



**BISHOP
DAVID MOTIUK**

CATHOLIC ELEMENTARY /
JUNIOR HIGH SCHOOL

SCHOOL HANDBOOK



SCHOOL HANDBOOK



BISHOP DAVID MOTIUK
CATHOLIC ELEMENTARY/JUNIOR HIGH SCHOOL



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WELCOME to BISHOP DAVID MOTIUK SCHOOL

WELCOME

Welcome to the Bishop David Motiuk School community! We hope this handbook helps you become familiar with our school and the many opportunities available to our students.

Bishop David Motiuk Catholic Elementary/Junior High School serves students from Kindergarten through Grade 9. We are an authorized International Baccalaureate (IB) World School, offering the **IB Primary Years Programme (PYP)** for Kindergarten to Grade 5 and **the IB Middle Years Programme (MYP)** for Grades 6 to 9. As an IB World School, we share a commitment to high-quality, challenging, and internationally minded education that prepares students for success in a changing world.

Our school provides a vibrant, innovative learning environment where our Catholic faith, academic excellence, and inquiry-based learning are integrated throughout school life. Our staff are selected for their dedication to Catholic education, excellence in teaching, enthusiasm, and collaborative spirit.

Strong partnerships with families are central to our mission. We look forward to working with you and to your contributions in making your child's experience at Bishop David Motiuk School productive, rewarding, and memorable.

ECSD MISSION

The mission of Edmonton Catholic Schools is:

To provide a Catholic education that inspires students to learn and that prepares them to live fully and to serve God in one another.

SCHOOL MISSION

Informed and inspired by our Catholic faith, the mission of Bishop David Motiuk Catholic Elementary and Junior High School is to help our students grow as good and faithful persons while fostering their development as confident, reflective and capable learners who think critically and consider both local and global perspectives.



WELCOME to BISHOP DAVID MOTIUK CATHOLIC SCHOOL

SCHOOL VISION

Bishop David Motiuk Catholic Elementary and Junior High School is a Christ-centered community that invites students to grow together in faith and learning. We celebrate and nurture the gifts and uniqueness of each child in an environment where students develop as thoughtful and independent learners who are well-equipped to deal with the opportunities and challenges that life brings.

SCHOOL CHARISM

The charism of Bishop David Motiuk Catholic Elementary and Junior High School is to emulate the love and hospitality of Jesus in all that we do. Our charism is inspired by the life of Jesus. We recognize that all persons are created in the image and likeness of God and have an inherent dignity and worth. All persons are welcome and belong in our community of believers. We live the beatitudes and are bearers of the Word of God.

SCHOOL LOGO & MOTTO



Our logo and motto, “We are one family in Christ,” reflects our strong belief that as Catholic and Christian believers, we are indeed one family in Christ. Our logo features a child leaning into the love of an adult – a parent, a teacher, a member of the clergy, a staff member, a caregiver. The adult’s body is made up of a stylized heart that has the cross at its center. The cross reminds us that each of us is filled with the love of Christ and we share this love with one another in friendship and trust.



SCHOOL MASCOT

Our school mascot and team name were created and selected by our students. We are the Wolf Pack!

The Wolf Pack represents our strong sense of community, loyalty, and belonging. Like a pack, we support one another, work together, and take pride in our school as we strive for excellence in the classroom, on the

field, and in competition.



CATHOLIC IDENTITY

OUR CATHOLIC SCHOOL

Bishop David Motiuk Catholic School is a faith-filled learning community where Catholic teachings, learning, and service are integrated into daily school life. Working in partnership with families and parish communities, we support students in developing their God-given gifts and becoming faith-filled, compassionate, responsible people.

FAITH FORMATION

Faith formation is at the heart of Catholic education and is an integral part of the educational experience at Bishop David Motiuk School. Through religion classes, prayer, liturgical celebrations, service opportunities, and daily interactions, students are encouraged to develop a deeper relationship with God and a greater understanding of their Catholic faith.

Students participate in a religion program approved by the Canadian Conference of Catholic Bishops and engage in learning experiences that help them:

- Grow in their knowledge and understanding of Catholic teachings.
- Develop a personal relationship with Jesus Christ.
- Recognize the dignity and value of all people.
- Make decisions guided by Gospel values.
- Live their faith through service and compassion for others.

Faith formation is not limited to religion classes. It is reflected in the relationships we build, the choices we make, and the way we care for one another as members of a Catholic learning community.

PRAYER AND WORSHIP

Prayer is an important part of daily life at Bishop David Motiuk School. Students and staff regularly gather in prayer to give thanks, seek guidance, celebrate successes, and support one another through life's challenges.

Prayer opportunities may include:

- Daily classroom prayer;
- School-wide prayer services;
- Seasonal reflections;
- Student-led prayer experiences;
- Special prayer celebrations connected to the liturgical calendar; and



CATHOLIC IDENTITY

- Classroom faith activities and reflections.

Through prayer and worship, students are encouraged to strengthen their relationship with God and deepen their understanding of their faith.

LITURGICAL CELEBRATIONS

Throughout the school year, students participate in a variety of liturgical celebrations that enrich the spiritual life of our school community and strengthen our Catholic identity.

These celebrations may include:

- School Masses;
- Advent and Christmas celebrations;
- Ash Wednesday and Lenten liturgies;
- Holy Week and Easter celebrations;
- Marian celebrations;
- Thanksgiving celebrations;
- Classroom liturgies and prayer services; and
- Special faith-based events and assemblies.

Parents, guardians, family members, and parish representatives are always welcome to join us for our liturgical celebrations. Celebrations may be school- wide or within individual classrooms. Dates and times are communicated through the school calendar, newsletters, School Messenger, and the school website.

