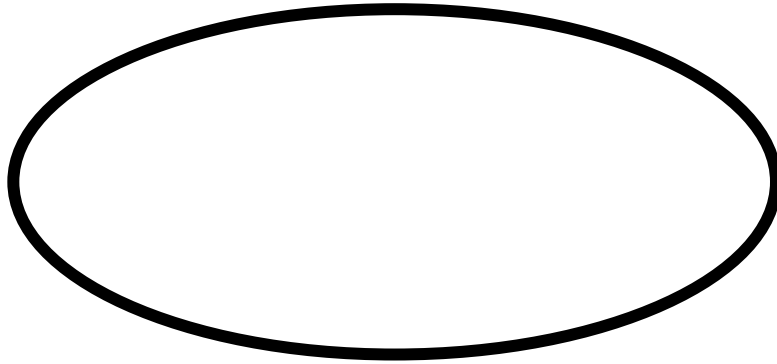


This agenda belongs to:

Name:
First and Last



Grade: _____ Homeroom Teacher: _____

Please return to the school if lost! Note: The front cover is sensitive to extreme heat. Do not leave in direct sunlight.

Our Namesake - St. Josephine Bakhita



St. Josephine Bakhita was born in 1868 in the village of Olgossa, Darfur (Sudan). As a child, she was kidnapped by slave traders and was given the name Bakhita which means "lucky" or "fortunate." She endured the horrors of slavery before she attained freedom in Italy. There, Josephine became a nun with the Canossian Daughters of Charity and lived and worked with them for 45 years.

Pope John Paul II shared the following words when he beatified Sister Josephine Bakhita in 1992

"Josephine Bakhita, in her humility and total abandonment in God, teaches us not only to work and to pray but, above all, to trust. From her painful experiences, she had learned, with God's grace, to have complete trust in him, who is present always and everywhere, and therefore to be constantly and with everyone good and generous."

The Feast Day for St. Josephine Bakhita is February 8, and she is the patron saint of Sudan and human trafficking survivors.



St. Josephine Bakhita Catholic Elementary/Junior High School
Handbook 2025-2026

St. Josephine Bakhita Catholic Elementary/Junior High School

145 Secord Drive | Edmonton, Alberta | T5T 7N9

Phone: 780.670.2946

Website: <https://stjosephinebakhita.ecsd.net/>

Instagram: [sjbschoolecsd](#)

Office Hours: 7:45 am - 3:15 pm

Krista MacGregor- Principal

Sandra Hartum- Assistant Principal

Garrett Boyko- Assistant Principal

ECSD SCHOOL CALENDAR 2025-2026



First Day of Operation
August 28, 2025
First Day of Instruction
September 2, 2025
Last Day of Instruction
June 23, 2026
Last Day of Operation
June 24, 2026

July 2025							August 2025							September 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30				
							31													

October 2025							November 2025							December 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

January 2026							February 2026							March 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28
25	26	27	28	29	30	31								29	30	31				

April 2026							May 2026							June 2026						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30				
							31													

- Non-instructional day
- Non-operational day
- Cancellation of early dismissal
- Early dismissal
- Statutory Holiday - Office/School Closed
- Named Holiday - Office/School Closed

Labour Day	Sept 1
Truth & Reconciliation Day	Sept 30
Thanksgiving Day	Oct 13
Remembrance Day/Fall Brk	Nov 10-12
Christmas Vacation	Dec 22 to Jan 2
Family Day	Feb 16
Faith Development Day/PD	Feb 25
Teachers' Convention	Feb 26-27
Spring Break	Mar 30 to Apr 6
Good Friday	Apr 3
Easter Monday	Apr 6
Victoria Day Weekend	May 15-18

MONTH	Operational Days	Instructional Days
August	2	0
September	20	20
October	22	22
November	17	17
December	15	15
January	20	20
February	19	16
March	20	20
April	18	18
May	19	19
June	18	17
Total	190	184

ecsd.net

FEBRUARY 2025

**Dates are subject to change*

Check our website <https://stjosephinebakhita.ecsd.net/> regularly for the most current dates.



