



**Calgary Board
of Education**

Thomas B. Riley School



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**2023-24
PARENT-STUDENT HANDBOOK**

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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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THOMAS B. RILEY SCHOOL

COMMITMENT TO EXCELLENCE

This page contains the commitments for students, staff and parents. We ask that you and your child discuss these commitments and both sign it and return to your child's homeroom teacher. We look forward to a positive year together as a school community.

SCHOOL COMMITMENT

1. Set high expectations for student achievement.
2. Provide structure and teacher-directed whole group instruction to ensure success.
3. Model respectful, positive, professional behaviour in working with students and parents.
4. Ensure effective communication with home as needed through use of agenda, email, PowerSchool and/or SchoolMessenger.
5. Reinforce character education throughout the school.
6. Support the delivery of the program, primarily by whole group instruction.

PARENT COMMITMENT

1. Provide a quiet work place for nightly homework.
2. Make homework a priority and communicate with the school and teachers as needed.
3. Reinforce virtues at home.
4. Expand the student's education through the family.
5. Encourage high achievement in all subject areas.
6. Support the administration and staff in their efforts to maintain an orderly, disciplined, safe and caring school environment.
7. Attend parent/teacher conferences as needed following each reporting period.
8. Ensure that all family holiday travel takes place when school is NOT in session.

STUDENT COMMITMENT

1. Demonstrate respect, responsibility and other virtues in daily conduct.
2. Respect and listen to all staff members and parent volunteers.
3. Participate in all activities and community service as appropriate.
4. Display a positive attitude with adults and other students.
5. Complete assignments and homework and aim for excellence.
6. Conform to the school dress code.
7. Come to PE class prepared to change into proper attire and ready to participate
8. Adhere to the school's Cell Phone / Digital Device Policy
9. Come prepared and fully commit to learning. For TLC students this includes but is not limited to Music/Band and French, including regular practice at home.
10. Participate respectfully in the daily singing of "O Canada"

Student Name (Please print): _____

Signature of Parent(s)/Guardian(s): _____

Signature of Student: _____

Signature of Teacher _____

WELCOME!

Welcome to Thomas B. Riley School and congratulations on being a Raider! This Parent - Student Handbook is intended to provide information about the processes, procedures and expectations at Thomas B. Riley School. It is important that students, parents and guardians read the following pages carefully. Please feel free to contact us at 403-777-7260 if you have further questions. We welcome you to our Raider community! Read on to learn about the Raider code and the expectations we have for you, our students!

THE RAIDER CODE

The Raider Code has four basic guidelines, the four “Rs”, which outline what we expect of all Raiders!

- Respect yourself
- Respect each other
- Respect our community
- Be Responsible for your actions

Raiders are responsible and accountable for their behaviour and conduct:

- while they are involved in school-sponsored or related activities
- on school board property
- during any locker break or lunch periods on or off school board property
- while traveling to and from school, including on the school bus
- engaging in any electronic communication both on or off CBE property, and
- in any other circumstances, including beyond the hours of school operation, if the behaviour or conduct affects the school environment.

Raiders respect:

- school authority
- others and their property
- ethnic, racial, religious and gender differences
- school board property, community property and property of other persons

Raiders are accountable for:

- school attendance and punctuality
- their work habits, assignments and homework
- textbooks and equipment; and
- complying with the Calgary Board of Education Student Code of Conduct

AGENCY SUPPORT

We are fortunate to have a number of organizations that work in and/or in partnership with our school at any given time. These have included Big Brothers and Sisters, Brown Bagging for Calgary Kids, the Tyler Zeer Foundation, BowWest Community Resource Centre, PC Children's Charity, TBR Parent Advisory Society, and others. We appreciate our many connections to the community and the ways in which we can work together!

ATTENDANCE

In order to be successful in school, it is imperative that students attend on a regular basis and arrive on time.

