ST. HILDA
Catholic Junior High

Student & Family Handbook
2026-2027

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WELCOME!

At St. Hilda Catholic Junior High School, we celebrate each student's own unique gifts and talents. Students will develop their interests, creativity, and critical thinking skills in a supportive and caring environment at St. Hilda. We achieve this by providing our students with rigorous academic programming and diverse option courses. By providing our students with well-rounded educational experiences our students will be able to make informed decisions for their future.

School Charism

The Hawks of St Hilda Catholic Junior High School are placed here to serve - our School Charism is Servant Leadership. Our St. Hilda Hawks are as diverse as the many types of hawks, but all shine in their unique splendour and strength. Our Hawks will share their gifts of peace and charity as did our patron, St. Hilda of Whitby, who was a woman of great energy as well as a skilled administrator and teacher. She gained such a reputation for wisdom that kings and princes sought her advice. However, she also had a concern for all people and recognized the gifts of all, encouraging them to develop those unique talents. As servant leaders, our Hawks will do good works, with keen vision for the gifts and talents of others, bringing them to know Christ through words and deeds.

School Vision

At St. Hilda, our vision is to prepare our students for a rapidly changing world by instilling in them critical thinking skills, a global perspective, and a respect for core values of honesty, loyalty, perseverance, and compassion.

THE HEART OF ST. HILDA:
St. Hilda Catholic Junior High School is a welcoming school community. Our staff believes in developing each student's Spirit, Mind and Body by encouraging the development of the whole child. Three of the main goals we strive to achieve with our students are:

Christian Attitude

- Care, concern and acceptance of others and self as encouraged by our Catholic faith.
- Foster effective relationships with members of our school community.
- Maintaining a safe and caring school environment that recognizes Christian service.
- Practicing our faith as a community through celebrations and social justice initiatives.

Academic Excellence

- Take pride in our schoolwork.
- Awaken curiosity, promote critical-thinking and problem solving, develop communication skills through collaboration, and cultivate a strong work ethic.
- Foster innovation and creativity using technology and growth mindset.
- Aim for academic results to be above the provincial average on Provincial Achievement Exam results.

Extra-curricular Involvement

- Participation in extracurricular activities of social, physical, intellectual, creative and spiritual nature.
- Developing life-long friends through intramurals, leadership club, dances, sports teams, and social justice events.

School Mission
St. Hilda Catholic Junior High School celebrates each student as God's gift, encouraging and supporting the sharing of our uniqueness. We foster lifelong learning, mutual respect, and caring for one another and our inherent dignity as we are all made in the image of God.
The mission of St. Hilda Catholic Junior High School is to provide an excellent Catholic education that nurtures each student's mind, body, and spirit by promoting Christian values, academic excellence, and extracurricular and community involvement.

Our Motto: "Growing Together in Mind, Body and Spirit."

Key Features of St. Hilda Catholic Junior High School:

- Catholic faith is an integral component of our learning environment with a focus on Christian Service.
- Caring and approachable teachers.
- Multi-cultural: over 40 different countries represented.
- Excellent athletic programs.
- Extra time given to core subjects.
- Strong English as an Additional Language (EAL) Program.
- Family School Liaison Worker (FSLW) and Settlement Worker in Schools (SWIS) to support families.
- Instructional Coach to support special learning needs.
- Strong communication between home and school.
- Student Recognition – Through a variety of different awards and "Hawk Hero" displays on hallway monitors.



Our Patron Saint:

Hilda was born (614 A. D.) into royalty, but her infancy was filled with tragedy. Yet, her mother dreamed about a precious jewel. Hilda's life was to become that jewel.

Hilda's mission began with her baptism at the age of thirteen. Being a Christian meant deliverance, hope and joy. Hilda embraced the faith and mysteries of Christ and lived a peaceful life for many years as she learned and followed the teachings of Christ.

Beginning in 633, Christians suffered persecution and death for their faith. Hilda spent the following ten years of her life in turbulence. At thirty-three, Hilda went to live in a monastery where she learned that inequality and poverty were to be addressed by justice, charity and peace. Hilda's monastery was the model school that brought about a strong commitment to the poor. Hilda taught with passion and compassion until her death on November 17, 680, her feast day.