SACRAMENTAL PREPARATION

The sacraments are important milestones in the faith journey of Catholic students and families.

Bishop David Motiuk School supports students as they prepare to receive the sacraments and encourages families to participate actively in parish sacramental programs.

Preparation for the sacraments typically occurs through the student's home parish.

Families seeking information about:

- First Reconciliation;
- First Holy Communion; or
- Confirmation

are encouraged to contact their parish directly regarding registration, preparation programs, and sacramental celebrations. The school works with parishes to communicate information regarding sacramental preparation programs as well.



CATHOLIC IDENTITY

As a Catholic school, we support and celebrate students as they grow in faith through these important moments of spiritual development.

SERVICE LEARNING AND SOCIAL JUSTICE

As followers of Jesus Christ, we are called to serve others and work for justice in our communities and throughout the world. At Bishop David Motiuk School, students are encouraged to put their faith into action through service, leadership, and acts of compassion.

A particular emphasis is placed on learning about and supporting Catholic charitable organizations and outreach initiatives. Through these experiences, students gain a greater understanding of Catholic Social Teaching and the Church's mission to serve those who are vulnerable, marginalized, and in need.

Throughout the year, students may participate in activities that support:

- Catholic charities and faith-based outreach organizations;
- Parish initiatives and ministry projects;
- Local charitable organizations and community agencies;
- School fundraising campaigns;
- Food, clothing, and resource drives;
- Environmental stewardship initiatives; and
- Community service and leadership opportunities.

These experiences help students develop empathy, gratitude, leadership, and a sense of responsibility for the well-being of others. They also provide meaningful opportunities for students to learn about the work of Catholic organizations that serve their local, national, and global communities.

By learning about the needs of others and responding with generosity and compassion, students come to understand that service is an important expression of Christian discipleship and a meaningful way to live the Gospel message each day.



LEARNING AT BISHOP DAVID MOTIUK

INTERNATIONAL BACCALAUREATE (IB) PROGRAMS

International Baccalaureate (IB) Programmes

Bishop David Motiuk Catholic Elementary/Junior High School is proud to be an International Baccalaureate (IB) World School, offering the Primary Years Programme (PYP) for students in Kindergarten through Grade 5 and the Middle Years Programme (MYP) for students in Grades 6 through 9.

International Baccalaureate programmes are recognized worldwide for their commitment to academic excellence and the development of the whole child. Through inquiry-based learning, students develop academically, socially, emotionally, physically, and culturally while growing as critical thinkers, compassionate leaders, active global citizens, and lifelong learners.

The PYP and MYP align closely with the Alberta Education curriculum, providing students with a rigorous and well-rounded educational experience. All students at Bishop David Motiuk participate in the IB programme.

As an IB World School, Bishop David Motiuk is held to high international standards. Teachers participate in ongoing IB professional development, and schools undergo a comprehensive evaluation every five years to ensure program quality and integrity.

IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable, and caring young people who help create a better and more peaceful world through intercultural understanding and respect. To this end, IB works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students around the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.



LEARNING AT BISHOP DAVID MOTIUK

IB Learner Profile

The IB Learner Profile is at the heart of all IB programmes and reflects the IB mission in action. IB learners strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective

A detailed explanation of the IB Learner Profile is available on the [IB website](#).

IB CONTINUUM

The International Baccalaureate offers four programmes that form a continuum of international education for students aged 3 to 19:

- Primary Years Programme (PYP): Ages 3-12
- Middle Years Programme (MYP): Ages 11-16
- Diploma Programme (DP): Ages 16-19
- Career-related Programme (CP): Ages 16-19

Students at Bishop David Motiuk participate in the Primary Years Programme from Kindergarten to Grade 5 and the Middle Years Programme from Grades 6 to 9. Students wishing to continue their IB journey in high school may apply to the Diploma Programme at Archbishop MacDonald High School or Holy Trinity High School.

Additional information is available on the [Programs](#) page of the school website.



LEARNING AT BISHOP DAVID MOTIUK

EARLY LEARNING PROGRAMS

Bishop David Motiuk School is pleased to offer half-day Kindergarten programming, with both morning and afternoon classes available.

Our Kindergarten program is inquiry-based and provides children with opportunities to learn in a Reggio-inspired environment. Program highlights include:

- Learning through play
- Integration of the fine arts
- Rich oral language opportunities
- Faith-based instruction
- Inclusive learning environments

Students may also have access to support from a multidisciplinary team that can include:

- Speech-Language Pathologists
- Family School Liaison Social Workers
- Emotional Behaviour Specialists
- Therapeutic Assistants
- Early Learning Consultants
- Registered Psychologists
- Language Interpreters

PROGRAM OF STUDIES

Students in Kindergarten through Grade 9 follow the Alberta Education Program of Studies.

Each September, families are invited to attend Curriculum Night, where teachers provide an overview of grade-level curriculum outcomes and learning goals for the year.

Additional curriculum information for parents is available through Alberta Education's online resources.



LEARNING AT BISHOP DAVID MOTIUK

CORE INSTRUCTION

Students receive instruction in all subject areas required by Alberta Education, including:

- Religion
- Language Arts
- Mathematics
- Science
- Social Studies
- Physical Education
- Health
- French as a Second Language

At Bishop David Motiuk, French is a required subject and forms an important part of our core program.

Elementary students also participate in Art and Music as required areas of study.

COMPLEMENTARY COURSES IN JUNIOR HIGH

Junior high students have opportunities to explore their interests through a variety of complementary courses in the Fine Arts and Career and Technology Foundations (CTF) strands.

