

St. Timothy School Student Handbook 2020-2021



Principal – Ms. Rhonda Wolske

Vice Principal – Ms. Adriana Wild

St. Timothy School

501 Sunset Drive

Cochrane, AB T4C 2K4

403-500-2106

Website: www.cssd.ab.ca/schools/sttimothy/

Welcome Message

Welcome to St. Timothy 2020-2021!

Our teachers and staff are looking forward to working cooperatively with you to make your time at St. Timothy School a positive and successful experience. We hope that your summer has been filled with great experiences with family and friends, leaving you well rested, rejuvenated, and ready to start a fulfilling year at St. Timothy Junior/Senior High School.

As a Thunder family, we are excited to journey with you this year guided by our district faith theme, "Faith, hope, and love abide, these three; and the greatest of these is love." (1 Corinthians 13:13).

Our School Handbook is designed to familiarize you with our school's operations and expectations.

In addition, emails, phone calls, Brightspace by D2L, weekly Tim Talks, and other methods of communication will help keep you informed.

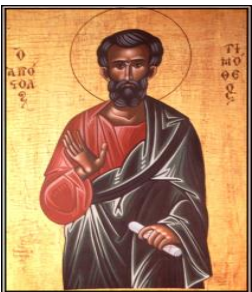
If you require further assistance, please contact your Teacher Advisor (TA), as they are the best source for information to champion you at St. Timothy School.

We look forward to an outstanding year with all of you!

Rhonda Wolske
Principal

Adriana Wild
Vice Principal

Patron Saint



St. Timothy was born at Lystra, Lycaenia and lived in the days of the early Church when the apostles had nearly all died and the Gentile Christians were beginning to take roles of leadership. He joined St. Paul when Paul preached at Lystra and became St. Paul's close friend and confidant. He accompanied St. Paul on his second missionary journey. Timothy was later sent to the Thessalonians, the Corinthians and the Ephesians on behalf of St. Paul and reported on the condition of Christians.

Despite being imprisoned in Rome St. Paul continued to write Timothy letters. St. Paul made Timothy the Bishop of Ephesus. Later, Timothy suffered martyrdom himself as he opposed pagan festivals and was killed by pagans' stones and clubs. His feast day is January 26.

Parent Responsibility

As partners in the education of our students, we appreciate the support we receive from our parent community to ensure success for our students. We are closely supported in this endeavor by our provincial government as outlined in the *Education Act* section 32. A parent has the prior right to choose the kind of education that shall be provided to the parent's child as a partner in education has the responsibility to:

1. To act as a primary guide and decision-maker with respect to the child's education,
2. To take an active role in the child's educational success, including assisting the student in complying with section 32,
3. To ensure the child attends school regularly,
4. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment

5. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the child,
6. 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
7. To engage in the student's school community.

Education Act – Section 32

Champion Statement:

A cornerstone of our schools is that every student has a champion. That every child has a one-on-one relationship with an adult in the school, and that the child knows who their champion is and the adult knows the children for which they are responsible.

*“Every child deserves a champion:
an adult who will never give up on them,
who understands the power of connection
and insists they become the best they can possibly be”*

-Pierson, TED Talks Education, 2013

School Calendar/Bell Times

Supervision is provided 15 minutes prior to the school start bell and 15 minutes following the end of day.



**St. Timothy
Junior/Senior High School**

Junior High Bell Schedule

Monday–Thursday		Friday	
8:50 a.m.	Welcome Bell	8:50 a.m.	Welcome Bell
8:55 a.m.–9:44 a.m.	Period 1	8:55 a.m.–9:44 a.m.	Period 1
9:46 a.m.–10:35 a.m.	Period 2	9:46 a.m.–10:35 a.m.	Period 2/Thunder Time
10:37 a.m.–11:26 a.m.	Period 3	10:37 a.m.–11:26 a.m.	Period 3
11:28 a.m.–12:17 p.m.	Period 4	11:28 a.m.–12:17 p.m.	Period 4
12:17 p.m.–12:47 p.m.	Lunch	12:17 p.m.–12:50 p.m.	Lunch
12:52 p.m.–1:00 p.m.	TA	12:55 p.m.–1:44 p.m.	Period 5/Thunder Time
1:02 p.m.–1:51 p.m.	Period 5	1:46 p.m.–2:35 p.m.	Period 6
1:53 p.m.–2:42 p.m.	Period 6		
2:44 p.m.–3:33 p.m.	Period 7		