St. Hilda is a great inspiration to our school. She was an exemplary teacher and provided an excellent education which accommodated every type of learner. Christ was the focal point of her teachings. The education we at St. Hilda provides our students is permeated with the teachings of Christ. Like St. Hilda, our teachers are inspired to provide the best education for our students.

GENERAL SCHOOL INFORMATION

HOURS OF OPERATION



SCHOOL OFFICE HOURS: 8:00am-3:30pm

ENTRANCES

DOORS OPEN AT 8:25 am. Grade 7 and 8 students may enter school through the front doors and grade 9 students may enter through the middle doors. Please note that there is no supervision before 8:25am and students will not be allowed in the school until then, unless they are involved in a supervised activity.

PARKING, DROP OFF AND PICK UP

Families who drop off or pick up students at school are asked to respect the signs with regard to drop-off, bus zones, parking, and handicapped access. The staff parking lot is for the use of St. Hilda staff only, and the bus lane is for our WIN buses only. We ask families to drop students off in the mall parking lot and students cross at the crossing light.

SCHOOL COMMUNICATION

Working together, we can promote a positive environment where everyone can flourish. We strongly believe that communication is key to student success.

At St. Hilda we communicate with families in the following ways:

- Weekly newsletters emailed to families.
- School social media (Instagram)
- School Website
- School Sign
- Phone Calls
- School Messenger reminders: emails and/or text messages
- Classroom teachers (Emails and phone calls)
- PowerSchool - In addition, parents should check PowerSchool regularly for updates regarding their child's progress.

Should concerns arise, please contact the classroom/subject area teacher first. We invite you to make an appointment with the teacher to discuss any concerns.

For you to receive valuable information please ensure we have your most up-to-date contact information.

Please bookmark the following websites for easy access throughout the year:

- St. Hilda Website: sthilda.ecsd.net
- PowerSchool Parent/Student Portal – https://powerschool.ecsd.net/public/

LATES AND ABSENCES

Everyday attendance is essential to being a successful student! Students are expected to arrive at school and report to their classes on time, as instruction will begin promptly at 8:30am.

A parent or guardian as indicated in PowerSchool must phone the school when a student is absent (illness, medical/dental appointment, etc.). Leave a message if calling outside of office hours (8:00 am – 3:30 pm). ECSD's automated phone system will call any student's contacts if we do not know why they are absent.

You can also submit a student absence through the SchoolMessenger Safe Arrival system. It is available 24/7 and can be accessed through the SchoolMessenger App, or through Power School (click on the SchoolMessenger icon on the left hand navigation bar).

Students who arrive late must report directly to the office before going to their scheduled class. Students are expected to make arrangements with their teachers to complete assignments or tests that were missed because of absences.

Chronic absenteeism and tardiness will be taken seriously and addressed on an individual basis.

To maintain student safety, if a student must leave the building during the school day, a parent/guardian must come into the school to pick up their child.

EXTENDED VACATIONS

While we understand that families may need to take students out of school for an extended period outside of scheduled school holidays, it is vitally important that students take the responsibility to catch up on missed assignments or plan to complete assignments ahead of time. All vacation absences outside of school holidays will be recorded in Power School. Please note that teachers will not be expected to create lessons outside of their regular classroom assignments for your child to do while you are on holiday.
There is an Extended Vacation form that the students must pick up from the office and have filled out at least 1 week prior to the trip.

POWER SCHOOL

Families are expected to follow their child's ongoing academic progress through PowerSchool.
Logging in to PowerSchool regularly allows families to keep track of:

- assignments (due dates or missing assignments) & assessment information
- attendance
- scheduling information
- allows parent(s)/guardian(s) to pay fees online

If you need help with a PowerSchool username and/or password, please contact the office at 780-462-3195. Families who are new to ECSD will receive a username and password when all registration is complete and all documents are submitted.

POLICIES AND PROCEDURES

SCHOOL SECURITY

We take the following measures to ensure that our students and staff are safe:

- All doors remain locked during school hours. All visitors must ring the bell to enter and proceed to the office.
- Closed campus during lunch.
- Scheduled fire drills and lockdown practices.
- Up to date first aid equipment and staff certification.
- Supervision throughout the school day, including lunch and after school during special bus pickup and any after-school sanctioned events.
- Surveillance system.

