their mistakes** and make them right. Conflict resolution is an important social-emotional skill that students will need throughout their lives.
- Conflict is best resolved through **honest dialogue** and **community problem-solving** that addresses the root causes and needs of all those involved.
- Wrongdoers should both be held **accountable** and **supported** to take an active role in repairing the harm caused. This collaborative process is essential to maintaining a healthy school community.

[Government of Alberta - Restorative Practices](#)

CONCLUDING STATEMENT

This Code of Conduct is reflective of the expectations of students as addressed in legislation and district policies. It will be communicated annually in writing to all members of the school community and will also be reviewed and adapted as needed. It is our responsibility to teach your children to the best of our ability and to provide a Christian classroom environment that is conducive to learning. Our Code of Conduct will assist us in providing the best possible environment for all students. 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 Our Lady of Mount Carmel School. We further 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.

Parent/Guardian Acknowledgement

Your partnership and dedication to your child's education are greatly valued. In our endeavor to foster a secure and conducive learning atmosphere, we respectfully ask that you thoroughly review our policies and expectations with your child(ren). Kindly acknowledge your comprehension and consent by signing below, indicating that you have read the document.

Parent Signature: _____ Date: _____

Thank you for your cooperation and commitment to cultivating a safe and nurturing learning environment for all students.