

ALL SAINTS HIGH SCHOOL
2018 – 2019
STUDENT & PARENT HANDBOOK

Called to Grow... Gifted to Serve... Guided by Hope



Opportunities Await ... Legends in the Making

729 Legacy Village Road SW
Calgary, Alberta T2X 4K9
Phone: (403) 500-2133
Website: www.cssd.ab.ca/schools/allsaints

ALL SAINTS HIGH SCHOOL ADMINISTRATIVE STAFF

Administration

Mr. M. Bolder	Principal
Mrs. L. Myers	Vice Principal
Mr. M. Billinton	Vice Principal

Main Office

Mrs. P. Fedorak	Administrative Secretary
Mrs. J. Sharratt	SIS Data Clerk
Mrs. J. Legacy	Office Assistant/Receptionist

Business Office

Mr. J. Gomez	Business Manager
Mrs. C. Saunders	Accounts Clerk

Student Services (Counselling)

Ms. M. Brown	Counsellor
Ms. S. MacNeil	Counsellor
Mrs. J. Uhrich	Work Experience
Mr. J. Manderson	Career Practitioner
Mrs. T. Kordikowski	Office Assistant/Student Services

Chaplain

Miss H. Lacy

Faculty Names and Emails

Posted on our website at www.cssd.ab.ca/schools/allsaints

School Calendar/Bell Times

CALENDAR OF EVENTS - 2018-2019

SEPTEMBER

3	Mon.	Labour Day (No classes)
4	Tues.	First Day of Classes – 9:00 am to 1:30 pm – School Assembly – Connect Groups Meet – School ID Photos (Platinum Photography)
5	Weds.	School ID Photos cont'd
11	Thurs.	Grade 10 Student Assemblies (10:15 am)
12	Wed.	Grade 11 Student Assemblies (1:15 pm)
18	Tues.	Opening Mass (10:15 am - Gym)
19	Wed.	School Council Meeting (6:00 pm) High School 101 (6:00 pm)
21	Fri.	PD Day (No Classes)
27	Tues.	Photo Re-takes

OCTOBER

4	Thurs.	Thanksgiving Liturgy of the Word (10:15 am)
5	Fri.	PD Day (No classes)
8	Mon.	Thanksgiving Day (no classes)
30	Tues.	All Saints Feast Day Celebration (10:15 am – Gym)
31	Wed.	Student Faith Day – Students attending TBD

NOVEMBER

1	Thurs.	Faith Day (no classes) – Feast Day – All Saints
2	Fri.	PD Day (no classes)
6	Tues.	End of Quarter 1
7	Wed.	Start of Quarter 2 (new 3 credit classes begin for students)
9	Fri.	Remembrance Day Liturgy of the Word (10:30 am)
9	Fri.	Progress Report Distribution (Connect Teachers hand out to students)
11	Sun.	Remembrance Day
12	Mon.	Parent Teacher Conference (No classes) (9:00 am - 3:30 pm and 4:30 – 7:30 pm)

DECEMBER

4	Tues.	District Choirs Advent Concert
19	Wed.	Advent Liturgy (1:15 pm – Gym)
21	Fri.	Christmas Break (last day of classes - full day)

JANUARY

7	Mon.	School re-opens
14-15	Mon.-Tues.	Semester 1 Exams (ELA/Social Part A)
16-22	Wed.-Tues.	Regular Classes
23-30		Semester 1 Exams (continued)
30	Wed.	End of Semester 1; Quarter 2
31	Thurs.	Start of Semester 2; Quarter 3

FEBRUARY

4	Mon.	Progress Reports Distribution (mailed out)
14-15	Thurs.-Fri.	Teachers' Convention (no classes)
18	Mon.	Family Day (no classes)

MARCH

5	Tues.	Shrove Tuesday
6	Wed.	Ash Wednesday Liturgy of the Word (1:15 pm – Gym)
15	Fri.	PD Day (No classes)
22	Fri.	Last day of classes before Spring Break (full day)
25-29	Mon.-Fri.	Spring Break (No classes)

APRIL

1	Mon.	School re-opens
10	Wed.	End of Semester 2; Quarter 3
11	Thurs.	Start of Semester 2; Quarter 4 (new 3 credit classes begin for students)
17	Wed.	Progress Report Distribution (Connect Teachers hand out to students)
18	Thurs.	Holy Week Liturgy of the Word (1:00 pm – TBD)
18	Thurs.	Last day of classes before Easter Weekend
19	Fri.	Good Friday (No classes)
22	Mon.	Easter Monday (No classes)
23	Tues.	Parent Teacher Conference (No classes) (9:00 am - 3:30 pm and 4:30 – 7:30 pm)

MAY

17	Fri.	PD Day (No classes)
21	Mon.	Victoria Day (no classes)
29	Wed.	Year End Mass (1:15 pm – St. Albert the Great Parish)

JUNE

6	Thurs.	Meet the Connect Teacher (6:30 pm)
12-13	Wed.-Thurs.	Semester 2 Exams (ELA/Social Part A)
14-18	Wed.-Tues.	Regular Classes
18	Tues.	Last Day of Semester 2 - Locker Clean-out
21-27	Wed.-Thurs.	Semester 2 Exams
21	Fri.	National Aboriginal Day (no exams)
28	Fri.	Teacher Organization (am only)

NOTE: Blessing and Dedication – Date and time to be announced

Please be advised at All Saints we will not offer English 30 or Social Studies 30 for the 2018-2019 school year. As a result, we will not be hosting diplomas exams on the follow days (Jan 14 & Jan 15 semester 1 and June 12 & June 13 semester 2) as scheduled by Alberta Education. **Please watch for information in the fall on an updated schedule for these four days.**

Awards Night – more information to follow (date and time to be announced)

Welcome Message

We are thrilled to extend a warm welcome to our families on the opening year of All Saints High School. It is our hope that your family will experience a year of spiritual, academic and social growth!

Catholic schools exist to support parents' values and beliefs and to allow children to practice those values in an environment based on gospel values and the spiritual journey of which we are all a part. With the guidance of the Holy Spirit, mutual trust and support, we can meet any challenges and continue a tradition of caring and excellence at All Saints High School.

This Student-Parent Handbook contains important information on school procedures and services, course requirements for a High School Diploma and graduation, expectations for the Alexander Rutherford Scholarship as well as the school calendar. Students and parents are highly encouraged to read this information.

If you have questions or concerns, please do not hesitate to contact your Connect Teacher. We thank you for your continued interest and support in All Saints High School.

Mike Bolder, Principal
Mike Billinton, Vice Principal
Lisa Myers, Vice Principal

Our School Name

The name, All Saints, venerates all the saints known and unknown who have been raised up by the grace of God and are in possession of eternal salvation in its entirety (beatific vision). It includes both saints who have a feast day in the liturgical calendar as well as those who do not.

The name of All Saints emerges as a timely declaration of the strength of our faith as a Catholic school district. The name is first a celebration of every patron saint who intercedes over our school communities. However, the name offers more than just a recollection of individuals. The name offers a unique reminder that we stand together as one in the Lord, called to life through the same baptism, and gifted to fulfill our vocations through the same Spirit. The name of All Saints reminds us that we stand in the company of a 'great cloud of witnesses', whose holy and joyous communion with the heavenly hosts inspire us to seek God's kingdom on earth above all things.

In the daily life of a school community, the name of All Saints guides our Catholic pedagogy in three ways:

- It is a reminder that our learning and growth happens in the context of community
- It is a reminder that our community of learning is rooted in one faith, one Lord, one baptism
- It is a reminder that our vocation as a learning community is to grow in our witness our faith through lives of holy action

This name was selected for its inclusive nature and ability to represent saints from different cultural backgrounds, periods in history, genders and ages. It is meant to:

- inspire personal faith formation experiences and connections with a variety of saints, in both students and staff
- it allows for all members of the school community to strive toward holiness, by modelling their lives after those who have been recognized as saints.

The commemoration of All Saints' Day reminds us of our universal call to holiness. Whatever our rank or status, we are called to the fullness of Christian life and the perfection of charity. We devote ourselves to following in

the footprints of Christ that we may be conformed to his image. We also devote ourselves to service of our neighbour and to bringing glory to God.

All Saints' Day also inspires us with hope as there now lives among the saints in heaven, those whom we have known, those who have lived lives on earth like our own. Saints come from all states and walks of life: clergy and lay, married and single, humble and mighty.

Feast Day: November 1

Parent Responsibility

As partners in the education of our students, we appreciate the support we receive from our parent community to ensure success for our students. We are closely supported in this endeavor by our provincial government as outlined in the School Act from section 16.2

It states the following:

A parent of a student has the responsibility

1. To take an active role in the student's educational success, including assisting the student in complying with section 12,
2. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
3. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
4. To encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
5. To engage in the student's school community.

School Act – Section 16.2

Champion Statement

A cornerstone of our schools is that every student has a champion. That every child has a one-on-one relationship with an adult in the school, and that the child knows who their champion is, and the adult knows the children for which they are responsible.

