



# Newsletter

**BISHOP DAVID MOTIUK CATHOLIC ELEMENTARY/JUNIOR HIGH SCHOOL**  
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September 2026  
Issue 10 | Volume 1

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# Welcome Messages



# Administrators' Message

Welcome back to another exciting school year! We are delighted to welcome both returning and new students and families to Bishop David Motiuk Catholic School. This year, we are especially pleased to welcome many new families joining our school from the Big Lakes communities. We are grateful that you have chosen Bishop David Motiuk School and look forward to getting to know you. It is a joy to have each of you as part of our school family, and we are grateful for the opportunity to partner with you in your child's educational journey.

This year, Edmonton Catholic Schools invites us to embrace the theme Rooted in Joy. The theme reminds us that authentic joy is grounded in faith, nourished by hope, strengthened through community, and expressed through service to others.

At Bishop David Motiuk School, we will strive to live out this theme each day by fostering a culture of belonging, gratitude, kindness, and hope. We want our students to recognize the many blessings in their lives, develop meaningful relationships, and use their gifts to make a positive difference in the lives of others. Rooted in our Catholic faith, we are called to share God's love through our actions and to bring joy to our community through service, compassion, and respect for the dignity of every person.



# Administrators' Message

We are also looking forward to an important milestone in our journey as an IB World School. After a year spent in a comprehensive self-study, this October, we will welcome evaluation teams from the International Baccalaureate Organization as part of our PYP and MYP programme evaluation visits. These visits provide an opportunity to celebrate our many strengths, reflect on our continued growth, and ensure that we remain aligned with the high standards and practices of the IB.

As we begin this new school year, we look forward to working alongside you to support your child's growth and success. Together, rooted in faith and filled with joy, we will continue to nurture confident learners, compassionate leaders, and thoughtful citizens who make a positive difference in the world.

Whether you are returning to Bishop David Motiuk School or joining us for the first time, thank you for being part of our community. May this year be filled with learning, growth, friendship, and many reasons to celebrate as we continue to live, learn, and grow together as one family in Christ.

Terry Volk

John Edwards

Joe Estephan

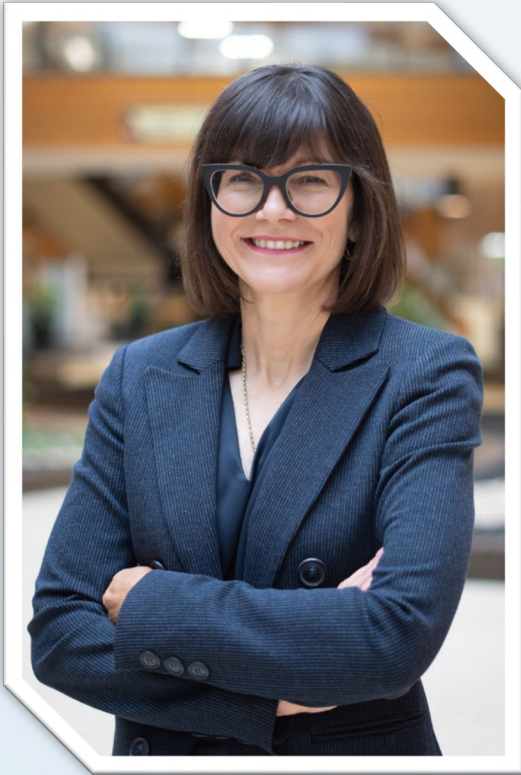
Principal

Assistant Principal

Assistant Principal



# Chief Superintendent Anderson's Message



[Chief Superintendent Anderson's Message](#) for September is available on our division website.

# IB Coordinators' Message



We are looking forward to continuing to enhance and build our strong Primary and Middle Years IB programmes this year. Over the coming months we will be sharing information and features about the wonderful learning taking place in our classrooms.

As always, we welcome questions about the IB programmes in our school. Andrea Olivieri is the coordinator for the Primary Years Programme (PYP) and Lyndsy Panizzon is the coordinator for the Middle Years Programme (MYP). They can be reached at [Andrea.Olivieri@ecsd.net](mailto:Andrea.Olivieri@ecsd.net) and [Lyndsy.Panizzon@ecsd.net](mailto:Lyndsy.Panizzon@ecsd.net)

Important Information



# Permeation of Faith

As a result of Bill 44, The Alberta Human Rights Act requires all schools in the province of Alberta to give notice to a parent or guardian when courses of study, educational programs, institutional materials, instruction or exercises include subject matter that deals primarily and explicitly with religion.

The essential purpose of Edmonton Catholic Schools is to fully permeate Catholic theology, philosophy, practices and beliefs, the principles of the Gospel and teachings of the Catholic Church, in all aspects of school life, including in the curriculum of every subject taught, both in and outside of formal religion classes, celebrations and exercises. Every course of study and education program, all institutional materials, instruction and exercises will at all times include subject matter that deals primarily and explicitly with religion.



# Meet the Staff

Currently, we have:

| ATA Certificated Staff       |           | Support Staff                             |           |
|------------------------------|-----------|-------------------------------------------|-----------|
| Teachers                     | 43        | Clerical Support                          | 3         |
| <i>Instructional Coaches</i> | 2         | Media Resources                           | 1         |
| <i>IB Coordinators</i>       | 2         | Educational Assistants                    | 12        |
| <i>Chaplain</i>              | 1         | Therapeutic Assistant – Behavior          | 4         |
| Assistant Principals         | 2         | Emotional Behavioral Specialist           | 1         |
| Principal                    | 1         | Family School Liaison Social Worker       | 1         |
|                              |           | Therapeutic Assistant – Speech & Language | 1         |
|                              |           | Custodial                                 | 4         |
| <b>Total ATA Staff</b>       | <b>46</b> | <b>Total Support Staff</b>                | <b>27</b> |
|                              |           |                                           |           |
| <b>Total Staff</b>           | <b>73</b> |                                           |           |

