

**2025 – 2026**

# **CA FAMILY HANDBOOK**

**VERSION 2**

**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**

# CONTENTS

<b>WELCOME .....</b>	<b>4</b>
Mission & Vision .....	4
Important Contact Information.....	5
REACH Principles.....	8
<b>GENERAL INFORMATION.....</b>	<b>9</b>
Attendance and Punctuality .....	9
Access To The School .....	9
Allergies And Sensitivities .....	10
Birthdays .....	10
Communication .....	11
Student Behaviour and Discipline.....	12
Dress Code .....	13
Parking .....	14
Inclement Weather Communication .....	14
Emergency Procedures .....	14
<b>ACADEMICS .....</b>	<b>15</b>
Assessment/Progress Reporting .....	15
Daily Practice at Home .....	15
Graduation Credits – Pathway to Post-Secondary.....	15
Integrated Studies .....	16
Physical Education .....	17
Transition Between Programs.....	17
<b>STUDENT EXPECTATIONS .....</b>	<b>18</b>
Attendance and Absenteeism.....	18
Digital Citizenship .....	18
Personal Mobile Devices and Social Media in School .....	18
Discipline Procedure .....	19
Electronic Devices .....	19
Devices for Learning .....	20
Support in Technology for Learning .....	20
Offsite Activities and Expectations.....	20
Leaving Campus for Lunch.....	20
Fit to Learn.....	20
Privacy .....	20
Positive Behaviour Intervention and Supports (PBIS).....	21
<b>STUDENT LIFE .....</b>	<b>22</b>
Altruism.....	22
Athletics at CA.....	22
Calgary Academy Ski and Snowboard Club (CASSC).....	23
Clubs.....	23
Drama Productions.....	23
International Travel Studies (ITS) .....	24
Student Recognition .....	25
Student Services.....	25
<b>PARENT RESOURCES .....</b>	<b>26</b>
PowerSchool.....	26
Payments.....	26
Castle Café and lunchtime .....	27
Electronic Security .....	28
Busing .....	28
Volunteering.....	28
School Council of Calgary Academy .....	29
Arlette Speaker Series.....	29

# IMPORTANT CONTACT INFORMATION

## SCHOOL ADMINISTRATION

Tim Carlson	Principal	<a href="mailto:tcarlson@calgaryacademy.com">tcarlson@calgaryacademy.com</a>
Liz Thompson	Assistant Principal Junior School (K-8)	<a href="mailto:ethompson@calgaryacademy.com">ethompson@calgaryacademy.com</a>
Sheryl Walters	Assistant Principal Senior School (9-12)	<a href="mailto:swalters@calgaryacademy.com">swalters@calgaryacademy.com</a>
Kim Petersen	Assistant Principal Blended+	<a href="mailto:kpetersen@calgaryacademy.com">kpetersen@calgaryacademy.com</a>
Erin Ellis	Director of Student Supports & Wellbeing	<a href="mailto:eellis@calgaryacademy.com">eellis@calgaryacademy.com</a>

## OTHER IMPORTANT CONTACTS

Advising	Jessie Holwell	<a href="mailto:jholwell@calgaryacademy.com">jholwell@calgaryacademy.com</a>
Attendance Hotline		<a href="mailto:attendance@calgaryacademy.com">attendance@calgaryacademy.com</a>
Busing	Brian Wittwer	<a href="mailto:bwittwer@calgaryacademy.com">bwittwer@calgaryacademy.com</a>
Castle Café and LunchTime		<a href="mailto:castlecafe@calgaryacademy.com">castlecafe@calgaryacademy.com</a> <a href="mailto:lunchtime@calgaryacademy.com">lunchtime@calgaryacademy.com</a>
Finance	Annette Moline / Katie Franczak	<a href="mailto:ar@calgaryacademy.com">ar@calgaryacademy.com</a>
General Inquiries		<a href="mailto:info@calgaryacademy.com">info@calgaryacademy.com</a>
Head of Student Supports	Paige McDonald	<a href="mailto:pmcdonald@calgaryacademy.com">pmcdonald@calgaryacademy.com</a>
IT Help Desk		<a href="mailto:helpdesk@calgaryacademy.com">helpdesk@calgaryacademy.com</a>
Knights Athletics	Nick Waterbury	<a href="mailto:nwaterbury@calgaryacademy.com">nwaterbury@calgaryacademy.com</a>
PowerSchool Support		<a href="mailto:pssupport@calgaryacademy.com">pssupport@calgaryacademy.com</a>





