



ST. GREGORY

**5340 – 26 Avenue S.W.
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Ph: 403 500-2048
stgregory@cssd.ab.ca**

**Student Handbook
2020-2021**

Welcome Message

A warm welcome to new and returning families to St Gregory School. It is our hope that your family will experience a year of spiritual, academic and social growth.

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

Our teachers look forward to working with you throughout the school year. We continue to build a school that meets students' instructional needs and creates a caring school culture which provides opportunities for students to develop meaningful relationships with staff and other students.

Sincerely,

Jonathan Black
Principal

Mrs. L. Park
Vice-Principal

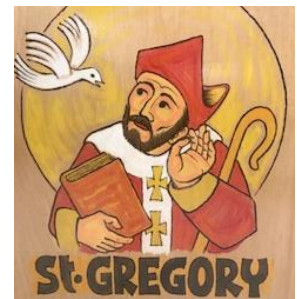
Patron Saint

SAINT GREGORY THE GREAT Feast Day: September 3

St. Gregory was born in 540 in Rome. His father was a senator and his mother is a saint, St. Silvia. Gregory studied philosophy and while still young, became governor of Rome. When his father died, Gregory turned his large house into a monastery and for several years he lived as a good and holy monk. Pope Pelagius made him one of the seven deacons of Rome and upon his death, he chose Gregory to take his place.

For fourteen years, St. Gregory was one of the greatest popes the Church has ever had. He wrote many books and was a wonderful preacher. He cared for people all over the world. In fact, he considered himself the servant of all. He was the first pope to use the title "servant of the servants of God." All the popes since have used this title.

St. Gregory took special, loving care of poor people and strangers and fed them daily. He was also very sensitive to the injustices people suffered. The last years of his holy pope's life were filled with great sufferings, yet he continued working for his beloved Church until the very end. St. Gregory died on March 12, 604.



VISION STATEMENT

St. Gregory School's vision is to inspire a passion for learning, encourage individuality, and demonstrate social justice in our Catholic community. Our philosophical pillar is based on our G.A.T.O.R.S motto:

G	Give endlessly
A	Always do what is right
T	Trust in oneself
O	Own your success
R	Respect others
S	See God in everyone

During the year, St. Gregory School will recognize students with Gator Awards for those who display characteristics of a specific letter of the acronym GATOR and an All-Round Gator award. These students are nominated by their homeroom peers for the award

We aspire for all our students to achieve academic and personal success in their learning and become responsible members of the community.

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. Students are expected to gather in their grade cohort area in the morning and leave the school grounds after dismissal to avoid congregated groups.

8:35 – 8:40	▪ Staggered entry Gr. 7-8-9
8:41-8:50	▪ Homeroom
8:51 – 9:45	▪ Period 1
9:46 – 10:40	▪ Period 2
10:41-11:34	▪ Period 3
11:35 – 12:23	▪ Period 4 Lunch Gr. 8-9, Instruction Gr. 7
12:24 – 1:12	▪ Period 5 Lunch Gr. 7, Instruction Gr. 8, 9
1:13 – 2:08	▪ Period 6
2:09-3:02	▪ Period 7
3:02 -3:05	▪ Staggered dismissal Gr. 7-8-9

Please see the district website for district school calendar and the 6 day schedule

<https://www.cssd.ab.ca/Calendars/Pages/Default.aspx>

St. Gregory Events

Events can be found on our school website and in our monthly newsletter. New or emerging events may also be sent to families by email. Please ensure you agreed to receive emails on the student demographic form.

www.cssd.ab.ca/schools/stgregory

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 as a partner in education has the responsibility to:

- a. To act as a primary guide and decision-maker with respect to the child's education,
- b. To take an active role in the child's educational success, including assisting the student in complying with section 32,
- c. To ensure the child attends school regularly,
- d. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment
- e. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- f. 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
- g. To engage in the student's school community.