As per the School Act and CBE Policy 6020, all students age 6 to 16 must attend school regularly and punctually. According to Alberta Education, a student who has missed 10% (about 18 days) or more of school is considered chronically absent. Whether absences are excused (for example, illness, medical appointments) or unexcused (for example, vacations or family trips), the loss of instructional time is substantial and can negatively affect student learning and social development. Research indicates, absenteeism is a stronger predictor of dropout rates than suspensions and test scores.

Vacations and trips during the school year are strongly discouraged as it is extremely difficult for students to keep up with the rest of the class during these times and they often will fall behind in their school work. Our school calendar provides students with a sufficient amount of vacation time. Teachers do **not** provide homework to students who will be away on an extended absence.

Students are expected to be in school and attending all of their classes while they are here. Students who are absent from school or specific classes during the day are considered to be truant (skipping) and there may be consequences for these unexcused absences.

Excused Absences – In instances defined by the Alberta School Act, such as when students are seriously ill, student absences will be “excused.” However, it is essential to let the school know of the absence. Parents are requested to phone the school before 8:00 a.m. giving the student’s name, homeroom, reason for absence, and anticipated length of absence. Our absence line will be activated between the hours of 3:30 p.m. and 8:00 a.m. so that parents can leave a message. Our absence line phone number is (403) 777-7260 Ext 1. As they are minors, middle school students may **not** excuse their own absence.

Unexcused Absences – Students who are away from school without permission are considered truant and may face disciplinary action. Absences that do not meet the requirements of an “excused absence” under the School Act will also be considered “unexcused”, even if they are reported to the school. This includes extended vacations.

Truancy/Skipping – Class attendance is mandatory and students who skip classes may be required to make up the time with community service during lunch or after regular school hours, or face further disciplinary action.

Leaving Early – As minors, students who need to leave the building for a scheduled appointment or due to illness must be signed out by a parent or guardian at the front desk. Parents, please come into the office to do so when picking up your child during school hours.

Extended Absence Policy - It is our responsibility to ensure families understand the effect that unnecessary absences may have on a student’s education. If the student will be away more than five days, an appointment with the Principal or Assistant Principal is required and an Extended Absence Notice form must be completed and signed by the student, parents, teachers, Principal and Assistant Principal. The form must be completed **at least two weeks** prior to the student’s absence. It is not the school’s or Calgary Board of Education’s responsibility to provide home work to students who will be away on an extended absence. Extra time will not be available in class to catch up on any work missed, and grades will be assigned accordingly.

School Hours – Hours for this school year are 8:00am – 2:30pm on Monday–Thursday and 8:00am – 12:00pm on Fridays. In the interest of safety and security, students should not be at school before 7:40am or after 2:50PM (12:20 on Fridays), unless they are participating in a supervised activity. Similarly, students staying after school for extracurricular activities should be picked up promptly after (and no later than 15 minutes following) the conclusion of the activity. We have a soft entry this year beginning at 7:50am, the school doors will be open in order to allow for additional transition time for students each morning.

When picking up students late after school or for extracurricular activities, please ensure you have arranged pick with your child for immediately after the activity. It is unfair to expect teachers and/or other staff to provide childcare for students in such situations

STUDENT CONDUCT

The Calgary Board of Education is committed to providing students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. With this in mind:

- Students will:
- Demonstrate respect, responsibility and all other virtues in daily conduct
 - Entering and exiting classroom must be done in a quiet and respectful manner
 - Students will do their best to transition to class as quickly and respectfully as possible.
 - Students will not loiter in the halls during and after transition to class and once classes have started.
 - Daily announcements are for us; we must sit quietly and listen respectfully to our morning announcements
 - The language we use is a direct reflection upon our own character. Swearing and all other profanity is not allowed at TBR
 - School appropriate music and conversations only. If you are listening to music or having conversations that use profanity or topics of inappropriate behaviour, it should not be brought into school.
 - Respect **ALL** TBR Staff.
 - Positive attitude is a must to be successful in school and in life.
 - Follow school dress code
 - Refrain from cell phone use during class time unless given explicit permission by your teacher
 - Observe and participate in the respectful singing of O Canada

- Observe the Raider Code
 - Respect for Self
 - Respect for Others
 - Respect for Environment
 - Be Responsible and accountable for your actions
- No Slurpees, Big Gulps, iced coffee, energy drinks, etc... inside the school
- No going to lockers between classes
- Students should not be sitting on desks, tables or countertops.

