<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 29</td>
<td>Teacher Organization Day</td>
<td>Jan. 9</td>
<td>School resumes</td>
</tr>
<tr>
<td>Aug. 30</td>
<td>Professional Development - NO CLASSES</td>
<td>Jan. 27</td>
<td>Professional Development - NO CLASSES</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Teacher Organization Day</td>
<td>Feb. 16 &amp; 17</td>
<td>A.T.A. Convention - NO CLASSES</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Gr. 1-5 classes begin - Full Day</td>
<td>Feb. 20</td>
<td>Family Day - NO CLASSES</td>
</tr>
<tr>
<td>Sept. 1 &amp; 2</td>
<td>1/2 Kindergarten Class each day</td>
<td>Mar. 1</td>
<td>Ash Wednesday</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Regular classes begin for Kindergarten</td>
<td>Mar. 10</td>
<td>Progress Reports go home</td>
</tr>
<tr>
<td>Sept. 5</td>
<td>Labour Day - NO CLASSES</td>
<td>Mar. 15</td>
<td>Parent / Teacher Conferences</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>Regular classes begin for Kindergarten</td>
<td>Mar. 16</td>
<td>Parent / Teacher Conferences</td>
</tr>
<tr>
<td>Sept. 15</td>
<td>Parent/Teacher Conversations 4:30 - 7:30 PM</td>
<td>Mar. 17</td>
<td>Professional Development – NO CLASSES</td>
</tr>
<tr>
<td>Sept. 16</td>
<td>Parent/Teacher Oral Conversations 8:30-11:30 &amp; 12:30-2:30 PM NO CLASSES</td>
<td>Mar. 24</td>
<td>Easter Holidays begin</td>
</tr>
<tr>
<td>Sept. 20</td>
<td>Volunteer Orientation 6:00-6:30 PM School Council Meeting 6:30-7:30 PM</td>
<td>Apr. 3</td>
<td>School resumes</td>
</tr>
<tr>
<td>Oct. 7</td>
<td>Professional Development - NO CLASSES</td>
<td>Apr. 14</td>
<td>Good Friday - NO CLASSES</td>
</tr>
<tr>
<td>Oct. 10</td>
<td>Thanksgiving - NO CLASSES</td>
<td>Apr. 16</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Professional Development– NO CLASSES</td>
<td>Apr. 17</td>
<td>Easter Monday – NO CLASSES</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>Faith Day - NO CLASSES</td>
<td>Apr. 18</td>
<td>Schools reopen</td>
</tr>
<tr>
<td>Nov. 10</td>
<td>Photo retakes 8:30-11:00 AM</td>
<td>May 19</td>
<td>Professional Development - NO CLASSES</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Remembrance Day — NO CLASSES</td>
<td>May 22</td>
<td>Victoria Day – NO CLASSES</td>
</tr>
<tr>
<td>Nov. 25</td>
<td>Progress Reports go home</td>
<td>June 29</td>
<td>Progress Report distribution</td>
</tr>
<tr>
<td>Dec. 1</td>
<td>Parent / Teacher Conferences (Every family requested) 4:30 -7:30 PM NO CLASSES</td>
<td>June 30</td>
<td>Last day of classes</td>
</tr>
<tr>
<td>Dec. 2</td>
<td>Parent / Teacher Conferences NO CLASSES 8:30-11:30 &amp; 12:30-2:30</td>
<td>June 30</td>
<td>Dismissal 2:50 pm</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>Christmas holidays begin This is a full day Dismissal @ 2:50 pm</td>
<td></td>
<td>Teacher Organization am only</td>
</tr>
</tbody>
</table>
PRINCIPAL’S MESSAGES

Welcome to St. Thomas Aquinas and the 2016-2017 School year!

We continue to look forward to your interest, support and involvement in the education of the children in our school. At St. Thomas Aquinas, we will continue to build a school community that has a strong instructional focus and a Catholic school climate and culture that emphasizes core family values.

Providing a quality Catholic education for our students is accomplished through continuous cooperation between home, school and parish within a framework of mutual respect and participation. We will strive to communicate clearly, effectively and openly and we trust you will do the same. Communication is key in providing a positive learning environment for our students. We expect all students to use this agenda as a daily communication tool between home and school and we ask you to sign/initial it every day.

