



# ST. TERESA OF CALCUTTA 2018 - 2019

**St. Teresa of Calcutta School  
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**[www.cssd.ab.ca/schools/motherteresa/](http://www.cssd.ab.ca/schools/motherteresa/)**

This agenda belongs to:

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Home Room / Teacher: \_\_\_\_\_

 **CALGARY CATHOLIC SCHOOL DISTRICT**

[www.cssd.ab.ca](http://www.cssd.ab.ca)

# Welcome Message

Welcome to the **2018 – 2019** school year! Providing a quality Catholic education for our students is accomplished through continuous cooperation between home, school and parish within a framework of mutual respect and participation. The St. Teresa of Calcutta staff look forward to working together with you.

We ask that parents/guardians review the information contained in this agenda with their children and refer to it during the school year.

## Patron Saint

### St. Teresa

*“Let every action of mine be something beautiful for God.”*

St. Teresa was born in what is now Skopje, Macedonia in 1910. She was widely recognized in the modern world as a “living saint,” because of her devotion to God, and her sincere and humble love of the needy.



Realizing at an early age her desire to become a missionary, she sought the advice of a Jesuit priest who inspired her with tales of his adventures through remote regions of India. She entered the order of the Sisters of Our Lady of Loreto at the age of 18 and took the name of Teresa. She taught in the Order’s school in Calcutta until 1946, when she experienced what she described as a “call within a call” to aid the desperately poor of India. She left her convent and received permission from Rome to begin her work. She brought sick people from the streets into a home where they could die in peace and dignity and she established an orphanage.

Slowly other women joined her on her journey and in 1950 she received official approval for a congregation of sisters, called the Missionaries of Charity, whose members are dedicated to serving the poorest of the poor. Mother Teresa was awarded the Nobel Peace Prize in 1979.

St. Teresa died on Friday, September 5, 1997 in Calcutta. We celebrated her beatification on October 16, 2003.

Her life provided a powerful example of loving concern, extended to those who were rejected by others. St. Teresa of Calcutta is a role model to emulate in today’s society.

## Vision Statement

### **Our Vision:**

“We believe that each child is a unique gift from God. As a community of learners, we strive to foster successful learning, faith formation and responsible citizenship in a caring, supportive environment.”

### **Our Mission:**

Commitment to Children, Learning and Excellence - Our mission is to ensure quality teaching and learning within a safe, caring and respectful Catholic school environment.

This community will reflect the teachings of the Gospel and St. Teresa by striving to have all our actions be something beautiful to God.

St. Teresa is committed to serve the students of our community who are offered every opportunity to grow spiritually, socially, intellectually, emotionally and physically in a French Immersion Catholic setting. From the above, it follows that:

We accept the parents' role as primary educators and we believe that every student has the capacity for unlimited growth and that we are entrusted with providing every opportunity to ensure this growth.



## 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.

### Bell Times

#### Kindergarten:

8:55 – 11:40 a.m.  
12:48 – 3:28 p.m.

#### Grades 1 to 6:

8:55 – 11:40 a.m.  
12:30 – 3:28 p.m.

#### Recess:

2:00 – 2:15 p.m.

Supervision of students begins at 8:40 AM, so students should not arrive before that time. Students who take the Charter buses after school are supervised in the rear of the school until the buses arrive. There will be no supervision on the playground after school.



# 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 specifics 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](#)

The Calgary Catholic School District recognizes that meaningful 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 amount of homework assigned to students should be differentiated according to age, developmental stage, and grade level along a continuum from lower to upper elementary and elementary to secondary. At all levels, the time a student spends on homework may vary. Individual student needs and differentiation should always be considered. To recognize the importance of family time and out of school enrichment, teachers use the following guidelines related to the quantity of homework.

- **Kindergarten-Grade 3 (Division I):** No formal homework, but 5-10 minutes of activity per school night with a focus on literacy, language and learning tasks that occur in meaningful contexts; for example, reading or discussion of experiences.
- **Grades 4-6 (Division II):** Formal assignments in various subject areas will not exceed an average of 10-30 minutes per school night, with a continued focus on reading and meaningful review.

Daily reading is not calculated in the homework minutes.

The most valuable home study activity for students is at least 20 minutes of daily, uninterrupted reading.

# 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.

**School Telephone / Student Cell Phones:**

The school telephones are for school business purposes. Due to the limited lines, student use is allowed for emergencies only.

If you require your child to carry a cell phone, please note the following: The phone must be off during school hours. Cell phones are not to be used in classrooms and students are asked to use them only by the school exits when leaving. We appreciate your cooperation.

Personally-owned devices may be used by the students under the invitation of the teacher for instructional purposes. The safety and security of personal electronic devices are at the risk and responsibility of the owner.

**Toys and Personal Items:**

We ask that all toys and personal items be left at home, unless they are required for show and tell or a special class project. These include any electronic games (I-Pods, Nintendo DS...) and trading cards. These items are expensive and do not support learning in school.

