

**Blessed Cardinal Newman School**

**16201 McKenzie Lake Blvd. SE**

**Calgary, Alberta**

**T2Z 2G7**

2019-2020 Handbook



**Principal: Mr. Carl Gratton**

**Vice Principal: Mrs. Louise Givens**

**Assistant Principal: Mr. Mark Driedger**

## Welcome Message

To the Parent: The intent of this handbook is to provide students and their parents/guardians with some specific information about school philosophy, procedures and expectations as well as additional information on some programs. We consider this document to be a moral contract with our clients: your children. We will review this information thoroughly in the first days of school and ask that you review it as well.

To the Student: Blessed Cardinal Newman School provides a rich and diverse spectrum of curricular, co-curricular and extra-curricular opportunities. We encourage you to become involved and take full advantage of these opportunities. Our expectation is that you will work diligently, accept responsibility for your behavior and make positive contributions to the Catholic learning environment of Blessed Cardinal Newman. The staff, is here to guide you as you prepare for your future; a future which will place great demands on your knowledge, skills and beliefs. Remember, a Christian attitude and service to others is one of the greatest measures of success. We look forward to working with you this coming school year.

## Patron Saint

John Henry Newman (1801-1890), English convert from the Anglican to the Catholic Church, whose feast day falls on October 9th, could be considered the patron of adult faith formation:

John Newman lived in a nineteenth century England which was marked by modern technological development and an industrial revolution – with a consequent rise in materialism and atheism. He understood well the materialistic and relativistic culture, which is why he is able to speak to our times. He also defended the harmony between faith and reason that is so much lacking in our society. Our times prides itself in scientific advances and looks to science almost as a god. Like St. Josemaría Escrivá and St. John Paul II, he taught lay people to strive for holiness in their work and daily pursuits, whether in universities, factories or fields, finding the harmony between faith and reason.

Blessed Newman, beatified by Pope Benedict XVI on September 19, 2010, offers us a deep understanding of the Church's tradition, teaching office and true development of doctrine, countering the prevalent and simplistic approach to growth in doctrine. His words are immortal:

"I am created to do something or to be something for which no one else is created; I have a place in God's councils, in God's world, which no one else has; whether I be rich or poor, despised or esteemed by others, God knows me and calls me by name.."

## 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 Calendar/Bell Times

Supervision is provided 15 minutes prior to the school start bell and 15 minutes following the end of day.

Kindergarten	ELEMENTARY	JUNIOR HIGH		
AM K 8:20-11:05 am	AM 1 8:20-10:00 am	JH period 1	8:25-9:00 am	
	Recess 10:00-10:15 am	JH period 2	9:01-9:49 am	
	AM 2 10:25-11:50 am	Locker break		9:49-9:54 am
		Period 3		9:54-10:42 am
Period 4			10:43-11:31 am	
PM K 12:05- 2:45 pm	Lunch 11:50-12:30 pm	Lunch	11:31-12:10 pm	
	PM 12:30-2:45 pm	Period 5	12:19-1:07 pm	
		Period 6	1:08- 1:56 pm	
		Period 7	1:57- 2:45 pm	

## Homework 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](http://www.cssd.ab.ca) > About Us > District Governance > Administrative Procedures

## Electronic 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.

## Mobile Devices

The use of student devices can have both very positive and very negative impacts on both learning and school climate and culture of Blessed Cardinal Newman School.

Teachers will specifically define the **conditions** when cell phones are permitted to be visible and in use. There are three basic conditions which are:

1. The cell phone use in the classroom is a component of instruction.
2. When students are engaged in independent work and permission has been given by the teacher.
3. When it is a non-instructional period such as lunch time, before school or after school.

**Unless one of these three conditions is present, then it is assumed that the cell phone must be secure in the student's locker, book bag or pocket and NOT be visible or in use until advised by the teacher.**

Failure to comply, will result in the device being confiscated for either:

The remainder of the condition or instructional period as per the discretion of the teacher OR, if turned into the office for safe keeping the cell phone will be kept for the remainder of the school day or until the parents can collect it as per the discretion of the administration.

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 JH/SH competitive sports must have a signed Parental Authorization to Participate in Competitive Sports form filed with the school. (This regulation includes Elementary Danceworks)

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

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

## Attendance Policy

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.