Please take the time to read the next few pages in the agenda as it will assist you with learning our expectations and operations. We look forward to working in partnership with you during the upcoming school year. Please feel free to contact us if you require further clarification.

Together, it will be a great year!

Sincerely,

Kim Welte          Nick Fatica
Principal          Assistant Principal

DISTRICT MISSION STATEMENT

Our District's mission statement outlines our primary purpose: Living and Learning in our Catholic Faith.

SYNOPSIS OF ST. THOMAS AQUINAS’ LIFE

St. Thomas Aquinas was born about the year 1225 into the family of the count of Aquino. As a child Thomas proved to have a great mind. In order to better train his mind, his father sent him at an early age to study at the monastery of Monte Cassino and then later at the University of Naples. Afterwards, Thomas joined the Dominican friars and completed his studies at Paris and Cologne. His family was upset and shocked that Thomas, a nobleman, would want to live his life with a group of poor friars, so they captured him and held him hostage for more than a year. Nothing could change his mind about wanting to write about, and teach about God. He eventually escaped and lived his life as a great scholar and teacher. Thomas Aquinas was a very quiet man who preferred to teach through his brilliant writings in philosophy and theology. He reportedly never forgot anything he read, and could dictate to four secretaries at one time. St. Thomas prayed often, and acknowledged that his gifts came from God. He died in Italy on March 7, 1274, but we honour his memory on January 28, the day his body was transferred to Toulouse in 1369.

St. Thomas Aquinas is the patron saint of teachers and schools. He is an inspiration for us all to be good students.
HOURS OF OPERATION

Kindergarten 8:25-11:04 a.m. 12:10 - 2:49 p.m.
Grades 1-5 A.M. Warning 8:20 a.m.
Class start 8:25 a.m.
Lunch recess 11:25-11:50
Lunch 11:50-12:15
Recess 1:45-2:00
Dismissal 2:50 p.m.

Office hours: 7:45—3:45 PM

- Please note that children should not arrive at school prior to 8:05 AM as no supervision is provided until that time. Prompt pick up at 2:50 PM is appreciated.
- Supervision is available after school until 3:05. Parents/care givers are responsible for their child’s supervision after 3:05. Students using the creative playground, tarmac and playing field do so at their own risk.

PROGRESS REPORTS & CONFERENCES

Sept. 15 Grade 1-5 Oral Conversations 4:30 - 7:30 PM
16 Grade 1-5 Oral Conversations 8:30 -11:30 & 12:30 -2:30
Nov. 25 Progress Reports go home
Dec. 1 Parent/Teacher Conferences 4:30 -7:30 PM
Dec. 2 Parent/Teacher Conferences 8:30 -11:30 &12:30 -2:30
every family requested for the above conferences
Mar. 10 Progress Reports go home
Mar. 15 Parent/Teacher Conferences 4:30 -7:30 PM
Mar. 16 Parent/Teacher Conferences 8:30 -11:30 & 12:30 -2:30
June 29 Progress Reports go home

STAFF LIST 2016-2017

- Mrs. M. Bowes  Mr. B. Krebs
- Ms. M. Chapman  Mrs. L. Lamacchia
- Miss. S. Carlson  Ms. N. Phaneuf
- Mr. N. Fatica  Mrs. K. Rietze
- Ms. C. Harvey  Mrs. S. Staley
- Miss. L. Harvey  Mrs. P. Stratham
- Ms. M. Gallant  Ms. K. Welte
- Mrs. K. Kellsey

The staff of Holy Name Parish are valued members of our school community.

