

Escuela St. Margaret

Elementary Student Handbook 2017 - 2018

***Ms. L Davies
Principal***

***Mr. C Goodwin
Vice Principal***

**3320 Carol Drive NW
Calgary, AB
T2L 0K7**

Phone (403) 500-2025

Fax (403) 500-2225

This agenda belongs to:

Name _____

Address _____

City _____ **Postal Code** _____

Phone _____

Homeroom _____

WELCOME/BIENVENIDOS

A warm welcome to all our new and returning students and their parents! The start of a new school year is always exciting. We know that you and your children will find Escuela St. Margaret School to be a welcoming and enriching learning environment. We invite our students to involve themselves in their learning and to actively participate in the various school activities so as to reach their full potential academically, physically, spiritually and socially. We define ourselves in three areas:

1. We are a Catholic School; as such, we do our best to be like Jesus and to follow in His footsteps.
2. We are a Catholic Community of Caring School. Through a variety of activities, we teach our students ten core values: respect, responsibility, caring, family, trust, wellness, empathy, stewardship, forgiveness and honesty.
3. We believe that every child has a unique talent and, by identifying and tapping into that talent, they can experience success and excel in learning.

This handbook will provide you with important information about Escuela St. Margaret and our expectations for all students. We encourage you to contact teachers or Administration with any concerns that might arise for you throughout the year.

Ms. Leslie Davies
Principal

Mr. Colin Goodwin
Vice Principal

ST. MARGARET SCHOOL PHILOSOPHY

As a Catholic community of learners, we aspire to build on the dignity, strengths and potential of each individual by fostering a caring, respectful and positive environment.

St. Margaret Mary (1647-1690)

Our school's patron saint, Margaret Mary Alacoque, was a French Roman Catholic nun, who promoted devotion to the Sacred Heart of Jesus. Margaret Mary was chosen by Christ to help members of the church to realize of the love of God symbolized by the heart of Jesus.

By her own love Margaret Mary was to make up for the coldness and ingratitude of the world. She did this through frequent and loving Holy Communion, especially on the First Friday of each month, and by an hour's vigil of prayer every Thursday evening in memory of His agony and isolation in Gethsemane.

After serving as novice mistress and assistant superior, Margaret Mary died at the age of 43, while being anointed. She always declared: "I need nothing but God and to lose myself in the heart of Jesus"

Santa María Margarita (1647-1690)

María Margarita fue elegida por Cristo para ayudar a los miembros de su iglesia, para que se dieran cuenta del amor de Dios, el cual esta simbolizado por el corazón de Jesús.

El amor que ella tenía en su corazón era más fuerte que la ingratitud del mundo. Ella demostraba su amor a

Dios a través de la sagrada comunión, especialmente el primer viernes de cada mes, y cada jueves en la noche con una hora de vigilia en memoria de la agonía y desolación de Cristo en Gethsemaní.

Después de servir como maestra de novicias y asistente de la madre superiora, ella murió a la edad de 43 años, recibiendo el último sacramento.

"No necesito nada más que Dios, y perderme en el corazón de Jesús."

CATHOLIC COMMUNITY OF CARING

St. Margaret School is a Catholic Community of Caring school. We aspire to the values of faith, caring, trust,



family, respect and responsibility. Catholic Community of Caring is an initiative we put into action at St. Margaret School through service learning and our leadership programs. Our staff weaves this philosophy throughout their instruction and in building relationships with our students.

The students demonstrate these core values in many leadership and service learning projects and groups such as: Safety Patrol, Leadership Council and library helpers, among others.

We invite all members of our school community to take part in our Community of Caring throughout the year. We are a school community that espouses the Gospel values that form the core of the Calgary Catholic School District.

SCHOOL ORGANIZATION

SCHOOL OFFICE HOURS

The school office is open from 8:00 a.m. to 4:00 p.m. The school answering machine will record messages outside of school hours.