LUNCH PROCEDURES

CLOSED CAMPUS

* Students must remain on school property during the lunch break – everyone eats in the gymnasium
* Students are expected to go outside on school grounds for the rest of the lunch break, unless they are a part of a club and are supervised within the school.
* Under no circumstances are students to leave the school property. Families will be notified when a student leaves the school property.

LUNCH FACILITIES

Students are provided safe and supervised areas to eat their lunch. Students will eat their lunch in the gymnasium. Microwaves are available for students needing to warm up their lunch. We do offer some supplementary snack items for students who need lunch items, as well as occasional hot lunches available to order from *Healthy Hunger* website.

INCLEMENT WEATHER

It is the responsibility of the students and families to make sure that students are appropriately dressed for the weather. Students will be outside during the lunchtime break unless:

- The temperature (including wind chill) is -20° C or colder.
- There is continuous rainfall.
- Air Quality Index is 7 or higher
- Environment Canada's weather for Edmonton can be consulted at https://weather.gc.ca/city/pages/ab-50_metric_e.html
- Environment Canada's Air Quality Health Index is available at https://weather.gc.ca/airquality/pages/abaq-001_e.html

LOCKERS

School lockers remain the property of St. Hilda and Edmonton Catholic Schools. Lockers and locks will be assigned for student use. Students are expected to use their locker in an appropriate manner and will be responsible for any willful damage to lockers. The administration reserves the right to open and inspect lockers at any time.

Students are required to use a combination lock from the school. The combination will be recorded by the office and the homeroom teacher and will be kept confidential. Lockers are to remain locked when not in use. Students are to keep their lock combination confidential and not share with other students. Cell phones, smart watches, personal devices such as iPads, etc. must be put away in lockers for the day. Students must collect their materials and be ready to learn for the morning and afternoon classes. Lockers are not to be accessed during class time or our outside regularly scheduled locker breaks.

There is one locker break scheduled in the morning between blocks 2&3. Students are expected to collect all learning materials for the afternoon classes after lunch and prior to block 5.

Backpacks and bags must be kept locked in lockers at all times.

TEXTBOOKS

Students have access to textbooks for all core subject areas. Students are responsible for the care of their textbooks. Replacement cost, or fines for damaged books, are applied to a student's PowerSchool account.

CELL PHONE USE DURING SCHOOL HOURS AND PERSONAL ELECTRONICS POLICY

Student's personal devices and/or cellphones **MUST BE kept on silent mode/off and in their lockers during the school day.** Students may only use them prior to first class (8:30am) and after last class (3:00pm).
Students who use cell phones during the school day, without teacher permission, can expect a progression through the following consequences:

1. Confiscation of phone by the teacher for remaining class time, and the student must put the device in their locker at the end of the class.
2. Confiscation of phone by the teacher or school administration for the remainder of the day (to be held in the office by School Administration) with student pick up at dismissal.
3. Confiscation of phone for the remainder of the day, with a parent to come and pick up the cell phone and have a parent meeting regarding the continued violation of St. Hilda, ECSD and Alberta Education policies.
4. Repeat offenders and students breaking the electronics policy may be required to hand in their phones to the office first thing in the morning, where it will be kept securely until the end of the day. The amount of time will be determined by the Administration team and parent(s)/guardian(s).
5. Students may be asked to leave all personal devices at home.

- Students are responsible for the security and safety of their personal devices (Chromebooks, laptops, air pods, watches, etc.)
- No personal devices shall be taken into an exam environment.
- The Division assumes no responsibility for the safety, security, loss, repair or replacement of a student's personal devices.
- The use of Division devices and network is for educational use only.
- Sharing of school devices is only permitted if students are working together.
- Use of cameras and video recording devices is permitted under teacher supervision only and for educational purposes. **No pictures or videos of any kind during any school-based activity may be taken and posted to any social media or personal sites.**
- Teachers will review Internet etiquette with students.

Students Must:

- Follow all ECSD policies and administrative procedures regarding responsible use of technology.
- Take full responsibility for, and respectfully use, any digital resources and equipment available to them.
- Take responsibility for their actions when using technology, always respecting the rights and privacy of others.
- 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.
- Immediately report any inappropriate material, security, or network problems to a teacher or administrator.
- Recognize that not all information found on the Internet is true and accurate. Assess information found on the Internet carefully.

