

# FATHER JAMES WHELIHAN ELEMENTARY AND JUNIOR HIGH SCHOOL

## Student Handbook



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Calgary, Alberta  
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Telephone: (403) 500-2087

Website + BrightSpace (D2L) Login:  
[www.cssd.ab.ca/schools/fatherwhelihan](http://www.cssd.ab.ca/schools/fatherwhelihan)

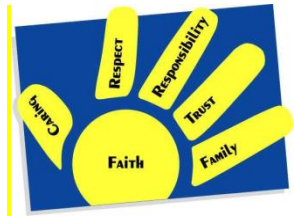
Instagram : fjw\_ccsd  
Twitter : @FJW\_CCSD

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

Homeroom: \_\_\_\_\_



# Welcome to Father James Whelihan 'A Catholic Community of Caring'



## PRINCIPAL'S MESSAGE

Dear Students,

September is really one of the best times of the year--it's a time to think, to anticipate, and to imagine the path you will create and travel over the next ten months. There are few things as exciting as the anticipation of a new school year, and no matter what grade you're entering, you can broaden your perspective and deepen your understandings. So, I encourage you to be curious about the world, to pay attention to your experiences, and to approach your responsibilities with an honest, dedicated effort.

Our Championing culture invites you to discover new perspectives, expand your friendships and enrich your lives with love and kindness. As part of our Whelihan family, you have the freedom to develop your critical reasoning and creative problem-solving skills and to realize your purpose and potential in a complex world. Before you begin designing your way forward, please read the information contained in this handbook. Parents and students should read all sections carefully and develop your understandings about what our school is all about.

The staff cannot wait to meet you and support you this year. We all look forward to a year of exploration and growth.  
Mrs. Joy Pablo-Wrzosek  
Principal

## FATHER WHELIHAN

Father James Whelihan was born on April 6th, 1902 in Lucan, Ontario. After being awarded a B.A. with honors from the University of Western Ontario, he entered the novitiate of the Basilian Fathers - a Catholic Community of priests dedicated to the education of youth. Father Whelihan became a priest on December 21st, 1930.



In 1933, Father Whelihan was assigned to teach at St. Mary's High School in Calgary. During this time, Father Whelihan served as a teacher, vice-principal, athletic director and coach. He also became the director for athletics for Calgary Catholic Schools and was a member of the athletic board for the City of Calgary. Father Whelihan was inducted into the Alberta Sports Hall of Fame (1985) and received the Order of Canada (1985). Father Whelihan passed away at St. Michael's hospital in Toronto on November 15th, 1986.

Father Whelihan was loved by all of those who knew him. His fun-loving nature and compassionate personality are remembered by the many students that had the privilege of learning from, and with him. He was an extraordinary man who believed that we should strive to be "**The Best That We Can Be**".

To honour his legacy, Calgary Catholic School board chose to name their school in Sundance after Father James Whelihan. Father Whelihan School was opened in September of 1986 and remains a place to honour Father Whelihan's teaching legacy.

## 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 AND BELL TIMES

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

	<b>Kind.</b>	<b>Elem.</b>	<b>Jr. High</b>
Entrance (a.m.)	8:19	8:19	8:19
Classes Begin	8:19	8:24	8:24
Recess		10:34 – 10:54	
Lunch	10:59	12:01-12:36	12:01 – 12:36
Entrance (p.m.)		12:36	12:36
Classes Begin		12:41	12:41
Dismissal		2:45	2:45

## 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](#)

**Reading and other literacy or language activities such as writing are part of daily life and are not considered to be homework.**

The Practice of assigning homework assignments is based on the following guidelines. Keeping in mind that the first grade in each divisional range below should reflect time at the low end of the scale, with a gradual extension at the upper end of the division to the higher time range, the recommended time guidelines are:

At all levels, the time a student spends on homework may vary and individual student needs and capacity should always be considered.

- Kindergarten – Grade 3:  
Occasional 5-10 minutes of homework per school night.