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

#### **Attendance:**

Regular and punctual attendance is mandatory for all students, unless prevented by illness. The parent(s) or guardian(s), either by note or a phone call before **8:55 a.m. or 12:30 p.m.**, must report each and every absence. Excessive unexcused absences will be referred to the District Social Worker. If, for any reason, your child is going to be late or absent, please call us at **403-500-2078** and give the reason for the absence. Students arriving late must enter through the front doors and report to the office.

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the office. Office staff will make sure that a student's parent is notified.

If a student is absent from school, it is the responsibility of the parent/guardian to report the absence to the school.

#### **Vacations:**

We strongly recommend that parents schedule these during regular holiday times, such as Christmas, Easter and summer break. Be aware that vacation absences are unexcused absences. The teacher is responsible for student learning in the classroom. It is the student's responsibility to catch up on missed work upon his/her return to school.

#### **Too Sick for School?**

How contagious is the child's illness? Common symptoms often associated with a contagious disease include fever, sore throat, runny nose, aches and rash. Most schools would prefer that children remain at home until a diagnosis is confirmed or the child has improved, to allow your child to get better and not spread contagious germs.

#### **Health, Medication and Related Issues:**

Administration of medication to students can only be facilitated under the authority of the attending doctor and parents. If a student needs to take medication during the school day, the parent must have their doctor complete a Medication Permission Form that the office can provide for you. A parent must deliver the medication in its original, labeled container to the office. For any other long-term health concerns, please see the administration.

# 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](#)

### **Procedures for Before School, Recess, Noon Break and Inclement Weather:**

No students will be allowed in the hallways or classrooms before school begins. They will have access to the mudrooms and washrooms only, except on inclement days when students will go to the gym.

We expect children will be dressed appropriately for the weather in all seasons. Ordinarily, all students will be encouraged to go outdoors at recess or noon breaks, since we feel children who are well enough to be at school, should be well enough to go outdoors. In cases of inclement weather, such as extreme cold or pelting rain, a decision will be made by administration or a designate prior to 8:35 AM, recess or noon breaks, whether or not children will stay inside.

# 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.

### **Student Safety:**

For safety and security reasons, all outside doors, with the exception of the front doors, will be kept locked for most of the school day. The boot room entrance (Div. II) will be opened at 8:35 AM, at recess and during the noon break. If your child arrives late, he/she must enter through the front doors and report into the office.

For security reasons, all visitors are required to report to the school office upon entering the school and wear an appropriate identification tag. If it is necessary to bring clothing, lunches, etc. to the school for your child, they should be left at the school office. Please tag the child's name on the articles.

### **Fire and Security Drills:**

A fire drill is held approximately each month to prepare your child for an emergency. In addition to fire drills, staff and students will participate in yearly lockdown practices. Practice of these procedures ensures student safety should an actual emergency occur. Should we be required to evacuate our school, Midnapore

Elementary School (403-777-8680) is our secure location. Parents are kindly reminded that during security drills, there will be no access to the school. For your safety, a sign will be posted during such drills.

**Emergency Procedures:**

If your child becomes acutely ill or is seriously hurt at school, staff will make every effort to contact you at home or at work. Should these efforts fail, we will attempt to contact the "emergency contact" numbers you gave us. If we evaluate the situation as a serious accident, we will call 911 and have your child transported to the hospital.

**Bicycles, Skateboards, Rollerblades and Scooters:**

If your child uses any of these modes of transportation to come to school, they must be placed in the bike rack and locked. These items are NOT to be ridden on school grounds or through the bus zone. All items must be walked from the street to the bike rack. Students using these items are expected to wear bike helmets and appropriate safety pads where applicable.

**Leaving School Grounds:**

We prefer students do NOT leave the school grounds during the school day. However, if a child is to leave the school grounds at any time, parental permission is required. Students must report to the office when leaving.

## 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](http://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.

### **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 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 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 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](#)

# 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:

In this section, the school is to list **general categories** of potential clubs, sports, fine arts, or other categories of groups they may host in the upcoming year. Those that are not easily understood may require explanation of the group.

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

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](http://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.

### **Kindergarten Screening:**

Calgary Catholic Specialist Teams support student learning. Currently, the Calgary Catholic School District screens all Kindergarten students and provides these results to the families of children with identified needs. Children are screened for:

- Speech-language therapy which focuses on functional communication skills,
- Occupational therapy which provides help with fine motor skills, visual perception skills, sensory integration,
- Physical therapy which helps children with gross motor delays.

### **Speech/Language:**

Speech therapy is provided to students through the Calgary Health Region. Some services may be provided on-site, while others will be offered at centralized locations. Service requests will need to be submitted through the school.

If you have any questions or concerns, please contact the South Health Centre at 403-943-9520.

**Health:**

A Public Health Nurse is scheduled to periodically visit the school on a consultative basis. If you wish to refer your child to the nurse, please send a note to your child's teacher and the information will be passed on to the nurse. If your child should contract any communicable disease, please notify the school immediately. Nurses will continue to carry out immunization programs, as they have in the past.

**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.

## 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.

**Reporting:**

There are four reporting periods each year. All parents are asked to attend a goal-setting interview in the first term. Either a teacher or a parent can request attendance at an interview for the second and third reporting periods. Open communication between parents and school is encouraged throughout the year.