# Enrolment and Class Sizes

The word is out in the community that Bishop David Motiuk is a great school, and we are pleased to be able to meet the needs of Catholic families residing in Lewis Estates. We expect a bit of change as some families move away, and others move into the neighbourhood. Class size AVERAGES are below:

| PRIMARY YEARS PROGRAMME |            |           | MIDDLE YEARS PROGRAMME |            |           |
|-------------------------|------------|-----------|------------------------|------------|-----------|
| Class                   | Total      | Class Avg | Class                  | Total      | Class Avg |
| Kindergarten            | 75         | 18        | Grade Six              | 102        | 25        |
| Grade One               | 87         | 29        | Grade Seven            | 131        | 33        |
| Grade Two               | 70         | 18        | Grade Eight            | 96         | 32        |
| Grade Three             | 93         | 23        | Grade Nine             | 104        | 26        |
| Grade Four              | 97         | 32        | <b>Total MYP</b>       | <b>433</b> |           |
| Grade Five              | 110        | 28        |                        |            |           |
| <b>Total PYP</b>        | <b>532</b> |           | <b>Total Enrolment</b> | <b>965</b> |           |

# Office Hours

Our school office is open from 8:15 AM to 4:00 PM.

Parents who call the school after these hours are asked to leave a clear message and we will return your call as soon as we are able to. Parents are asked to enter absence information through PowerSchool.

Please remember that we will be happy to give your child a message at the end of the day or at breaks in instructional time, such as recess or lunch. We thank you for your understanding of our wanting to protect learning time for all students by not interrupting classes for messages.



# School Hours for 2026-2027

| Kindergarten (No instruction on Thursdays) |                    |
|--------------------------------------------|--------------------|
| Half Day AM                                | 8:38 AM – 11:41 AM |
| Half Day PM                                | 12:17 – 3:20 PM    |



## Kindergarten Additional Instruction

In order to ensure that kindergarten students receive the required 475 instructional hours over the course of the year, they will have full day field trips or full days at school on designated days throughout the school year:

October 2, 2026

March 5, 2027

April 9, 2027

May 7, 2027

June 4, 2027

June 18, 2027

June 25, 2027



Unfortunately, noon hour transportation is not available on field trip/full days, so morning students will have to be picked up at the end of the school day and afternoon students will have to be dropped off in the morning.

# School Hours for 2026-2027

## Gr 1-5 Mon, Tues, Wed, Fri

|              |                     |
|--------------|---------------------|
| Registration | 8:43 AM             |
| Instruction  | 8:43 – 10:15 AM     |
| Recess       | 10:15 – 10:28 AM    |
| Instruction  | 10:28 AM – 12:00 PM |
| Lunch Recess | 12:00 – 12:20 PM    |
| Lunch        | 12:20 – 12:40 PM    |
| Instruction  | 12:40 – 3:20 PM     |

Note: PM instruction includes a 5 minute health break

## Gr 1-5 Thursday

|              |                     |
|--------------|---------------------|
| Registration | 8:43 AM             |
| Instruction  | 8:43 – 10:15 AM     |
| Recess       | 10:15 – 10:28 AM    |
| Instruction  | 10:28 AM – 12:12 PM |



# School Hours for 2026-2027

## Gr 6-9 Mon, Tues, Wed, Fri

|              |                     |
|--------------|---------------------|
| Registration | 8:43 AM             |
| Instruction  | 8:43 – 10:29 AM     |
| Locker Break | 10:29 – 10:34 AM    |
| Instruction  | 10:34 AM – 12:12 PM |
| Lunch        | 12:12 AM – 12:32 PM |
| Lunch Recess | 12:32 – 12:52 PM    |
| Instruction  | 12:52 – 3:20 PM     |

## Gr 6-9 Thursday

|              |                     |
|--------------|---------------------|
| Registration | 8:43 AM             |
| Instruction  | 8:43 – 10:29 AM     |
| Locker Break | 10:29 – 10:34 AM    |
| Instruction  | 10:34 AM – 12:12 PM |



# Revised Schedules – Gr 1 - 9

Over the course of the year, we lose some instructional time on Mondays due to long weekends or non-instructional days. In order to make up lost time and to ensure that we have consistent hours of instruction for all subject areas in grades 1 - 9, we will run Monday schedules on the following days:

Tuesday, October 13, 2026

Tuesday, May 25, 2027



Please mark your calendars!

# Entrance Procedures

## **Elementary (Gr 1 - 6)**

The outside bell rings at 8:40 AM. At this time, students are asked to line up in homeroom groupings in their designated spots and wait for their teacher to escort them into the building. In the event of inclement or extremely cold weather, students will be allowed into the school upon arrival, where they will quickly remove coats and footwear, then make their way directly to their homeroom classroom.

Afternoon instruction includes a 5 minute health break for students in grades 1 – 5. Gr 6 students follow the JH schedule.

## **Junior High (Gr 7 - 9)**

Students in grades 7 – 9 may enter the building starting at 8:25, when supervision begins. Students are to make their way directly to their homeroom classroom.



# Visitors and Volunteers

Volunteers are welcome at our school. They play an important role in supporting student learning and school activities. All volunteers must complete an annual volunteer form and comply with applicable screening requirements. Additional screening requirements may apply when volunteers work directly with students in unsupervised settings.

For the safety of our students, the doors to the school remain locked during the school day. In keeping with our district Occupational Health and Safety requirements, all visitors and volunteers must report to the office, review the safety guidelines for the school, sign in, and receive a visitor's badge. Everyone must sign out in the office as well.



# Cubbies, Lockers, Backpacks and Valuables

- Students in K-5 are assigned hallway cubbies. Coats and backpacks are stored in hallway cubbies. Students are reminded to leave valuables at home, since the school cannot guarantee security for these items.
- Students who are assigned lockers are reminded to lock their lockers during the day.
- The school cannot take responsibility for lost items and may not investigate when things go missing.
- Please remember, as per Alberta legislation and school policy, cell phones are not permitted in classrooms during the school day. These devices are brought at the student's own risk.



