

A photograph of a playground with a large wooden structure, green slides, and children playing on a wood chip surface under a blue sky.

2025-2026 Parent Guide

2025-26 School Year
Administrator Message

We would like to warmly welcome you and your child to Bishop Greschuk Catholic Elementary School.

This guide has been developed by our staff and administration and is intended as a quick reference that we hope you find useful as questions arise throughout the school year.

Our dedicated staff works diligently at providing the best possible learning environment for all students. With your help, as partners in education, we will be successful in establishing an environment conducive to your child's academic, spiritual, physical, social, creative, and emotional growth and well-being.

In our community, we live out our school charism of "Sharing the Warmth." This comes from our namesake Bishop Demetrius Greschuk: Building community through kindness and hospitality. We challenge each other to always act from a position of kindness. With you as our partners, in this wonderful work, your children will be urged to achieve their personal best in classrooms that are challenging, supportive, and enabling. Each school year provides new experiences and great challenges. We look forward to working with you and trust that this year will be a rewarding educational experience for your child.

As we journey together, as a community of learners, may God grant his choicest blessings on all of us, this school year.

Mrs. Lori Lundeen
Principal

Mrs. Alexandra Scarpelli
Assistant Principal

SCHOOL HOURS

Grades 1-6

	1 st Bell	Morning Recess	Lunch	Lunch Recess	Dismissal
Mon.	8:22	10:15-10:30	12:00 – 12:18	12:18-12:35	2:57
Tues.	8:22	10:15-10:30	12:00 – 12:18	12:18-12:35	2:57
Wed.	8:22	10:15-10:30	12:00 – 12:18	12:18-12:35	2:57
Thurs.	8:22	10:15-10:30			12:00
Fri.	8:22	10:15-10:30	12:00 - 12:18	12:18-12:35	2:57

The **1st Bell** signals students to **line up** at their designated doors where their teacher will meet them to let them in.

All students enter through their designated door. We have supervisors at the designated doors until the second bell at 8:25AM. **If arriving after 8:25AM please enter through the front door. Thank you.**

Morning Kindergarten

	Start time	Dismissal
Monday, Tuesday, Wednesday, Friday	8:22	11:25

Afternoon Kindergarten

	Start time	Dismissal
Monday, Tuesday, Wednesday, Friday	11:56	3:00

ATTENDANCE and LATES

When your child is going to be late or absent from school, **please contact the school** at 780-472-2937 (24 hour line) and leave a clear message stating your child's name, teacher, date, and the reason for the absence or late. Absence requests may also be done through the Parent Power School Portal.

If the school is not contacted before **8:50 a.m.** regarding an absence or late arrival, you will be contacted at home or work so that we may determine your child's whereabouts.

SCHOOL DOORS

All classes are assigned an entrance and an exit door. **Students always enter and exit by their same designated door.**

To ensure the utmost safety, all our doors, including our front door, will always be locked during our instructional day. The front doorbell will need to be rung to gain entry. This ensures that all visitors must go through the main entrance and check in with office staff. The parking lot doors are strictly out of bounds for parents and children. All people coming to the school enter by the front door and must check in at the school office each time they come into the school.

We All Belong Here

Our school is committed to providing an inclusive, welcoming, caring, respectful, and safe Catholic learning environment that promotes the well-being of all students. As part of this commitment, Edmonton Catholic Schools has Administrative Procedure 172, which outlines how to report incidents of racism and discrimination.

Belonging means everyone is welcome at our school. We treat our friends, classmates, teachers, and school staff with kindness and respect. Sometimes, people say things that make us feel like we don't belong. If this happens to you, talk with your family, your teacher, or a trusted adult at your school.

Bishop Greschuk School

Mission Statement

The mission of Bishop Greschuk school is to provide a Catholic education that inspires students to grow academically, emotionally, and spiritually, to serve our community as children of God.

Bishop Greschuk School

Vision Statement

Our vision is that every day is used as an opportunity to be agents of positive change and live our lives with purpose guided by the teachings of Christ.

CELEBRATIONS

Many celebrations are planned to coincide with our liturgical year where we as a community celebrate our faith. We are nourished by God's word as we listen, reflect, and attempt to live according to teachings of Jesus Christ.

Parents and family members are always welcome and encouraged to attend.

Bishop Greschuk School has a close partnership with St. Charles Church, and we will have at least one school mass each year. **As a Catholic School, it is expected that all students participate in all aspects of Catholic Education.**

AGENDA BOOKS

Agenda books serve to develop vital organizational skills and habits for your child. As well, agenda books are very valuable for communication between home and school. To maximize the benefits of agenda book use, we will be following these procedures that require student, teacher, and parent commitment.

