



**BISHOP
DAVID MOTIUK**

CATHOLIC ELEMENTARY /
JUNIOR HIGH SCHOOL

**REGISTRATION
HANDBOOK**



REGISTRATION 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! This handbook is designed to help you become familiar with our school and its programs.

We provide students with an innovative and vibrant learning environment. Our staff members are carefully selected for their excellence in teaching, commitment to Catholic education, enthusiasm, and ability to foster inquiry-based learning. We are proud of the exciting opportunities available at our school and look forward to sharing them with you.

Bishop David Motiuk Elementary/Junior High School is an **authorized IB World School**, offering:

- **Primary Years Programme (PYP)** for Kindergarten to Grade 5
- **Middle Years Programme (MYP)** for Grades 6 to 9

IB World Schools share a common philosophy: a commitment to high-quality, challenging, international education. In keeping with this philosophy, we educate both the hearts and minds of our students by providing a rigorous academic program rooted in our Catholic identity.

Students in IB programmes develop as internationally-minded, independent thinkers who strive for success. Guided by the **IB Learner Profile**, our students aim to be open-minded, balanced, reflective, principled, knowledgeable and caring learners who grow as inquirers, thinkers, risk-takers, and communicators.

At Bishop David Motiuk, we value strong communication with families to support every student's success. We look forward to partnering with you to make your child's educational experience productive, rewarding, and memorable.

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 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 COLOURS

The Bishop David Motiuk School colours are blue and green. Blue is the colour of royalty and nobility. In our Christian tradition, blue has been a colour associated with Mary, the Mother of God. The colour blue is also life giving in that it is the colour of the sky and of water, which nourishes and sustains us on our life’s journey. Green is the colour of growth and represents the way we grow together in love and learning.

SCHOOL MASCOT



Our school mascot and team name was designed and voted on by students. We are the Wolf Pack!

The wolf pack emphasizes our close ties and our loyalty to one another as well as our willingness to defend our turf – or our sports titles!



PROGRAMS

at BISHOP DAVID MOTIUK SCHOOL

INTERNATIONAL BACCALAUREATE (IB) PROGRAMS



The International Baccalaureate (IB) is recognized worldwide for its excellence in international education. Bishop David Motiuk is an accredited IB World School, offering the Primary Years Programme (PYP) for students in kindergarten through grade five and the Middle Years Programme (MYP) for students in grades 6 - 9. Grade 9 students who meet entrance requirements may choose to enroll in the IB Diploma Programme at Archbishop MacDonald for High School.

The IB holds member schools to very high standards. Teachers must participate in IB-recognized professional development, and each school undergoes a rigorous self-study and evaluation visit every five years. This process ensures the ongoing quality and integrity of the programmes. Rules for IB World Schools, along with key research findings for the PYP and MYP and a wealth of additional information can be found on the [Programs](#) page of our school website.

Please visit our IB Coordinators' [Bitmoji Classroom](#) for additional information about IB programmes (requires a Google account).

For further information about the IB and its programmes please visit ibo.org

THE IB MISSION STATEMENT

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to 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 programs of international education and rigorous assessment.

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

November 2002

IB LEARNER PROFILE

The IB Learner Profile is common to all IB programmes and represents the IB Mission in action. IB learners strive to be:



PROGRAMS

at **BISHOP DAVID
MOTIUK SCHOOL**

Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective.

A detailed description of the [IB Learner Profile](#) is available online.

IB CONTINUUM

The IB offers four programmes that form a continuum of international education for students aged 3 – 19:

- **The Primary Years Programme** (3 - 12 years of age)
- **The Middle Years Programme** (11 – 16 years of age)
- **The Diploma Programme** (16 – 19 years of age)
- **The Career-related Programme** (16 – 19 years of age)

At Bishop David Motiuk School:

- Students in Kindergarten to Grade 5 participate in the PYP.
- Students in Grades 6 to 9 participate in the MYP.
- For high school, students may apply to the Diploma Programme at Archbishop MacDonald or Holy Trinity High School.

KINDERGARTEN PROGRAM

Bishop David Motiuk offers half-day Kindergarten programming, with morning or afternoon classes available.

Our inquiry-based Kindergarten program provides students with rich learning opportunities in a Reggio-inspired environment. Students benefit from:

- A certified teacher
- Learning through play
- Fine arts integration
- Rich oral language development
- Faith-based instruction
- Inclusive learning spaces
- Access to a multidisciplinary team, which may include:



PROGRAMS

at **BISHOP DAVID
MOTIUK SCHOOL**

- Early Learning Consultant
- Speech-Language Pathologist
- Occupational Therapist
- Emotional Behaviour Specialist
- Family School Liaison Social Worker
- Physical Therapist
- Psychologist
- Multi-Cultural Animator
- Fine Arts Specialist
- Language Interpreters

PROGRAM OF STUDIES

Students follow the Alberta Education Program of Studies in all grades and subject areas.

CORE INSTRUCTION

Core instruction includes:

<ul style="list-style-type: none">• Religion• Language Arts• Mathematics• Social Studies	<ul style="list-style-type: none">• Science• Physical Education• Health• French (required at Bishop David Motiuk)
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In elementary grades, art and music are required subjects.

