



Newsletter

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September 2021

Newsletter #1

Inside you will find:

Hours of Operation 2021/2022
Staff List
Student Agenda Books
Operational Information
School Safety
Lunch Routines
Pick Up and Drop Off
September Calendar
Student Photos

And much more ...

God our Father, each year is Your gift to us: a gift with its own challenges, struggles and great promise. Through these challenges and struggles, we discover the grace of the Risen Christ, who is with us each day, re-igniting our hope as we walk together as members of His body into the future. Open our minds and hearts now to Your holy word and enable us to pray with one voice, in the unity and joy of Your Holy Spirit.

Amen

Dear Parents and Guardians,

We would like to welcome everyone back to St. Justin. We are excited for the 2021-2022 school year and look forward to meeting our new families and seeing our returning students. As the year begins, we embrace the opportunities upon us with a hope that each member of our community has a successful year growing spiritually, academically, and emotionally.

We are happy to let you know that many events can now happen in our schools. Field trips, student assemblies and our school choir are all opportunities for our students to grow in their faith, their academics and their interests.

Safety protocols will remain in place to ensure the wellbeing of our students and our staff. Sanitizing, hand washing and mask wearing (Gr. 4 – 6) will still be required and social distancing, when possible, will still be adhered to.

Our academic focus at St. Justin will remain committed to develop literacy and numeracy skills in accordance with the Government of Alberta's vision of inspiring education within our Catholic context. In

partnership with staff, parents, community, and in the best interests of our students, we look forward to continuing in our journey of growth and learning for all. Safety, as always, will be a priority for all.

Our division theme for this school year is a continuation of **God Calls Us Each By Name** and this message of hope will be explored in a variety of forms throughout the months ahead. This message will be shared at each celebration to allow students and staff to reflect on this message throughout the year. God indeed has called us to be together, and we are most grateful for this.

We look forward to your participation in the online **Meet the Staff** presentation later this month. Please watch your Swift messages for detailed information about this and all other important matters. Though we cannot gather in our traditional way, please know that we are always here for you. Staff are out on supervision each morning and appointments can be made through email or calling the main office. We hope that many of you have had the opportunity to meet during our first week when you brought your children to school. More than ever, we are committed to our partnership between home, school and parish in reaching the potential in each child.

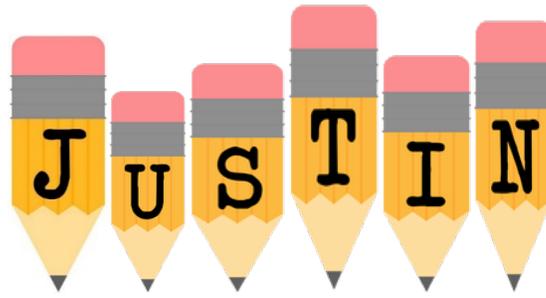
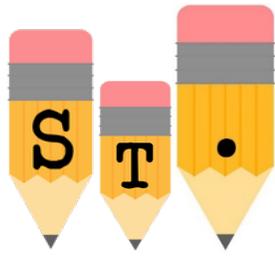
We wish you a safe and healthy 2021-2022 school year and look forward to working with you to foster rich learning for your child.

Yours in faith, justice, and learning,

Mrs. Kathleen Korner
Principal

Ms. Shanley Mercer
Assistant Principal





Mrs. Kathleen Korner
Ms. Shanley Mercer
Mrs. Cathy Gregoraschuk
Ms. Shanley Mercer
Mrs. Emily Roche
Ms. Dianne Nykolyshyn
Mrs. Anna Cislik
Mr. Greg Engel
Ms. Erin Deans
Mrs. Jackie Small
Ms. Shanley Mercer/
Ms. Dianne Nykolyshyn
Mrs. Lisa McKenna
Miss Meghan Rayment
Ms. Stacy Edgar
Miss Catherine Moorey
Mrs. Virgie Aninag
Mrs. Jenn Boyer
Mrs. Hildegard Bustamante
Ms. Erin Eschak
Mrs. Brenell Fulcher
Mrs. Patricia Hammerlindl
Mrs. Cheryl Honeycotte
Mrs. Felicia Idahosa
Mrs. Abiola Kaffo
Mr. John Kibanga
Mrs. Helena Krause
Mrs. Darcey Huot
Mrs. Melissa Stangier
Mrs. Kim Sweeney
Mrs. Keilie DePodesta
Mrs. Christine Siegel
Mrs. Katerina Froese
Mrs. Tracey Robertson
Mrs. Christina Armstrong
Mrs. Tamaira Servant
TBD
Ms. Manju Antony
Mr. Jeric Giron
Mrs. Michelle Jao