*“Every child deserves a champion:
an adult who will never give up on them,
who understands the power of connection
and insists they become the best they can possibly be”*

-Pierson, TED Talks Education, 2013

School Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Period 1				
9:00	9:00	9:00	9:00	9:00
10:16	10:06	10:06	10:16	10:10
CONNECT	ENGAGE	Period 2	CONNECT	Period 2
10:21	10:11	10:11	10:21	10:15
10:51	11:21	11:17	10:51	11:25
Period 2	Period 2	LUNCH	Period 2	LUNCH
10:56	11:26	11:17	10:56	11:25
12:12	12:32	11:52	12:12	11:50
LUNCH	LUNCH	Period 3	LUNCH	Period 3
12:12	12:32	11:57	12:12	11:55
12:47	1:07	1:03	12:47	1:05
Period 3	Period 3	ENGAGE	Period 3	Period 4
12:52	1:12	1:08	12:52	1:10
2:08	2:18	2:18	2:08	2:20
Period 4	Period 4	Period 4	Period 4	
2:13	2:23	2:23	2:13	
3:29	3:29	3:29	3:29	

Please refer to this schedule when phoning in absence excuses. Please be advised Friday bell times will change slightly in Semester 2 based upon the number of instructional days.

High School Re-Design is an Alberta Education initiative that focuses on three critical outcomes.

- **Engaged students:**
 - Placing students first and at the centre of our learning community
 - Allowing students to drive their education by providing choice and flexible learning opportunities
- **High levels of achievement:**
 - Create opportunities for students to access flexible learning opportunities during the instructional day
 - Offer tutorials and additional classes on specific topics of need and/or interest
- **Quality teaching:**
 - Ensure the Teacher Advisor Program structure effectively develops meaning relationships between students and teachers
 - Offer additional supports in core classes and options
 - Offer opportunities for students to catch up on missed or late work and re-assess

All Saints is working to achieve these outcomes in the design of our school and have intentionally embedded the following in to our timetable:

Connect

The Connect Program & Connect Blocks are central to the mission of All Saints High School, we believe student engagement and a connection to a teacher is integral to student success. [Every student at All Saints has a Connect Teacher and is required to actively participate and attend all Connect Blocks.](#)

Connect Teachers assist their Student Advisees from their first year of high school until they complete their studies. Connect Teachers are committed to helping their student advisees achieve their goals and will work with students to set goals, track progress and advocate for them. However, the school recognizes the primary role of parents and guardians in the education of their children. The ultimate responsibility of monitoring student progress and ensuring school success rests with the parent and student. Parents are encouraged to communicate with their child's Connect Teacher on a regular basis. They may do so by phone, email, and by appointment.

Connect Groups consist of a mixed grouping of students from Grade 10 – 12, each of which is led by a Connect Teacher. Connect Groups meet during Connect Blocks which occur every Monday & Thursday for 30 minutes, during this time groups will work to build relationships, focus upon student centered learning and build the skills necessary for students to take ownership of their learning. Interaction is encouraged between the grades. For example, older students can mentor younger students in the Connect Group. Each Connect Group becomes a small Catholic learning community. The Connect Group begins this period with prayer and announcements and time will be provided for student concerns to be addressed on an individual basis.

Engage

Engage sessions are opportunities for students to take control of their learning and make choices which best suit their academic needs. Each week students will provide feedback to teachers as to the types of sessions they require. All Saints teachers will then post the Engage Block offerings for the week. Students will log-in and register for the sessions they wish to attend. Connect Teachers & Subject Area teachers will monitor and coach students through this process to ensure all students are taking full advantage of the opportunities and supports available to them.

Engage Blocks can take on a variety of formats, as they are meant to reflect and address diverse student needs.

1. **Remedial:** these sessions generally target students who are struggling academically and are looking for extra time and additional instruction in a certain area.
2. **Skill-based:** sessions which offer students extra time and support on a specific skill-set (i.e. essay writing, source analysis, graphing, balancing chemical reactions, factoring polynomials, etc.)
3. **Enhanced-curriculum:** these sessions will focus in on high achievers who strive for standard of excellence scores or have vocational interests in the field beyond the standard curriculum.
4. **EXPLORE:** there are many things worth learning that aren't in any Program of Studies! Explore sessions give teachers an opportunity to showcase a topic, skill, or activity that they are passionate about, or feel is important for students to learn (i.e. How to clean a virus from your computer, Self-defense, How to bake a birthday cake, etc.).
5. **GENERAL:** oftentimes students just need extra individual work time in a computer lab, or a chance to blow off steam in the gym or weight room. Students may only be registered in General sessions by their Connect Teacher, this is to ensure that students are caught up on all their work before being sign-up for one of these sessions.
6. **Assessment:** for students wishing to write an assessment they may have missed or complete a re-assessment.

Engage and Connect blocks are mandatory for all students, not optional. These classes will provide the necessary time and programming for students to be successful. Attendance will be taken and tracked just like all other classes.

Tutorials

In addition to Engage Blocks teachers will offer tutorials to students before and after school for those students looking for additional support on their schoolwork. Students are encouraged to check with their Connect Teacher, Subject Area teachers and the school website for more information on tutorial times.

Homework & Assessment Guidelines

The district recognizes meaningful, carefully-planned homework can support student success and be a complementary part of a student's overall learning program. The district also recognizes:

- The potential impact of homework on family life;
- The role homework may play in supporting students' self-confidence as a successful learner;
- The benefit of a district-wide, balanced, reasonable approach to homework.

The homework policy is further supported by specific topics as outlined in Administrative Procedure 364:

1. Types of Homework
2. Guiding Principles
3. Holidays and weekends
4. Recommended times
5. Roles and responsibilities

[Administrative Procedure 364 - Homework](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

All Saints Principles of Assessment

- **Relevant** Completed and graded in a timely manner to guide further learning
- **Relationships** Flexible and meaningful to the student and responsive to their needs
- **Rigor** Aligns with the Program of Studies and informs practice
- **Recursive** Can be revisited and built upon as the course and student progress

All Saints Assessment will be...

1. **Ongoing**
 - Within a structure which sets out guidelines for re-assessment which include: evidence that learning/growth has occurred within a student goal setting model to encourage growth and responsibility
2. **Informative**
 - Gradebooks will be consistent within departments to ensure transparency and alignment with the Program of Studies
 - Assessments should align with outcomes and be named that way when possible
3. **Utilizing an Assessment Centre**
 - This centre will help to facilitate student completion of missed assessments and re-assessments
 - Will be available to students on an ongoing basis

Assessment Guidelines

The Assessment Guidelines are governed by Alberta Education curriculum guidelines, department regulations and teacher's professional judgment. Students can expect timely assessment that is fair and unbiased. Students should consult regularly with the teacher regarding their marks and keep records of their marks. Students and parents can monitor academic progress regularly through Brightspace.

Work is assigned to review course material and to prepare students for formative and summative evaluation. When provided students are expected to utilize class time to complete this work and to use this time to receive assistance from teachers as required. Students will have the opportunity to reassess if they engage in conversation with teachers. There will be an expectation that they have engaged in learning outside the class.

Homework is "any task assigned by teachers intended for students to carry out during non-instructional hours" (Canadian Council on Learning: A Systematic Review of Literature Examining the Impact of Homework on Academic Achievement, 2009. P. 5)

* Early each year school based and diploma exam dates will be published to school website. It is important students and parents are aware of and plan for these dates. Please note we have no flexibility on final exam dates.

Mobile Devices

Governing the presence of and use in schools of electronic or mobile devices such as cell phones is subject to the expectations of learners under Section 12 of the School Act and is covered under the CCSD Student Code of Conduct (AP 351 - Sections 16 and 17). Specific to electronic mobile devices, the following unacceptable behaviors include but are not limited to:

- Acts of cyberbullying, harassment or intimidation;
- Breaches of digital online safety;
- Inappropriate use of mobile devices.

Each school is thereby authorized to establish, share publicly and implement site specific expectations and practices around the use of mobile devices as a component of its **Student Code of Conduct** and Progressive Discipline Plan.

All personally owned electronic devices are the sole responsibility of the student. The school is not responsible for loss or damaged items.

All Saints staff, administration and the Calgary Catholic School district recognizes that technology, when used appropriately, has its benefits in the educational setting. Each teacher will indicate how the devices will be used in the classroom ensuring 'digital citizenship'. This includes supporting students to develop the skills and abilities necessary for them to be responsible, discerning users of electronic devices including awareness of how students may be victimized through the inappropriate use of technology. Students who refuse to comply with those guidelines will have their technology privileges taken away for a suitable time period determined by the administration.

Use in the classroom must be limited to educational applications and not for socializing in any manner. Teachers will communicate school & classroom policies. Abuse of these policies will be treated as defiance.

The All Saints mobile device policy is that all mobile devices are away until a teacher specifically requests they be brought out. Teachers will define when mobile devices are permitted to be visible and in use.

When mobile devices are not permitted it is assumed that the device must be secure in the student's locker, book bag or pocket and NOT be visible or in use until advised by the teacher. During non-instructional times it is an expectation mobile devices will be used responsibly as All Saints students are expected to be a positive digital citizen at all times.

