



# Family HandBook

## 2026-2027

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## ***Comprehensive School Health and Whole Child Education at MPJH***

A school's core mission is to teach students academic knowledge, cognitive and physical skill development. However, it has become understood that schools cannot achieve this if their students are not healthy. (Story et al. 2009)

At Michael Phair we believe in a whole child educational approach. We teach the knowledge and skills needed to support emotional, mental, and physical health through a holistic approach. Whole-child education includes policies, practices, and relationships that ensure each child is healthy, safe, engaged, supported, and challenged. Students are provided an education with a whole child focus and use a variety of pathways and supports to meet all needs. For example SEL (Social Emotional Learning), health literacy, and a cross curricular focus between all subject areas.

Research shows that the most effective way to have a positive impact on the whole child is through a Comprehensive School Health (CSH) approach. We focus on four components: [Social & Physical Environment](#) (school climate and culture), [Teaching and Learning](#) (differentiated instruction, comprehensive curriculum, critical thinking), [Partnerships and Services](#) (supports, community members and organizations), and lastly Healthy School Policy (ensure that schools practices support a whole child approach). Through this framework we as a team recognize:

- Healthy students are better learners
- Teaching the health curriculum is essential to a healthy school environment
- A variety of learning environments supports all students
- Student voice is essential to student learning
- The entire MP community (staff, students, families, and entire Lewis Estates community) supports the success of our MP students.



*School staff consider a variety of factors (e.g. student learning needs and social dynamics) when creating balanced class groupings. With over 720 students enrolled for this year, we are not able to accommodate friend or teacher/educational or requests for classroom changes.*

## MPJH Staff

| Grade/Role          | Name                        |
|---------------------|-----------------------------|
| Principal           | Damian Wilkinson            |
| Assistant Principal | Kim Hordal (A-L)            |
| Assistant Principal | Jennifer Bachor (M-Z)       |
| Admin. Assistant    | Karen Ferbey                |
| Admin. Assistant    | Amanda Tuttle               |
| 7-1                 | Tyson Millan                |
| 7-2                 | Adam Love                   |
| 7-3                 | Alisha Singh/ William Knopf |
| 7-4                 | Melissa Capicio             |
| 7-5                 | Arwen Aubrey-Hebert         |
| 7-6C                | Jennifer Nolt               |
| 7-7C                | Chelsea Soar                |
| 7-8C                | Hollie Dixon                |
| 7-8 Connections     | Emily Bateman               |
| 8-8 Connections     | Tyler Caughlin              |
| EA                  | Inoka Perera                |
| 8-1                 | Melissa Havin               |
| 8-2                 | Rayann Ness (Simmonds)      |
| 8-3                 | Kyle Erickson               |
| 8-4                 | Joshua Ching                |
| 8-5C                | Janice Yee                  |
| 8-6C                | Callum McCabe               |
| 8-7C                | Bill Bagshaw                |

|                 |                      |
|-----------------|----------------------|
| 9-1             | Amanda Hackett       |
| 9-2             | Michelle Nelson      |
| 9-3             | Crystal Franklin     |
| 9-4             | Vicki Kwong          |
| 9-5             | Guy Butlin           |
| 9-6C            | Joanna Zerbinos      |
| 9-7C            | Suzanne Bowling      |
| 9-8C            | Julia Cerisano-Niven |
| French          | Emily Howell         |
| ELA8            | Jadelyn Garcia       |
| PhysEd          | Kevin Borst/Ty Wagar |
| Art             | Lynette Witherspoon  |
| Construction    | Tyson Millan         |
| Foods           | Cheryl Peel          |
| Sewing/Clothing | Megan Teha           |
| Head Custodian  | Roy Salangsang       |
| Drama           | Melissa Havin        |
| Music           | Joshua Ching         |
| Div. Athletics  | Janelle Jager        |
| Div. Athletics  | Clint Schenk         |
| Technology/IT   | Chris Elias          |

## 2026-27 Calendar

See the [Division Calendar](#) and for holidays and non-instructional days (e.g. Professional Development Days).