Bell Times 2017-2018

KINDERGARTEN

AM	PM
First Bell 8:30	First Bell 12:21
Classes Begin 8:35	Classes Begin 12:26
Dismissal 11:14	Dismissal 3:05

ELEMENTARY (GRADES 1-6)

First Bell	8:30
Start Time	8:35
Recess	10:00-10:15
Lunch	11:45-12:30
Start Time	12:35
Dismissal	3:05

We thank you in advance for ensuring your child gets to school on time!

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 Education website at www.learning.gov.ab.ca.**

RELIGIOUS EDUCATION

Religious instruction is an integral part of our program. Religion classes are held regularly and all students are expected to participate. Students in Grade 5 will write a district-wide Religion exam in the spring.

School liturgies are held regularly. Please check our school calendar for dates and times. Parents are always welcome to attend!

Our school is paired with Canadian Martyrs Parish, located at 835 Northmount Drive NW, phone: (403) 284-3311.

THE FAMILY LIFE PROGRAM

The Family Life and Kids in the Know programs are sanctioned by the district and integrated into the Religious Education Program. Parent booklets are available upon request.

The Human Sexuality component is taught in grades 4 through 9. Parents will be informed prior to the teaching of these units via a letter sent home with your child.

SACRAMENTAL PREPARATION

The school's role in sacramental preparation is primarily one of support. Teachers will cover the theological basis and prepare students to receive the sacraments in cooperation with the parish priest. Receiving the sacraments is the responsibility of the family together with the parish. The following sacramental preparation usually takes place:

Holy Eucharist: Grade 2+
Reconciliation: Grade 3 or 4
Confirmation: Grade 6

Each parish is unique in its sacramental programming. Please contact your parish directly to access information about sacramental preparation. As a school, we will recognize all students who are involved in sacramental preparation each year. This recognition usually takes place in the third term.

DISTRICT ATTENDANCE POLICY

Regular attendance is expected of all students, except when illness, appointments or family emergencies prevent attendance. Parents are asked to notify the office before 9:00am when a student will be absent or late. If a student is absent or late, and a parent has not called, SchoolConnects, our automated phone-out system, will call the numbers we have for you. In order to avoid the automated calls, please be sure to let the office know in advance when your child will be late or absent.

Students arriving late must report to the office and fill in a late slip before going to class. Late slips **MUST** be presented to the student's teacher. Attendance improvement plans will be initiated when students have accumulated ten or more lates and/or absences not excused by a medical practitioner.

OUTSIDE SUPERVISION

We provide supervision 15 minutes before the entry bell and 15 minutes after the exit bell every school day.

After school, supervision is in place in the bus zones only. **Please do not drop your child off before 8:15 a.m. or pick up after 3:20 pm, as there is no supervision available.** In the event of inclement weather (-20 degrees or colder with wind chill, or raining significantly), we will allow the students into the building.

During the morning recess and lunch hour, supervision is provided to ensure the safety of our students. Parents, please take note of our expectation that if a student is healthy enough to come to school, he or she is healthy enough to go out for recess.

At the end of the day, bus supervision is provided until the buses have left the school or until 3:20 pm. As the safety of the children is our primary concern, please encourage your children to go home promptly after school.

VISITORS TO THE SCHOOL

In order to maintain a safe school environment, all visitors and parent volunteers **are required to enter through the front doors and register at the main office. All visitors are required to sign in and wear a Visitor ID tag.** In order to ensure a learning environment that is safe and caring, our staff are directed to approach any person in the building who is not identified by a visitor tag.

Board policy dictates that:

- Anyone who is not a regular staff member or student of the school will be termed a "visitor."
- Any visitor to the school must report to the school office upon arrival at the school.
- Visitors and parent volunteers are required to wear a Visitor's badge while in the building. This policy assists in maintaining security. Parents picking up their children for appointments during the day are asked to meet their children at the main office.
- Parents attending liturgies or celebrations in the gymnasium are not required to register at the office.
- Teachers are unable to take class time to discuss individual matters with parents or guardians.