To ensure a balanced educational program, all students are required to:

- Continue studying French as a Second Language;
- Participate in Fine Arts courses; and
- Participate in Career and Technology Foundations (CTF) courses.

At Bishop David Motiuk, French and Instrumental Music are offered as full-year courses. Other complementary courses are offered on a semester basis, providing students with opportunities for choice and exploration throughout the school year.

LEARNING AND ACADEMIC EXPECTATIONS

Student Learning

Bishop David Motiuk School is committed to supporting the academic, social, emotional, spiritual, and physical development of every student. Learning is most successful when students, families, and staff work together in partnership.



LEARNING AT BISHOP DAVID MOTIUK

Homework

Homework may be assigned to:

- Complete unfinished classwork.
- Review previously taught concepts.
- Support skill development and practice.
- Prepare for upcoming learning experiences.
- Develop responsibility, organization, and independent study habits.

While homework expectations increase as students move through the grades, we strive to maintain a healthy balance between school, family, faith, recreation, and extracurricular activities.

Parents can support learning by:

- Providing a quiet workspace.
- Encouraging good organizational habits.
- Monitoring assignments and deadlines.
- Communicating with teachers when concerns arise.

Learning Resources, Technology & Digital Citizenship

Students have access to a variety of learning resources, including print, digital, and library materials that support learning throughout the school year.

Students are expected to:

- Use learning resources and technology responsibly.
- Follow technology expectations established by the school and Edmonton Catholic Schools.
- Demonstrate good digital citizenship by using online resources appropriately and respectfully.
- Return borrowed materials in good condition.

Internet access is provided to support teaching and learning. Misuse of technology, internet resources, or school networks may result in restrictions on access privileges and other school-based consequences. Lost or damaged materials may require replacement costs. Access to school networks and technology requires a completed ECSD Responsible Use Agreement.



LEARNING AT BISHOP DAVID MOTIUK

INCLUSIVE EDUCATION

Bishop David Motiuk School provides support for students within an inclusive learning environment.

School-based staff work collaboratively with families, classroom teachers, instructional coaches, and external agencies to support the diverse learning needs of students. Supports may be provided through classroom, small-group, or individualized programming.

ASSESSMENT, REPORTING, AND CONFERENCES

Assessment is an ongoing process that supports student growth and achievement.

Families can monitor student progress through PowerSchool throughout the year.

Formal reporting includes:

- Fall Conferences
- January Progress Reports
- Spring Conferences
- June Final Progress Reports

Additional communication may occur throughout the year as needed.

Provincial and Division Assessments

Students may participate in Division diagnostic assessments throughout the year.

Students in Grades 6 and 9 write Provincial Achievement Tests as required by Alberta Education.

STUDENT RECORDS

Student records of attendance, achievement, program special services, promotion and vital statistics are kept by the school. These records are maintained in strictest confidence to respect the “worth and dignity” of each student. Parents/Guardians have a right to be informed as to the content of the educational record and to receive an interpretation, when necessary, of such records by qualified school staff. Parents may obtain access to their child’s record through an administrator. All procedures are in keeping with **Access to Information Act (ATIA)** and the **Protection of Privacy Act (POPA)**.



GENERAL INFORMATION

SCHOOL HOURS AND DAILY SCHEDULE

School Hours

Bishop David Motiuk Catholic Elementary/Junior High School operates separate schedules for Kindergarten, Grades 1 to 5, and Grades 6 to 9. Due to our large student population, elementary and junior high students have different lunch times to reduce the number of students outside at one time and to promote student safety. Grade 6 students participate in the IB Middle Years Programme and follow the junior high timetable.

Kindergarten

Kindergarten students attend either a morning or afternoon program.

Morning Kindergarten
8:38-11:41 AM

Afternoon Kindergarten
12:17-3:20 PM

To ensure that Kindergarten students receive the required 475 hour of instruction, they will have full day field trips or full days at school on designated days throughout the school year.

Friday, October 2, 2026
Friday, March 5, 2027

Friday, April 9, 2027
Friday, May 7, 2027

Friday, June 4, 2027
Friday, June 18, 2027
Friday, June 25, 2027

Unfortunately, noon hour transportation is not available for kindergarten students 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.

Grades 1 to 5

Monday, Tuesday, Wednesday, Friday
Classes begin: 8:43 a.m.
Lunch: 12:00 p.m. – 12:40 p.m.
Dismissal: 3:20 p.m.

Thursday Early Dismissal
Classes begin: 8:43 a.m.
Dismissal: 12:15 p.m.



GENERAL INFORMATION

Grades 6 to 9

Monday, Tuesday, Wednesday, Friday

Classes begin: 8:43 a.m.

Lunch: 12:12 p.m. – 12:52 p.m.

Dismissal: 3:20 p.m.

Thursday Early Dismissal

Classes begin: 8:43 a.m.

Dismissal: 12:12 p.m.

Monday Schedule Adjustments

Over the course of the year, we lose some instructional time on Mondays and Fridays due to long weekends or non-instructional days. 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 a Monday schedule on the following days:

Tuesday, October 13 and Tuesday, May 25

Early Dismissal Days

Before major holiday breaks, a modified schedule may be implemented, with a full instructional day on Thursday and early dismissal on Friday. School calendars will identify these dates in advance.

Locker Breaks

MYP students may access their lockers only at designated times: first thing in the morning, mid-morning locker break, during the noon hour and at the end of the school day. At mid-morning, students proceed to their lockers for a short locker break. At this time, they may enjoy a light snack. Prior to afternoon classes, students visit their lockers to put away coats and prepare for afternoon classes.