## Report Card Dates

January 29, 2027

June 28, 2027

## 2026-27 School Hours

| Block/Period          | Time                                  |
|-----------------------|---------------------------------------|
| First Bell            | 8:20am                                |
| Second Bell           | 8:25am (warning bell to get to class) |
| Morning Announcements | 8:30-8:35am                           |
| 1                     | 8:35-9:24am                           |
| 2                     | 9:27-10:16 am                         |
| Health Break          |                                       |
| 3                     | 10:22-11:11am                         |
| 4                     | 11:14-12:03pm                         |
| First Half Lunch      | 12:03-12:22pm                         |
| 2nd Half Lunch/Recess | 12:22-12:42pm                         |
| Health                | 12:47-1:14pm                          |
| 5                     | 1:17-2:06pm                           |
| 6                     | 2:09-2:58pm                           |

## SchoolZone

SchoolZone is a secure website with information about your child's attendance and progress, school news and events, and yellow bus tracking. You will receive your login name and password from the office at the start of the school year. Sign in to [schoolzone.epsb.ca](https://schoolzone.epsb.ca) or watch the SchoolZone video to learn more.

## Absences and Illness

You can report your child(ren)'s absences directly on SchoolZone. Sign in to SchoolZone on your mobile phone or desktop computer, then choose the Student Profile menu -> Attendance. You can let us know your child will be away starting a week before the absence up until the day they are absent. You may also call the school at 587-489-4720 and leave a message or send an email to [michaelphair@epsb.ca](mailto:michaelphair@epsb.ca).

# If You Are Absent ...

1. A parent or guardian **MUST** confirm your absence. They can call, or email the school or enter your absence on SchoolZone.
2. Check Google Classroom for work missed. It is your responsibility as a student to catch up on work when you are absent.
3. Check in with your teacher when you return to gather any materials and have a conversation about any other work that need to be completed.



## Communicating in an Emergency

Sometimes emergencies happen at schools. To help everyone remain calm and act quickly in an emergency situation, each school has detailed plans that students and staff regularly practice throughout the year.

Families may sign up to receive a text message from the Division's urgent message system, SchoolMessenger. This system alerts families if there's a major incident at a school. To sign up for alerts, text 'Y' or 'YES' to 978338. For more information, visit [Urgent Message System](#).

## School Fees

**Families can expect to pay school fees by October 24, 2026.** Detailed fee information will be posted to SchoolZone the second week of September. Please note that if fees are not paid for, your child will not be able to take part in athletics or other events such as field trips.

## Medical Conditions and Medications

It is very important that we are advised of any allergies or medical conditions your child may have. Parents or guardians may be required to have their physician fill out an 'Authorization Form for the Administration of Prescription Medication Form'. Please email or call the office to request a form.

## Arrival & Dismissal Routines

- Outdoor supervision begins at 8:05 AM. Students should not arrive at school before this time as they will not be allowed in the building until their entry time.
- Students who arrive late to school should enter the building through the main entrance (they may need to ring the bell) and check in at the office.
- Parents and caregivers are not permitted in the school during entry/exit times.

## Bikes, Scooters, Skateboards

Students who “wheel” to school are expected to disembark from their bicycles, scooters and skateboards as soon as they are on school property. Scooters and skateboards will not be permitted in the school.

For safety reasons, students are not allowed to use Heelys or any other ‘footwear’ with wheels (i.e. roller skates, rollerblades) in the school or on school property.

Please wear helmets and follow all rules of the road.

## Cell Phones and Personal Electronic Devices (smart watches, Ipads/tablets, airpods/headphones, laptops, gaming devices)

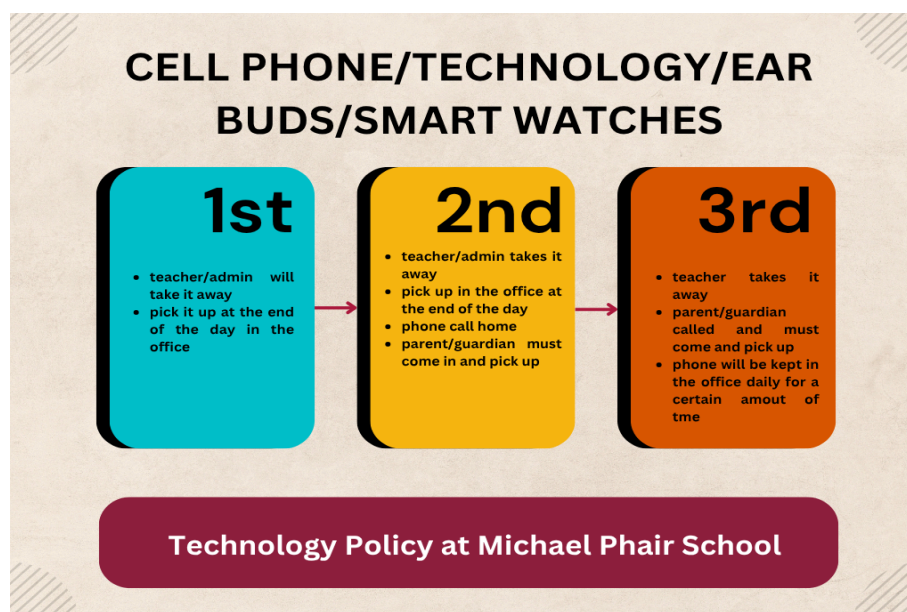
At MPJH, our goal is to work alongside families to support the academic, social, and emotional well-being of all students. One way we can do this is by restricting the use of cell phones and personal electronic devices in our school community during the day.