PERMISSION TO LEAVE THE SCHOOL

Students who leave the building during school hours for any reason **MUST** sign out at the office and be picked up by a parent or guardian. Please contact the school in advance whenever your child must leave for an appointment. **Parents must keep the school up-to-date with current contact phone numbers, as well as the name and phone number of an emergency contact person.** In case of serious injury or illness, the school may request Emergency Medical Services.

RECESS

All elementary students are expected to go outside for recess. We do not permit children to stay inside at recess, **as a student who is too ill to be outside should be at home until recovery is complete.**

When weather conditions are severe (see "Outside Supervision"), all students will be allowed to stay indoors.

AFTER SCHOOL PICK-UP ROUTINES

When a young child is faced with the anxiety of not knowing who is picking them up, or if their pick-up person is late, they may make unsafe choices. Please be sure to review the following guidelines with our child:

1. Designate a regular meeting place and time.
2. Clearly communicate any change in plans to your child and the office. This includes notification that someone else will be picking up your child. Please notify the office in a timely manner to ensure your child receives the message in due time.
3. If your child feels uncomfortable waiting outside, he/she should report to the office.
4. Your child should not change plans without parents' permission.

Please note that arrangements for play dates or study groups are to be made ahead of time. Students will not be allowed to use the phone to make arrangements during a school day. Parents must send change requests to the school in writing. .

BUSING

Some areas of our school community are served by charter buses which provide transportation to and from school for elementary students. Only students who qualify for the charter service are permitted on the bus. There is a Transportation Fee for this service.

Please know that the bus times are a guideline only, since traffic patterns, breakdowns or weather conditions can cause delays.. Please direct your concerns regarding services to the bus company directly.

Inappropriate conduct on the bus may cause a misconduct form to be written. If a student receives a bus misconduct form, a letter will be sent home and the student may be removed from the charter bus for a period of time.

Parent notes giving permission for a child to ride a different bus will only be considered when both

parties involved have communicated the change to the office by noon of that day. Students who normally do not take the bus will not be permitted to ride the bus. This is for liability reasons and NO exceptions will be made.

Inquiries about routes, route boundaries, or times should be directed to St. Margaret 403 500-2025.

PARKING

We ask that parents help us develop safe habits for our students and a good relationship with our community by conscientiously following traffic rules. Your patience and cooperation is greatly appreciated!

All drivers are asked to use the designated parking spaces only and to **refrain from parking in the bus zones, in the school parking lot, on the crosswalks, or in nearby driveways. DO NOT STOP IN BUS ZONES. Please refrain from dropping students off in the school parking lot, in the middle of the street, or in posted “No Stopping” areas.** Ensure that students who need to cross the street follow the directions of our dedicated Safety Patrols.

Parents are also asked to ensure that their children enter and exit through their designated class doors. **The front doors are not to be used by students unless they are late or have special needs.**

FIRE DRILLS AND EVACUATIONS

Emergency drills are conducted monthly to ensure an orderly evacuation of the school in the event of an emergency. Monthly practice drills prepare all students to leave the building quickly and calmly, as well as to develop a sense of self-control in an emergency situation. **It is important that all students wear indoor shoes at all times, as we cannot stop in the middle of an evacuation to put on shoes.** While we try to select the nicer days for the fire drills, we do live in a northern climate and we need to be prepared.

The school has a disaster plan in place to respond to a wide variety of situations that could occur in the school or in the community. If we need to clear the area, we have a phone-out system in place to contact all parents. We also have a procedure in place for lock-downs, in case there is a need for one, and we do lockdown drills a minimum of twice each year.

USE OF SCHOOL OFFICE PHONES

With the permission of their teacher, students may use the office phone. Please ensure that all after-school

arrangements have been made prior to sending your child to school each day. Delivering messages to children during the day is disruptive to instructional and office routines. Exceptions are made for emergencies and illness.

