

# OUR LADY OF THE ASSUMPTION CATHOLIC SCHOOL

## STUDENT HANDBOOK 2014 - 2015

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Principal

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Calgary Roman Catholic Separate School District #1

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Parish – St. Bernard's Catholic Church,  
711 37<sup>th</sup> Street N.W. and

Parish Office  
Our Lady of the Assumption Catholic Church,  
7624 39<sup>th</sup> Avenue N.W.

Pastor: Father Dan Stevenot – 403-283-3746

Parish website: [www.stbernardsparish.ca](http://www.stbernardsparish.ca)  
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This agenda belongs to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Home Room: \_\_\_\_\_

## ADMINISTRATIVE MESSAGE

As an administrative team we want to welcome you to Our Lady of the Assumption Elementary/Junior High School. This student-parent handbook has been assembled to provide you with information pertaining to the school and the education of your child. It also contains expectations and regulations related to Our Lady of the Assumption Elementary/Junior High School within the Calgary Catholic School District.

Both parents and students should review the contents of this handbook. We believe that the best education students can receive is accomplished through continuous cooperation and partnerships between home, school and parish within a framework of mutual respect and participation. Our Lady of the Assumption School encourages parental interest, support and involvement in the education of your child. At Our Lady of the Assumption School we strive to create the best possible learning environment for ALL students to learn and grow.

If you have any concerns pertaining to the contents of this handbook or any other questions, please call the school at 403-500-2045.

***Learning for All: In Our Head, In Our Heart, Through our Actions***

Sincerely,

Rhonda Murphy  
Principal

Greg Woitas  
Vice-Principal

## OUR LADY OF THE ASSUMPTION VISION STATEMENT

Our Lady of the Assumption Catholic School will strive to create a warm, caring, learning environment which is safe, open, and academically challenging; a place where everyone is treated with dignity and respect; a place where Catholic morals and values are taught, modeled and practiced.

## COMMUNITY OF CARING

Our Lady of the Assumption school is a *Catholic Community of Caring School*, which supports and promotes the values of *RESPECT, TRUST,*

*FAMILY, RESPONSIBILITY, CARING and FAITH.* This refers to how we expect our students to treat themselves, teachers, each other and their education.

We actively promote these values through our **PANTHER** program:

P: Passion  
A: Accepting  
N: Nurturing  
T: Trust in God  
H: Honorable  
E: Excellence  
R: Respect & Responsibility

**PANTHER Paws** are awarded to students who demonstrate these above virtues in the school community.

## OUR LADY OF THE ASSUMPTION

Our school is named in honor of the Assumption (taking up) of the Blessed Virgin Mary into Heaven. After Christ ascended into Heaven, His Blessed Mother remained in Jerusalem with the disciples. She lived to an advanced age. The *Assumption of the Virgin Mary* is the greatest of all the festivals that the Church celebrates in Mary's honor.

## SCHOOL DAY ORGANIZATION

### \*\*ELEMENTARY BELL SCHEDULE

Warning Bell:	8:30
Classes Begin:	8:40
Recess:	10:30 – 10:45
Lunch Bell:	12:11
PM Entry Bell:	12:31
Classes Begin:	12:55
Classes End:	3:00

### \*\*JUNIOR HIGH BELL SCHEDULE

Warning Bell/Homeroom:	8:30
Period 1:	8:38
Period 2:	9:22
Period 3:	10:04
Nutrition Break	10:44 – 10:49
Period 4:	10:49
Period 5:	11:31
Lunch:	12:11
Entry Bell:	12:31
Warning Bell:	12:51
Period 6:	12:55
Period 7:	1:38
Period 8:	2:20
Dismissal:	3:00

## OFFICE

The school office is open from 8:00 am to 4:00 pm.

