

FATHER MICHAEL TROY JUNIOR HIGH SCHOOL

3630-23 Street Edmonton, AB. T6T 1W7 Telephone: (780)471-1962 Fax: (780)471-2089

School Website: fathermichaeltroy.ecsd.net

Student Name _____ **Parent Name** _____

Student Signature _____ **Parent/Caregiver Signature** _____

My Homeroom _____

My Homeroom Teacher _____

MISSION

The mission of Father Michael Troy School is to provide a Catholic education that develops students in mind, body, and spirit so that they become confident and successful as they celebrate inclusivity and the holiness of each other.

VISION

Inspired by Father Troy's motto, "The best is never over; the best is yet to be. Let the good times roll," we will strengthen our core values for students to become well-rounded, responsible members of a diverse society.

STEM VISION

We are excited to announce that starting this school year, Father Michael Troy Catholic Junior High School will offer a STEM program for all Grade 7 students, which will grow over the next three years to include our grade eight and nine students.

At Father Michael Troy Catholic Junior High School, we inspire students to explore Science, Technology, Engineering, and Mathematics (STEM) through a faith-centered approach. By integrating hands-on learning with real-world applications, we nurture curiosity and problem-solving skills. With a focus on equity and sustainability, we prepare students to become innovative thinkers, engaged global citizens, and compassionate leaders.

WELCOME MESSAGE

Father Michael Troy is a vibrant Catholic school where students experience academic success in a safe, caring, and supportive community. Open communication between our school and families is a significant contributor to our students' success.

Our outstanding teachers and support staff work diligently to ensure the Holy Spirit is aflame for our students every day. As a community we work diligently to create a compassionate and faith-based learning environment for all students.

On behalf of our staff, we wish our students a rewarding year, filled with opportunities for growth and success. As Father Troy would say, "The best is never over; the best is yet to be. Let the good times roll."

Sincerely,

Dr. Kandise Salerno
Principal

Mrs. Jacqueline Belland
Assistant Principal

SCHOOL HOURS

Monday - Friday (Except Thursday)	
	Times:
Doors open to the school	8:15 AM
Warning Bell	8:25 AM
Homeroom	8:30 AM – 8:35 AM
Block 1	8:35 AM - 9:25 AM
Block 2	9:28 AM - 10:18 AM
Block 3	10:21 AM - 11:11 AM
Block 4	11:14 AM - 11:54 AM
Lunch Break	11:54 – 12:09 – Outdoors Time 12:09 – 12:24 – Lunch Indoors
Block 5	12:24 PM - 1:14 PM
Block 6	1:17 PM - 2:07 PM
Block 7	2:10 PM - 3:00 PM

Early Thursday Only	
	Times:
Doors open to the school	8:15 AM
Warning Bell	8:25 AM
Homeroom	8:30 AM - 8:35 AM
Block 1	8:35 AM - 9:21 AM
Block 2	9:24 AM - 10:10 AM
Block 3	10:13 AM – 10:59 AM
Block 4	11:00 AM – 11:45 PM

ACCIDENTS and ILLNESS

- First Aid will be given to an injured student on the school grounds or during field trips. Parents will be notified in the case of serious injury or illness.
- If the parent cannot be reached, we will notify the emergency contact.
- To ensure prompt communication, please ensure that the school has up-to-date contact information.

ATTENDANCE and LATE POLICY

- It is the responsibility of the student to complete work assigned during an absence.
- The student is responsible to plan with each subject teacher to write tests and to complete assignments.
- Please call the school or use School Messenger (PowerSchool) to report a student absence.
- Parents will receive an automated phone call for **unverified absences (AU)**
- Students who arrive late must report directly to the office to sign in. Otherwise, they may be recorded as absent, and an accompanying phone call is generated.
- If a child must leave the building during the school day, we must speak to a parent before the student is permitted to leave the building.
- A report on the total days absent and times late will appear on the report card.
- If attendance or punctuality becomes a concern, the school may reach out to the Attendance Board of Alberta to explore ways to support student success.

LATE ASSIGNMENTS PROTOCOL

Step 1 - Multiple Attempts at Communication

In the event that a student fails to submit their classwork on the given due date, our teachers will make multiple attempts to establish effective communication. These efforts may include, but are not limited to:

- Face to face conversation with the student
- An email or phone call to families or an in-person meeting.
- The Instructional Coach will attempt to connect with students to provide support in assignment completion.