***No technology also includes gaming devices (Nintendo switch, laptops, chromebooks, Ipads/tablets, etc.). There will be no technology allowed during lunch time or at any time during the school day. Academic use of laptops, chromebooks, and Ipads will be monitored by teachers during class time.***

*Students who bring cell phones or other personal electronic devices to school are expected to keep them turned off and stored in a locked space. Students will not be able to carry their own personal devices throughout the day. **These devices are not allowed in learning spaces throughout the day including lunch time.** School staff are not responsible for lost or stolen devices.*

### MPJH's Cell Phone Guidelines (applies to all personal electronic devices)

- Students are not permitted to use cell phones or personal electronic devices (including airpods, smart watches, gaming devices,) at any time during the school day (from the entry bell until they have left the building). This includes outdoor instructional time (i.e. Phys Ed, Outdoor Ed, community walks, etc).



- Personal devices may not be used in classrooms or hallways, including washrooms, locker rooms, common areas, or gym.
- **Students are not permitted to use cell phones during lunch or nutrition breaks.**

On the first day of school, teachers will share the above guidelines with students.

***If you need to reach your child during the school day, please contact the office at 587-489-4720.***

### **Division and School Expectations for Technology**

- Division/personal technology cannot be used for purposes that are illegal, unethical, disrespectful, hateful, inappropriate, or that cause harm.
- Students are accountable for their behaviour when using Division/personal technology, **including when their online behaviour outside of the school building or beyond the school day impacts others in the school community.**
- School staff may search a student's personal device if they have reason to believe Division or school rules have been violated. A [range of responses](#) may be put in place to address unacceptable use of technology.
- Phone use is not permitted in washrooms at any time.

## **Supporting Responsible Artificial Intelligence Use**

At Edmonton Public Schools, we are dedicated to creating dynamic learning environments that value accountability, collaboration, equity and integrity. As technology evolves, Artificial Intelligence (AI) is becoming a part of our world. We want to help students use it responsibly and ethically to enhance their learning. This information outlines how AI might be used to support student achievement.

### **AI: A Helpful Tool**

- **A Supporting Tool, Not a Replacement:** AI tools can help with teaching and learning. For example, a teacher might use AI to create a fun, personalized learning game.
- **Helping to Understand Student Progress:** AI can offer support in understanding how your child is learning.

### **Academic Integrity with AI**

Students are expected to use school and personal technology, including AI tools, appropriately and ethically, according to the Responsible Use of Technology Agreement for Students that will be provided to you. They should conduct themselves with academic integrity, which is consistent with [HG.BP Student Behaviour and Conduct](#) that states, “Academic integrity is honest and responsible academic behaviour. Students are expected to submit original work, acknowledge sources used including AI, and conduct themselves ethically in the completion of assessments and examinations.”

## Griff N Go

The Griff N Go will be open daily beginning on the first day of school. Students will be able to use cash, debit, credit, or purchase a punch card from the office. We offer a variety of choose most often foods and a different special each day. We also serve Quizno's Thursdays and Pizza on Fridays and Booster Juice daily.