# Sacramental Preparation

Is your child in grade two or up? If so, it might be time to start thinking about preparing for the sacraments of First Reconciliation and First Holy Communion.

Students in grade 6 and up who have received First Reconciliation and First Holy Communion may start preparing for Confirmation.

Sacramental preparation is done through the parishes. Please check with your parish for information. Registration is usually completed in September for fall classes.



# Sacramental Preparation

## Annunciation Parish

Address: 9420 – 163 Street

Phone: 780-484-6534

Email: [Annunciation.Edm@caedm.ca](mailto:Annunciation.Edm@caedm.ca)

Pastor: Rev. Josephin Raj Muthuswamy



# Sacramental Preparation

## Good Shepherd Parish

Address: 18407 – 60 Avenue

Phone: 780-487-7765

Email: [GoodShepherd.edm@caedm.ca](mailto:GoodShepherd.edm@caedm.ca)

Pastor: Rev. Mirek Kostarzewski



# Sacramental Preparation

**St. John the Evangelist Parish**

Address: 9850 148 St NW

Phone: 780-452-3988

Email: [sje@caedm.ca](mailto:sje@caedm.ca)

Pastor: Rev. Thomas Basani

Please see the Sacraments page of the parish website for more information:

<https://stjohnevangelist.edm.caedm.ca/Sacraments>



# BDM Spirit Wear

BDM Spirit Wear is back! We are happy to be sending you the link to our BDM Spirit Wear (which is optional) for this school year. We do have some sample sizes in the office if you are unsure as to sizing. These will also be available for you to look at during our Meet the Staff Evenings.

The on-line store will be open from Tuesday, September 15 until Sunday, October 4 and we have been advised that delivery will be sometime early to mid November. Please see the link to the online store:

<https://bdmfall26.itemorder.com/>



# Pull Tabs for Wheelchairs

Don't know what to do with pull tabs from drink cans? Collect them and bring them to school! We are pleased to support the Knights of Columbus pull tab campaign. The aluminum in the pull tabs is used toward providing wheelchairs for people who need them. As you can imagine, it takes thousands upon thousands of pull tabs to make just one wheelchair...so please drop them off whenever you can.



# Academic Information



# Materials & Resources



- Curricular materials and resources used at Bishop David Motiuk are digital and are accessed by students through their Chromebooks.
- Print resources are bar-coded and are issued to students as needed. This allows us to keep track of books issued to students. The condition of print resources is also monitored. Students are responsible for any print resources issued to them. Since replacement costs for some print resources are over \$100.00, students are urged to take very good care of them.

# Student Led Conferences and Report Cards

Student-led conferences and report cards for this school year are scheduled for:

- Student Led Conferences: November 26, 2026
- Mid-term Report Card: January 29, 2027
- Student Led Conferences: March 18, 2027
- Final Report Card: June 28, 2027



If you wish to discuss your child's progress or marks, please feel free to call or email the school.

As always, if you have any questions or require any additional information, please contact the school office and we will be happy to assist you.

# My Child's Learning

- Alberta Education publishes [My Child's Learning](#) as a means of providing parents with an in-depth look at the subjects and programs available from kindergarten to senior high school. Click on the “Customize My Printout” button to access information about Catholic education.



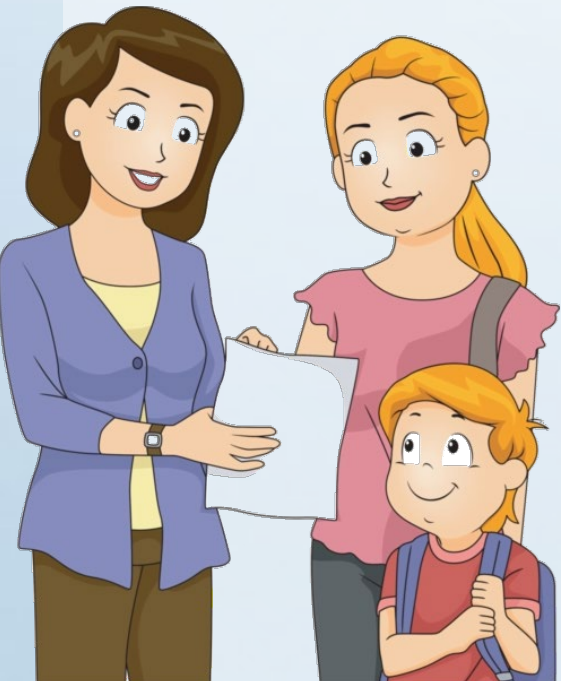
# Tips for Parents

- As the new school year begins, it is important to remember that students who experience success in school are diligent and conscientious in their approach to school work. There are a number of ways that parents can help their children as they prepare for the start of the new school year:
- Talk with your children about the school day. Use questions such as “How was your day?” “Tell me all about it.” “Do you have homework?” “What is your homework?” “What was the best part of your day?” “Who did you sit with for lunch?”
- If your children have recess, try these questions: “Who did you play with?” “What did you play?” These are just ideas for starting the conversation each day. Soon your children will start the conversation themselves. If you can initiate the conversation as soon as you see your children each day, it will become part of a daily, “scheduled” event.



# Tips for Parents

- Get to know your child's teachers. Children notice when their parents and teachers talk!
- Check on the academic progress of your children. Start early! Parents can use PowerSchool to access their child's marks and assignments in a secure online environment. Information about assignments and activities is available in Google classrooms. Google classrooms also serve as an important communication tool between parents and teachers. Parents are urged to check Google classrooms regularly.
- Read the monthly newsletter and check our website often. The newsletter includes information that can answer many questions you may have, and it will alert you to upcoming events. The newsletter is posted online on the first school day of each month that we are in session. Dates and upcoming events are listed in the newsletter and posted on our website. For those parents who are subscribed to School Messenger, an email message is sent to parents when the newsletter has been posted to our website.
- Please feel free to contact the school should you require clarification about anything.