Students should carry their Chromebooks only, unless directed to do otherwise by a teacher. Students are not permitted to take backpacks with them to classes. Backpacks are often quite heavy and they can become tripping hazards when they are placed in aisles or under desks. Students travelling offsite to other venues, with the permission of their teacher, may take backpacks with them.



GENERAL INFORMATION

ARRIVAL, DISMISSAL, AND BUILDING ACCESS

Student Arrival

Grades 1 to 6 students may enter the building beginning at 8:40 a.m. through their designated entrance doors. Students are expected to line up with their homeroom class and enter the building under staff supervision.

Junior high students may enter beginning at 8:25 a.m. and proceed to their lockers and designated gathering areas before Block 1 classes begin.

Building Access

To maintain a safe learning environment, exterior doors remain locked throughout the school day. Students arriving late and all visitors must enter through the front entrance. After 8:50 a.m., visitors and late-arriving students must ring the bell to gain entry.

Visitors

All visitors:

- Enter through the front entrance.
- Report to the office.
- Sign in upon arrival.
- Wear a visitor identification badge.

Parents are asked to arrange appointments with teachers in advance whenever possible.

Dismissal and Student Supervision

Parents are asked to wait outdoors at prearranged meeting locations rather than inside school hallways or foyers.

Students should not arrive before 8:25 a.m. or remain after 3:30 p.m. unless participating in a supervised school activity.

On early dismissal days, students are expected to leave the building promptly at dismissal, as staff are participating in meetings and professional learning activities.



GENERAL INFORMATION

ATTENDANCE AND STUDENT ABSENCES

Attendance and Punctuality

Regular attendance and punctuality are essential for student success. Students who attend school consistently are more likely to develop strong literacy and numeracy skills, remain engaged in learning, and experience greater academic success.

Reporting an Absence

Parents are strongly encouraged to report absences through PowerSchool. While absence messages may also be left on the school voicemail system, PowerSchool provides the most efficient and reliable method of reporting absences. Simply open PowerSchool, click on Attendance Request, and follow the instructions at the top of the page.

Late Arrivals and Early Departures

Students arriving late must report to the office and sign in before proceeding to class.

Students leaving during the school day must:

- Be signed out through the office.
- Have parent notification provided in advance whenever possible.

Parents are encouraged to schedule appointments outside instructional hours whenever possible.

Extended Absences

Extended absences 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.



GENERAL INFORMATION

Google Classrooms support learning but do not replace classroom instruction.

Chronic Absenteeism

Students absent for three or more consecutive days may be required to provide medical documentation.

Habitual lateness or chronic absenteeism may result in follow-up by the school social worker and, when necessary, referral to the Attendance Board.

HEALTH, SAFETY, AND EMERGENCIES

Illness and Injury

Good health supports effective learning.

Students who become ill during the school day will be assessed and parents may be contacted to arrange prompt pickup.

Students who are too ill to participate in outdoor recess are generally too ill to attend school and should remain at home until they are no longer infectious.

First aid will be given to a student who is injured at school. In the case of a severe accident, if a parent cannot be reached, we will notify the responsible person (Emergency Contact) indicated on the Student Registration Form, which was completed at the beginning of the year.

Medications and Medical Alerts

When medication must be administered during school hours, parents must complete the required Edmonton Catholic Schools medication forms and provide physician authorization.

Students who carry medications such as inhalers or EpiPens are expected to keep them readily accessible at all times.

Parents are responsible for informing the school of any medical condition requiring special attention and for updating medical information annually.

Emergency Procedures

Student safety is our highest priority. Students participate in regular emergency drills throughout the school year, including:

- Fire drills
- Lockdowns
- Shelter-in-place procedures



GENERAL INFORMATION

- Emergency evacuations

If an evacuation is required, students and staff may be relocated to an alternate site and families will receive further instructions regarding student pickup.

Inclement Weather

Students are expected to dress appropriately for weather conditions throughout the year.

Indoor recesses and lunch periods may be declared when:

- Temperatures, including wind chill, reach -20°C or colder.
- Continuous rainfall occurs.
- Weather conditions create safety concerns.

Students should come prepared with appropriate outdoor clothing, including boots, snow pants, mittens, hats, and jackets during winter months.

PERSONAL PROPERTY

Students are responsible for their personal belongings. To reduce loss or damage:

- Families are encouraged to label all clothing and personal belongings.
- Valuable items should remain at home whenever possible.
- Money and valuables found at school should be turned in at the office.

The school is not responsible for lost, stolen, or damaged personal property.

Footwear

Elementary students are asked to clearly mark all footwear in order to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, white-soled shoes are recommended for inside wear. White-soled runners are required for physical education for both elementary and junior high students. Footwear must be appropriate and safe (and leave no marks on the floors). It is recommended that children who have difficulty with tying their own shoelaces wear either slip-ons or shoes with Velcro closings.

Bicycles

Students who ride bicycles to school do so at their own risk.

- Helmets are required by law.
- Bicycles must be walked while on school property.
- The school is not responsible for theft or damage.
- Helmets should be stored appropriately during the school day.



GENERAL INFORMATION

Lost and Found

Lost-and-found areas are located throughout the school. Unclaimed items are donated to charities periodically during the school year.

CARE OF SCHOOL PROPERTY

Students are expected to treat all school facilities, grounds, equipment, furniture, technology, lockers, and learning resources with care and respect. Every member of our school community shares responsibility for maintaining a safe, welcoming, and well-cared-for learning environment. Students and families may be held financially responsible for damage to school property resulting from negligence, misuse, vandalism, or intentional misconduct. Damage to school property may also result in disciplinary consequences in accordance with the school's Conduct Policy.