St. Josephine Bakhita Catholic Elementary/Junior High School - HOURS OF OPERATION

Junior High (Grades 7, 8, 9)				
	First Bell		Lunch and Recess	Dismissal
Mon/Tue/Wed/Fri	8:00 am		11:34 - 12:14 pm	2:44 pm
Thursday	8:00 am			11:36 am

Elementary (Grades 1, 2, 3, 4, 5, 6)				
	First Bell	Morning Recess	Lunch and Recess	Dismissal
Mon/Tue/Wed/Fri	8:00 am	10:00 am - 10:15 am	11:34am-12:14 pm	2:45 pm
Thursday	8:00 am	10:00 am - 10:15 am		11:42 am

Kindergarten AM		Kindergarten PM	
<i>No Class Thursdays</i>		<i>No Class Thursdays</i>	
8:00 am	First Bell	11:39 am	First Bell
11:06 am	Dismissal	2:45 pm	Dismissal

St. Josephine Bakhita Catholic School - STUDENT CODE of CONDUCT

St. Josephine Bakhita school focuses on a welcoming, caring, respectful and safe learning environment. Our Student Code of Conduct will continue to be developed by our school community based on input from students, parents and staff. It is reflective of the expectations of students as addressed in legislation and Division policies. It will be communicated in writing to all members of the school community, to be reviewed and adapted, as necessary, on an annual basis. Our goal is for students to be responsible for their behaviour. Our priority is to establish and maintain an appropriate balance between individual and collective rights, freedoms, and responsibilities in our school community. Our code of conduct is in place to help students learn how to address issues of dispute, develop empathy and become good citizens both within and outside of the school community. We, the SJB School community, believe that we are called to recognize the divine in each person and that we are all children of God. 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 and beyond St. Josephine Bakhita School.

We affirm that pursuant to the *Alberta Human Rights Acts* 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, accommodations 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.

As a school community, we believe that all students deserve:

• a positive, proactive approach to learning	• social skill development
• clear expectations	• supervision and monitoring
• positive reinforcement	• fair consequences for appropriate and inappropriate behaviours

With this in mind, our community members are expected to behave in a Christ-like, self-disciplined and responsible manner when interacting with others in the school building, outside of school or school hours, or electronically.

Acceptable Behaviours	Unacceptable Behaviours
Behaviours that contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. • Respect yourself and the rights of others in school. • Refrain from, refuse to tolerate, and report bullying or bullying behaviour, even if it happens outside of school or school hours or electronically.	Behaviours that interfere with the learning of others and/or the school environment or that create unsafe conditions including but not limiting to: • Rude or inappropriate language • Physical violence. • Acts of bullying*, harassment, or intimidation. *See "<u>Peer Conflict, Mean Behaviour & Bullying</u>" table for definition.

• Inform an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school. • Act in ways that honours and appropriately represents you and your school. • Attend school regularly and punctually. • Be ready to learn and actively engage in and diligently pursue your education. • Know and comply with the rules of your school. • Cooperate with all school staff. • Be accountable for your behaviour to your teachers and other school staff. • Contribute positively to your school and your community.	• Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern. • Illegal activity such as: • possession, use or distribution of illegal or restricted substances • possession or use of weapons • theft or damage to property
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***It is important to note that, according to Alberta's School Act, while school staff are not able to control what students do outside of school... students will be held accountable for conduct that occurs outside of the school building, or school day, or electronically if the conduct negatively affects a member of the school or interferes with the school environment.*

Consequences of Unacceptable Behaviour

St. Josephine Bakhita School staff will consider the specific circumstances of the situation, the student's age, maturity, and individual circumstances when determining appropriate consequences for unacceptable behaviour. We will also address how support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. All information affecting the decisions made about the consequences or supports put in place for a student will be discussed with their parent/caregiver only, in compliance with the Freedom of Information and Protection of Privacy Act. A continuum of supports may include preventative procedures, mentoring, restorative processes, regular check-ins with staff, etc.

A severe breach of conduct may require suspension (in-school and/or out of school) in accordance with section 12 of the School Act.

PEER CONFLICT, MEAN BEHAVIOUR AND BULLYING – What's the Difference?

Social Responsibility & Diversity Team – Vancouver School District #39

Peer Conflict	Mean Behaviour	Bullying
It's a natural part of growing up. Children disagree and can't solve their own problems. They become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt. <u>If it's peer conflict you will be aware that these children:</u> - usually choose to play or hang out together; - have equal power (similar age, size, social status, etc.); - are equally upset; - are both interested in the outcome; and - will be able to work things out with adult help (after calming down). Adults can respond by helping the children talk it out and see each other's perspective. This is often referred to as "conflict resolution."	Children may try out behaviours to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or "budding" in line. <u>If it is mean behaviour, usually:</u> - it is not planned and seems to happen spontaneously or by chance. - it may be aimed at any child nearby; - the child being mean may feel badly when an adult points out the harm they've caused. When adults see mean behaviour they should not ignore it. Adults should respond quickly, firmly and respectfully to stop the behaviour, to let kids know that their actions are hurtful, and to re-direct children to more positive behaviour.	<u>Bullying is serious behaviour that has three key features – all three must be present for the situation to be considered bullying:</u> <u>Power imbalance</u> -- One child clearly has power over the other(s), which may be due to age, size, social status, and so on. <u>Intention to harm</u> -- The purpose of the behaviour is to harm or hurt other(s) – it's clearly not accidental. <u>Repeated over time</u> -- continues over time and gets worse with repetition. There is a real or implied threat that the behaviour will not stop, and in fact will become even more serious. The effect on the child who is being bullied is increased fear, apprehension, and distress. Adults must address the bullying behaviour and ensure the safety of the student who has been targeted.