# PowerSchool Applications





# PowerSchool

Parents at Bishop David Motiuk are encouraged to use [PowerSchool](#) to monitor their child(ren)'s progress at school. For junior high parents, PowerSchool enables them to monitor attendance on a class-by-class basis, find out what homework assignments will be, confirm that students have submitted homework or assignments and view their child's grades as they exist in the teacher's gradebook at any given time. PowerSchool also allows parents to register to receive alert notifications, review daily comments from teachers and much more. For elementary parents, PowerSchool allows them to sign up for alert notifications and attendance information.

Parents are able to enter their child's absences into PowerSchool. PowerSchool is also the vehicle used for payment of school fees, field trips and purchases such as Chromebooks.

**Note: PARENTS MUST HAVE A POWERSCHOOL ACCOUNT TO ACCESS STUDENT REPORT CARDS, PAY SCHOOL FEES AND ENTER STUDENT ABSENCES.**

# Entering Absence Information



With the sheer number of students at our school, it can take a few hours for office staff to go through phone messages regarding student absences. Our telephone system only allows one person to listen to messages at a time. This sometimes results in call-outs, even though parents have left messages, simply because staff have not had the chance to listen to all of the messages before the call-outs begin.

**Parents, please help us by entering attendance information for your children directly in PowerSchool. Simply open PowerSchool, click on Attendance Request, and follow the instructions at the top of that page.**

This is a quick and easy way to let the school know that your child will be away. Thank you!

# Updating Registration Information



Student records in ECSD are digitized. Parents are able to view registration information and update it online. Parents are asked to check this information over carefully and make any necessary changes. We also ask that parents of students who are of First Nations, Metis or Inuit descent identify this on the registration forms. In some cases, this enables us to access additional support for students. It is extremely important that we have accurate information regarding our students in the event of an emergency. Parents and students using Chromebooks and/or other personal computing devices at school must also review the Bishop David Motiuk Student-Owned Devices Policy in our [School Handbook](#).

# School Central App



The **School Central App** is an easy way to access school-related information and keep you updated on your child's academic journey. Use the app to

- ✓ Stay informed about your child's progress by viewing grades and upcoming assignments.
- ✓ View attendance records so you're always aware of their presence at school.
- ✓ Track your child's bus schedule, with details on bus routes and history.
- ✓ Set notifications to get alerts about arrival and departure times.

The app is constantly evolving, with more features to come, ensuring you are always informed and in control, providing a seamless way to stay engaged in your child's education.

Please see the [School Central App Guide](#) for more information.



# Transportation and Traffic Safety



# Yellow Busses

Parents of students who will be taking the yellow school bus are asked to carefully review and discuss the [Student Transportation Manual](#) with their children. It is important that children clearly understand the Safety Rules and Procedures for riding the bus, such as what stop to get off at; what to do if the bus doesn't come; how to behave near the danger zone. Yellow bus service is available for students living within our boundary area and outside of the 2 km "walk zone." The Edmonton Transit System is available for other students. For consistency, eligibility is determined using distances calculated through Google Maps.



# Bus Expectations

In order to load busses in a timely fashion, students in K-3 will line up in the gymnasium prior to being escorted to their busses. This practice greatly speeds up students getting on school busses and on their way home.

**If your child usually rides the yellow school bus and will not be riding the bus home on a particular day, please inform the school.** Attendance is taken as students load busses and knowing which students will not be riding on any given day saves time and helps keep busses on schedule.

**Students in kindergarten and grade 1 must be met at their stop by a parent or guardian.** If no one is present to meet the bus, the child is returned to the school and parents must make arrangements to pick up.

Please note:

The Edmonton Transit System allows the holder of an ETS bus pass to utilize Edmonton Transit any time throughout the week, including weekends.

## **SCHOOL START-UP – SEPTEMBER 2026**

The following safety measures are in place for all Edmonton Catholic Schools yellow bus routes:

Code RED – All carriers have agreed to implement a code red system that requires dispatch to answer a Code RED call from a bus driver as a priority. Code RED is defined as, “any time a situation arises and a driver’s ability to safely drive is compromised.”



# Bus Expectations

## Oversize Items

Oversize items on a school bus can become a safety hazard if the bus has to stop suddenly or is involved in a collision. To ensure student safety, the division has implemented the following guidelines:

Maximum size limit for large items: 13" wide x 13" deep x 30" high or 33cm wide x 33cm deep x 76cm high

Guidelines:

1. The item must be in a backpack, closed bag or carrying case.
  2. The item must fit on the child's lap or between their legs on the floor of the school bus.
  3. Items placed on the floor must not extend past the child's chest area.
  4. Items cannot block aisles or emergency exits.
- Notices – Information on oversize items is on large easy-to-read stickers that are clearly displayed on yellow school buses. Bus drivers will also retain a copy of these guidelines on the bus and the information has been posted on the division website
  - Drivers have been instructed that they cannot refuse transportation to a child even if the child shows up at the bus stop with an oversize item that exceeds the maximum limits. In this situation, drivers will stow the item as safely as possible. Once the bus arrives at the school, the driver will advise the school supervisor that the student has an oversize item and remind the school that the driver will not allow the oversize item back on the bus. The school must make arrangements with parents to transport the oversize item.



# Transportation Fees

Current Transportation Fee information is available  
on the division website:

[Transportation Fees 2026-2027 School Year](#)



# Bus Delays

Busses may be delayed for a variety of reasons. Please download the Bus Finder App so that you are up to date with regard to possible delays. Information about the Bus Finder App is on our division website:

<https://www.ecsd.net/yellow-bus-delays>



# Camera Surveillance Equipment



Edmonton Catholic Schools operates video surveillance equipment on approximately 45% of our bus routes. The equipment is assigned to longer bus routes and bus routes that have had a history of issues. If, at any time throughout the year, principals want a particular bus route to have video surveillance equipment, they may contact Transportation Services and arrangements can be made to have the video surveillance equipment available for that route.

