

Escuela St. Margaret School

***Junior High
Student Handbook
2018-2019***

***Ms. L Davies
Principal***

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Vice Principal***

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WELCOME / BIENVENIDOS

¡Bienvenidos a todos! Welcome to one and all! We are confident that our students and their parents will find Escuela St. Margaret to be a welcoming and enriching learning environment. Our goal is for all our students to reach their full potential academically, physically, spiritually and socially, so we invite them to involve themselves in their learning and to actively participate in the various school activities. St. Margaret defines itself 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. This means that, 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 in the dignity of every child and that each child has unique talents. By identifying and tapping into their unique talents, they can experience success in learning.

This handbook provides important information about Escuela St. Margaret and our expectations for all students. We encourage both students and parents to contact teachers or Administration with any concerns they might have throughout the year.

Sincerely,

Leslie Davies
Principal

Colin Goodwin
Vice Principal

OUR PATRON SAINT

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 come to know the love of God as 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 a one-hour prayer vigil every Thursday evening in memory of the agony of Jesus in Gethsemane.

After serving as novice mistress and assistant superior, Margaret Mary died at the age of 43. While being anointed, she 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 está 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 Getsemaní.

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

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.



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 Escuela St. Margaret through service learning, leadership and our awards programs. Our staff weaves this philosophy throughout their instruction and into their relationships with our students. Our students demonstrate these core values in many leadership and service learning projects.

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

School Organization

SCHOOL OFFICE HOURS:

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

Junior High BELL SCHEDULE

Entrance Bell	8:30
Classes Begin	8:35
Lunch Break	11:45
PM Entry Bell	12:25
Attendance	12:30
Classes Begin	12:35
PM Dismissal	3:05

PROGRAM OF STUDIES

Alberta Education 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 <http://education.alberta.ca/teachers/program.aspx>*

SPANISH BILINGUAL PROGRAM

Escuela St. Margaret provides a Spanish Bilingual program from kindergarten to grade 9. 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 programs follow the guidelines of Alberta Education. At the junior high level, 35% percent of the course work is taught in Spanish, including the following courses: Spanish Language Arts, Math, and PE/Health. The program incorporates the cultural aspects of the various Spanish-speaking countries.

RELIGIOUS EDUCATION

Religious instruction is an integral part of our program. Religion classes are held daily. **All** students are expected to participate in the religious activities of the school. Escuela St. Margaret is linked to Canadian Martyrs Parish, located at 835 Northmount Drive NW, phone: (403) 284-3311. School liturgies are held regularly. Please check the school calendar on our website for dates and times. Parents are always welcome to attend! Students in Grades 8 write a district-wide Religion exam in the spring.

THE FAMILY LIFE PROGRAM

The Family Life Program is developed by the District and is integrated by the teachers into the Religion Program. Parent booklets are available upon request. The Human Sexuality components are taught in grades 4-9. Parents will be informed prior to the teaching of these units.

DISTRICT ATTENDANCE POLICY

Regular attendance is expected of all students except when illness, appointments or family emergencies prevent attendance. Please make every

effort to have your child in school on time. Parents are asked to notify the office before 9:00am when a student will be absent or late. If a parent does not call when a student is absent, the SchoolMessenger automated phone system will call to notify the parent(s). We appreciate you calling ahead!
Late Arrival: 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 homeroom teachers.

EXCESSIVE ABSENTEEISM

Should students have excessive absences or lates, the school will initiate a Student Attendance Improvement Plan and may refer students and families to the district's attendance officer.

Many families take holidays during the school year, resulting in loss of school time. **Please note that teachers are not responsible 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.

PERMISSION TO LEAVE THE SCHOOL

Students who leave the building during school hours for appointments or any other 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, please provide the school with current phone numbers and emergency contact names and phone numbers. In case of serious injury or illness, the school may need to request Emergency Medical Services. All costs associated with calling an ambulance are the parent's responsibility.

VISITORS TO THE SCHOOL

In order to maintain a safe school environment, all visitors and parent volunteers must enter by the front door and **are required to register at the main office.**

All visitors must wear a Visitor/Volunteer tag. Our staff is directed to approach any person in the building who is not identified by a Visitor tag. This ensures a learning environment that is safe and caring. Students who do not attend St. Margaret are discouraged from visiting the school while classes are in session.

School 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 badge while in the building. This policy assists in maintaining security in the school.
- Parents collecting 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 not able to take class time to discuss individual matters with visitors.