HOMEWORK

The teachers of St. Hilda Junior High strictly enforce punctuality of assignments. All deadlines for assignments are to be respected by students. Students are given ample time in class to complete assignments. Homework typically occurs only if students are not using classroom time effectively.

Assignment completion:

* reinforces lessons taught during class time.
* provides an opportunity for students to study and to prepare for examinations.
* teaches students time management.
* helps students develop self-reliance and good study habits.
* enables parents to see their child's progress.

Families can help! There are many ways parents can help with homework. These include:

- providing a quiet, consistent place to work (no TV, phone, or other distractions).
- checking Google classroom together.
- helping children organize their time for assignments.
- providing information and knowledge for projects. Too much help, however, may reduce the effectiveness of the homework given.
- reinforcing the advantages of doing regular homework.

STUDENT CODE OF CONDUCT POLICY

Statement of Purpose

The implementation of the St. Hilda Catholic Junior High School Student Code of Conduct Policy is done within the context of provincial legislation for Alberta's education system; referencing the Education Act and Division expectations. Students are expected to conduct themselves in a manner that safeguards and contributes to a safe and caring Catholic environment that fosters and maintains respectful and responsible behaviours. Every individual plays a vital role in respecting diversity and fosters a sense of welcoming and belonging for all members of the school community.

The school Student Code of Conduct Policy was developed by the school community and will:

- be based on input from students, parents and school staff;
- be reflective of the expectations of students as addressed in legislation and division procedure;
- be communicated in writing to all members of the school community on an annual basis;
- be reviewed and adapted as necessary on an annual basis by members of the school community.

The primary focus of our Student Code of Conduct Policy is to help students learn how to address issues, manage disputes, develop empathy and become good citizens both within and outside of the school community.

Our Student Code of Conduct Policy seeks to address the following key areas:

- Acceptable and unacceptable behaviours, regardless of whether or not they occur within the school building, during the school day, during school-related events or by electronic means.

- Possible consequences of unacceptable behaviour and the supports to correct the unacceptable behaviour based on individual needs. When working with students, St. Hilda School Administration work in conjunction with various individuals and services within our school and community (such as parents, guardians, staff, Instructional Coach, FSLW (Family School Liaison worker), TABT (Therapeutic Assistant, Behaviour Therapy), EBS (Emotional Behavioural Specialist), YMCA Back On Track Program, etc.)

- When a student performs actions that are contrary to our Student Code of Conduct, Administration of the school use a progressive disciplinary action plan in addressing offenses committed by the student. The main focus and objective of the plan is to ensure that the student learn from their mistakes, develop social skills and gain resources that foster responsible Catholic citizenship.

- While working with students who need to learn from their various conflicting actions, the Administration use the Education Act and Division Administrative Procedures as guides to help design a variety of proactive strategies, interventions, and consequences as a means to provide ongoing support. Furthermore, suspensions and expulsions may be employed to stop negative behaviours and to keep students safe and welcome in their school environment. Therefore, it is important that consistent and regular communication and documentation is made by all staff and parties involved.

- Communication with the student and their family is very important when assisting students in developing positive behaviours. The important role that parents and guardians have is to ensure that their child's conduct contributes to a safe and caring Catholic learning environment that fosters and maintains respectful and responsible behaviours and that promote the well-being of all. Ultimately, all

staff want students to make positive contributions during their classes and while involved in school activities on or off school property.

- Bullying behaviours within the school building, during the school day, school-related events or by electronic means and are strictly prohibited, and this Code of Conduct will seek to address the school's response to bullying behaviours. As outlined in Section 1(1) of the Education Act bullying is defined as, "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one of more other individuals in the school community, including psychological harm or harm to an individual's reputation."

- 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 the school setting. Also that pursuant to the *Alberta Human Rights Act* and the *Canadian Charter of Rights and Freedoms* students and staff members of St. Hilda 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, skin colour, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

At St. Hilda Junior High School, our goals are to provide students with:

- A safe, caring, and respectful Catholic learning environment for all.
- Engaging learning experiences that establish an appropriate balance between individual and collective rights, freedoms and responsibilities in the school.
- Clear and reasonable expectations for student conduct while at school, at any school-related activity or while engaging in an activity that may have an impact on others in the school.

