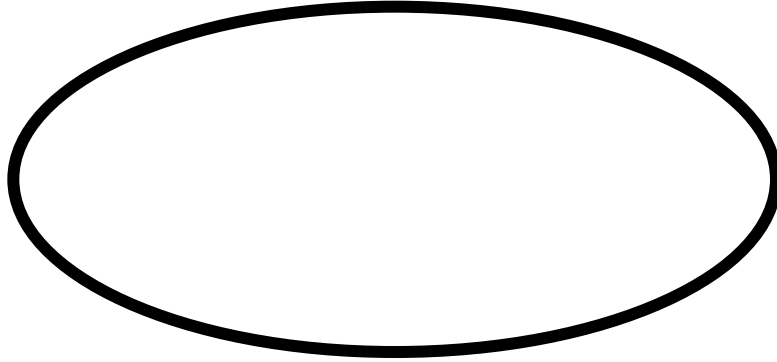


This agenda belongs to:

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 2026-2027

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: [sjschoolecsd](https://www.instagram.com/sjschoolecsd)

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

Krista MacGregor- Principal

Sunata Halliday- Assistant Principal

Garrett Boyko- Assistant Principal

ECSD SCHOOL CALENDAR 2026-2027



July 2026							August 2026							September 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			1	2	3	4	5	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26
26	27	28	29	30	31		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

October 2026							November 2026							December 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
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

January 2027							February 2027							March 2027						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6			1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				

April 2027							May 2027							June 2027						
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			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												

- Non instructional Days
- Non-Operational Days
- Cancellation of early dismissal
- Early Dismissal
- Statutory Holiday - Office/School Closed
- Named Holiday - Office/School Closed

First Day of Operation
August 31, 2026
 First Day of Instruction
September 2, 2026
 Last Day of Instruction
June 28, 2027
 Last Day of Operation
June 29, 2027

Labour Day	Sept 7
Truth & Reconciliation Day	Sept 30
Thanksgiving Day	Oct 12
Election Day	Oct 19
Remembrance Day Wknd	Nov 11-13
Christmas Vacation	Dec 21 to Jan 1
Family Day	Feb 15
Faith Development Day/PD	Feb 24
Teachers' Convention	Feb 25- 26
Professional Development Day	Mar 25
Spring Break	Mar 26 to Apr 2
Good Friday	Mar 26
Easter Monday	Mar 29
Victoria Day Wknd	May 20-24

MONTH	Operational Days	Instructional Days
August	1	0
September	20	19
October	20	20
November	18	18
December	14	14
January	20	20
February	19	16
March	19	18
April	20	20
May	18	18
June	21	20
Total	190	183

**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	2:42 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	9:40-9:55 (1-3) 10:00-10:15 (4-6)	11:34am-12:14 pm 12:14-12:54 pm	2:44 pm
Thursday	8:00 am	9:40-9:55 (1-3) 10:00-10:15 (4-6)		11:36 am

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

ACCESS TO THE BUILDING

School entry doors are open for student access to the building at 7:45 AM each day for Junior High and 8:00AM for everyone else. Students are expected to enter and exit the building through their designated doors. Students line up at these doors and enter once an adult is there to escort them in. Siblings must make arrangements to meet at the entrance door of the youngest child outside the school at the end of the day.

To maintain the safety of our students, exterior doors are locked during the school day. Although the front door is not normally a student entrance/exit, students who are late for school are asked to enter through the front door and stop at the office to get a late slip. Students who arrive after their classes have entered the school, and visitors to the school must ring the bell to gain entrance to the school. Parents who pick their children up after school are asked to wait outside their child's designated door until students exit, rather than in the foyer or hallways, so that learning time is not disturbed.

Children should not be at school before 7:45 AM or after 3:00 PM unless they are involved in a scheduled school activity.

ACCIDENTS

First aid will be given to a student who is injured on the premises or the school grounds. 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.

AGENDA BOOK

In addition to being a useful organizational tool, the Student Agenda Book will be used for grades 1-9 as a communication tool between home and school. Teachers frequently write brief notes to parents in the Agenda Book. Please ensure that you check and initial your child's agenda each day.

APPOINTMENTS

Whenever possible, parents are asked to schedule medical, dental, or other appointments after school or on early dismissal days so that students do not miss valuable instructional time. Please notify your child's teacher and the school office, as soon as possible, if an appointment has been scheduled during school hours.

ATTENDANCE & LATES

Punctuality and regular attendance are essential to success in school and are expected of all students. Parents of students who must be absent from school are asked to contact the school before classes begin. An answering machine is operational for your convenience between 4:00 PM and 8:00 AM every day. Parents and guardians who do not phone the school will be contacted at home or at work via our automated phone system. Students who are late must report to the office and obtain a late slip before entering class. We require a phone call when students must leave the school during the school day for appointments or other commitments. In addition, parents are required to sign out their child at the office.