Senior High Bell Schedule

Monday		Tuesday		Wednesday		Thursday		Friday	
8:50 a.m.	Welcome Bell	8:50 a.m.	Welcome Bell	8:50 a.m.	Welcome Bell	8:50 a.m.	Welcome Bell	8:50 a.m.	Welcome Bell
8:55 a.m.–9:46 a.m.	Block 1	8:55 a.m.–9:46 a.m.	Block 2	8:55 a.m.–9:46 a.m.	Block 3	8:55 a.m.–9:46 a.m.	Block 4	8:55 a.m.–9:44 a.m.	Block 1
9:46 a.m.–10:35 a.m.	Block 1	9:46 a.m.–10:35 a.m.	Block 2	9:46 a.m.–10:35 a.m.	Block 3	9:46 a.m.–10:35 a.m.	Block 4	9:46 a.m.–10:35 a.m.	Thunder Time
10:37 a.m.–11:28 a.m.	Block 2	10:37 a.m.–11:28 a.m.	Block 3	10:37 a.m.–11:28 a.m.	Block 4	10:37 a.m.–11:28 a.m.	Block 1	10:37 a.m.–11:26 a.m.	Block 2
11:28 a.m.–12:17 p.m.	Block 2	11:28 a.m.–12:17 p.m.	Block 3	11:28 a.m.–12:17 p.m.	Block 4	11:28 a.m.–12:17 p.m.	Block 1	11:28 a.m.–12:17 p.m.	Block 3
12:17 p.m.–12:47 p.m.	Lunch	12:17 p.m.–12:47 p.m.	Lunch	12:17 p.m.–12:47 p.m.	Lunch	12:17 p.m.–12:47 p.m.	Lunch	12:17 p.m.–12:50 p.m.	Lunch
12:52 p.m.–1:00 p.m.	TA	12:52 p.m.–1:00 p.m.	TA	12:52 p.m.–1:00 p.m.	TA	12:52 p.m.–1:00 p.m.	TA	12:55 p.m.–1:44 p.m.	Thunder Time
1:02 p.m.–1:51 p.m.	Block 3	1:02 p.m.–1:51 p.m.	Block 4	1:02 p.m.–1:51 p.m.	Block 1	1:02 p.m.–1:51 p.m.	Block 2	1:46 p.m.–2:35 p.m.	Block 4
1:53 p.m.–2:44 p.m.	Block 4	1:53 p.m.–2:44 p.m.	Block 1	1:53 p.m.–2:44 p.m.	Block 2	1:53 p.m.–2:44 p.m.	Block 3		
2:44 p.m.–3:33 p.m.	Block 4	2:44 p.m.–3:33 p.m.	Block 1	2:44 p.m.–3:33 p.m.	Block 2	2:44 p.m.–3:33 p.m.	Block 3		

Homework Guidelines

The district recognizes meaningful, carefully-planned homework can support student success and be a complementary part of a student's overall learning program. The district also recognizes:

- The potential impact of homework on family life;
- The role homework may play in supporting students' self-confidence as a successful learner;
- The benefit of a district-wide, balanced, reasonable approach to homework.

The homework policy is further supported by specifics topics as outlined in Administrative Procedure 364:

1. Types of Homework
2. Guiding Principles
3. Holidays and weekends
4. Recommended times
5. Roles and responsibilities

[Administrative Procedure 364 - Homework](#)

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

Electronic Devices

Governing the presence of and use in schools of electronic or mobile devices such as cell phones is subject to the responsibilities of students under section 31 of the *Education Act* and is covered under the CCSD Student Code of Conduct (AP 351 - Sections 16 and 17). Specific to electronic mobile devices, the following unacceptable behaviors include but are not limited to:

- Acts of cyberbullying, harassment or intimidation;
- Breaches of digital online safety;
- Inappropriate use of mobile devices.

Each school is thereby authorized to establish, share publicly and implement site specific expectations and practices around the use of mobile devices as a component of its **Student Code of Conduct** and Progressive Discipline Plan.

All personally owned electronic devices are the sole responsibility of the student. The school is not responsible for loss or damaged items.

Mobile Devices

The use of students' electronic and mobile devices can have both positive and negative impacts on both the learning and school climate and culture of St. Timothy School. Teachers will specifically define the conditions when cell phones are permitted to be visible and in use. The three basic acceptable conditions of electronic usage are:

- The cell phone use in the classroom is a component of instruction.
- When students are engaged in independent work and permission has been given by the teacher.
- When it is a non-instructional period such as lunch time, before or after school.

Unless one of these three conditions are present, then the cell phone must be secure in the student's locker, book bag or pocket and NOT be visible or in use until advised by the teacher.

If you need to contact a student, please phone the school office at 403-500-2106 and we will have that student respond as quickly as possible to your request. We request that parents DO NOT send electronic communications to students during class time.

Emergency messages only will be given to students immediately via the office, otherwise, messages are delivered at lunch time or before the end of the day.

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

District Internet Use

All staff, students and volunteers are required to sign the Acceptable Use Policy form annually.

[Administrative Procedure 351 - Student Code of Conduct](#)

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

Student Accident Insurance

The Calgary Catholic School District carries a base coverage for all students, however, as it is not comprehensive, it is recommended that students involved in extra-curricular activities carry additional coverage. Information on insurance alternatives are sent home early in September. Parents may opt to purchase student coverage with their own carrier, but proof of coverage must be supplied before a student is allowed to participate in any interscholastic sports teams.