SCHOOL SUPPLIES

All students at Escuela St. Margaret are expected to go to class ready to learn. This means that the students are required to have the necessary school supplies in class with them. A grade-specific school supply list may be picked up from the school office or viewed on the school website at:

<https://www.cssd.ab.ca/stmargaret/school-supplies>

PHYSICAL EDUCATION PROGRAM

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 will identify the type of activity that must be avoided and the time period during which the student is excused from class participation. It is preferable for the note to indicate alternate physical activity that a student could do during this time period. Students in grades 4-6 should be changing into appropriate PE clothing. Shirts may be purchased from the school, if desired.

FIELD TRIPS

Field trips are an integral part of the total curricular offering of the school. Parents will be notified about any trips as they arise. All signed field trip permission forms must be submitted to the teachers by the stated deadline or the student may not be permitted to attend.

PERSONAL ITEMS

Students are encouraged not to bring to school personal items (i.e. iPods, MP3 players, PSPs, and other electronic devices) that are not directly related to their schoolwork. In addition to being distractions and/or hazards, the security of these items cannot be guaranteed. **Please be aware that the school will take no responsibility for their safekeeping.** Electronic devices are not to be used during instructional hours without the permission of the teacher and a signed Acceptable Use Policy. If expectations of responsible behavior are not met, the electronic device may be taken away and parents will be asked to pick it up from

the school. Students are also discouraged from bringing substantial amounts of money to school.

BIKES, SKATEBOARDS, ROLLER SHOES, IN-LINE SKATES, ETC.

Students who choose to use bikes, skateboards, roller shoes, in-line skates or other means of transportation to get to school must remove or dismount when they arrive on school property. These items must then be either locked up or put away until dismissal time. Students are not to use these items during the school day, at recess, or in the school. Skateboards are not allowed on the buses, as they present a safety concern. Students are required to wear protective helmets when riding a bike. The school will not take responsibility for the safe storage of these items.

LOST AND FOUND

Clothing that is lost or misplaced is put in the 'Lost and Found' area. Smaller items, such as rings and calculators, are kept at the main office. Students and parents are encouraged to look through these items on a regular basis. Every year, many articles remain unclaimed. These unclaimed articles are donated to charitable organizations.

LUNCH HOUR

Elementary Students are required to stay on the school grounds.

Noon supervision is provided for a fee. And all parents are asked to pay this fee. Students eat their lunch in a designated area that is supervised. Students are expected to remain seated during the lunch period and to raise their hand, should they require assistance. They must clean up the area around themselves and are to remain seated until dismissal.

Students with food allergies may eat in the office. Students with such allergies must let the Principal know that they would like to eat in these areas and accommodations will be made for them.

ALLERGY AWARENESS INFORMATION

Escuela St. Margaret has a number of students with food sensitivities and severe food allergies. We ask that all members of the St. Margaret community take an active role in maintaining an environment that is safe for all students. Please review with your children the seriousness of allergies and the potential dangers of sharing food.

St. Margaret School is a "Peanut Aware" environment. A peanut allergy is unique in that it can be airborne. This means that if children come into contact with or even smell peanuts or other nut

products, they may experience a life-threatening allergic reaction (anaphylaxis). We encourage all families to respect others' allergies by sending nut-free snacks and lunches.

Other steps the school takes to ensure food safety:

1. School-wide education on food sensitivities and allergy awareness.
2. Staff in-servicing on Emergency Medical Procedures for anaphylaxis.
3. Medical Alert documents identifying students with medical concerns.
4. Arrangements regarding EpiPens made in cooperation with parents.

STUDENT DRESS

The purpose of the *Calgary Catholic School District Dress and Appearance Code* is to provide a positive and safe learning environment that reflects our virtues of decency, modesty and respect. Student dress and appearance shall be appropriate for educational activities and not cause a disruption to the educational process.

The *Dress and Appearance Code* states, but is not limited to, the following:

1. Outerwear (i.e. coats, jackets), sunglasses, hats or headgear shall be left in lockers.
2. Emblems and 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. They must reach to the student's fingertips.
4. Appropriate footwear shall be worn at all times.

