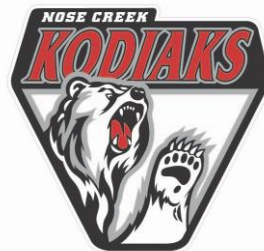




**Calgary Board  
of Education**



Principal

Cathy Shellenberg

Assistant Principal

Kristal Derbyshire

School Address

135 Covepark Square NE  
Calgary, Alberta, T3K 5W9

Telephone

403-817-3360

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403-265-3742

Website

<http://schools.cbe.ab.ca/b661>

Twitter

<https://twitter.com/NCKodiaks>

**This agenda belongs to:**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_



**August/Sept**

29	Tues	Grade 4 Afternoon
30	Wed	Teachers In
31	Thurs	Teachers In
1	Fri	Teachers In

**September**

4	Mon	<i>Labour Day</i>
5	Tues	First Day of Classes
8	Fri	Welcome back Breakfast
11	Mon	School Council
21	Thurs	Meet the Teacher
22	Fri	<i>Non-Instructional Day</i>
29	Fri	School Fees Due

**October**

2	Mon	School Council
9	Mon	<i>Thanksgiving</i>
16	Mon	<i>Non Instructional Day</i>
19	Thurs	Photo Day

**November**

6	Mon	School Council
7	Tues	Photo Re-take Day
10	Fri	Remembrance Day Service
16	Thurs	Parent/Teacher Conference
16	Thurs	<i>Non-instructional Day</i>
17	Fri	Parent/Teacher Conference
17	Fri	<i>Non-instructional Day</i>

**December**

4	Mon	School Council
8	Fri	<i>Non-instructional Day</i>
21	Thurs	Last day of Classes
22	Fri	<i>Non-instructional Day</i>

**WINTER BREAK Dec 22 – Jan 7****January**

8	Mon	Classes resume
8	Mon	School Council
26	Fri	<i>Non-instructional Day</i>

**February**

2	Fri	<i>Semester 1 Ends</i>
5	Mon	School Council
9	Fri	Report Cards Go Home
15	Thurs	<i>Teacher's Convention</i>
16	Fri	<i>Teacher's Convention</i>
19	Mon	<i>Family Day</i>

**\* Dates in Italics indicate no school for students**

**March**

5	Mon	School Council
22	Thurs	Last day of Classes
22	Thurs	Parent/Teacher Conference
22	Thurs	<i>Non-instructional Day</i>
23	Fri	Parent/Teacher Conference
23	Fri	<i>Non-instructional Day</i>

**SPRING BREAK Mar 23 – April 2****April**

3	Tues	Classes Resume
9	Mon	School Council
20	Fri	<i>Non-instructional day</i>
26	Thurs	Grade 3 Parent Information Night

**May**

7	Mon	School Council
9	Wed	Spring Photos
10	Thurs	Grade 6 ELA PAT Part A
11	Fri	Grade 9 ELA PAT Part A
18	Fri	<i>Non-instructional Day</i>
21	Mon	<i>Victoria Day</i>

**June**

1	Fri	Grade 3 Tour
4	Mon	Volunteer Thank You
4	Mon	School Council
14	Thurs	Grade 6 Science PAT
15	Fri	Grade 6 ELA PAT Part B
18	Mon	Grade 6 Math PAT
19	Tues	Grade 6 Social Studies PAT
20	Wed	Grade 9 Science PAT
21	Thurs	Aboriginal Day
22	Fri	Grade 9 ELA PAT Part B
25	Mon	Grade 9 Math PAT
26	Tues	Grade 9 Social Studies PAT
27	Thurs	Last day /Report cards
28	Thurs	Marks Appeals Day
29	Fri	<i>Non-Instructional Day</i>

*\* Please note that Tuesday, Wednesday or Thursday Parent conferences will take place in the evening. There will still be classes for students on those days. Friday conferences will take place during the day and there will be no classes for students*

*This calendar may be subject to change during the course of the year – please refer to the website for the most up to date calendar.*

# Welcome to Nose Creek School!

## Learning with S.P.I.R.I.T.

The information in this agenda is intended to familiarize both students and parents/guardians with the operation of our school and some of the opportunities available throughout the year. We believe that together students, parents/guardians and staff play a significant role in helping to develop the best in all students and in our school as a whole.

## Nose Creek

Nose Creek school was named for the small creek that meanders on the east side of Coventry Hills. Nose Creek and Nose Hill play a significant role in Aboriginal cultural, particularly for those from the Blackfoot nation.

## Our Mission

Educating tomorrow's citizens today.

## Our Vision

The Calgary Board of Education is the dynamic learning community of choice.

