

2023 – 2024

CA FAMILY HANDBOOK

VERSION 1

Embrace. Empower. Unleash.



OUR BELIEFS

WE BELIEVE
WE ARE ALL
learners first,
continuously redefining

WHAT IS
POSSIBLE

WE BELIEVE
IN CREATING PATHWAYS
AS *Unique*
AND *Varied*

AS OUR LEARNERS

WE BELIEVE
FOUNDATIONAL LITERACIES
ARE CRITICAL TO **DEEPER**
LEARNING

WE BELIEVE
TRANSPARENCY AND
CLARITY
of communication
ARE CRITICAL
FOR A **HEALTHY**
CULTURE

WE BELIEVE IN THE
PRINCIPLES OF
respect, enthusiasm,
altruism, commitment
and honesty **REACH**

WE BELIEVE

Students
MUST BE AT THE CENTRE

of all decision-making

WE BELIEVE
social-emotional well-being

EMPOWERS
learners **TO THRIVE**

WE BELIEVE
in engaging richly with

OUR *families* AND
OUR community

WE BELIEVE COLLABORATIVE AND DISTRIBUTED
LEADERSHIP ACROSS ALL AREAS OF

Calgary Academy

BEST SERVE THE **NEEDS OF OUR COMMUNITY**

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Mission

We design engaging, dynamic, student-centered experiences that nurture a caring, inclusive culture and instill a love of learning.

Vision

To be a beacon of possibility for richly personalized, engaging learning experiences that empower learners to pursue lives of passion and purpose.



IMPORTANT CONTACT INFORMATION

SCHOOL ADMINISTRATION

Tim Carlson	Principal	tcarlson@calgaryacademy.com
Liz Thompson	Assistant Principal Junior School (K-8)	ethompson@calgaryacademy.com
Sheryl Walters	Assistant Principal Senior School (9-12)	swalters@calgaryacademy.com
Kim Petersen	Head of Blended+	kpetersen@calgaryacademy.com
Erin Ellis	Director of Learning	eellis@calgaryacademy.com
Cam MacDonald	Assistant Principal, Teacher Growth	cmacdonald@calgaryacademy.com
Paula Chattha	Assistant Principal, Teacher Growth	pchattha@calgaryacademy.com

OTHER IMPORTANT CONTACTS

Attendance Hotline		attendance@calgaryacademy.com
Busing	Brian Wittwer	bwittwer@calgaryacademy.com
Castle Café and LunchTime		castlecafe@calgaryacademy.com lunchtime@calgaryacademy.com
IT Help Desk		itsupport@calgaryacademy.com
PowerSchool Support		pssupport@calgaryacademy.com
Knights Athletics	Nick Waterbury	nwaterbury@calgaryacademy.com
Finance	Annette Moline Katie Franczak	ar@calgaryacademy.com

The CA Way

Since our earliest days as pioneers in inclusive education, Calgary Academy has lived and breathed by a simple yet profound ethos: we place the individual needs of each student at the heart of everything we do. Rooted in this commitment, the spirit of Calgary Academy is embodied by a unique and authentic energy. Our growth-oriented, nurturing and inclusive culture promises that each student will be empowered to exceed their own expectations and to believe in the boundless opportunities the future holds. Hope, belonging, and a palpable sense of optimism fill our school and our hearts. Calgary Academy's four pillars and guiding principles are woven throughout innovative programming proven to be incredibly successful since our inception; however, the true essence of Calgary Academy can only be captured by a feeling that is difficult to portray with words but undeniable in spirit. It is a feeling that fosters safety and life-long loyalty, and it is why Calgary Academy is a place so many families, students, staff, and alumni are so proud to call home.



Our Pillars



Maximize every student's academic performance.

We teach students the core processes necessary to build an effective learning toolbox. Once students are at or above grade-level, we provide enrichment opportunities that enable them to tackle more complex tasks.



Teach independent work habits and transferable skills.

By complimenting time management, organization and planning strategies with transferable skills such as test preparation, note making and test taking, we ensure students can use their toolbox to achieve success in learning and life.



Improve pro-social and self-advocacy skills.

We teach students how to choose actions and assess consequences as they develop the foundational skills required to have healthy social experiences wherever they go.



Build self-esteem and self-confidence.