Ultimately, our goal in any situation that requires disciplining children is to teach our students to make better behavioral choices. In doing this, we seek to teach children to accept responsibility for their actions, to right their wrongs, to reconcile with one another and to forgive. We know from educational research that schools that have effective discipline demonstrate the following characteristics:

- The total school environment is conducive to consistent and fair discipline, that is respectful and responsive to context and individual circumstances.
- The school is focused on the needs of all students.
- Behavioral expectations are clearly communicated and consistently applied by staff.
- The school focuses on the causes of discipline problems rather than symptoms.
- Emphasis is on positive student behavior and preventative measures rather than punitive actions.
- Teachers handle all or most of the routine discipline.
- The school has a close working relationship with the parents or guardians.

We believe that in order to provide our students with a learning environment that is optimal and that enhances the self-worth of the student, we must work with them and foster the development of self-discipline. Each student, therefore, has the responsibility (Education Act, Sec. 31) to ensure that their behavior contributes to a productive and non-disruptive atmosphere. This will in turn, prepare our students for becoming productive members of the larger community.

In partnership with the school, the parent or legal guardian (Education Act, Sec. 32) must share in the responsibility of developing acceptable conduct and must support one another in that pursuit. By working together, we can ensure a learning environment that is orderly and safe for all.

Our discipline approach seeks to teach, encourage and promote the three "A's":

APPROPRIATE behavior
AWARENESS of one's actions
ACCEPTANCE of responsibility for one's actions

We believe that all children require:

- A positive, proactive, consistent behaviour plan
- Established school behaviour expectations and consequences for non-compliance
- A positive reinforcement system
- The teaching of social skills
- Active supervision and monitoring
- Firm, fair interventions

Statement of Acceptable & Unacceptable Behaviours

Under Section 31 of the Education Act, students have the responsibility to ensure that their conduct contributes to a safe and caring Catholic learning environment that fosters and maintains respectful and responsible behaviours and that promotes the well-being of all. Parents and guardians have a corresponding responsibility under Section 32 to help their child meet their responsibilities, as well as parents are expected to conduct themselves in a manner that supports a safe and caring learning environment through respectful behaviour within the school community.
**It is important to note that, according to Alberta's Education 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.

At St. Hilda Junior High School, expectations for student behaviour fall into two categories:
School-Wide Expectations and Classroom Based Expectations.

Category 1: School-Wide Expectations - refers to those general school-wide expectations which are deemed to be basic and necessary expectations, which have been standardized to ensure the smooth operations of the school thereby creating a safe learning environment. Generally, students are expected to refrain from unacceptable behaviours, which can be defined as any behaviour which has a negative impact on the school or individuals within the school. Each teacher reviews these expectations annually, at the beginning of each school year. They are:

Respect
Students are expected to show respect and consideration for others, including fellow students, parents, staff, visitors and community members. This respect includes others' feelings, personal space, belongings and

work. Physical and/or verbal abuse is unacceptable. Behaviours such as fighting, bullying, pushing, spitting, disrespectful language, swearing or insults, teasing, stealing, vandalism and rough horseplay are not acceptable behaviors.

Non-Discrimination

Discrimination, as set out in the Alberta Human Rights Act, specifically 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. Any form of denial or discrimination 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 is strictly forbidden. Any instances of discrimination should be reported to school Administration, or can be done through the ECSD online form https://www.ecsd.net/reporting-discrimination-and-racism

Anti-Bullying

Students are to ensure that they do not in any way partake in bullying behaviours at school, during school-related events or by electronic means at any time of the day. As outlined in Section 1(1) of the Education Act bullying is defined as, "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one of more other individuals in the school community, including psychological harm or harm to an individual's reputation." Students who have experienced or witnessed bullying, or are aware of such behaviours as defined above, are to report it privately to their teacher, and/or school administration. Students can report to staff in person, in messaging via Teams or email, or have a parent or guardian call or email.

Safety

Behaviors which may inflict injury on another is unacceptable. Behaviors such as throwing snowballs, sand, rocks or the like, may cause injury and are unacceptable. Any weapon or item that is used with the intent of acting as a weapon, or an item which represents a real weapon, is strictly prohibited. Students will refrain from engaging in violence of any kind at school and during school-related activities. Students are also expected to assist in the prevention of violence without putting the student's own safety or well-being at risk, by cooperating with school staff and supporting intervention efforts. Students are encouraged to report incidents of concern to school staff.