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

- Grades 7 to 9:  
Maximum of 60 minutes of homework per school night.

## ELECTRONIC DEVICES

Governing the presence of and use in schools of electronic or mobile devices such as cell phones is subject to the expectations of learners under Section 12 of the School 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 AND HEADPHONES/EAR BUDS

The use of student devices can have both very positive and very negative impacts on both learning and school climate and culture of Father James Whelihan School.

Teachers will specifically define the **conditions** when cell phones and

headphones/ear buds are permitted to be visible and in use. There are two basic conditions which are:

1. The cell phone and/or headphones/earbuds use in the classroom is a **component of instruction**;
2. When it is a non-instructional period such as lunch time (Gr. 7-9 **only**), before school or after school.

Unless one of these two conditions are present, **then the cell phone and/or headphones/earbuds must be secure in the student's book bag and NOT visible or in use until advised by the teacher.**

Failure to comply will result in the device being confiscated for either:

- The reminder of the condition or instructional period as per the discretion of the teacher, OR
- Turned into the office for safe keeping. If this is the case the cell phone and/or headphones/ear buds will be kept for the remainder of the school day or until the parents can collect it as per the discretion of the administration.

**These devices should NEVER be brought into or left in the PE 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](#)  
www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

### 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 school being notified, parents will be contacted through the school automated absence system, SchoolConnects and parents will be asked to contact the school regarding their child's absence. Office personnel may 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

We ask that you **call the school before 8:15 a.m. to report your child's absence.** Our answering service is in operation when the office is closed.

Students who are late for school must obtain a late slip from the office before going to class.

### **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.

Parents are reminded to dress their students for all potential inclement weather. 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 the school is restricted to the front door.

All visitors must report to and sign in at the office and wear a visitor name badge.

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

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

**COMMUNICATIONS**

All CCSD schools communicate with parents / guardians through School Connects, 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.

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

**Kindergarten - Grade 6**

Teachers will use various social media

platforms to communicate with parents and to share updates (Seesaw, Google Classroom). Further information is provided in the Fall.

**Grades 7 - 12**

BRIGHTSPACE (D2L) is an online communication platform that allows students and parents to monitor homework, grades and utilize other educational tools. 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 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](http://www.cssd.ab.ca) > About Us > District Governance > Administrative Procedures

**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.

[School Council Handbook](#)

[www.cssd.ab.ca > Parents > School Council > Documents](#)

## 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 and activities as outlined in section 12 of the School Act.

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

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

### Unacceptable behaviours:

Behaviours that does not reasonably comply with the code of conduct under section 12 of the School Act, nor supports the Community of Caring program, and therefore interferes with the establishment of welcoming, caring, respectful and safe learning environments.

- Behaviours that are injurious to the physical or mental well-being of self or others in the school
- Behaviours that disturb or interfere with the learning of self or others and/or the school environment, or that create unsafe conditions;

- Behaviours prohibited and referenced in the District's Administrative Procedure AP 351 – Student Code of Conduct including, but not limited to:
  - Acts of Bullying, cyber-bullying, harassment or intimidation
  - Academic Dishonesty
  - Inappropriate use of mobile phones and electronic devices
  - Repeated and hostile or demeaning behavior
  - Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern;
  - Unauthorized recordings or other inappropriate use of mobile devices
  - Threats, harassment, and assault including physical violence
  - Use of inappropriate language including obscenities, profanity or insulting comments.
  - Dress Code Violations
  - Hazing
  - Pornography and Obscene Materials
  - Theft and property damage
  - Illegal activity such as:
    - Gang activity
    - Possession or use of weapons
  - Possession, use or distribution of illegal or restricted substances (including drugs, prescription drugs, alcohol, marijuana, tobacco or e-cigarette products).

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.