By developing meaningful student-teacher relationships, we make sure every student has the opportunity to succeed and that every accomplishment is celebrated. As a student's self-esteem and self-confidence grows, it ignites a passion for success in every aspect of their lives.



Respect

Acceptance and compassion towards themselves, others and our surroundings.



Enthusiasm

A passion for living, learning, and the ability to bring positivity and energy to every experience.



Altruism

A concern for the welfare of others without anticipation of reward and an understanding that our actions help us become the people we admire.



Commitment

The self-motivation to set goals and work relentlessly to achieve them—when it's easy and when it's challenging.



Honesty

Sincerity and integrity towards ourselves and others, and the recognition that this is the foundation of meaningful relationships.

REACH PRINCIPLES

At Calgary Academy, REACH is a way of life. These principles embody our core beliefs and guide the way our students interact with each other and the world. These principles aren't just words on the wall, they're embedded into every aspect of our community.

In all aspects of school life, whether on campus or in the community, our students are expected to demonstrate the REACH principles, because we know empowered students grow to become ethical citizens.

Through a shared spirit of citizenship, our students and staff work together to create an environment that fosters a drive for lifelong learning and meaningful collaboration among community members.

To ensure that our students meet and exceed the REACH expectations, we use a proactive, evidence-based, school-wide approach known as Positive Behaviour Interventions and Supports (PBIS). In this systematic approach, students are taught the expectations and associated positive behaviours. REACH Slips are given by school staff members to students when they demonstrate positive behaviours in order to reinforce this type of conduct in the community. A REACH Slip connects positive behaviours to the REACH principles. These slips are collected and serve as entries in weekly, monthly, and semi-annual draws for further recognition and celebration.

Additionally, students participate in monthly self-evaluations and conferences with their teachers about their progress in each category of REACH. During these REACH conferences, students and teachers collectively set goals for the student in the upcoming days and weeks. If students meet expectations to an acceptable level, they will "earn REACH" on a monthly basis. Depending on how many months students achieved REACH in a school year, they may earn a REACH award at year-end.

To learn more about Positive Behaviour Interventions and Support (PBIS), click [here](#).



GENERAL INFORMATION

ATTENDANCE AND PUNCTUALITY

Students are expected to attend school on time every day, and their responsibility to do so is shared with the parent or guardian.

JUNIOR SCHOOL

When a child is going to be absent, parents or guardians must contact the school the morning of the absence by either contacting attendance@calgaryacademy.com or calling 403-686-6444 and choosing the school absence line.

If a student is absent without a verified reason (via a message left by parents), a phone call will go home to check on the whereabouts of the child.

Students who are late are expected to check in at the Front Desk to confirm their arrival at the school.

SENIOR SCHOOL

We have an automated system for attendance for our Senior School students. If a student is marked as having an unexcused absence from a class parents will receive an email at the end of each class noting the student was not present. If a student arrives late, they must sign in at the front desk in order for attendance to be updated. Failure to do this will result in an email being sent home.

HOURS OF INSTRUCTION

Regular school days occur on Monday, Tuesday, Wednesday, and Thursday.

Fridays at Calgary Academy are shortened days, and the school follows a compressed schedule.

DAY	START	END
MONDAY	8:25 a.m.	3:15 p.m.
TUESDAY	8:25 a.m.	3:15 p.m.
WEDNESDAY	8:25 a.m.	3:15 p.m.
THURSDAY	8:25 a.m.	3:15 p.m.
FRIDAY	8:25 a.m.	1:00 p.m.

ALLERGIES AND SENSITIVITIES

Calgary Academy strives to always provide a safe and predictable environment for our students and staff. As such we will always employ strategies that reduce the risk of exposure to severe anaphylactic causative agents in the classrooms and school common areas.



Peanuts and peanut products should not be brought into the school as we have students and staff with severe allergies and possible life-threatening reactions.

Though we cannot guarantee a peanut-free facility, we do expect that everyone will do all they can to ensure they are respecting this need. Students who purposefully contravene this expectation may face disciplinary measures. More information is available at the school but please contact your homeroom teacher about any allergies your child may have so that we can co-develop a plan to mitigate risk.