Step 2 - Creation of Supportive Plans

During the communication period, a collaborative plan will be created between the teacher, student, and their family. This plan aims to provide necessary support and resources to help the student complete their classwork successfully within **two weeks past the assignment due date**. It will take into account the student's individual circumstances and any challenges they may be facing. Teachers will also utilize the **missing flag** in PowerSchool and note the assignment as **NHI** (not handed in) which is equivalent to a zero. A comment will also be made to note the final two-week deadline on PowerSchool.

After the two-week timeframe has passed, and no assignment has been handed in, the mark will stay as an **NHI** (which is equivalent to a zero) and cannot be changed.

Exemptions from Assignments

We understand that exceptional circumstances can arise, such as the death of a loved one or critical illness, which may significantly impact a student's ability to complete their classwork. In such cases, our teachers will approach these situations with compassion and empathy. We will consider exceptional circumstances on an individual basis, allowing flexibility and providing appropriate accommodations as needed.

We believe that open lines of communication, collaborative planning, and understanding exceptional circumstances are vital components of our commitment to student success. Together, we can create a supportive community that encourages growth, resilience, and achievement for every student.

CHEATING AND ARTIFICIAL INTELLIGENCE POLICY

Cheating, plagiarism, and the use of artificial intelligence to complete an assignment will not be tolerated.

The teacher will communicate the cheating/plagiarism to the student, parent, and the School Administration. If a student is found cheating, plagiarizing, or utilizing artificial intelligence, the teacher will provide an alternative assignment to the student. In addition, the student's final grade on the assignment will be reduced by 20%. If a student chooses to cheat, plagiarize, or use artificial intelligence on the alternative assignment, a grade of zero will be given.

No alternative assessment will be given if a student cheats on a test/exam.

STANDARD 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 Standard 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, jewelry 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.

Undergarments must not be visible or exposed, and buttocks and nipples must be covered with opaque fabric (fabric that cannot be seen through) and remain so during all activities over the course of the school day.

Students at Father Michael Troy **must** wear:

- A shirt or the equivalent (tops) fabric in the front, back, and sides under the arms, including but not limited to t-shirts, sweatshirts, sweaters, tank tops
- Pants or the equivalent (bottoms), including but not limited to jeans, leggings, sweatpants, stretch pants, skirts, dresses, shorts
- Shoes
 - *courses or activities may require specific attire for safety or curriculum purposes (ie: CTF, PE, science labs, field trips)

Students at Father Michael Troy **may** wear, as long as they are in alignment with this standard's philosophy:

- Headwear that is specifically required for religious observance (i.e. hijab, yarmulke, turban) or for medical reasons in consultation with the principal
- Illustrative examples of tops: t-shirts, sweatshirts, sweaters, tank tops
- Illustrative examples of bottoms: jeans, leggings, sweatpants, skirts, dresses, shorts
- Hats and other headwear must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Clothing with logos or text on it that is positive in nature, respectful, or implies or encourage a healthy lifestyle/choices for children and youth

Students at Father Michael Troy **may not** wear:

- Articles of clothing, jewelry 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 that discriminate based on age, religion, gender, gender identity/expression, body type, race, ability, and socio-economic status.
- Articles of clothing with words or text that depict or imply hate, violence, profanity, drugs/drug use, alcohol/alcohol use, sexual activity, or criminal activity.
- Sunglasses must also not be worn inside to allow the face to be visible to staff.
- Hoodies must allow the student's face to be visible to school staff.

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.
 - Borrowing an article of Father Michael Troy campus wear that is available for student use.

CELLULAR PHONES, iPods, PERSONALLY OWNED DEVICES

A personal mobile device is any device that can be used to communicate with or access the internet and includes:

- Cellphones
- Tablets
- Laptops
- Smartwatches

General Restrictions

- **No Use of Personal Mobile Devices During Instructional Time**

Students will not be allowed to use personal mobile devices during school hours. This includes during lunch and other breaks. We follow a “door to door” policy: phones are put away as you enter the building and may be taken out upon exiting the building.

- **Devices Must Be Silent or Powered Off and Stored Away**

If students bring personal mobile devices to school, they must be kept silent or turned off and **stored in their locked locker**. Students who choose to bring personal mobile devices to school do so at their own risk. The security and storage of these devices is the sole responsibility of the student. Students are reminded to lock their locker and never share their locker combination with anyone besides their homeroom teacher.

- **No Access to Social Media**

Students will not be able to access social media on school networks or school devices. Known social media sites will continue to be blocked from Division networks.

Exceptions

Students who require personal mobile devices for health reasons or specialized learning needs can coordinate with school administration to receive appropriate accommodations. Exceptions will be made to ensure that these students have the necessary tools to support their well-being and educational requirements.