# 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.**

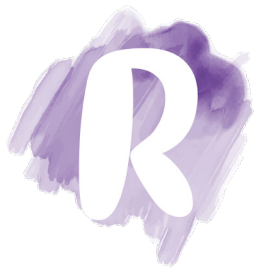
We teach students how to choose actions and assess consequences as they develop the foundational skills required to have healthy social experiences wherever they go.



## **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 how our students interact with each other and the world. They 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.

We use a proactive, evidence-based, school-wide approach known as Positive Behaviour Interventions and Supports (PBIS) to ensure that our students meet and exceed the REACH expectations. 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 to reinforce this type of conduct in the community. A REACH Slip connects positive behaviours to the REACH principles. These slips are collected and are entries in weekly, monthly, and semi-annual draws for further recognition and celebration.

Additionally, students participate in intentional monthly activities and reflections with their teachers about the REACH principles and their progress in each attribute of REACH, as a class and individually. Teachers will use the REACH Principles to guide classroom and student conversations and, when necessary, support goal setting. They will also encourage students to recognize their growth in these areas and celebrate achievements, fostering a deeper understanding and commitment to the REACH Principles.



# 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.

Additional information on attendance is available in **Attendance and Absenteeism on page 16.**

### 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	8:20 a.m.	3:15 p.m.
TUESDAY	8:20 a.m.	3:15 p.m.
WEDNESDAY	8:20 a.m.	3:15 p.m.
THURSDAY	8:20 a.m.	3:15 p.m.
FRIDAY	8:20 a.m.	1:00 p.m.

## ACCESS TO THE SCHOOL

Our school doors remain locked, and students cannot access the building until 8:05 a.m. Students are not to be in the building until after 8:05 a.m.

Students must only stay in the building after school if supervised (getting extra academic support, on a sports team, etc.). If students need to stay to wait for a ride, they must wait outside after 3:30 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.





## 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.

At Calgary Academy, the REACH principles (respect, enthusiasm, altruism, commitment, and honesty) are more than just values; they are the foundation of our school culture and guide how all members of our community interact with one another. REACH is a way of life for our students and staff.

We believe strong partnerships between the home and school are essential for student success. As such, parents and guardians are expected to demonstrate the REACH principles in every interaction with teachers, staff, and other school community members. Respectful, constructive, and solution-focused communication helps foster a safe and supportive environment.

When parent interactions—whether through direct interactions with staff or within the broader school community—do not reflect the REACH principles, school administration will follow up to engage in conversation and address the concern directly. If difficulties persist, the school may choose to implement measures that ensure interactions remain respectful and constructive, with the goal of supporting strong home-school partnerships. These measures may include directing communication through designated staff members or requiring that school visits be scheduled in advance.

We are committed to maintaining a positive, inclusive, and respectful school culture, and we thank our families for partnering with us to uphold these shared values. Headwater Learning Group provides a safe and caring learning environment that fosters belonging and mutual respect. We also strive to engage meaningfully with our families and community to maximize learning and opportunities for all stakeholders, contributing positively to the broader educational context. These commitments are reflected in

**Board policy #10 Respectful Learning and Working Environments**, specifically these points:

- HLG expects diversity of perspectives to arrive at the best decisions. While we recognize that conflict and disagreement may occur as a result, Stakeholders are expected to work towards a resolution that contributes to a healthy, safe, productive environment.
- Behaviours such as harassment, discrimination, and disrespect connected to the school community, at any time, contravene the spirit of this policy.
- It is the right of stakeholders to respond, in good faith, to incidents of behaviour inconsistent with the desired culture of HLG. Additionally, all forms of retribution or reprisal are contradictory to this culture and will be addressed.