Failure to comply will result in a discussion with the student, parents, teacher and administration. This behavior will be dealt with using our Student Code of Conduct & Progressive Discipline Plan. We will treat this behavior as defiance and consequences will be applied. Serious breaches may include suspension and loss of use of technology based upon the acceptable usage agreement.

These devices should NEVER be brought into or left in the PE change rooms.



District Internet Use

All staff, students and volunteers are required to sign the Acceptable Use Policy form annually.

[Administrative Procedure 351 - Student Code of Conduct](#)

[www.cssd.ab.ca > About Us > District Governance > Administrative Procedures](#)

Student Accident Insurance

The Calgary Catholic School District carries a base coverage for all students, however, as it is not comprehensive, it is recommended that students involved in extra-curricular activities carry additional coverage. Information on insurance alternatives are sent home early in September. Parents may opt to purchase student coverage with their own carrier, but proof of coverage must be supplied before a student is allowed to participate in any interscholastic sports teams.

Every student who participates in SH competitive sports must have a signed Parental Authorization to Participate in Competitive Sports form filed with the school.

[Administrative Procedure 531 - Student Insurance Programs](#)

[www.cssd.ab.ca > About Us > District Governance > Administrative Procedures](#)

Attendance Policy

Alberta Education's Mandate Regarding Student Attendance

Regular attendance is closely linked to successful academic performance. Section 12 of the School Act states that students must "attend school regularly and punctually." Regular attendance is expected of all students except when illness or a family emergency prevents attendance.

Whenever possible, parents are requested to schedule dental, doctor, or other appointments outside of school hours. Teacher professional days are an ideal opportunity to book those appointments without disruptions to the instructional process. Your cooperation is greatly appreciated.

For additional information regarding Excused and Unexcused Absences, please refer to AP 330. This procedure is based on the Alberta School Act.

Administrative Procedure 330-Student Attendance

www.cssd.ab.ca > *About Us* > *District Governance* > *Administrative Procedures*

Illness

Students who fall ill at school must report to their teacher during class time or to the main office during other times. Students will be given an opportunity to contact their parents. Their parent or guardian will then speak to school office staff to grant permission to go home. Only independent students (18+ years) are permitted to sign themselves out in the main office.

Long Term Absences

Parents wishing to discuss other reasons for absences should contact the administration of the school prior to the absence. Attendance in classes and at school is a student responsibility. Students who take holidays during school instruction days risk missing assignments, materials, and assessment. Teachers are not responsible for re-teaching these missed lessons. Holidays taken during school days are marked as unexcused absences.

Lates

Students must be punctual for school and for all classes during the day. In bad weather or when transportation problems arise, students should leave home sufficiently early to arrive at school on time.

All Saints High School Attendance Policy and Procedures

Please note parents are notified by phone and email of every absence. When absences become a concern, the following process is implemented by the school. An absence is defined as one block or period. For example one day of unexcused absences is five absences.

Subject Area Teacher: **5 Unexcused Absences in any ONE subject**

- Subject Area Teacher will contact parent/guardian to discuss attendance outlining concern, expectations, and future actions
- Teacher will document action plans and any pertinent information

Connect Teacher: **15 Total Unexcused Absences**

- The Connect Teacher meets with student to discuss attendance, outlining concerns, expectations, and actions that will occur if this continues
- The Connect Teacher contacts the parents/guardians to inform and consult
- Teacher will document action plans and any pertinent information
- The school Counsellor is made aware of the attendance concern and will meet with student to discuss concerns and expectations. The Counsellor will initiate an Attendance Improvement Plan (AIP)

Connect Teacher: **Counsellor, Administration: 25 Total Unexcused Absences**

- The Connect Teacher discusses attendance outlining concerns with student and informs of next steps
- The Counsellor affirms the information regarding student's attendance, progress in the course(s) and contacts parents to arrange a meeting
- Student's name is forwarded to administration
- A meeting is held with Connect teacher and/or the Counsellor, Administrator, and parents to formalize the Attendance Improvement Plan (AIP). Student programming will be examined, and adjustments will be made if deemed appropriate.
- Consequences for not following the AIP will be outlined
- Counsellor and Administration will document and record this meeting

Should the student not comply with the expectations of the school (after 3 or more absences since the last referral) and upon Administration consultation, the student may be withdrawn from the class, and further actions may be initiated in consultation with parents/legal guardian. These possibilities include:

- Revision/modification of schedule
- Credit Recovery
- Transitioning to the world of work
- Home/Alternative/Outreach Education
- Distance Learning
- Referral to Community Supports
- Return to school next semester
- Withdraw from All Saints High School

In any of these events, a letter confirming consequences will be sent home to parents/guardians and a meeting will be held with parents.

Inclement Weather

When conditions reach -20 Celsius or colder including the wind-chill factor, it is recommended that students be kept inside for recess or lunch breaks. Final responsibility to prepare a child for inclement weather belongs to the parents/legal guardians.

[*Administrative Procedure 133 - Inclement Weather*](#)

[www.cssd.ab.ca > About Us > District Governance > Administrative Procedures](#)

Emergency Procedures

Schools are required to complete announced and unannounced fire drill and lockdown safety drill practices throughout the school year. These safety drills are intended to give students an opportunity to practice procedures to be followed in the event of a real emergency and to help them develop confidence and self-control if faced with an emergency situation. Research shows that individuals will respond in an emergency the way they have been trained to do so. Please be assured the district has emergency plans in place and all school personnel have been trained in emergency preparedness.

[*Administrative Procedure 165 - Safety Drills*](#)

[*Administrative Procedure 132 – Emergency Closings and Cancellations of School*](#)

[www.cssd.ab.ca > About Us > District Governance > Administrative Procedures](#)

Security

During the instructional times of the day access to schools is restricted to the front door. Procedures may be modified once we 'live' in our building.

Check-In and Check-Out Procedures

If you are absent for any portion of the morning or afternoon classes for medical appointments or important family concerns, you must proceed to your scheduled class to check in or check out.

Non-Instructional Time

All Saints students are not required to remain on campus outside of their instructional time; therefore, the District accepts no liability for those students who choose to be off campus during this time.

During spares students are encouraged to use their time wisely. There will be a number of spaces for students to utilize within the building: *St. Jerome Learning Commons; St. Ambrose Learning Centre*

Administering Medication

In creating a safe and supportive environment for students and staff with medical conditions, the district develops appropriate processes, procedures and plans to address medical needs.

No student will be given any medication unless an "Authorization for Administering Medication Form" has been filled out annually and submitted to the school.

Students with Allergies

CCSD schools are not "Nut-Free" as we are unable to guarantee that nuts will not be a part of student snacks and lunches. Although sending nut-free food items is encouraged, parents make decisions regarding food items for their child.

To support a safe environment for all students with allergies:

- We talk to staff and students about knowing who has an allergy and about what our collective responsibility is as a community
- We strongly encourage those with allergies to continue to be vigilant about avoiding allergens
- We encourage families to avoid packing food products at school that contain nuts
- We encourage a safe environment for everybody in our learning community, by working together with increased awareness and shared vigilance

[*Admin Procedure 316 - Identifying And Managing Students' Medical Needs*](#)

[*Admin Procedure 350 - Medical Cannabis Regulation*](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Communication

All CCSD schools communicate with parents / guardians through School Messenger, an automated system, that sends out emails, texts or phone messages.

Parents, students and teachers are to establish and maintain clear lines of communication throughout the school year. If concerns arise, please follow these procedures:

- a) For a class matter, contact the teacher first. If further discussion is required, please contact an administrator;
- b) For a school-wide matter, contact school administration;

School Website - Each school maintains an informative website where pertinent school and district information and calendar events can be found. Parents and students are encouraged to regularly visit the school website for updated information.

Grades 10 - 12

BRIGHTSPACE is an online communication platform that allows students and parents to monitor homework, grades and utilize other educational tools. Students are expected to use Brightspace to plan their homework activities and monitor assignment due dates and academic progress. Electronic organizers are also available on BRIGHTSPACE. Students can communicate directly with teachers through Brightspace.

Parents are encouraged to review their child's homework and grades regularly through this platform.

Consistent with Alberta Education's mandate, the reporting process requires teachers to ensure that they effectively communicate to parents/legal guardians about what the child progress in relation to the provincial programs of study. Scheduling of parent teacher conferences throughout the school year also facilitates in-person communication and deeper conversations about student learning between home and school. Most schools use Conference Manager to facilitate this process.

[*Administrative Procedure 361.1 - Parent Teacher Conferences*](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

PARENT/TEACHER/STUDENT CONFERENCES

Formal Parent/Teacher Conferences are held twice per year – once in each Semester. Parents can book an appointment online through All Saints website link or at <https://allsaints.schoolsoft.ca/login.jsf>.

School Communication

A concerted effort by administration, counsellors, and teachers will be made to keep parents informed of their son's or daughter's progress during the year. Day to day events are announced through our daily publication on the *Daily Download*, the TV, our school's internet webpage <https://www.cssd.ab.ca/schools/allsaints/> and Brightspace. Parents are informed of school activities by way of a monthly newsletter and regular information emails.

