



# **Monsignor J.J. O'Brien School**

## **Handbook**

### **2020-2021**

***A Catholic Community of Caring School***

99 Bridlewood Road SW

Calgary AB T2Y 4J5

Telephone: (403) 500-2104

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

**Principal: Mr. T. Desautels**

**Vice Principal: Mrs. S. O'Flaherty**

**Assistant Principal: Mr. S. Bagnall**

## Welcome Message

Welcome to Monsignor J.J. O'Brien Elementary and Junior High School. This handbook has been compiled to provide you with information pertaining to the programs, policies, and procedures of our school. We recognize that before any meaningful learning can occur, a child must find comfort, joy, and trust in the school environment. The rules and regulations outlined in this handbook will serve to assist us in providing a safe and secure environment for all students. We ask that parents and students read this handbook carefully and discuss its contents. Should you have any questions or if there is a need for clarification, please contact the school.

It is our belief that the task of educating our students can only be accomplished by continued cooperation between home and school within a framework of mutual respect and participation. The staff of Monsignor J.J. O'Brien look forward to your continued interest, support, and involvement. Together we will make a difference in the lives of the students who attend Monsignor J.J. O'Brien School!

## Monsignor John Joseph O'Brien

Monsignor John Joseph O'Brien was born in Calgary in 1917. His early schooling was at Sacred Heart and St. Mary's Boys' School in Calgary. He was ordained on April 10, 1943 at St. Mary's Cathedral in Calgary, by Bishop Carroll.

Monsignor J.J. O'Brien was, above all, a "people" person. He was outgoing, generous to the needy, and supportive to the priests working under his direction. He was a man of action and had a long and varied list of accomplishments.

Monsignor J.J. O'Brien was noted as a talented fundraiser and builder. He was commissioned to oversee the construction of the present St. Mary's Cathedral. As well, he was the first pastor of St. Gerard's Parish in Calgary. He served for several years with the United Fund of Calgary. He was one of the founders of Catholic Charities in the Diocese of Calgary and served on many other boards.



It was during his first Pastorate that Father J.J. O'Brien became involved with immigrants. In 1951 he was appointed Diocesan Director of Immigration. In 1955, while engaged in directing the erection of the new St. Mary's Cathedral, he found time to establish an Immigration Bureau in Calgary. In 1958 he was made a Director of Catholic Immigration Services in Montreal.

Monsignor J.J. O'Brien died in Calgary on July 20, 1990 at the age of 73.

## 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 *Education Act* section 32.

“A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:”

1. act as a primary guide and decision-maker with respect to the child's education
2. take an active role in the child's educational success, including assisting the student in complying with section 31
3. ensure the child attends school regularly
4. ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
5. co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child
6. encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school
7. engage in the student's school community.

*Education Act – Section 32*

## Champion Statement:

A cornerstone of our schools is that every student has a champion. It is important 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 before the school start bell and 15 minutes following the end of the day.

### BELL SCHEDULES

	Kindergarten	Elementary (Grade 1-6)	Jr. High (Grade 7-9)
<b>AM Entry</b>	8:20	8:20	8:20
<b>Classes Begin</b>	8:25	8:25	8:25
<b>Jr. High Break</b>			9:49-9:53
<b>Elem. Recess</b>		10:00-10:15 Div. I (Gr. 1-3) 10:20-10:35 Div. II (Gr. 4-6)	
<b>Lunch Break</b>	11:05	11:30	11:30
<b>PM Entry</b>	12:05	12:15	12:15
<b>Classes Begin</b>	12:10	12:24	12:24
<b>PM Dismissal</b>	2:50	2:50	2:50



# 2020–2021 Regular School Calendar

- Weekend or Holiday (No classes)
- K-12 Parent/Teacher Conference or Professional Growth (PG) Day (No classes)
- K-9 Parent/Teacher Conference or PG Day (No classes)
- 10-12 Parent/Teacher Conference or PG Day (No classes)

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## AUGUST 2020

- 27 **Thur** Professional Growth Day
- 28 **Fri** District Mass Day
- 31 **Mon** Professional Growth Day

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## FEBRUARY 2021

- 1 **Mon** Semester 2 begins for students
- 11 **Thur** Teachers' Convention
- 12 **Fri** Teachers' Convention
- 15 **Mon** Family Day
- 17 **Wed** Ash Wednesday