- ✚ Students will assume the responsibility of writing down their homework assignments each day.
- ✚ As homework is completed, students check it off in their agenda books.
- ✚ Students assume responsibility of making sure they have all the materials necessary to do the homework at home.
- ✚ Teachers check agenda books daily.
- ✚ Parents are asked to ensure their child's homework is completed. Every day parents sign the agenda book indicating that the child has completed the assigned work.
- ✚ You can email or communicate with your child's teacher via the agenda book. It is an excellent communication tool between the teacher and the parent.

ILLNESS

Good health, rest and proper nutrition are necessary for effective learning. Normally children who are too ill to go outside for recess are encouraged to remain at home. This is particularly true in the case of children who have an upset stomach, runny nose, fever or any serious symptoms are asked to stay home. If students have any fever or infection they may spread to other children and staff.

Parents will be called to pick up immediately if their children show symptoms of illness. We ask that all emergency numbers be up to date.

SUPERVISION

Supervision is provided at the following times:

- ✚ **Before School** 8:10 - 8:25 a.m.
- ✚ **Recess** 10:15 a.m. - 10:30 a.m.
- ✚ **Lunch Hour** 12:00 - 12:35 p.m.
- ✚ **After School** 2:57 - 3:12 (Monday, Tuesday, Wednesday, and Friday); 12:00 -12:15 (Thursday)

For safety reasons, no students should arrive before 8:010 a.m. unless they are participating in a planned club or team meeting.

Students must be picked up from school by these times. A call will be made home should your child be left at school after these times.

EARLY DEPARTURE

When a child is departing from school earlier than the scheduled time, we ask that you take note of the following procedure:

- Parents or guardians should pick up the child.
- **Report to the office to sign out and pick up your child.**

If you are unable to pick up your child, please phone the school and let us know who will be picking up your child and the time you want your child to be excused from class.

LAY-BY GUIDELINES

- 1) The Daycare Vans have priority in the lay-by in the morning. Once the bell goes and the vans are gone, the layby is open for drop-off to alleviate cars holding up traffic.
- 2) The lay-by is for quickly dropping off or picking up your child that can independently enter and exit the vehicle. All others must park on the street and assist their child.
- 3) No parents are to exit the vehicle in lay-by.
- 4) Please use the entire lay-by; move up as far as possible, stop, drop off, then drive through to exit.
- 5) Please shoulder check before pulling away from the curb.
- 6) No U-turns in front of the school.
- 7) No left turns when leaving the lay-by.
- 8) Do not block the sidewalk with your vehicle. Do not drop your children off in the crosswalk.
- 9) Please obey the no parking signs.
- 10) The students are responsible for being at the front of the school watching for their ride.

Please pick up your child(ren) at their designated door, or make arrangements to meet them in a specific location outside of the school.

PARKING LOT

For the safety of your children, please **DO NOT use the staff parking lot as a drop-off and pick-up location for your child.** Do not allow your children to walk through the parking lot. Choose safety over convenience!

COLD WEATHER

Recess is important to children to provide a break from regular school routine, and a chance to get some fresh air. We will only cancel outdoor recess when Environment Canada determines that the temperature is below -20 degrees Celsius (including wind chill) or during wet, rainy days in accordance with District Procedures.

Air quality is monitored similarly to extreme cold temperatures. The suggested guideline is that students do not go outside when air quality reaches an index of 7 or more.

Whenever outdoor recess is cancelled, an inside, supervised recess break will occur.

Student Code of Conduct

The BISHOP GRESCHUK STUDENT CODE OF CONDUCT can be found on the school website at <https://www.ecsd.net/8059>

COMMUNICATION

Open and positive communication between the home and school is one of the most important contributions we can make for the educational development of children who attend Bishop Greschuk.

Whether it is through phone call, email or in person communication, we are all here for the children and together we will build an enriched learning environment for all children.

School Messenger, a parent notification service quickly delivers special announcements, and district messages to parents. School Messenger will send phone calls, email, and text messages to parents. With this service, parents will be contacted for absences when the school has not been notified of your child's absence from school and to receive important information.

Email and text communication happen on a regular basis with Month at a Glance calendars of events and other pertinent information. Please check these regularly.

REPORTING PROCESS

The reporting process is recognition of learning with an emphasis on celebrating the child's growth. On-going assessment and reporting are provided on-line through PowerSchool.