Education Act – Section 32

Student Responsibility

A student, as a partner in education, has the responsibility to

- a. attend school regularly and punctually,
- b. be ready to learn and actively engage in and diligently pursue the student's education,
- c. ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- d. respect the rights of others in the school,
- e. refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- f. comply with the rules of the school and the policies of the board,
- g. co-operate with everyone authorized by the board to provide education programs and other services,

- h. be accountable to the student's teachers and other school staff for the student's conduct, and
- i. positively contribute to the student's school and community.

Education Act – Section 31

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](#)

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 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 lost or damaged items.

Mobile Devices and Ear Buds

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

Teachers will specifically define the conditions when mobile devices and ear buds are permitted to be visible and in use. There are three basic condition:

1. The mobile device or ear buds use in the classroom is a component of instruction;
2. When students are engaged in independent work and permission has been given by the teacher;

3. When it is a non-instructional period such as lunch time, before school or after school.

Morning announcements, prayer, attendance and transition time between classes is considered instructional time. Mobile devices and ear buds should not be used during these time and should be put away. Unless one of these three conditions are present, then it is assumed that the mobile device and ear buds must be secure in the student's locker (when available), book bag, pencil case or pocket and NOT be visible or in use until advised by the teacher.

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

The remainder of the condition or instructional period as per the discretion of the teacher, OR

If turned into the office for safe keeping the cell phone will be kept for the remainder of the school day or until the parents can collect it as per the discretion of the administration.

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

Responsible Digital Citizenship

As a learning community, St. Gregory School is aware of the role that technology and mobile learning has on student engagement and student achievement. Using a Personally Owned Device (POD) including ear buds is a privilege, not a right. We allow opportunities for students to use their own devices to enhance their learning and develop their ***digital citizenship***. All users are expected to exemplify ***Responsible Digital Citizenship*** in all activities. This means:

- Always be kind
- Respecting copyright
- Respecting privacy and personal information for all students and staff, including video, pictures, and social media applications
- Acting with appropriate and professional etiquette
- Do not plagiarize (copy) another person's or website's content
- Using PODs responsibly; respecting classroom and school expectations
- Visiting only appropriate websites and accessing appropriate content
- These expectations are for both school and personal digital devices and platforms (D2L, google learn, social media, chats, etc.), during the school day and outside of school hours.
- We are a caring community 24/7. It is the Gator way!

Students and parents will be completing the Personally Owned Devices (POD) Guidelines at the beginning of each school year. Cell phones, tablets, student owned laptops or Chromebooks, digital cameras, iPods, ear buds and other electronic devices may be used by students only when permission has been granted by a teacher during instructional time. If this rule is broken, electronic devices may be confiscated and returned to the student either at the end of the class, the end of the day, or returned to a parent as per the discretion of the teacher and/or administrator.

District Internet Use

All staff, students and volunteers are required to sign the Acceptable Use Policy form annually. Failure to comply with the Acceptable Use Policy may result in loss or restriction of internet and/or computer privileges. Students are not to share their log in or password information.

[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 electronically in early 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 School 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. A referral to our district attendance support worker may be required in cases of significant absenteeism.

Access information regarding Excused and Unexcused Absences in AP 330.

[Administrative Procedure 330 - Student Attendance](#)

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

Regular attendance is vital to the academic success of our students. To that end, it is important that home and school work together in supporting students in regular attendance. If a student is absent from school, it is the responsibility of the parent/guardian to report the absence to the school. Based on the information supplied by the parent, the school must decide whether the absence is excused or unexcused.

For example, a student's absence is excused in the case of:

- **Illness** – A student is too sick to attend school or he/she is contagious
- **Legal requirement to isolate** or quarantine
- **Suspension** – Students who are formally sent home for a period of up to (5) days
- **Expulsion** – Students who are expelled from school following school board policy
- **Unavoidable cause** – Students who may be unable to attend school because of one of the following reasons

-specialist visit

-death or serious illness in the family

-court appearance

-medical appointment

-accident

For example, an absence is unexcused in the case of:

- **Truancy**
- **No Acceptable Reason** – Student excused by parent but reason for absence is not excusable or not provided
- **Vacation**

In regard to vacations during the school year, we strongly recommend that parents schedule these during regular holiday times, such as Christmas, Easter and summer break. Absences due to vacation during the school year are regarded as unexcused and the student's attendance record will reflect this. If a student is going to miss school for an extended period, such as for a vacation, they are responsible to 'catch up' on all missed work.