The Board of Directors and CEO expect a culture whereby all stakeholders are always respected; this includes students, parents, staff, and administrators, who treat one another with respect to maintain the culture of Calgary Academy. When not present, appropriate action will be taken to ensure that disrespectful behaviour or actions are not reinforced as acceptable.

## CLASSROOM TO HOME COMMUNICATION

Email communication is our primary method of communicating with parents. Messages sent over the weekend will be replied to within 48 hours during the school week. 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

## GENERAL INFORMATION

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.

## STUDENT BEHAVIOUR AND SCHOOL RESPONSES

At Calgary Academy, we commit to creating a welcoming, caring, respectful, and safe community for all students, staff, and school representatives. To uphold this, students are asked to live by our REACH values: Respect, Enthusiasm, Altruism, Commitment, and Honesty and follow our student code of conduct.

These expectations extend beyond the classroom—during and outside of school hours, on campus, at school-sponsored activities, during lunch or recess (on or off campus), while commuting to or from school, in vehicles used for school activities, and online.

Disciplinary processes emphasize growth, responsibility, and fairness. We intervene early, maintain open communication with families, and aim to teach rather than punish. Every response considers a student's age, maturity, circumstance, past behaviour, and impact on others. In most cases where the school takes action regarding a student's behaviour, privacy regarding the disciplinary response will be maintained as best as possible.

Depending on the situation, disciplinary responses may range from classroom-based interventions (alternate assignments, privilege withdrawal, restorative practices) to more formal measures, including behavioural contracts, enrolment holds, suspension, supported longer-term leave, or expulsion. In all cases, decisions are documented, parents are informed, and students have opportunities to respond. If a student is suspended, a



carefully crafted reinstatement plan may include additional supports (e.g. counselling, behaviour agreements, structured reintegration) to build their skills and support reintegration into the community.

Calgary Academy aims to provide opportunities for students to recognize their wrongdoing and make changes to ensure growth. In rare cases where students continue to make poor choices and do not learn from their mistakes, the school may need to make decisions in the best interests of the community. If you want more clarity on how the school responds to incidents, please contact your child's assistant principal.

For detailed definitions, procedures, and rights, see the full

**Student Code of Conduct & Progressive Discipline policy.**

## 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 [Rycor](#). 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.

### EMERGENCY PROCEDURES

Calgary Academy practices a variety of emergency procedures throughout the school year to help ensure the safety of students and staff. A summary of each drill is provided below:

#### EMERGENCY EVACUATION

Used when it is safer to be outside the building. An emergency evacuation is used to get all students and staff outside the building due to fire or some other internal hazard.

#### HOLD AND SECURE

Used when a security threat or criminal activity is outside and/or unrelated to Calgary Academy. All exterior doors are locked, and no one is permitted outside of the building. Activities within Calgary Academy continue as normal.

#### LOCKDOWN

Used for any threat of violence within the building. During a lockdown, all staff and students retreat into lockable rooms. Staff and students remain behind locked doors until the threat is no longer present.

#### ON-ALERT

Used to advise of a possible emergency, communicates pertinent instructions and provides an opportunity to account for students.

#### SHELTER-IN-PLACE

Used to direct and control movement inside the school building when it is safer to remain inside and there are no threats of violence. When a Shelter in Place is called, all students remain in their current classroom. Shelter in place can be used when there is a medical emergency in the building to allow easy access for paramedics and first aid personnel to attend to the injured person. It can also be used in the event of extreme weather or hazardous materials spills that occur outside the school.





# ACADEMICS

## ASSESSMENT/PROGRESS REPORTING

At Calgary Academy, assessment is a shared responsibility among students, parents, and teachers. Families play a critical role in supporting student success by staying informed and engaged through consistent monitoring of grades and feedback. This partnership fosters meaningful collaboration and ensures every learner is empowered to achieve their goals. With online reporting now the standard across Alberta, Calgary Academy uses PowerSchool to provide families with continuous access to assessment information.