Clothing, jewelry, piercings or accessories that create a safety or health concern, or cause or threaten to cause disruption to the education process are prohibited. Specifically, the following are prohibited:

1. Midriff shirts, halter tops, spaghetti straps, muscle shirts.
2. Clothing revealing undergarments, bare back or shoulders, low necklines, or garments made of sheer or fishnet fabrics.
3. Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language or messages, or that lead people to come to such conclusions.
4. Heavy or spiked chains.

Students not complying with the *Dress and Appearance Code* will be asked to change into more appropriate

attire, even if that means going home to do so. It will be viewed as defiant behaviour if the student repeatedly violates the *Dress and Appearance Code*.

Consequences, as outlined in our school's Progressive Discipline Plan, shall range from a verbal reminder to suspension from school.

COMMUNICATION

Ongoing communication is an essential component of being an informed school community. It is important that both the school and home give and receive accurate information relative to your child, to the school, and to instruction and learning. We encourage parents and teachers to communicate whenever concerns or bouquets should be shared.

There is an established communication process that is used at all levels of our school district's administrative structure.

1. First, make an appointment to meet with the person involved (i.e. teacher, staff member).
2. If further discussion seems necessary, arrange to meet with a member of the school Administration team.
3. In the event that a resolution is still not achieved, the area superintendent may be notified.

SCHOOL SERVICES

STUDENT AGENDAS ENHANCE COMMUNICATION

All K–Grade 6 students will be using a Student Agenda. This tool is of great importance in tracking homework, developing good organizational and study skills, and enhancing communication between home and school.

Each teacher will work with his/her class to set the procedures for the daily use of the agenda between home and school. Communication between home and school will be written into or attached to the student agenda, so it is important for parents to review the agenda daily.

ACADEMIC SUPPORT

Escuela St. Margaret has resources available to assist our students. Extra support is intended for students who have been assessed to be significantly below grade level in the areas of Language Arts and/or Math, usually from grades 3-9. The students will receive additional

instruction and strategies from our school-based Diverse Learning teacher.

ENGLISH LANGUAGE LEARNERS

Escuela St. Margaret has Diverse Learning teachers who provide supplementary assistance to students who are new to Canada and help these students adapt to Canadian culture.

SCHOOL RESOURCE TEAM

The School Resource Team (SRT) is made up of teachers and administrators. The team works to address students' difficulties through our student services program. The SRT considers each case and recommends appropriate strategies for academic, emotional and behavioral supports.

The goal is to establish an effective School Resource Team by offering the following support:

1. Assist staff members in supporting the teacher, student and parent in addressing the issue.
2. Offer assistance to teachers with students who need help.
3. Involve parents in the problem-solving process.
4. Use conflict management to resolve issues.
5. Provide a liaison between district and community services.

HEALTH SERVICES

It is important that children are well enough to learn when they come to school. **Sick children should be kept home for their own well-being, as well as for the health of others. Students who are too ill to go outside should be kept at home.** As short-term illnesses affect all children at some point, it is necessary for parents to have emergency child-care plans in place. When students come to school, they are expected to be well enough to take part in all aspects of the day, including Physical Education and recess.

A Community Health Nurse visits the school on a regular basis. If you wish to refer your child to the nurse, please inform office staff. The Community Health Nurse is available for consultation and is the coordinator for the planning and presentation of the health program.

During spells of illnesses that may be communicable, office staff might ask for a description of the illness to monitor it in our school.

ADMINISTERING MEDICATION TO STUDENTS

The District is not responsible for administering medications. Where students are self-administering medication, they are expected to bring to school the dosage for just one day. In limited circumstances where staff administers medication, the Principal will require a signed request from the parents and the student's physician. These documents are available at the office.

SPEECH

Speech therapy is provided to students through the Public Health Department. Referrals for speech therapy can be made through the school. Assessment and remediation of speech problems is provided as required and with home support.

COMPUTER AND INTERNET USE

All students and their parents/guardians are required to sign an *Annual Student Acceptable Use Policy for Internet* form. Students who misuse our computers or the Internet may have their computer privileges revoked. Serious offences may result in suspension.

