

FATHER MICHAEL TROY JUNIOR HIGH SCHOOL

3630-23 Street Edmonton, AB. T6T 1W7 T (780)471-1962 F (780)471.2089

School Website: fathermichaeltroy.ecsd.net

Student Name _____ Parent Name _____
Student Signature _____ Parent/Caregiver Signature _____
My Homeroom _____
My Homeroom Teacher _____

MISSION

We, at Father Michael Troy Catholic School, are dedicated to educating the mind, body, and spirit of our students to feel included, confident and successful.

VISION

Inspired by Father Troy’s motto “The best is never over. The best is yet to be.”, we will strengthen our core values for students to become well-rounded, responsible members of a diverse society.

WELCOME MESSAGE

Welcome to Father Michael Troy Junior High School!

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

Our school motto is *Learning through the Holy Spirit*, where 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!”

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 - 11:48 AM
Lunch Break	11:48 – 12:07 – Outdoors Time 12:07 – 12:27 – Lunch Indoors
Block 5	12:31 PM - 1:21 PM
Block 6	1:24 PM - 2:14 PM
Block 7	2:17 PM - 3:07 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 - 9:25 AM
Block 2	9:28 AM - 10:18 AM
Block 3	10:21 AM – 11:11 AM
Block 4	11:14 AM – 12:04 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.
- A telephone call advising the school of student illness, medical/dental appointments, etc. is much appreciated.
- Parents will receive an automated phone call for **unverified absences**.
- Students who arrive late, must report directly to the office. 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, a parent must sign his/her child out at the office.
- A report of total days absent and times late will appear on the report card.
- The Attendance Board of Alberta will be contacted if student attendance or tardiness become a problem.

Regular attendance is essential for success in school!

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 Learning 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.

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%.

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 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, 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. Sunglasses must also not be worn inside to allow the face to be visible to staff. Hoodies must allow the face and ears to be visible to school 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.

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.
- **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 **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.

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

Many families may take holidays or must travel which results in loss of school time. We believe that travel is an important function in one's overall education; however, students are responsible for catching up when they return. It must be noted that is not always possible to give assignments ahead of time. There is a form available on the school website that needs to be completed and returned to the school at least one week prior to the date of absence.

FLEX

FLEX is a designated block of time **every second Thursday** morning that is student-directed and teacher-supervised, where students can extend their learning, 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:

- 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

Thursday afternoons are dedicated to staff professional development. Following FLEX, students are asked to collect their schoolwork and proceed directly home. Team or club members may return to FMT later some Thursdays to attend special events or activities.

HOMEWORK

When homework is assigned, students are to enter their homework assignments immediately in their Agenda 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 must keep their combinations confidential to avoid theft of personal property.
- Students must keep their lockers locked at all times in order 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.
- Parents who want their child to go home for lunch must submit a permission letter 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 20-minute parts:
 - A) Students will spend the first 20 minutes outdoors. Please ensure students are dressed for the weather as this will be our daily routine year-round.
 - B) In the second 20 minutes, all students will come in to eat lunch indoors. Students will not be allowed to be outdoors during this time.
- 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 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 son/daughter'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 "Program Information Evening" will be held in September.
- Students should be aware that failure to complete assignments on time will affect performance.
- Exam times will be posted in the school newsletter and on the school website.
- Year-end tests are written to coincide with Alberta Education Achievement Exams
- Please check our digital monthly newsletter for date changes on our school website at <http://www.fathermichaeltroy.ecsd.net/>
- Log on to PowerSchool at <https://powerschool.ecsd.net/public/> to access your child's grades, attendance, and teacher comments.

SUPPLIES

- Students are expected to have the necessary supplies and equipment, including notebooks and textbooks 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, 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 Creed 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 Creed 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 virtual 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 will be directly involved at this level.

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

- Principal recommends to 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 believe that it is our responsibility to teach your children to the best of our ability and to provide a Christian classroom environment that is conducive to learning and teaching. We expect that our Student Code of Conduct Policy will assist us in providing the best possible environment for all our students. The Student Code of Conduct Policy has been developed by the school community with input from students, parents, and school staff. It is reviewed and adapted by members of the school community and communicated, in writing, to all members of the school community on an annual basis. It is reflective of the expectations of students as addressed in legislation and district policies.