Every student who participates in JH/SH competitive sports must have a signed Parental Authorization to Participate in Competitive Sports form filed with the school. (This regulation includes Elementary Danceworks)

[Administrative Procedure 531 - Student Insurance Programs](#)

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Attendance Policy

Section 31 of the *Education Act* states that students must “attend school regularly and punctually”. Regular attendance is expected of all students except when illness or a family emergency prevents attendance.

Whenever possible, parents are requested to schedule dental, doctor or other appointments outside of school hours. Teacher professional days are an ideal opportunity to book those appointments without disruptions to the instructional process. Your cooperation is greatly appreciated.

When students are absent without the school being notified, parents will be contacted through the school automated absence system, SchoolConnects. Parents will be asked to contact the school regarding their child's absence. Office personnel will also attempt to contact parents by telephone. This procedure is undertaken to ensure the safety of our students. When parents authorize their children to leave the campus during the school day, the District accepts no liability for those students during those times.

Each principal must have procedures for monitoring and addressing irregular attendance. The plan must involve the School Resource Team (SRT) or counsellor in proactive problem solving which could include meetings with students/parents/legal guardians and implementation of an attendance improvement plan. Communication between home and school is essential.

Access information regarding Excused and Unexcused Absences in AP 330.

[Administrative Procedure 330 - Student Attendance](#)

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

ATTENDANCE AND PUNCTUALITY

Regular and punctual attendance in class is one of the most important contributing factors to student learning. Students are expected to attend all their classes every day, including TA, and Thunder Time.

When you are absent, kindly provide an explanation to your TA and teachers. Sign in and out through the Main Office when arriving late or leaving early.

St. Timothy utilizes an automated phone out system. Teacher Advisors will contact parents in the event of ongoing attendance issues according to our attendance guidelines and procedures. Please call the school to report any absences and/or lates at 403-500-2106.

EXTENDED LEAVE

In accordance with the Alberta Education Act, the school can not approve extended absences for vacation purposes. The responsibility for making up missed work lies entirely with the student. Missed assessments including examinations and assignments will result in a corresponding lowering of the final grade, unless previous arrangements have been made. Diploma examinations can not be rescheduled for any reason. A student who misses a diploma exam will have to write at the next diploma exam session as scheduled by Alberta Education.

ABSENCES FROM FINAL EXAMS

Exemptions from final exams (not including diplomas) may be approved for the following reasons:

- Serious medical emergencies accompanied by a doctor's note
- Funeral in the immediate family or a family crisis

PERMISSION TO LEAVE THE SCHOOL

Parents must contact the office at 403-500-2106 to authorize their children to leave the campus during the school day. The District accepts no liability for students during those times.

LUNCH TIME

All junior high students will remain at school for lunch. Students must eat lunch in their designated cafeteria areas. Students are expected to go outside after the allotted time to eat their lunches. Exceptions may occur during extreme weather conditions. The outdoor activity zones include the back court area and recreation fields. The front area of the school is off limits.

ATTENDANCE PROCEDURES – JUNIOR HIGH

If a student in grade 7-9 is truant, the following procedures will be followed:

- The parents will be contacted immediately
- If truancy persists, a meeting with the student, parents and administration will follow to establish an Attendance Improvement Plan

ATTENDANCE PROCEDURES – SENIOR HIGH

If a student in grade 10-12 is truant, the following procedures will be followed:

- The Teacher Advisor will gather information and email parents after the 3rd absence
- The Teacher Advisor will contact the parents and notify administration on the 5th absence if improvement is not demonstrated
- On the 5th absence, the administrator will meet with the student
- On the 10th absence, the student, Teacher Advisor, parents, and administrator will meet
- Additional supports will be implemented to support the student

-Continued truancy may result in the student being withdrawn from the course.

Inclement Weather

When conditions reach -20 Celsius or colder including the wind-chill factor, it is recommended that students be kept inside for recess or lunch breaks.

Final responsibility to prepare a child for inclement weather belongs to the parents/legal guardians.

[Administrative Procedure 133 - Inclement Weather](#)

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

Emergency Procedures

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

[Administrative Procedure 165 - Safety Drills](#)

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

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

Security

During the instructional times of the day access to schools is restricted to the front door.

Administering Medication

In creating a safe and supportive environment for students and staff with medical conditions, the district develops appropriate processes, procedures and plans to address medical needs.

No student will be given any medication unless an “Authorization for Administering Medication Form” has been filled out annually and submitted to the school.

Students with Allergies

CCSD schools are not “Nut-Free” as we are unable to guarantee that nuts will not be a part of student snacks and lunches. Although sending nut-free food items is encouraged, parents make decisions regarding food items for their child.