Principal
Assistant Principal
Administrative Assistant
Learning Coach
Generations Teacher
Kindergarten Teacher
Grade 1 Teacher
Grade 2 Teacher
Grade 3/4 Teacher
Grade 4 Teacher
Grade 5 Teachers

Grade 6 Teacher
Music Teacher
Family School Liaison Worker
Early Childhood Educator
Educational Assistant
Educational Assistant
Educational Assistant - Generations
Educational Assistant - Generations
Educational Assistant
Educational Assistant - Generations
Educational Assistant
Educational Assistant
Educational Assistant - Generations
Educational Assistant
Therapeutic Assistant – Behaviour Therapy
Therapeutic Assistant – Behaviour Therapy - Generations
Therapeutic Assistant – Behaviour Therapy
Therapeutic Assistant – Speech Language - Generations
Therapeutic Assistant – Occupational Therapy – Generations
Licensed Practical Nurse – Generations
Speech Language Pathologist – Generations
Occupational Therapist – Generations
Speech and Language Pathologist – Kindergarten
Emotional Behavioral Specialist
Mental Health Therapist
Head Custodian
Light Duty Custodian

NEWSLETTER

The school newsletter will be posted on the St. Justin School website at the beginning of each month. The newsletter contains important information from the school, Good Shepherd Parish, and the community. It will also contain a calendar with important scheduled school events. Please visit the school website at www.stjustin.ecsd.net regularly for current information and communication.

ST. JUSTIN VISION STATEMENT

In a Christ-centered supportive environment we will strive to inspire our students to reach their potential, while celebrating their unique gifts and talents and preparing them to be environmental stewards and successful 21st century learners.



ST. JUSTIN MISSION STATEMENT



To bring Christ's message into our students' everyday lives through modeling our teaching and our daily contact with them while developing their unique individual capabilities to live and learn in a responsible manner according to Christ's principles.



If your child has a medical condition (allergies, asthma, diabetes, etc.) it is critical that the proper medical forms are completed. In accordance with District Administrative Procedure 316, it is mandatory that every September, parents must update all student medical records. As it is your responsibility to inform the Staff of St. Justin School of your child's medical issues, a Request for Administration of Medication/Medical Treatment form must be completed by both the Physician and the Parent should your child need to take any **prescription medication** at school throughout the school year. These forms provide valuable information to school staff in the event of a medical emergency. For safety reasons, if your child needs an EpiPen or an inhaler, they will be asked to carry their EpiPen or inhaler on them (a fanny pack is great).

IF YOUR CHILD REQUIRES PRESCRIPTION MEDICATION, PLEASE CALL THE SCHOOL OFFICE AND WE WILL SEND THE FORMS HOME WITH YOUR CHILD. THEY ARE DUE BACK TO THE OFFICE NO LATER THAN FRIDAY, SEPTEMBER 24TH OR SOONER. If you have any questions, please call the office at 780 487 2264.

ALLERGY SAFE SCHOOL

We continue to support being an Allergy Safe School. Information will be shared school wide as we discuss our educational program with staff, students, and parents. Our first priority is to identify us as **NUT AWARE** and educate everyone about the nut free zones throughout our school.



VERIFICATION OF STUDENT REGISTRATION

As we have now moved to paperless school documentation, we would like to remind all parents and guardians that the form "Verification of Student Registration" **will require your immediate attention and must be updated every September. We will let you know when the online form will go live.** It is very important in order to keep your child's information current and up to date for our files (i.e. address, phone numbers, email addresses, emergency contacts other than yourselves, and any medical information).