## PROGRAM OF STUDIES

Alberta Learning establishes the program of studies and recommended time allotments per subject. ***A detailed outline of grade level curricula may be obtained from the school or on the Alberta Learning Website at [www.learning.gov.ab.ca](http://www.learning.gov.ab.ca)***

## SCIENCE AND TECHNOLOGY PROGRAM

Our Lady of the Assumption School is the designated *Science and Technology* school for Northwest Calgary within the Calgary Catholic School District. Some highlights of the program:

1. **Teaching philosophy and practice follows the *Inquiry Model of Teaching and Learning*.** (Inquiry and investigation based on meaningful and essential questions). Student directed learning, sharing, with teacher as facilitator.
2. **Enhanced *Inquiry Based Learning* through integration of technology in all subject areas.**
3. **Student learning reflects and promotes global awareness and responsible digital citizenship.**

We are able to offer the following technological tools to enhance learning:

- Wireless and high speed Internet access
- Smart boards
- LCD projectors
- Three Computer Labs
- Class sets of Digital Cameras
- Portable sets of laptops
- Chromebooks
- iPads
- Samsung tablets

These tools offer endless opportunities for the students to engage in all curriculum areas.

## INSPIRING EDUCATION IN ALBERTA

"We need to prepare kids for the future not our past."

In June 2010, the Government of Alberta and the Minister of Education released the document Inspiring Education which recognized the importance of preparing our students for what lies ahead by looking at the future of education. A twenty year vision of an educated Albertan has emerged: someone who is engaged, is an ethical citizen with an entrepreneurial spirit within an inclusive education system.

The document is guided by principles that promote a common understanding and guide decision making. These principles embraced by parents and families, teachers, support staff, school boards, government, businesses, communities and not for profit organizations are as follow:

- Learner-centred
- Shared responsibility and accountability for results
- Engaged communities
- Inclusive, equitable access
- A responsive, flexible approach
- Sustainable and efficient use of resources
- Innovation to promote and strive for excellence

In addition the following competencies are recognized as being integral in educating our students for the future:

- Critical Thinking and Problem Solving
- Creativity and Innovation
- Social Responsibility and Cultural, Global and Environmental Awareness
- Communication
- Digital Literacy
- Lifelong Learning, Self-Direction and Personal Management
- Collaboration and Leadership

Our Calgary Catholic School District will continue to work collaboratively with all stakeholders as we plan together to provide the highest quality learning opportunities for all our children to reach their full potential.

## RELIGIOUS EDUCATION

*"We cannot be quiet about our faith"*  
- Bishop Henry

Religious instruction is an integral part of our program and community. All students are expected to participate.

The school is associated with *St. Bernard's Catholic Church*, located at 711 37<sup>th</sup> Street N.W. and *Our Lady of the Assumption Catholic Church*, located at 7624 39<sup>th</sup> Avenue N.W.

Students in Grades 5 and 8 write a district-wide Religion exam in the spring.

School liturgies are held regularly. Please check our school calendar for dates and times. Parents are always welcome at all school masses and liturgies!

## THE FAMILY LIFE PROGRAM

The Family Life Program is developed by the District and it is integrated by the teachers into the Religion Program. Parent Booklets are available upon request.

The Human Sexuality components are taught in Grades 4 - 9. Parents will be informed prior to the teaching of these units.

## SACRAMENTAL PREPARATION

The school's role regarding sacramental preparation is one of support. Sacramental theology is taught in certain grades, but receiving the sacraments is the responsibility of the family with the parish.

Sacramental preparation usually takes place:

Holy Eucharist - Grade 2  
Reconciliation - Grade 3 and 4  
Confirmation - Grade 6-9

Please contact your parish for details.

## DISTRICT ATTENDANCE POLICY

Regular attendance is expected of all students except when illness, appointments, or family emergency prevents attendance. Parents are asked to notify the office before 9:00 a.m. or 1:00 p.m. when a student is absent or late. If a

parent does not call and your child is absent, School Connects Automated Notification System will call your identified phone number notifying you of your child's absence.

We appreciate your efforts in contacting the school ahead of time when a student is absent.

Please make every attempt to have your child at school on time. If they will be late, please notify the school (403) 500-2045.

Students arriving late must report to the office and fill in a late slip before going to class. *Students will not be allowed into classes unless late slips are presented to their teachers.*

## SCHOOL CONNECTS

Our Lady of the Assumption School is pleased to announce our subscription to SchoolConnects Automated Notification Service. SchoolConnects can quickly deliver a wide variety of messages by phone, email and SMS text to parents and our staff. It will enhance communication within our school community and improve our emergency preparedness.