PARENT COMMUNICATION

The school publishes a weekly newsletter called "St. Margaret Family News". It is available through email and also on our website. The newsletter highlights important events, upcoming activities and other notices. We suggest you keep the newsletter in a prominent place so you can refer to it.

WEBSITE

For additional information relating to our school, please visit our school website at:
<https://www.cssd.ab.ca/schools/stmargaret>.

LEARNING COMMONS LIBRARY

Daily reading improves a student's chances of success! Every student has access to our Learning Commons Library. Notices are given to students with overdue materials. If an item such as a book is lost, parents will be expected to pay for it. Gracias!

Academic Program

DISTRICT HOMEWORK POLICY

Homework is any task assigned by teachers that students complete during non-school hours. The Calgary Catholic School District recognizes well-planned homework in Grades 3-9 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. Parents can find more information about the District's homework regulations and guidelines at <https://www.cssd.ab.ca/Parents/ParentSupport/Homework>

HOMEWORK DUE TO ABSENCE

Some families choose to take holidays during the school year, resulting in a loss of school time for their child. Please note that **teachers are not responsible for preparing work for the student or for student catch-up for this type of absence.** Parents are asked to minimize these absences and to help their children take responsibility for missed work.

PROGRESS REPORTS

There are four reporting periods in each academic year. The first report is **oral** and parents are asked to attend a parent-teacher conference in September. Formal written progress reports are sent home in November, March and at the end of June. Parent-teacher conferences are scheduled in December and March. Should parents have concerns outside of these times, they are encouraged to contact the teacher.

PARENT RESPONSIBILITY

The Alberta School Act-Section 16.2, states:

A parent of a student has the responsibility

- a. To take an active role in the student's educational success, including assisting the student in complying with section 12,
- b. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- c. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
- d. 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
- e. To engage in the student's school community.

SPANISH BILINGUAL PROGRAM

The goal of the Spanish Bilingual program is to graduate students who are functionally bilingual: that is,

able to communicate effectively in Spanish as well as in English. Both the Spanish and the English programs follow the guidelines of Alberta's Department of Education. At the elementary level, fifty percent of the course work is taught in Spanish. The program also incorporates the cultural aspects of a variety of Spanish-speaking countries around the world.

ACHIEVEMENT EXAMS

The Provincial Achievement Tests (PATs) for grade 6 will continue. The Alberta Education Student Learning Assessments (SLAs) at the grade 3 level will also continue. Please feel free to review further information about the Student Learning Assessments by visiting <https://education.alberta.ca/student-learning-assessments>.

RELIGIOUS ACTIVITIES

A number of religious liturgies and celebrations are scheduled throughout the year. These are prepared and presented by students and teachers, in order to enhance and highlight the church's liturgical calendar. On occasion, representatives from Canadian Martyrs Parish are available to actively participate in these liturgies. Parents are always invited to attend these liturgies. Please watch for dates and times as communicated in the weekly "Family News".

STUDENT CODE OF CONDUCT

The Calgary Catholic School District has developed a common Student Code of Conduct to be used by all schools. This common Code of Conduct is largely based on the requirements outlined in the June 2015 revisions to the School Act.

Background

As stated in The School Act, Section 45.1, the district is committed to providing welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging. Each member shares responsibility for the well-being of every other member of the district. As such, a code of conduct must be established and reviewed yearly and shared publically with staff, parents/legal guardians, and students.

The following elements will be common to the code of conduct in each district school:

1. Statement of Purpose:

Calgary Catholic School District's value statement is as follows:

"All members of our community are sacred and must be treated with dignity and respect. We value excellence in Catholic education, guided by shared responsibility and the moral authority of the Church."

This statement guides all district stakeholders as they work to support student success and achievement. The school should be a positive learning environment in which students are safe, secure and successful. The code of conduct will outline expectations for student behaviour while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school. The school's code of conduct will be communicated to parents, students and staff annually and reviewed regularly.

2. The Alberta Human Rights Act:

Section three of the Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons. Any behaviour that supports this discrimination is prohibited.