All staff at Calgary Academy are trained each year in the use of Epi-pens and auto injectors if such support is needed, but it is our hope that, with mitigation efforts, these are rare. Most Calgary Academy staff are also First Aid trained to help manage any situation with a rapid response. If a student does have a reaction, we will take action and immediately contact home. If the reaction is severe, we will call 911 right away.

With any student medical needs, Calgary Academy keeps written file records for each student which includes current treatments, prescriptions, and instructions from medical professionals. These are housed at our front desks to ensure quick access in an emergency.

Please communicate with your homeroom teacher about your child's specific needs and we will build a file and personal emergency response plan.

BIRTHDAYS

Birthdays are a special occasion for all children, and they will be acknowledged at the school. Due to severe food allergies, sensitivities, and medical conditions such as diabetes, please do not send any food items to be shared. Any food items sent to school to be shared will be returned home. Though there is no expectation for parents to send anything in, if you feel that you would like to acknowledge your child's birthday in this way, we suggest:

- > A special picture book to add to the classroom collection
- > A plant or a bouquet of fresh flowers for the class to enjoy
- > A small, inexpensive toy

The school may, from time to time, provide food items to classes, but it will be done with attention to allergies and food sensitivities and ensuring that all students can partake. Food will not be used as a reward for students.

CODE OF CONDUCT

Calgary Academy strives to ensure a welcoming, caring, respectful and safe learning environment for all Students, Employees and Representatives. The Student Code of Conduct lists behavioural expectations, and progressive discipline measures are found in the **Student Code of Conduct and Progressive Discipline Procedure**.



COMMUNICATION

Positive, proactive, respectful, and ongoing communication between home and school enriches and supports student learning. We have an open approach to collaboration with families and we encourage you to contact us at any time via email or phone.

CLASSROOM TO HOME COMMUNICATION

Email — Email communication is our primary method of communicating with parents. Messages sent over the weekend will be replied to on the next school day. If the matter is urgent, please call the front desk during business hours.

During the school year, we ask parents to give our staff **up to 48 hours** to return calls and emails.



Calgary Academy holds an expectation that all communication from parents to the school is respectful. Therefore, strong language and disrespectful communication will not be tolerated. You can expect the same from our staff.

SCHOOL TO HOME COMMUNICATION

Every Friday, you will receive the Weekly Parent Update via email, with need-to-know information and reminders for the week ahead.

During the last week of each month, you will receive the CA Parent Newsletter, a full-school e-newsletter with updates on important events, changes in policies, celebrations of student work, and other relevant school news.

You may also receive targeted communication via email, such as for your child's grade, division, or activities (ie: Athletics updates if your child plays on a Knights team). To ensure you are included in all school messages please confirm your email address through our PowerSchool system or contact the front desk.

School Website — Our school website is a great source for information, stories, and events. Our school calendar and Castle Café menu are updated regularly, and the website is the best place to check for up-to-date information. Blogs celebrating the activities of our school are regularly posted on the homepage as well, as are showcases of learning in action. Please develop the routine of checking our website often for our newsletters, our calendar, and notifications of upcoming events.

Social Media — Calgary Academy maintains an Instagram, Facebook page, and parent Facebook group regularly. The Instagram and public Facebook page will be your go-to spot to view photos and videos of the day-to-day experience of your child, and we encourage you to like or share the content posted there!

At the end of September, you will be invited to the members-only Parent Facebook Group, which is only open to parents of current Calgary Academy children. We will share more information here, such as a recap of the monthly newsletter, updates about changes to our policy, event invitations, and inclement weather notices. Please note that no emergency situations will be broadcast on social media. Parents will receive a phone call or email directly in these circumstances.



In the event of a crisis, we will not share updates using any of our social media channels. Instead, look to your email or our website for official communication.

While electronic communication enables us to use technology and reduce our paper consumption, we will provide, upon request, paper communication as needed. Other avenues for home-school communication include phone calls, Microsoft Teams virtual meetings, or face-to-face conversations.

DRESS CODE

Calgary Academy's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that ensures all students feel welcomed and empowered no matter their race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

ALLOWABLE DRESS & ATTIRE

- › Students must wear clothing including both a shirt with pants, shorts or skirt or the equivalent. The clothing must have fabric in the front, sides, and the back. Students must also wear footwear when entering the building.
- › Clothing must cover undergarments, waistbands excluded. The fabric covering all private parts must not be see through.
- › Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face to be visible to staff and hoodies must not be drawn tight.
- › Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science labs, construction labs, and other activities where unique hazards exist.
- › Specialized courses, such as outdoor education, physical education, or science labs may require specialized attire, such as sports uniforms or safety gear. PE classes require students to wear t-shirts and pants or shorts that allow for movement.