VACATIONS/EXTENDED ABSENCES

Modern classrooms are dynamic learning environments that are fluid and constantly changing. Work assigned is often project-based and is designed to promote critical thinking and a deeper level of student engagement. Because our learning environments are so dynamic, it can be very difficult for teachers to put together packages for students who will be away for an extended period. Consequently, we recommend that families avoid booking vacation time during the school year. If that is not possible, or if a student must be away for important events or family emergencies, then parents are asked to contact the teacher to find out what general topics of study will be examined while the student is away let the office know when the child/ren will be returning.

*N.B. It is the responsibility of the student to see each of his or her teachers to find out what work was missed during an absence and to complete all missed work, assignments and/or exams.

BICYCLES/SKATEBOARDS/SCOOTERS/ETC.

Students bring bicycles, skateboards, and scooters to school at their own risk. Students must lock their bicycles up at the bike racks outside the school. The school does not take responsibility for theft or damage. Students must wear helmets for their safety. Helmets should be kept inside the school.

CARE OF SCHOOL PROPERTY

Any loss or damage of school material, through student negligence, improper use, or student misconduct, is the responsibility of the student and the parent. Students who damage school property or equipment will be responsible for paying for repair or replacement.

CELL PHONES

We recognize that cell phones are a huge part of our lives and that is especially true for our students. We want our students interacting with each other and face to face and not through their phones, so the expectation is that all students put their phones in their lockers at the start of each day where they will remain until the end of the day.

There will be a three strike system for not adhering to the cell phone policy; first strike is a warning from the teacher and the student puts his/her phone back in the locker; second strike, the cell phone is brought to the office and parents are called by the homeroom teacher and third strike, the cell phone is brought to the office and the parents are called and required to come in to pick up the phone. In addition to the third strike, the student will either be required to keep the phone at home for a duration that is agreed upon or the cell phone is left in the office upon arrival to school and can be picked up at the end of the day.

CORRESPONDENCE (WEBSITE, SWIFT KEY, AGENDA)

At SJB we make every effort to keep parents informed. Important information that needs to be sent out immediately is sent to parents via email and/or telephone calls via our SchoolMessenger system. We make every effort to keep email communication from school administration to a minimum. Teachers often communicate with parents via email as well. Please help us by ensuring that we have current email addresses.

CURRICULUM

Students in Kindergarten through Grade 9 follow the approved Program of Studies outlined by Alberta Education. Alberta Education publishes curriculum information for parents that are available online at the following address:

<https://www.alberta.ca/k-12-curriculum-programs-of-study.aspx>

LOCKERS AND BACKPACKS

Backpacks and jackets are to be put in lockers or cubicles when students arrive at school and remain there until home time.

EMERGENCY EVACUATION

There are several situations, such as a major gas leak or a fire that could potentially lead to the evacuation of the school building. In the event of an extended evacuation, students and staff would relocate to Shasta Centre. We would then begin our emergency telephone/email contact with parents to arrange for pick-up and dismissal of children.

We practice 6 fire drill, 3 lock downs and on alert procedures during the school year so that children will know procedures to follow in the event of an emergency.

EXTRA-CURRICULAR ACTIVITIES

Students can participate in a variety of extracurricular activities at SJB. These activities occur throughout the year and the expectation is that students must be in good standing with regard to behaviour and schoolwork to participate in these activities.

FIELD TRIPS

Field trips, tours and excursions are school-planned enrichment activities that complement the curriculum. Each teacher is responsible for the organization of the field trips taken by the class. Parents will be informed in advance of the field trip date, the nature of the trip and costs involved. Before each field trip, parents will be asked to read and sign a field trip permission form. For legal reasons, we are unable to accept verbal permission or notes for students to attend field trips. Therefore, children who have not returned a signed field trip permission form to school will not be allowed to participate in the field trip.

FOOTWEAR

All student footwear should be clearly marked to help prevent loss. Each student should have outdoor and indoor footwear for cleanliness and safety reasons. Throughout the year, running shoes are recommended for inside wear, and are also required for physical education. 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.

ILLNESS

Good health is necessary for effective learning. All students are expected to go out for recess. Normally, students who are too ill to go outside for recess are too ill to be at school. To prevent the spread of infection, we request that you keep your child at home until they are no longer feeling ill. Students who become ill during the day are to go directly to their teacher. Our policy is to get students who are ill home as soon as possible. Our practice is to call parents and ask them to pick the student up or give the student permission to go home.

INCLEMENT WEATHER

If the weather is inclement, students will be kept indoors during recess and the noon hour. At such times, an indoor activity will be in effect for all grades. The above policy will be followed when:

1. The temperature (including wind chill) is colder than -20C.

2. On days when there is continuous rainfall.

3. On extremely windy days.

Students are expected to come to school with appropriate clothing for the weather conditions (e.g. toques, mitts, snow pants, scarves, and boots in cold weather). On days when the weather is severe, students may wait outside their classroom entrance before school starts. Supervisors will be present.