When students are absent without the school being notified, parents will be contacted through the school automated absence system, SchoolConnects and parents will be asked to contact the school regarding their child’s absence the office personnel attempt to contact parents by telephone. This procedure is undertaken to ensure the safety of our students. When parents authorize their children to leave the campus during the school day, the District accepts no liability for those students during those times.

Each principal must have procedures for monitoring and addressing irregular attendance. The plan must involve the School Resource Team (SRT) or counsellor in proactive problem solving which could include meetings with students/parents/legal guardians and implementation of an attendance improvement plan. Communication between home and school is essential.

Access information regarding Excused and Unexcused Absences in AP 330.

[Administrative Procedure 330 - Student Attendance](#)

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

1. Parents are expected to contact school if they are aware that their child will be late or absent and provide a reason. The office staff will contact parents by electronic means for ALL unreported absences or lates.

2. Office staff gives weekly report to Administration.
3. Administrator notifies homeroom teachers of identified students.
4. Homeroom teacher contacts parents to discuss attendance concerns and completes a Log entry in PowerTeacher. Homeroom teacher promptly reports back to administrator.
5. Administrator refers attendance issues to the counsellor.
6. Counsellor meets with students, contacts parents, meets with parents to initiate the Attendance Improvement Plan, monitors progress, notifies administration of students not improving.
7. Administrator sends formal letter if there is no improvement. Counsellor monitors for improvement and may recommend to attendance officer.

## 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.

Students have designated entry and exit doors which are monitored by staff during start and end of day as well as recess and lunch time. All guests to the school must enter through the front entrance which is controlled by video surveillance. Persons gain entry through the front door by pressing the call button and waiting for a response from office staff which takes a few seconds. The front door access is managed during office hours only, (8 am to 3:30 pm). Out of respect for our morning routine when we sing the national anthem and engage

in morning prayer, we take a short pause from answering the front door between 8:25 am and 8:30 am so as to not disrupt the school wide broadcast.

## 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

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

[Administrative Procedure 350 - Medical Cannabis Regulation](#)

[www.ccsd.ab.ca](http://www.ccsd.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.

### **Kindergarten - Grade 6**

The School Agenda is an effective tool providing ongoing communication between parents and teachers. Some schools and teachers may use various social media platforms to share information.

## Grades 7 - 12

BRIGHTSPACE is an online communication platform that allows students and parents to monitor homework, grades and utilize other educational tools. Student agendas are no longer commonly used in junior high schools, and not in senior high schools, 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's 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](http://www.cssd.ab.ca) > About Us > District Governance > Administrative Procedures

School events are communicated in a variety of ways. The school calendar is updated frequently and is available from the school website.

With links to a printable version:

<https://www.cssd.ab.ca/schools/cardinalnewman/Calendar/Pages/default.aspx>

Weekly, school news is communicated in a bulletin called the SCREAM. Upcoming events are also promoted on the marquee sign which is visible from McKenzie Lake Blvd. Monthly newsletters update families on news events from our various stakeholders: St Albert the Great Parish, CSSD Connections, School Council updates, etc.

## 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 usually meet on a monthly basis. 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](http://www.cssd.ab.ca) > Parents > School Council > Documents

## 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. These may include the following, all of which will be facilitated by school staff and aligned with Catholic teachings:



Every year, our students represent the school in a full schedule of extra-curricular programs including:

- Cross Country Running
- Volleyball
- Social Justice
- Drama Productions
- Band Camp
- Basketball
- Fine Arts Night
- Badminton
- Danceworks
- Flag Football
- Junior and Senior Band
- Jazz Band
- Track and Field

Depending on student interest, other groups may be formed.

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.

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

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

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

## Student Code of Conduct/Dress Code

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, dress code and activities as outlined in section 12 of the School Act.

[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 administration 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.

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, AP 356.1);
- student relocation (AP 357);
- 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 Programs of Study.

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 – Diverse Learning](#)*

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**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.

Diverse learning supports are organized by our Diverse Learning coordinating teacher in collaboration with staff, administration and our school counsellor. School Resource Team meetings are convened to meet emergent student needs and to coordinate the process of administering supports and documentation. Our Diverse learning team is located in the room which we call the Nest, next to our Learning Commons. Students frequent the Nest throughout the day to receive assistance; write missed exams, work independently and in small groups on literacy and numeracy development. This space is located across the hall from our counselling office. Students who require support for mental health can access support from our counsellor by requesting an appointment.