In Junior School and across year-long courses, a progress report is generated in February (mid-year), and a final report card is generated in June (year-end). In Senior School, across semester courses, one report card is generated in February and another in June to reflect the semester's course load. Additionally, three parent-student-teacher conferences are scheduled in September, November, and April, focusing primarily on the progress of the Individual Program Plan goal and progress within the curricula. Outside of these times, families are expected to regularly check their child's grades and assessments online and reach out to teachers as needed to discuss their progress as teachers are continuously updating progress.

Helpful guides on **checking grades in PowerSchool** and **accessing IPPs** are available on our website.

## 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](mailto:jholwell@calgaryacademy.com).

INTEGRATED STUDIES

Students in Kindergarten to Grade 9 will participate in Integrated Studies throughout each week. Kindergarten to Grade 4 students participate in one Integrated Studies option per term, for approximately 10 weeks each. The four courses they participate in are the following: art, drama, multimedia, and music. In Grades 5 and 6, students continue to take music and art, while also having access to Spanish, computer science, drama, multimedia, and construction lab (Grade 6 only). Students in Grades 7–9 follow the same Integrated Studies rotation schedule, with additional courses to choose from based on their interests. Grades 10–12 students select two Integrated Studies courses 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 physical education or outdoor education as one of their option courses to fulfill Alberta Education requirements.

INTEGRATED STUDIES OPTIONS VARY BY GRADE AND MAY INCLUDE:

 Advanced Acting	 Art	 Computer Science
 Construction Lab	 Design and Fabrication	 Drama
 Foods	 General Music	 International Languages
 Leadership	 Multimedia	 Outdoor Education (Grades 7–12)
 Photography	 Rock Band	 Spanish
 Studio Music	 Tech Theatre	 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 to Grade 8 receive daily physical education (PE) instruction. PE clothing is provided to students in Grades 9–12 during the first week of school. Students in Kindergarten to Grade 8 are not required to change for PE.

Senior School physical education options include the following:

- › Physical education (Grades 10-12)
- › Sports medicine (Grade 10 only)
- › Sports performance (Grades 11-12)
- › Outdoor education (Grades 10-12)

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 our Head of Physical Education Nick Waterbury at [nwaterbury@calgaryacademy.com](mailto:nwaterbury@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 data gathering and family discussions



# STUDENT EXPECTATIONS

## ATTENDANCE AND ABSENTEEISM

Regular attendance and punctuality are essential for student success. Our Early Years, Academy, and Collegiate programs are designed for face-to-face instruction, where students engage directly with teachers, peers, and support staff in a dynamic learning environment. To fully access the curriculum, interventions, and individualized supports, students must be present and on time. If a student is absent, they are expected to connect with teachers upon their return to catch up on work missed, as our responsive planning makes it challenging to provide materials in advance.

Given the diverse needs of our student population, consistent attendance supports the delivery of tailored interventions and learning supports that are most effective when provided in person. Students benefit from the predictability, structure, and repetition of skills and concepts that come with regular school attendance. These elements are foundational to academic growth, social development, and emotional well-being.

Absenteeism—defined as missing 10 percent or more of total school days for any reason, whether excused or unexcused—can significantly impact a student's learning trajectory. This equates to approximately 2 days per month or 18 days per school year. Even sporadic absences can disrupt learning routines, hinder progress, and reduce access to critical supports.

When a pattern of increased absences is observed—gradually over time or within a short window—the school will initiate a responsive process to support the student and family. This may include communication from the classroom teacher or administration, a review of attendance data, and a meeting to identify any underlying challenges collaboratively. The goal is to work in partnership with families to remove barriers to attendance, ensure students are supported, and promote consistent engagement in learning.

## 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.

In Grades 4 and above, students are asked to review and sign Calgary Academy's Acceptable Use Agreement.

## PERSONAL MOBILE DEVICES AND SOCIAL MEDIA IN SCHOOL

Calgary Academy is committed to a learning environment which is safe, secure, and predictable for all students. In accordance with the Government of Alberta's

**Ministerial Order on the Standards for the Use of Personal Mobile Devices and Social Media in Schools**, we have implemented some practices and expectations for our students to continue to support and foster an environment for learning that is focused and engaged and to limit distractions while continuing to develop the understanding for our students on the uses and misuses of technology.