NON-ALLOWABLE DRESS & ATTIRE

- › Undergarments (e.g., boxers, briefs, bras or any form of lingerie) worn as the only layer of clothing are not suitable for a Kindergarten- Grade 12 education environment.
- › Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
- › Clothing may not depict pornography, nudity or sexual acts, or companies associated with them. Clothing that references alcohol and tobacco are also non-allowable.
- › Clothing may not use or depict, or use images/words that support, hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- › Clothing may not display profanity.

The student dress code supports our goal of inspiring students to learn while leaving primary decisions around student clothing and style to students and their parents and guardians. Parents and guardians are responsible for ensuring student compliance with the school's dress code, and students are responsible for knowing the student dress code and for complying during school hours and school activities

PARKING

Please be patient, drive with care and slowly in our parking lot, and yield to others. Any student or adult not abiding by the expectation of respect and speed limits may be banned from driving on campus.

Student parking will be limited this year because of the large number of high school students in the school. Parking preference, on campus, will be given to our Grade 12 students, and then to other grades as spaces are available. All students must display a parking pass, which can be applied for on the first day of school. Any vehicles not displaying a pass will be notified and asked to move off campus.



INCLEMENT WEATHER COMMUNICATION

The school strives to provide a predictable, safe learning environment for students and families, but occasionally, inclement weather may force the decision to close the school. Typically, this decision will be made by 6:00 a.m. on the day of the closure but may be made the evening before if sufficient information is available to make that determination.

Parents will be notified by email and text. Calgary Academy staff will also notify local Calgary-based radio stations and will post on our Facebook and Instagram feeds if the school will be closed.



When the decision has been made to close the school, there will not be staff onsite to supervise children.

ACADEMICS

ASSESSMENT/PROGRESS REPORTING

With online reporting becoming the standard across Alberta, with the help of PowerSchool, Calgary Academy produces two report cards to track mid-year (February) and end of year (June) progress. There will be three other parent-student-teacher conference times in September, November, and April, but these interview dates may focus more on Individual Program Plan goal progress. Families are still able to go online and contact teachers at any time to discuss current standing in courses with their child's teacher.

DAILY PRACTICE AT HOME

Meaningful practice exercises can be a great way to reinforce the learning a student experiences during the day and to build basic skills to drive accelerated learning. Calgary Academy teachers will not assign work for completion at home unless the student has satisfactorily demonstrated that they are capable of successfully completing the assignment on their own. Daily work will increase in length and intensity as students pass through grades. Please communicate directly with the teacher if a student appears to be struggling with these expectations and we will adjust accordingly.

GRADUATION CREDITS – PATHWAY TO POST-SECONDARY

All senior school students participate in a career development program. Students are given industry-standard assessments and meet with our Career Advisor regularly to help develop plans for their future. Assessment results are reported to the parents, and they are encouraged to participate fully in this process. Students are provided assistance with post-secondary program planning and institution choices, scholarships, school applications, documentation, deadlines, course selection and more.



Questions about the Pathways to Post-Secondary program can be directed to Jessica Holwell at jholwell@calgaryacademy.com.



INTEGRATED STUDIES















Students in Kindergarten-Grade 9 will participate in Integrated Studies throughout each week.

Kindergarten-Grade 4 students participate in these courses in 10-week periods before switching to a new Integrated Studies option. They participate in the following: art, drama, multimedia and music. In Grades 5 and 6, students also have access to Spanish, Computer Science, CA Construction Lab and Band.

Students in Grades 7-9 follow the same Integrated Studies rotation schedule, with additional options to choose from, including Leadership, Robotics and Guitar.

Grades 10-12 students select two options to participate in. All students complete the Alberta Education mandated Career and Life Management (CALM) course, as well as our comprehensive three-year career preparation program. Students in Grade 10 must take PE or Outdoor Ed as one of their option courses to fulfill Alberta Education requirements.