Standard of Student Dress

Rapidly changing styles and fashions make it impossible to suggest a definite standard of dress; however, students should dress in a manner consistent with Christian values, educational goals, school activities, and the weather. For a student, school is their 'place of business' so we ask that they are dressed accordingly. For example, during warm weather skirts and shorts may be worn if they are of an appropriate length and fit, and necklines must be appropriate. Any tops or pants which expose undergarments would not be considered acceptable. Clothing with inappropriate messages or decals that are not in keeping with our Catholic Faith is not acceptable. Students dressed inappropriately will be asked to call home and have a replacement clothes brought to school, or they can be loaned a school T-shirt to wear for the duration of the school day. Students require physical education runners that are well fitted and clean (no black soled runners please). Hats, beanies, religious headwear, or other appropriate headwear can be worn indoors, however hoods must be kept down off the head while in school. Once in the classroom students should not wear outdoor clothes (such as ski jackets or ski pants).

Honesty

Students are expected to be honest in relations with other students, staff and adults, and to take ownership for their actions. Lying, stealing, cheating, or copying another person's academic work and passing it off as one's own work and/or idea is not acceptable behaviour. Using Artificial Intelligence (AI) tools to complete assignments or assessments is not aligned with academic integrity or honesty. AI tools are digital applications that generate text, images, code, or other content based on user prompts. Examples include, but are not limited to: ChatGPT, Microsoft Copilot, Google Gemini, AI writing or paraphrasing tools and Image or video generators. When these tools are used as a replacement for thinking or effort, student's ability to think critically and grow from a learning opportunity is compromised.

Appropriate Language

Student language must show respect for staff, students and other community members. Name calling, swearing, racist, crude, rude and obscene language in spoken, written, implied or gestured format is unacceptable.

Care of Property

Students are expected to respect all school property, property of others, and personal property. Students will keep their personal space clean and safe, and through stewardship will help maintain the cleanliness and safety of internal and external areas of the school. Students are responsible for the care of textbooks and any school materials, and any lost and/or damaged items must be paid for. Vandalism is unacceptable and damages as a result of vandalism will be billed to the parent.

Extra/Co-curricular & Fieldtrip Activities

All extra/co-curricular activities and field trips are considered to be an extension of daily school operations. As such, student expectations as outlined within this conduct policy apply and are to be followed. Student participation in such extra/co-curricular activities and field trips is subject to the child's daily behavior during the course of regular school hours. Both student academic and behavioral efforts are all considerations for participation in such activities.

Appropriate behaviours in hallways, outside areas

All hallway movement must be quiet, orderly and respectful of other classes. This helps us to ensure that there is minimal disruption of instructional time. At lunch break times, upon dismissal, students are expected to go outside as quickly and as orderly as possible. Students are to be in designated and supervised areas only. This is limited to the area behind the school, from the building to the tree line and the east side of the building from the basketball court to the fences. Students are not to be in front of the building or around the bus cage during recess. Students are expected to always remain in the schoolyard, as St. Hilda is a closed campus.

Students are to seek the assistance of a supervising staff member in the event that an issue arises from outdoor lunch break activities. During outdoor lunch break the supervising teacher must retrieve any sports balls going on the street. The custodian will retrieve sports balls landing on the roof.

When the bell rings, students are expected to stop their games immediately, collect all belongings and materials and proceed to the designated entrance and line up quietly. Upon entering the school, students are expected to proceed directly to their locker in a quiet and orderly manner.

Positive/Proactive Academic Attitude

To ensure success in the school year, students should be prepared to learn, challenge themselves to do their best, remain focused on the tasks assigned to them, and complete all class and homework assignments on time, and to the best of their ability. Key tools such as Office 365, Google Classrooms & other applications are available to assist students in establishing positive life skills. It is expected that these tools be used regularly and a focused, proactive and positive attitude toward learning be demonstrated consistently.