For the purpose of these expectations, personal mobile devices include any personal electronic device that can be used to communicate with or access the internet.

Instructional time is defined as time scheduled for the purposes of instruction, examination, and other student activities where direct student-teacher interaction and supervision are maintained including field trips. This also includes group activities such as assemblies and clubs.





With regards to cell phone usage:

- Cell phones may be checked in at the classroom in a central space the teacher will provide.
- For Grades K–8, cell phones are not permitted at any time during the school day unless specifically authorized by the school's administration or teachers for educational purposes. Cell phones are not permitted on day field trips.
- For Grades 9–10, cell phones are not permitted during instructional time. Students may use their personal devices during lunchtime. Cell phones may be used on field trips if approved by the Assistant Principal.
- For Grades 11–12, cell phones may be kept in the student's backpack or locker. Students may use their personal devices during lunchtime. Cell phones may be used on field trips if approved by the Assistant Principal. Cell phones are not allowed to be used during student spares unless they are off campus.

For all grades, cell phones are not permitted to be used in hallways, washrooms, or any other space in the building unless otherwise specified or identified by an administrator or teacher. All students are expected to abide by our Acceptable Use Policy, which each child will be introduced to in September and asked to sign off on. Students will not have access to social media platforms over the school's Wi-Fi network.

Students with health or medical needs may be granted permission on a case-by-case basis by communicating with the Assistant Principal of their division. These exceptions will be minimal.

At Calgary Academy, we take a progressive approach to dealing with disciplinary issues. For personal mobile device infractions, we will be adhering to the following approach:

- First concern: student's device will be confiscated by the staff member and delivered to the Front Desk, where it may be picked up at the end of the day. If a phone is confiscated in the hallway it will be delivered to the Front Desk, where it may be picked up at the end of the day.
- Second concern: student's device will be confiscated and delivered to the Front Desk where the device may be picked up at the end of the day by the student. Parents will be made aware of this by the school.
- Third concern: student's device will be confiscated and delivered to the Front Desk where the device may be picked up at the end of the day by the parent.
- Any further concerns will indicate that the student is not committed to following the expectations of the school and further disciplinary action will be considered in collaboration with parents.

This fall, the school administration will be completing a more formal procedure with regard to personal device usage, which will be made available to students and parents.

Parents who wish to communicate with their child and any other urgent parent communication must go through the Front Desk, which will ensure the child gets the information. Contact the Front Desk at 403-686-6444.

## 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.

### DEVICES FOR LEARNING

Students in Grades K–7 are assigned a 1:1 iPad device, and students in Grades 8–12 bring their own device (Mac or PC) to support their learning through technology. It is the expectation that students come with their devices to school charged and ready to go each day and that devices are kept in good working repair so that they are ready to support learning. Calgary Academy will maintain a limited pool of temporary loaner devices and provide some limited options for charging devices—however, homeroom teachers will notify families if their use is regular.

### SUPPORT IN TECHNOLOGY FOR LEARNING

Calgary Academy, in keeping with our pillars including to teach independent work habits and transferable skills, encourages a culture of problem solving around technology for our students. When it comes to technology issues, students should ensure that they have updates, have tried restarting their app or device, and that ask peers for support before seeking additional support.

Calgary Academy has a technology support team focused on supporting students and their families. We strongly encourage your first support questions to go through your child's homeroom teacher, as other families may have the same questions. However, IT support requests can also be created by emailing our **IT Help Desk**.

### 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.

Parents must ensure all offsite activity forms are completed in Rycor by the posted deadline. If forms are not complete, your child will not be permitted on the trip.

### LEAVING CAMPUS FOR LUNCH

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.



# 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 extracurricular sports from Grades 7 through 12. We believe that athletics is a natural complement to classroom achievement. That belief is proven every day as we watch our students transform into student-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 leadership development while furthering the enrichment of the CA community.

Our Grade 6 Knights compete against three other schools yearly in our annual Grade 6 Challenge, playing volleyball, basketball, soccer, and badminton.