# Student Pick Ups and Drop Offs



Many parents choose to drive their children to school. Our school population is very high and traffic in the neighbourhood is extremely congested. Due to the number of busses, day care vans and staff vehicles we have, our school parking and drive through areas **are closed to parent traffic** between the hours of 8:00 AM – 3:45 PM (or when the busses leave).

This is the case in most schools and is much safer for students. The area between the wrought iron fences is set aside for day care vans and staff parking. Staff vehicles also park in the staff parking area. Yellow school busses drop students off directly in front of the school.

Persons with disabilities who will be leaving their vehicle to meet younger children (K-3) at their doors may park in stalls designated for persons with disabilities. A placard for persons with disabilities must be displayed. Persons with disabilities who are picking up older children are asked to park on the street or in a prearranged spot in the neighbourhood where children can meet them.

# Student Pick Ups and Drop Offs



Again, traffic right around drop off and dismissal time is very congested. Some parking is available on Lewis Greens Drive and the stretch right in front of the school is a loading zone. In order to lessen traffic in the neighbourhood, families that qualify for bussing are encouraged to arrange for bus transportation for their children. Younger children can be met at their stops. Parents may also wish to drop their children off at the far side of the school field and have them walk from there. Parents wishing to wait at the doors with children may have to park a block or two away and walk to the school. Although brisk walking is good exercise and helps to get our brain cells working well, it is important to dress for the weather. Parents are asked to make sure that children are dressed for the weather at all times. We ask that everyone be patient and keep the safety of our students at the forefront.

All entry doors to the school are locked at 8:55 AM. Doors are monitored until then. Students arriving after 8:55 are asked to go to the front door of the school and ring the buzzer for entry. Thank you for your cooperation and for helping us to keep our students safe.

# Safety Patrols



Our new and eager grade six crew of AMA safety patrollers will soon be ready to go! Our patrollers use the point, pause, and proceed technique. This technique models what every pedestrian should do when crossing the street and is a much simpler procedure for school patrollers.

The primary role of AMA School Safety Patrollers is to assist younger students to cross the street — not to direct traffic. Patrollers will now extend their arm to indicate pedestrians want to cross the street and will only extend their stop sign when it is safe to cross their fellow classmates. It would be greatly appreciated if parents could assist our patrollers by exercising extreme caution when approaching the intersections in front of the school.

Thank you for your cooperation. Let's make this a safe and successful year for our children!

# Slow Down for School Zones



At Edmonton Catholic Schools, the health and safety of students is always our first priority! School zones are in effect around elementary and junior high schools throughout Edmonton. The speed limit (photo enforced) on Lewis Greens Drive (in front of our school) is 30 km/hour between 7:30 AM and 9:00 PM. Please slow down and ensure the safety of all students!

# School Fees and Purchasing Information



# School Fees



School fees are due in October. School fees are directed toward items such as software subscriptions and consumable items for students including supplies for junior high complementary courses such as foods, woodworking or art, and activities such as school events and fun days. Music students have an additional charge for mouthpieces/reeds. Every effort has been made to keep school fees as reasonable as possible.

We recognize that payment of fees can be difficult, especially for those parents who have a number of children returning to school. We happily accept Visa and Mastercard for payment of school fees. Fees may be paid online through PowerSchool. Parents who are unfamiliar with making payments through PowerSchool are invited to contact our school office for assistance.

School fees have been posted to our website: [BDM School Fees 2026-2027](#)

# Chromebook Purchase Program

It is highly recommended that students in Grades 4–9 have their own Chromebook or similar personal device. Much of our students' schoolwork is completed using a Chromebook, and many of the textbooks, digital resources, and learning platforms they use are accessed through their devices.

With proper care, a quality Chromebook should provide students with several years of use. Currently, all students in Grades 4–9 have access to their own Chromebook or similar personal device and are asked to bring their device to school on the first day of classes.

## **Chromebook Purchasing Information**

At this time, we recommend that families purchase Chromebooks from local retailers rather than through the ECSD Parent Purchase Program. Compugen is currently experiencing difficulty sourcing Chromebooks and is therefore unable to reliably fulfill orders.

We will provide an update when the Compugen Parent Purchase Program is again able to supply Chromebooks.

When available, the ECSD Parent Purchase Program through Compugen offers several benefits. Chromebooks purchased through the program include a three-year warranty with accidental damage coverage and come pre-loaded with the required software.

For additional information about the ECSD Parent Purchase Program, please see the information below:

[Compugen Parent Purchase Program Information](#)



# Property Taxes

All property owners are encouraged to examine their Tax Notice to ensure that their support is assigned to Edmonton Catholic Schools. If you own a business or are in a business partnership, please check to see that your taxes are being allocated to our division (partial allocations can also be designated). If there is an error, please contact the City of Edmonton using their 311 number or through email:

[taxinquiry@edmonton.ca](mailto:taxinquiry@edmonton.ca)



# Policies, Protocols and Procedures



# School Policies and Operating Procedures

- School policies at Bishop David Motiuk are printed in our [School Handbook](#) and/or posted on our website. Policies are reviewed and discussed on an annual basis with the School Council. Many of our school policies are required by the International Baccalaureate. Please take some time to review and familiarize yourselves with our school policies and operating procedures.



# Protocol for Parent Concerns

Edmonton Catholic Schools recognizes the freedom of all members of the school community (students, staff, parents and neighbours) to voice their concerns in an appropriate manner to the appropriate school personnel. The principle of “first contact” needs to be followed. This means that the person(s) who have the concern have the responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere. Parents who contact school administration prior to speaking with the persons with whom they have a concern will be directed to that person first.

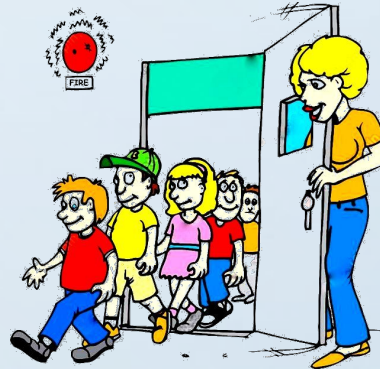
If resolution is not found, please then involve school administration and School Operations Services (SOS) as needed.