To support a safe environment for all students with allergies:

- We talk to staff and students about knowing who has an allergy and about what our collective responsibility is as a community
- We strongly encourage those with allergies to continue to be vigilant about avoiding allergens

- We encourage families to avoid packing food products at school that contain nuts
- We encourage a safe environment for everybody in our learning community, by working together with increased awareness and shared vigilance

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

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Communication

All CCSD schools communicate with parents / guardians through School Messenger, an automated system, that sends out emails, texts or phone messages.

Parents, students and teachers are to establish and maintain clear lines of communication throughout the school year. If concerns arise, please follow these procedures:

- a) For a class matter, contact the teacher first. If further discussion is required, please contact an administrator;
- b) For a school-wide matter, contact school administration;

School Website - Each school maintains an informative website where pertinent school and district information and calendar events can be found. Parents and students are encouraged to regularly visit the school website for updated information.

Grades 7 - 12

BRIGHTSPACE is an online communication platform that allows students and parents to monitor homework, grades and utilize other educational tools. Student agendas are no longer commonly used in junior high schools, and not in senior high schools, students are expected to use Brightspace to plan their homework activities and monitor assignment due dates and academic progress. Electronic organizers are also available on BRIGHTSPACE. Students can communicate directly with teachers through Brightspace.

Parents are encouraged to review their child's homework and grades regularly through this platform.

Consistent with Alberta Education's mandate, the reporting process requires teachers to ensure that they effectively communicate to parents/legal guardians about what the child's progress in relation to the provincial programs of study. Scheduling of parent teacher conferences throughout the school year also facilitates in-person communication and deeper conversations about student learning between home and school. Most schools use Conference Manager to facilitate this process.

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

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Weekly updates are sent home electronically every Friday announcing activities/reminders for the following week. Our weekly Newsletter, the Tim Talk, is available on our website at <https://www.cssd.ab.ca/schools/sttimothy/>. Please consult it frequently for the most up-to-date information. Updates and additional notices, when warranted, will be sent home with the youngest or only child of the family. Weekly updates and notices are also available on the school website.

School Council

All parents/legal guardians with children attending school are members of their local school council and are

encouraged to participate in council activities.

Councils usually meet on a monthly basis. School Councils are established in all schools and serve as a vehicle for parents/legal guardians, principals and teachers to meet and work together towards common goals. School council chairs also meet with one another, district administrators and members of the Board of Trustees at district-wide meetings. Please speak to your child's school principal to get involved.

<https://www.cssd.ab.ca/Parents/SchoolCouncil/Documents/SCHandbook.pdf>

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

Student Organizations, Clubs and Extra-curricular Offerings

To ensure a well-rounded educational experience for all students, our school community may provide several extra-curricular offerings during the school year. These may include the following, all of which will be facilitated by school staff and aligned with Catholic teachings:

- Fine Arts productions
- Music clubs and bands
- Social justice clubs and activities
- Athletic teams and activities
- Competitive academic clubs and activities
- Faith groups and activities
- Voluntary student organizations or activities that are aligned with Catholic teachings and promote equality and non-discrimination with respect to race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status or sexual orientation

If you wish further information about any of these offerings, please contact the principal.

[*Administrative Procedure 350 – Welcoming, Caring, Respectful, and Safe Learning Environments*](#)

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Student Code of Conduct/Dress Code

The student code of conduct ensures that each student enrolled in a school operated by the District is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging to support Catholic Communities of Caring; and to support the District's Mission, Value, and Vision Statements.

The student code of conduct guides our students and staff regarding appropriate and inappropriate conduct, dress code and activities as outlined in section 31 of the *Education Act*.

[*Administrative Procedure 351 - Student Code of Conduct*](#)

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Air Rifles/Guns

The district prohibits students from possessing weapons or engaging in violent or threatening acts on school

property, and at school sponsored functions and activities. "Weapon" means any object, device, or instrument designed or through its use is capable of threatening or producing bodily harm to oneself or others. By this definition, air rifles/guns are therefore considered weapons. As it is challenging to visually identify these weapons as air rifles/guns, school staff, Calgary Police Services and the RCMP will likely respond in the same manner as they would an actual rifle/gun. For the safety of all students, staff and visitors in the school, these items are not allowed on school property or at school-related activities under any circumstance.

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

Progressive Discipline Plan:

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

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

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

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences.

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

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

Interventions and consequences increase when:

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

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

- informal conferences;
- restriction of privileges;
- parent conferences;
- in-school suspensions;
- risk assessment;
- suspension / expulsion (AP 356, AP 356.1);
- student relocation;
- Behaviour Support Plan (as part of the Learner Support Plan);
- involvement of Instructional Services and supports;

- involvement of external services and supports.

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

Suspension

Serious infractions of school expectations can result in a suspension. **A student under suspension from school may not enter school property during the term of suspension.**

A suspended student may not participate in or attend any school activity or athletic event during the time of the suspension.

Student support:

Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, such as bullying, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools' counsellors, counselling, etc.

Consideration of student diversity:

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

Field Trips

The district arranges for students/children in the district to participate in field trips, tours, off-campus activities, athletic events and/or other excursions ("field trip") which, in the opinion of the district, have definite educational, athletic or cultural value.