We believe that good attendance is important to the academic success of students. We will be using SchoolConnects to notify you by phone whenever your child is absent from class. These phone calls are made to your home/cell phone in the morning/afternoon. We will also be using SchoolConnects to send announcements and emergency messages as required. These messages may go out at any time. **Please make sure your contact phone numbers and email addresses are up to date.**

When you receive calls from the system, Call Display shows the phone number from the school or from the Calgary Catholic school district.

When SchoolConnects reaches an answering machine, it plays the message twice in case the beginning is cut off.

We are excited about using SchoolConnects to enhance communication and improve the quality of education for your child.

## ENTRANCE/EXIT DOOR

Students are to enter the school using their designated entrance unless they are late and

checking in at the front office or are accompanied by a parent.

When picking up students after school, **parents are kindly asked to wait outside their child's designated door.** This helps us ensure the safety and well being of all students and staff.

#### **PERMISSION TO LEAVE THE SCHOOL**

Students who leave the building during school hours for reasons of illness, medical appointments, etc., **MUST** sign out at the office and be picked up by a parent or guardian.

Please contact the school, in advance, whenever your child must leave for an appointment. **Parents must provide the school with current phone numbers and emergency contact names and phone numbers.** In case of serious injury or illness, the school may request Emergency Medical Services.

#### **VISITORS TO THE SCHOOL AND SECURITY**

Parents and involved community members are always welcome at Our Lady of the Assumption School. If a parent wishes to meet with a teacher, it is advisable to call ahead to set up a mutually arranged time.

**All parents and visitors to the school are required to enter by the front doors, register, and pick up a Visitor's ID Tag at the Main Office before proceeding into the school.**

If parents need to pick up students during school hours, we ask parents to remain in the office area. When picking up students after school we ask all parents to remain outside of the children's designated doors. These policies help ensure a learning environment that is safe and caring.

For the safety and protection of all students, all outside doors, except for the front doors, will be kept locked for most of the school day. The boot-room entrances will be temporarily opened at 8:30 a.m. and over recess. Students who are late must enter through the front doors and sign in at the front office.

**Please note students from other schools are NOT allowed access to Our Lady of the Assumption School unless they are part of**

**an authorized program and accompanied by a teacher or other responsible adult.**

#### **PROCEDURES BEFORE SCHOOL, RECESS AND NOON BREAK**

Students are not allowed in the hallways or classrooms before school begins or during recess and noon breaks. There is access to mudrooms and the washrooms through their assigned doors. All students are to be outdoors unless prevented by inclement weather. In this case students are expected to sit in designated hallways where they will be supervised. **It is extremely important that all students come to school properly dressed for the ever-changing weather that we experience in Calgary.**

#### **RECESS**

All elementary students are expected to go outside for recess. The school often receives requests that a child be permitted to stay inside during these times due to illness. While acknowledging that at times there may be special circumstances, **students who are too ill to be outside, should remain at home until recovery is complete.**

When weather conditions are severe, all students will be allowed to stay indoors.

#### **CLOSED CAMPUS**

Our Lady of the Assumption School is a **closed campus**. Students may leave the school campus for lunch **only** if accompanied by a parent or if they are going home for lunch.

Students may **not** bring friends home with them. Failure to respect Our Lady of the Assumption's Closed Campus Policy may result in disciplinary measures.

#### **LUNCH PROCEDURES**

Students staying for lunch eat in a designated area. Each student's area must be left in a neat and tidy fashion before they will be dismissed. We follow a ***Reverse Lunch Break***. Students play first and then come in to eat.

#### **LUNCH ROOM FEES**

All students (Elementary **AND** Junior High) who stay for lunch will be assessed a lunch fee. This fee pays for Noon Hour Assistants who

supervise and provide assistance to students during the lunch hour. The rates are set by School Council.

### **CONCESSION**

Our concession runs over the lunchtime in the gymnasium. The concession is NOT meant to provide a completely balanced lunch and should only be used occasionally.

### **VENDING MACHINES**

Vending machines are located near the front office. The vending machines are ONLY available after school.

### **WATER BOTTLES**

Students are encouraged to bring water bottles to class.

### **LOCKERS**

All junior high students are assigned lockers. Each locker is to be secured by a combination lock, which is available at the school at cost. **Students are entirely responsible for the security of their own lockers and combinations.**

- Lock combinations MUST be kept private.
- Lock combinations MUST be provided to the homeroom teacher.
- The lockers are the property of the school. School administration reserves the right to inspect the contents of the lockers at any time.