INTEGRATED STUDIES OPTIONS VARY BY GRADE AND MAY INCLUDE:

 Art	 Construction Lab	 Digital Studies
 Drama	 Guitar	 Leadership
 Metalworks	 Multimedia	 Music
 Outdoor Education	 Photography	 Robotics
 Spanish	 Wellness	

Grades 5–12 have the opportunity to be involved in our extra-curricular drama productions each year, regardless of their in-school Integrated Studies choice. After-school band is also an exciting option that students can choose to participate in as they move through the school years.

PHYSICAL EDUCATION

Students in Kindergarten-Grade 8 receive daily physical education instruction. PE clothing is provided to students in Grades 9-12 during the first week of school. Students in Kindergarten-Grade 8 are not required to change for PE.

Additional gym strip can be purchased from the Physical Education office at any time during the year.



Questions about Physical Education should be directed to Alora Popow, Head of Physical Education at apopow@calgaryacademy.com.

TRANSITION BETWEEN PROGRAMS

Students in the Academy program who show increased levels of confidence, academic performance, and independence may transition to the Collegiate program. Teachers will provide recommendations for students that they believe are ready to move between the Academy and Collegiate programs to administration for review annually. The transition process is highly consultative, student-driven, and includes the following steps:



NOVEMBER

Initial discussion around progress and program suitability.



JANUARY

Student testing and group discussions with families



FEBRUARY

Group discussion and final decision

STUDENT EXPECTATIONS

DIGITAL CITIZENSHIP

Calgary Academy is committed to helping our students demonstrate exemplary digital conduct. Digital citizenship, with an emphasis on both safe use and ethical behavior, is a key component of helping students use the digital technologies available to their best advantage and to reach their full potential as students and beyond. Students at CA must follow the **Digital Citizenship Policy** located on our website.

CELL PHONE USAGE

We value students' learning time, and we require students to focus on their learning during school hours. In order to maximize the learning of all students, cell phones are not permitted in Kindergarten through Grade 10. If students choose to bring them in, phones must be stored in a safe space within the classroom. Students in Grades 11-12 can use their cell phones if it supports their learning during approved school projects and/or activities.

In the event of an emergency, students have access to the school telephone. Students who choose to bring cell phones to school do so at their own risk. The school assumes no liability for lost, stolen or damaged cell phones.

Cameras are not to be used without permission of the person being photographed or videotaped. Cell phones must be on silent (not "vibrate") upon entering the building, unless directed by the teacher, and remain on silent throughout the remainder of the school day. Failure to adhere to established guidelines will result in corrective measures.

DISCIPLINE PROCEDURE

Please see Student Code of Conduct and Progressive Discipline Procedure located on **our website** for more information.

ELECTRONIC DEVICES

Calgary Academy has wireless network access for students who bring their own laptops, tablets, or other personal devices to school. These devices are to be used for educational reasons only, operated in an ethical manner, and with the approval of their teachers and parents. The school cannot be held responsible for electronic devices that are lost, stolen, or damaged. Please discuss the use of such devices with your child's teachers before sending them to school.

OFFSITE ACTIVITIES AND EXPECTATIONS

Calgary Academy teachers value the opportunity to engage in educational experiences off campus. Students are expected to exemplify the REACH principles and behave in a manner that reflects our values while inside and outside of Calgary Academy. All students must behave in a manner that reflects the values of CA and shall act as ambassadors of our school.

LEAVING CAMPUS FOR LUNCH



STUDENT EXPECTATIONS

For students in Grades 10-12, leaving the school campus at lunch is permitted. For students in Grade 9, this privilege will be given part way through the school year when appropriate. Students are responsible for ensuring they return to school in time for their afternoon classes, and are reminded they are role models for Calgary Academy when off campus and in the community. The school expects students to maintain REACH behaviours when in the school's surrounding neighbourhoods.

FIT TO LEARN

Being an engaged student at Calgary Academy means being ready and fit to learn during the school day. Fit to learn means that an individual is not under the influence of any legal or illegal drug, alcohol, medical or other impairing substance or condition that will disrupt the learning experience or compromise the safety of the individual or others. As such, being under the influence of alcohol or illicit substances is strictly forbidden as is being in possession of alcohol or drugs, including cannabis. Smoking and vaping are also not permitted on campus at any time or in any space. These rules apply not only to students but to staff, parents and community members. This expectation extends to off-site excursions and athletics as well.