Students should grab what they need for Periods 1 & 2, go to lockers during Nutrition Break and grab what they need for Periods 3 & 4, go to their locker during lunch and grab what they need for Periods 5,6 and 7, and go to lockers at the end of the day.

The CBE has created a system-wide Student Code of Conduct ([Administrative Regulation 6005](#)) with input from students, parents and CBE employees. All CBE students are expected to abide by and be fully aware of the new system policy on discipline and conduct, which has been posted to our Administrative Regulation page

We expect all students to behave in a caring manner towards each other at all times. We expect students to respect themselves, respect others, and the school environment, and to apply themselves diligently to their schoolwork. Students are expected to welcome, encourage, and celebrate each other. A focus for our school is to create an environment where all feel safe and where learning and teaching can occur in a risk-free climate. To assist us in our endeavors we will focus directly on character education and implementation of Alberta Health curriculum. The ultimate goal is to create students who are self-disciplined and reflective about their behaviors and their actions.

Consequences for infractions may include verbal redirection, time-outs, loss of privileges, conflict resolution strategies, goal setting, parental contact, noon detentions, community service, suspensions or parent-approved referral to outside support service providers, or involvement of the Calgary Police Services School Resource Officer (SRO). The objective is to change behaviors rather than to punish the student. In the event that these measures are not successful, teachers may bring the issue to the School Learning Team (SLT) for further intervention from administration. All matters of discipline, including recommended consequences, are dealt with in a confidential manner and therefore are not shared with the school community.

Smoking/Vaping

Students are not allowed to smoke/vape in the school, on the school grounds, or within sight of the school. It is illegal to smoke or vape or be in possession of smoking or vaping paraphernalia under the age of 18. Students are also asked to not bring to school any item associated with smoking, such as cigarettes, lighters, matches, vapes or vape juice. Any smoking or vaping related items will be taken away from students. If students choose to participate in smoking or vaping they will face disciplinary action which may include but not limited to suspension from school.

Drugs and Alcohol

The use, possession, distribution, or collection of money for illicit drugs (including cannabis), drug paraphernalia, tobacco, vapes, vape juice, alcohol, or inhalants in school, on school board property or in the context of any school-related activity is strictly prohibited. It will result in disciplinary action being taken by the school, likely including suspension and, possibly, a recommendation for expulsion. All such items will be confiscated and either turned over to the police or legally disposed of. Police may be consulted, and may take additional action in dealing with such issues.

Contact

Students that are in contact with drugs, alcohol, tobacco, vapes, vape juice or any other illicit drug including cannabis will face disciplinary action. The consequence for coming into contact with the previous mentioned substances may include but not limited to suspension from school.

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DRESS CODE

The Calgary Board of Education states that students should follow standards of dress and grooming as set by the principal and staff. Students at Thomas B. Riley School are expected to adhere to reasonable standards in dress and grooming which reflect the school's purpose as a place of learning and a place of work.

The following guidelines should help students in their selection of appropriate dress for school:

- **Safety and health** - footwear must be worn at all times; special dress (goggles, aprons, gym strip) must be worn as required in the shop or foods class, laboratory or physical education programs.
- **Respectful attire appropriate for a place of learning and work** - clothing must **not** display inappropriate or offensive language, slogans or messages including gang or drug or alcohol-related connotations. Indiscreet, extreme or threatening attire will not be tolerated. The Calgary Board of Education has stated that the school has the authority to require any student with unsuitable attire to return home to change before being admitted to classes.
- **Hats and Hoods** – hats and hoods may be worn as you enter the school and in the schools hallways, and public spaces. Hats and hoods should be worn in a respectful way that do not hide the identity of the student wearing them. It is up to individual teachers to decide whether or not hats or hoods can be worn in their classrooms.