### **BACKPACKS**

Due to issues of safety and health, students may use their backpacks on the way to and from school and then leave them in their lockers during the school day.

### **BICYCLES/SKATEBOARDS/SCOOTERS ROLLERBLADES**

Bicycle racks are provided on the west side of the school. This area is out of bounds except when parking or getting your bike. All bikes must be locked. Bicycles may not be ridden on the school grounds or on the sidewalks past the buses. (School grounds are defined as our field, tarmac, sidewalks, and pathways). We cannot assume financial responsibility for damaged or stolen bikes.

**Skateboards, Scooters, Rollerblades and Heelies** are not allowed on school property.

### **PERSONAL VALUABLES**

Students are discouraged from bringing objects of significant value to school. This includes jewelry, electronic equipment, money, cell phones, and iPods/MP3's. The school cannot guarantee the security of these items.

Students are also discouraged from carrying any substantial amount of money.

### **PERSONALLY OWNED DEVICES (POD'S)**

The presence of Personally Owned Devices (POD's) in the lives of students is self-evident. They can be a valuable learning tool when used appropriately but they also present a distraction to learning if abused. **Personally Owned Devices are permitted during instruction only under the direction of the teacher.** Each teacher will establish appropriate guidelines for the use of such devices to promote '**digital citizenship**'. Students who refuse to comply with those guidelines will have their technology privileges taken away for a suitable time period determined by the administration. **The security of any of these items cannot be guaranteed and the school will take no responsibility for their safekeeping. These devices should NEVER be brought into or left in the change rooms.**

### **USE OF SCHOOL OFFICE PHONES**

Students may use the office phone with permission from their teacher. Please ensure that all after school arrangements have been made prior to sending your child to school that day.

We are happy to deliver messages to your child at noon and at the end of the day to avoid interrupting instruction time. Exceptions are made for emergencies.

### **LOST AND FOUND**

Please label all items brought to school, especially jackets, boots, runners etc. The school cannot be responsible for lost items. Clothing and other personal items do get misplaced and can be retrieved from the **Lost**

**and Found Boxes.** Students and parents are encouraged to regularly look through the boxes. Unclaimed items will be given to charitable organizations at Christmas, Easter and at the end of June.

## STUDENT DRESS

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 not limited to the following:

1. Outerwear (i.e. coats, jackets) sunglasses, hats or headgear shall be left in lockers
2. Emblems, printing/writing on attire shall be in harmony with Catholic values and beliefs
3. Shorts and skirts shall be in good repair and of appropriate length. They must be longer than the finger tips when the arm is fully extended. This applies even when the student is wearing sheer tights
4. Appropriate and safe footwear shall be worn at all times

Clothing, jewellery, piercings 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:

1. Midriff shirts, halter tops, spaghetti straps, muscle shirts
2. Clothing revealing undergarments, bare back, shoulders, low necklines, or those made of sheer or fishnet fabrics
3. Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language/messages
4. Heavy or spiked chains
5. Low ride jeans or pants
6. Excessively tight clothing, including yoga pants and leggings (unless accompanied by a longer shirt/sweater)

Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire. Gym strip will be made available as an alternative. It will be viewed as defiant behaviour if the student repeatedly violates the Dress and Appearance Code. Consequences, as outlined in our school's Progressive Discipline Plan shall range from a verbal reminder to a suspension from school.

**Students may be sent home to change if their clothing is deemed inappropriate.**

During **inclement weather**, please ensure that students are dressed appropriately to go outdoors for recess and the noon-hours. Except on the very coldest days (temperatures below -18C), students are expected to be outside. We would also request that an extra pair of socks and pants be sent with elementary students when wet weather and encounters with mud are inevitable. Please ensure students have hats and sunscreen during hot days.

**\*\*It is the parent's responsibility that students are dressed appropriately for all weather conditions.**

## INDOOR/OUTDOOR SHOES

Students must wear footwear in the school at all times. To keep our school clean and inviting, all students must have one pair of shoes for indoor use only.

