<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Aug. 27</td>
<td>Professional Development - NO CLASSES</td>
<td>Jan. 4</td>
<td>School resumes</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Teacher Organization Day</td>
<td>Jan. 22</td>
<td>Professional Development - NO CLASSES</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>Teacher Organization Day</td>
<td>Feb. 9</td>
<td>Shrove Tuesday Breakfast</td>
</tr>
<tr>
<td>Sept. 1</td>
<td>Gr. 1-5 classes begin - Full Day</td>
<td>Feb. 10</td>
<td>Ash Wednesday</td>
</tr>
<tr>
<td>Sept. 1 &amp; 2</td>
<td>1/2 Kindergarten Class each day</td>
<td>Feb. 11 &amp; 12</td>
<td>A.T.A. Convention - NO CLASSES</td>
</tr>
<tr>
<td>Sept. 3</td>
<td>Regular classes begin for Kindergarten</td>
<td>Feb. 15</td>
<td>Family Day - NO CLASSES</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Labour Day - NO CLASSES</td>
<td>Feb. 16</td>
<td>Professional Development - NO CLASSES</td>
</tr>
<tr>
<td>Sept. 17</td>
<td>Parent/Teacher Oral Conferences 4:00 - 7:00 PM</td>
<td>Mar. 11</td>
<td>Progress Reports go home</td>
</tr>
<tr>
<td>Sept. 18</td>
<td>Parent/Teacher Oral Conferences 8:30-11:30 &amp; 12:30-2:30 PM</td>
<td>Mar. 17</td>
<td>Parent / Teacher Conferences 4:00-7:00 PM</td>
</tr>
<tr>
<td></td>
<td>NO CLASSES</td>
<td>Mar. 18</td>
<td>Parent / Teacher Conferences 8:30-11:30 &amp; 12:30-2:30 PM NO CLASSES</td>
</tr>
<tr>
<td>Sept. 21</td>
<td>Professional Day - NO CLASSES</td>
<td>Mar. 24</td>
<td>Easter Holidays begin Dismissal @ 11:50 AM</td>
</tr>
<tr>
<td>Sept. 22</td>
<td>Volunteer Orientation 6:00-6:30 PM</td>
<td>Mar. 25</td>
<td>Good Friday - NO CLASSES</td>
</tr>
<tr>
<td></td>
<td>School Council Meeting 6:30-7:30 PM</td>
<td>Mar. 27</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>Oct. 9</td>
<td>Professional Development - NO CLASSES</td>
<td>Apr. 4</td>
<td>School resumes</td>
</tr>
<tr>
<td>Oct. 12</td>
<td>Thanksgiving - NO CLASSES</td>
<td>Apr. 25</td>
<td>Professional Development - NO CLASSES</td>
</tr>
<tr>
<td>Oct. 23</td>
<td>School Photos</td>
<td>May 20</td>
<td>Professional Development - NO CLASSES</td>
</tr>
<tr>
<td>Nov. 2</td>
<td>Faith Day - NO CLASSES</td>
<td>May 23</td>
<td>Victoria Day – NO CLASSES</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>Remembrance Day — NO CLASSES</td>
<td>June 28</td>
<td>Progress Report distribution Last day of classes</td>
</tr>
<tr>
<td>Nov. 20</td>
<td>Photo retakes 8:30-11:00 AM</td>
<td>June 29</td>
<td>Teacher Organization</td>
</tr>
<tr>
<td>Nov. 20</td>
<td>Progress Reports go home</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 26</td>
<td>Parent / Teacher Conferences (Every family requested) 4:00 -7:00 PM</td>
<td></td>
<td></td>
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<tr>
<td>Nov. 27</td>
<td>Parent / Teacher Conferences NO CLASSES 8:30-11:30 &amp; 12:30-2:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 30</td>
<td>Professional Development —NO CLASSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec. 18</td>
<td>Christmas holidays begin Dismissal @ 11:50 AM</td>
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PRINCIPAL'S MESSAGES

Welcome to St. Thomas Aquinas and the 2015-2016 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. And of course this year we are a MathMinds school.

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
Principal

Ayrin Gill
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 8:25-11:05 a.m.
               12:10 - 2:50 p.m.