- Fr. Mario Basquey  Parish Priest
- Mrs. Cindy Senft  Church Liaison
- Mrs. Marlene Paley  Parish Secretary

PROFESSIONAL DEVELOPMENT—NO CLASSES

Aug. 30, 2016
Oct. 7, 2016
Oct. 31, 2016
Nov. 1 Faith Day
Jan. 27, 2017
Feb. 16, 17, 2017—Teachers’ Convention
Mar. 17, 2017
May 19, 2017

SCHOOL COUNCIL

School Council is the major vehicle for parents to have a voice in the activities and practices in the school. Each family is encouraged to take part in our monthly meetings. The meetings are held on the THIRD TUESDAY of EVERY MONTH alternating either 9:30-10:30 am OR 6:30-7:30 pm. Please see MONTHLY CALENDAR for dates and times.
COMMUNICATION

A Newsletter will be sent or e-mailed home on the last day of each month for the upcoming month. Periodically, other parent notices will also be sent. Please check your child’s backpack and agenda pocket. In this way, it is hoped parents will be well informed of school happenings. You can also access information on our school website at www.cssd.ab.ca/schools/stthomasaquinas.

Please note that the first line of communication when parents have a concern is to contact the teacher directly. Administration can thereafter be contacted if the concern is not adequately addressed.

STUDENT DRESS AND APPEARANCE CODE

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

The expectations are, but are not limited to the following:

- Outerwear (i.e. coats, jackets, etc.) sunglasses, hats or headgear shall be removed inside the school.
- Emblems, printing/writing on attire shall be in harmony with Catholic values and beliefs.
- Shorts and skirts shall be in good repair and of appropriate length.
- Spaghetti straps, half tops or tops that show the midriff or bare shoulders are not acceptable.
- Appropriate footwear shall be worn at all times.

Clothing, jewelry, piercing 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:

- Clothing or accessories that depict or symbolize inappropriate language or messages.

Students not complying with the expectations will be asked to change into more appropriate attire. It will be viewed as defiant behavior if the student repeatedly violates the expectations. Consequences, as outlined in our school’s Progressive Discipline Plan shall range from a verbal reminder to a suspension from school.

INDOOR / OUTDOOR FOOTWEAR

In order to maintain a clean and healthy learning environment, we request that all students have both an indoor and outdoor pair of shoes available at all times. Indoor running shoes, with white soles, would be appreciated. Please leave shoes with wheels at home.

HOMEWORK POLICY

The Calgary Catholic School District recognizes meaningful, carefully-planned homework can support student success and be a complementary part of a student’s overall learning program. 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 3-12 can be a meaningful part of a student’s learning. Time spent on homework may vary from one student to the next. Parents who have concerns with homework expectations should contact their child’s teacher or the school principal to discuss the situation and the options available.

The Calgary Catholic School District finalized a homework regulation in consultation with its community in 2011-2012. You can find more information about the District’s homework regulations at https://www.cssd.ab.ca/AboutUs/DistrictGovernance

One of the most valuable activities a student can participate in is 10 to 20 minutes of nightly reading.
**Recommended Times**

To recognize the importance of personal and family time, it is recommended teachers use the following guidelines related to the quantity of homework.

The amount of homework assigned to students should be differentiated according to age, developmental stage and grade level along a continuum from lower to upper elementary, elementary to junior high and junior high school to high school. At all levels, the time a student spends on homework may vary and individual student needs and capacity should always be considered.

Keeping in mind that the first grade in each divisional range below should reflect time at the low end of the scale, with a gradual extension at the upper end of the division to the higher time range, the following are recommended time guidelines:

**Kindergarten-Grade 3:** Occasional 5-10 minutes of homework per week.

**Grades 4 to 6:** Maximum of 30 minutes of homework per school night.

Additional explanation related to each of these grade levels is provided in the Administrative Procedures under 364 Homework on the District internet site.

Good study habits are developed when a reasonable amount of work is done at home on a regular basis. Parents, teachers and students each have their role to play.

Students will be expected to:

- Write assignments in the agenda each day
- Bring the homework home
- Do the homework
- Bring the homework back to school with agenda signed

Parents will be expected to:

- Be supportive
- Encourage and praise the child
- Take a positive stance on homework
- Sit down and discuss with the child the importance of homework.

- Provide a consistent time and place for homework and create a homework survival kit – box of pencils, crayons, etc.
- Provide assistance where necessary – asking for help may not mean that the child needs it.
- Call or write for clarification
- Read and sign the agenda each evening
- Allow the child to take responsibility for his/her work.