When possible, please inform the teachers with advanced notice as they may be able to proactively address upcoming content or assessments prior to an absence.

By informing the school of your child's absence, parents/guardians go a long way in helping their child achieve academic success. Your support in taking an active role in your child's attendance is greatly appreciated. If you have any questions about your child's attendance or the District Attendance Policy, please feel free to contact the office at 403 500-2048.

LATES

It is the expectation that students will arrive at school on time to not have a disruption to learning. Students who are late for school must obtain a "LATE SLIP" from the office before going to class in order to have accurate attendance. Lates are monitored and a plan to reduce lates will be activated if they become excessive.

PERMISSION TO LEAVE THE SCHOOL

Students who must leave the building during school hours for reasons of illness or appointments etc. must have a parent or guardian sign-out the student by calling the office at 403-500-2048 (Currently due to Covid 19 protocols, we ask that parents phone the office and not enter the building. We will sign out your child and direct them to where you are waiting.)

LUNCH PERIOD

At this time with Covid 19 protocols in place, St. Gregory School is a closed campus at lunch and students are to stay at school the entire lunch break. If you live close and you would like your child to walk home for lunch, please email the homeroom teacher to inform them of this arrangement.

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. It is recommended that students come prepared for the variety of weather conditions that Calgary may experience during the day as it is easy to remove excess clothing as conditions warm or improve. Final responsibility to prepare a child for inclement weather belongs to the parents/legal guardians.

[Administrative Procedure 133 - Inclement Weather](#)

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

Emergency Procedures

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

[Administrative Procedure 165 - Safety Drills](#)

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

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

Scent Free Environment

Some people are extremely sensitive to perfumes, colognes, aftershaves and other scented products. Scented products may trigger serious health reactions in people with asthma, migraines, allergies or chemical sensitivities. Please refrain from wearing and using them at school. Strong deodorant, colognes and aerosol sprays are not permitted.

Security



During the instructional times of the day access to schools is restricted to the front door. At St. Gregory School, we have a security system at our front door. Please ring the buzzer located to the left and wait for the office to greet you. After stating your name and purpose of visit to the school, we will buzz you into the school. This front door should be used by guests to our school, staff members, and parents. We ask that students not use the main entrance unless they are late and are reporting their arrival to the secretary or are accompanied by a parent. Students are otherwise expected to use their assigned doors to enter and exit the school.

Note: Students from other schools are not allowed access to St. Gregory unless they are part of an authorized program and accompanied by a teacher or another responsible adult.

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. Please ask the office if you require this document.

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
- The school has an emergency epi-pen in the office as required by legislation.

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

[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 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. Any staff can be contacted through email by first_name.last_name@cssd.ab.ca
Direct email links can be found on our website under Contact Us>School Staff List
- 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.

Please visit <https://www.cssd.ab.ca/schools/stgregory>

At St. Gregory School, parents are able to access ongoing information and updates in our monthly newsletters, THE CHOMP, which are sent home by email at the beginning of the month and are also posted on the school website.

Follow us on Twitter <https://twitter.com/ccsdstgregory> or @ccsdstgregory for in-the-moment school highlights. Families can also expect to receive periodic information via email. Forms and additional hard copy information will continue to be sent home with the child as needed.

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.

Parents are encouraged to review their child's homework and grades regularly through this platform using their student's district username and password.

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. St. Gregory School uses Conference Manager to facilitate this process.

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

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.

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. Information about School Council is available on our website.

[School Council Handbook](#)

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

Student Organizations, Clubs and Extra-curricular Offerings

Currently, due to Covid protocols, extra-curricular clubs are not permitted. This will be re-evaluated as the year goes on. 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:

- Fine Arts clubs
- Drama productions
- Music clubs and bands
- Social justice clubs and activities
- Athletic teams and activities
- Games clubs
- Competitive academic clubs and activities
- Faith groups and activities
- Leadership or School Spirit clubs
- 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.