SCHOOL PARKING LOT

Please be extremely cautious when dropping off or picking up your child. The parking lot is reserved for staff use only; **please refrain from driving into our parking lot**. Also, we ask that you not stop or park in Bus Zones or crosswalks, and that you not jaywalk with or without your child. Jaywalking sets a poor example for our students. Thank you very much for your cooperation!

CELL PHONE/PERSONAL TECHNOLOGY (iPods, etc.)

Cell phone and personal technology may be used at the discretion of the teacher for academic purposes during school hours. If not needed for academic purposes, cell phones are NOT to be used inside the school between first bell and last bell, including during the lunch break. Students are expected to conduct themselves in a respectful and responsible manner at all times with technology. Failure to comply will result in progressive discipline that could result in a suspension of privileges. **Use of the camera/video function on phones is strictly prohibited.** We cannot guarantee the safety of electronic/digital devices, and therefore prefer that students leave them at home if they are not needed for an academic purpose.

USE OF SCHOOL OFFICE PHONES

With permission from their teacher, students may use the office phone in cases of urgency and illness. Please ensure that all after-school arrangements

have been made prior to sending your child to school each day. Delivering messages to students during the day is disruptive to education and to office routines.

MAIN DOOR

The front door is reserved for guests, for parents escorting students, and for late students only. All other students should enter and exit the building only through the entrances that have been designated for their use. This helps keep our main foyer clear for bus monitors and people with business at the front office. Thank you for your understanding and cooperation!

LUNCH POLICY AND PROCEDURES

Grade 7 students will not be allowed to leave the school for lunch until this privilege has been earned. The requirements to earn off-campus lunch will be sent home in the first few weeks of school. Please note that written parent permission will be required.

Students in Grades 8 and 9 must review the guidelines of off-campus lunch privileges with their parent(s). Grade 8 and 9 students may leave the premises at lunch-time, as long as they consistently represent themselves as responsible students. If a student does not act in a responsible and respectful manner, he/she will meet with Administration to discuss consequences.

The lunch break is very short. We therefore recommend that students bring a lunch or purchase items from the school concession. Students must stay in designated areas in close proximity to the school. They are not to cross 14th Street NW or loiter at the public parks in our school area. Students are to return to school property no later than 12:05 p.m.

Students not involved in indoor lunch activities are expected to remain outside before school and during the lunch break, unless the temperature falls to -20° Celsius or below. We remind students to wear appropriate clothing that allows for possible weather fluctuations.

LOCKERS

All junior high students are assigned a locker. For access purposes, for example when students forget their combination or locks get mixed up, a simple traditional-style combination lock, such as the basic “Dudley” lock, is preferred.

The Dudley style of lock is conveniently available from the 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.

PERSONAL ITEMS

Students are encouraged to not bring valuable personal items to school (i.e., cell phones, MP3 players, iPods, Nintendo DS/PSPs, and other electronic devices). 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 engaged for personal use during school hours. Students are also discouraged from carrying substantial amounts of money and are reminded not to leave anything of value in gymnasium change rooms at any time.

LOST AND FOUND

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

STUDENT DRESS CODE

The purpose of the *Calgary Catholic School District Dress and Appearance Code* is to provide a positive and safe learning environment that will reflect 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 are to be no shorter than the student's fingertips with arms hanging at sides.
4. Appropriate footwear shall be worn at all times. Flip-flops are not acceptable for Phys Ed classes.

Clothing, jewellery, 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.
4. Heavy or spiked chains.

Students not complying with the *Dress and Appearance Code* will be asked to change into more appropriate attire. This may require calling home to have appropriate clothing brought to school for them. 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 a suspension from school.

During **inclement weather**, please ensure that students are dressed appropriately to go outdoors for recess and the lunch break. Except on the very coldest days (-20° C or below), students are expected to be outside.

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 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.**

PHYSICAL EDUCATION DRESS

In order to foster a proper learning environment, and to promote safety, comfort, hygiene, and neatness in appearance, physical education attire is required for all athletic activities (shorts or sweat pants, t-shirts, running shoes). **Students must have NON-MARKING running shoes for physical education classes. BLACK-SOLED SHOES ARE NOT ALLOWED.**

SCHOOL SUPPLIES

All students at St. Margaret School are expected to come to class ready to learn. This means that the students are required to have the necessary school supplies available. A grade-specific supply list may be picked up at the office. Grade-specific school supply lists can also be viewed at <https://www.cssd.ab.ca/schools/stmargaret> .