Grades 1-5
A.M. Warning 8:20 a.m.
Class start 8:25 a.m.
Recess 10:05—10:20
Lunch recess 11:20-11:45
Lunch 11:45-12:10
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. 17  Grade 1-5 Oral Conferences
         4:00 - 7:00 PM
18       Grade 1-5 Oral Conferences
         8:30 -11:30 & 12:30 -2:30
Nov. 20  Progress Reports go home
Nov. 26  Parent/Teacher Conferences
         4:00 -7:00 PM
Nov. 27  Parent/Teacher Conferences
         8:30 -11:30 &12:30 -2:30
(every family requested for the above conferences)
Mar. 11  Progress Reports go home
Mar. 17  Parent/Teacher Conferences
         4:00 -7:00 PM
Mar. 18  Parent/Teacher Conferences
         8:30 -11:30 & 12:30 -2:30
June 28  Progress Reports go home

PROFESSIONAL DEVELOPMENT
—NO CLASSES

Aug. 27, 28 & Aug. 31, 2015
Sept. 21, 2015
Oct. 9, 2015
Nov. 2 Faith Day
Nov. 30, 2015
Jan. 22, 2016
Feb. 11 & 12, 2016—Teachers’ Convention
Feb. 16, 2016
Apr. 25, 2016
May 20, 2016

EARLY DISMISSALS—11:50 AM

Dec. 18, 2015
Mar. 24, 2016

STAFF LIST 2015-2016

Mrs. M. Bowes       Ms. S. Carlson
Ms. M. Gallant      Ms. A. Gill
Mrs. C. Harrison    Ms. L. Harvey
Ms. C. Harvey       Mrs. B. Kellsey
Mr. B. Krebs        Mrs. S. Lamacchia
Mr. J. Lehmann      Mrs. S. Staley
Mrs. P. Strathern   Ms. K. Welte

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

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. 6:30-7:30 PM. Please see MONTHLY CALENDAR for dates and times.
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.

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**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.
COMMUNICATION

A Newsletter will be sent or e-mailed home on the first Tuesday of each 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/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 CONDUCT

The Calgary Catholic School District is committed to creating and supporting an educational environment in which each member of the community shares the responsibility for the safety and well-being of every other member of the district. The treatment of all persons with respect and dignity is a core value within the district. Expectations for student conduct arise from Alberta Education requirements and the school district’s Catholic values.

In alignment with Alberta Education, the Calgary Catholic School District remains committed to working with schools and communities to proactively encourage and promote safe and caring environments.

Five characteristics of a safe and caring school are:

- a respectful and caring school culture,
- safety and security,
- a focus on teaching and learning,
- positive relationships among students and staff, and community involvement.

“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.”

SCHOOL EXPECTATIONS

Students are expected and encouraged to exhibit a high degree of self-discipline to respect themselves, others and school property.

- Students are responsible for keeping belongings organized and neat and replacing lost materials.
- Students walk and avoid unruly behavior in hallways and classrooms.
- Students are expected to be respectful to all persons at school and to comply with authority figures.
- Throwing or shooting of any dangerous objects, including rocks and snowballs, is not permitted on school property.
- Improper or profane language will not be tolerated.
- Cheating on exams or assignments will not be tolerated.
- Unacceptable behavior, including verbal and physical abuse to others, will not be tolerated.
- Students are responsible for willful damage to school property and/or property of other students and will be expected to replace or repair damaged property.

When misbehavior occurs, parents and teachers work together as a team to intervene and change behavior. At times, the administrative team may take further disciplinary action with students who do not maintain acceptable conduct.

Parents are expected to take an active role in supporting classroom and school rules and to cooperate with intervention strategies to ensure a child’s success. Parental involvement is not done to cause added stress, frustrations or problems to a family or to fix blame or guilt on anyone. It is done because parents are the most important and influential people in a child’s life. By working together and intervening early before real problems occur, parents and teachers can ensure a great educational year.

PROGRESSIVE DISCIPLINE PLAN

When student behavior or actions come into conflict with the rights of others or themselves, corrective actions are necessary. Discipline is seen as the change from unacceptable conduct to
acceptable behavior through the use of reasonable and just consequences. Our goal is to support positive behaviors. The goal of a progressive discipline indicates how additional support will be provided to students who are not responding appropriately to expectations.

- **Informal talk:** Discussion between the student and school personnel to attempt to successfully change behavior.
- **Restriction of Privileges:** The student is denied the opportunity to participate in school activities.
- **Detention and Reconciliation:** The student will be assigned extra time at recess, noon or after school to correct inappropriate behavior to make it acceptable for our school community. This may include community service.
- **Parent Conference:** The classroom teacher, student and parents meet to collaborate on a method of correction.
- **In-School Suspension:** The student is removed from class temporarily. Productive schoolwork continues under the supervision of another teacher or an administrator.
- **Out-of-School Suspension:** The student is temporarily removed from school for 1 to 5 days and must return with parents or guardians prior to re-entry into classes.