Student in TLC are required to dress in uniforms or appropriate dress for the activities of the school at all times. Mondays and assembly days are considered formal days and students are expected to wear a full uniform. During the remainder of the week they may choose between a vest or the cardigan, a kilt or navy pants. Students are not expected to wear ties on informal days. No sweat pants, jeans or yoga pants. Shirts are to be tucked in at all times. In the warmer months, a white golf shirt is an appropriate alternative. **Please label ALL clothing with your child's full name, as it is extremely hard to distinguish one kilt, shirt or cardigan from another.**

Student Uniform Requirements

- School uniform colour:
 - Middle/Junior – navy (TLC cardigan & vest)
 - All students wear the TLC plaid. Either the plaid tie or kilt must be worn on formal days.
- Formal uniform is required on Mondays as well as on special assembly or occasion days as established by the school, but can be worn every day.
- Informal uniform may be worn on all other days.
- All uniform pieces must be clean, tidy, in good repair and fit appropriately.
- All uniform pieces should be clearly and permanently labelled so that in the event that a piece is found it may be returned to the correct student.

Formal	Informal
Navy TLC Crested Cardigan	Navy TLC Crested Cardigan or TLC Crested Vest with Plain White Long or Short Sleeve Collared Shirt OR TLC Crested Golf/Polo Long or Short Sleeve Shirt
Plain White Long or Short Sleeve Collared Shirt (tucked into kilt or pants)	TLC Plaid Kilt or Navy Twill Pants or Navy Walking Short/Skort
TLC Plaid Kilt or Navy Twill Pants	Navy Tights or Socks
Navy Tights or Socks	Non-Scuffing Black Shoes
Non-Scuffing Black Shoes	Bicycle Shorts when wearing the Kilt
Bicycle Shorts when wearing the Kilt	TLC Plaid Tie (optional)
TLC Plaid Tie when wearing Navy Twill Pants	TLC Plain Headband (optional)
TLC Plain Headband (optional)	

Footwear: Please ensure that your child has non-marking running shoes for gym, as well as NO SCUFF BLACK, LEATHER, POLISHABLE, NON-SKID SHOES for inside footwear. TLC Students must have 2 pairs of shoes: one pair of black shoes and one pair of running shoes for Phys. Ed.

Casual Days: On those days when celebrating something special, students will have the option to wear casual clothing. These dates will be announced in advance.

HOMEWORK POLICIES

It is the student's responsibility to know what homework there is and to ensure that all work is completed on time. Students and parents are encouraged to use teacher Brightspace/D2L shells and PowerSchool to keep up to date on content, assignments and assessments. When an issue is more serious in nature we ask that the parent make contact directly with the teacher.

Home Work Length Guidelines

- Homework length will vary as needed. This is an average guideline.
 - Grades 7-9: Approximately 45-60 minutes per night.
- Homework may include reviewing, studying for tests, completing assignments, practicing their instrument and reading.
- Major tests and major projects will not be assigned over long weekends or holidays.
- In addition, students will be required to practice their instruments over the course of the week.

COMMUNICATION

Report Cards: These are a formal method for communicating your child's progress. We ask that you discuss and analyze your child's report card with them. Report cards will be sent out two times during the year, in January and in June.

TLC is an academically rigorous program that emphasizes the pursuit of excellence across all disciplines of the provincial curriculum including second language learning and music. If a student is not adhering to these principles, administration will discuss and review the child's learning needs with the parents and work toward an appropriate solution.

Parent/Teacher/Student Conferences: Conferences provide an opportunity for parents and their child to meet with the classroom teacher to discuss progress as well as set goals. Please note the conference dates on the school calendar.

A parent's first line of communication with the school is the classroom teacher. Please feel free to call or email your child's teacher, bearing in mind that teachers are not able to accept telephone calls during instructional time. Teachers' contact information is shared by teachers and is available on our school website.

Our [school website](#) contains up to date information. The office also sends out email reminders throughout the school year as well, so we encourage all parents to "opt-in" for SchoolMessenger messages so that you do not miss out on important updates.