**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 supports.

## Student Assessment

Grade 6 and 9 students write Provincial Achievement Tests in May and June. Parents will be informed of their child's performance in June and in the fall.

Parents of students in Grades 5, 6, 8 and 9 are advised that standardized testing occurs in these grades. Students in grades 5 and 8 complete district mandated assessment in Religious education. Students in grades 6 and 9 complete Provincial Achievement Tests (PAT's). Information on these assessment dates are included in the school communications including the SCREAM, the school website as well as throughout the student's google classroom account.

## 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 recorders, 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](http://www.cssd.ab.ca) and click the "Online Fee Payment" icon. Email [feeinquiry@cssd.ab.ca](mailto: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.

Eg. 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 RYCOR fee account record being signed by the principal, kept on file and then the RYCOR 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](#)*

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Lost or damaged books, library books or student use technology is the responsibility of the student. While we accept normal wear and tear, undue damage, neglect or willful damage can result in the parent of the student responsible being billed for the the replacement cost of the lost or damaged resource.

## 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.

Volunteers must all sign in and sign out at the office. Visitor/volunteer tags or volunteer stickers are worn by all visitors/volunteers to identify themselves as authorized to be in the school.

## 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.

**NEW in 2019:** Volunteers who have previously been through process can now complete their orientation online.

### For returning Volunteers

Thank you once again for taking the time to volunteer with our students! Please use the links provided below to review the parent volunteer PowerPoint as well as complete and return all necessary documents in person.

### For New Volunteers

Thank you for choosing to join our amazing community of parent volunteers! In order to get a brief introduction to us in person, we request that you have a meeting with our parent volunteer administrative coordinator to complete the necessary presentation and documents, as well as be welcomed face to face to the team. Please contact Mark Driedger [mark.driedger@cssd.ab.ca](mailto:mark.driedger@cssd.ab.ca) and he will arrange a time to meet with you directly.

## School Phone Use

Should an emergency occur or an urgent need arise and you wish to contact your child, 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. Please note that the school phone is to be used for urgent matters only and is not to be used to arrange playdates or other extracurricular activities. These should be arranged at home between the parents and the students before or after school times.

## 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.

Eg. Sweaters, jackets, book bags, lunch kits, etc. may be claimed from the lost and found box. At Christmas, Easter and the end of the year, any unclaimed items will be given to a charitable organization or discarded. We ask that you label all items: runners, gym clothes, winter boots, lunch kits, binders, jackets, mitts, etc.

## Transportation

**Kindergarten to Grade 6:** Students must reside within the school boundaries and live at least 1.2 kilometers from the school to be eligible for charter busing. District policy states that students must have completed a transportation application form and have made arrangements with the school for payment before they will be permitted to ride the bus. Students who reside further than 2.4 kilometers from their designated school must complete a transportation application form but are not required to pay transportation fees.

The school does not have the ability to change routes or create stops. Please contact the school to complete a Transportation Change Request form.

During unpredictable weather conditions please consult the My School Bus APP.

**Junior High/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, 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](http://www.cssd.ab.ca) > About Us > District Governance > Administrative Procedures

Only elementary students who are registered with BCN via the St Isabella waitlist are eligible for charter bus transportation to and from Copperfield to BCN. Students who ride this bus are expected to follow the provided schedule and be on time for all pick-ups.

## 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.

The front drive through lane is a NO PARKING AND NO STOPPING ZONE. Parents who need to visit with office or teaching staff must use visitor parking if spaces remain or else find a parking spot on the street adjacent to the our property. The school parking lot is not to be used for drop off and pick up before or after school.

**TAXI ZONE:** Beginning in September 2019, additional special needs programs are now located at Blessed Cardinal Newman School. Therefore, the west end of the parking lot, (beyond the chain gate) is reserved for special needs transportation carriers.

## Student Recognition

Junior high students are recognized for outstanding effort and work habits at the end of Term 1 and 2. At the end of the school year, students who achieve Honor Roll status will be recognized on the final day of the school year. Honor Roll is limited to one standard only: an average of 80% or higher with no subject mark below 70%, and earned the Work habits recognition in both previous terms. On this day, students who have completed any sacraments during the school year will also be recognized. Parents will be alerted to advise the school in order to be recognized prior to the end of May.

## Lockers

1. The Calgary Catholic School District, through its agent, Blessed Cardinal Newman School, 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 teacher advisor'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. 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.