PRIVACY

Calgary Academy is committed to providing and maintaining a safe learning environment. As such, items such as knives, toy or real guns, drugs (including cannabis) and alcohol should not be brought to school. In the event that teachers and administrators have reasonable grounds to believe there has been a breach of school regulations or discipline, school staff must be able to quickly intervene, search students, and seize articles or items that interfere with the safety and maintenance of our learning environment.

Student searches cannot be at the expense of students' basic rights. Items confiscated may be returned to the parent or guardian at a mutually agreeable time. Parents will be notified immediately.



Questions about our privacy and locker search practice should be directed to your child's Assistant Principal.

POSITIVE BEHAVIOUR INTERVENTION AND SUPPORTS (PBIS)

Calgary Academy believes that promoting positive behaviours and expectations results in a setting where students can excel. The **Positive Behaviour Intervention and Supports** (PBIS) system is a program where students receive support and intervention according to their needs, when they need it. Student supports and interventions can be universal, targeted, or intensive. Universal supports and interventions are accessible primarily in the classroom through the expertise of our teachers. Targeted and intensive supports and interventions are accessible mainly through administrative and specialized services. All responsive measures are designed to help students address disputes and conflicts, develop empathy, and prosper as citizens within and outside of the school community. When students respond well to higher levels of support and interventions, eventually they can be served once again by universal supports.



STUDENT LIFE

ALTRUISM

At the heart of Calgary Academy's REACH principles is Altruism. Many initiatives throughout the year showcase the school's commitment to nurturing altruism. Major annual events include the Terry Fox Run (September) and Dig Pink Volleyball Tournament (October).

Other events and initiatives are generally led by student clubs and may support a variety of organizations and causes in the Calgary community and around the world. Information will be shared on these initiatives with parents through the monthly Newsletter and weekly Parent Update.

ATHLETICS AT CA

All CA students are encouraged to participate in extra-curricular sports, from Grade 7 through 12. We believe that athletics are a natural complement to classroom achievement, and that belief is proven every day as we watch our students transform into athletes, team players and leaders from the moment they step onto their playing field or court. Knights Athletics provides opportunities for character building in an exciting environment that fosters life skills and character development, while furthering the development of the CA community.

CA is part of the Calgary Independent Schools Athletics Association (CISAA). Though we strive to build competitive teams, the true measures of success are the skill sets and confidence our students develop and the number of athletes who continue their involvement in sports long after they leave our school. While many of our staff participate by coaching throughout the year, we also encourage our parents, if available, to join us for coaching opportunities.

TEAMS AND SPORTS

The following sports are offered to Calgary Academy students as competitive and developmental leagues in the CISAA:

FALL SPORTS

Early September to Mid-November



Golf



Cross-country running



Football



Volleyball

WINTER SPORTS

Early November to Mid-March



Basketball



Curling

SPRING SPORTS

Mid-March to Early June



Badminton



Floor Hockey



Soccer



Track and Field

Rugby



CALGARY ACADEMY SKI AND SNOWBOARD CLUB (CASSC)

Calgary Academy Ski and Snowboard Club (CASSC) is a club for students in Grades 5-12 who have intermediate to advanced ski and snowboard experience and want additional training during school hours to increase their skill on the snow. With a mission to improve the skiing and riding skills of students by maximizing on-snow training and providing multidisciplinary cross-training activities, CASSC is a great option for students who love to ski and snowboard.



Junior CASSC is for students in Grades 5-8, as well as Senior School students in the CASSC Coach Mentorship Program (Grades 11-12).

Senior CASSC will have students in Grades 9-12 and will run on a separate day.

Students will complete 12 ski/snow days from November to April. CASSC is by application only, and there are additional costs associated with the program. Registration for CASSC will be accessible via a form in Rycor.



Questions about the CASSC program should be directed to Lanny Donde at ldonde@calgaryacademy.com

CLUBS

Clubs are a rich and vital part of the student community. From leadership clubs like Calgary Academy Student Executive (CASE), and the Junior School's Quest Council, to CA's Queer-Straight Alliance (QSA), and interest-based clubs like Skateboard Club and Dungeons and Dragons Club, there are a variety of extra-curriculars for students to get involved in. Clubs may be added or changed throughout the year.