BAND INSTRUMENT RENTAL

All TLC students are required to take Band as part of the TLC program. All students who take band will need to own or rent an instrument to participate in the TBR band program. Costs vary depending on the instrument played. Instrument clinics and showcase nights are scheduled at the school prior to the beginning of each semester.

Dismissal Times - Relatives / Friends Picking up Students

Please talk to your child about safety and family expectations for dismissal time, as the school does not provide supervision after 2:30 pm. All students are required to exit the building after school unless participating in a school-sponsored activity, sport, or club. We will not allow students to leave during school hours unless we have direct permission from parents / guardians. If you are sending a friend or relative to the school to pick up your child, please inform the school prior to pick-up, either in writing or by telephone. Unless notified in writing, students will be sent home as is normal for them. Parents are asked to come to the office to sign out students who are being picked up.

School Drop-Off

If you are driving your child to school, please do not park or drop your child off in front of the school between the two no parking signs. Please use visitor parking, in our parking lot (the spots at far west side of the lot) if you intend to stay longer than a minute or two. If you are dropping your child off at school, please no U-turns in front of the school. Let's choose safety over convenience.

Contacting Students during School Hours

When picking up your child for an appointment, parents are expected to check in at the office to sign their child out. Parent should communicate with the office as to when their student needs to leave the classroom for an appointment, etc. Parents are not proceed to the classroom. The office will assist you in locating your child. Other than in the case of an emergency or appointment, we will only be able to call the child to the office during break times.

Telephone Courtesy

Student phone calls must be limited to emergency calls only or those approved by the teacher. Security measures require us to take extra precautions when it comes to relaying information or messages to your children when they are at school. As we are unable to confirm who is calling over the telephone and by email, you must make arrangements with your child beforehand or send instructions to us in note or in the form of an email. If you will be late picking up your child at school, please ensure that you have a contingency plan in place. We would ask that you kindly keep this in mind and limit any telephone requests to family emergency situations only. Please note that students may not have access to their cell phones during the day.

CHANGE OF ADDRESS, EMERGENCY CONTACTS, TELEPHONE NUMBER OR EMAIL ADDRESS

Please notify the school office immediately with any changes of address, telephone number, email address, or emergency contacts. It is very important that we have a record of an emergency contact on file in the event that we cannot reach you. Please ensure that business and cell phone numbers on file are current at all times. We also ask that copies of custody agreements be provided to the school so that there is no confusion about which parent is to be contacted in times of emergency and for reporting purposes.

NOON SUPERVISION / CAFETERIA SERVICES

Students are supervised during the lunch hour. After lunch, students are expected to go outside for a break, unless they are participating in a lunchtime club, attending intramurals or completing homework in the Learning Commons.

NUTRITION BREAK

Students are encouraged to bring a nutritious snack to eat during the nutrition break each day. Students are also expected to use this time to exchange books at their lockers as no backpacks will be allowed in the classrooms.

EMERGENCY INFORMATION/CHANGES

Safe and quick school evacuations are practiced throughout the year. In the event of an immediate evacuation, students will be evacuated to Bowcroft School (3940 73 St. NW). School personnel will supervise them until parents are notified and students are picked up.

In case of storm, fire, utility disruption or civil disturbance, parents will be contacted by office staff using SchoolMessenger. School personnel will supervise students whose parents cannot be reached until an emergency contact person is reached.

In case of custody issues, ensure that the custodial parent is clearly indicated. Court documents to this effect must be provided for the student's file. Any changes to these papers or to the wishes of the custodial parent **MUST** come in writing with a signature.

It is extremely important that we have up-to-date information in case of an emergency situation. At the start of each year, your child will bring home the Student Demographic Information Sheet. This report will contain all of the vital information that we have recorded for your child; please review, update, sign and return this document to the school. Thereafter, please notify us immediately of any changes in your address, phone numbers, place of work, emergency contacts, etc.