## **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.

[Admin Procedure 351 – Student Code of Conduct](#)  
www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

## **DRESS & HYGIENE**

The Dress and Appearance Code states, but is not limited to the following:

- Outerwear, sunglasses, hats or headgear are not to be worn in the school.
- Emblems, printing/writing on attire, including face masks and shields, shall be in harmony with Catholic values and beliefs.
- All clothing (shorts, skirts etc) shall be in good repair and of appropriate length;
- Face masks shall be worn on all school property under the protocols as set out by the District and AHS.
- Appropriate footwear shall be worn at all times.

Hairstyles, jewelry, piercings or accessories which create a safety or health concern or clothing deemed, distracting or

inappropriate in the opinion of the teacher or Administration are prohibited.

Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire. 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.

## **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:

- Athletic teams and activities
- Choir
- Drama Productions
- Fine Arts Clubs
- Games clubs such as Lego Club
- Music clubs and bands
- Social justice clubs 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](#)  
www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

## PROGRESSIVE DISCIPLINE PLAN

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

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

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

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and equally to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

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

- prevention measures and initiatives;

- early and ongoing intervention strategies;
- strategies to address unacceptable behavior.

Interventions and consequences increase when:

- the concerning behaviour is persistent;
- the concerning behaviour 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, AP356.1);
- student redirection
- Behaviour Support Plan (as part of the Learner Support Plan);
- involvement of Instructional Services and supports;
- involvement of external services and supports.

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

## 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 - Special Education](http://www.cssd.ab.ca)  
www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

**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.

**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 support personnel.

## STUDENT ASSESSMENT

Provincial Achievement Tests will not be written during the year 2020-2021.

## 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. School Fees are set by Administration and School Council in the spring for the next school year. All fees must follow District guidelines.

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](http://www.cssd.ab.ca) and click the “Online Fee Payment” icon. Email [feeinquiry@cssd.ab.ca](mailto: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. Parents who require fees to be waived due to financial hardship must make this request directly to the principal.

## LOST OR DAMAGED BOOKS

Students are responsible for returning their textbooks and library books. All books must be returned in good condition.

Students will be held responsible for the loss or the misuse of textbooks and/or library books. 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](http://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 sign in and wear a mask and a name tag while in the school**, including those who are at the school on a regular basis.

## 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.

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

There are many ways one can help. All volunteers MUST complete the appropriate documentation and attend orientation annually, prior to service. Volunteers must also sign in when doing service and wear a volunteer nametag.

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.

Volunteer Orientations will be announced in the What's Up Whelihan communication in September.

[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 please call our office (403) 500-2087 and 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

Students should refrain from bringing valuables, collectibles and large sums of money to school. The school cannot be responsible for lost or stolen items.

At Christmas, Easter and the end of the year, any unclaimed items will be given to a charitable organization or discarded.

## TRANSPORTATION

**Kindergarten to Grade 6:** For routes with sufficient ridership, 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 to suspension from school.

### **Bus Passes**

Junior High students living over 2.4 km from the school and who are directed by the Board to attend this school are eligible to receive a rebate for Calgary Transit bus passes, where regularly scheduled transit service exists.

Students are to purchase their bus passes at any Calgary Transit retailer. Parents are required to complete a form to have reimbursements automatically credited to their bank account. Once a month, bus passes are scanned at the school and the reimbursement will be automatically transferred.

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

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

## **PARKING DROP OFF & PICK UP**

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.

Parents are asked to wait for students **outside** in a designated area. This is to avoid congestion and class disruptions especially at a time when teachers are bringing closure to the day. More importantly, this will help develop a safe environment for your child. If you need to see the teacher, please make an appointment with him/her.

**The school parking lot is not to be used for drop off or pick up unless the handicapped stall is required.**

## **STUDENT RECOGNITION PROGRAM**

A comprehensive awards program is in place recognizing numerous areas of achievement in junior high.

- Students who are on the Honour Roll are acknowledged with a certificate each written reporting term. Honour roll standing indicates an 80% average and no mark lower than 75% with all 3's and 4's for effort marks or at least 6 4's for work habits with no 2's or 1's. Honours with Distinction indicates a 90% average with all 3's and 4's for effort marks.
- Year-end awards are presented in June to the top students in academics, arts, sports and leadership.