CURRICULUM HANDBOOKS AND CURRICULUM SUMMARIES

Curriculum summaries outlining content taught at each grade level are available on the Alberta Education website:

<http://www.learnalberta.ca/content/mychildlearning/index.html>

COMPLEMENTARY COURSES FOR JUNIOR HIGH

Students in Grades 7–9 have some choice in selecting complementary courses. Bishop David Motiuk offers options in **Fine and Performing Arts** and **Career and Technology Foundations (CTF)**.

To ensure a balanced educational experience and to meet IB requirements:

- All students study **French as a Second Language**.
- All students enroll in both a Fine Arts course and a CTF course.

Instrumental Music and French are full-year courses. All other complementary courses run by semester, aligning with reporting periods, allowing students choice in their electives.



PROGRAMS

at **BISHOP DAVID
MOTIUK SCHOOL**

Course offerings vary each year based on student interest. High-demand courses may have multiple sections, while low-demand courses may not run.

COMPLEMENTARY COURSE OFFERINGS

FINE AND PERFORMING ARTS

INSTRUMENTAL MUSIC

A three-year program focusing on instrument skills, music theory, and music history. Extracurricular opportunities include ensembles, composing, computer-assisted music, and choir. Regular home practice is expected. Fees apply for instrument rental and required accessories.

DRAMA

Students build confidence and imagination through dramatic expression. They participate in games, exercises, improvisation, stage plays, characterization, comedy, and staging.

ART

Students learn elements and principles of art (e.g., line, color, value, texture, form, pattern, balance) and apply them creatively. They also study art appreciation and basic critique techniques.

FILM STUDIES

Students explore film as a medium, developing critical viewing skills and examining the impact of film on personal, community, national, and global perspectives.

CAREER AND TECHNOLOGY FOUNDATIONS

CTF provides students with practical skills, career exploration, and opportunities to apply competencies across subject areas.

Students develop:

- Daily life skills
- Career-planning abilities
- Technology-related skills
- Employability skills
- Cross-curricular competencies



PROGRAMS

at **BISHOP DAVID
MOTIUK SCHOOL**

ROBOTICS

Students learn the fundamentals of robotics systems and basic functions.

MEDIA

Students study design elements and principles across various media, including print, video, and photography.

CTF: CONSTRUCTION

Possible modules include:

- **Basic Tools and Materials:** Safe use of hand tools to create simple products.
- **Solid Stock Construction:** Use of hand and power tools to build wood products.
- **Fabrication Tools & Materials:** Safe handling of basic tools and metals to create useful items.

FOODS

Modules may include:

- **Food Basics (Prerequisite):** Recipe skills, equipment use, food handling, and safe work habits.
- **Food & Nutrition Basics:** Understanding nutrition, wellness, and healthy food preparation.
- **Canadian Heritage Foods:** Exploring Canadian food traditions and preparing cultural dishes.
- **Contemporary Baking:** Measuring, preparing, and understanding ingredients in baked goods.
- **Snacks & Appetizers:** Preparing nutritious and appetizing small dishes.



REGISTRATION INFORMATION

HOW TO REGISTER

We welcome new students to our school and we are currently accepting registrations for the 2026-2027 school year in kindergarten through grade nine. Provided we have space and resources available, resident (Catholic) and non-resident students may register at Bishop David Motiuk Catholic School.

NEW REGISTRATION APPLICATIONS FOR KINDERGARTEN THROUGH GRADE NINE

Families new to Edmonton Catholic Schools must complete an **online registration**. To register, please visit our division's [Register Today!](#) page. The principal will review all new applications to determine eligibility and families will be contacted regarding next steps.

Please note: Online registration applications are **not considered complete** until all required documents have been submitted. Required documents include:

- ECSD Registration Form
- Birth Certificate
- Baptismal Certificate (for sacramental preparation, if applicable)
- Landed Immigrant Documentation (if applicable)
- Copy of the most recent report card
- Proof of address
- Complementary course form (Junior High only)

Kindergarten Age Requirement: Children registering for Kindergarten must be **5 years old on or before December 31** of their Kindergarten year.

STUDENTS TRANSFERRING FROM ANOTHER ECSD SCHOOL

Parents of students currently enrolled in Edmonton Catholic Schools **do not need to complete a new registration application**. Once a student is accepted at Bishop David Motiuk, their file will be transferred from their current school.

All parents are asked to indicate the school they intend to attend next year by using the **Pre-Registration** icon in **PowerSchool**. This process takes less than a minute. The pre-registration screen will:



REGISTRATION INFORMATION

1. Identify the student's current school
2. Identify the student's designated school for next year
3. Ask whether the student intends to attend their designated school
4. If **No** is selected, prompt the user to choose another school from a dropdown menu
5. Submit

REGISTRATION PRIORITY

In accordance with ECSD administrative procedures, registrations and transfers are accepted in the following order:

1. Resident (Catholic) students within the Bishop David Motiuk catchment area
2. Resident (Catholic) students outside the catchment area
3. Non-resident students within the catchment area
4. Non-resident students outside the catchment area

Registrations are confirmed by email once all required documents have been received.