More information on our reporting process in ECSD can be found here: <https://www.ecsd.net/page/17855/assessment>

Parent-teacher-student conferences will be scheduled in November, and Demonstration of Learning in March, but we encourage you not to wait for these times if you feel a need to meet with your child's teacher or the administration. Together we will help all students achieve their personal best.

If you have concerns regarding your child, please discuss the situation with the teacher or staff member first. If the situation is not resolved,

discuss your concern with a member of the administration. It is our experience that most items are inevitably resolved through open and positive communication.

ACCIDENTS

First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered at the school, and no contact is made with the home. If the injury or illness is such that we think the parents should be made aware, the parents are notified by phone.

Please notify the office of any changes of work numbers, home numbers and emergency contacts, so someone can be reached at all times. All accidents are recorded in accordance with District Procedures.

CARE of SCHOOL PROPERTY

Students are responsible for showing respect for school property both within the school and on the school playground. Students registered at Bishop Greschuk participate in borrowing their textbooks and library books with the understanding that they return all these materials in satisfactory condition.

Students are also given the privilege of using special school facilities and equipment. Any loss or damage through negligence, improper use or conduct is the responsibility of the student and the parent. Failure to observe this responsibility could result in the student being charged for the cost of repair or replacement.

BICYCLES, SCOOTERS, SKATEBOARDS & ROLLERBLADES



All bicycles must be locked individually in the bicycle racks located on the north and west sides of the school. Please ensure that a safe and durable lock is purchased for your child's bicycle. **The school does not take responsibility for theft or damage.**

The bicycle racks are out-of-bound areas for children during the operational day. Children are required to wear bike helmets for their safety.

For the safety of all children, during operational hours (**8:07 am to 3:11 pm**): bicycles, scooters, skateboards, roller shoes and roller blades are **not to be ridden or worn on school property. Nor are they to be stored inside the school.**

EMERGENCY PROCEDURES

Parents and community members play an important role in keeping our schools safe. Following all security measures such as:

- signing in at the school office
- allowing school and emergency services personnel to do their job during an emergency.
- keeping contact information up to date such as phone numbers and emergency contacts

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information to be sent to the number listed on your child's emergency contact. We understand it is an instinct for parents to want to rush to their child. It is important for you to understand that, during such an event, individual schools and emergency responders have prepared to deal with these incidents. Your cooperation in an emergency is essential to the safe and swift resolution of the incident.

Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls. If students are ill or injured, the parents of those students will be notified first. Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage an onslaught of parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving, if necessary, to transport injured staff or students to emergency medical facilities. Additional key points:

- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Understand that emergency pick up procedures are different than routine pick up procedures. You may be required to pick up your child at school or at a designated family reunification site.

- Follow emergency procedures. If you are asked to pick up your child, you will be asked to follow the checkout procedure established for emergencies.
- The reunification system was developed to ensure the safety of students, and it is vital that the procedure be followed.
- Remain in designated areas at the family reunification site.
- Be patient!

MEDICAL ALERT FORMS

In early September, we will be requesting that parents who have children with moderate to severe medical conditions (asthma, diabetes ...) fill out a Medical Alert Form. A current picture of your child is required with this form. This alert is then posted in our staffroom. All medical alert issues are addressed with all staff at the beginning of each year. Medical Alert Forms are available in the main office.

MEDICATION

The administration of medication is the parent or guardian's responsibility. In special circumstances when a student must take medication during school hours, school staff may assist. In such instances, the following guidelines and procedures will be followed:

- The principal requires a written and signed request from the parent and the physician indicating the type of medication to be administered, required dosage and action to be taken in the event of possible side effects.
- Call the school to keep your emergency contact information and health alerts current.
- Please discuss any health concerns with your child's teacher.

Medication Administration Forms are available in the office. The school nurse visits Bishop Greschuk periodically and can be contacted at the Northgate Public Health Centre 780-342-2800.

PEANUT ALLERGIES

Parents and students are asked not to bring any products that have peanuts or peanut oils. For some children and staff, traces of peanuts on a desk could be enough to be life threatening in a matter of minutes. Please understand that the children change classes throughout the day, and therefore, we have to be cautious of what we all bring in our lunches. Thank you for your cooperation.

LUNCH POLICY

Children are welcome to bring their lunch to school. Children eat their lunches in their classroom. Each classroom has supervising staff members. Expectations for behavior are consistent in all classrooms. To keep the classroom environment safe, the following guidelines must be followed:

- Children must remain in their desks during lunch.
- Children must place all garbage in the appropriate containers: garbage or recycle bins.
- Children must always be respectful to one another and to supervising monitors.

Children who do not cooperate during lunch will lose the privilege of eating lunch in their classroom and/or at school.