Lockers

Lockers are assigned to junior high students and remain the property of the school.

Students are responsible for:

- Keeping lockers clean and organized.
- Using assigned locks.
- Maintaining locker security.
- Following established locker access times.

School administration may inspect lockers when necessary.

Playground Expectations

Students are expected to:

- Use equipment safely and appropriately.
- Remain within designated play areas.
- Stay on school property.
- Follow staff directions.
- Demonstrate respect and consideration for others.
- Resolve conflicts peacefully and seek staff assistance when needed.

Student safety is a shared responsibility, and all students are expected to contribute to a positive playground environment.



GENERAL INFORMATION

LUNCH AND NOON HOUR PROCEDURES

Lunch Expectations

Most students eat lunch in their homeroom classroom under supervision.

- Students are expected to:
- Remain seated while eating.
- Speak quietly.
- Clean up after themselves.
- Follow directions from lunch supervisors.
- Respect classroom and school property.

Students must remain on school property during the noon hour.

Boomerang Lunch Program

All students are welcome to enjoy the privilege of eating lunch at school. At Bishop David Motiuk, we strive to be good environmental citizens and reduce the significant amount of food waste generated during the school day. Uneaten food and organic waste, such as apple cores and banana peels, can attract pests and stinging insects, creating potential safety concerns. We also believe it is important for parents to be aware of what their children are eating at lunch.

To support these goals, elementary students participate in our Boomerang Lunch Program. Students are asked to return uneaten food, recyclables, and waste home in their lunch containers for disposal. To facilitate this process, lunches should be packed in sealed containers so that any uneaten items can be safely returned home.

Food and Lunch Preparation

Students should bring lunches that do not require heating, as microwaves are not available for student use.

Hot Lunch Program

The school offers a hot lunch program through Healthy Hunger on designated Fridays throughout the year.

Families may register online, place and pay for orders electronically and modify orders prior to ordering deadlines.

Details regarding vendors and ordering dates are communicated early in the school year.



GENERAL INFORMATION

Lunch Deliveries

Families are asked to send lunches with students each morning whenever possible.

Due to the size of our school population and limited staffing, the school will not facilitate lunch deliveries from parents or commercial delivery services and cannot interrupt classes to distribute lunches.

Students who do not follow noon-hour expectations may lose the privilege of remaining for lunch supervision at school.

On-Campus Policy

Bishop David Motiuk students are not permitted to leave the school grounds during the noon hour unless they live within easy walking distance of the school and are on an established Home for Lunch list maintained in the office. We have a duty of care toward our students and we cannot provide adequate supervision if they are not on school grounds. In addition, the lunch hour is not long enough for most students to go home. The only time students who are not on the Home for Lunch

list will be allowed to leave the school grounds is if a parent comes to pick them up and signs them out at the office.

*Students who leave school during the lunch hour without permission may receive an out of school suspension.

During the Spring and Fall, students are asked to go directly outside during the second half of the lunch break so they may enjoy twenty minutes of fresh air. Students are to spend this time at the back of the school in the West field. Students are not permitted to be in front of the school building over the noon hour or in the Michael Phair School field.

During the winter months, students in junior high may choose from a variety of indoor activities, including quiet study at the tables in the second floor breakout area. Students may also take part in activities or clubs. After finishing lunch and being dismissed, students are asked to make a choice as to where they wish to spend their time and go directly there. Once students have made their choice, they are to stay in this area for the remainder of the lunch hour.



GENERAL INFORMATION

TRANSPORTATION AND PARKING

School Transportation

Transportation services are managed through Edmonton Catholic Schools. For information on yellow bus service, transportation eligibility, registration, fees, and procedures please visit the [Transportation Services](#) page of the division website. Families are encouraged to review the [Student Transportation Manual](#) annually.

Students using school transportation are expected to follow all transportation rules and carry required transportation passes.

Parent Drop-Off and Pick-Up

Student safety is our highest priority.

Due to heavy traffic, school buses, daycare transportation, and staff parking requirements, school parking lots and drive-through areas are not available for parent traffic during the instructional day.

Parents are encouraged to:

- Use designated street parking areas.
- Follow posted traffic regulations.
- Avoid stopping in bus zones.
- Arrange safe meeting locations with children.

We appreciate the patience and cooperation of families during busy arrival and dismissal times.

Accessible Parking

Accessible parking stalls are reserved for individuals displaying valid accessible parking permits and should be used in accordance with posted regulations.

Safety Patrols

Safety patrol students assist fellow students at designated crossings near the school.

Families are encouraged to:

- Use designated crosswalks.



GENERAL INFORMATION

- Follow patrol directions.
- Demonstrate courtesy and respect toward student patrols.

Safety patrols contribute significantly to student safety in our community.

Please note:

The school safety patrols are volunteer students from Grade 6. Patrollers cannot stop traffic. They wait for a sufficient gap in the traffic to ensure safe crossing. Parents and students should also realize that patrollers are volunteers doing a difficult job, often in unpleasant weather. We owe them our respect, support and cooperation.



GENERAL INFORMATION

COMMUNICATION WITH FAMILIES

Staying Connected

Strong communication between home and school is essential to student success.

The school communicates regularly through:

- School Messenger
- Email
- School newsletters
- School website
- Social media platforms
- PowerSchool

Families are encouraged to review communications regularly and ensure contact information remains current.