STUDENTS LEAVING THE SCHOOL GROUNDS

Students are allowed off-campus during the lunch hour. There is no supervision provided for students when they are off-campus. Students are expected to return to school on time and to maintain good relationships with the residents and business people in the area. Students are **not** permitted to loiter around the church, neighbouring homes, or business establishments. The Bowcroft School playground is also out of bounds. Students who are late returning to school or are inappropriate in the community may have this privilege revoked.

Students in the ALP and PLP programs are to remain on school grounds during the school day with the exception of those students who have permission to go home for lunch, or when leaving with parents.

LOST AND FOUND

A lost and found box is located in the gym hallway. Please encourage your children to check the box frequently for any missing items. Smaller and more valuable items (e.g. jewelry, glasses, etc.) are kept at the office. Expensive toys or games should not be brought to school. The school is not responsible for lost or stolen items. Several times a year, the lost and found boxes will be emptied and any items left in them will be either donated to charity or thrown in the garbage.

PHYSICAL EDUCATION

All students have daily physical education classes. Students are required to change into an appropriate shirt, shorts or sweat pants and must have proper running shoes for these classes. The school has gym strip available for purchase. The school has gym strip available to borrow if needed. Digital devices are not permitted in the change rooms.

EXTRA-CURRICULAR EVENTS

There is an array of extra-curricular events offered within the school. Students are able to participate in a variety of intramurals, interschool athletic teams, and special events at lunch or before/after school. If your child is selected for a school team or is participating in an after school event, please be aware of the pick-up time, location and please arrive punctually.

LOCKERS

All students will have the use of a hall locker with a school-issued lock at school and a PE locker for gym. If students lose or damage their lock, they will need to pay for the replacement. Students may share lockers with a partner. Students are responsible for the locker's cleanliness. Lockers are school property and the school reserves the right to open them at any time. All lockers must have a school-issued lock on the locker; if there is no lock, then the materials inside the locker will be cleaned out and placed in the lost and found.

As outlined in [CBE Administrative Regulations 6014](#) and supported by the Supreme Court of Canada, a principal or designate may search a student, the student's locker(s), a school storage area assigned to the student, and articles and objects belonging to or used by the student on school board premises:

SCHOOL COUNCIL

Thomas B. Riley has an active and dedicated School Council to support our learning community. Regular meetings are held and the dates will be set out on the school calendar. Your participation contributes to the quality of your child's school experience. All parents are encouraged to attend school council meetings to provide direction about important issues that impact our school and get involved in planning community building events and fundraisers. By joining the School Council, parents can become a partner in the school education system, help build community relationships with other parents and school administration, stay informed about what is happening at school as well as within the Calgary Board of Education and may participate in fundraisers to help improve student experiences. Fundraisers organized by the Parent Advisory Society help pay for extra-curricular activities, such as transportation for field trips, purchase technology and other equipment needed for Physical Education.

PARENT VOLUNTEERS

Parent volunteers play an important role in our school. Your talents, interests and enthusiasm are always welcomed. Police security checks are required for all volunteers. Forms are available at the office.

PRINCIPAL'S STUDENT ADVISORY COUNCIL

We believe that it is imperative that we develop the leadership skills of our students. When students feel connected and invested in their education, they are more likely to find success and happiness in school. The Principal's Student Advisory Council is made up of student representatives from each grade who are interested in the democratic process. Students meet with administration several times throughout the year.

MEDICINE

It is imperative that the school be made aware of any **medical conditions** (e.g. allergies) which impact your child's safety and/or functioning within the school. This way we will be able to assist your child appropriately in the event of an emergency.

School personnel are not authorized to dispense medicine to a child without written consent and administration details from a physician. **MEDICATIONS TO BE TAKEN DURING SCHOOL HOURS REQUIRE A SIGNED RELEASE FORM TO BE ON FILE IN THE OFFICE.** Your physician must sign this form. If you would like us to give your child medicine at any time, you must arrange to have this form completed beforehand. **MEDICATIONS MUST BE KEPT IN THE OFFICE.** We would also request that you only ask school personnel to administer medication under extreme circumstances or in the event of a child requiring medication over extended periods. If you have any questions or concerns about this procedure, please feel free to call the school. We do not keep a supply of medication at school for student use.