All parties will deal with concerns in a manner that is consistent with the teachings of the Catholic Church.



# Safety Drills

- In general, we will be practicing our fire drills in the Fall and Spring. We will practice lockdown and shelter in place procedures in the winter months. These valuable exercises are required so that the staff and students are aware of what the procedures are should one of these events occur. For some of these practices, the students will be aware that they will occur. Other practices will be surprise events. In all cases, the office will make an announcement following the practice.



# Vacations/Extended Absences

Vacations or extended absences during the school year can significantly affect student achievement. Because classroom learning is collaborative, inquiry-based, and constantly evolving, teachers are generally unable to prepare extensive work packages in advance. Families are encouraged to avoid scheduling vacations during the school year whenever possible.

If an extended absence is unavoidable due to an important family event or emergency, students are expected to:

- Monitor Google Classroom regularly.
- Complete assigned learning activities.
- Communicate with teachers regarding missed learning.
- Take responsibility for work and assessments missed during the absence.



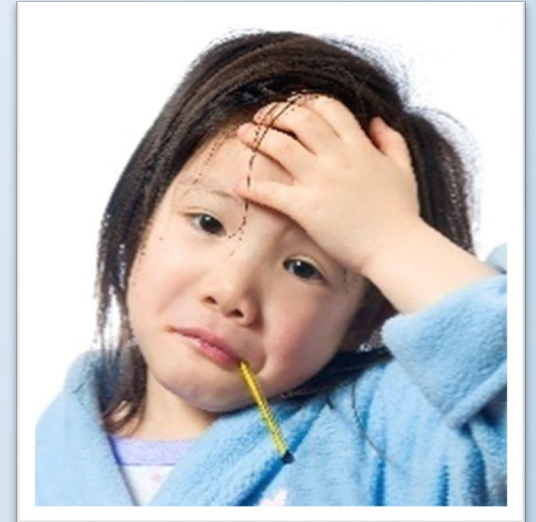
# Personal Property/Electronic Devices

Students are responsible for all personal property, including electronic devices. All personal items should be clearly marked with the student's name. This makes it much easier to return items to students if they are misplaced and reduces the number of items collected - and often not claimed - in our Lost and Found bins. Students should never leave money and valuables unattended. The school cannot be responsible for damage or loss and we do not investigate in the event that these items go missing.



# Illness and Recess

We have always taken the position that students who are ill should not be at school. We understand that sometimes parents find it easier to send a child to school if he or she exhibits cold or flu symptoms rather than arranging for child-care. Children who exhibit maladies such as severe cold, flu, or headache symptoms are unable to function well at school. In addition, they provide a source of infection for other children and would likely recuperate faster if kept at home. We ask that parents keep their children at home if they are ill. We will continue to contact parents if their children are ill at school. Please ensure that student emergency contact information is up-to date in the event that parents cannot be reached. Thank you!



# Medical Alerts

- Upon occasion, parents request that staff members administer medication to students who are not sufficiently mature or reliable enough to care for their own needs. In order to administer medication to a student, we require a “Request for Administration of Medication/Medical Treatment Form” be completed and on file in the office. Please contact the school office if you need to have this form emailed to you. It is the parents’ responsibility to keep us informed of medical conditions and to provide correct information regarding treatment and emergency contact information.



# On Campus Policy

Bishop David Motiuk School has an on-campus policy for students over the noon hour. We are concerned with the safety of our students during the school day and it is difficult to properly supervise them if they leave the school grounds. As well, the allotted time for students between morning and afternoon classes is short and unless your son or daughter lives very close to the school, he or she would not have time to get home and return to school for afternoon classes. A few reminders for parents:

- For those who live within easy walking distance of the school, permission for your son/daughter to go home at lunch must be in writing and on file in the school office.
- Please do not send notes giving your child(ren) permission to leave the school grounds to go to the nearby shopping centers or to another student's home at lunch time. They will not be honored.
- Parents who wish to take their children out for lunch must come to the school office and sign their children out.



# Litterless Lunch

Did you know that over the course of one year, a typical student sends the equivalent of their own body weight in waste to a landfill just from conventionally packed school lunches? The amount of food waste generated over one lunch hour at school is truly staggering! Students often throw items that they do not like away. As well, organic waste, such as apple cores and banana peels, can attract stinging insects, which can pose a danger. Single use plastics are often not recyclable and end up in landfills.

Bishop David Motiuk school is committed to reducing waste. In an effort to cut down on food and plastic waste, we will be asking students to pack uneaten food items, recyclables and waste back in their lunch boxes to be disposed of at home. To facilitate this, students are asked to pack their lunches in sealed reusable containers so uneaten food can be sent home in the same container. This way, parents are aware of exactly what their children are eating at school and we are reducing waste at the same time. Thank you for your cooperation and understanding!

Please note: **Students are asked NOT to bring microwaveable items to school since students do not have access to microwave ovens at lunch time.** Thank you!



# Allergy Aware Policy

Bishop David Motiuk School has students with life-threatening peanut, nut and other allergies. Although we cannot guarantee a nut or allergen free environment, families are asked not to send foods containing peanuts or nut products to school. Students who bring items containing nuts may be required to eat in a designated area. Thank you for helping us maintain a safe learning environment for all students.