## Nose Creek Kodiak S.P.I.R.I.T.

KODAIK SPIRIT guides our endeavours, work and commitment to school community and excellence each day!

S – SERVICE

P - PRIDE

I - INSPIRE

R - RESPECT

I – INTEGRITY

T - TENACITY

## INFORMATION FOR STUDENTS

### *Bell Schedule (Monday-Thursday)*

8:30am	Period 1
9:25am	Period 2
10:15am	Nutritional Break
10:25am	Period 3
11:15am	Period 4
12:05pm	Lunch
12:45pm	RTI Homeroom
1:20pm	Period 5
2:10pm	Period 6
3:00pm	Dismissal

### *Bell Schedule (Friday)*

8:30am	Block 1
10:30am	Nutritional Break
10:40am	Block 2
12:40pm	Dismissal

## Administrative Regulations

The Calgary Board of Education is committed to providing students and staff with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging. With this in mind, the CBE has created a system-wide set of administrative regulations with input from students, parents and CBE employees. All CBE students are expected to abide by these regulations which are posted to our Administrative Regulation page <http://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>.

The following Administrative Regulations are referred to in this handbook:

AR 1062 - Responsible Use of Electronic Information Resources  
AR 6005 – Student Code of Conduct  
AR 6006 – Progressive Student Discipline  
AR 6010 – Standards of Dress and Clothing  
AR 6014 – Student Searches

## Code of Conduct

Student Code of Conduct (Administrative Regulation 6005): This new code of conduct will apply to all CBE schools, and beginning in the 2016/17 school year, individual schools will no longer have their own codes of conduct. All CBE students are expected to abide by the new system regulation, which will be posted to our Administrative Regulation page <http://www.cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx>.

## Daily Announcements

Announcements will be available for viewing on the flat screen TV's located in the foyers. Information will also be shared with students via our PA system just prior to the start of nutrition break and lunch.

## Supervision

Supervision at our school begins at 8:10 and continues to 3:05 for all students. Any student remaining in the building beyond 3:05 must be under the direct supervision of a staff member.

## Attendance

The Calgary Board of Education believes there is a strong positive correlation between attendance and a student's success in school. Regular attendance at school maximizes student learning, school attachment and the potential for high school completion. Research indicates that students who have frequent absences as early as kindergarten are at risk of dropping out of school. Other facts about attendance include:

- Students who miss 15 days of school per year will miss a year of school before Grade 12.
- A student with 90% attendance will miss 4 weeks of school per year.
- Being 10 minutes late for class every day means the student will miss 6 days of instruction over the year.
- 

The Alberta School Act section 13 and CBE Policy 6020 indicate:

*An individual who at September 1 in a year is 6 years of age or older, and is younger than 16 years of age shall attend school.*

*A board shall make all reasonable efforts to ensure that a student who is enrolled in a school attends regularly and punctually.*

It is the responsibility of parents/guardians to ensure compliance with this requirement and the responsibility of schools to ensure parents/guardians are informed promptly when the attendance of students is not satisfactory.

## Calling in an absence

At Nose Creek School, we ask that Parents and Guardians contact the school whenever their child will be absent or late to class. Please call **403-817-3360** and **press '1'** for the absence line. We ask that you clearly state the **child's name, grade, homeroom** and **reason for absence**.

## Excused vs Unexcused Absences

CBE guidelines regarding which absences/lates are considered *excused* and which are considered *unexcused* is the following

*The school principal has the authority to determine if an absence is excused or unexcused.*

### **Excused Absences:**

- *Illness, mental health condition or medical/dental appointment. If these are frequent or excessive you may want to request a medical note to excuse these absences.*
- *Family emergency, death or illness in the family*
- *Public Health quarantine*
- *Religious or cultural observance*
- *Court*
- *Extreme weather, transportation cancellations*
- *An absence directly related to homeless status*
- *Suspension from School*
- *Expulsion from a school with no permission to re-enroll*

### **Unexcused Absences**

- *Any absence from school for a day or a portion thereof that does not meet the above criteria (please note that this includes family holidays and vacations taken during days schools are operational)*

## Late arrivals

If students arrive late to school they are asked to check in at the office and receive a late slip. Should a student have chronic problems with punctuality, teachers or administrators will look to develop an Attendance Improvement Plan (AIP) with those students. These plans are made in conjunction with the student, parent/guardian, and external agencies with the goal of promoting student success.

**Checking out or in during the day** – If students must leave the school due to illness, appointments or for other reasons, they are asked to check out at the office. For students in Grades 4-6, parents/guardians must pick up at the office and sign out their child in person. For students in Grades 7-9, parents/guardians need to either send a note, phone the office and speak to staff to confirm that they have permission to leave or sign their child out in person.