Attendance Area Changes

The attendance area for Bishop David Motiuk School includes the neighbourhoods of Breckenridge Greens, Potter Greens, Suder Greens, Lewis Farms Industrial, Stewart Greens and Webber Greens.

To verify that your address is within our boundary area, simply type it into the Online Map feature on our district website: [Locate a School](#)

Information regarding **August pre-registration procedures** and the **first day of school** will be communicated upon acceptance to Bishop David Motiuk School.



SCHOOL FEES and SUPPLIES

SCHOOL AND COURSE FEES

Information regarding school and complementary course fees is available on our school website. Please visit our [School Fees](#) page each May for the most up-to-date fee information.

CHROMEBOOK PURCHASE PROGRAM

It is highly recommended that students in grades four through nine purchase Chromebooks. Most school work is completed digitally and student textbooks and resources are accessed using the Chromebook as well.

Edmonton Catholic Schools offers a **Chromebook Parent Purchase Program** through Compugen. Chromebooks purchased through this program include:

- Three year warranty
- Accidental damage coverage
- Required software pre-installed

Parents may purchase Chromebooks directly through the program's online portal. Additional information about the [Student Chromebook Purchase Program](#) is available on our school website.

Families may also choose to purchase a Chromebook through local retailers.

Note: Currently, all students in Grades 4–9 have access to a Chromebook or a comparable personal device for classroom use.

SUPPLY LISTS

Supply Lists for the upcoming school year are posted on our website each April. Families may purchase supplies through local stores or order them online through [School Start](#). Full details are available on the school website.

SCHOOL PAYMENTS

Payments for bus passes, school fees, and school-related activities—such as field trips—are made online through **PowerSchool**. Debit, Visa, and MasterCard are accepted.

Payments may also be made in person at the school office.

Please note: We are unable to accept cash, cheques, or e-transfers.



PROCEDURAL INFORMATION

HOMEROOM

Elementary students remain with their homeroom teacher for most of the school day. Grade 6 students are part of the IB Middle Years Programme and therefore follow the junior high timetable, although they do not take elective courses. This schedule allows us to provide specialist teachers in core subjects such as Language Arts and Mathematics.

Junior high students begin the day in their Block 1 class, where attendance is taken and recorded. Attendance is also taken in every class throughout the day. Each junior high student is assigned a homeroom, and the homeroom teacher plays an important role in fostering a sense of community and understanding within the class while taking a special interest in their students.

HOURS OF OPERATION

KINDERGARTEN

KINDERGARTEN (No instruction on Thursdays)

Half Day AM	8:39 AM – 11:43 AM	Half Day PM	12:16 PM – 3:20 PM
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Note: In some weeks following long weekends, students will have instruction on Thursdays. Transportation is not available for kindergarten students on Thursdays.

GRADES 1 – 5

GRADES 1 – 5 Monday, Tuesday, Wednesday, Friday

Registration	8:45 AM*
Instruction	8:45 – 10:15 AM
Recess	10:15 – 10:30 AM
Instruction	10:30 – 12:00 PM
Lunch	12:00 PM – 12:43 PM
Instruction	12:43 – 3:25 PM

Grades 1 – 5 Thursday

Registration	8:45 AM
Instruction	8:45 – 10:15 AM
Recess	10:15 – 10:30 AM
Instruction	10:30 – 12:15 PM

*The outside bell rings at 8:40 AM. At this time, students are asked to line up in homeroom groupings and wait for their teacher to escort them into the building.

*Afternoon instruction includes a 5 minute health break.



PROCEDURAL INFORMATION

GRADES 6 - 9

GRADES 6 - 9 Monday, Tuesday, Wednesday, Friday

Registration	8:45 AM
Instruction	8:45 – 12:15 PM
Lunch	12:15 – 12:58 PM
Instruction	12:58 – 3:25 PM

Grades 6 - 9 Thursday

Registration	8:45 AM
Instruction	8:45 – 12:15 PM

A locker break is provided for junior high school students mid-morning.

EARLY DISMISSAL DAYS

Dismissal on Thursdays is at 12:15 PM for elementary and junior high students. As well, in order to provide for early dismissal before major holidays, the Thursday before Christmas Holidays, Spring Break and Summer Holidays will be a full day of instruction for students. The Friday before the holiday will be a short day with dismissal at 12:15 PM.

Information regarding Hours of Operation is accurate at the time of printing but could be subject to minor changes.

COMMUNICATION

LATES AND ABSENCES – PHONE HOME PROGRAM

Consistent and regular attendance is essential for student success. If a student will be absent, parents/guardians should enter the absence in **PowerSchool** before **8:20 AM** for morning attendance and before **11:30 AM** for afternoon attendance. This is the preferred method of notifying the school.

Alternatively, parents may call the school before **8:00 AM**. Messages can be left on the answering machine overnight or early in the morning. Due to the large number of students, absences may not be processed before morning call-outs. If we do not receive notification, our automated system will call the student’s home or the parent’s workplace.

Students leaving school early must **sign out at the office** before departing. Parents are asked to call the school to confirm early departures. Students arriving late must **check in at the office** before going to class.