PowerSchool

PowerSchool provides families with access to:

- Attendance information
- Academic progress
- Report cards
- Assignments
- School fee payments

All parents are asked to sign up for a PowerSchool account and to access their account regularly.

Newsletters and Social Media

Monthly newsletters provide information regarding school activities, important dates, celebrations, and community events.

School social media accounts highlight learning experiences and school activities throughout the year.



GENERAL INFORMATION

Contact Information

Parents are responsible for informing the school of changes to:

- Home address
- Telephone numbers
- Email addresses
- Emergency contacts
- Medical information
- Custody arrangements

Accurate information is essential for effective communication and student safety.

SCHOOL COMMUNITY AND STUDENT LIFE

Field Trips and Experiential Learning

Field trips and excursions enhance classroom learning by providing meaningful real-world experiences.

Parents will receive advance notice regarding:

- Trip details
- Costs
- Transportation arrangements
- Permission requirements

Signed permission forms are required for participation. Verbal permission cannot be accepted.

Extracurricular Activities

Students may participate in a variety of extracurricular opportunities throughout the school year.

Activities may include athletics, leadership opportunities, clubs, choir, performing arts, faith initiatives, and special interest groups. Information is communicated through school newsletters and classroom teachers.

Volunteers

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



GENERAL INFORMATION

School Council

School Council brings together parents, staff, administration, and community members to support student learning and school improvement.

Families are encouraged to participate in School Council meetings and contribute to the life of the school community.

Special Events and School Spirit

Throughout the year, students participate in a variety of special events, celebrations, and community-building activities.

These experiences help foster school spirit, strengthen relationships, celebrate student successes, and build a strong sense of belonging within our Catholic school community.



SCHOOL FEES & SUPPLIES

SCHOOL FEES

School fees are posted to our website once they have been approved by ECSD. Supplemental Fees, which include items such as Agenda books, site licenses for electronics and fees for activities and events such as in-school field trips, are capped at \$30.00 for kindergarten, \$50.00 for elementary students and \$60.00 for junior high students. Individual user fees for items specific to a particular grade may also be charged. Field trips are charged separately, and costs vary depending on the type of activity.

School fees are due at time of registration. Payments are made through PowerSchool using debit, Visa or MasterCard. We realize that payment of fees in September can sometimes be difficult for families, particularly those with more than one child, so a variety of payment options are available. Please contact the school office for more information.

CHROMEBOOK PURCHASE PROGRAM

Students in Grades 4-9 regularly use personal Chromebooks to access digital learning resources, complete assignments, and support classroom learning. Families who are interested in purchasing a Chromebook may do so through the [Edmonton Catholic Schools Chromebook Parent Purchase Program](#) or through a retailer of their choice.

SCHOOL SUPPLIES

After Spring Break, supply lists are posted on our school website and parents are given the opportunity to purchase supplies for the next school year through a company specializing in providing school supply orders. These supplies are delivered directly to your home. Parents who do not purchase supplies through this company are required to access the supply list and purchase supplies themselves. Please keep in mind that supplies may need to be replenished during the year. Supplies are not sold at the school.

SCHOOL PAYMENTS

The school accepts debit, VISA and MasterCard as a means of payment for bus passes, school fees, and other school-related activities such as field trips. Payments are made online through PowerSchool. Unfortunately, we are not able to accept cash or cheques.



SCHOOL POLICIES & PROCEDURES

STANDARDS OF STUDENT DRESS

Philosophy

In Edmonton Catholic Schools, students are expected to dress in a manner that honors the dignity of the human person, who was created in the image of God, and that supports an inclusive, welcoming, caring, respectful, safe, and Catholic learning environment that promotes the well-being of all. Each school in the Division will have a *Standards of Student Dress* for their community. Understanding that it is not possible to list all the specific types of acceptable and unacceptable student dress, the purpose of establishing Standards of Student Dress is to empower students to make appropriate choices.

Students are expected to dress in a manner which is appropriate for the school day or for any school sponsored event. All students shall come to school dressed in a comfortable manner that allows them to be authentically who they are, while also meeting the standards in this document.

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

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

Standards of Student Dress

Underwear must not be visible or exposed, and buttocks and nipples must be covered with opaque fabric and remain so during all activities over the course of the school day.

Students at Bishop David Motiuk Catholic Elementary/Junior High School must wear:

- A shirt or the equivalent (tops) with fabric in the front, back, and sides under the arms.

Examples of tops include:

- T-shirts
- Tank tops that do not expose underwear
- Sweatshirts
- Shirts
- Sweaters



SCHOOL POLICIES & PROCEDURES

- Pants or the equivalent (bottoms).

Examples of bottoms include:

- Jeans
- Leggings
- Sweatpants
- Skirts
- Dresses
- Shorts

- Shoes that allow the wearer to run in the event of an emergency.

Examples of acceptable shoes include:

- Shoes or sandals with a heel strap
- Close toe shoes
- Boots

Required footwear:

- White soled (non-marking) runners are required for PE
- Elementary students require indoor and outdoor shoes

Students at Bishop David Motiuk Catholic Elementary/Junior High School **may wear**, as long as 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
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourages a healthy lifestyle/choice for children and youth
- Hats may be worn during outdoor activities.

Students at Bishop David Motiuk Catholic Elementary/Junior High School **may not wear**:

- 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.
- Hats or hoods inside the school building, since faces may not be visible to cameras.
- Flip flops or footwear that does not allow the wearer to run easily in the event of an emergency.



SCHOOL POLICIES & PROCEDURES

- Bathing suits, crop tops, bandeaus or other attire that is similar to underwear, except at venues where such attire is required.