The district, through the relevant school, will provide parents/legal guardians a Field Trip Consent form which shall include the following particulars of any field trip two weeks, if possible, and at least three school days, at minimum, prior to the intended date of the field trip:

- (a) destination;
- (b) arranged supervision;
- (c) date(s) and time(s);
- (d) transportation plans;
- (e) associated risks that should be highlighted regarding the field trip;
- (f) costs, if any;
- (g) a telephone number through which additional information on the field trip may be obtained; and,
- (h) parent/legal guardian consent and waiver form.

It is the parents/legal guardians responsibility to advise the school of any medical condition(s) that may affect the student/child's participation in the field trip. Parents/legal guardians need to understand that any medical information requested would be collected for the purpose of student safety during field trips, including student athletic events (which are generally considered to have an inherent element of risk of injury despite all safety precautions), and, that in the event of a medical emergency, the supervising teacher or any one of the volunteer chaperones may seek medical advice and/or treatment deemed necessary for the health and safety of the student/child and the parent/legal guardian shall be financially liable for the provision of such medical emergency services.

Parents/legal guardians shall agree to release and hold harmless the Calgary Catholic School District, the school, and their respective agents, servants and employees, from and against any and all claims for damages or bodily injuries arising out of the student/child's participation in an authorized field trip. The district will, however, be responsible for any injuries and damages suffered by the student while participating in any such field trip that arises as a result of the negligence of the district.

Parents/legal guardians have the right to advise the district, through the relevant school, in writing, at least two school days before the commencement of any particular field trip, that they do not consent to the student/child participating in the field trip, in which event their consent and authorization will be considered as withdrawn for the particular field trip and the student shall not be allowed to participate in such field trip.

Student Support Services

Diverse Learning Teacher: This position supports classroom teachers and students in Grades K-12 identified by Alberta Education coding and with unidentified learning needs. Support is provided in conjunction with the homeroom teacher and within the framework of the Alberta Education Programs of Study.

A key component of this support is the development and implementation of the Learner Support Plan (LSP), which guides teachers, parents and the diverse learning teacher during the year as they deliver the instructional program. The LSP is developed annually with parental involvement and student input, and is intended to be a working document that is consulted, reviewed and adapted with all stakeholders on an ongoing basis throughout the school year.

[*Administrative Procedure 214 - Diverse Learning*](#)

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School Resource Team: The School Resource Team (SRT) is a school-based team consisting of teachers, diverse learning teachers, and administration who engage in a collaborative process for supporting diverse student needs. Through the process, the SRT team may identify learning needs, brainstorm possible school-based strategies and supports, and/or request additional support from the district's Instructional Services team.

STUDENT SERVICES:

Guidance Counsellor

Counsellors provide personal, social, and emotional counselling, course planning, scholarships, post-secondary planning and other support services. Appropriate community agencies are also available as resources for students and their families.

The counselling department places a high priority on helping students plan their educational futures. They help you make an informed decision about high school that best meets your long-term goals. They assist students and parents by providing information and programs that help bridge the transition students make when moving from high school to post secondary studies and to the world of work.

ST. TIMOTHY LEARNING COMMONS

The Learning Commons' focus is to enable all students to be engaged thinkers and ethical citizens with an entrepreneurial spirit. Our Learning Commons is an inclusive, flexible, learner-centred, physical/virtual space for collaboration, inquiry, imagination, and play to expand and deepen learning. It is an agile and responsive learning and teaching environment available to individuals and groups to use for multiple and often simultaneous, purposes. Our Learning Commons supports literacy, numeracy, competency development, and student learning outcomes through access to and instruction in the effective use of print and online resources (e-books, encyclopedias, and audio books). Our Learning Commons functions best when St. Timothy student learning experiences are coordinated to support outcomes and competencies through collaborative planning, teaching, and assessment.

CAREER CENTRE

The Career Centre is located in Student Services. The Career Practitioner, who is available on a weekly basis, provides career counselling, post secondary planning and assistance with resumes, interviews and job search.

OFF CAMPUS EDUCATION

The Off Campus teacher is present at St. Timothy once a week and coordinates the School Off-Campus program of Work Experience and Registered Apprenticeship Program, RAP.

District Support Services: The Instructional Services team within the Calgary Catholic School District provides academic, social-emotional, behavioural, cultural and faith-based supports to teachers and students with a goal to support student excellence.

The Instructional Support team includes district consultants, district counsellors, psychologists, in-home family support workers, intercultural and multicultural support workers and more.

Please speak with your child's classroom teacher or school administration if you feel you or your child would benefit from any of these supports.

Student Assessment

Grade 9 students write Provincial Achievement Tests in May and June. Parents will be informed of their child's performance in June and in the fall.