**PLEASE NOTE THAT STUDENTS WILL NOT BE ABLE TO USE TAP AT THE GRIFF IN GO**

**Cash and Griff N Go cards ONLY**

### Everyday Items

|                                                                                          |               |
|------------------------------------------------------------------------------------------|---------------|
| <b>Yogurt Drinks</b> - Strawberry or Raspberry                                           | <b>\$1.00</b> |
| <b>Granola Bites</b> - Chocolate Chip or Mixed Berry                                     | <b>\$1.00</b> |
| <b>Juice Box</b>                                                                         | <b>\$1.00</b> |
| <b>Fruit Bars</b>                                                                        | <b>\$1.00</b> |
| <b>Cookies</b> - Chocolate Chip                                                          | <b>\$1.00</b> |
| <b>Goldfish Crackers</b>                                                                 | <b>\$1.00</b> |
| <b>Popcorners</b> - Sea Salt, White Cheddar, Sweet and Salty                             | <b>\$1.00</b> |
| <b>Fresh Veggies and Hummus</b>                                                          | <b>\$2.00</b> |
| <b>Bakery Items</b> - Muffins, Pastries, Cheese Buns                                     | <b>\$2.00</b> |
| <b>Grilled Cheese:</b> On Whole Wheat Bread (Every day except Friday)                    | <b>\$2.00</b> |
| <b>Sunchips:</b> Harvest Cheddar (40 g)                                                  | <b>\$2.00</b> |
| <b>Veggie Straws</b> Regular or Ranch                                                    | <b>\$2.00</b> |
| <b>Yogurt Parfait:</b> Mangoes, Berries, Yogurt, Granola<br>(May contain traces of nuts) | <b>\$2.00</b> |
| <b>Beef Jerky</b>                                                                        | <b>\$3.00</b> |
| <b>Fresh Fruit Bowl</b>                                                                  | <b>\$3.00</b> |
| <b>Caesar Salad</b>                                                                      | <b>\$3.00</b> |

|                                                                                                                                                                                                                                                                                                                |        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Michelina's Pasta (Various types)                                                                                                                                                                                                                                                                              | \$3.00 |
| Hot Dogs (Chicken) Monday, Tues, Wed, Thurs.                                                                                                                                                                                                                                                                   | \$4.00 |
| <b>Booster Juice - 12 oz.</b> Fresh or Frozen depending on delivery date.<br><b>Strawberry Sunshine:</b> Strawberries, Bananas, Passion Fruit, Orange, Guava and Yogurt<br><b>Monthly Special:</b> A Different Flavor Each Month. Pomegranate Passion, Canadian Colada, Berry Cream Sensation, Mangosicle etc. | \$6.00 |

## Healthy Hunger

Healthy Hunger is a hot lunch program where you order online and restaurants will deliver lunch directly to the school. Michael Phair's Hot Lunch will take place on the last Monday of each month starting September 28th. Order deadline will be the Wednesday before at 11:59pm.

|                                                                       |                                                                      |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| Monday, September 28 <b>Edo Japan</b><br>Deadline to order - Sept 23  | Monday, Feb. 22 <b>Wok Box</b><br>Deadline to order - February 17    |
| Monday, October 26 <b>Pita Pit</b><br>Deadline to order - Oct 21      | Monday, March 22 <b>Edo Japan</b><br>Deadline to order - March 17    |
| Monday, Nov. 30 <b>Rice Bowl Deluxe</b><br>Deadline to order - Nov 25 | Monday, April 26 <b>OPA!</b><br>Deadline to order - April 21         |
| Monday, Dec. 14 <b>OPA!</b><br>Deadline to order - Dec 9              | Monday, May 31 <b>Rice Bowl Deluxe</b><br>Deadline to order - May 26 |
| Monday, January 25 <b>Tastebuds</b><br>Deadline to order - Jan 20     | Monday, June 14 <b>Wok Box</b><br>Deadline to order - June 9         |

## Lunch, Snacks & Water Bottles

Students can bring their lunch each day along with a healthy snack and a filled water bottle. Students will store lunches with their other personal belongings. **Microwaves and kettles are not available to students.**

***Please be aware that students are only able to drink water or flavored water in the building. Students are not able to bring coffee, energy drinks, pop or other types of drinks into the school or in the classrooms.***

Students are not **permitted** to leave the school grounds during the lunch hour unless they are going home for lunch. Forms for your child to go home at lunch are in the office for students to obtain.

## Breakfast Club

Open Monday to Friday at 8:05am. Students who are late will not be able to attend. This is a free breakfast service provided by the staff at Michael Phair and in partnership with President's Choice. Students will have a choice of healthy breakfast items such as toast, yogurt, cereal, and fruit. **Please note: No technology is allowed during this time.** Remind your child if they are taking part in breakfast club that cell phone and earbud use is strictly prohibited during this time.