Father Michael Troy Restrictions

If a student is found to be using a personal mobile device during school hours, Father Michael Troy will utilize the following procedures:

If a mobile device is being used during school hours, staff will be responsible for taking the mobile device away and send the device to the office.

- After the first infraction, the mobile device will be returned at the end of the day.
- After the second infraction, the mobile device will be returned at the end of the day and parents will be notified.
- Upon the third infraction, the phone will be returned to a parent or guardian only, and an individualized plan between the school and the parents will be initiated.

Air pods/headphones **may not** be worn in class to not impede with delivered instruction. During work time, if music is permitted, air pods/headphones may be connected to a Chromebook or laptop.

Students who need to connect with home during the school day have always been welcomed to use the courtesy phone outside our office; this phone will continue to be available. If Parents/Caregiver need to contact students during the school day, they are asked to contact the **office at (780) 471-1962** and leave a message which we will pass on.

BACKPACK EXPECTATIONS

Starting in the 2025-2026 academic year, backpacks will no longer be permitted in classrooms. This change is being made to support a safer and more organized learning environment. Students will be able to access their lockers at designated times: before school begins, during locker break, and at lunch. These times are intended to give students the opportunity to gather everything they need for the day, including their Chromebook, binder, and pencil case. Textbooks will remain stored in classrooms, so there is no need to carry them between classes.

This decision is based on both safety and practicality. Backpacks placed beside desks or in walkways can create serious tripping hazards for both students and staff. Keeping backpacks in lockers is also a common practice in many schools and aligns with how older students are expected to manage their materials. In addition, removing backpacks from classrooms helps reduce clutter and allows for a cleaner, more focused learning space. Students are encouraged to keep their lockers locked and organized and to make use of their binders to store class materials effectively.

If a student requires access to their backpack for documented medical reasons or according to their Individualized Program Plan (IPP), accommodations will be made to allow them to keep their backpack with them during class

BULLYING and DISCRIMINATION

Bullying is repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear, or distress to one or 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 Canadian Charter of Rights and Freedoms, are afforded to all students and staff within the school setting to protect every person from discrimination. Further, the Alberta Human Rights 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 is forbidden if the denial or discrimination is based on race, religious beliefs, color, gender, physical disability, mental disability, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

- Students who are bullied should tell a trusted adult (parent or teacher) so that the school administration can be made aware.
- School administration will investigate all bullying claims.
- Consequences, as outlined in our student code of conduct policy, will be given to students who engage in bullying behaviors.

EXTENDED VACATIONS

Families may take holidays or travel during the school year which results in loss of instructional time. Students are responsible for catching up prior to departure or when they return. It must be noted that it is not always possible to give assignments ahead of time. Please notify the office via phone or email prior to your vacation so office staff may notify your child's teachers.

It is important that students and families understand that they are responsible for all missed work/project/assignments/quizzes/tests. Students will complete these at the discretion of the teacher.

ATHLETIC CLAUSE

As student athletes represent our school, there is an expectation to demonstrate a strong commitment to both education and team spirit. Being on a school team is a privilege and all student athletes must remember they are a

student first, and an athlete second.

To stay in good standing on a school team, student athletes must:

- Maintain good behaviour in class, during practices, and at games.
- Stay up to date with schoolwork and demonstrate consistent effort in all classes.
- Show respect for teachers, coaches, teammates, opponents, and officials.

Failure to meet these expectations may result in:

- A warning from your coach or school staff
- Suspension from practices or games
- Removal from the team

FLEX

FLEX is a designated block of time **scheduled on most Thursday** mornings that is student-directed and teacher-supervised. During this time, students can extend their learning, participate in STEM design challenges, engage with various STEM career guest speakers, pursue individual interests, collaborate with peers, or where necessary, seek remediation and learning supports. Students, in consultation with their Homeroom teacher, plan an individualized schedule that outlines their learning choices which includes the following and much more:

- STEM focused project-based learning (research, design, planning, collaboration)
- Homework completion, Review of concepts presented in past week
- Pre-Learning of upcoming material, Exam preparation/Quiz writing
- Variety of student led sessions, Catholic Masses/Celebrations
- Cross-curricular learning, athletic focused sessions

HOMEWORK

When homework is assigned, students are to enter their homework assignments immediately in their Agenda or Digital Planners. Each of the areas listed below should be a part of 'regular' homework.