Power School/Pearson Parent View

The Parent Portal is operated through Power School, a web-based database application that facilitates student information management and communication among school administrators, teachers, parents, and students.

Parents have quick and easy access to view attendance records, marks, work habits and comments. You must have two pieces of information to create an account for your child(ren). Your child's Calgary Catholic School District ID number (6 or 7-digit number) and your child's birthday with month, day and year (example: Jan 8,

1996 must be typed as follows: 181996. Go to All Saints website <https://www.cssd.ab.ca/schools/allsaints/> click on "Parent View" to log in or create your account. For more information please visit <https://www.cssd.ab.ca/Parents/ParentView/Pages/default.aspx>.

School Council

All parents/legal guardians with children attending school are members of their local school council and are encouraged to participate in council activities.

Councils meet six times per year. School Councils are established in all schools and serve as a vehicle for parents/legal guardians, principals and teachers to meet and work together towards common goals. School council chairs also meet with one another, district administrators and members of the Board of Trustees at district-wide meetings. Please speak to your child's school principal to get involved.

[School Council Handbook](#)

www.cssd.ab.ca > Parents > School Council > Documents

Student Code of Conduct

The student code of conduct ensures that each student enrolled in a school operated by the District is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging to support Catholic Communities of Caring; and to support the District's Mission, Value, and Vision Statements.

The student code of conduct guides our students and staff regarding appropriate and inappropriate conduct and activities as outlined in section 12 of the School Act.

[Admin Procedure 350 – Welcoming, Caring, Respectful, and Safe Learning Environments](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

DRESS CODE

Philosophy: *This is a place of learning and as such we expect you to dress appropriately.*

Among the values taught in our Catholic Schools are the virtues of decency, modesty and respect. Our goal is to provide a positive and safe learning environment that will reflect a Catholic Community of Caring. It is therefore in the best interest of our school community to have in place a dress code that will help students make appropriate choices regarding dress.

The Code

Students must wear clothing that is appropriate for educational activities in which they will participate and that will not cause a disruption to the educational process.

Specifically:

- Footwear must be worn at all times indoors
- Clothes must be clean and in good repair
- Outerwear (i.e. coats, jackets, etc.) sunglasses, hats or headgear may not be worn indoors
- Clothes must not display slogans or advertising which is controversial, obscene, offensive and/or depicting drugs or alcohol
- Gang related clothing or accessories including but not limited to bandanas, or other symbols, emblems or insignias, may not be worn
- Any clothing, jewellery or accessories, which create a safety or health concern, or, cause or threaten to cause disruption to the educational process, is prohibited

Inappropriate attire includes, but is not limited to,

- hats, bandanas (any headwear), sunglasses, beach wear
- excessively short clothing (short shorts and skirts)
- clothing depicting indecent language or illustrations
- revealing clothing for young ladies and muscle shirts for young men
- beach wear, muscle shirts, spaghetti string tops, strapless tops
- undergarments showing
- clothing depicting indecent language or illustrations
- unkempt clothing

Headwear

All Saints High School policy is that headwear is to be removed upon entering the building. **No headwear (hats, etc.) is to be worn inside the building.** This includes bandanas, sport hats or fashion headwear.

Consequences

Students who arrive at school dressed inappropriately will be asked to change *or be sent home to change by administration*. It will be viewed as defiant behaviour if the student repeatedly violates the dress code on a given day or over a period of time. Consequences shall range from a parent conference to a suspension.

It is the responsibility of the student to arrive with and maintain the appropriate and adequate number of clothing items to follow the school's dress code.

Smoking – Electronic Cigarettes – Vaping

It is illegal for students under the age of 18 to use or possess tobacco products. Provincial regulations state that no person may smoke within 5 meters of a building, however, the District regulations are much stricter and do not allow any smoking on District property. For our purposes this includes VAPING. School Board regulations prohibit smoking and vaping at any of our district schools including All Saints. Smoking or vaping in or around the school by students is viewed as a serious danger to the health and safety of the school. "Around the School" is interpreted as anywhere within sight of the school. Students who leave the grounds to smoke or vape are expected to behave in an exemplary fashion. Leaving the school grounds to smoke or vape will not constitute an excuse for absence or lateness to a scheduled class. Students are asked to respect our surrounding neighbours in the community. We "live" with our surrounding communities and we must be good neighbours. Appropriate corrective action will be taken with anyone found smoking or vaping in or around the school. Chewing tobacco and similar substances are not allowed on school property.

Provincial fines for a person caught smoking within 5 meters of a building are as follows:

1st Offence - \$1,000 2nd Offence - \$5,000

Drugs or Alcohol

Students who choose to be in possession of or are under the influence of drugs or alcohol during the school day or school related activities will be dealt with severely. Suspensions and police involvement will result of such actions.

Student Organizations, Clubs and Extra-curricular Offerings

To ensure a well-rounded educational experience for all students, our school community may provide several extra-curricular offerings during the school year. We encourage all students be engaged in co- and extra-curricular activities. These may include the following, all of which will be facilitated by school staff and aligned with Catholic teachings:

- Badminton
- Basketball
- Cross-Country
- Field Hockey
- Football
- Rugby
- Soccer
- Swim and Dive Team
- Track & Field
- Volleyball
- Wrestling
- Awards Committee
- Car Club
- Fine Arts Productions
- Grad Committee
- Intramurals.
- Leadership
- Multi-Cultural Events
- Outdoor Adventure Club
- Rock Club
- School Dance
- School Masses & Liturgies
- Skills Alberta
- SLAM Poetry / Poetry in Voice
- Social Justice
- Speech and Debate
- Student Council
- Yearbook

Voluntary student organizations or activities that are aligned with Catholic teachings and promote equality and non-discrimination with respect to race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status, or sexual orientation. This list will be updated based on student need and interest throughout the year.

- Fine Arts clubs
- Drama productions
- Music clubs and bands
- Social justice clubs and activities
- Athletic teams and activities
- Games clubs
- Competitive academic clubs and activities
- Faith groups and activities

Athletic Calendar

Cross-Country	September – October
Soccer (girls)	September – October
Football	September – November
Volleyball	September - November
Swimming	October - December
Basketball	November - March
Wrestling	November to March
Badminton	February - March
Field Hockey	March - June
Rugby	March - June
Soccer (boys)	March - June
Track & Field	March – June

If you wish further information about any of these offerings, please contact the principal.

[*Administrative Procedure 351 - Student Code of Conduct*](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Air Rifles/Guns

The district prohibits students from possessing weapons or engaging in violent or threatening acts on school property, and at school sponsored functions and activities. "Weapon" means any object, device, or instrument designed or through its use is capable of threatening or producing bodily harm to oneself or others. By this definition, air rifles/guns are therefore considered weapons. As it is challenging to visually identify these weapons as air rifles/guns, school staff, Calgary Police Services and the RCMP will likely respond in the same manner as they would an actual rifle/gun. For the safety of all students, staff and visitors in the school, these items are not allowed on school property or at school-related activities under any circumstance.

As outlined in the School Act, students can be held accountable for conduct that occurs outside of the school building or school day and electronically (e.g. social media), if the conduct negatively affects a member of the school or interferes with the school environment.

Progressive Discipline Plan:

Students who engage in unacceptable behavior will be held accountable through the school's progressive discipline plan. Consistent and logical consequences, rather than punitive measures, are important to support students in making appropriate choices and help shape their future actions.

In any disciplinary situation, each student will be dealt with on an individual basis, and will take into account the student's age, maturity and individual circumstances. As well, parental or district involvement may be requested to support school discipline procedures.

The school's use of the progressive discipline plan will determine the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences. At all times, teachers and administrators will use their professional judgment in applying consequences.

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and equally to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations. In our model of Progressive discipline, the severity of the incident will dictate the consequence. For example a first time serious offence may result in a suspension.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences, including:

- prevention measures and initiatives;
- early and ongoing intervention strategies;
- strategies to address unacceptable behaviour.

Interventions and consequences increase when:

- the concerning behavior is persistent;
- the concerning behavior escalates;
- there is a very serious infraction of the code of conduct.

Interventions and consequences may include, but are not limited to, the following:

- informal conferences;
- restriction of privileges;
- parent conferences;
- in-school suspensions;
- risk assessment;
- suspension / expulsion (AP 356);
- student redirection
- Behaviour Support Plan (as part of the Learner Support Plan);
- involvement of Instructional Services and supports;
- involvement of external services and supports.

The principal may involve police in disciplinary matters when criminal activity has become evident. When police are involved, the principal will conduct a separate, parallel investigation at the school level and provide disciplinary action separate from any criminal charges that may be issued.

Suspension

Serious infractions of school expectations can result in a suspension. **A student under suspension from school may not enter school property during the term of suspension.**

A suspended student may not participate in or attend any school activity or athletic event during the time of the suspension.

Student support:

Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, such as bullying, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools' counsellors, counselling, etc.