# Lunch Drop Offs

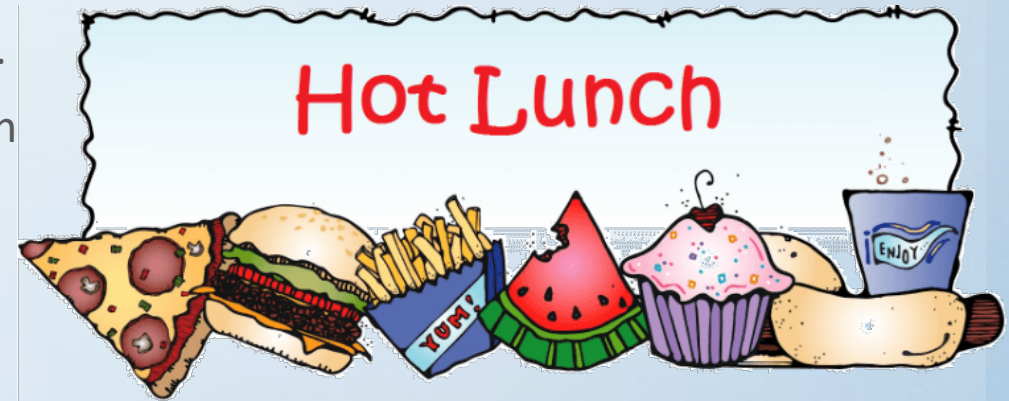
Many of our families like to drop off lunches from area restaurants or utilize food delivery services to provide lunches for students. At times, parents also bring lunches from home for students. Unfortunately, since we have so many students, we are not able to manage lunches that are dropped off for students. It is disruptive to make calls to classrooms to let students know about their lunches and our office staff are not able to manage the volume of calls and coordination necessary to distribute these lunches. **Therefore, we ask parents to plan ahead and make sure to send a lunch with their children each day. Office staff are not able to assist with lunch drop offs.** Students will be able to order through our weekly Hot Lunch program as a treat every now and then.



# Hot Lunch Program

Bishop David Motiuk uses Healthy Hunger as our hot lunch organizing service. Hot lunches are offered for students on Fridays, beginning in October and running until the end of May. Our hot lunch providers include Mr. Sub, Booster Juice, Boston Pizza and others. Because our vendors require advance notice, lunch orders must be placed in advance. Once parents sign up for the service, they will receive email notices when new lunch dates are added. Orders are placed and paid for online. The school does not collect money for lunches. Changes to orders, including cancellations, may be made up to five days prior to the hot lunch date. After that time, no changes may be made. If a student is absent or ill on hot lunch day, parents may call the school to make arrangements for pick-up if they wish. Otherwise, the lunch will be donated to someone else.

To create an online account and to view an informative video about the service, please visit the [Healthy Hunger](#) website.



# Food at School

One thing the pandemic taught us is to be cautious about sharing food. Many of our students have allergies or sensitivities to various food items and we always want to ensure that we know what the ingredients of a given food item might be.

We understand that families often like to celebrate special occasions such as birthdays with treats or cupcakes. These practices are discouraged, since with large classes, students could be having sugary treats several times over the course of a month. In like manner, families are asked not to purchase lunches for entire classes.

At various times through the school year, students have opportunities to enjoy treats and lunches to mark special occasions and holidays.



Communication



# School Messenger

Edmonton Catholic Schools uses a school notification system called School Messenger to keep in contact with our families. This system allows the Division and its schools to quickly send important messages and emergency alerts.

If you would like to make changes to how you receive email messages, please contact the school and we can make changes to your contact information.



SCHOOLMESSENGER®

# School Emergencies

In the Edmonton Catholic School Division, the safety of our students is always our first priority and students are well supervised when they are on school property. When situations occur that warrant emergency procedures to ensure the safety of all students, we will provide parents with accurate and up to date information. One way to keep parents informed about an emergency and the safety procedures that have been put into place is by sending text or email messages through School Messenger. Information will be posted and updated as required when a school is experiencing an emergency.

If there is an emergency situation at the school, check the school website to stay informed and receive timely information. We also need to keep phone lines available at the school during an emergency, so we ask that you do not call the school. This will enable staff at the school to keep in touch with emergency providers and District personnel. Thank you for your support and help in ensuring our students remain safe.



# School Website

Our school website is full of important information about our school: [www.bishopdavidmotiuk.ecsd.net](http://www.bishopdavidmotiuk.ecsd.net). Content on the website has been organized into four broad categories: About, Programs, Student Life and News. Menus and submenus can be found by clicking on these categories along the top menu bar. Please check the website frequently for updates with regard to news and school events, calendar dates, activities, district events and school council updates.



# School Handbook

Bishop David Motiuk publishes a School handbook that provides a great deal of information for parents and students about our school and the practices and procedures we have in place. The Handbook is posted on our website:

[Bishop David Motiuk School Handbook](#)

Please take some time to review the information in our Handbook.



# Social Media

Do you wonder about what's going on in classrooms at BDM? Follow us on social media to see what we're up to:

Instagram: bishopdavidmotiukecsd

Facebook: Bishop David Motiuk School ECSD



## Upcoming Events



# First Day of School

The first day of school is Wednesday, September 2. Classes for students in grades 1 – 9 begin at 8:43 AM, with dismissal at 3:20 PM.

We will once again provide a hamburger lunch for students in grades 1 – 9 on the first day of school. A limited number of veggie burgers and gluten free buns are available for those requiring them.

Information about staggered entry for kindergarten students has been emailed to families. Information about homerooms and entry procedures for students in grades 1 – 9 will be emailed on Friday, August 28 at 3:00 PM.

A reminder to families that there is no school on Labour Day – Monday, September 7.



# Meet the Staff Evening

Our Meet the Staff Evening will take place on Thursday, September 10 at 6:30 PM.

Please mark your calendars.

This event is a wonderful opportunity to meet our staff, learn about classroom programs and expectations, and begin building the strong home-school partnerships that support student success.



# School Opening Celebration

Bishop David Motiuk School will mark the beginning of the school year with our school opening celebrations on Thursday, September 10. We are not able to accommodate all of our students in the gymnasium, so some classes will be in the gym and others will view the celebration via livestream. The celebration will begin at 9:00 AM. Parents are welcome to join us.