PROCEDURAL INFORMATION

NEWSLETTERS & CORRESPONDENCE

The school newsletter is posted on our website by the first operational day of each month, and parents are notified via Broadcast Messaging (email). Additional updates are typically sent on Fridays throughout the school year.

POWERSCHOOL

We believe parents should be well-informed about their child's progress. **PowerSchool** provides access to:

- **Junior High:** Class assignments, grades, report cards, attendance, schedules.
- **Elementary:** Attendance and report cards.

Parents can also email teachers, receive notifications about unexcused absences or missing work, pay fees online, and review bussing details. New families will receive login credentials once registration documents are processed.

NOON HOUR PROCEDURES

LUNCH HOUR

Most students eat lunch in classrooms; some junior high grades eat in the gym. After eating, students are dismissed by a supervising teacher. Lunch hours are staggered to reduce congestion on the fields. Junior high students may spend the remainder of lunch outside, in the Learning Commons, with teachers, or participating in clubs and informal games.

Please note: microwaves are not available for student use.

HOT LUNCH PROGRAM

We offer a hot lunch program every Friday through **Healthy Hunger**. Details are shared in the September newsletter. Vendors include Shumka, Boston Pizza, Extreme Pita, Panago, Edo Japan, Press'd, Subway, and others.

LUNCH DROP OFFS/DELIVERY SERVICES

Parents are asked to send lunch with students in the morning. Due to the size of our school, we cannot accommodate lunch drop-offs or deliveries. These disrupt office operations, and we cannot guarantee delivery to students. Thank you for your cooperation.



PROCEDURAL INFORMATION

CLOSED CAMPUS

Students must remain on school property during lunch. They may go outside on school grounds but are not permitted to leave campus. The only exception is for students living nearby with written parental permission on file.

Note: The Michael Phair side of the field is considered off school property.

STUDENT LED CONFERENCES/PROGRESS REPORTS

Student achievement information is available on PowerSchool year-round. Conferences are held in **November** and **March**, and progress reports are issued in **January** and **June**.

STUDENT RECOGNITION PROGRAM

At Bishop David Motiuk School, we strive to live up to our motto – “We are one family in Christ.” As members of a family, we cheer one another on and celebrate the achievements and contributions of each person in our community. We celebrate the achievements of each of our students as they engage with the curriculum and discover areas of learning they are passionate about.

Students are recognized for their achievements through comments on PowerSchool, summary reports, on morning announcements, and in school and division publications. Students will also have opportunities throughout the year to share their learning and achievements with families.

TRANSPORTATION

Yellow bus service is available for students living within our boundary and outside the 2 km walk zone. Other students may use Edmonton Transit. Bus pass payments can be made through PowerSchool.



ACTIVITIES

at BISHOP DAVID MOTIUK

WHOLE SCHOOL ACTIVITIES

Bishop David Motiuk is a very busy school in terms of activities and events that extend learning and build community.

RELIGIOUS CELEBRATIONS

As a Catholic school, we mark important events in the school and liturgical calendar in celebration. Most celebrations take place at school or in classrooms.

Students at our school attend a number of different parishes, including Annunciation, Good Shepherd, St. John the Evangelist and St. Joseph's Basilica. Our school population is too large for any of our parishes to accommodate us all at once. With that in mind, in the upcoming year, we will celebrate masses at the parishes that can accommodate our elementary (PYP) and our junior high (MYP) students. Masses will be led by the parish priest and Bishop David will be invited to concelebrate whenever he is available.

MEET THE STAFF/CURRICULUM EVENING

Each September, we invite Bishop David Motiuk families to our annual Meet the Staff Evening. This is an opportunity for families to meet their children's teachers and learn a little bit about what students will be learning over the course of the year.

SPIRIT DAYS

Each month, Bishop David Motiuk students take part in Spirit Days that involve events and/or dress-up days. Spirit days are lots of fun for everyone.

SEASONAL EVENTS

We hold many events for the entire school that are specific to a particular time of year, such as Halloween activities, Christmas activities, Valentine's activities, and many others

ELEMENTARY ACTIVITIES

There are a number of events and activities that are specific to our elementary, such as our annual Christmas concert, Volleyball Tournaments, dances, clubs and fun days. Grade six students take part in AMA patrols. Bishop David Motiuk students also look forward to many field trips and activities over the course of the year.



PROCEDURAL INFORMATION

JUNIOR HIGH ACTIVITIES

BAND CONCERTS

Our junior high band students perform one or two concerts per year for our school community. They also take part in performance opportunities as they arise.

INTER-SCHOOL ATHLETICS

Bishop David Motiuk is a member of the inter-school athletic program. Our school teams play a number of games with other junior high schools in the Edmonton Catholic School District. Our teams include boys' and girls' volleyball, basketball, badminton, soccer and track and field. We run junior and senior teams for volleyball and basketball. Bishop David Motiuk students also take part in the ECSD Cross Country Run each September.

STUDENT LEADERSHIP TEAM

Our Student Leadership Team organizes many different activities for junior high students throughout the school year.

DANCES, CLUBS AND ACTIVITIES

Bishop David Motiuk junior high students participate in a variety of activities, such as regular dances and spirit days. They also have opportunities to be involved in clubs and many other activities.