## PHYSICAL EDUCATION PROGRAM

Physical Education is a mandated subject and all students are required to participate unless formally excused for medical or disability reasons. If there is a reason that a student is unable to participate in phys-ed class, parents must send a note or call the school explaining why. **If a student is not able to participate in more than three regular classes, a medical certificate may be required. This doctor's note should identify the type of activity that must be avoided and the time period during which the student is excused from class participation.**

## PHYSICAL EDUCATION DRESS

In order to foster a proper learning environment, promote safety, comfort, hygiene, and neatness in appearance, **it is compulsory for all students from grade four through nine to change for gym class** (shorts or sweats, T-

shirts and runners). School gym strip is available from the school.

**Students must have NON MARKING running shoes for physical education classes. NO BLACK SOLED SHOES ARE ALLOWED.**

### **FIELD TRIPS**

Field trips are a part of the curricular offerings of the school. In the fall, a parent field trip authorization form is sent home. A further parent consent form will need to be filled out for each field trip. This form must be returned in order for students to participate in a field trip. In transporting teams to sporting events, volunteer drivers are necessary in order for the activities to occur. All parents volunteering to drive students must fill out a **Volunteer Driving Form**, yearly, available at the office.

### **STUDENT FEES**

School fees are requested and paid at the beginning of the year. These fees are used to pay for supplies and activities that your child will use/participate in throughout the school year. As well as supplies and activities throughout the school year.

A detailed fee schedule is approved each spring by our School Council. This fee schedule is available on our website and at the office.

### **SCHOOL SUPPLIES**

All students at Our Lady of the Assumption are expected to go to class ready to learn. This means that the students are required to have the necessary school supplies available. Grade-specific school supply lists will be sent home and/or may be picked up from the school office.

### **TEXT BOOKS/BAND INSTRUMENTS**

All students are expected to take proper care of their instruments and textbooks. **Students who damage or lose textbooks and/or district owned instruments are required to pay the repair or replacement cost before a replacement is issued.**

### **BUSING**

Charter bussing is available for some of our elementary students. In order to qualify for transportation, elementary students must live further than 1.2 km from the school. There is a Transportation Fee for this service. Students must behave in an appropriate manner, as directed by their drivers, in order to maintain their bus riding privileges.

The distance for Junior High students to qualify for subsidized city transit bus passes is 2.4 km.

### **SCHOOL PATROLS**

Our Lady of the Assumption School Safety Patrols start their regular duties at the beginning of the school year. All students are expected to obey our patrollers. They strive to model safe and courteous traffic safety behaviour, in order to provide students a safe passage to and from school.

We ask that our parents also practice safe and correct pedestrian procedures and **DO NOT** jaywalk when dropping off and picking up your children.

### **REMEMBER: SAFETY OVER CONVENIENCE**

### **ALLERGY AWARENESS INFORMATION**

Our Lady of the Assumption School has a number of students with food sensitivities and severe food allergies. We are asking that all members of our community take an active role in maintaining an environment that is safe for all students. **Therefore, we kindly ask that you do not send any products containing peanuts to the school.** Please review with your children the seriousness of allergies and the potential dangers of sharing food.

### **EMERGENCY PROCEDURE DRILLS**

Emergency Procedure drills are practiced on a regular basis to ensure we are ready in an emergency situation. All schools in the province are mandated to have Disaster Plans in place. These include fire drills, lockdowns and evacuation procedures. We are aware that these can be frightening experiences for our little people and approach them with care and sensitivity.



## **SCHOOL SERVICES**

### **LIBRARY**

All classes, Kindergarten to grade nine, have regularly scheduled library periods and borrow books on a weekly basis. Students are taught library skills so that they can enjoy maximum use of the library. Should any books or library materials be lost or damaged, students will be expected to reimburse the school. The library is open for upper elementary and Junior High students over most noon hours.

### **INTERNET POLICY**

**At the beginning of each school year, all students and staff are required to fill in the *Internet User Form*.** Misuse of the Internet will result in serious penalty including access privileges being revoked. Please read this agreement form very carefully in order to avoid any compromising situations.

These guidelines apply to all internet users, including those using personal devices within the school.

### **COUNSELLOR**

Our Lady of the Assumption School has a Counsellor available to students and appointments may be made directly with the Counsellor. The main objectives of the Counselling program are to promote self-awareness, to encourage effective problem solving practices, and to develop effective decision-making strategies.