# School Professional Development Day

Thursday, September 17 is a professional development day for staff at Bishop David Motiuk. We will be reviewing our IB Programme Standards and Practices in preparation for our evaluation visits in the IB Primary and Middle Years Programmes in October.



# School Council Annual General Meeting

The School Council is a collective association of parents, teachers, principal, staff and community representative(s) whose purpose is to advise the principal and the board respecting matters relating to the school. It is a means for parents and community members to work together with the school to support and enhance student learning.

The primary role of school council members is to work together with school personnel to create a strong learning environment, within the context of our Catholic identity, for all students enrolled in the school. School council members typically advise the principal on areas such as school planning, budgeting, school fees, communications, community relations, programming, and the School Plan for Continuous Growth.

Parents who would like to be more involved in their child's education and in the decision-making process at the school are invited to attend the School Council meetings. New families are especially welcome.



# School Council Annual General Meeting

The first School Council meeting of the year, which is also our Annual General Meeting, will be held on Wednesday, September 23 at 6:00 PM in our Learning Commons. This will be a hybrid meeting, with a Teams link available for parents who are unable to attend in person. Parents who would like to be sent the Teams link are asked to email [Mr. Edwards](#).

In accordance with our School Council Operating Procedures, Executive members of the School Council must be elected or re-elected on an annual basis. Consequently, elections for the following positions will be held at the Annual General Meeting: Chair, Vice-Chair, Secretary.

Subsequent meeting dates will be determined by the School Council at the first meeting. Typically, the School Council meets every other month, with meetings in September, November, January, March, and May. The School Council Operating Procedures are posted to the School Council page of our website.



# School Council Annual General Meeting

- The current School Council Executive is:
- Chair: Dwayne Vodden
- Past-Chair: Aman Rana
- Vice Chair: Larissa Chenier
- Secretary: Jessica Gordon
- Volunteer Coordinator: Jenn Gallant



# LF Fundraising Association

Our school's Fundraising Association (LF Catholic School Fundraising Association) meeting will follow our School Council meeting.

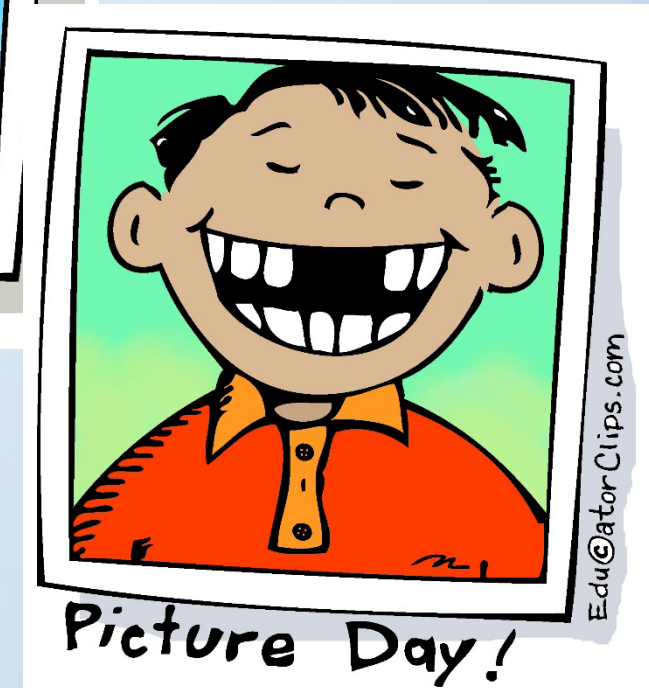
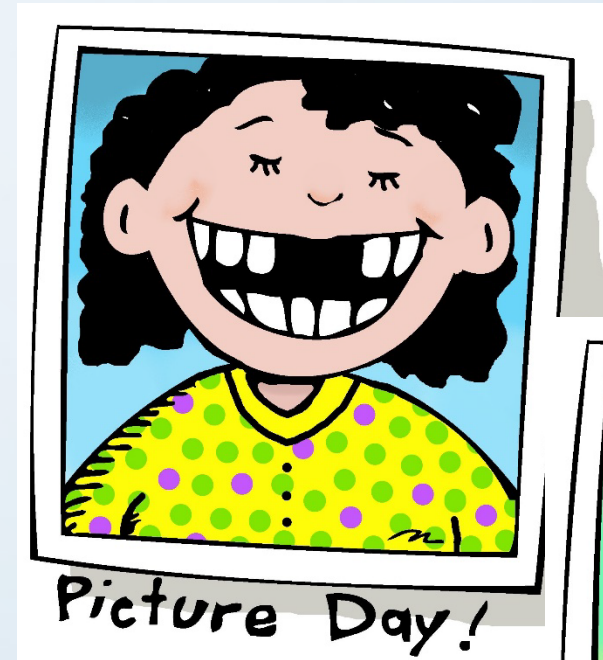
Elections will be held at this meeting as well. The current executive for the fundraising committee is:

|             |                   |
|-------------|-------------------|
| Chair:      | Jennalea Krawchuk |
| Vice Chair: | April Bernath     |
| Secretary:  | Jessica Gordon    |
| Treasurer:  | Richard Carr      |



# School Picture Day

We will be using Lifetouch for our school pictures again this year. School pictures will be taken on **Friday, September 18**. Please mark your calendars!



# Truth and Reconciliation Day/Orange Shirt Day

Students are invited to wear orange shirts on Tuesday, September 29 to commemorate Truth and Reconciliation/Orange Shirt Day. Wednesday, September 30 is the national holiday. This day provides an opportunity to reflect upon the difficult legacy of residential schools throughout Canada and stand against racism and injustice.

We will mark Tuesday, September 29 with a prayer service in recognition of the injustices and abuses suffered by our First Nation, Metis and Inuit peoples.

Please note: **There is no school on Wednesday, September 30 in recognition of Truth and Reconciliation Day.**





# BISHOP DAVID MOTIUK

CATHOLIC ELEMENTARY/JUNIOR HIGH SCHOOL

**Bishop David Motiuk Catholic Elementary and Junior High School**

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