Students who have not met the standard, as outlined above, will be addressed in the following manner:

- At the first possible opportunity for a private conversation, the staff member who has identified the issue will speak to the student about the concern in a manner that respects their privacy and dignity. Care will be taken to avoid “shaming” or statements of bias.
- The student will be presented with options to bring them into closer alignment with the standard for the remainder of the school day such as:
 - Wearing another article of their own clothing which they have at school that is in alignment with the standard
 - Contacting a parent or guardian to bring in an article of clothing that is in alignment with the standard
 - Borrowing an article of clothing from a friend that is in alignment with the standard.
- Where possible, students should not be required to wear school owned replacement garments and should never be required to wear specific garments as a disciplinary measure.

STUDENT CODE OF CONDUCT

Statement of Purpose

At Bishop David Motiuk Catholic School, we are committed to creating a welcoming, caring, respectful, and safe learning environment rooted in our Catholic faith and guided by the International Baccalaureate Learner Profile attributes.

We believe that every person is created in the image and likeness of God and possesses inherent dignity and worth. As members of one family in Christ, we strive to create a culture of belonging where all students, staff, parents, and visitors feel welcomed, valued, and respected.

Students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring environment that fosters and maintains respectful and responsible behaviours. Every individual plays a vital role in respecting diversity and fostering a sense of welcome and belonging for all members of the school community.



SCHOOL POLICIES & PROCEDURES

Human Rights & Respect for Diversity

Bishop David Motiuk Catholic School affirms that the rights outlined in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms are afforded to all students and staff members. Students and staff are protected from discrimination based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, family status, source of income, or sexual orientation.

We are committed to creating an environment that respects diversity and promotes dignity, inclusion, and belonging for all.

Our Shared Commitment

As members of the Bishop David Motiuk community, students, staff, and parents are expected to contribute to a welcoming, caring, respectful, and safe learning environment.

As an IB World School, we are guided by the IB Learner Profile attributes.

Student Responsibilities

Students are expected to:

- Attend school regularly and punctually.
- Be prepared for learning and actively engage in their education.
- Respect the rights, dignity, beliefs, and property of others.
- Contribute to a welcoming, caring, respectful, and safe learning environment.
- Follow school rules and staff directions.
- Demonstrate the attributes of the IB Learner Profile.
- Refrain from bullying, cyberbullying, harassment, intimidation, discrimination, and violence.
- Refrain from engaging in violence of any kind at school or during school-related activities.
- Assist in the prevention of violence without placing their own safety at risk by cooperating with school staff and reporting concerns.
- Refrain from, report, and not tolerate bullying behaviour.
- Accept responsibility for their actions and contribute positively to the school community.



SCHOOL POLICIES & PROCEDURES

Parent Responsibilities

Parents are the primary guides and decision-makers in their child's education and play an essential role in student success.

Parents are expected to:

- Support their child's learning and attendance.
- Encourage their child to meet school expectations.
- Conduct themselves in a manner that supports a safe and caring learning environment through respectful and welcoming behaviour within the school community.
- Collaborate positively with teachers and school staff.
- Respectfully address concerns through appropriate communication channels.
- Engage actively in their child's school community.

Staff Responsibilities

Staff members are expected to:

- Support student learning and well-being.
- Model Catholic values and respectful behaviour.
- Foster welcoming, caring, respectful, and safe learning environments.
- Deliver educational programming that meets diverse student needs.
- Communicate effectively with students and families.
- Maintain confidentiality.
- Respond to inappropriate behaviour fairly, respectfully, and consistently.
- Provide appropriate supports to students impacted by inappropriate behaviour and to those engaging in the behaviour.

Acceptable Behaviour

Students contribute to a positive learning environment when they:

- Show kindness, empathy, and respect.
- Include and support others.
- Demonstrate honesty and integrity.
- Resolve disagreements peacefully.
- Care for school property and the learning environment.
- Come to class prepared and ready to learn.
- Follow classroom and school expectations.
- Support the success and well-being of others.



SCHOOL POLICIES & PROCEDURES

Unacceptable Behaviour

Unacceptable behaviour includes, but is not limited to:

- Bullying and cyberbullying
- Violence, threats, intimidation, or harassment
- Physical or verbal abuse
- Discrimination
- Defiance of reasonable staff direction
- Theft
- Vandalism or damage to property
- Possession or use of weapons
- Possession or use of illegal substances
- Behaviour that creates an unsafe environment
- Behaviour that interferes with teaching, learning, or belonging
- Inappropriate use of technology or electronic devices
- Any behaviour that negatively impacts the safety, dignity, or well-being of members of the school community

These expectations apply whether behaviour occurs at school, during school activities, during transportation, or through electronic means.

Bullying Prevention & Reporting

Bullying is defined as repeated and hostile or demeaning behaviour intended to cause harm, fear, distress, psychological harm, or damage to a person's reputation.

Bullying can include:

- Physical bullying
- Verbal bullying
- Social or emotional bullying
- Cyberbullying

Students are expected to report bullying or safety concerns as soon as possible to a trusted adult at school.

Students who are uncomfortable reporting directly to school staff are encouraged to speak with a parent or trusted adult who can assist them in contacting the school.



SCHOOL POLICIES & PROCEDURES

Responding to Inappropriate Behaviour

Bishop David Motiuk Catholic School is committed to restorative, educational, and supportive approaches to behaviour.

When inappropriate behaviour occurs, staff work with students to:

- Understand the impact of their actions.
- Repair relationships when appropriate.
- Develop skills and strategies for future success.
- Restore a sense of safety and belonging.