Transportation

Students taking the yellow bus are expected to follow general school-wide expectations as set out within this conduct policy. Requests made by a bus driver, which are more specific, are to be followed and respected. Should there be behavioral concerns, the bus driver will complete a bus infraction outlining the specific concerns. In those circumstances where the child has received multiple bus infraction notices, the child will face suspension of bus transportation for a period of time that is appropriate to the infraction(s). Students must show their bus pass prior to boarding the bus. Students are expected to board the bus within 5 minutes of dismissal and may be left behind if tardy, at which point a parent or guardian will be called to pick them up.

Category 2: Classroom Based Expectations – refers to those specific classroom-based expectations which come directly from the teacher, as part of the teacher's behavioral and routine expectations for the smooth operation of that teacher's particular classroom.

Each classroom teacher will discuss and develop with their students a list of expectations and consequences regarding behavior within a given classroom at the beginning of each school year. These expectations are communicated to parents and guardians during the first few months, and can be reviewed at the first Student-Led Conference. Although individual teachers may have different expectations regarding the management of their individual learning spaces relative to their specific subject matter, students are expected to meet each teacher's classroom expectations. Teachers are responsible for clear communication and explicit instruction of expectations, modeling, consistent monitoring and enforcement of these expectations to maximize the effectiveness of their learning environment for all.

Regardless of which category an expectation falls under, it is necessary that all students follow and abide by the expectations as they are set out. ***Respect*** is the foundation for all interactions and the key to both School-Wide and Classroom Based Expectations. Non-compliance of either School-Wide Expectations and/or Classroom Based Expectations will result in the student receiving consequences as outlined below.

Consequences for Unacceptable Behaviours

The implementation of the procedures as written in this School Conduct Policy will always be carried out with an appreciation that each student and each situation is unique. We will always attempt to act in the best interest of the student, the class, and the staff member in every situation. Outlined below are possible consequences for behaviours that students might expect coming from staff members at St. Hilda (administrator, teacher, educational assistant, office staff, and/or custodial staff) in order to carry out appropriate action. This may include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct.

1) Minor Misbehaviours

These can be such things as inappropriate comments, intentional bumping or pushing on the playground, not following classroom or school expectations, and other minor incidents. The staff member will use their

discretion in determining whether or not it is minor or major. Administration may be consulted, especially if the determination is a major misbehaviour.
When a minor misbehaviour occurs, staff may use some of the following incremental consequences:

- A warning to the student followed by discussion of classroom/school expectations.
- Ask for demonstration of appropriate behaviour
- Administer an appropriate time out - to allow for removal from the environment and from any spectators to the behaviour (5 to 15 minutes under adult supervision)
- Suggest an apology which includes reason for apology and future actions, if appropriate
- Use natural consequences, such as if a student chooses to socialize rather than do class work then he or she may need to stay at lunch or after school to complete his or her work.

A teacher may, when necessary, suspend the student from one class period at which point the teacher will provide students with the work that would be covered in class and ask the student to proceed to the main office to be supervised by administration.

2) Major Misbehaviours
Major misbehaviours can include examples such as open opposition to authority, willful disobedience, willful harming of other students, continuing misbehaviours, use of improper language towards students or staff, vandalism, stealing, or bullying as defined in the Education Act.
In the circumstance of a major misbehavior, a teacher will:

- Gather information to determine what happened and who was involved
- Log incident and they, or administration, will call the parent to inform them of the incident that occurred and provide resources if necessary.
- Inform and involve an administrator, who shall assist with:
    - Discussing misbehaviour with student.
    - A continuum of supports will be provided to students who are impacted by the inappropriate behavior as well as for the students who engage in the inappropriate behavior. Referrals to in-school supports or other community organizations as appropriate or necessary.
    - Determining consequences based on severity and frequency of behaviour, including possible suspension of the student.
    - A suspension, if warranted, and the creation of a suspension letter to the parent(s)/guardian(s).
    - Tracking frequency and severity of individual student's behavior.

Suspensions
Severe breach of conduct will result in a suspension in accordance with Section 31 of the Education Act. Only an administrator/designate has the authority to suspend students from school. Out-of-School Suspensions can vary from 1 to 5 days. The student and parent/guardian must meet with an administrator before returning to class after an Out-of-School Suspension. Although not the usual course of action, an In-School suspension may occur in situations where the parent cannot be reached. In extreme cases the Principal has the authority to recommend a student for expulsion, if deemed necessary.