### **HEALTH SERVICES**

It is important that children are well enough to learn when they come to school. **Sick children should be kept at home for their own well-being, and for the health of others. Students who are too ill to go outside or participate in recess should be kept at home.** As short-term illnesses affect all children at some point, it is necessary for parents to have emergency child-care plans in place. The school is not staffed to supervise sick children.

A community Health Nurse visits the school for a half day once a week. If you wish to refer your child to the nurse, please inform office staff. The Community Health Nurse is available for consultation and co-ordinates the planning and presentation of the health program.

A Speech Therapist visits the school to work with students who need additional speech and language assistance. This is coordinated through Renfrew Educational Services.

### **ADMINISTERING MEDICATION**

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

### **COMMUNICATION**

Open and regular communication is encouraged between home and school. If you have a concern about something happening in the child's classroom there is an established procedure to follow common to all schools in our District:

1. Make an appointment to see the person involved.
2. If further discussion seems necessary, contact an administrator.

### **NEWSLETTER**

The school publishes a monthly newsletter. It is mailed out electronically to parents, posted on our website and is available in a paper copy from the front office. We suggest you keep the newsletter in a prominent place so you can refer to it. The newsletter is also a great means to provide comments/suggestions to administration by using the feedback form.

### **SCHOOL WEBSITE**

Our school website includes information from our Handbook and Agendas, the year's calendar of events, and information as it relates to Our Lady of the Assumption School. The website address is:

[www.cssd.ab.ca/schools/assumption](http://www.cssd.ab.ca/schools/assumption).

## **EBOARD**

Elementary parents and students will be able to access course information and most assignments through our E-Board website. Access to E-Board is found through our school website: [www.cssd.ab.ca/schools/assumption](http://www.cssd.ab.ca/schools/assumption).

## **D2L**

Junior High parents and students will be able to access school and course information including assignments and assessments through D2L, both using the student's district username and personal password.

Access to D2L is found through our school website: [www.cssd.ab.ca/schools/assumption](http://www.cssd.ab.ca/schools/assumption).

There are also updates available on **TWITTER**. Find us at: **@Assumption\_CCSD**.

## **STUDENT AGENDAS**

As part of the school fee, all elementary students receive an agenda. This agenda serves as the student's passport throughout the building. Homework, daily reminders, as well as library privileges are recorded in the agenda.

If a student loses their agenda, they must purchase a replacement from the office.

Most junior high students receive their school communications through D2L, however, traditional agendas are available for students who would benefit from a paper version.

## **SCHOOL COUNCIL**

All parents are members of the School Council. The School Council Executive is the steering committee for the activities of the Council. The main purpose of the council is to support the principal and school goals, relating to co-curricular and extra-curricular issues.

Meetings are scheduled for the first Monday of every month. Please watch the newsletter for any updates or changes. All parents are welcome and invited to participate.

## **ACADEMIC PROGRAM**

### **HOMEWORK POLICY**

Homework is any task assigned by teachers that students complete during non-school hours. The Calgary Catholic School District recognizes well-planned homework in Grades 3-12 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 for 2010-2011. You can find more information about the District's homework regulation at [www.cssd.ab.ca](http://www.cssd.ab.ca).

### **HOMEWORK DUE TO ABSENCE**

Short absences (1-2 days) do not usually require parents to request and pick up homework, unless the teacher deems it necessary. Many families take holidays during the school year resulting in the loss of school time. **The teachers are not responsible for student catch-up for this type of absence.** Parents are asked to minimize these absences and to help their children take responsibility for the missed work. Elementary students can access eBoard for daily updates on assignments and homework and junior high students can access D2L.

### **PROGRESS REPORTS**

There are four Progress Reports in each academic year. The first report is **oral**. Parents are asked to attend an interview in September. Formal progress reports are sent home in November, March and at the end of June. Parent-teacher interviews are scheduled in November and March. Should parents have concerns outside of these times, they are encouraged to contact the teacher. Junior High students and their parents/guardians will have access to the grades tool in D2L that will allow for up-to-date assessment information and feedback.