- Completion of work not finished in class.
- Completion of daily assignments and work missed due to illness or other reasons.
- Completion of long-term assignments.
- Each teacher will post homework digitally on his or her preferred site. The link to the website will be provided by the teacher in the course outline.
- **It is important to complete homework regularly and on time for success in school**

LOCKS and LOCKERS

- All students will be assigned individual locks and lockers. Students are not permitted to use their own personal locks.
- Students must keep their combinations confidential to avoid theft of personal property.
- Students must keep their **lockers always locked** to keep their valuables safe.
- Students are responsible for all their personal items including bicycles and electronic devices.
- If a student loses a provided lock (lock not locked, did not write down combination, etc.), they will be responsible for purchasing a replacement lock from the office for \$5.00.

LUNCH HOUR PROCEDURES

- In the interest of student safety, FMT is a **closed campus**. This means that all students must remain on school grounds for the duration of the school day, and company food delivery services not organized by the school are not permitted (Skip the Dishes, Uber Eats, McDelivery, pizza deliveries, etc.).
- Parents who want their child to go home for lunch must email or call the office informing the school of

their wishes.

- Before leaving the lunch areas, students must pick up their garbage, dispose of their refuse and recyclables properly and leave the lunch area clean.
- Lunch break will be divided into two 15-minute parts:
 - A) Students will spend the first 15 minutes outdoors. Please ensure students are dressed for the weather as this will be our daily routine year-round.
 - B) In the second 15 minutes, all students will come in to eat lunch indoors. Students will not be allowed to be outdoors during this time.
- Students must remain in the boundaries of the designated outdoor space where they are visible to outdoor supervisors for their safety (*behind the school building: soccer field, basketball/volleyball court*)
- Students are not to ride bikes, scooters, skateboards, etc. during lunch.

REPORTING POLICIES and PRACTICES

- Real time student evaluation and student attendance reports are always available at <https://powerschool.ecsd.net/public/>
- In addition, a digital progress report is available at the end of January and a digital report card will be available at the end of the school year.
- Conferences are scheduled for November and March. In addition, parents are encouraged to contact the school at any time to discuss their child's progress. Your child's homeroom teacher is your primary contact and ongoing in person, telephone, or electronic teacher/parent communication is encouraged.
- Our annual "Meet the Staff BBQ" will be held mid-September.
- Students should be aware that failure to complete assignments on time will affect performance.
- Final Exam times will be posted in the school Tryton Tribunal and on the school website.
- Division creased Common Summative Assessments (CSA) are written to coincide with Alberta Education Provincial Achievement Exams (PAT).
- Please check our updated and current digital calendar for date changes on our school website at <https://fathermichaeltroy.ecsd.net/calendar>

SUPPLIES

- Students are expected to have the necessary supplies and equipment, including notebooks and stationary for all classes. They are permitted to access their lockers between Blocks 2 and 3.
- The supply list is available on the school website at: <http://www.fathermichaeltroy.ecsd.net/>

TECHNOLOGY- ACCEPTABLE USE AGREEMENT

FMT is a wireless environment, and students will sometimes use technology to enhance their learning. Prior to use, each student must sign and adhere to the Edmonton Catholic Schools **Acceptable Use Agreement**. Wireless enabled devices such as personally owned laptops/Chromebook are permitted in class for learning purposes, and with the permission of the classroom teacher. These devices may also be used at the beginning of the day, at lunch and after school. Students who choose not to follow the responsible use policy will have their computer and/or wireless access privileges revoked for a period to be determined by the school administration. Please note:

- During instructional time, unless required by teachers, certain devices are to be kept in student lockers (See Cellular Phone, Apple Watches, P.O.D.s in prior section).
- School owned devices will be available for student use before school, during school, lunchtime and after school with teacher permission and appropriate supervision.
- Students are responsible for the safety and security of their own devices and those on loan from the school.

TEXTBOOKS and LIBRARY BOOKS

- Students are responsible for lost or damaged items and must cover the replacement cost of the book/items.

STUDENT CODE OF CONDUCT POLICY

Welcoming, caring, respectful and safe learning environments allow students to function effectively in the learning-teaching process. The Edmonton Catholic School District pre-supposes that general order be defined as part of the climate of a Catholic School. It follows that the efficient operation of our school and of the learning atmosphere in each classroom will be enhanced with students following our School Mission and living out our Core Values. The staff of Father Michael Troy School believes that our conduct policy should have as its goal, the development of a mature, Christ-like, self-disciplined individual who is a responsible, contributing member of his/her school and community. Father Michael Troy School has a conduct philosophy for its students that adheres to the following principle: Parents/Guardians are the most important educators of their children and teachers will work with them to have their expectations understood and supported by students. The role of parents is to ensure that their conduct contributes to a welcoming, caring, respectful and safe learning environment and to work, in partnership, with Father Michael Troy School to live out our Mission and Vision statements.