During In-School Suspensions, a student will:
-Work quietly in a supervised area
-Will eat lunch in similar supervised area
-Will not participate in outside/inside lunch break

-Will not be permitted to participate in extracurricular activities on that day.

During Out-of-School Suspensions, a student will:
-Have a letter regarding suspension placed on file, which will remain on file until the end of the following year or until they transfer schools, whichever is sooner.

STANDARD OF STUDENT DRESS

The St. Hilda Catholic Junior High School Standards of Student Dress guidelines can be accessed on our website at https://sthilda.ecsd.net/student-guidelines-school-living

ACADEMIC HONESTY

Academic honesty is a crucial component of educational programming at all levels. Students are to complete their schoolwork (homework, quizzes, tests, lab reports, etc.) to the best of their ability. We expect them to do this on their own with integrity and honesty.

St. Hilda considers the following to be examples of academic dishonesty:

Plagiarism
Copying of or representation of another's work as one's own

- copy/paste information from the internet, including AI
- copy another student's work
- falsify data, information, or citations
- falsely claim to have submitted work

Collusion
Permitting someone to copy your work and submit it as their own or completing the work for them.

Duplication of Assessment Materials

- with or without the intent of sharing it
- unauthorized use of technology to record, digitize, or photograph any assessment materials

Theft of Assessment Materials

- being in possession of any secured assessment materials
- cheating – through any means of getting answers or extra advantage on the assessment
- accessing or receiving answers, data, or other information by any means other than those permitted by the teacher

Note: Students who engage in academic dishonesty must redo the work under parental or teacher supervision. They will then resubmit it to their teacher. Reassessment of the work will be at the discretion of the teacher.

PROGRESS REPORTING

ECSD continues to work toward academic success for every student. To this end, parents can view ongoing reporting of student progress within PowerSchool. This allows parents to track their child's academic growth throughout the school year.

Parents can keep informed about their child's learning progress. Throughout the year teachers will enter students' marks as they assess curricular outcomes. They will also provide assignment information and offer feedback, when needed.

Between reporting periods, parents should check PowerSchool regularly for updates on their child's progress.

Progress summary reports are available online at the end of January and June. There are two reporting terms each of which include a demonstration of learning:

Important Events	**Date**
Reporting Term 1	September 2, 2026 - January 29, 2027
Student Led Conferences	November 5, 2026 (1 – 7 pm)
Reporting Term 2	February 1, 2027 – June 28, 2027
Student Led Conferences	April 15, 2027 (1 – 7 pm)
Final Report Card (Digital)	June 28, 2027 at 4 pm

Term 1 & 2 Progress Reports include:

- A percentage grade in English Language Arts, Math, Science, Social Studies, Religion, as well as Level of Achievement (Beginning, Approaching Proficiency, Proficient, Exemplary) for each curricular outcome assessed during the term.
- All other (option) classes, including Health and Physical Education, are assessed using only the Levels of Achievement (Beginning, Approaching Proficiency, Proficient, Exemplary) for each curricular outcome assessed during the term

Final Exams and Final Report Card

- A Final Exam is given in ELA, Math, Science & Social Studies, for all grades.
- The Final Report Card grades will be calculated as a combination of class grade and final exam grade. The percentage breakdown will be shared by the classroom teacher and is determined by Division and School policy.

STUDENT RECOGNITION

St. Hilda Junior High would like to acknowledge those students who demonstrate exceptional academic ability. To identify these students the following criteria have been developed.

To receive **Honours** a student must achieve:

- Core average of 80% (Language Arts, Mathematics, Social Studies, Religion and Science) with no mark less than 70%.
- No mark below 70% or below Proficient in any other subject.

To receive **Honours with Distinction** a student must achieve:

- Core average of 90% (Language Arts, Mathematics, Social Studies, Religion and Science) with no mark less than 80%
- No mark below 80% or Exemplary in any other subject

Students who achieve the above criteria in any term will be recognized for Honours with Distinction for that term and students who achieve this in their final grades will be recognized for Honours with Distinction at year end.

WE ALL BELONG HERE

Our school is committed to providing a safe and caring Catholic environment that fosters and maintains respectful and responsible behaviours and that promotes the well-being of all. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

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


ST. HILDA
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