INTERNET

Students are required to have parental permission before being able to access the Internet. Unacceptable use of the Internet and / or computer may result in the loss of the privilege.

LITURGICAL CELEBRATIONS

Several religious and other celebrations are held during the year. Celebrations may be school-wide, division-wide or within individual classrooms. Please check the monthly calendar for dates and times. All students follow a religion program approved by the Canadian Conference of Catholic Bishops.

LOST AND FOUND

Please label all items of clothing (jackets, shoes, boots, etc.) with your child's name. This will help facilitate the return of misplaced items. A lost and found box will be provided and unidentified clothing articles will be placed in the box. We encourage students and parents to check this box frequently. Smaller items such as keys or jewelry are normally kept in the office. Unclaimed articles are donated to a charitable organization at different times during the school year.

LUNCHTIME

All students are welcome to enjoy the privilege of eating lunch at school. All students will eat lunch in their homeroom classroom. We do not have microwaves available for student use. Therefore, parents are asked NOT to send microwaveable items to school with students.

During lunch, students are expected to:

1. remain seated
2. clean up after themselves
3. follow directions from supervisors

Specific routines will be reviewed regularly with students. Students must remain on school property at all times.

CLOSED CAMPUS

Students are not permitted to leave the school grounds during the noon hour unless they live within 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.

MEDICATIONS TO STUDENTS

On occasion, we have been asked by parents to ensure their child receives prescribed medication. Please be aware that for school staff to do so, parents must complete a *Request for Administration of Medication at School Form* and have it completed by a doctor and returned to school. The school will administer the medication according to the doctor's prescription, provide safe and limited access, store the medication, and shall keep a record of each student receiving medication. Please assist us in ensuring that prescribed pills, liquids, and inhalers are not casually left in student frequented areas. Students with EpiPens are required to have them with them at all times in order to ensure immediate access if necessary.

Medical Alert: If your child has a condition that requires special medical attention, please complete the *Medical Alert Form* as accurately as possible and return it to the school as indicated each year. It is important that you keep us informed of any changes in your child's medical status.

PARENTAL CONCERNS

Edmonton Catholic Schools and SJB 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 division 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. Based on the principle of "first contact", parents must address concerns directly by calling or making an appointment with teachers before raising these concerns 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.

PARKING / STUDENT PICK UPS AND DROP OFFS

Traffic in and around the school building is very congested first thing in the morning and again after school. To promote pedestrian safety, we ask parents to put safety over convenience and adhere to the following guidelines. Parents are NOT permitted to enter the staff parking lot. All parents are asked to "stop, drop, and go" when dropping off their children in the designated drop off zone in front of the school, pulling as far forward as possible in the drop off zone. Parents who wish to wait with their children until they enter the school are asked to park away from the school and to walk with their children. After school, we appreciate that parents must wait for their children. Parents must ensure they drive slowly and safely when exiting the pick-up area.

PERSONAL PROPERTY

Students are responsible for all personal property. All personal items should be clearly marked with the student's name. Outside clothing and footwear are to be kept in designated areas. Money and other valuables found on the school premises are to be turned into the homeroom teacher. Students should never leave money or valuables on or in their desks, in their coat pockets, boot rooms or backpacks. Students in kindergarten through grade six are asked to leave electronic devices at home. Students using these devices at school run the risk of confiscation from staff. We suggest that expensive articles and treasures be kept at home. The school cannot be responsible for damage or loss.

SCHOOLGROUND EXPECTATIONS

Students are expected to:

- Use school equipment appropriately and safely.
- Play safe games that will not harm or potentially endanger themselves or others.
- Gather and play in designated playground areas according to schedules.
- Stay on school property.
- Show consideration for others.
- Attempt to solve playground problems peacefully, using respectful strategies, involving staff where appropriate.

REPORTING PERIODS

August

The school hosts a Meet the Staff Night where parents can meet the staff and dialogue with teachers.

November

A three-way conference with student, parents, and teacher will be scheduled in which strengths, concerns, and next steps will be discussed.

March

A student-led conference will be scheduled in which strengths, concerns, and next steps will be discussed. Goals are initiated by students. Leading up to the conference, parents will receive on-going assessment.

June

Final electronic report card is available on PowerSchool and placement recommendation is made.

Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behavior, and programming.

TESTING

Students in Grades 6 and 9 write Provincial Achievement Tests in May and June, while students in grade 7 and 8 write common summative assessments in June. Parents are welcome and encouraged to review their child's scores with the principal or her designate. Notice of when these tests are being written is included in the school calendar.

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
- 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.

Scan the following for the most up to date student code of conduct.