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 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](#)

Student Dress

The purpose of St. Gregory's dress and appearance expectations is to provide a positive and safe learning environment that will reflect our virtues, decency, modesty and respect. Students' dress and appearance shall be appropriate for educational activities and not cause a disruption to the educational process.

Students are requested to abide the following expectations.

1. Outerwear (i.e. coats, jackets etc.) sunglasses, hats or headgear shall be left in lockers.
2. Emblem, printing/writing on attire shall be in harmony with Catholic values and beliefs.
3. Shorts and skirts shall be in good repair and of appropriate length.
4. Appropriate and safe footwear shall be worn at all times.

Any clothing, jewelry, piercings or accessories which create a safety or health concern, or cause or threaten to cause disruption to the educational process are prohibited.

Specifically the following are prohibited:

1. Midriff shirts, halter tops, spaghetti straps, muscle shirts (shirt tops need to reach the pant waist during natural movement)
2. Garments revealing bare or open back, shoulders, low necklines or those made of sheer or fishnet fabrics
3. Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language/messages
4. Heavy or spiked chains

Students not complying with the dress and appearance expectations will be asked to change into more appropriate attire. It will be viewed as defiant behavior if the student repeatedly violates these dress expectations. Consequences are outlined in our school's Progressive Discipline Plan.

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 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.

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 Educational 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.

Day Trips and Field Trips

The district arranges for students/children in the district to participate in day trips, tours, off-campus activities, athletic events and/or other excursions, 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 Day Trip or Field Trip Consent form which shall include the following particulars of any field trip two weeks prior, if possible, and at least three school days prior, at minimum, 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 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 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 trip, that they do not consent to the student/child participating in the 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 trip.

All parents volunteering to drive students, including for after school athletic events, must fill out a Volunteer Driving Form and supply a copy of their insurance coverage. These forms are available at the office.

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 – Diverse Learning*](#)

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.

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

Due to Covid 19 protocols, St. Gregory School will not participate in the gr. 9 Provincial Achievement Tests nor traditional final exams.

School Fees

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

School fees can include:

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

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

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

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

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

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 fee account record being signed by the principal, kept on file and then the record will be adjusted.

Lost or Damaged Books

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

[*Administrative Procedure 505 - School Fees*](#)

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

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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 visitor tag while in the school, including those who are at the school on a regular basis.

Students from other schools are not allowed access to St. Gregory unless they are part of an authorized program and accompanied by a teacher or another responsible adult.

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.

At St. Gregory School, parents can complete the Volunteer Application and Confidentiality. An orientation will be arranged at the school.

[*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.

Students **MUST** use the office phone when calling parents due to illness or an emergency. Students will not be allowed to use the office phone for other conversations. Please ensure that all after school arrangements have been made prior to sending your child to school that day. We cannot deliver messages to children during the instruction as these requests disrupt instruction and office routines. Messages are shared at lunch and at the end of the day. Exceptions are made for emergencies and illness.

Parents, we ask for your cooperation to call or text your child on a personal cell phone only outside of class time (i.e. before school, during lunch, after school) as calls or texts during class times disrupt the learning process of all students. It is an expectation that students are not checking their phones during instructional and class change time.

Transportation

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.

At St. Gregory, our students have access to City of Calgary Transit School Express Busses. Please go to <https://www.calgarytransit.com/schedules-maps/school-express-routes> to find the most current city bussing information.

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*](#)

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Parking Drop-off and Pick-up Location

At St. Gregory School the care and safety of our students is of paramount importance. Due to limited parking, the school parking lot is needed for staff, district and contractor parking and we ask that parents refrain from using the staff parking lot. The parking lot experiences activity and traffic at all times during the day and, for safety reasons, students are forbidden from going into the parking lot at all times. St. Gregory School will work with the Calgary Police Service to ensure a safe environment for our students with respect to traffic.

The school parking lot is out of bounds at all times for picking up or dropping off students, except for those families using the handicap parking. Parents dropping off or picking up students are asked to use the city street for parking. Since students enter and exit through the rear doors of the school (west facing), for easier access, parents can park on 26 Avenue but be mindful of the bus zone and crosswalks. Thank you for choosing safety over convenience.