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## SEPTEMBER 2020

- 1 **Tues** Professional Growth Day
- Sept 2–4 Staggered Entry Days
- 7 **Mon** Labour Day
- 17 **Thur** Parent/Teacher Conferences (K–9)
- 18 **Fri** Professional Growth Day (K–12)

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## MARCH 2021

- 19 **Fri** Professional Growth Day (K–12)

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## OCTOBER 2020

- 12 **Mon** Thanksgiving Day
- 29 **Thur** District Faith Day
- 30 **Fri** School-Based Faith Day

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## APRIL 2021

- 1 **Thur** Last day of classes before Easter Break
- 2 **Fri** Good Friday
- 4 **Sun** Easter Sunday
- 5 **Mon** Easter Monday
- 12 **Mon** Schools re-open
- 26 **Mon** Parent/Teacher Conferences (K–12)

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## NOVEMBER 2020

- 11 **Wed** Remembrance Day
- 16 **Mon** Professional Growth Day (K–12)
- 17 **Tues** Parent/Teacher Conferences (K–12)

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## MAY 2021

- 21 **Fri** Professional Growth Day (K–12)
- 24 **Mon** Victoria Day

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## DECEMBER 2020

- 18 **Fri** Last day of classes before Christmas Break

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## JUNE 2021

- 10 **Thur** High School diploma exams begin
- 21 **Mon** National Indigenous Peoples Day
- 28 **Mon** Last day of classes

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## JANUARY 2021

- 4 **Mon** Schools re-open
- 11 **Mon** High School diploma exams begin (Part A)
- 19 **Tues** High School diploma exams continue
- 29 **Fri** Parent/Teacher Conferences (K–9)  
Professional Growth Day (10–12)

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25	26	27	28	29	30	31

## JULY 2021

- 1 **Thur** Canada Day
- July 5–30 High School Summer School classes

Total K–9 Instructional Days: 181 days

Total High School Instructional Days: 182 days (includes Exam Days and Graduation)

REVISED: August 13, 2020

# 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](#) > About Us > District Governance > Administrative Procedures

Homework is any task assigned by teachers that students complete during non-school hours. The Calgary Catholic School District recognizes that well-planned homework in Grades 3-12 can be a meaningful part of a student's learning. Time spent on homework may vary from one student to the next. Parents who have concerns with homework expectations should contact their child's teacher or the school principal to discuss the situation and the options available. You can find more information about the District's homework policy at [www.cssd.ab.ca](http://www.cssd.ab.ca).

# Electronic Devices

Governing the presence of and use in schools of electronic or mobile devices such as cell phones is subject to the responsibilities of students under section 31 of the *Education 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 Monsignor J.J. O'Brien 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 lunchtime, before school or after school

**Unless one of these three conditions are 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 safekeeping, 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 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 is 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 31 of the *Education 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. Parents will be asked to contact the school regarding their child's absence. Office personnel will also 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.

Information can be accessed regarding Excused and Unexcused Absences in AP 330.

[Administrative Procedure 330 - Student Attendance](#)

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

Prolonged absences or sporadic attendance results in a lack of continuity in learning, it may have severe consequences for student progress and will be dealt with according to school board policy. This can include a referral to the District Attendance Officer. When a student is absent from school, parents are requested to notify the school by telephone, before the absence. This should be done before classes begin at 8:25 a.m. and 12:48 p.m. The automated School Messenger program will be contacting the homes of all absent children if no contact with the school has been made. When a student is late, they must report to the school office and obtain a late slip. Parents should send a written note explaining why the student is late. A record is kept of all lates during the year.

It is the responsibility of parents to see that students are in school. A student is expected to attend school unless he/she is ill, or his/her absence is required for a valid cause as outlined in the Alberta School Act.

Any students leaving the building during school hours due to illness, doctor's appointment, etc. MUST obtain permission from the office and sign out.

## 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 drills and lockdown safety drill practices throughout the school year. These safety drills are intended to allow students 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.

Visitors are always welcome at Monsignor J.J. O'Brien School but MUST report to the office to receive permission to be on the school property. All parents and visitors are required to sign in and wear a Visitor/Volunteer name tag. Such procedures minimize disruptions and ensure a degree of safety for our children. Parents picking up their children from school are asked to report to the office, and their child will be called to the office at this time. Persons who are unlawfully on the premises may be charged with trespassing.