## We will begin the year with a Closed-campus for all students.

*We do not support food being brought into the school through food delivery apps (e.g. Uber Eats, Skip the Dishes) nor do we allow fast food into the school.*

*We support healthy eating habits at MPJH. We strongly recommend students to eat a well balanced meal at lunch. We encourage water or sparkling water as our drink of choice within the building. Students are not permitted to bring in Starbucks, coffee, or other drinks such as energy drinks and pop into the school.*

## Inclement Weather Procedures

In the event of inclement weather (heavy rain, poor air quality or temperatures that drop to below -22 °C), students will enter the school upon arrival through the main doors. Doors will be unlocked by 8:05 AM and students will go directly to classrooms where they will be supervised by staff members.

## Air Quality Index

As per [Administrative Regulation HHFA.AR](#), students will be kept indoors, and school windows will be closed on days when Environment Canada issues an Air Quality Health Index rating that is at 7 or higher. Office staff will monitor the [Air Quality Health Index](#) to determine whether students will be permitted to go outdoors for recess or other activities. If your child is at [increased risk \(i.e. has an existing respiratory condition\)](#), please notify the office.

## Dress for the Weather

Students should be dressed for daily outdoor activity in all weather conditions. Classes will go outside regularly for physical education and learning in the community. Parents are asked to complete the Walking Field Trip form which can be found on Schoolzone and return it to [michaelphair@epsb.ca](mailto:michaelphair@epsb.ca) or their child's homeroom teacher by September 18th, 2025.

## Physical Education

Students must wear appropriate clothing for them to be able to move freely and confidently within all activities from running, to jumping, stretching, jumping etc.

The following is a list of recommended and acceptable items:

- T-shirts
- Shorts
- Sweats or track pants
- Sweat shirt or hoody
- Runners, court shoes, or basketball shoes (outdoor shoes, crocs, birkenstocks are not permitted)
- Light or heavy jacket for outside
- Extra socks

Please bring items such as a water bottle and deodorant. Please leave any valuables at home or in the students locker so they don't go missing. Students are expected to be prepared for every class, indoors or out. All students are expected to participate in each and every class, with few exceptions. Due to the limitations of gym time with a large number of junior high classes in one school, students can **expect to be outside, in the gym, or in the fitness center**, weather dependent. The teachers will communicate with their classes about where they will be going prior to the beginning of each class.

### **MPJH Athletics**

At MP it is the responsibility of the student athlete and parent/caregiver to agree to the Athletic Code of Conduct. Both student and parent/caregiver must sign and return the forms. **Please note that all school fees must be paid before students can take part on a sporting team.**

For more information on athletics please contact Mr. Borst or Ms. Hordal.

### **Athlete Code of Conduct**

As a student athlete of Michael Phair Jr. High, I understand that it is a privilege, not a right, to represent my school. As a student-athlete at Michael Phair, I must exhibit responsibility both inside and outside of the classroom.

Being a team member on any Inter School Athletic team at Michael Phair requires me to accept the responsibility of attending all classes on time and completing all assignments and exams. I will also demonstrate a positive and respectful attitude along with displaying appropriate behaviour both inside and outside the classroom.

### **Specialized Supports for Children with Special Education Needs**

Alberta Education provides funding through a K-12 grant for children whose learning needs are identified as severe as per the [Alberta Education Special Education Coding Criteria](#). The Division's **Specialized Learning Supports (SLS)** School Linked team is made up of multidisciplinary professionals who support children and staff with complex needs in multiple schools. *Children with mild to moderate speech and language needs (with no significant impact to educational functioning) are no longer eligible for specialized services (speech-language support) from SLS.*

Teachers will work with the School-Linked team to implement strategies and differentiate learning and collaborate with families to develop Individualized Program Plans (IPPs) and Individual Behaviour Support Plans (IBSPs) as required. Please contact Ms. Hordal for more information.

### **Resources**

- EPSB Mental Health Supports <https://www.epsb.ca/ourdistrict/topics/mentalhealth/>  
<https://epsb.ca/schools/goingtoschool/studentconduct/support/>  
<https://docs.google.com/document/d/1t0PGWKY8P67nWQCUtilTooB4xbQkkAw7FtkFO9h0cXU/edit#heading=h.r1tdxoj7tm2t>
- Child and Adolescent Mental Health Walk in Services  
<https://www.albertahealthservices.ca/findhealth/Service.aspx?id=1077851&serviceAtFacilityID=1121352>
- [Mental Health Help Line](#) is available 24 hours a day, seven days a week. Additional supports for families are available through [AHS](#).