More information will follow. If you do not have a computer or laptop to complete this documentation online, we have a school Chromebook available in the school office for you to use. You must make an appointment ahead of time if you need to use our school Chromebook for this purpose, but we kindly ask that you wait until the form is ready to complete online. Please note office hours are from 7:30 a.m. to 3:00 p.m., Monday to Friday.



School fees will be available for online payment via your parent powerschool account beginning September 15th and will be due immediately. Please call the office should you require assistance with setting up your parent powerschool account or any other concerns you may have regarding school fees for your child(ren).

Supplemental Education Fees – Generations - \$7.00

Agenda	\$7.00
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Supplemental Education Fees – Kindergarten - \$30.00

Agenda	\$7.00
Site Licenses	\$5.00
Cultural Fee	\$8.00
Whole School Activity	\$8.00
Library Book Bag	\$2.00

Supplemental Education Fees – Grade 1 to Grade 6 - \$50.00

Agenda	\$ 7.00
Site Licenses	\$10.00
Electronic Device User Fee	\$15.00
Cultural Fee	\$ 8.00
Whole School Activity	\$ 8.00
Library Book Bag	\$ 2.00



Monday, Tuesday, Wednesday, Friday

First Bell	8:05 AM
Second Bell	8:10 AM
Instruction Begins	8:10 AM
Morning Recess	10:00 AM – 10:15 AM
Lunch	11:45 AM – 12:05 PM
Lunch Recess	12:05 PM – 12:25 PM
Instruction Begins	12:25 PM
Dismissal	2:40 PM

***Afternoon instruction includes a 5 minute health break

Early Dismissal Every Thursday

First Bell	8:05 AM
Second Bell	8:10 AM
Instruction Begins	8:10 AM
Morning Recess	10:00 AM – 10:15 AM
Dismissal	11:42 AM

In order to provide for early dismissal days before major holidays, the Thursday before Christmas holidays, Spring Break, and Summer Break will be a full day of instruction for all students. The Friday before the holiday will be a short day with dismissal at 11:42 a.m.

Morning supervision outside the school begins at 7:50 a.m. For the safety of all, please **DO NOT** send your child to school before this time, as they will be unsupervised. As there is **no scheduled supervision in the playground before school, this area is not available to students before school.**

ACCESS TO THE BUILDING OFFICE HOURS

Access to the front door of the school is for parents doing business in the office from 7:30 a.m. to 3:00 p.m. daily with the exception of Thursday afternoons, when staff meet together for professional development in the afternoon. If you require assistance when the office staff are not available, please leave a phone message and your call will be returned in a timely manner. The school answering machine is operational 24 hours a day, 7 days a week.



IMPORTANT DATES

First Day of School For Students In Grades 1 to 6	September 1, 2021
First Group of Staggered Entry For Generations Students	September 1, 2021
First Group of Staggered Entry For Students In Kindergarten	September 1, 2021
Second Group of Staggered Entry For Students In Kindergarten	September 2, 2021
Second Group of Staggered Entry For Generations Students	September 3, 2021
First Day of School For Students in Kindergarten	September 3, 2021
First Day of School For Students For Generations Students	September 7, 2021
Student Picture Day	September 21, 2021
International Day of Peace	September 21, 2021
Student Picture Retake Day	October 21, 2021
Last Day of School for Students	June 28, 2022

There will be no school on the following days (below) for 2021-2022.

Labour Day	September 6
Truth and Reconciliation Day	September 30
Thanksgiving Day	October 11
Faith Formation Day/PD	October 18
Remembrance Day Weekend	November 11 - 15
Christmas Vacation	December 20 - January 3
Family Day	February 21
Teachers' Convention	March 3 - 4
Spring Break	March 28 – April 1
Good Friday	April 15

Easter Monday
Victoria Day

April 18
May 23

STUDENT ACCESS AND SECURITY



Safety and security of the children in our school is priority each and every day. To allow us to achieve this goal, all school doors are locked at all times. Students are asked to enter and exit the school through their assigned door at the beginning and the end of each day. Parent cooperation in making arrangements to meet their children on time at their exits is greatly appreciated and will facilitate our attempt to ensure the safety of all.