**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). 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 family circumstances.

Bullying is not a normal part of life or growing up and can have a great negative impact on a student’s emotional and physical well-being.

School administration and staff must strive to provide a safe environment for students in our school building, on school grounds and during school excursions. Collaboration among administration, staff, students and parents are key in helping achieve the district’s goal of working to eradicate bullying from the school environment.

If a student is a victim of bullying or sees someone who is being bullied, the following steps need to be taken:

- report bullying to a trusted adult,
- tell the bully or bullies to stop and then walk away,
- avoid unsafe situations and identify a safe place to go to if bullying is taking place.

**STUDENT DRESS AND APPEARANCE 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. Students’ 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:

- 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.
- 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:

- fishnet fabrics.
- Clothing or accessories that depict or symbolize inappropriate language or messages.
Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire. It will be viewed as defiant behavior 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.

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.


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 regulation. Supporting Expectations & recommendations related to incomplete homework as well as the evaluation of homework are also included in the exhibit.

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 compliment 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.*

**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** are mandated every month to ensure that everyone knows how to evacuate the building in a safe, orderly manner. EVERYONE must leave the building as it is not evident whether it is a practice or a real emergency situation. ALL STUDENTS MUST WEAR INDOOR SHOES AT ALL TIMES. If a student is barefoot, he/she will have to evacuate the building - even if there is snow on the ground. This is a necessary safety rule.

**Lock-down or Evacuation** For many years we have practiced Fire Safety by having monthly fire drills. Once a year we will have a Critical Incident Drill where the whole school is evacuated and the entire school walks down to St. Gregory. We do a fan out to all parents at that time. We will also have lockdown practices in case we ever had an intruder in our school. Children will be secured in classrooms with their teacher along with any volunteers or visitors. Curtains will be closed and children grouped together away from windows. The teachers will carry on with a quiet activity such as reading a story until the “all clear” is given. This entire lockdown practice should last about 20 minutes in total. Visitors and volunteers must wear a nametag at all times so an intruder would be recognized. 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 name 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 everyone.

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 PROCEDURES

Please wait for your child(ren) outside or in the boot rooms. This helps keep hallways quiet, which is conducive to work, and also encourages children to take responsibility for putting on their coats, collecting belongings, etc. **Students will use their own doors to enter and exit.** Only in the case of an emergency, should the front entrance be used. If you need to take your child out of school during the day, please report to the office and sign your child out.

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.

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 need to be notified in writing.

CHARTER BUSES

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

Early Dismissal: Students will return home, leaving school at approximately 11:50 AM.

We share buses with St. Greg’s. The bus operator is Willco 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. **REQUESTS MUST BE MADE TO OUR TRANSPORTATION DEPARTMENT.**

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. Bus privileges will be removed from students who do not behave appropriately. We need to keep our children safe.

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.

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**. 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 milks. A single milk may be purchased for $1.00 but we urge you to **buy single milks only on a rare occasion**. The counting of cash, bookkeeping and trips to the bank to deposit the cash makes this very labour intensive. We would really appreciate if all of our milk was sold through the card system.
SPECIAL LUNCH / SCHOOL SPIRIT DAYS

These occur approximately once per month. All students are welcome to stay for lunch on these days. No payment of lunchroom fees is necessary on these days.

HEALTHY CHOICES for HEALTHY LEARNERS

We as a school 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 –18°C). Children can enjoy playing in the rain and snow if they are dressed for the weather conditions.

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 absent. Otherwise Ms. Gallant has to call you to check on the whereabouts of your son or daughter. This can amount to quite a few calls on any given day. Please help us to ensure the safety of the children.

LATES

Students are expected to be on time. This is stipulated in the School Act. Records of lateness are maintained when late. Students need to check in at the office when they arrive at the school and get a “Late Slip”.

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

Toys such as hand held computer games, MP3’s, IPods should not be brought to school. They could be lost or stolen and can distract a child from learning. We have outdoor equipment for use at recess.

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.

WRITTEN NOTICE

Please write in your child's agenda if a change in routine is needed. Without a note a child will be put on their regular bus.

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

Please only call to change your arrangements with your child in the case of an emergency. We receive many last minute calls which cause confusion and sometimes anxiety.

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.