STUDENT REASSESSMENT GUIDELINES

Students are encouraged to do their best to prepare themselves to appropriately respond to the assessment of course outcomes following the schedule as detailed in each course outline. Providing students an opportunity for improvement and for their mastery of curriculum outcomes, in collaboration with students, departments may provide a chance for students to reassess an assessment either in its entirety or in part. Reassessment is equal participation between student and teacher. It is beneficial for both students and teachers for reassessment to occur for those outcomes not achieved by the student.

Reassessment is supported by a teacher so that a student can gain a more thorough understanding of the content and/or improve upon a skill/concept. The reassessment by the student can be earned within the following guidelines:

- Student advocating for reassessment
- Participating in tutorials (relearning concepts)
- Evidence of practice
- Classroom attendance

Upon discussion with the teacher, reassessment can occur in a variety of different ways that meet the needs of the student and the teacher. Please note that teacher(s) and/or department(s) may have different timelines for the completion of reassessment opportunities.

Administrative Procedure 304 - Independent Students

Under Alberta Education Act, an independent student is entitled to exercise all the rights and powers that the student's parents are normally entitled to exercise. A student becomes independent upon turning 18 years of age or if they are living independently (some exceptions apply). Immediately after a student becomes an independent student, all communication between home and school shifts directly to the student, unless the student gives written consent for communication with parents/guardians. Letters will be provided to parents prior to their child turning 18 to inform parents of this, and students will be given a form to complete shortly after becoming an independent student to allow for the consent to continue communication with parents. If you have further questions about this process, please contact administration.

School Fees

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

School fees can include:

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

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

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

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

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

In cases of financial hardship, a fee payment plan may be discussed with the school principal or designate. Please contact your school directly.

Parents who require fees to be waived due to financial hardship must make this request directly to the principal. Waived fees will be processed by the ACORN fee account record being signed by the principal, kept on file and then the ACORN record will be adjusted.

Lost or Damaged Books

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

[Administrative Procedure 505 - School Fees](#)

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

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

School Visitors

Any person in a school other than students and school staff is considered a “visitor.” This includes volunteers, parents, caregivers, district personnel and the public. To ensure a safe learning environment for our students, Occupational Health and Safety regulations require all visitors to report and sign in at the front office upon entering the school.

All volunteers and district personnel are required to wear a name tag while in the school, including those who are at the school on a regular basis.

A visitor to the school must first come to the office and register their name. That visitor is given a “visitor’s pass”. The staff member whom is being visited is then called and requested to come and escort the visitor to the area where the meeting will occur. Students are not allowed visitors during class time.

Volunteers

Volunteers are an important part of our school community. The support of volunteers is beneficial to students and teachers and enables schools to provide opportunities for students that would not be possible otherwise. We value the time and energy you put into supporting our school.

The principal of the school has the responsibility, in consultation with staff, parents, and the community, to determine who will volunteer in the school and what form each school’s volunteer program will take. The principal is guided in all decisions, including those related to volunteers, by the provincial School Act as well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.**

In developing their school specific Volunteer Handbook, principals will use this guideline and attached documents.

Volunteers taking part in overnight field trips and/or volunteer coaching must have a current police security clearance. This must be updated every three years.

Visit our website to complete the volunteer orientation and access the volunteer handbook at <https://www.cssd.ab.ca/schools/sttimothy/Parents/Volunteer/Pages/default.aspx>

[Administrative Procedure 490 - Volunteers in Schools](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

[Volunteer Handbook](#)

www.cssd.ab.ca > Parents > Documents

School Phone Use

Should an emergency occur or an urgent need arise and you wish to contact your child, then we will call your

child to the office to speak to you. This way, we are assured that critical messages do not go astray. Should the student have an urgent reason to contact the parent, the teacher and office staff will be happy to facilitate the use of the school telephone. Please note that the school phone is to be used for urgent matters only and is not to be used to arrange playdates or other extracurricular activities. These should be arranged at home between the parents and the students before or after school times.

Lost and Found

Each school has a Lost and Found area where students and parents may find missing items, please contact the office for its location. Students should refrain from bringing valuables, collectibles and large sums of money to school. The school cannot be responsible for lost or stolen items.

There is a black bin located in the main foyer of the school, where lost items are placed. Three times a year those items are placed on tables in the main foyer, where students can come claim them. After that, if they are not claimed, they are donated to those in our community.

Transportation

Students must reside within the school boundaries and live at least 1.8 kilometers from the school to be eligible for charter busing. District policy states that students must have completed a transportation application form and have made arrangements with the school for payment before they will be permitted to ride the bus. Students who reside further than 2.4 kilometers from their designated school must complete a transportation application form but are not required to pay transportation fees.

The school does not have the ability to change routes or create stops. Please contact the school to complete a Transportation Change Request form.

During unpredictable weather conditions please consult the My School Bus APP.

Junior High/Senior High Students: Students in the City of Calgary residing 2.4 kilometers or more from their designated school are eligible to receive subsidized bus passes.