SAFETY AND ACCESS TO THE SCHOOL

Students and adults are encouraged to refrain from opening the door to strangers at any time. Adults (parents, guardians, presenters, workers, volunteers etc.) are to enter through the secured front entrance of the school and report to the main office to sign in and sign out, any time they enter and exit the building. This will ensure that in the event of a fire drill or lockdown we are able to account for everyone in the building. The importance of security cannot be understated. Your children's safety is a priority with us; therefore, the school doors will be locked at all times to promote a secure environment for our community. Anyone requiring entrance during school hours is asked to press the buzzer at the front door to speak to office staff first. **Please note the front door buzzer has been moved to the left side of the front entrance.**



ATTENDANCE/LATES/ABSENCES

Regular attendance and punctuality are key factors supporting student achievement and success. Attendance is taken daily in the morning and afternoon. If your child is going to be absent or late for school for any reason, or must be dismissed early for an appointment, you are asked to please communicate this information in one of the following ways:

- Send a note in your child's agenda book to the homeroom teacher on or before the date of the absence or
- Send an email from the email address we have on file for you to catherine.gregoraschuk@ecsd.net



Any unexplained absences will result in an automated phone call. It is necessary that current phone numbers are provided to the office for any necessary communication. All students arriving late must check in at the main office and have their agenda stamped and to receive a late slip from the office before entering class. Students leaving the school early for any reason must also be signed out for accountability.

PARENT DROP OFF OF CHILDREN



Parents are asked to drop off students at their designated doors no later than 8:05 a.m. Students arriving enter through their grade door until 8:10 a.m. Students arriving to school after 8:10 a.m. are considered late, must ring the front door bell to be let in by office staff, enter through the front doors, remove their outdoor footwear on the designated carpet, report to the office to get their agenda stamped “late” and to receive a late slip (which must be given to their Teacher as soon as they get into the classroom). Once receiving their late slip, they must then pick up their outdoor footwear and go directly to class.

Staff are scheduled for supervision in the morning beginning at 7:50 a.m. to be present and guide children to their entrances as the morning school bell rings. Staff wear safety vests to be highly visible to everyone. Please ensure that children are prepared and ready for a quick and safe exit onto the sidewalk. Thanks for your attention to safety.

PARENT PICK UP OF CHILDREN



When picking up children after school, parents are reminded to meet students promptly at their designated doors. If you have more than one child, please arrange a common meeting spot for the students to gather to avoid unnecessary worries after school. If for any reason a parent has to pick up a child early for an appointment or illness, it is critical that they check in at the office to wait for and sign out their child. The same is true should you decide to take your child off of school property for lunch. For safety reasons, at no time should a child leave the building without being signed out of the school. This includes communicating when a child is being picked up and therefore NOT taking the bus at the end of the school day. If there are any changes to the regular pick up plans after school, you must notify the Secretary by email, from the email address you have given us on file, at least one half hour before dismissal. This will give the office time to get the message to your child and ensure proper communication has taken place.

PARKING LOT AND DROP OFF LANE



The school parking lot is dedicated to the staff of St. Justin School and Edmonton Catholic School vehicles. For the safety of all, it is a priority to keep the flow of traffic to a minimum in our parking lot for the safety of our students. We ask that when parents use the **Drop Off Lane**, that they pull up to the far north end, let children out onto the sidewalk, and drive away promptly. To avoid injuries, parents are not to get out of the car, nor let their children out on the left side of the vehicle.



There are currently 3 buses that drop off and pick up students from St. Justin School. Please adhere to the safety rules of the road to ensure the safe arrival and departure of our students.

FOR YOUR CHILD’S SAFETY THERE IS A 30KM/HR MAXIMUM IN SCHOOL ZONES. This bylaw is being strictly enforced and patrolled as we continue to encourage this important regulation in Edmonton Elementary School Zones.

ETS AND YELLOW BUS PASS REMINDER

ALL BUS PASSES MUST BE PAID ONLINE BY THE 1ST OF EVERY MONTH and are purchased through your Parent PowerSchool account. This will allow us to meet the completion, deadline, and transfer of payment of all transportation documentation to our Transportation Department. If you require assistance with your parent PowerSchool account, please do not hesitate to call the office and we will be happy to assist you with any questions. We thank you in advance for your attention to this important information.