Junior High parents are reminded that grading for junior high students is **cumulative** over the entire year. Grades are no longer isolated or term specific. As such, students maintaining Honour Roll status throughout the school year will be recognized at a special breakfast in June.

## **JUNIOR HIGH HONOURS**

Honour Roll categories are as follows:

### **Honours with Distinction:**

An overall average of 90% or above.

No mark less than 80%.

Work Habits of satisfactory or better.

### **Honours:**

An overall average of 80% or above.

No mark less than 70%.

Work Habits of satisfactory or better.

Any student who raises their overall average by 10% is also considered for Honor Roll.

Students who achieve *Honour Roll* status or *Honours with Distinction* status throughout the school year will be invited, along with their families, to an Honour Roll Celebration in June.

## **ACHIEVEMENT EXAMS/FINAL EXAMS**

Provincial Achievement Exams are prepared by Alberta Education. They are written by grade 9 students in June in Math, Language Arts, Social and Science. Official results from Alberta Education will not be available until September. Teachers generally score these prior to sending them on to Edmonton. In grade 9, these are considered final exams.

## **STUDENT LEARNER ASSESSMENTS**

As provincial programs of study change to emphasize student competencies, provincial standardized tests must also change. In May 2013, Alberta Education announced that Alberta would be giving teachers more tools to help students succeed by introducing new, more student-friendly assessments that will replace the existing Provincial Achievement Tests.

The new Student Learning Assessments (SLAs) will provide students, teachers, and parents with information at the beginning of the school year to plan for learning. Collecting and receiving the information at this point in the school year, rather than at the end, will serve as useful reference for everyone and enable collaboration between parents and teachers to support student learning during the year.

Alberta Education remains committed to maintaining our rigour and ensuring the education system is performing well for all students. The information from the SLAs will be used to generate a report that details each student's strengths and areas requiring improvement relative to provincial standards. There will also be information on how each student's performance compares provincially to other students. Students, parents and teachers then have the data, time and information to plan student programming and support more personalized student learning for the rest of the school year.

Grade 3 students will be the first to write the new assessments, with pilots starting in September 2014. Full implementation for Grade 3 is expected by September 2015. Pilots for Grades 6 and 9 are scheduled to begin in 2015 and 2016, respectively.

## **AWARDS AND RECOGNITION**

Our Lady of the Assumption School makes efforts to recognize our students in many areas. Throughout the year, by way of our PANTHER Paw program, we will be recognizing students in kindergarten through grade nine for their contributions towards our *Catholic Community of Caring*. We recognize students for participating in Sacramental preparation, Community and School Service, as well as Junior High citizenship, athletic, artistic and academic achievements.

## **INTER-SCHOLASTIC SPORTS**

Our Lady of the Assumption School enters teams in the Calgary Catholic Junior High School Athletic Association's sponsored events. There are opportunities for Junior High students to participate in most events.

These teams involve students who have the interest and ability to compete at a higher level than that which exists in the intramural program. To be eligible for such teams, a student must maintain a satisfactory record of academic achievement, classroom conduct, co-operation and contribute positively to the school community. **Academics always takes precedence over our school athletic programs.** Our school teams are eligible to participate in cross-country running, basketball, volleyball, badminton, flag football and wrestling.

**PLEASE NOTE:** All students who are engaged in competitive sports must be covered by accident insurance, either school insurance or their own family insurance.

### **CLUBS AND COMMITTEES**

At Our Lady of the Assumption School there are many opportunities for students to get involved with clubs and committees. Offerings will change from year to year depending on staff interests and talents.

## **STUDENT CONDUCT**

### **BEHAVIOURAL EXPECTATIONS**

Our Lady of the Assumption is a Catholic Community of Caring school where students are expected to demonstrate behaviours, which reflect the values of Catholic Education that are necessary for the maintenance of an effective learning-teaching environment. Any school-sponsored activity demands that students exhibit both respect and responsibility. These activities are over and above the regular school program and, as such, are **privileges** - not rights. Participation in these activities may be withheld due to breaches of the school's behaviour code.