Student Conduct on Buses/Taxis (includes charter services and City Transit)

Students riding the bus/taxi must remember they are accountable to the driver and through him/her to the principal of the school. Continued violation of any of the rules listed in AP 351 may lead to the loss of riding privileges, loss of bus pass or, suspension from school.

[AP 351](#)

Please see [AP 560](#) for further details on students residing in the Rocky View School division, programs of choice or alternative schools, special education students, special circumstances, and payment in lieu of transportation.

[*Administrative Procedure 560 - Student Transportation*](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Parking Drop-off and Pick-up Location

To ensure student and staff safety, it is imperative that parents follow the directions of the school regarding pick up/drop off and use of staff parking lot.

Please be considerate of our neighbours' driveways. The front of the school is reserved for school busses. The small parking lot to the north side of the school is reserved for staff.

For reasons of safety and courtesy, please do not drop off students in the staff parking lot and please do not park in the staff parking lot in the evenings during school functions.

Lockers

1. The Calgary Catholic School District, through its agent, St. Timothy School, provides lockers for student use and convenience. The school owns and controls the lockers. Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their teacher advisor's classroom.
2. The school reserves the right to search a student's locker when there is reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any substance or materials which pose a hazard to the safety and good order of the school.
3. In registering for and using a locker, it is agreed and understood that use of the locker is at the student's own risk and the district, its administrators, school administrators, teachers, and other employees are NOT in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. Guarded "school issued" combination locks must be used and the combination must be registered with the appropriate teacher advisor. All other locks or locks that are not school issued or have not been registered will be removed. School locks are provided for Grade 7 students only. This lock is intended for use in subsequent grades. If students require a school lock, they may purchase one at our Business Office.
5. It is essential that combinations are not shared with anyone. Valuable articles of clothing, possessions, or money should not be left in lockers. The school is not responsible for items that are lost, misplaced, or stolen.

Graduation Requirements

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS

Complete and meet the standards of the following courses:	Credits
<ul style="list-style-type: none"> ● English 30-1 or 30-2 ● Social Studies 30-1 or 30-2 ● Math 20-1, Math 20-2, Math 20-3 ● Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20 <i>(or any 10 credit combination of Science courses that includes Science 10 or 14)</i> ● Physical Education ● Career and Life Management 	15 15 10 10 3 3
Subtotal	56
10 credits in any combination from: <ul style="list-style-type: none"> ● Career and Technology Studies or Fine Arts or International Languages or Physical Education 20 and/or 30 level courses or Locally developed Courses or K & E Occupational Courses or RAP ● 10 credits in any 30-level course in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2 ● Religious Education 15, 25, 35 ● Other Credits 	10 10 15 9
Total	100

The High School diploma represents the mission and values of our school community and our school district. In *addition to the Alberta High School Diploma requirements, all Calgary Catholic high school students must complete Religious Education courses in each of their high school years (Religious Education 15, 25, 35). Students who are successful in these requirements are eligible to participate in the graduation exercises.*

Certificate of Achievement

The Certificate of Achievement is awarded to students who complete the Knowledge and Employability (K. & E.) courses. To earn this certificate, students must complete a minimum of 80 credits in designated core and occupational courses.

Students may transfer from the Certificate of Achievement route to the Alberta High School Diploma route. The credits earned in K & E courses may be applied to an Alberta High School Diploma. For more information, please visit the Student Services department.

Graduation Requirements

1. A potential graduate will successfully complete 9 credits in Religious Studies 15, 25, and 35.
2. A potential graduate will fulfill all the requirements set out by Alberta Education regarding credits in appropriate Core Gr. 12 level subject areas, CTS, and option courses. Students are expected to be passing all their subjects required for the Alberta High School Diploma during their Grade 12 year by the time of the final graduation list posting.
3. Student registered in Distance Learning courses are also expected to be at a passing grade and on schedule for completion.
4. A potential graduate will adhere to the schools' Student Expectations. (See section: Student Code of Conduct)

Note:

- Administration will make the final decision with regard to graduation candidates.
- The requirements to participate in the graduation banquet and Grade 12 retreat is at the discretion of each high school administrative team.

Three Year High School Program

The Calgary Catholic School District expects that most students complete high school in three years. Students who may require a fourth year of high school may remain at their home school or directed to St. Anne's Academic Centre depending on programming needs of the student. If students plan to attend St. Anne's Academic Centre they must set up a registration appointment in June or late August by calling St. Anne Academic Centre (403)500-2012.

Other: High School Topics

1. Athletic Calendar/Closed Events
2. T.A.
3. FLEX/HS Redesign
4. Final Exams/Diploma Exams: January and June
5. Students Leaving School Grounds
6. Cafeteria
7. Spares/Study Period
8. Community Service Requirements: Ministry Hours
9. Student Recognition/Scholarships
10. Summer School/Diploma Preparation

ATHLETICS

St. Timothy athletic schedules are posted on our website and are communicated through our weekly Tim Talks. Athletic events are closed. Admission to athletic events resides at the discretion of the administration.