Student Transportation Fee Schedule 2021 - 2022
School Year

	Family Plan					
	Yellow	ETS	Annual	Yellow	ETS	Annual
Elementary Kindergarten to Grade 6	\$36.75	\$36.75	\$367.50	\$32.00	\$32.00	\$320.00
Junior High Grades 7 to 9	\$61.50	\$61.50	\$615.00	\$57.75	\$57.75	\$577.50
Senior High Grades 10 to 12	\$61.50	\$61.50	\$615.00	\$57.75	\$57.75	\$577.50
Special Education Curb Service Early Learning, Kindergarten, and Grade 1 to Grade 12 who are unable to use regular yellow bus transportation service	\$0	-	-	\$0	-	\$0
Replacement Cost for lost bus pass	\$5.00	\$73.00	\$5.00	\$5.00	\$73.00	\$5.00

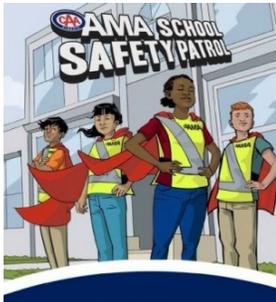
*Family Plan Rate: applies to families with 3 or more children attending any school within ECSD and purchasing monthly bus passes



YELLOW BUS INFORMATION REMINDER

Parents must complete a Transportation Change Form if there are any yellow school bus information changes (change of pick up and drop off address, email address change, phone number change or transportation no longer required) or a Transportation Application Form (for a new request for transportation, Kindergarten to Grade 6 only). Changes take approximately 10 business days to take effect once the Transportation Department receives your transportation form. As the deadline to submit any changes was May 21, 2021, please note that any changes requested after that date will be in place for mid-September (no exceptions).

AMA SAFETY PATROLS



The Safety Patrol program will be paused until later in our re-entry plan. We ask that all adults be active role models and choose to use the crosswalk when crossing the street. Please choose safety over convenience at all times. We are most hopeful that our students can experience this leadership program at a later point in the school year.

HEALTHY MORNING SNACK AND GO AUTO LUNCH FUEL THE SCHOOLS PROGRAM

Thanks to the continued Conquer Hunger Grant from Edmonton Catholic Schools Foundation, our students will be offered a snack each morning to ensure that everyone is well fed and ready to learn. OHS and AHS safety protocols will be in place at all times.



STUDENT LUNCHES/LUNCH ROUTINES

Please keep in mind the following regarding your child's lunch.

- Pack healthy snacks and lunches on a daily basis.
- Pack silverware/plastic utensils, as these will not be supplied by the school.
- There are no microwaves available for student use.
- **For safety reasons, lunch drop off for students will not be accepted.**



Lunch routines: Assigned staff assist with supervision during the lunch break. Students are expected to behave responsibly and to follow lunch time expectations. No sharing of food will be allowed.

Alternate arrangements may be required for those students who have difficulty following lunch routines. Parents will be informed if this occurs.

CELL PHONES FOR STUDENTS IN GRADES 4 TO 6



Cell phones are not permitted during school hours for the safety of your child. It is difficult to monitor communication and theft/loss are a risk. Cell phones are to be kept in your child's backpack. The school does not accept responsibility in the event of loss or theft.

FIELDTRIPS

Field trips will be a part of your child's learning at St. Justin. Teachers will be mindful of making sure that all field trips will follow all AHS and ECSD health and safety protocols and support the Alberta Education curriculum. Staff will send home field trip consent forms prior to all field trips.



CRISIS MANAGEMENT DRILLS AND FIRE DRILLS

Safety is of the utmost importance. Safety procedures have been shared with staff and will be shared with students early in the year. We will continue to review and practice both fire drills and lockdowns in accordance with Edmonton Catholic Schools District Policy a number of times throughout the school year. Being well prepared requires continuous conversations and ongoing assessments of any potential risks or threats to safety. Regular practice drills for both fire and lockdown allow for important ongoing conversations and reminders of safety procedures for all.