BACKPACKS, BOOK BAGS and LOCKERS

Backpacks are to be left in the lockers. The schedule allows students time to return to their lockers during the day if necessary. Shoes should be stored in the lockers as well. There are empty lockers in the PE change room that students may access when they change for PE. **Do not** leave MONEY or valuables in PE lockers.

We recommend that money and other valuables are kept secure in hall lockers. Where possible, such items are to be left at home. The school will not be responsible for tracking or relocating these items if they go missing. Other than their locker partners, students should not share their lock combinations with others. **Lockers are considered school property and can be opened by staff if necessary.**

LOCKER/STUDENT SEARCHES

In accordance with [CBE Administrative Regulation 6014](#), administrators who have reasonable grounds to believe that there has been a breach of school rules or discipline, or that there is a threat to school welfare or safety, may conduct a search of the following:

- students;
- school desks, lockers, tote boxes, and school storage areas used by students;
- items belonging to students that are on school property (including backpacks, clothing, purses, etc); and
- files stored on school computer resources.

ACADEMIC HONESTY

Academic honesty is an important part of the climate of integrity and fairness that exists at Thomas B Riley School. It is important that all members of the school community maintain high standards of integrity and that student's achievement reflects their own ability, knowledge, and skill.

Students act **without** academic honesty when they:

- plagiarize – the unacknowledged use of another person's work and the presentation of that work, in whole or part, as one's own, or assisting in the act of plagiarism by allowing one's work to be used in this fashion. This may include presenting the words or ideas of another as one's own or submission of the same work to more than one teacher without the teacher's consent.
- obtain or provide unauthorized information concerning all or part of an assignment or examination prior to, or during, the examination, take an examination for another student or arrange for another person to take an exam in one's place.
- alter or change test answers after submission for grading, alter or change grades after grades have been awarded or alter or change other academic records, making any other attempt to alter grades using means that have not been or would not be approved by your teacher.
- use unauthorized materials including unauthorized electronic information or devices during an exam or assignment.
- provide materials for another student to copy.
- intentionally miss a quiz or test or submit an assignment late in order to obtain information or gain an advantage over other students.

SCHOOL RESPONSE TO ACADEMIC DISHONESTY

When a student acts with academic dishonesty, several things may occur. Students that made a poor choice copying may receive a zero on the assignment. A record of the dishonesty will be put in the student's file. The student's teacher may phone home and discuss the issue with parents. The teacher may send the student down to the office to have a discussion with an administrator and the administrator may phone home and talk with parents. School administration may decide that a suspension is warranted if acts of dishonesty are repeated several times.

LEARNING COMMONS

Students will be visiting the Learning Commons where the school library is located along with our computer lab and a shared common area used for collaboration. Students may also borrow novels and families will be asked to replace library books and/or textbooks that are lost, damaged, or destroyed while in their child's care.

All students may access the library throughout the school day. They may sign out two books and if more are required, students can speak with the library assistant.

DIGITAL CITIZENSHIP

Students have access to a variety of media texts and technology tools in our Learning Commons and through their classrooms. It is expected that all students adhere to expectations for responsible and ethical use of technology and the internet while in the school. Misuse of digital tools, including computers, the network, digital cameras and cell phones, will result in suspension from access to the network.

Students also have the opportunity to access the wireless network using their own digital devices in the school. Students may use their own devices at their teacher's or administrator's discretion.

CELLULAR TELEPHONES

During Classes

Students must turn the power off on cellular telephones and store in their hall locker while in class.