Consideration of student diversity:

The School Act requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has – whether they are physical, behavioural, communicational, mental health, trauma, etc. – must be considered. The age and maturity of students involved should be considered when determining the consequences and support required.

Field Trips

The district arranges for students/children in the district to participate in field trips, tours, off-campus activities, athletic events and/or other excursions ("field trip"), which, in the opinion of the district, have definite educational, athletic or cultural value.

The district, through the relevant school, will provide parents/legal guardians a Field Trip Consent form which shall include the following particulars of any field trip two weeks, if possible, and at least three school days, at minimum, prior to the intended date of the field trip:

- (a) destination;
- (b) arranged supervision;
- (c) date(s) and time(s);
- (d) transportation plans;
- (e) associated risks that should be highlighted regarding the field trip;
- (f) costs, if any;
- (g) a telephone number through which additional information on the field trip may be obtained; and,
- (h) parent/legal guardian consent and waiver form.

It is the parents/legal guardians responsibility to advise the school of any medical condition(s) that may affect the student/child's participation in the field trip. Parents/legal guardians need to understand that any medical information requested would be collected for the purpose of student safety during field trips, including student athletic events (which are generally considered to have an inherent element of risk of injury despite all safety precautions), and, that in the event of a medical emergency, the supervising teacher or any one of the volunteer chaperones may seek medical advice and/or treatment deemed necessary for the health and safety of the student/child and the parent/legal guardian shall be financially liable for the provision of such medical emergency services.

Parents/legal guardians shall agree to release and hold harmless the Calgary Catholic School District, the school, and their respective agents, servants and employees, from and against any and all claims for damages or bodily injuries arising out of the student/child's participation in an authorized field trip. The district will, however, be responsible for any injuries and damages suffered by the student while participating in any such field trip that arises as a result of the negligence of the district.

Parents/legal guardians have the right to advise the district, through the relevant school, in writing, at least two school days before the commencement of any particular field trip, that they do not consent to the student/child participating in the field trip, in which event their consent and authorization will be considered as withdrawn for the particular field trip and the student shall not be allowed to participate in such field trip.

Student Support Services

Diverse Learning Teacher: This position supports classroom teachers and students in Grades K-12 identified by Alberta Education coding and with unidentified learning needs. Support is provided in conjunction with the homeroom teacher and within the framework of the Alberta Education Program of Studies.

A key component of this support is the development and implementation of the Learner Support Plan (LSP), which guides teachers, parents and the diverse learning teacher during the year as they deliver the instructional program. The LSP is developed annually with parental involvement and student input and is intended to be a working document that is consulted, reviewed and adapted with all stakeholders on an ongoing basis throughout the school year.

[Administrative Procedure 214 - Special Education](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

School Resource Team

The School Resource Team (SRT) is a school-based team consisting of teachers, diverse learning teachers, and administration who engage in a collaborative process for supporting diverse student needs. Through the process, the SRT team may identify learning needs, brainstorm possible school-based strategies and supports, and/or request additional support from the district's Instructional Services team.

Chaplain Services

All Saints has a chaplain on staff who acts as counsel to students and staff as well as the liturgical leader in the school. The Eucharistic liturgy is offered throughout the year and during special religious holidays throughout the year.

The primary responsibility of the chaplain is to improve the *prayer life* of the school. The Chaplain works towards this objective within the total school environment by promoting various liturgies for staff and students. The Chaplain is prepared to counsel students and staff in matters of concern that are spiritual, moral or doctrinal in nature. The chaplain organizes spiritual retreats for students. Teachers invite the chaplain into their classrooms whenever an opportunity arises to promote, clarify or interpret matters of a religious nature.

Chapel

For the benefit of staff and students, a chapel is available daily. The chapel is a place of prayer and quiet reflection. Those who wish to use it should be aware the Blessed Sacrament is reserved there, and it is a place of special solitude with the Lord.

Catholic Community of Caring

As a Catholic Community of Caring All Saints staff and students focus on the values of *TRUST, FAMILY, CARING, RESPECT, RESPONSIBILITY AND FAITH.*

We celebrate these values through events and campaigns throughout the year and strive to address the physical, mental, emotional and spiritual well-being of all members of our community.

Student Services

Guidance and counselling is an important and integral component of the educational process that assists students in reaching their full potential in a positive and challenging learning environment that enhances their journey in faith. Long term counselling or therapy is not the role of the high school guidance counsellor. Information on appropriate referral resources may be provided in these cases. Student Services personnel assist students with:

- Counselling
- Career and Educational
- Personal and Social
- Crisis Response
- Information
- Post-secondary information
- Scholarship and Bursary Information
- Alternate types of education
- Summer School
- Referrals
- District Programs such as KARA
- Outside Agencies such as AHS Youth Addiction Services, Social Services
- Registration and Course Schedules

Career Centre

The Career Centre offers assistance to students in developing an understanding of careers and providing information to achieve these goals. It is staffed by a Career Practitioner and offers a host of services such as:

- Career exploration
- Job Fair information
- Post-Secondary research
- Self-assessment tools and interest inventories
- Resume writing, cover letters, and interview skills
- Work search strategies and job research skills
- Work Experience information and credit opportunities

Diverse Learning Needs

Students who require accommodations to meet their unique learning needs due to a learning disability are encouraged to access the *St. Ambrose* Learning Centre.

School Resource Officer

Since 1974, high schools in Calgary have benefited from the School Resource Officers (SRO) Program. Offered by the Calgary Police Service (CPS), this program allows a police constable to be assigned to work within the high school environment. The officer assigned to All Saints brings a wealth of knowledge gained from working in various areas of the CPS.

The officer's primary role is to promote a positive relationship between the CPS and the students of All Saints High School. The SRO may also provide the following services:

- In class lectures
- Individual or group counselling
- Conflict resolution
- Criminal investigations

If any concerns arise within the school community, the SRO may conduct an investigation. Although the SRO cooperates with school administration, their investigations and actions are conducted independently. As the name suggests, the SRO is a resource to the school. Contact our SRO, at 403-500-2133, or in the SRO office in Room 1061. Anonymous messages may be left after hours.

District Support Services

The Instructional Services team within the Calgary Catholic School District provides academic, social-emotional, behavioural, cultural and faith-based supports to teachers and students with a goal to support student excellence.

The Instructional Support team includes district consultants, district counsellors, psychologists, in-home family support workers, intercultural and multicultural support workers and more.

Please speak with your child's classroom teacher or school administration if you feel you or your child would benefit from any of these support personnel.

School Fees

In accordance with [Bill 1](#) all parents of students in the Calgary Catholic School District (CCSD) are expected to pay school fees. Fees are collected for several reasons and allow your child to participate fully in educational enhancements and activities.

School fees can include:

1. Activity and field trip fees (core subjects): Used for special class activities, presentations, and field trips
2. Programs of choice and CTF fees (junior high and high school only)
3. Extracurricular fees (junior high and high school only)
4. Noon hour fees (elementary and junior high school only)
5. Optional fees: Used for school/program specific requirements (such as, yearbooks and gym strip)

The school fees charged per student vary from school to school and parents will receive notice from their school in September of each school year outlining fee amounts and payment options.

There must be provisions at each school to waive fees for students who cannot pay due to financial hardship. These provisions must be communicated clearly and explicitly to parents and students.

The CCSD fee management and online payment system is an easy and secure way to pay school fees from the comfort of your home. Payments can be made by credit or debit card. For more information or to pay fees online, please visit www.cssd.ab.ca and click the "Online Fee Payment" icon. Email feeinquiry@cssd.ab.ca for more information.

Fees can also be paid directly to the school by cheque or cash.

In cases of financial hardship, a fee payment plan may be discussed with the school principal or designate. Please contact your school directly.

Parents who require fees to be waived due to financial hardship must make this request directly to the principal. Waived fees will be processed by the ACORN fee account record being signed by the principal, kept on file and then the ACORN record will be adjusted.

Lost or Damaged Books

Students are responsible for returning their textbooks and library books. All books must be returned in good condition. Fees may be applied if they are lost or damaged.

[Administrative Procedure 505 - School Fees](#)

[Administrative Procedure 511 - School Generated Funds Including Fees](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

School Visitors

Any person in a school other than students and school staff is considered a “visitor.” This includes volunteers, parents, caregivers, district personnel and the public. To ensure a safe learning environment for our students, Occupational Health and Safety regulations require all visitors to report and sign in at the front office upon entering the school.

All volunteers and district personnel are required to wear a name tag while in the school, including those who are at the school on a regular basis.

All visitors must register at the Main Office upon arrival. Approved visitors are to wear visitor I.D. tags, available from the Main Office. Unauthorized visitors, including students not registered at All Saints High School, will be asked to leave immediately and could be charged with trespassing. All Saints students who choose to enter other schools without permission during school hours may be charged with trespassing by the school they are visiting.

Volunteers

Volunteers are an important part of our school community. The support of volunteers is beneficial to students and teachers and enables schools to provide opportunities for students that would not be possible otherwise. We value the time and energy you put into supporting our school.