STUDENT CODE OF CONDUCT POLICY STATEMENT

The staff at Father Michael Troy School believes that our conduct policy should teach students to be responsible for their own actions and create a welcoming, caring, respectful, positive, and safe learning environment. This policy fits into the spirit of Christian unity of the school and encompasses the social, emotional, intellectual, physical, and spiritual needs of the child.

Consequences of unacceptable behavior will be based on individual needs and this policy will contain a continuum of supports to correct the unacceptable behavior. All consequences will take into consideration unique student attributes such as age, maturity and individual circumstances and will include preventative procedures, supportive procedures for minor breaches of conduct and fair, corrective interventions to address major breaches of conduct. This continuum of supports will be provided to students who are impacted by inappropriate behavior as well as for students who engage in inappropriate behavior.

LEVELS OF CONDUCT POLICY

The first two levels are intended to effectively address minor infractions such as class disruptions including being late, not having needed books and supplies, repeated talking, incomplete homework, failure to respect other's space and their property, horseplay, and violation of campus wear policy. Administration and/or other staff will work with the student to develop strategies for more appropriate behavior as well as provide supports to those students impacted by the inappropriate behavior.

Level 1 - Verbal Warning

- a staff member will discuss the inappropriate behavior with the student
- the student will be encouraged to change their behavior and/or apologize to aggrieved party

Level 2 - Out of Class Time-Out

- student will be asked to leave the classroom and be directed to another designated area for the remainder of the class
- teacher will have a discussion with student before they return to class
- classroom teacher will record incident, contact parent/guardian and homeroom teacher
- Parent contact may be made by phone or email

The next two levels are intended to effectively address major infractions such as repeated minor infractions, defiance of school authority, use of improper or profane language/gestures, verbal abuse, fighting or physical violence, harassment, or bullying (including online), theft or damage to property, unexplained absence from class, or any other conduct deemed injurious to the moral tone and reputation of the school, its staff and students.

Whether or not these infractions occur within the school building during the school day or by electronic means, the School Administration will be directly involved in these levels. Once again, administration and/or other staff will

work with the student to develop strategies for more appropriate behavior.

Level 3 - In-School Suspension (School Act – Section 12)

- parents will be notified by the school administration of an in-school suspension
- can be from a half day to a full day
- students will be placed in a quiet working area
- students will lose lunchroom and all extra-curricular privileges during suspension
- students are responsible for all assigned work during an in-school suspension
- parent/guardian may need to attend a school meeting for student to be readmitted
- students misbehaving during suspension will proceed to the next level

Level 4 - Out-Of-School Suspension (School Act – Section 12)

- parents will be notified by the school administration of an out-of-school suspension
- can be from a half day to five days
- students will be sent home, or their parents will be requested to pick them up
- students will lose all extra-curricular privileges during suspension (i.e. sports, field trips, etc.)
- students are responsible for all assigned work during an out-of-school suspension
- students can use their Google classrooms to determine the assigned work
- returning to the school or school grounds during an out-of-school suspension without the express permission of school administration constitutes trespass and will be dealt with accordingly

It is important to note that a student who receives two or more one day in-school or out of school suspension, or a two day or longer suspension may lose other school privileges (such as loss of computer use, reduced field trip participation, and exclusion from year-end activities depending on severity and frequency of the behavior(s). The school administration reserves the right to review each suspension on an individual basis to determine appropriate consequences. Thankfully, the final level is only used in very exceptional circumstances. These would include situations involving the possession or use of narcotics, tobacco, or alcohol at school or at school sponsored activities, severe harassment or bullying, or the possession or use of a weapon. In addition, less serious behavior or incidents may also warrant a Level 5 such as when a student is given numerous opportunities to correct his/her conduct, but no improvement is seen. The Principal/Assistant Principal will be directly involved at this level.

Level 5 - Recommendation for Expulsion (School Act – Section 12)

- Principal recommends to Chief Superintendent that student be expelled from school or program
- Parents will be notified by the principal of a recommendation for expulsion
- Student will be sent home, or their parents will be requested to pick them up

It is extremely unlikely that your children will ever go through all the steps outlined in the Conduct Policy. However, if he/she should experience one or more steps outlined, parents can be assured that it will be done in a caring manner to help your children learn from their mistakes and move forward. When students, parents and school staff work in partnership, we ensure our children will develop and become responsible young adults.

CONCLUDING STATEMENT

At Father Michael Troy School, we are committed to providing a high-quality education within a Catholic learning environment. Our Student Code of Conduct, developed with input from students, parents, and staff, supports a positive and respectful atmosphere. It is reviewed annually, adapted as needed, and communicated to the school community to align with legislative and district policies.