Away for the Day

- Personal digital devices/cell phones are **not** to be used or visible at any time during the school instructional hours
- All digital devices/cell phones must be placed in their student locker immediately upon entering the building and remain in lockers between 8am - 11:21am.
- Students are permitted to use their cell phones in the school during our lunch hour
- All digital devices/cell phones must be placed in the student locker prior to the start time of afternoon classes
- At the end of the school day (2:30 on M-R, 12:00 on F) students are free to use their cell phones within the school

If students are not willing to follow these outlined guidelines they will be provided with a warning and it will be documented by their homeroom teacher. On a second offense, parents will be contacted and may be asked come to the school to pick up their child's cell phone. Any more than two cell phone infractions will result in a mandatory parent meeting with school administration. Cell phones are **never** to be used in bathrooms or changing rooms. **The school does not assume any responsibility for lost or stolen items**

During Examinations

Students are **not** permitted to have a cellular telephone or other electronic communication device (e.g. tablet, smart watches connected to the Internet or any other personally-owned electronic device) in their possession during an in-class or final examination.

Outside of Classes

Use of cellular telephones and other electronic devices [e.g., laptops, cameras, smart watches] outside of class must not interfere in any way with instruction or the safe and orderly operation of the school.

Consequences

Any teacher who finds a student using an electronic device in contravention of this rule will confiscate the device in accordance with CBE policy and *the Education Act* of Alberta. A student who is found with any electronic devices during an examination may be disqualified from writing the examination and be assigned a grade of zero.

SCHOOL LEARNING TEAM

The School Learning Team provides limited assistance to students who have been identified as having special needs. This group consists of the classroom teacher(s), administration and student services.

If you have had your child privately assessed, please notify the school so that we may plan accordingly. Individual Program Plans (IPPs) will be reviewed at reporting periods with students, parents and homeroom teachers. Your input is extremely valuable.

LOCKDOWN/FIRE DRILL

Lockdown

A lockdown is a response to what the school administration would view as being a very serious threat to student safety. The threat may come from inside or outside the school. In the event of a lockdown, students must follow the direction of all staff members immediately and without question.

Announcement of a Lockdown:

- An administrator will announce over the PA system that we are moving to lockdown procedures.
- If the threat is outside of the school, the bell will ring three times. This alerts students to enter the school through the main entrance.
- If the threat is inside the school, the bell will ring outside continuously during the lockdown. This alerts students not to enter the school.

Under the supervision of a teacher:

- Your teacher will check the hallway, close and lock the classroom door and instruct students to move to the safest location in the room (under the green lock sign in the classroom).
- Everyone in the room must remain silent. No sounds from inside the room should be heard from the hallway.
- All cell phones must be turned off and not visible.

In the school, but not in class:

- If staff members are in your area, they will direct you to secure locations. Follow their instructions immediately and without question.
- If there are no staff members in your area and if you see an available secure place, go to that place and remain there until an announcement is made that the lockdown is over.
- If you do not see an available secure place and the lockdown announcement said that the threat is inside the school, leave the school through the nearest exit. Our evacuation site is Bowcroft School; please head there.

Outside

Threat outside the building:

- Immediately enter the building through the main entrance and follow the direction of staff towards a secure location. Outdoor PE classes may enter the building through the back cafeteria entrance.

Threat inside the building:

- If you see a staff member, join them immediately. You will be escorted to Bowcroft School for the duration of the lockdown.
- If you do not see a staff member, and you know where Bowcroft School is, proceed directly to the school.
- If you do not see a staff member, and you do not know where Bowcroft School is, move well away from school property and contact your parents to arrange for transportation home.

Once you are in a secure area

- Everyone in the room must remain silent. No sounds from inside the room should be heard from the hallway.
- Follow the directions of your teacher immediately and without question.
- Cellular phones or any other communication device **must** be turned off during a lockdown. Staff members will confiscate any communication device that they suspect is being used.
- Remain in your location until the lockdown is over.

Lockdown/ Fire Drills

We will practice two lockdown and six fire drills each year, and these may be both, announced and unannounced. Students who do not cooperate fully during a drill will be referred directly to their assistant principal for appropriate discipline.

SCHOOL ENTRANCE AND EXIT

The Calgary Board of Education has important security policies in place that schools must follow. For the safety of the students, all doors will be locked during school hours. Any visitors and volunteers to the school during school hours must ring the bell, state their name and reason for visit, and then report to the main office to sign in and receive an ID tag.