SCHOOL POLICIES

STUDENT CODE OF CONDUCT

STATEMENT OF PURPOSE

At Bishop David Motiuk School, we aim to create a welcoming, caring, respectful and safe learning environment that honours our call to work together in faith, love, and hope. We celebrate our accomplishments, and we believe that each person brings gifts, talents and interests to our community to develop and share.

GENERAL EXPECTATIONS

We affirm that the rights set out in the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* are afforded to all students and staff members within Bishop David Motiuk Catholic Elementary & Junior High School. We affirm that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms*, students and staff members are protected from discrimination. More specifically, discrimination refers to any conduct that serves to deny or discriminate against any person or class of persons regarding any goods, services, accommodation or facilities that are customarily available to the public, and the denial or discrimination is based on race, religious beliefs, colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

The Student Conduct Policy is reviewed on an annual basis by parents, students and school staff and is revised as necessary in response to feedback from the parties listed above. Expectations of students and school policies are outlined at the beginning of the school year and are regularly reviewed with students. The Student Conduct Policy is printed in student handbooks and is posted on the school website

RESPONSIBILITIES OF MEMBERS OF OUR SCHOOL COMMUNITY

All members of our school community - students, parents and staff - are expected to model and promote behavior that contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. Additionally, it is expected that all members of the school community will aspire to the ideals set out in the International Baccalaureate Learner Profile as a guide for their work and behavior.



SCHOOL POLICIES

IB learners strive to be:

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

Parents and school staff have the responsibility to help students meet their responsibilities.

STUDENT RESPONSIBILITIES:

A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) co-operate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

-Alberta Education Act, Section 31

PARENT RESPONSIBILITIES:

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31,



SCHOOL POLICIES

- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

-Alberta Education Act, Section 32

STAFF RESPONSIBILITIES INCLUDE:

- (a) Educate students by fulfilling the mandate of the Alberta Education curriculum and our Catholic faith
- (b) Deliver appropriate educational programming that meets the needs of all students and enables them to be successful.
- (c) Encourage, foster and advance collaborative, positive and respectful relationships with students, parents, colleagues.
- (d) Model mutual respect, Catholic values and conduct that contributes to a welcoming, caring, respectful and safe learning environment
- (e) Discipline consistently, maintaining dignity and respect
- (f) Administer consequences for inappropriate and/or unacceptable behaviors.
- (g) Maintain open communication, be accountable and provide assurances to students and parents with regard to student learning outcomes.
- (h) Review conduct policy with students
- (i) Communicate classroom expectations
- (j) Recognize diversity and individual differences
- (k) Respect confidentiality.
- (l) Provide supports, as appropriate, for individuals impacted by and those engaging in inappropriate behavior or discrimination. Supports could include meeting with Family School Liaison Social Workers, Emotional Behavior Specialists, or others on an individual basis.



SCHOOL POLICIES

ACCEPTABLE BEHAVIORS

We know that most students behave appropriately most of the time. We also believe that people perform better when they know what is expected of them. Bishop David Motiuk School is committed to providing students with a school environment that is both safe and conducive to learning. We are dedicated to teaching students appropriate behavior towards themselves and others. We expect students to behave in an acceptable manner, which does not interfere with the learning or behavior of others. Students are to conduct themselves in a manner that is respectful.

STUDENTS CAN CONTRIBUTE TO CREATING A POSITIVE LEARNING ENVIRONMENT BY:

- smiling at peers and adults in our school
- speaking to their friends about their behaviour (in a nice way) when they are not contributing to a welcoming, caring, respectful and safe environment
- greeting visitors to their classroom or school
- being friendly and helpful towards students that are new to the school and others
- sitting with someone who is alone at lunch, inviting someone to join games or sit with their group outside, or working together to complete a project
- keeping our school and school grounds clean and tidy
- coming to school/class on time and as prepared as possible
- treating everyone with respect even if they don't agree with their beliefs and/or values
- having empathy for others
- following classroom and school expectations so everyone is able to learn
- not engaging in behavior such as put downs or snickers when questions are asked in class – no one should feel afraid or nervous about coming to school.

- Excerpted from The Society for Safe and Caring Schools and Communities, *Series on Alberta's Education Act*, November 2014



SCHOOL POLICIES

PARENTS CAN HELP STUDENTS MEET THEIR RESPONSIBILITIES BY:

- modelling kindness
- paying attention to how they talk about other children and the school in front of their children
- taking responsibility for their mistakes
- reporting any problems at school to the teacher as soon as they can. Problems are easier to solve when they haven't been going on for a long time. The best place to start is with their child's teacher. If parents are not satisfied with the results of this conversation, the next step would be to make an appointment to speak with their child's principal
- modelling peaceful problem solving when you have a conflict
 - Excerpted from The Society for Safe and Caring Schools and Communities,
- *Series on Alberta's Education Act*, November 2014

OTHER WAYS THAT PARENTS CAN CONTRIBUTE TO A WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING ENVIRONMENT

- speaking respectfully to and about school staff
- speaking positively about the school, staff, other students and their families in front of their child
- making appointments to ensure the person they want to speak with has sufficient time to have a focused conversation. Drop off and pick up times are not ideal for parents or for the teacher
- communicating with the teacher or other school staff – e.g. positive notes or emails to their child's teacher and/or other school staff, positive comments when parents drop off or pick up their child
 - Excerpted from The Society for Safe and Caring Schools and Communities,
- *Series on Alberta's Education Act*, November 2014

GENERAL EXPECTATIONS FOR BEHAVIOR

At Bishop David Motiuk, we are dedicated to learning in a welcoming, caring, respectful and safe learning environment. Students and staff at Bishop David Motiuk Catholic Elementary and Junior High School aspire to the ideals set out in the International Baccalaureate Learner Profile as a guide for their work and behavior.