TEACHER ADVISORY (TA) PROGRAM

The Teacher Advisor (TA)/Homeroom program plays a key role in a student's success at St. Timothy Junior/Senior High School. At the junior high level, the TA groups are grade specific. At the senior high level, the TA groups consist of multiple grades. This program enables students to develop a meaningful relationship with a mentor. The TA acts as an advocate for the student and as a guide in their faith and academic journey. TA groups provide students and staff an opportunity to share in the spirit of our faith with daily prayer and reflection.

Attendance in TA/Homeroom is mandatory.

The role of the Teacher Advisor is to:

1. Facilitate, Guide, and Inform: Meet with the student to monitor his/her progress towards graduation. Assist with the distribution and collection of essential information relevant to each student's educational progress such as registration, timetables, newsletters, surveys, and special notices.
2. Communicate and Monitor Attendance: Contact each parent early in the school year to open lines of communication. Serve as a contact person for home-school communication. Inform of parents/guardians of any attendance concerns/issues.
3. Advocate: Endeavour to determine students' strengths, weaknesses, needs, goals and gifts by assisting in the development of the student advisees learner profile. Act as a key contact in the school and as an advocate for each student

THUNDER TIME/HIGH SCHOOL REDESIGN

St. Timothy High School Redesign focuses on providing students with engagement, higher levels of achievement, and improved quality teaching for our students. It does this while addressing our specific students' learning needs. Students at St. Timothy will experience a flexible learning environment named Thunder Time (Enrichment Block). These periods require mandatory attendance and will occur twice a week on Fridays. Students will have access to seminars provided by teachers in many core and elective courses. Students in Grade 11 and 12 may have the privilege of a study block if they are on track to graduate. Study blocks will be granted by administration or counselling. If students are granted a study block, they are expected to be in the learning commons and engaged in academic study.

STUDY BLOCKS

Students in Grade 11 and 12 have the privilege of a study block, if they are on track to graduate. Study blocks will be granted by administration or counselling. Students are expected to be in the Learning Commons engaged in academic study during their scheduled study block.

CLOSED CAMPUS

St. Timothy School is a closed campus. Students from other schools are not to be invited to St. Timothy during the school day. Trespassers will be asked to leave immediately and could be charged. St. Timothy students are not to visit other school campuses during the school day. Visitors are required to wear VID cards and register their vehicles at the Main Office.

CAFETERIA

The grade seven students eat lunch at the tables in the basement where their lockers are located. The grade eight and nine students eat in the cafeteria on the main floor. The high school students eat lunch in the cafeteria on the upper floor. The Lunch Box is located off the Foods and Fashion room on the main floor. An entree is offered for sale each day, along with various snacks and beverages.

STUDENT MINISTRY PROGRAM

St. Timothy students are expected to participate in a variety of student ministry opportunities over the course of their high school years. Student ministry service is of vital importance to their faith formation and development. Students will be required to complete ten hours of ministry as a part of each course requirements for Religious Studies 15, 25, and 35. These ministry hours are also an expectation to complete in order to graduate.

The ministerial focus for the grade 10 Religious Studies 15 course is as follows:

Grade 10 - "helping those I know"

Grade 11 - "reaching out to others"

Grade 12 - "helping those who are in need"

Students wishing to formally graduate and participate in the commencement ceremonies at the end of their grade twelve year will be required to complete a minimum of 30 hours of ministry service over the course of their three years of high school.

SCHOLARSHIPS

Scholarship information and counselling are available in Student Services. You can also check the St. Timothy website, www.cssd.ab.ca/sttimothy. Scholarships are awarded at the Awards ceremony in June.

ACADEMIC AWARDS

Academic awards, plaques and trophies, and scholarships are presented at our annual award ceremonies. These ceremonies are held in June.

Gambling and Games of Chance

Students are reminded that gambling, rolling dice, cards, and other games of chance are strictly prohibited. Students who choose to ignore this rule could face more serious consequences such as suspension.

Visible IDs

It is an expectation that all students carry their ID cards all day and must be able to produce them as requested. This measure has been adopted to ensure safety and security for students and staff. Visible ID is also necessary for book rentals, bus pass purchase, computer use, purchasing supplies, etc.

Students are encouraged to leave their lanyards and ID hanging in their lockers at the end of each school day. Students who lose their ID must purchase new cards for a cost of \$3.00. Lanyards may also be purchased at the Business Office.

Parking

There is a designated student parking lot. Students who drive to school must use this parking lot. Do not park anywhere in the surrounding community, in front of the school or on the east side of the school. The parking lot is not an area for social interaction. Students must leave their cars promptly upon arrival and depart promptly when leaving the school. Lunch is not to be eaten in cars, nor is it appropriate to spend study periods in the parking lot. Student vehicles must be registered at the school.

Blessings

On behalf of the staff of St. Timothy, we look forward to wonderful year of teaching and learning with our Thunder Family. God Bless.