**HOMEWORK DURING EXTENDED ABSENCES**

Every year there are families who wish to take their children out of school for family holidays during the school year. The school is not in a position to authorize such requests since the school year is mandated by Alberta Learning. Often we are asked to provide students with school work in an attempt to keep children from falling behind in their studies. The nature of the school curriculum at the elementary level does not enable us to provide work that is equal to the in-class experience. At school, students are involved in experiential activities that cannot be duplicated as homework. Consequently when children miss classes they miss curriculum. While we can provide some suggestions for activities such as reading, journal writing and math that will complement the general curriculum, we cannot ensure that important concepts will not be missed. **Please do not ask for “catch-up” homework.**

*Please be aware an absence due to vacation is not considered an excused absence. We suggest students read, journal or access websites such as RazKids for reading or IXL for math.*

**SAFETY**

Please drop off your child at the drop-off zone on Garland Street (behind the school bus zone), on 45th Street (where drop-off signs are posted) or on 26th Avenue. Do not linger as this causes traffic back-up and increases the possibility of a child being hurt.

Never enter the staff parking
lot. It is not to be used for dropping off or picking up your children as it is a very dangerous place for children. The school parking lot is Out of Bounds to all non-school board vehicles.

Please take a few minutes to go over road safety rules with your child.

Fire Drills, Lock-downs or Evacuation

We take safety very seriously and as such we ensure that students have the opportunity to engage in practice drills for fire, lockdown and evacuation procedures. Fire drills are done once a month and lockdown practices are held twice a year. School Evacuation practices are conducted once a year.

When involved in a fire drill it is expected that everyone evacuate the building in a quick and orderly fashion without stopping to put on outside clothing, shoes, or to gather items. The main goal is to get out of the building safely. It is important that each student have proper footwear on at all times as everyone is to evacuate the building immediately if the alarm sounds and there may be snow on the ground.

Lockdowns and evacuations may be called for a number of reasons. The purpose of a lockdown or evacuation is to keep children and adults in the building safe. Some of the reasons we may require these measures in our building are medical emergencies, inappropriate conduct in the hallways (i.e.; fighting), unfamiliar animal in the school, an unfriendly stranger on the property.

In the event of a lockdown, Children will be secured in classrooms with their teacher along with any volunteers or visitors. Visitors and volunteers must wear a volunteer tag at all times so that they can be recognized as such. Please go over this with your child to put him/her at ease.

VISITOR IDENTIFICATION

When you volunteer at the school, please sign in and out at the office and wear a yellow volunteer tag which identifies you as a visitor. In this way, we can keep track of everyone who is in the building to assure the safety of everybody in case of emergency.

To ensure student and staff safety all doors will be locked throughout the day. Door monitors or staff personnel will open the doors at student entry times. The main entrance will remain unlocked from 7:45AM—3:45 PM. Late student arrivals or student pick ups must use the main entrance on 26 Ave.

Pick up and drop off procedures

Students at St. Thomas Aquinas have their own entrances around the side of the school and in the back to ensure a safe and orderly entrance into the building. It is expected that students use these designated doors when entering and exiting the school during school hours. When dropping students off in the morning before the bell, they are to use these doors only. It is not acceptable to drop students off at the front door. They will be redirected to go around.

When picking students up please wait for your child(ren) outside of the school. This helps keep hallways quiet, which is conducive to working and learning and also encourages children to take responsibility for independently putting on their coats, collecting belongings, etc. If you need to take your child out of school during the day, please report to the office to alert the administrative secretaries and sign your child out.

When dropping off items for your child such as a lunch, forgotten homework etc. please report to the office and the staff will ensure that they receive the items.

Please refrain from entering the playground during school hours such as recess or lunch hour as students and staff may not recognize you as a safe visitor to our property.

Young children may make unsafe choices when they are faced with the uncertainty of not knowing who is picking them up or when their pick up person is late. Please ensure to the best of your ability, that they are picked up
before 3:10 and staff are no longer available to supervise students.