The principal of the school has the responsibility, in consultation with staff, parents, and the community, to determine who will volunteer in the school and what form each school’s volunteer program will take.

The principal is guided in all decisions, including those related to volunteers, by the provincial School Act as well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.**

In developing their school specific Volunteer Handbook, principals will use this guideline and attached documents.

Volunteers taking part in overnight field trips and/or volunteer coaching must have a current police security clearance. This must be updated every three years.

Example of individual school process for Volunteer Orientation training:

[Administrative Procedure 490 - Volunteers in Schools](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

[Volunteer Handbook](#)

www.cssd.ab.ca > Parents > Documents

School Phone Use

Should an emergency occur, or an urgent need arise, and you wish to contact your child call the school at (403) 500-2133, then we will call your child to the office to speak to you. This way, we are assured that critical messages do not go astray. Should the student have an urgent reason to contact the parent, the teacher and office staff will be happy to facilitate the use of the school telephone. Unless it is an EMERGENCY, the school **will not** relay calls for students.

Lost and Found

Each school has a Lost and Found area where students and parents may find missing items, please contact the office for its location. Students should refrain from bringing valuables, collectibles and large sums of money to school. The school cannot be responsible for lost or stolen items.

Transportation

Senior High Students:

Students in the City of Calgary residing 2.4 kilometers or more from their designated school are eligible to receive subsidized bus passes.

Student Conduct on Buses/Taxis (includes charter services and City Transit):

Students riding the bus/taxi must remember they are accountable to the driver and through him/her to the principal of the school. Continued violation of any of the rules listed in AP 351 may lead to the loss of riding privileges, loss of bus pass or to suspension from school.

[AP 351](#)

Please see [AP 560](#) for further details on students residing in the Rocky View School division, programs of choice or alternative schools, special education students, special circumstances, and payment in lieu of transportation.

[*Administrative Procedure 560 - Student Transportation*](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Routes will be posted on the All Saints website www.cssd.ab.ca/schools/allsaints

Parking Drop-off and Pick-up Location

To ensure student and staff safety, it is imperative that parents follow the directions of the school regarding pick up/drop off and use of staff parking lot.

Parents must refrain from dropping off students in any of our three parking lots. Students may be dropped off along Legacy Village Road or Legacy Village Way as long as you are not stopping in bus zones.

Student Recognition

HONOUR ROLL

In recognition of the outstanding achievement of our students, each student maintaining honours status for the first three terms in each of their grade 10, 11 and 12 years will receive a certificate of recognition signed by the principal and their Connect Teacher and presented by their Connect Teacher.

All Saints High School Honour Roll Requirements:

- Credit weighted average of 80% or higher
- No mark below 65%.
- School based mark only to be used in quarter two.
- Minimum of 13 credits per semester to be on honour roll.
- Round 79.5% or higher to 80% for honour roll.
- Quarter courses are to be counted in the quarter that they are earned.
- There will be no acknowledgement of honours in fourth quarter.
- Only courses taken at All Saints High School are considered for Honour Roll Requirements (not courses through St. Anne's or any courses from other schools)

Student recognition will be determined in consultation with students, parents and staff as we establish our Student Recognition program at All Saints. Categories include academic, athletic, service and complimentary subject recognition.

OTHER SCHOLARSHIPS AND AWARDS

Other areas of scholarships and awards that students can apply for:

- a) National Level Scholarships – online applications on various sites – see Student Services.
- b) Government of Alberta Scholarships – online applications at the website:
www.alis.alberta.ca/scholarship.
- c) City of Calgary – Education Matters and others are posted online.

Students' academic grades and their record of volunteering and community service are requirements for most scholarships. Letters of reference are often required from teachers and other adults. Each scholarship is different, and students must read carefully the requirements for each.

GOVERNMENT AWARDS

PREMIER'S CITIZENSHIP – Chosen by the Scholarship committee, this grade 12 student has above average grades and outstanding participation in school and community activities. The student receives a special plaque from the Alberta Government at the end of June.

GOVERNOR GENERAL'S BRONZE MEDALLION – Top academic student from the previous year is given this award by the Canadian Government. Marks from grade 11 and 12 are tallied and the student is chosen based on the highest total marks. This student receives the medallion at the year-end Academic Awards ceremony the year following their graduation year.

EDUCATION MATTERS – This is a fund established by the City of Calgary and various donors. Students can download the forms and submit them to the Counselling office on the deadlines indicated for each separate award.

CSSD SCHOLARSHIPS – Students download the forms from the District web page and submit their applications to the counselling office the first week of May.

Additional scholarships can be found at: studentawards.com. This site advertises scholarships from companies across Canada.

ALEXANDER RUTHERFORD SCHOLARSHIPS

These scholarships are named in honour of Alexander Rutherford, Alberta's first Premier and Minister of Education. The Alexander Rutherford Scholarship recognizes and rewards exceptional academic achievement at the senior high school level and encourages students to pursue post-secondary studies. The scholarship has a maximum value of and is based on scholastic achievement. Students in grade 12 must apply on line through Alberta Education at www.studentaid.alberta.ca then go to the Student Aid tab for the Alexander Rutherford and all other Alberta Scholarships.

GRADE 10	GRADE 11	GRADE 12
<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$300 • Average of 80.0% or higher in five subjects - \$400 	<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$500 • Average of 80.0% or higher in five subjects - \$800 	<ul style="list-style-type: none"> • Average of 75.0% to 79.9% in five subjects - \$700 • Average of 80.0% or higher in five subjects - \$1,300
Average is calculated from 5 designated subjects (Option/CTS courses may also be considered).		
One of: <ul style="list-style-type: none"> • English 10-1, 10-2 • Français 10-1, 13 or 10-2 	One of: <ul style="list-style-type: none"> • English 20-1, 20-2 • Français 20-1, 23 or 20-2 	One of: <ul style="list-style-type: none"> • English 30-1, 30-2 • Français 30-1, 30-2
At least two of: <ul style="list-style-type: none"> • Mathematics 10C • Science 10 • Social Studies 10-1 or 10-2 • A language other than the one used above in Grade 10 	At least two of: <ul style="list-style-type: none"> • Mathematics 20-1, or 20-2 • Chemistry 20 • Physics 20 • Science 20 • Biology 20 • Social Studies 20-1 or 20-2 • A language other than the one used above in Grade 11 	At least two of: <ul style="list-style-type: none"> • Mathematics 30-1, 30-2 or 31 • Science 30 • Social Studies 30-1 or 30-2 • Biology 30 • Chemistry 30 • Physics 30 • A language other than the one used above in Grade 12
Any two courses with a minimum three credit value at the Grade 10 level (1000 or 4000 series) including those listed above and combined introductory CTS courses.	Any two courses with a minimum three credit value at the Grade 11 level (2000 or 5000 series) including those listed above and combined intermediate CTS courses.	Any two courses with a minimum five credit value at the Grade 12 level (3000, 6000 or 9000 series) including those listed above and combined advanced CTS courses.

Career and Technology Studies (CTS) Courses

For Grade 10 and Grade 11:

- Three one-credit CTS modules can be combined and used as an option at the Grade 10 and Grade 11 level; or
- Two groups of three one-credit CTS modules can be combined.

For Grade 12 as of April 2006.

- Five one-credit CTS modules can be combined and used as an option; or
- One three-credit option course plus two one-credit CTS modules can be combined.

To be combined:

- All courses must be from the same level e.g. Introductory, Intermediate or Advanced, and
- Courses can be from different subject areas, e.g. computer courses with welding courses, and
- Marks will be calculated and the total average combined will be used for Grades 10, 11 and 12.

NOTES:

- French and Français are not the same course and not interchangeable.
- A course cannot be repeated after a higher-level course has been taken in the same series.
- Average marks are not rounded up when calculating eligibility for scholarships.
- The value of the scholarship is calculated on the overall average in five designated courses as listed under each grade level.
- Courses listed in the "Coursework in Alberta Accredited Schools" section and the "Private Music Study" section of an official Alberta Transcript of High School Achievement are acceptable (excludes Driver's Education)
- Only marks obtained before the start of post-secondary study can be used.
- Courses with a 'Pass' on a high school transcript are equivalent to a 50% mark.
- CALM course can be taken in any grade, but the final mark will be calculated in Grade 11.

Additional Information:

Visit alis.alberta.ca/scholarships for a list of Frequently Asked Questions.

RUTHERFORD SCHOLARS AWARD

Recipients are selected from applications received for the Alexander Rutherford Scholarship. A separate application is not required.

Course Requirements:

The top ten Alberta students who have received an Alexander Rutherford Scholarship are selected as Rutherford Scholars. Recipients are selected based on the first writing of Diploma Examinations and are recognized as Rutherford Scholars to receive an additional \$2,500 and a plaque.

Qualifying subjects are:

One of:

- English 30-1, 30-2 or
- Français 30, 30-2, and
- Social Studies 30-1 or 30-2

Plus, any of three of:

- Mathematics 31
- Mathematics 30-1, or 30-2
- Biology 30
- Chemistry 30
- Physics 30
- Science 30

Note: Recipients will be notified early Spring.