HOT LUNCHES

Hot lunches will happen once a month and can be purchased on-line from Healthy Hunger. We rely on parent volunteers to help organize and run our hot lunch program. More information will follow, later in the year.

FIELD TRIPS

Field trips are an integral part of the education programs at Bishop Greschuk School. They provide children with unique learning experiences within the context of the curriculum being taught. Written notification of all field trips will be sent to parents providing information about the educational objectives, means of travel, arrival, and departure times.

Please ensure that all required information and signatures are included in the return portion of the field trip permission slip and that it is

returned by the deadline date, or your child will not be able to participate in the fieldtrip. **Verbal permission is not acceptable.**

If a parent is not in agreement with a specific field trip, they need to notify the school, by phone or in writing, to withdraw their child from the trip. Reminder: the day is still a school day for your child and accommodations will be made for them at the school.

No child will be refused the right to participate in field trip experiences due to lack of funds if the situation is brought to the attention of the classroom teacher or administration. Confidentiality will always be honored.

BIRTHDAYS

Birthdays are special events in the lives of the children. At Bishop Greschuk School your child will be introduced to the school during the morning broadcast and receive a special gift from the principal. Any birthdays that fall on weekends or holidays are still recognized.

Invitations sent to school for birthday parties should be approached with great sensitivity to other children's feelings.

Please check with your child's teacher for further classroom guidelines.

FOOTWEAR

Suitable footwear needs to be worn relative to weather conditions. All students are expected to remove their outdoor shoes as they enter the school. Every child needs a pair of white-soled indoor shoes that can also be worn in the school gym.

This policy is put into place to ensure our school is kept clean and safe for our students and parent community. This also teaches our children respect for their environment and respectful support of our custodial team. *Black-soled indoor shoes are not allowed as they mark up the floors.* Roller shoes are not allowed in the school.

STANDARD OF STUDENT DRESS

The BISHOP GRESCHUK STANDARD OF STUDENT DRESS can be found on the website at <https://www.ecsd.net/8059>

PARENT VOLUNTEERS

We are very blessed at Bishop Greschuk to have so many parents who contribute their time, talent, and expertise to our school community. A district "Volunteer Registration Form" will be sent home at the beginning of September for all parents who want to volunteer. This form needs to be filled in, signed, and returned to the school before you volunteer.

Parent volunteers play a key role in supporting school wide initiatives at Bishop Greschuk. They are involved in supporting the classroom, office, library, and all school wide events. Support is greatly appreciated in all areas: lay-by, field trips, Fun Day, joining our school council.

All volunteers **MUST** sign in at the office and receive a badge that is to be worn. When leaving the school, you must sign out and return the badge to the office staff. Your cooperation in this matter is appreciated. This procedure is for the safety of all our students.

SCHOOL COUNCIL

The School Council meets approximately once a month throughout the school year. The dates and the time of the meetings are determined by a motion at the School Council Meeting. This information is provided in the school newsletter.

The council is a group of parents, staff and administration who work together as a team to strive towards creating the best educational experience possible for our children. The council acts as an advisory to the administration, as an avenue of communication between the school and the parents and assists in school sponsored activities.

We encourage your participation to make many positive and exciting things happen at Bishop Greschuk School. Please consider joining the School Council as an executive member or your child's classroom representative. Your involvement plays a significant role in the education of your child.

HOMEWORK

Homework is an extension of the students' daily activities. The amount of time each student will spend doing homework may vary according to grade, ability, and study habits. Daily reading should be a part of every child's routine. A rule of thumb is 20 minutes of daily reading.

Some of the purposes of homework are:

- To complete assignments that your child has been unable to finish at school.
- "Catch up" work if a child has been absent.
- Extra practice to enhance the learning of concepts and mastery of skills.
- To help develop good study habits and positive feelings of being responsible.
- To enable parents to see their child's progress.

Ways parents can help:

- Check your child's agenda book as soon as they come home. Plan together to agree on the most productive time and place to complete their work.
- Help and teach your child to be organized and how to organize their time for assignments.
- There is nothing more rewarding for a child than to have an "audience" for reading and discussing what was read.
- Check your child's homework and sign their agenda book every day.

PHONE USE

Students are permitted to use the phone for emergencies or illness only. For safety purposes, after school and other activity arrangements must be made at home prior to arrival at school.

Parents are asked not to call their children during the day, except in the case of an emergency. Parents wishing to contact a teacher are encouraged to do so before school begins, during the lunch break or after school. Thank you for respecting our instructional day.

Student use of cell phones is not permitted during the school day.