TEXTBOOKS / BAND INSTRUMENTS

All students are expected to take proper care of their instruments and textbooks. **Due to the high cost of these items, students who damage or lose textbooks or district-owned instruments are required to pay the repair cost before a replacement will be issued.**

EMERGENCY PROCEDURES

On a monthly basis, staff and students will practice fire drills and/or emergency procedures to ensure that we are ready in an emergency situation. All schools in the province are mandated to have Disaster Plans in place, in case a situation warrants it. This includes lockdown and evacuation procedures. We will have a lockdown drill at least twice during the school year. We are aware that this can be an unnerving experience; as such, please

know that our students will be taught these procedures with due care and sensitivity.

STUDENT BUSING

Bus passes must be purchased by students and/or their parents from vendors in the community.

STUDENTS ARE REMINDED TO MAINTAIN THE SECURITY OF THEIR BUS PASS. IF A BUS PASS IS LOST OR STOLEN, IT CANNOT BE REPLACED OR RE-ISSUED. A NEW ONE MUST BE PURCHASED.

FIELD TRIPS

Field trips are an integral part of the total curricular offering of the school. Parents will be notified about trips as they arise. In some instances, parents may be asked to contribute a small fee to cover some of the costs. All field trip forms must be submitted to the teacher by the stated deadline or the student will not be permitted to attend. In transporting teams to sporting events, volunteer drivers may be necessary. All parents volunteering to drive students for any event must attend a volunteer orientation and also complete the Volunteer Driving Form available at the office.

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 the student, the school, and instruction and learning. We encourage parents and teachers to communicate with one another whenever concerns should be shared.

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

1. First, please make an appointment to meet with the person involved (i.e. teacher, staff member).
2. Then, if the issue is not resolved or 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:

LIBRARY

Notices are given to students with overdue materials. If the item is lost, there are two options: a) the book may be paid for (should the item be found, a refund will be issued); or b) the lost item may be replaced with a book in good condition and of equal value.

COMPUTER AND INTERNET USE

All students are required to have on file an *Annual Student Acceptable Use Policy for Internet Form* signed by both the student and the parent/guardian. Students who misuse school computers or who violate acceptable use policy for the Internet will have their computer/technology privileges revoked. Serious offences will result in suspension.

COUNSELOR

Escuela St. Margaret has a counselor available to the students. Appointments may be made directly with the counselor. The main objectives of the Counseling program are to promote self-awareness, to encourage effective problem-solving practices, and to develop effective decision-making strategies.

ACADEMIC SUPPORT

St. Margaret School has resources and a Diverse Learning team available to assist students with diverse learning needs, including English Language Learners. 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.

HEALTH SERVICES

It is important that children are well enough to learn when they come to school. **Children who are ill 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 recesses.**

A Community Health Nurse visits the school on a semi-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 to assist the teachers with the Health curriculum.

ADMINISTERING MEDICATION TO STUDENTS

The district/school is not responsible for administering medications.

Where students are self-administering, they are expected to bring to school only the dosage for one day. In limited circumstances where staff administers medication, the Principal shall require a signed request from the parents and the student's physician. These documents are available at the office.

****These documents are also required for the administration of epi-pens.****

BRIGHTSPACE (operated by D2L)

Brightspace by D2L is the Calgary Catholic secure, flexible and web-based platform supporting students in grades 7-12. Parents, students and teachers can access a suite of tools, such as course content, news, digital resources, calendar, grades and other communication and assessment supports. At the junior high level, Brightspace is the primary mode for online communication between teacher and home. Access to these tools and resources is available anywhere there is Internet access.

Becoming familiar with Brightspace will greatly assist parents in staying current with teacher expectations and their child's progress (including missing assignments). Please type in or click on the following link to find out more: <https://dl.cssd.ab.ca/>

NEWSLETTER: "Family News"

The school publishes a weekly news bulletin called "St. Margaret Family News." It is sent out weekly via SchoolMessenger email and is also posted on the school website. The newsletter highlights school events and upcoming

activities, as well as celebrating members of our school community. We encourage parents and students to send in feedback and/or news that might be suitable for the “Celebrate” column.

WEBSITE

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

Academic Program:

HOMEWORK:

Homework is “any task assigned by teachers intended for students to carry out during non-instructional hours” (*Canadian Council on Learning: A Systematic Review of Literature Examining the Impact of Homework on Academic Achievement*, 2009. p. 5).

The Calgary Catholic School District has a district-wide homework regulation. The district recognizes that 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 successful learners;
- the benefit of a district-wide, balanced, reasonable approach to homework.

Homework is designed to support learning and is not intended to introduce new concepts or provide instruction. Therefore, homework should be assigned: a) for reviewing and reinforcing skills and concepts taught during instructional time; b) for completion of work assigned during the school day that was not finished in a reasonable amount of time; c) for enrichment to extend the learning beyond curriculum expectations; or d) for project work related to the curriculum when additional time outside of the school day is required.