Lockers

1. The Calgary Catholic School District, through its agent, All Saints, provides lockers for student use and convenience. The school owns and controls the lockers. Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their Connect Teacher's classroom.
2. The school reserves the right to search a student's locker when there is reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any substance or materials which pose a hazard to the safety and good order of the school.
3. In registering for and using a locker, it is agreed and understood that use of the locker is at the student's own risk and the district, its administrators, school administrators, teachers and other employees are NOT in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. Guarded "school issued" combination locks must be used, and the combination must be registered with the appropriate Connect Teachers. (All other locks or locks that are not school issued or have not been registered will be cut off.) School locks will be provided for NEW students at the beginning of the school year. This lock is intended for the students use through the duration of high school. Locks may be purchased at the Business Office for \$8.00, if necessary.
5. It is essential that combinations are not shared with anyone. Valuable articles of clothing, possessions or money should not be left in lockers. The school is not responsible for items that are lost, misplaced or stolen.
6. DO NOT STORE VALUABLES IN YOUR LOCKER. DO NOT SHARE YOUR LOCKER AND/OR LOCKER COMBINATION. The use of a locker is at the student's risk. The Board and its employees are not in any way responsible for loss or theft of articles stored within. Student's acceptance of a locker is acknowledgement of the privilege retained by school administration to examine the contents of a locker whenever determined appropriate for reasons of safety and security.
7. Lockers in the Physical Education change rooms are for class period use only. Students are responsible to provide their own locks for class use. Locks and the locker contents are to be removed daily. Locks that are left on lockers after class may be removed and the contents placed in the lost and found. The PE change rooms in many schools are a high theft area and students are advised to keep all valuables in their personal lockers and not in the change rooms.

Graduation Requirements

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

Complete and meet the standards of the following courses:	Credits
<ul style="list-style-type: none"> ● English 30-1 or 30-2 ● Social Studies 30-1 or 30-2 ● Math 20-1, Math 20-2, Math 20-3 ● Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20 <i>(or any 10 credit combination of Science courses that includes Science 10 or 14)</i> ● Physical Education ● Career and Life Management 	15 15 10 10 3 3
Subtotal	56
10 credits in any combination from: <ul style="list-style-type: none"> ● Career and Technology Studies or Fine Arts or International Languages or Physical Education 20 and/or 30 level courses or Locally developed Courses or K & E Occupational Courses or RAP ● 10 credits in any 30-level course in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2 ● Religious Education 15, 25, 35 ● Other Credits 	10 10 15 9
Total	100

The High School diploma represents the mission and values of our school community and our school district. In addition to the Alberta High School Diploma requirements, all Calgary Catholic high school students must complete Religious Education courses in each of their high school years (Religious Education 15, 25, 35). Students who are successful in these requirements are eligible to participate in the graduation exercises.

1. A potential graduate will successfully complete 9 credits in Religious Studies 15, 25, and 35.
2. A potential graduate will fulfill all the requirements set out by Alberta Education regarding credits in appropriate Core Gr. 12 level subject areas, CTS, and option courses. Students are expected to be passing all their subjects required for the Alberta High School Diploma during their Grade 12 year by the time of the final graduation list posting.
3. Student registered in Distance Learning courses are also expected to be at a passing grade and on schedule for completion.
4. A potential graduate will adhere to the schools' Student Expectations. (See section: Student Code of Conduct)

Note:

- Administration will make the final decision with regard to graduation candidates.
- The requirements to participate in the graduation banquet and Grade 12 retreat is at the discretion of each high school administrative team.

Certificate of Achievement

The Certificate of Achievement is awarded to students who complete the Knowledge and Employability (K. & E.) courses. To earn this certificate, students must complete a minimum of 80 credits in designated core and occupational courses.

Students may transfer from the Certificate of Achievement route to the Alberta High School Diploma route. The credits earned in K & E courses may be applied to an Alberta High School Diploma. For more information, please visit the Student Services department.

Three Year High School Program

The Calgary Catholic School District expects that most students complete high school in three years. Students who may require a fourth year of high school may remain at their home school or directed to St. Anne's Academic Centre depending on programming needs of the student. If students plan to attend St. Anne's Academic Centre they must set up a registration appointment in June or late August by calling St. Anne Academic Centre (403)500-2012.

ACADEMIC INTEGRITY

The aim of All Saints High School is to develop an environment in which each student has the opportunity to achieve academic excellence. Cheating and plagiarism are forms of academic misconduct where the student presents the thoughts or works of another person as if they were his/her own. Education provides students with the opportunity to learn about the world they live in and then provides the structure for the students to hear the various interpretations of others in order to develop their own opinion of the information. In other words, students are taught to think for themselves. If a person does not learn to think critically and assess the information in their world, they will be easily misled by others. Learning how to think critically in each subject area develops a person who will be prepared for dealing with the ever-increasing information they encounter in the future. If students cheat or plagiarize, they are being dishonest about what they have learned; they are presenting what someone else thinks and have not learned to think for themselves. Cheating in any form will not be a tolerated behaviour.

Students are expected to cite each web page, book, or other source each time they include any information in an essay or project of their own.

PLAGIARISM

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Related dishonest practices include faking or falsification of data, cheating, or the uttering of false statements by a student in order to obtain unjustified concessions.

Plagiarism is deliberate dishonesty and entails, but is not limited to, the following forms:

Exams and Tests

- Impersonation of a candidate in an exam or test.
- Copying from another student or making information available to other students knowing that this is to be submitted as the borrower's own work.
- Giving students information about the content of a test they have not yet written, knowing they will use it to their advantage.
- No cell phones allowed during any exams.

Use of unauthorized material

- Submission of an assignment or essay written by someone else.

Laboratories

- Copying a laboratory report or allowing someone else to copy one's report.
- Using another student's data unless specifically allowed by the teacher.
- Allowing someone else to do the laboratory work.
- Faking laboratory data.

Essays and Assignments

- Submission of an essay written in whole or in part by someone else as one's own.
- Preparing an essay or assignment for submission by another student.
- Copying an essay or assignment or allowing one's essay or assignment to be copied by someone else.
- Using direct quotations or large sections of paraphrased material without acknowledgement.
- The buying or selling of essays or assignments.

Individual teachers or departments will point out areas of specific concern not covered above. Students should be encouraged to consult teachers when in doubt.

Plagiarism should be distinguished from cooperation and collaboration. Often, students may be permitted or expected to work on assignments collectively and to present the results either collectively or separately. It must be clearly understood if another person's work is being presented or cited (by way of formal acknowledgement).

Teachers should inform students what constitutes acceptable workmanship, proper form of citation and use of sources.

PENALTIES FOR PLAGIARISM OR CHEATING

The penalty for plagiarism or cheating on a test, exam, final exam or other assignment may be a reduction of the grade on the assignment, test, or examination; reduction of the final grade; failure of the course; or, such penalty as the teacher may reasonably deem appropriate. In some circumstances plagiarism could result in a formal school suspension. **A student who allows work to be copied will be subject to the same penalties.**

ELECTRONIC PLAGIARISM

The Internet provides an extraordinary amount of information to students, which requires students to be both selective and careful in its application. When using information from Internet sites, textbooks or other materials, it is extremely critical that students properly reference each source. Subject teachers will be able to provide students with appropriate referencing formats to ensure that credit is given to source materials. Acts of copying materials or ideas directly from another source without referencing are considered plagiarism and will result in severe penalties ranging from mark reductions, awards of "zero" on assignments, suspension or other disciplinary action.

WITHDRAWAL FROM SCHOOL

Before students withdraw from school, an appropriate administrator must be seen who will advise the student as to the process that must be followed. Students will not be withdrawn from school until parent contact has been made. Withdrawn students are encouraged to discuss their future options with a school counsellor, an administrator or the career practitioner.

CULINARY ARTS

The cafeteria offers full course meals, soups, salads, sandwiches and snacks. Students are responsible for removing their own garbage. Please refer to School Newsletter for updates regarding operations.

LEARNING COMMONS

The goal of the Learning Commons is to enable all students to be engaged thinkers and ethical citizens with an entrepreneurial spirit. The concept of a learning commons is a shift in thinking from a library as a physical space that is a repository of books, to an inclusive, flexible, learner-centered, physical and/or virtual space for collaboration, inquiry, imagination and play to expand and deepen learning. The Learning Commons is an agile and responsive learning and teaching environment available to individuals and groups to use for multiple, often simultaneous, purposes. It supports literacy, numeracy, competency development and student learning outcomes through access to and instruction in the effective use of print and digital resources. The Learning Commons approach functions best when learning experiences in the school community are coordinated to support student learning outcomes through collaborative planning, teaching and assessing.

The Learning Commons is open from 8:00 am to 3:45 pm Monday to Thursday and 8:00 am to 2:30 pm Friday. **Food and drinks are not allowed in the learning commons.**

There is a two-week loan period for books with a limit of five books out at any one time. Student ID must be used to borrow materials and to enter the library. The book drop outside the library entrance may be used at any time for returns.