Progress reports remain at home, however the envelopes that they come home in are to be returned to the school with a parent's signature by the interview dates.

## 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 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.

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

### **Learning Commons:**

All classes, Kindergarten to Grade 6, have regular access to our Learning (Library) Commons when they can borrow books. A Learning Commons is an inclusive, flexible, learner-centered, space for collaboration, inquiry, imagination and play to expand and deepen learning. Students are taught library skills at their appropriate grade levels so that they can enjoy maximum use of the library.

In addition to providing access to traditional forms of knowledge like books, periodicals and print information, students will have access to other forms of media and devices they will need to create and share. Students can determine how best to use the space and resources to study or to work on school assignments, projects or coursework individually or with others.

Should any books or library materials be lost or damaged, students will be expected to reimburse the school.

## 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

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.

**Parent Volunteers:**

Active and visible parental involvement in the school lives of your children is an important component of the educational process at St. Teresa and to your children. We greatly appreciate the many talents and gifts of our school volunteers that enhance the quality and variety of school programs, as well as your children's school experience.

**Volunteers can assist in the following areas:**

- Working in Classrooms
- Social Events
- Fund Raising Events
- Telephoning
- Field Trips
- Assisting Individual Children or Small Groups

All volunteers must attend an annual orientation, which is announced in September.

[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, 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.

Lost and found items are stored in containers. Please ensure your child's clothing is labelled, as this will greatly assist us in returning lost items. Unclaimed items will be donated after every parent/teacher interview.

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

Eligibility for transportation is determined by the Transportation Department and not by the school. Appropriate behavior while riding chartered buses is always expected. Students riding on a school bus will be under the immediate authority of the driver who will report all cases of student misconduct to the principal.

The following guidelines for students travelling on district provided transportation will assist to support and promote safe and secure transportation for students:

- the driver is in full charge of the bus and the driver's directions are to be obeyed.
- the driver may assign specific seats to students at any time.
- at no time will students extend parts of their bodies out of windows, try to get on or off the bus, or move within the bus while it is in motion.
- students must not throw paper or other material in or out of the bus.
- while on the bus, students must conduct themselves in a quiet and courteous manner,
- showing consideration for the comfort and safety of others.

Parents are cautioned that inappropriate student behaviour while travelling on school busses and/or Calgary transit can result in withdrawal of bussing privileges.

Students will be supervised at the school until the bus arrives.

Due to safety and insurance regulations, friends or guests may not use bus charter transportation.



**Program Objectives:**

To enable students to become functionally bilingual,

To provide opportunities for students to gain insight into the French heritage and culture of Canada,

To enable students to achieve equivalent levels of learning in the content of all subjects studied, whether they are instructed in French or English.

**Subjects Taught in English:**

- Kindergarten: 90% French, 10% English for Religion.
- Grades 1 to 6: English Language Arts and Religion are taught in English.

## School Services

**Lunchroom Supervision:**

All students from grades one through six will be charged a rate for lunch supervision for the year. The fee provides for the necessary lunchtime supervision. A School Fee form is sent home the first week of school.

**Lunchroom Behavior:**

A noon hour aide, teacher or administrator will supervise students who stay for lunch. Students are expected to exhibit appropriate behaviour. This includes picking up after themselves, recycling and putting their garbage in the receptacles provided. To ensure that our students remain safe, permission must be obtained from a supervisor, in order to leave the gym.

**Leaving School Grounds:**

We prefer students do NOT leave the school grounds during the school day. However, if a child is to leave the school grounds at any time, parental permission is required. Students must report to the office when leaving.

**Dress Code:**

As a Catholic School District, the goal of our Dress and Appearance Code is to provide a positive and safe, learning environment that will reflect our virtues of decency, modesty and respect. Students' dress and appearance must be appropriate for education activities and should not cause a disruption to the education process.

Students are expected to dress appropriately. Short skirts and shorts, spaghetti-strapped tops, muscle or tank tops, or shirts with pictures or phrases not in harmony with Catholic values are not acceptable. Health regulations mandate the wearing of proper footwear in school at all times. All students are asked to have a pair of inside shoes and a pair of outside shoes. This contributes greatly to the cleanliness of our school and safety of our students. No hats or bandanas are to be worn inside the school.

As many Physical Education activities take place outdoors, it is advisable to always ensure outside shoes are appropriate for sporting activities: sandals, flip-flops, and pumps pose a safety risk to your child.

All clothing should be clearly marked with your child's name in permanent felt pen. This will assist in finding lost articles.

**Gym Strip:**

Students in grades 4 to 6 are given the option to change into gym attire for every Phys. Ed. class. Students in Kindergarten to 3 are required to change into gym attire during the gymnastics unit. Your child's teacher will inform you by letter, prior to the start of the gymnastics unit.

Gym attire must consist of:                      • T-Shirt      • Shorts      • Running Shoes

T-shirts and shorts must be of an athletic design. No buttons, belts, zippers or pockets are allowed, as they pose a safety risk. Additionally, the gym attire must be in good repair (no cut-offs) and allow for ease of movement.

**\*\* We ask that you clearly mark your child's name on their gym clothing. \*\***