Lockers — Locker distribution is currently suspended due to protocols for Covid.

1. The Calgary Catholic School District, through its agent, St. Gregory School, provides lockers for student use and convenience. The school owns and controls the lockers. Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their 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. Sturdy combination locks must be used and the combination must be registered with the appropriate homeroom teacher. Students who need a new school lock may purchase one at the office.
5. **It is essential that combinations are not shared with anyone.** Valuable articles of clothing, possessions or money should not be left in lockers. The school is not responsible for items that are lost or stolen.

Lunch Program

St. Gregory School has a closed lunch hour and students are expected to stay on the school grounds (Covid protocol). Please ensure a snack, lunch and water bottle is brought to school each day.

St. Gregory operates a small concession during the lunch break that provides a small selection of healthy choices and is intended to provide students with a supplement to their lunches. This will become available mid September.

At this time, due to Covid protocols, our Tuesday Howie's Pizza and Thursday Health Hunger are suspended. We will evaluate these programs again as the year continues and inform students and parents if and when we can bring back these programs.

There are no facilities to warm up food nor is there hot water for instant soups etc.

Bicycles, Skateboards and Scooters

Bicycle racks are provided on the south side of the school. All bikes must be locked. We cannot assume financial responsibility for damaged or stolen bikes. The law states that you wear a helmet and students are expected to wear a helmet at all times while on their bike. Skateboards and scooters are not allowed in lockers and are not to be used on school property because of the potential danger of injuring other students. Bikes, skateboards and scooters can be walked onto school property. Skateboards and scooters can be locked to the bike racks.

Physical Education Program and Excused Participation

Physical Education is a mandated subject and all students are required to participate unless formally excused for medical or disability reasons. If a student is not able to participate in more than three regular classes, a medical certificate may be required. This doctor's note should identify the type of activity that must be avoided and the time period during which the student is excused from class participation.

In order to foster a proper learning environment, promote safety, comfort, hygiene, and neatness in appearance, physical education attire is compulsory for all athletic activities. As all **clothing used in PE class must adhere to the regular dress expectations**, students are encouraged to have the required St. Gregory gym strip consisting of a shirt and gym shorts which are available online for purchase on our website under Athletics>Gym Strip and Spirit Wear. Running shoes are also compulsory. Student must have non-marking running shoes for physical education classes. No black soled shoes allowed.

Academic Success

PROGRAM OF STUDIES

Alberta Learning establishes the program of studies and recommended time allotments per subject. A detailed outline of grade level curricula may be obtained from the school or on the Alberta Learning website at www.education.alberta.ca

JUNIOR HIGH COURSE OUTLINES

Teachers provide students with course outlines at the beginning of the year. Included in these outlines are course content, materials, expectations and evaluation. Please review with your child.

REPORTING PERIODS – 2020/21

Sept. 17 – oral Parent Teacher Conference

Nov. 17 - oral Parent Teacher Conference

Jan. 21 – Progress Report #1

Jan. 29 – Parent Teacher Conference

April 26 – oral Parent Teacher Conference

June 28 – Progress Report #2 – last day of school

Parents are encouraged to contact teachers with questions related to student progress at any time throughout the year.

Please view the CCSD calendar for dates. <https://www.cssd.ab.ca/Calendars/Pages/Default.aspx>

ASSESSMENT

The professional staff of St. Gregory make reasonable efforts to ensure that the assessment of students accurately reflects student's understanding of the course outcomes as outlined in each Alberta Education Program of Studies. To have an authentic learning benefit for both teachers and students, all feedback from assessments should:

- Be timely
- Provide opportunity for explanation and discussion
- Provide an opportunity for students to respond and improve

LATE WORK

Students should make every effort to submit assignments on time. If a student feels that he/she will not be able to meet the due date, the student should work with the teacher to create a plan to ensure its successful completion. The responsibility to initiate this plan is with the student. Students will not be penalized for late assignments unless it has been predetermined that it is an organizational component of the program of studies. Completion of and submitting work on time is reflected in the work habit portion of the progress report.