To recognize the importance of personal and family time, it is recommended teachers use the following guidelines related to the quantity of homework: Grades 7 to 9 – a maximum of 60 minutes of homework per school night.

For further details on the district homework policy, please check out the “Parents” tab on the district website:

<https://www.cssd.ab.ca/Parents/ParentSupport/Homework/Pages/default.aspx>

REPORTING PERIODS

There are four reporting periods in each academic year. The first report is an **oral** parent-teacher conference in September. Formal written progress reports will be sent home in December, in March, and at the end of June. Parent-teacher conferences are scheduled following the distribution of the progress reports. Should parents have concerns outside of these times, they are encouraged to contact the teacher directly. Our school uses **Conference Manager** to organize parent-teacher conferences. Please register through the following link to find out further information on this program:
<http://www.cssd.ab.ca/stmargaret/conference-manager-parent-info/>

ACHIEVEMENT TESTS & FINAL EXAMS

Provincial Achievement Tests (PATs) are prepared by Alberta Education. In junior high, they are written by Grade 9 students in May and June. Teachers generally score these exams prior to sending them to Edmonton and they may be used as part of the student’s final mark. Official results from Alberta Education become available in September. The Provincial Achievement Test schedule may be obtained from our website.

Co-Curricular and Extra-Curricular Activities:

RELIGIOUS ACTIVITIES

A number of liturgies and celebrations are scheduled throughout the year. They are prepared and presented by students and teachers in order to enhance and highlight the church’s liturgical calendar. On occasion, the parish priest from Canadian Martyrs Parish leads our liturgies. Parents are always invited

to share with us by attending these liturgies. Please watch for dates and times as communicated in the Family News and on the website.

INTER-SCHOLASTIC SPORT PHILOSOPHY

Involvement in the inter-scholastic athletic program requires extra time and effort on the part of the staff and students. This involvement, while encouraged, is voluntary and beyond the scope of the regular day. Those students participating on the school teams represent Escuela St. Margaret. As the total school program is reflected in the inter-scholastic athletic program, each student is selected based on athletic ability, a positive attitude and good conduct in all areas of school life. Students whose attitude and behaviors are deemed to reflect poorly on the school may be removed from the team.

Students are required to fill in an Athletic Code of Conduct, as well as an Inter-scholastic Sport consent form.

STUDENT GROUPS & HUMAN SEXUALITY TOPICS

Over the course of the year, our school may establish a student group that 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.

CLUBS AND COMMITTEES

At Escuela St. Margaret, there are many opportunities for students to get involved with clubs and committees. Clubs offered will change yearly, based on teacher and student interests.

Student Conduct:

Escuela St. Margaret is a Catholic Community of Caring school and our students are expected to conduct themselves as responsible members of the school community and to behave in a manner reflecting a Christian attitude. Together with the staff, parents and other students, each learner shares a

responsibility for creating a safe and caring learning environment. Children grow and mature in a supportive environment; therefore, our guidelines for conduct are designed to support, not restrict, students. We aspire to create a school that our students can all be proud to attend and where there is freedom to learn and explore in a Christian atmosphere.

Although staff and students work diligently to ensure that rules and expectations are followed, students may experience difficulties from time to time. In these cases, we work closely with the student and his/her parents to address the problem and reach a resolution. Parental support is invaluable in reaching a solution. We extend an invitation to parents and students to work with us as a team, to address concerns early and to be proactive. No form of physical, racial, sexual or psychological harassment or abuse will be tolerated.

BEHAVIOR EXPECTATIONS

The following general expectations for student behavior are designed to ensure that student rights are respected and their responsibilities are clear. All our junior high students are expected to:

1. Attend classes regularly, and to be prepared and on time with all necessary materials, books and assignments completed.
2. Respect the authority of all teachers, support staff, and parent volunteers at the school.
3. Show consideration, courtesy and respect to all students, staff and visitors at the school.
4. Avoid the actual or threatened use of physical, verbal, sexual or emotional power, intimidation, and/or harassment, as an individual or as part of a group, that results in physical and/or psychological harm of another individual or group.
5. **Not** bring items to school that might disrupt learning (including cell phones) or jeopardize safety (including weapons of any kind; eg. **real or toy guns, knives, laser pens, sling shots or elastics, pea shooters, chains, matches or lighters**).
6. Communicate in a manner that is in keeping with the expectations of a Catholic school and avoid the use of profane language or inappropriate gestures.