Be sure to review the following guidelines with your child:

- Designate a regular meeting place and time.
- Communicate any change in plans to your child before school begins.
- Encourage your child to come to the office if they find themselves without someone to meet them or are unsure or afraid.
- Children cannot change plans without the parent’s permission.
- If a different person is to pick up your child we must be notified in writing.

**CHARTER BUSES**

Eligibility: Grades 1 to 5 must reside further than 1.2 km from the school.

We share buses with St. Gregory’s. The bus operator is Wilco Transportation (242-1176). Most routes are fixed with buses stopping at all Calgary transit zones. Please do not ask the driver to make added stops. Staff at St. Thomas Aquinas cannot support transportation changes or requests. REQUESTS MUST BE MADE TO OUR TRANSPORTATION DEPARTMENT.

As safety is of upmost importance in any vehicle, children are expected to behave responsibly on the bus. Please talk to your child(ren) about the importance of sitting quietly while the bus is in motion so that the driver is not distracted. Bus privileges can and will be removed from students who do not behave appropriately.

Occasionally students may wish to have a play date after school. Children who ride the bus may not invite other students to ride along with them if they are not usual passengers. **Children who are not eligible to ride buses will not be permitted to ride the buses.** Please make alternate arrangements for pick-ups on these occasions and let the school know when this is arranged so that we are aware of the situation. This is to avoid any undo panic that may result if your child does not show up for the bus at the end of the day.

**STUDENT FEES**

**General fees** of $10.00 per student includes cost of agenda, newsletters, general supplies and some presentations.

**Extended School Fees** are charged per grade level. They include resources, field trips, materials and services for enhancing programs.

All fees are established by the school and School Council. They are reviewed and approved by a District Fee Committee.

**LUNCHROOM FEES**

Lunchroom fees pay for **supervision** of your child at lunch hour. This year our fees will be:

- $ 80.00 per child
- $160.00 per family

**MILK CARDS**

Milk cards are sold at $20.00 each for 20 single serving cartons of milk. White milk and chocolate milk are available for purchase.

**SPECIAL LUNCH / SCHOOL SPIRIT DAYS**

These occur approximately once per month. Information will be provided about the cost and type of lunch.

**HEALTHY CHOICES for HEALTHY LEARNERS**

As a school community we have chosen to be a ‘healthy choices’ school. This means that we want to keep our bodies fit and healthy through healthy activity and healthy food choices. We also want to work to keep our minds healthy and to help build resiliency for good emotional and mental health in our students.

For these reasons, we ask all families to please respect our healthy choices and
recognize that cupcakes, cakes, cookies and sugary treats and drinks are not acceptable for celebrations at our school. Please see our first September newsletter to look for food alternatives for celebrations.

Thank you for helping to keep us healthy!

FIELD TRIPS

At the beginning of the year every student will be given a general permission slip which parents must sign. These will be kept on file for the year.

Specific authorization forms will be sent home as field trips arise.

WRITTEN PERMISSION MUST BE ON FILE BEFORE A CHILD CAN TAKE PART IN EACH FIELD TRIP.

RECESS

Children need a break and some fresh air in order to function well therefore, we will have outdoor recess unless the weather is really uncooperative e.g. (below –18ºC). Children can enjoy playing in the rain and snow if they are dressed for the weather conditions. This includes hats, mittens, warm coats, snow pants and boots depending on the weather.

The expectation is that if a child is well enough to be at school then he/she will be able to go outside for recess.

ABSENCES

Please call the school if your child is going to be away. Our automated system, School Connects, automatically calls home to notify parents regarding all absent students.

LATES

Students are expected to be on time. This is stipulated in the School Act. Records of lateness are maintained when late. Students and parents need to check in at the office when they arrive at the school to get a “Late Slip” before they will be admitted to class. Once it has been documented that a student has been late ten times a letter of notice will be sent home to parents and an attendance improvement plan may be initiated.

LOST AND FOUND

We have bins for misplaced belongings which are located in the boot rooms. Please feel free to check them any time during the year. Remember that labelling everything with your child’s name makes it easier to retrieve.

TOYS

Please do not allow your child to bring toys of any kind to school. Items can be lost or stolen and often distract from student learning. Outdoor equipment such as balls and skipping ropes are available for use by all students.