Supports may be provided to:

- Students impacted by inappropriate behaviour.
- Students engaging in inappropriate behaviour.
- Families who require additional assistance.

Consequences and interventions may include:

- Conversation and reflection
- Problem-solving and restorative practices
- Parent communication
- Behaviour support plans
- Loss of privileges
- Restitution or repair of damages
- Detention
- Suspension
- Involvement of outside agencies where appropriate
- Other interventions deemed necessary by administration

Consideration of Individual Circumstances

When responding to behaviour, the school considers:

- The nature and severity of the behaviour
- Student age and maturity
- Individual student circumstances
- Frequency of the behaviour



SCHOOL POLICIES & PROCEDURES

- Safety of students and staff
- Previous interventions and supports

Consequences are fair but are not necessarily the same for every student.

Serious Breaches of Conduct

Serious breaches of conduct may result in suspension in accordance with the Education Act and applicable divisional administrative procedures. Severe or illegal behaviours may also involve outside agencies, including law enforcement, where appropriate.

Review of the Code of Conduct

This Student Code of Conduct is:

Developed with input from students, parents, and staff.

Reviewed annually.

Communicated to all members of the school community.

Revised as required in response to feedback, legislation, and divisional expectations.

ALLERGY AWARE PROCEDURES

Bishop David Motiuk School has students with life-threatening peanut and nut allergies. Although we cannot guarantee a nut-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.

PARENTAL CONCERNS

Edmonton Catholic Schools and Bishop David Motiuk School are committed to working cooperatively with the parents of our students. We recognize at times there may be differences in understanding, interpretation and opinion. The district has a protocol for addressing classroom and school concerns.

All parties in a conflict situation must recognize and respect the protocol, and more specifically, the principle of “first contact.” This means that the person who has the concern has a responsibility to begin addressing the concern directly with the person with whom they have the concern, before taking their concern elsewhere. On the basis of the principle of “first contact”, parents must address concerns directly by calling or making an appointment with teachers before raising these concerns



SCHOOL POLICIES & PROCEDURES

with the school administration or Catholic Education Services staff (when their concerns are regarding their child's teacher, program, and/or program support).

Likewise, if a parent has a concern regarding school administration, the parent is expected to bring that concern to the school administration first, before raising these concerns with the Superintendent of Schools.

If, in the view of the complainant, the ruling of the school principal is unacceptable, the complainant may address his/her concern(s) to the Superintendent of Schools in writing. The letter must outline the nature of the original complaint, the steps that have been taken and in what way the decision of the school principal is unacceptable. Upon receipt of such a letter, the Superintendent will direct the correspondence to the appropriate department for resolution.

STUDENT-OWNED DEVICES POLICY

Students in Grades 4-9 regularly use personal Chromebooks and other technology to support learning. Access to the school's wireless network is provided to support educational activities and is subject to the Edmonton Catholic Schools Responsible Use Agreement.

Students who bring personal devices to school are expected to:

- Follow all ECSD policies and procedures regarding the responsible use of technology.
- Use personal devices for educational purposes as directed by school staff.
- Respect the privacy, dignity, and rights of others when using technology.
- Keep personal information and passwords secure.
- Report inappropriate content, security concerns, or network issues to a teacher or administrator.
- Ensure devices are fully charged before arriving at school.
- Use cameras, video recording, and photography only with teacher permission and for educational purposes.
- Think critically about information accessed online and recognize that not all online information is accurate or reliable.

Students are responsible for the security and care of their personal devices. The school assumes no responsibility for the loss, theft, damage, repair, or replacement of student-owned devices.

Access to school networks and internet resources is filtered and monitored in accordance with Division procedures. Some websites, applications, or social media platforms may not be accessible through the school network.



SCHOOL POLICIES & PROCEDURES

School administrators may investigate the use of a student-owned device when there is reason to believe that school rules, divisional policies, or applicable laws have been violated.

CELL PHONE PROCEDURES

Cell phones are not permitted during instructional time and must remain on silent mode and secured in student lockers throughout the school day, including during the noon hour. A telephone is available in the school office for student use when necessary.

CONSEQUENCES FOR CELL PHONE VIOLATIONS

First Occurrence

- The phone is confiscated and brought to an administrator.
- The incident is documented in PowerSchool.
- The student may retrieve the phone from administration at the end of the school day.

Second Occurrence

- The phone is confiscated and brought to an administrator.
- The incident is documented in PowerSchool.
- Administration will contact a parent or guardian to discuss the concern and review expectations.

Third Occurrence

- The incident is documented in PowerSchool.
- The student may be subject to additional disciplinary consequences, including an in-school suspension for repeated defiance of school expectations.

POLICIES REQUIRED BY THE IB

The International Baccalaureate requires IB World Schools to have the following policies in place:

- Academic Integrity
- Admissions Policy
- Assessment Policy
- Inclusion Policy
- Language Policy

These policies have been published to both the [IB Middle Years Programme](#) and the [IB Primary Years Programme pages](#) of our website.



LOOKING AHEAD

Thank you for taking the time to review this handbook. We hope it provides helpful information about our school community and helps establish a strong partnership between home and school.

At Bishop David Motiuk Catholic School, we believe every child is a gift from God and deserves opportunities to grow in faith, learning, leadership, and service. Together with families, parish communities, and staff, we strive to create a culture of belonging where students are known, valued, and encouraged to become their best selves.

We look forward to working alongside you to support your child's growth and success. Through faith, learning, and service, we will continue to nurture confident learners, compassionate leaders, and thoughtful citizens who make a positive difference in the world.

Thank you for being part of our school community. We look forward to a wonderful year together as one family in Christ.