IB learners strive to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, reflective.



SCHOOL POLICIES

We are focused on learning in a positive and caring environment. Anything that interferes with teaching or learning is not allowed. This includes inappropriate dress, gum-chewing, head gear, sunglasses, inappropriate use of electronic devices or games, behavior that is in conflict with our district responsible use agreement, and physical contact between students. School-wide expectations are communicated to our students by teachers in classroom discussions, by school administration in assemblies, during morning announcements, through the school newsletter and through our school website. We have set behavioral guidelines for the school as a whole and have asked each teacher to set programs and procedures designed to maximize student learning and responsibility. Since each teacher has a different style, specific expectations and procedures will vary from class to class.

CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

We concentrate on positive behavior and attitudes; however, there are times when a student has difficulty recognizing their responsibility as a student. In such cases, we have outlined a number of possible consequences for behavior, whether the behavior occurs within the school building, during the school day or by electronic means. When a student behaves inappropriately, they can expect that the staff member present (teacher, administrator, teacher assistant, support or custodial staff) will take the most appropriate action. One or more of the following can be expected to occur:

- Verbal reprimand
- Restriction of privileges and activities
- Noon hour detention of student
- Parental involvement.
- Parent-student conference with school staff
- Verbal or written apology by student
- Problem solving, monitoring or reviewing behavior expectations
- Replacement or repair of damaged property
- Temporary exclusion of student from class
- Bus suspension for students riding the bus
- In-school suspension
- Out-of school suspension



SCHOOL POLICIES

- Behavior contract
- Involvement of outside agencies
- Involvement of Police
- Expulsion.
- Record of incident retained in PowerSchool.

In dealing with inappropriate behaviors, consequences are fair, but not always equal. A number of factors are taken into account when dealing with inappropriate behavior. As might be expected, the more serious the behavior, the more severe the consequence. The nature and circumstances of the incident, as well as frequency of misbehavior, and unique student attributes such as age, maturity and the individual circumstances of the student are also considered.

UNACCEPTABLE BEHAVIOR

Unacceptable behavior could result in a suspension from school under Section 24 of the School Act. The following are considered major forms of misbehavior and will be dealt with severely, whether they occur within the school building, during the school day or by electronic means.

Bullying/Cyberbullying

Alberta Education defines “Bullying” as:

“...a repeated and hostile or demeaning behaviour intended to cause harm, fear or distress, including psychological harm or harm to a person's reputation. It often involves an imbalance of social or physical power.”

Bullying can take different forms:

- Physical – pushing, hitting
- Verbal – name calling, threats, put-downs
- Emotional/Social – exclusion, rumors, extortion of money or possessions, intimidation
- Cyber – using the computer or other technology to harass or threaten

Bullying is not a normal part of growing up and it does not build character. No one should have to put up with bullying. Bullying is a learned behaviour – children and youth often learn bullying behaviours when they either experience being bullied or see it happening to others.



SCHOOL POLICIES

Bullying is different from conflict. Conflict is defined as a disagreement or struggle over opposing beliefs, needs, feelings or actions and is a normal part of life. From time to time everyone has conflicts with friends, family, teachers, co-workers. It is important to learn how to resolve conflict peacefully and recognize the difference between conflict and bullying.

Students are expected to report bullying behaviour as soon as they can after seeing it or experiencing it. Students may do this by telling an adult in the school. Students who are uncomfortable with coming forward to school personnel are encouraged to talk with parents or friends, who could then assist them in notifying the school about bullying.

Bullying or cyberbullying of students could result in an immediate suspension from school. As well, the police may become involved in the investigation of bullying incidents. Bullying is defined in law as “the repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted or emotional abuse.” Any person who repeatedly bullies a minor (under the age of 18) in a public place could be subject to a \$250 fine.

Defiance

Any act of defiance, that is, refusing to comply with a reasonable request from a staff member, could result in a suspension from school.

Physical / Verbal Abuse or Harassment

Physical abuse of any type to anyone could result in a suspension from school. Verbal intimidation or harassment could also result in a suspension from school. At Bishop David Motiuk, there is no such thing as “play fighting” – and therefore this will not be considered an acceptable excuse for physical contact with another student. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: Students who choose to watch or encourage other students in a physical fight could be suspended from school. The fact that they have an audience encourages those students who are fighting to continue the conflict, as they do not want to “lose face” in front of their peers. Thus, the spectators are viewed by school administration as being a major contributing factor to the continuation of the fighting, and they will be treated accordingly.