Specifically, a student is expected to:

1. **Show respect for him/herself.** A student is expected to be prepared for class and to work consistently to the level of his/her ability. The use of tobacco, drugs or alcohol on school property or during school hours is also considered to be a violation of this expectation.
2. **Show respect for the rights and dignity of others.** Physical, racial, sexual, cyber or any form of psychological harassment or abuse will not be tolerated. Vulgar or obscene language, rude or insolent comments or taunting are not acceptable.
3. **Show respect for property and the environment**— his/her own and that of others including the school building, equipment and grounds. Graffiti, vandalism and theft are considered violations of these expectations.

\*Parents are asked to review with their children that the yards surrounding the school property are **private property**. We want to be good neighbours.

### **SMOKING**

School Board Policy prohibits smoking or the use of any tobacco product on School Board property or during any school sponsored activity.

### **DRUGS AND ALCOHOL**

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

### **SCHOOL DISCIPLINE PLAN**

The maintenance of discipline in school is the responsibility of the teachers, staff and school administration. **We promote and follow a Progressive Discipline Plan.** Specific disciplinary measures used at Our Lady of the Assumption School may include:

- 1) Warning/discussion with student regarding the concern
- 2) Restriction of Privileges
- 3) Informal/formal communication between student, teacher, counsellor, parents, administration via the agenda, email, telephone or parent conference
- 4) In-school suspension - In such instances, parents are contacted
- 5) Students may be sent home in the care and custody of parents in order to consider alternate, more positive behaviours or to defuse the situation. In such cases parents are contacted and a conference with a representative from administration is required
- 6) Formal suspension:
  - i) 1 - 5 days
  - ii) Parents and Superintendent notified in writing
  - iii) Parents must meet with administration to discuss conditions of reinstatement and corrective measures
- 7) Expulsion

**The seriousness of an offence may be such that the school resorts directly to formal suspension/expulsion.**

# OUR LADY OF THE ASSUMPTION SCHOOL

## 2014 – 2015 IMPORTANT DATES

### AUGUST

Aug. 27 Wednesday  
Aug. 28 Thursday

**NO SCHOOL** – Teacher Organization  
**NO SCHOOL** – Profession Development a.m./  
District Mass p.m.

Aug. 29 Friday

**NO SCHOOL** – Teacher Organization

### SEPTEMBER

Sept. 1 Monday  
Sept. 2 Tuesday  
Sept. 12 Friday

**NO SCHOOL** – Labour Day  
School opens  
**NO SCHOOL** – Parent/Teacher Conferences

### OCTOBER

Oct. 10 Friday  
Oct. 13 Monday  
Oct. 31 Friday

**NO SCHOOL** – Professional Development Day  
**NO SCHOOL** – Thanksgiving Day  
**NO SCHOOL** – Faith Day

### NOVEMBER

Nov. 10 Friday  
Nov. 11 Friday  
Nov. 28 Friday

**NO SCHOOL** – Professional Development Day  
**NO SCHOOL** – Remembrance Day  
**NO SCHOOL** – Parent/Teacher Conferences

### DECEMBER

Dec. 18 Thursday  
Dec. 19 Friday

Last day of classes for Kindergarten  
Christmas Holiday begins – **11:30 DISMISSAL**

### JANUARY

Jan. 5 Monday

School re-opens

### FEBRUARY

Feb. 12 Thursday  
Feb. 13 Friday  
Feb. 16 Monday

**NO SCHOOL** – Teacher's Convention  
**NO SCHOOL** – Teacher's Convention  
**NO SCHOOL** – Family Day

### MARCH

Mar. 2 Monday  
Mar. 20 Friday

**NO SCHOOL** – Professional Development Day  
**NO SCHOOL** – Parent/Teacher Conferences

### APRIL

Apr. 1 Wednesday  
Apr. 2 Thursday  
Apr. 13 Monday

Last day of classes for Kindergarten  
Easter Holiday begins – **11:30 DISMISSAL**  
School re-opens

### MAY

May 11 Monday  
May 15 Friday  
May 18 Monday

PAT Gr 9 LA Part A  
**NO SCHOOL** – Professional Development Day  
**NO SCHOOL** – Victoria Day

### JUNE

June 23 Tuesday  
June 24 Wednesday  
June 25 Thursday  
June 26 Friday  
June 26 Friday

PAT Gr 9 Science  
PAT Gr 9 Math  
PAT Gr 9 LA Part B  
PAT Gr 9 Social Studies  
Last day of school - **11:30 DISMISSAL**