DRAMA PRODUCTIONS

Students in Grades 5-12 can be involved in our extra-curricular drama productions each year, regardless of their in-school Integrated Studies selections. There are two productions each year in the spring and the fall offered for Junior and Senior students.

Additional information on Drama Productions offered in the 2023-2024 school year will be included in a later September update to the handbook.



INTERNATIONAL TRAVEL STUDIES (ITS)

Students in Grades 10-12 have the opportunity to participate in the International Travel Studies program which occurs during March break. Students will spend 10-12 days traveling to a country abroad for a mix of altruistic activities and tourism.

Whether it's building schools in Laos or helping with sustainable agriculture at a Chinese orphanage, these experiences empower students to put the REACH principles into action on a global level.

While the trips occur in March, this is a year-long program. Students are required to attend weekly meetings where they will develop an understanding of the country they will be visiting, bond with their travel companions, and plan fundraising activities.

Throughout the year, students will dedicate their time and talents to supporting altruism in the Calgary community, and raising funds to donate to their destination country. ITS is by application only, and there are additional costs associated with the program. Registration for ITS will be accessible via a form in Rycor.



Questions about the International Travel Studies program should be directed to Kathy Pfeifer at its@calgaryacademy.com

STUDENT SERVICES

PSYCHOLOGY AND COUNSELLING

Our psychologist provides support to students and staff by reviewing and helping to implement recommendations on students' psycho-educational assessments. This helps us gain further insights into student learning needs. Our psychologist may also provide assessments to determine the nature of a student's difficulty, so we can recommend specialists for ongoing support. We have one psychologist at CA for both Junior School and Senior School and one counsellor for Kindergarten-Grade 8. Our psychologist and counsellor provides universal supports in the classroom based on need such as anxiety and stress management or social skills. They also may work with small groups and on an individual basis when needed.

SPEECH AND LANGUAGE PATHOLOGIST

Our Speech and Language Pathologist (SLP) helps students who have identified language difficulties to help them manage their challenges. The SLP works in classrooms providing universal lessons with age appropriate speech and language skills. Small, targeted skill groups as well as individual therapy sessions are also the scope of the work by the SLP. Finally, the SLP also provides resources and collaborates with teachers to better support their students in the classroom.

OCCUPATIONAL THERAPY

Occupational therapy is provided at Calgary Academy with specific needs on a limited basis through our partnership with Renfrew Educational Services. Occupational therapy at CA tends to focus on our younger grades and supporting our teaching staff.

MEDICAL NEEDS

Parents are encouraged to inform our front desk staff about any medical conditions a student may have.



Questions about the Student Services team should be directed to Erin Ellis, our Director of Learning at eellis@calgaryacademy.com.



PARENT RESOURCES

POWERSCHOOL

The **PowerSchool Parent Portal** is open to all parents. Upon login, you will land on the parent dashboard, which provides links to all the necessary parent resources, including:

- › Enrolment Portal – where all contracts are held, all tuition and related fees may be viewed, and payments made.
- › LunchTime – Calgary Academy's cashless card system for all cafeteria pre-orders, a la carte purchases, and payments.
- › Rycor – Calgary Academy's Fee and Form Management System for all non-tuition related fees, payments, and the completion of waivers for field trips, camps, and athletics.

STUDENT PROGRESS REPORTING

Student progress is tracked in PowerSchool. Parents, students, and staff all have unique logins. Detailed login instructions on how to use this system are emailed home to in the first few weeks of school.



Questions about PowerSchool should be directed to homeroom teachers or the Information Technology department, pssupport@calgaryacademy.com.

PAYMENTS

Calgary Academy encourages electronic payments for all fees. Payments for tuition and related fees may be made by:

- › Auto-debit (no additional fees) or credit card (2.9% fee) in the Enrolment Portal.
- › E-transfer to ar@calgaryacademy.com or by bill payment at major Canadian financial institutions—quote your child(ren)'s nine-digit Student ID as the account number.
- › Payments for all non-tuition related fees are made in Rycor or LunchTime via credit card.



Questions about payments for tuition and non-tuition fees should be sent to ar@calgaryacademy.com.