Improper or Profane Language

The use or display of improper or profane language could result in a suspension from school. Students who use profane language in addressing a teacher could be suspended from school.



SCHOOL POLICIES

Vandalism or Willful Damage to School Property

Vandalism or willful damage to school property could result in an immediate suspension and/or service within the school community* depending on the circumstances, students will be expected to pay fully for any damages caused deliberately or through carelessness.

*Service within the school community occurs when a student is assigned to do work to assist any of the adults in the school (i.e.: teachers, custodians, support staff). This is for a specific number of hours in a specified period of time.

Theft

Theft of property, either from the school or from another person is strictly prohibited and will result in a suspension. Restoration of the stolen property is mandatory. In some instances, cases of theft are referred to the police.

Illegal Drugs or Substances

Possession or use of illegal drugs or substances on school property or in sight of school property will result in an immediate suspension and may lead to expulsion from the school. In cases of drug use, the police will be involved in the investigation and charges could be laid.

Behavior Dangerous to Self or Others

Students who engage in reckless or dangerous behavior will be suspended from school. If appropriate, the police will also be involved in the investigation.

Weapons

Possession of a weapon or presentation of any object meant to threaten or intimidate will result in an immediate suspension. Any weapons brought to school will be confiscated and turned over to the police. Police may be involved if this is deemed to be appropriate by school administration.

IMPORTANT NOTE: This rule also applies to toy knives and guns. Simulated weapons will be treated in the same fashion as real weapons. They have no place in a school environment.

Repeated Violation of General Expectations

Repeated violation of general expectations or a continual disregard of classroom rules will result in an out-of-school suspension.



SCHOOL POLICIES

ACADEMIC INTEGRITY

PURPOSE

To support staff, students, and parents in creating a learning community where academic honesty is taught, expected, and practiced.

DEFINITION OF ACADEMIC HONESTY

Respecting the work and the ideas of other individuals. When one makes use of, or makes reference to, another's ideas or creations, appropriate credit and proper acknowledgement must be given.

ACADEMIC HONESTY AND INTEGRITY

Academic honesty and integrity is an important component of educational programming at all levels. In keeping with IB Standards and Practices, we expect all students to complete their school work to the best of their ability and to demonstrate the five fundamental principles identified by the IB — honesty, trust, fairness, respect and responsibility — by completing their work themselves and by acknowledging sources of information they may use in their assignments. Students are also expected to value the attitudes and skills inherent in being a principled communicator in all learning and assessment.

Any staff member, student or parent who is practicing the attributes of the IB learner profile will, by definition, be practicing academic honesty. We encourage learners to be: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective. Principled learning requires students to be honest and ethical in referencing sources of knowledge and ideas in their work.

SCHOOL'S RESPONSE TO ACADEMIC MALPRACTICE

Students who deliberately attempt to gain advantage in marks through dishonest practices, such as cheating, plagiarism, collusion or duplication of work will gain no credit for their work (mark of zero). If students engage in dishonest practices on more than one occasion, a comment making reference to the student's academic dishonesty could be added to the student's report card. A meeting may also be with both the student and the parent to review the academic honesty policy.

At Bishop David Motiuk, our definitions of malpractice are taken from the IB's publications regarding Academic Honesty:



SCHOOL POLICIES

Plagiarism

Plagiarism is defined by the IB as “...the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment (MYP: From Principles into Practice, p. 94).”

In other words, plagiarism is when a student knowingly or unknowingly using another person’s words or ideas and passes them off as his or her own. It is fine to use another person’s ideas and words, as long as they are acknowledged using correct quotations and citations.

Collusion

Collusion is defined by the IB as “...supporting malpractice by another [student], as in allowing one’s work to be copied or submitted for assessment by another” (MYP: From Principles into Practice, p. 94).”

Collusion, then, is helping someone to cheat by doing things such as providing answers to a test or allowing others to copy work and turn it in as if it were their own. Collusion is never acceptable.

Duplication of Work

Duplication of work is defined by the IB as “...the presentation of the same work for different assessment components” (MYP: From Principles into Practice, p. 94).”

Students who have completed an assignment in one class or subject would not be able to use parts or all of that assignment in other classes or subjects. To do so would constitute a duplication of work. Even though the student may have originally completed the work, it can’t really use it again – unless it is properly quotes and cited.

ROLES AND RESPONSIBILITIES (adapted from Page 7 of the IB Academic Honesty Document)

The student is ultimately responsible for ensuring that all work submitted is authentic, with the work or ideas of others fully and correctly acknowledged.

The principal, and by extension, the school’s teachers, must ensure that all students:

1. understand what constitutes academic honesty, an authentic piece of work and intellectual property
2. receive guidance on study skills, academic writing, how to conduct research and how to acknowledge sources
3. understand what constitutes malpractice (particularly plagiarism)
4. know the consequences of being found guilty of malpractice.



SCHOOL POLICIES

It is the responsibility of each teacher to confirm that, to the best of his or her knowledge, all student work is the authentic work of each student. Teachers are also expected to support and act on the school's policy on good academic practice and provide students with advice whenever necessary. In this respect teachers must act as good role models for the students.

STUDENT-OWNED DEVICES POLICY

Bishop David Motiuk School believes in providing students with an educational environment that will engage and empower them as technology users.