## **LOCKERS**

1. The Calgary Catholic School District, through its agent, Father Whelihan School, provides lockers for student use and convenience in Grades 7-9. 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 homeroom 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. Combination locks may be purchased from the school or purchased independently. All combinations must be registered with the office. Any locker with an unregistered combination will have its lock cut off.
5. It is essential that combinations are not shared with anyone except school administration. 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.

Lockers are not in use 2020-2021.

## GENERAL INFORMATION

### **Concession**

A concession is available for student use. A hot lunch is available each day and a variety of snacks, milk and juice are available. A concession menu will be advertised at the start of each year.

Elementary students are asked to purchase a canteen card from the office and are discouraged from bringing cash to school.

### **Noon Hour Procedures**

All students bringing lunch to school are expected to eat in the gym under the supervision of Administration and Noon Hour Supervisors. After eating, students are to remain on the school property where they are supervised. When the weather is inclement, students may remain indoors after they eat.

Junior High students (Grade 8 and 9), with written permission from parents/legal guardians may leave campus and purchase food. These students must return to campus once food is purchased. This privilege may be revoked by Administration at any time at their discretion.

### **Student Illness**

If a student is seriously ill or injured, any necessary first aid will be administered.

Parents will be called immediately to pick up their son or daughter. No child will be permitted to leave the school without having their parents sign them out. In a case of emergency, the student may be taken directly to the clinic or hospital. No drugs will be administered by the school, not even Aspirin or Tylenol. Should ambulance service be required, parents will be responsible for the cost. In certain situations, ambulance costs may be reimbursed by Seaboard Life.

Parents are to complete the AHS COVID-19 Screening form each morning for their children and if they answer yes to any of the questions, parents **MUST** keep their children home from school and follow the protocols as laid out by Alberta Health Services.

### **School Supplies**

Parents are responsible to provide all school supplies. To facilitate this task, teachers have prepared lists of recommended supplies. These are posted on the school website.

### **Physical Education and Gym Clothing**

Physical Education is a compulsory subject that all students must participate in unless they are excused because of medical reasons supported by a medical certificate.

Students must wear rubber-soled, non-marking shoes in the gym.

### **Noon Hour Supervision Fee**

**ALL** parents of Elementary and Junior High children are expected to pay a Noon Hour Supervision Fee set by Administration and School Council each year. This fee covers the salary of several noon hour supervisors for two hours each day. These employees provide a safe, organized and well supervised environment for all students over the lunch hour.

**Skateboards, Longboards Rollerblades, Scooters**

Skateboards, longboards, rollerblades and scooters will be treated in the same fashion as bicycles: once on school property, they are not to be used. Lockers do not provide adequate space for storage of these items.

**Safety Patrols/Student Safety**

There will be no Safety Patrols during the year 2020-2021 (or until further notice).

Please remind students to practice safe crossing and social distancing etiquette at this congested area.

## Student / Parent Acknowledgement

Parents,

As parents, you are an important part of Father Whelihan School. Because you are vested in your child's education, we want you to have all the necessary information to help ensure successful school years. **The importance placed on school and learning by parents is reflected in the student's performance and behaviour at school.**

***Please review the handbook with your child.*** It is an important reference during this school year. Please note that this handbook is adopted with age appropriateness in mind. If a portion of this handbook does not apply to your child, please look it over so that you have insight as to what is in the educational future for you and your child.

Understanding the policies, programs and procedures that are outlined is crucial for open communication, active cooperation and positive learning. We appreciate your involvement and interest.

Once you and your son/daughter have read this School Handbook carefully, **please sign the form below and have your child hand this page in to their homeroom teacher** to indicate that you and your child have read, and are familiar with the policies, program and procedures as outlined in this handbook.

**We have read and are familiar with the policies, procedures and programs outlined in the Father James Whelihan School handbook.**

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_