EMERGENCY EVACUATION

In the event that there is ever a need for an **emergency evacuation** of our school building for any reason (I.e. a major gas leak, fire, etc.) the **students and staff would relocate to Thornclyff Elementary School**. We would then call parents (using the emergency contact information that you have provided to us) to communicate proper procedures at that point. Practices of emergency procedures will be discussed and practiced during the school year so that students are aware of procedures and expectations.



As a part of student school fees each student at St. Justin School is provided with one student agenda book. In the case that the agenda book is lost, a small number of additional agenda books are available for purchase online (please call the office to arrange). Daily use of the agenda is encouraged to promote strong communication between home and school, as well as to promote and develop lifelong organizational skills that will be most valuable to a student as they proceed through school. Please spend some time reading through the front pages of the student agenda to review important policies and procedures for our school. Your comments and signatures in the student agenda will indicate that you have read and reviewed the information shared by the teacher. Your partnership is greatly appreciated.

Parents are asked to:

- read the information with your child and together **sign** the contractual awareness statement on **Page 14**
- review and sign their child's agenda on a daily basis
- write any messages for staff in the agenda
- encourage your child to organize his/her time and activities by using the agenda planner to record assignments, important dates, and other information pertaining to school activities
- help your child be proactive and begin with the end in mind

As well, the agenda planner will be used to:

- record late arrivals at school
- communicate between home and school



VOLUNTEER AND VISITOR ACCESS



The front doors of the school are primarily to welcome visitors, guest presenters and volunteers. Everyone entering through the front doors are asked to proceed directly to the main office and sign in. In accordance with the District's Occupational Health and Safety Guidelines and Edmonton Catholic Schools Volunteer Policy, it is necessary that the ECSD Volunteer Registration Form is filled out each year for anyone

offering volunteer services in the school. Volunteers should be arranged in advance with the classroom teacher and visitors are required to wear a Visitor Identification Tag from the main office.

When you wish you see a teacher, you are asked to call ahead and book an appointment. This will allow instructional time to be honored for all students and allow an opportunity for uninterrupted conversations to occur about your child's learning and development. We thank you for your assistance and cooperation in this manner.

Currently, parents and visitors are not able to enter the school. If you need to connect with any staff, please feel free to email the staff member directly or call the office to set up a time to meet either via phone or Microsoft TEAMS meeting.

ASSESSMENT OF LEARNING/REPORT CARDS

Progress reports for Kindergarten to Grade 6 will provide ongoing communication throughout the school year. Parents can access their child(ren)'s digital progress report by logging into their Parent PowerSchool account. To meet the learning needs and various styles of some students, an Individual Program Plan (IPP) or Pyramid of Intervention will be in place to complement the ongoing progress reports. Please check PowerSchool on a regular basis to stay informed about your child's learning and progress.



CELEBRATING READING AND NUMERACY

Our journey promoting the development of literacy and numeracy skills in each of our students continues. Regular participation in **Classroom Home Reading Programs** is a key way to support and encourage growth in your child's progress. We will once again be having monthly draws where students have a chance to participate in a pizza lunch to celebrate their reading participation. To further celebrate reading, we will be presenting students with their choice of a book for when celebrating their birthday. Please encourage and support your child's participate in daily reading for the Home Reading Program. School wide celebrations will also be planned to further celebrate reading growth of all students in Kindergarten to Grade 6.

Numeracy events are in the process of being planned. Please watch for further information with regards to promoting and celebrating Numeracy throughout the year.



A School Council is:

- A group of parents, teachers, principals, staff, and community representative(s) who work together to promote the wellbeing and effectiveness of the school community and thereby enhance student learning.
- A means to facilitate collaboration among all education partners in the local school.
- A way to help school-based decision-making.
- A voice. It is your opportunity to get first-hand knowledge of what is going on in the school and a way to share your ideas and talents with the school community.

Please consider joining the School Council. The meetings are held regularly several times throughout the year.

[GOOD SHEPHERD CATHOLIC CHURCH NEWS](#)

Please visit our website at <https://goodshep.caedm.ca/> to register.