Wireless Network

Students are able to access our wireless network under the following conditions:

- The use of the network and personal devices is for educational, not social use.
- Students using their devices for personal use must adhere to ECSD's Student Responsible Use Agreement. Devices may only be used for personal use BEFORE 8:45 am and AFTER 3:12 pm. Consequences will result for students who do not follow school policy.

Personal Devices

- Students are responsible for the security and safety of their own devices, including Chromebooks and cell phones. The school assumes no responsibility for the safety, security, loss, repair or replacement of a student's personal devices.
- Devices must be fully powered prior to using them at school to avoid loss of time, management issues and overloading of electrical outlets.
- Sharing of devices is only permitted if students are working together. Students should not allow other students to use their personal devices.
- Use of cameras and video recording devices is permitted under teacher supervision only. No school pictures or videos of any kind may be posted on any social media or personal sites.
- Teachers will review internet etiquette with students.
- Teachers and administrators have the right to "search" student-owned devices – including cell phones - if they have reason to believe that the device has been used inappropriately.
- Student devices will work from the "Cloud" and will follow the same internet safety precautions and sites as if they were in a wired lab, In other words, sites like "Instagram" or "Snapchat" may not be available for student use while at school.
- Teachers and IT specialists make every effort to ensure the availability of IT resources, with the understanding that at times, these resources may not be available.



SCHOOL POLICIES

Cell Phones

- Cell phones must be on silent mode and kept in the student's locker during the school day. Lockers must be locked.

Students Must:

- Follow all ECSD policies and administrative procedures regarding responsible use of technology.
- Take full responsibility for, and respectfully use, IT resources and equipment available to them.
- Take responsibility for their actions when using technology, always respecting the rights and privacy of others.
- Use IT resources and equipment in a positive manner so as not to disturb system performance and to not breach security standards.
- Be mindful of internet/network safety protocols:
- Keep personal information secure, including age, address, phone number.
- Keep passwords confidential and refrain from sharing them – even with friends.
- Report any inappropriate material, security, or network problems to a teacher, administrator, or system administrator.
- Recognize that not all information found on the internet is true and accurate. Assess information found on the internet carefully.



GREAT THINGS at BISHOP DAVID MOTIUK

STRONG CATHOLIC IDENTITY

At Bishop David Motiuk, our Catholic faith is integral to teaching and learning. We have an excellent relationship with our local parishes and we place great emphasis on faith development.

INTERNATIONAL BACCALAUREATE PROGRAMMES

International Baccalaureate Programs are internationally recognized for their academic rigor and emphasis on helping students to become active learners, well-rounded individuals and engaged world citizens. Through emphasis on the IB Learner Profile, students strive to be: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-takers, Balanced and Reflective.

KINDERGARTEN PROGRAMS

Bishop David Motiuk offers excellent kindergarten programming. Our kindergarten programs are reggio inspired and are taught within the context of inquiry-based learning.

GREAT STUDENTS

Students at Bishop David Motiuk strive to live in ways that demonstrate our Catholic faith. They are hardworking young people who are unfailingly polite and well-mannered. They go out of their way to live the gospel values of caring for the poor, the marginalized and the less fortunate.

GREAT FACILITIES

At Bishop David Motiuk, we have a beautiful Learning Commons, large classrooms, two gymnasiums, and a variety of lab spaces, including state of the art Foods and CTF labs and a Makerspace. Our music room features a performance space and practice rooms. We also have dedicated Drama and Art rooms. Our science classrooms are highly advanced and provide great opportunities for learning for students.



GREAT THINGS at BISHOP DAVID MOTIUK

ACCESS TO TECHNOLOGY

In addition to student-owned Chromebooks, we have iPads and other devices available for students to use for various projects and activities, including working with robots. Wireless networking makes it possible for students to use cloud computing throughout the day. We also have Epson boards and projectors in every classroom. Our students have great opportunities for learning!

OUTSTANDING COMPLEMENTARY COURSE PROGRAM

Our semestered complementary course program provides junior high students with a wide variety of choices in terms of the complementary courses they may take. Students may take a variety of courses in visual and performing arts, career and technology foundations, and media, design and communications.

UNPARALLELED VISUAL AND PERFORMING ARTS PROGRAMMING

Students at Bishop David Motiuk have access to outstanding visual and performing arts programming. Students may take Art, Drama, Film Studies, and both Instrumental and Choral Music.

EXTENSIVE FIELD TRIP PROGRAM

At Bishop David Motiuk, we believe that students benefit from experiences outside of the classroom. Therefore, we have developed an extensive field trip program for students. In addition to visiting a variety of local attractions such as the Citadel Theatre, the Edmonton Art Gallery, the Royal Alberta Museum and the Telus World of Science, our students also take part in activities such as ski trips and grade level retreats.

GREAT SCHOOL SPIRIT

School spirit is alive at Bishop David Motiuk, where students and staff come together to celebrate through a variety of special events, sports and community activities including field trips, grade level retreats, activity days, fun days and school spirit days. Students at Bishop David Motiuk are invited to participate in a variety of activities such as inter-school athletics, the Student Leadership Team, clubs and more!