All students are to enter and exit through assigned entrances. With the exception of the main entrance, all outside doors leading into the building will be locked for most of the day to ensure the maximum amount of security for your children. The entrances will be opened for students in the morning, at recess, and during the noon hour so that students have access to the building.

## 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\*](#)

[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 visit the school website for updated information regularly.

## **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 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 more in-depth conversations about student learning between home and school. Most schools use Conference Manager to facilitate this process.

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

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

The staff of Monsignor J.J. O'Brien School believes that regular communication between home and school is important to student progress and supportive relationships. We encourage communication whenever concerns or questions should be shared. Conferences with the teachers and administrators are welcomed at all times.

We ask that you contact the teacher involved before visiting the school. Please keep the school informed of anything that may affect your child's education.

Every effort will be made to keep students and parents informed about school events. Newsletters are prepared monthly on the first school day of each month and are sent out via email. If you have not already done so, please send us your email address. Our Newsletter is also available on our website ([www.cssd.ab.ca/schools/msgrobrien](http://www.cssd.ab.ca/schools/msgrobrien)). Please consult it frequently for the most up-to-date information.

## 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.

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.

<https://www.cssd.ab.ca/Parents/SchoolCouncil/Documents/SCHandbook.pdf>

[www.cssd.ab.ca](#) > Parents > School Council

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

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

All voluntary student organizations or activities 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 31 of the *Education 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 *Education Act*, students can be held accountable for conduct that occurs outside of the school building or school day and as well as 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
- 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 the 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

Severe 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 Education 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 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
- (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. 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.

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

Preliminary results of Provincial Achievement Tests will be included in the Student Progress Reports in June. Official results will be sent home in the fall.

# Administrative Procedure 304 – Independent Students

Under the Alberta Education Act, an independent student is entitled to exercise all the rights and powers that the students' parents are normally entitled to exercise. A student becomes independent upon turning 18 years of age or if they are living independently (some exceptions apply). Immediately after a student becomes an independent student, all communication between home and school shifts directly to the student unless the student gives written consent for communication with parents/guardians. Letters will be provided to parents prior to their child turning 18 to inform parents of this, and students will be given a form to complete shortly after becoming an independent student to allow for the consent to continue communication with parents. If you have further questions about this process, please contact administration

## 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. Extra-curricular 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.

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.ccssd.ab.ca](http://www.ccssd.ab.ca) and click the "Online Fee Payment" icon. Email [feeinquiry@ccsd.ab.ca](mailto:feeinquiry@ccsd.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.ccssd.ab.ca](http://www.ccssd.ab.ca) > About Us > District Governance > Administrative Procedures

Students are required to purchase the necessary supplies for school. Textbooks are supplied. All students are expected to take proper care of their textbooks. Students who deface or lose textbooks or return damaged textbooks will be expected to pay replacement costs before a new book is issued.

## 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 Education Act as well as district policies, regulations, and practices.

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.

Parents have an open invitation to volunteer at Monsignor J.J. O’Brien School. The staff of Monsignor J.J. O’Brien School is grateful for and honoured by the parents who generously share their time and talents with the school community. **Any parents wanting to volunteer are required to attend a Volunteer Orientation annually.** Volunteer Orientations will be provided for all adults wishing to volunteer at the school in September and October before our School Council Meetings. It is not always possible to accommodate orientations on the day of a scheduled field trip or event, so please make sure you attend one of the Volunteer Orientations offered in the fall.

[\*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 extra-curricular 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, collectables, and large sums of money to school. The school cannot be responsible for lost or stolen items.

Any lost items such as 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

Students must reside within the school boundaries and live at least 1.8 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. Elementary 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](#)*

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## 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.

Our parking lot is for staff only. All visitors and parents are asked to park on the street. In order to ensure the safety of our children and to alleviate congestion, parents must not drive into the parking lot to drop off or pick up their child.



## Lockers

1. The Calgary Catholic School District, through its agent, Monsignor J.J. O'Brien, 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 Homeroom teacher's classroom.
2. The school reserves the right to search a student's locker when there is reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any substance or materials which pose a hazard to the safety and good order of the school.
3. In registering for and using a locker, it is agreed and understood that use of the locker is at the student's own risk and the District, its administrators, school administrators, teachers and other employees are NOT in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. 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.