CELL PHONES

Cell phones must be placed in backpacks and are not allowed to be used for any purpose during school hours. If an emergency arises during the day, the school will contact parents on behalf of the child.

ANIMALS

Calgary By-law states that no animals are to be on school grounds. Animals should not be brought into the school as allergies can be dangerous.

MEDICAL ISSUES & STORAGE OF MEDICATIONS

Please advise the office and your child’s teacher if your child has a serious illness or allergy. Medications (such as Epi pens) must be labeled clearly in a Ziploc bag along with your child’s photograph, description of symptoms and dosage where applicable. A current form, “Authorization for the Administering of Medication” must be on file each year before any medication can be given. Forms are available at the office.
BICYCLES, SCOOTERS, SKATEBOARDS, ROLLERBLADES, HEELIES

Bicycles must be walked on school property and padlocked for safety. Maintaining the serial number of the bike is a good precaution in case of theft. Bikes, scooters, skateboards, rollerblades and Heelies are not to be used on school property during school hours.

RECORD KEEPING

Please inform us of any changes to telephone numbers, address, or emergency contact person throughout the year. WE NEED CURRENT INFORMATION IN CASE OF AN EMERGENCY.

PHONE CALLS

We request that you limit your phone calls to the office to change arrangements for your child except in the case of an emergency. We receive many last minute calls which cause confusion and sometimes anxiety for students.
Catholic Community of Caring

Catholic Community of Caring is a Calgary Catholic School District initiative intended to support schools in their efforts toward building caring, inclusive school communities. The Catholic Community of Caring philosophy is deeply rooted in our Catholic faith as the core values of faith, caring, respect, responsibility, trust and family are taught and modeled within the everyday life of the school.

This initiative provides a framework that empowers members of the school community to express their faith within all aspects of school life. Each year, individual schools assess their unique environment and create an action plan tailored to meet the individual needs of their schools. Through the creation of a caring inclusive environment, schools focus on the following components:

- Positive relationship development
- Gospel values in all curricular areas
- Community involvement
- Service Learning
- Student Forums

Each person within the school community plays a significant role in creating and sustaining the school climate. Students, parents and staff work together to co-create an inviting environment in which gospel values are embedded within the curriculum and expressed through daily activities. This total community approach creates a caring, respectful community environment that supports student learning.

Student leadership is strongly encouraged within the Catholic Community of Caring philosophy. There are countless opportunities for students to embrace their leadership potential through activities planned within their school. Service learning opportunities, caring clubs, peer mediation, multi-age groupings and student forums are a few examples of Catholic Community of Caring activities that enhance leadership capacity among students.

ST. THOMAS AQUINAS PRAYER

Let us pray to St. Thomas, patron of our school,
For guidance in all we say and do.
As a writer, a scholar, advisor to kings,
You gave us a prayer, and in our hearts we sing:

Refrain:
Grant us, dear God, a mind with which to know You,
A heart with which to seek You, wisdom to find You.
Grant us, dear God, acts with which to please You,
And faith on the journey to becoming more like You.

So we thank you, St. Thomas, for words to live by.
Please help us as we learn from day to day.
May we follow your example as we grow in love and faith,
Through this song filled with joy, and in our hearts we pray:

Refrain:
Grant us, dear God, a mind with which to know You,
A heart with which to seek You, wisdom to find You.
Grant us, dear God, acts with which to please You,
And faith on the journey to becoming more like You.
STUDENT CODE OF CONDUCT

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 publicly 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 con-
sequences are progressive in their degree of intervention and will be enacted depending on the fre-
quency and severity of occurrences. They will be applied consistently and equally to all students, not-
withstanding 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 sup-
port (not just consequences) is provided to those students who engage in unacceptable behaviour. Ex-
amples 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, coun-
selling, 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 tak-
en 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.
8. **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.

**The School Act states:**

A parent of a student has the responsibility

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

*School Act – Section 16.2*

**Notice to Parent or Guardian:**

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.

______________________________________________________

We have discussed and understand the expectations and information contained in this parent/student handbook.

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