Reporting Bullying

Students who are being bullied or witness someone being bullied have the responsibility of telling an adult.

Some ways to report are:

- tell an adult in the school that you trust
- if you need support telling an adult at school you can talk to a parent, relative, coach, mentor, or friend and have them help you report bullying to the school

What does it mean to "not tolerate bullying"? This doesn't mean you have to step into the middle of something.

You can show your support in many ways:

- model the behaviours you would like to see in others

- support the person who is the target of the behaviour
- don't watch or encourage bullying behaviours – this sends a message that you think these behaviours are okay
- if it's safe say to the person "hey, let's go" and walk away with them
- check in with the person who was bullied to see if they are ok and if they have someone to talk to; this could be in person or by text
- support the person to tell an adult; this might be through encouraging them or going with them

Safe and Caring. (n.d.). Retrieved May 17, 2016, from <http://www.safeandcaring.ca/>

Responsibilities of Students

Students are accountable for their conduct. What does it mean to be accountable for your conduct? Everyone makes mistakes so it's not about being perfectly behaved all the time. When you do make mistakes, it is about admitting and owning up to those mistakes, taking responsibility and, when necessary, making things right.

You can contribute to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging by:

- smiling at your peers and the adults in your school
- greeting visitors to your classroom or school
- encouraging your friends to contribute to a welcoming, caring, respectful and safe environment
- 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 play with you at recess or working together to complete a project
- keeping your school and school grounds clean and tidy
- coming to school/class on time and as prepared as possible
- treating everyone with respect even if you don't agree with their beliefs and/or values
- demonstrating empathy for others
- following classroom and school expectations so everyone can learn
- avoiding put downs or snickers when questions are asked in class. No one should feel afraid or nervous about coming to school
- getting involved in school activities that interest you
- doing your best in all of your schoolwork. Let your talents shine through. Encourage others to also do and be their best.
- respecting personal space and belongings

Responsibilities of Parents

Students and staff are responsible for ensuring that their conduct contributes to a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. Parents have a corresponding responsibility under section 16.2(a) of the School Act to help their child meet his/her responsibilities. Parents have an important role to play, whether they are in school regularly or not, to:

- Make sure your child attends school regularly and punctually
- Pay attention to how you talk about the school, staff, other students and their families in front of your child

- Speak respectfully to and about school staff
 - All parties in a conflict situation must recognize and respect the principle of "first contact." This means that the person(s) who have the concern, have a responsibility to begin addressing the concern directly with those persons with whom they have the concern before taking their concern elsewhere.
- Model kindness
- Take responsibility for your mistakes
- Model peaceful problem solving when you have a conflict
- Make appointments to ensure the person you want to speak with has sufficient time to have a focused conversation
- Report any problems at school to the teacher as soon as you can
 - Problems are easier to solve when they haven't been going on for a long time.
 - Always start with your child's teacher

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.

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 St. Josephine Bakhita School must wear:

- A shirt or the equivalent (top) with fabric in the front (covering the chest), and the chest back, and sides (under the arms) must be covered with opaque fabric (non transparent) when standing or sitting.
- Pants or the equivalent (bottoms), underwear and buttocks must not be visible or exposed.
- Shoes, boots or other footwear must be worn at all times

- The above applies for all activities over the course of the school day

**courses or activities may require specific attire for safety or curriculum purposes (i.e., CTF/CTS, PE, science labs, field trips)*

Students at St. Josephine Bakhita School may wear, if they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Clothing with logos or text on it that are positive in nature, respectful, or imply or encourage a healthy lifestyle/choice for children and youth

Students at St. Josephine Bakhita School may not 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
- Hats and other headwear (including hoodies) to ensure faces are always visible/identifiable and do not interfere with a line of sight
- 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.

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.

We All Belong Here!

St. Josephine Bakhita School is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination. Belonging means everyone is welcome at our school. We treat our friends, classmates, teachers, and school staff with kindness and respect. Sometimes, people say things that make us feel like we don't belong. If this happens to you, talk with your family, your teacher, or a trusted adult at your school.

There is no room for discrimination or racism at our school. If you experience or witness racism or discrimination, talk with your family, your teacher, or a trusted adult at your school. If you are in a situation where you need help and you feel there is no one you can talk to at home or school, then

please use the reporting form found on ecsd.net/reportdiscrimination. When you make a report to a teacher, administrator, or staff member, or through the reporting form, an investigation will begin. It is brave to speak up.

If you need immediate help, you can contact the Kids Help Phone by calling 1-800-668-6868 or texting 686868.