Certain materials, such as reference books, magazines and audio-visual materials are restricted to library use only. An on-line computer catalogue is provided to find local library materials. Internet access and a variety of computer programs are provided for general knowledge and to help students with research assignments and school work.

CHANGE OF ADDRESS/CONTACT INFORMATION

If you have a change of address any time after completion of registration, or throughout the school year, you should notify the main office immediately. This includes changes of phone numbers as well. It is the responsibility of the parent/guardian to update this information if the contact numbers change throughout the year. The school can also send out newsletters, etc. by way of e-mail. Please let the school know if the e-mail address you provided has changed.

REPORTING PERIODS

Progress Reports will be sent out four times during the school year. The first progress report will be distributed to students through Connect Teacher in November for the middle of Semester I and April for the middle of Semester II. Final progress reports will be issued at the end of Semester I in January and the end of June for Semester II. The January and June progress reports will be mailed to the home. Please refer to the calendar.

ULEARN AND SELF-DIRECTED STUDIES (SDS)

St. Anne Academic Centre offers creative learning solutions for thousands of Calgary School District Students. Their online education program is offered for all core courses and may be accessed from home and/or school computers; while their print format program offers numerous option courses in a more traditional paper and pen approach. Both online and print format programs provide students the opportunity to upgrade or enhance their educational program. Hours for both online and print format are posted at All Saints so that students have regular access to computers and for supervised writing of quizzes and exams.

ACADEMIC GOALS, COURSE CHANGES, COURSE SELECTION AND COURSE WITHDRAWAL

All students are expected to know what academic requirements are needed to obtain a high school diploma. Students are expected to choose courses that allow them to complete their high school diploma in three years. Grade 10 students are expected to maintain a full course load. Grade 11 and Grade 12 students must ensure they are following their graduation plan to high school completion and graduation.

The master timetable at All Saints is created based on individual student course requests. To make maximum effective use of school resources, it is necessary for students to choose courses wisely, and to honour their commitment to complete each course in which they have been granted placement. No assurance is made that a student will be able to repeat a course that a student fails. Students are directed to summer school or St. Anne Academic Centre's online or print self-directed studies.

Students may change or add a course to their timetable prior to the commencement of a semester, and during the first 10 days of a semester. Note that students with poor attendance records may be subjected to loss of privileges and opportunities regarding course changes. All timetable changes are coordinated through the counselling office. Please refer to Newsletters and website for date information and course change forms.

Students requesting withdrawal from a course must see a guidance counsellor. If the withdrawal is warranted, a student is given a "Course Withdrawal Form" that requires the signature of parents, subject teacher, and TA. Upon administrative approval, the student is then allowed to withdraw from the course.

All course withdrawals are to be completed prior to the deadline dates noted on the school calendar (**November 21** for semester 1 and **April 28** for semester 2).

SUMMER SCHOOL

CCSD offers high school courses during the summer to any students (having completed grade 9). Students can take up to 8 credits in summer school that can include one P.I. course and/or a combo of online courses. Please visit the CCSED website for more information and registration instructions.

PHYSICAL EDUCATION CLOTHING

All students are required to wear appropriate clothing for PE class. Failure to do so will result in a lower unit mark and prevent the students from participating in the activity of the day. Students who do not come prepared for class will not be allowed to participate in that day's PE activities.

SKATEBOARDS & BICYCLES

Skateboards and bicycles are not to be ridden on the All Saints High School Campus. Bicycles must be locked securely in designated areas. Skateboards may be stored in lockers.

COMPUTER AND INTERNET POLICY

All students are provided with a username and password. Students must sign an Internet Acceptable Use Form in order to use school computers. Unauthorized access, vandalism and hacking are serious offenses and will result in disciplinary action.

SCENT CONCERNS

The use, and wearing, of scents in the workplace is an important consideration with the increase of individuals that are sensitive, allergic or have health concerns related to scent. Addressing scent in a worksite is complex as each individual who is affected by scent can experience symptoms on a wide continuum ranging from fatigue to seizures. The symptoms an individual experience through a sensitivity or allergy to scent can affect their ability to complete all required job/school duties or come into school at all. Apply scent sparingly during the school day.

ACCIDENTS AND INJURIES

Accidents and Injuries must be reported to the main office and proper forms must be completed within a 24-hour period.

FIRE ALARMS AND EVACUATION/LOCKDOWNS

In the event of an alarm, students and teachers will follow evacuation and/or lockdown instructions as posted in each room and mandated by CCSD. All Staff, students and visitors must adhere to all procedures and move quickly and quietly to designated areas in these exceptional circumstances.

OUR NEIGHBOURS

As All Saints ambassadors, students are expected to show respect and maturity to all neighbours, both residential and commercial. Please use the garbage cans located throughout the area surrounding the school. Also, please respect the City By-Laws when driving in the neighbourhood. Students who choose not to obey traffic laws may be referred to the School Resource Officer (SRO).

Gambling and Games of Chance

Students are reminded that gambling, rolling dice, cards, and other games of chance are strictly prohibited. Students who choose to ignore this rule could face more serious consequences such as suspension.

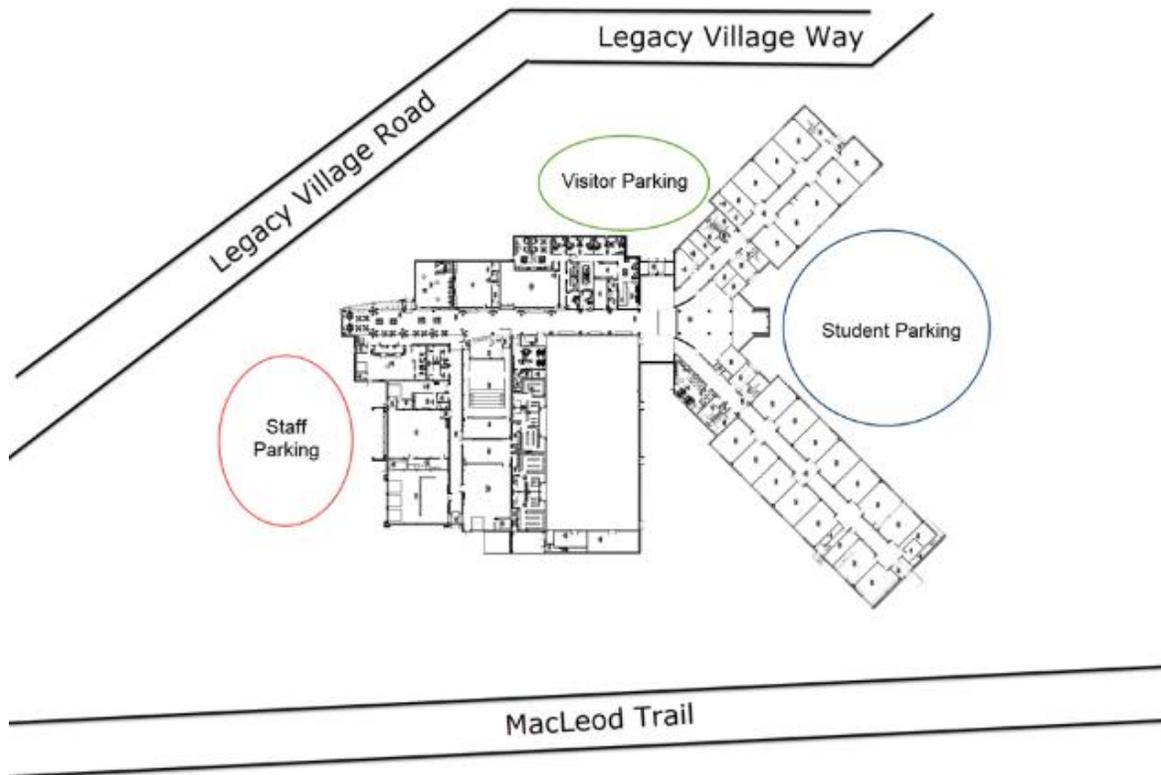
Visible IDs

It is an expectation that all students carry their ID cards all day and must be able to produce them as requested. This measure has been adopted to ensure safety and security for students and staff. Visible ID is also necessary for book rentals, bus pass scanning, computer use, purchasing supplies, etc.

Students are encouraged to leave their lanyards and ID hanging in their lockers at the end of each school day. Students who lose their ID must purchase new cards for a cost of \$5.00. Lanyards may also be purchased at the Business Office.

Parking

There is a designated student parking lot. Students who wish to use this parking lot must complete a Parking Application form, which is available at the business wicket. Students who have completed the application form and paid the parking fee will receive a parking pass. This pass must be visibly displayed for the SRO and administration to see. Unregistered vehicles will be ticketed. The parking lot is not an area for social interaction. Students must leave their cars promptly upon arrival and depart promptly when leaving the school. Lunch is not to be eaten in cars, nor is it appropriate to spend study periods in the parking lot. Please note all City of Calgary parking signage and Bylaws must be followed. The school will support the community residents and the City of Calgary.



School Opening Fall 2018

Please be advised the contents of this handbook may change as we establish processes and policies. An updated version will always be found on our website at www.cssd.ab.ca/schools/allsaints