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 student-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 (sports marked \* are offered to Grade 10–12 students in partnership with neighbouring schools):

### FALL SPORTS

Early September to Mid-November



Golf



Cross-country running



Football\*



Volleyball

### WINTER SPORTS

Early November to Mid-March



Basketball

Wrestling\*

### SPRING SPORTS

Mid-March to Early June



Badminton



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](mailto:ldonde@calgaryacademy.com)

## CLUBS

Clubs are a rich and vital part of the student community. From leadership clubs like Calgary Academy Student Executive (CASTLE), 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 extracurriculars for students to get involved in. Clubs may be added or changed throughout the year, depending on student interest and teacher capacity.

## DRAMA PRODUCTIONS

Students in Grades 5–12 can be involved in our extracurricular 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.



## 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 Kim Petersen at [its@calgaryacademy.com](mailto:its@calgaryacademy.com)

## STUDENT RECOGNITION

At Calgary Academy, celebrating our students' successes is essential and a great motivator for many children. Beyond the classroom celebrations throughout the year, we host recognition events in June for every grade. The celebrations in Grades 6, 9, and 12 are more formal events as they represent a milestone and transition to a new division or post-graduation. This does not mean that the celebrations in the other grades are less important—they are celebrated in a more casual environment.

## 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 to 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 Pathologists (SLP) help students who have identified language difficulties to help them manage their challenges. The SLPs work 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 SLPs. Finally, the SLPs also provide resources and collaborate 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 Head of Student Supports, Paige McDonald at [pmcdonald@calgaryacademy.com](mailto:pmcdonald@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](mailto: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](mailto: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](mailto:ar@calgaryacademy.com).





## CASTLE CAFÉ AND LUNCHTIME

The Castle Café provides fresh, healthy meals to our school community throughout the year made by our café team. 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 – THURSDAY	LUNCHTIME	FRIDAY	LUNCHTIME
GRADES K–6	12:20 p.m. to 1:00 p.m.	GRADES K–6	11:30 a.m. to 12:00 p.m.
GRADES 7 & 8	12:20 p.m. to 1:00 p.m.	GRADE 7 & 8	10:50 a.m. to 11:10 a.m.
GRADES 9–12	11:50 a.m. to 12:35 p.m.	GRADE 9-12	10:30 a.m. to 10:50 a.m.

### PRE-ORDER POLICY

We offer a four-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 Principal Tim Carlson at [principal@calgaryacademy.com](mailto:principal@calgaryacademy.com)

## BUSING

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

One-way busing is available for students in Blended+ Grades 9–12, Kindergarten to Grade 8, 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](mailto:bwittwer@calgaryacademy.com).



## VOLUNTEERING

Parents volunteers are welcome, and this is a wonderful way to participate in the many, exciting activities and events that are hosted by the school.

Those interested in volunteering at Calgary Academy are required to provide and participate in the following:

- A police background check inclusive of a Vulnerable Sector Check.
- Volunteer application form. This can be accessed during enrolment on School Admin or on the Calgary Academy website under the School Council information.
- Attend a short online volunteer orientation, which is mandatory for all volunteers.
- Complete the Commit to Kids: Foundational Information for Safeguarding Children from Sexual Abuse and provide the completion certificate to the school. This is a free course and is 23 minutes long.

Parents can email [frontdesk@calgaryacademy.com](mailto:frontdesk@calgaryacademy.com) to receive information regarding volunteering and the requirements for participating on the volunteer team.

We also welcome volunteers to participate on committees at Calgary Academy. This includes being a member of the School Council of Calgary Academy Executive (SCOCA), ad hoc committees for SCOCA, supporting the Philanthropy team by joining the Annual Appeal Team, supporting large events by joining the gala committee or golf tournament committee, or being a member of the Facility Enhancement Committee which would work towards upgrading the playground equipment and other similar initiatives.

Calgary Academy welcomes any ideas that parents have to increase the level of parent engagement. Please contact [frontdesk@calgaryacademy.com](mailto:frontdesk@calgaryacademy.com) to start the conversation!

## 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 on our website**.

## 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.