CASTLE CAFÉ AND LUNCHTIME

The Castle Café provides fresh, healthy meals to our school community throughout the year made by our three Red Seal certified Chefs. The Castle Café operates on a cashless online payment program called LunchTime. Accounts will be established for all students from Kindergarten through Grade 12 to use for pre-order meals and for à la carte purchases.

All registered students received a Castle Café LunchTime card during the first week of September. Registration is required to access any of the Castle Café services.

MONDAY TO THURSDAY	LUNCHTIME
GRADES K TO 6	11:40 a.m. to 12:10 p.m.
GRADES 7 & 8	12:15 p.m. to 12:45 p.m.
GRADES 9–12	11:20 p.m. to 12:20 p.m.

FRIDAY	LUNCHTIME
GRADES K TO 6	11:45 a.m. to 12:15 p.m.
GRADES 7 & 8	11:15 a.m. to 11:45 a.m.
GRADE 9	10:55 a.m. to 11:15 a.m.
GRADES 10–12	10:35 a.m. to 10:55 a.m.

PRE-ORDER POLICY

We offer a 4-week pre-order cycle for ease of use and convenience. All pre-orders forms must be submitted with payment 48 hours before service. Parents will receive a reminder when the menu is posted and a reminder of the date it will need to be completed by via email once a month. You may order as few or as many lunches as you wish!

Please ensure you delete a pre-order by midnight if your child has a field trip or will be away the next day as there are no refunds due to meals being made in advance for your child.

To view the menu, prices, pre-order forms, and to learn more, visit the [CA Website](#).

LUNCHTIME ACCOUNT SET-UP

For detailed instructions on setting up your account through the LunchTime platform, please visit the [CA website](#).

LUNCHTIME PAYMENTS

Payments to the Castle Café can be made using our LunchTime system. Information on how to load your child's LunchTime account can be found on the [CA website](#).



Questions about the Castle Café should be directed to the team, at castlecafe@calgaryacademy.com.

ELECTRONIC SECURITY

Electronic security is a comprehensive means of maximizing the safety and security of individuals and property. Calgary Academy school and grounds are equipped with stationary interior and exterior cameras. These cameras are video only and do not have audio. This footage is securely stored digitally. The principal manages and audits the use and security of digital records. Digital records of actions by students may be used by the School Administration as evidence in any disciplinary action brought against any student arising out of the student's conduct in or about School property.



Questions about Electronic Security should be directed to Tim Carlson, Principal at principal@calgaryacademy.com

BUSING

Calgary Academy is pleased to offer bussing through our service provider First Student Canada.

One-way busing is available for students in Blended+ Grades 9-12, Kindergarten-Grade 4, or the Before and After Care program.

Students from all grades ride the same Calgary Academy buses. Calgary Academy is committed to minimizing ride times for students while being mindful that full buses transporting 24 to 36 students help control costs. To reduce ride times, routes will be developed that minimize the number of communities and the total number of stops on each route. If your child is the only stop in a community, it may be necessary for you to drive to a common morning pick up location in another community. We will endeavor to drop off these students at their home address in the afternoon.

To maximize route efficiency, Junior and Senior School students living in the same community may be required to walk reasonable distances to a common pick-up location. Once bus routes have been established, changes will only be accommodated if they do not affect the overall route times.

BUS STATUS APP

First Student operates a Bus Status app, which will notify parents if their child's bus is running late. This app is available for iOS and Android devices. Information on the app and links to download are available on the [CA website](#).



Questions or concerns regarding busing, please contact Brian Wittwer at bwittwer@calgaryacademy.com.

SCHOOL COUNCIL OF CALGARY ACADEMY

Composed of parents, student, and staff representatives, the School Council of Calgary Academy (SCOCA) serves as an advisory and consultative body to the school principal, focusing on the views of the school community at large. All parents are automatically granted membership and are welcome at the meetings. Elections for the executive occur every spring at our Annual General Meeting.

Meetings take place from October through May each year. Meeting schedule, agenda, and minutes can be found at calgaryacademy.com/school-council.

ARLETTE SPEAKER SERIES

Our school community is strongest when we work together, and we are committed to connecting and supporting CA parents with current issues, events, and trends. The Arlette Speaker Series are donation-only events hosted throughout the year that support parenting efforts and the advancement of the professional knowledge of CA teachers. Previous events have covered online bullying, protecting your child's digital footprint, and managing stress and anxiety.