7. Come to school dressed in suitable attire and maintain respect for the personal dignity of self and others.
8. Walk quietly and safely to and from all activities in an orderly manner.
9. Use school and playground equipment appropriately and play safe games that will not harm or potentially endanger others or themselves.
10. Demonstrate the need for older students to ensure the safety of younger students and to act as appropriate role models.
11. Treat all school property and the property of others with care and respect.
12. Behave in a law-abiding manner with respect to the property and rights of others.
13. Behave in a law-abiding manner with respect to smoking/vaping on school property or being in the possession of, or under the influence of, illegal substances.

The following are serious topics of concern with regard to student conduct:

1. Defiance and disrespect
2. Open opposition to authority
3. Bullying, including cyber-bullying
4. Internet abuse
5. Physical harm/assault
6. Personal and/or sexual harassment
7. Hazing
8. Gang activity
9. Weapons in school
10. Drug or alcohol use
11. Inappropriate student dress
12. Inappropriate student conduct on buses

Bullying:

“Bullying is defined as a deliberate form of aggression in which one person, or group of persons, feels entitled to exert power over someone” (Calgary Catholic School District). Bullying involves hurtful behaviors that are repeated and intentional. The four most common types of bullying are verbal, social, physical and cyber, and may involve issues of race, religious beliefs, colour, gender, sexual orientation, physical or mental limitations,

ancestry/place of origin, marital status of parents or other family circumstances.

DRUGS AND ALCOHOL

Students are prohibited from using drugs or alcohol on school property. Students who come to school under the influence of drugs or alcohol will be dealt with by the proper authorities, including Administration, parents and police.

PROGRESSIVE DISCIPLINE POLICY

When, after investigation, the conduct of a student is deemed to be detrimental to others or to the school, or when a student refuses to comply with defined expectations, corrective measures will be taken. Students who at any time feel unsafe should immediately approach the supervisor/teacher. Parental support is a critical part of this process. Parents can support their child and the school by:

- Reviewing expectations for conduct
- Reinforcing those attitudes and behaviours that support the school rules and expectations
- Teaching the value of responsibility by supporting your child when he/she is faced with the challenge of accepting responsibility for his/her inappropriate 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.

1. **Informal Talk:** School personnel (teacher, support staff member, administrator) will talk to the student and try to reach an agreement regarding how the student should behave. Examples: tardiness, inappropriate attitude, minor misbehavior, or incomplete work.
2. **Formal Documentation/Parent Contact:** The student's misbehavior is recorded on a conduct report form with a copy kept on file in the Principal's office for the duration of the school year. Examples:

repeated offenses described in #1 above or breaking school rules. Along with the report, students may be required to make apologies, perform community service, and/or make restitution.

3. **Detention:** After school, recess, or noon hour detentions may be assigned to a student to correct inappropriate behavior. Examples: disrespect shown to staff, other students or adults at the school; bullying, intimidating, or harassing other students; homework not completed; or repetition of behavior listed in #1 and #2 above.
4. **Parent Conference:** A formal conference is held between the student, the teacher and/or administrator, and a parent of the student. During this conference, a review is done of the student's ongoing behavior and a plan is put in place as to how the behavior will be corrected. The student may be referred for help either within the school district (i.e. referral to the district behavior team) or outside (i.e. anger management program, Social Services).
5. **Restriction of Privileges:** When there are repeated instances of behaviors requiring consequences described in #1, #2 and #3 above, a student may be denied the opportunity to participate in certain school activities (eating lunch at school, intramural or extra-curricular activities, special events, field trips).
6. **Suspension:** School Board policy allows for the removal of a student from a class, a bus or the school if the student's misbehavior is judged to be severe enough and/or frequent enough that it seriously interferes with the safety or learning of others. Such suspensions may be of 1-5 days in duration and they always require a formal meeting with parents. The school may stipulate that a condition of return include the student receiving help to manage his/her behavior. This help may be accessed from within the school district (i.e. referral to the district behavior team) or outside (i.e. anger management program, Social Services, drug rehabilitation). Examples: use of profanity, repeated insolence and lack of respect for the authority of school personnel, possession or use of illicit drugs or alcohol, physical or sexual

harassment, damage to school or personal property, physical assault. Offenses that involve theft or damage to property will require that restitution be made.

7. **Legal Action:** Offenses that involve laws being broken (vandalism, assault, theft) could lead to the school or victims of the crime laying charges.
8. **Expulsion:** Students whose behavior is still severe after all other options have been exercised will be referred to the Superintendent of Schools for permanent expulsion from the school.

The procedural steps outlined above may be shortened considerably depending on the seriousness of the situation.

*We wish you the blessings of the Lord
this school year
and always!*