ZERO GRADES

It is not our aim to assign zeroes, for assessments missed, as a zero grade does not reflect a student's understanding of curricular outcomes. Teachers work with students to ensure that all course outcomes are assessed and/or completed. However, to communicate reasonable expectations for final grade achievement, a zero mark may be entered as a placeholder grade with supporting feedback provided in the comment section when work is not turned in. Students, teachers and parents must work in collaboration to determine how missing assessments can be addressed. In most circumstances, it is reasonable to expect that students will keep pace with the assessment completion schedule of the course. Students who experience challenges in learning any course outcome and/or fall behind in course pacing should promptly inform their teacher, parent, Diverse Learning Teacher and/or counsellor to create an action plan necessary for success.

PLAGIARISM AND COPYING WORK

Plagiarism is when you use, copy, or include another person or another source's work and present this work or these ideas as your own without acknowledging where this work came from. Copying another student's work and submitting it as your own is also plagiarism. Both activities are not permitted.

School Services

LEARNING COMMONS/ACADEMIC CENTRE

The Learning Commons/Academic Centre is a multipurpose space that allows students to work in a quiet environment, access additional support, and access technology and library resources (with Covid protocols in place).

CHROMEBOXES and CHROMEBOOKS

St. Gregory school has many Chromebox stations and 3 Chromebook carts that can be used in the classrooms. All students and parents must sign and abide by the conditions outlined on the form entitled "Acceptable Use Policy for Internet Use" before students can access this resource. Misuse of the internet will result in serious penalty including access privileges being revoked. Students are also welcomed to bring their own personal laptop or Chromebook to school for educational purposes. However, the school does not assume any responsibility for damage, loss or theft of these personal devices.

DIVERSE LEARNING

St. Gregory school has Diverse Learning Teachers to support students identified as ELL, diagnosed learning disability, students with Learner Support Plans or students that are experiencing difficulty. In addition, these teachers support the regular classroom teachers in order to meet the individual student needs.

SCHOOL COUNSELLOR

St. Gregory school has a school-based counsellor, Mrs. Schmitz, who provides a guidance and counselling program for the school that involves developmental guidance instructions, counselling consultation and coordination activities and services that reflect and address the identified needs of a particular school community. This planned program is comprehensive in that it is designed to benefit all student and to drive toward a balanced approach to issues in each of these areas: educational growth and development; spiritual/social/emotional growth and development and career growth and development. The school counsellor is also available for one on one support for students. If you would like to meet with the school counsellor, please leave a note in the School Counsellor's mailbox located in the office, go to her room or speak with her directly.

STUDENT HEALTH

Families are required to go through at home a daily Covid Screening Questionnaire <https://www.alberta.ca/assets/documents/edc-covid-19-screening-questionnaire-english.pdf> prior to coming to school. This is a health check list to ensure students are in optimal health to be at school. Any student showing symptoms should follow the instructions of Alberta Health Services and complete the online assessment at <https://myhealth.alberta.ca/journey/covid-19/Pages/COVID-Self-Assessment.aspx> and seek [advice from Health Link 8-11](#) or a medical doctor and not return to school until these guidelines indicate the student is well and no longer needing to isolate or quarantine.

If a child feels ill while at school they must immediately inform the teacher who will then have the student move to supervised isolation room while we contact the parents.

RELIGIOUS ACTIVITIES

A number of liturgies and celebrations are typically scheduled throughout the year. At this time, our celebrations will happen within the classroom to avoid any large gatherings and mixing of cohorts.

ATHLETICS

At this time, all athletics are on hold due to Covid protocols. This will be evaluated again as the year progresses. St. Gregory participates in most sports offered through the Calgary Catholic Junior High School Athletics Association (CCJHSAA). Senior sport teams may consist of grade 7-9 players while the junior teams only include grade 7 and 8 athletes. Information about junior high athletics can be accessed on the district website: <https://www.ccsd.ab.ca/Programs/Athletics/JuniorHighAthletics/Pages/default.aspx>