3. Acceptable Behaviours:

All district schools have established Catholic Community of Caring programs that focus on building respectful and caring school environments, rooted in Catholic values. Catholic Communities of Caring programs align with the School Act's requirement to provide welcoming, caring, respectful and safe learning environments. Within our schools, we are building communities that are inclusive and celebrate respect for one another, community and diversity. This includes placing a strong value on:

- Respecting all others, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- Respecting the school authority.

- Respecting the school and district property, as well as the property of others.
- Respecting yourself and the rights of others in the school.
- Making sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
- Refraining from, reporting and refusing to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
- Informing an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Acting in ways that honour and appropriately represent you and your school.
- Attending school regularly and punctually.
- Being ready to learn and actively engage in and diligently pursue your education.
- Knowing and complying with the rules of your school.
- Cooperating with all school staff.
- Being accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and community.

4. Unacceptable Behaviours:

Behaviours that do not support the Community of Caring program, and therefore interfere with the establishment of welcoming, caring, respectful and safe learning environments are considered unacceptable. These include, but are not limited to:

- Behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
- Acts of bullying, cyber-bullying, harassment, or intimidation;
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern;
- Breaches of digital on-line safety;
- Inappropriate use of mobile devices;
- Inappropriate student dress;
- Physical violence or threats;
- Personal or sexual harassment;
- Hazing;

- Illegal activity such as:
 - gang activity;
 - possession or use of weapons;
 - possession, use or distribution of illegal or restricted substances (including drugs, alcohol, tobacco, or e-cigarette products);
 - theft or damage to property.

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

5. Progressive Discipline Plan:

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

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

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

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and equally to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

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

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

Interventions and consequences increase when:

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

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

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

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

6. 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.

7. Consideration of Student Diversity:

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

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.

Student Groups & Human Sexuality Topics

Over the year, our school may establish a student group, which engages in discussion and activities related to diversity and justice issues, including support for students belonging to sexual minorities. In particular, within our Religious Education and Family Life Catholic Community of Caring program, students may provide leadership and receive support to continue to build inclusive communities, aligned with our Catholic social teachings. If you wish further information, please contact the principal.

LOCKERS

Some elementary grades are assigned a locker. For access purposes, should students forget their combination or locks get mixed up, students will only be allowed to use a simple traditional-style combination lock, such as the basic

“Dudley” lock. If students come with other styles of combination locks, they will be asked to change it out. The Dudley style of lock is conveniently available from the main office for just \$10.

Students are entirely responsible for the security of their own locks and combinations. They are discouraged from sharing their locker combination with other students.

Homeroom teachers collect the students’ locker combinations so as to obtain access, if required.

As the owner of the school lockers, the Calgary Catholic School Board empowers the principal (or designate) to carry out general inspection of lockers.

Locker searches may include the whole class or an individual student. Valuables should not be brought to school or kept in lockers. The school cannot be held responsible for lost or stolen items.

EMERGENCY CONTACTS

Please ensure that current phone numbers, emergency contacts and email addresses are on file at the office and always up to date. Gracias!

Important Dates 2017-2018

September

5 First day of classes

22 Parent/Teacher Conferences (K-9) (No classes)

October

6 Professional Development Day (K-12) (No classes)

9 Thanksgiving Day (No classes)

November

1 Faith Day (No classes)

December

1 Parent/Teacher Conferences (K-9) (No classes)

21 Last day of classes before Christmas Holidays begin (Full day)

January

8 School re-opens

26 Professional Development Day (K-9) (No classes)

February

14 Ash Wednesday

15 Teachers Convention ATA (No classes)

16 Teachers Convention ATA (No classes)

19 Family Day (No classes)

March

22 Parent/Teacher Conferences (K-9) (No classes)

23 Professional Development Day (K-12) (No classes)

29 Last day of classes before Easter Break (Full day)

April

9 School re-opens

20 Professional Development Day

May

18 Professional Development Day (K-12) (No classes)

21 Victoria Day (No classes)

June

28 Last day of classes (Full day)