**Extended Absences** – If a student will be absent for more than three school days they are asked to complete an Extended Leave of Absence Form. This form is available from the office and should be completed and signed by all the students' teachers a week before departure. The form should then be signed by an administrator in the office. The student is responsible to complete any missed work during the absence.

## Permission to be Excused from School during the day

Permission to be excused from school can only be granted by the office upon request by a parent/guardian. **Under no circumstances** shall a student leave the school grounds during school hours (8:25 – 11:58 and 12:45 - 2:55) without first obtaining permission from the office. Students in Grades 4, 5 & 6 are not permitted to leave the school grounds at any time except for fieldtrips, lunchtime (if they are not registered in the lunch program and walk home for lunch) or when they are excused and accompanied by a parent.

## **Dress Code**

Students and staff are bound by the Calgary Board of Education regulations at all times and in all spaces associated with the school. AR 6010 – Standards of Dress and Clothing provide an overview of CBE's policy towards dress code.

At Nose Creek, your dress at school should be suitable for a wide range of learning activities. It should allow for comfort, ease of movement and freedom from distraction to you and peers in any learning situation. Just as there is a mode of dress that is suited to office work, to sports activities, or to various social or formal functions, there is also a mode of dress suited to classroom learning.

Distracting clothing is inappropriate for school (eg. Beach wear, sleep wear, revealing tops, short shorts and/or skirts, clothing with suggestive or offensive messages or images). Hats, headwear, sunglasses, bandanas, chains and jewelry which may cause a safety hazard are not to be worn. Footwear must be worn at all times for both health and safety reasons. Running shoes must be worn for Physical Education classes and students are asked to come dressed for the weather. The only exception for these clothing expectations will be during special days which are planned for the school. Students may be asked to change into more appropriate clothing if their attire is deemed unacceptable for school.

Expectations for dress at school are intended to promote a positive learning atmosphere, all members of the school community are asked to support and respect these expectations.

## **ID Cards**

ID Cards are provided for all students following picture day. These are used as a library card to sign out materials in the library and at the office to sign out sports equipment at lunch. If the card is lost, students will not be able to access sign out privileges at the library or office until they replace their card. Replacement cards are printed at the office for a cost of \$5.00.

## **Learning Commons**

All students are most welcome to use the Learning Commons at noon to support their learning according to the designated grade schedule. If students would like to use the computers in the Learning Commons without a classroom teacher they are asked to have their ID cards with them. Students may have 2 books on loan at a time as well as 2 books on loan for class work. The loan period is 2 weeks. Please be sure your books are returned on time and remember no new books will be loaned until all overdue are returned. School policy on use of communication devices applies in the Learning Commons, please do not bring any drinks and food in the Learning Commons.

## **DIGITAL CITIZENSHIP - Computer and Technology Use**

A wireless student network for Internet access using student owned personal electronic devices is being provided at Nose Creek School. The use of personal devices by students with the guidance of parents and teachers will assist in addressing individual student preferences and needs for learning. Below are key points that students and parents need to familiarize themselves with:

Students and staff are bound by the Calgary Board of Education regulations at all times and in all spaces associated with the school. The Acceptable Use Policy gives specific details. [www.cbe.ab.ca/policies/policies/AR1062.pdf](http://www.cbe.ab.ca/policies/policies/AR1062.pdf)

- The use of digital devices is allowed only with the specific permission of the school principal and teachers.
- The use of digital devices is a privilege and not a right.
- The use of digital devices is intended for educational purposes, not communication or recreation

We expect students to T.H.I.N.K. before you use digital/social media to connect with others: Is it **Truthful, Helpful, Inspiring, Necessary, Kind**

Cameras, including all cell phone cameras, **must not** be used anywhere on campus without direct teacher permission. They must only be used for educational purposes. **Any photos of people taken on school property or during school activities are not allowed to be uploaded to the Internet unless permission is obtained from the teacher.**

## Student Owned Devices

As with any personal belonging that a student brings to school, the school cannot be responsible for electronic devices that are lost, stolen or damaged. The individual student lockers are a secure place for students to leave their device when not in use.

Students will **not** have access to school servers or printers through their personal devices. As such they will need to utilize their CBE email or Google Drive accounts or purchase and use a USB device to transfer files to the school network.

Digital work submitted by students must be in a format that can be opened and utilized by school staff. It is the responsibility of the student to reformat and resubmit work if it does not meet the schools digital requirements.

No software will be provided to students for student owned devices. School classes may utilize software applications that the student does not have on their device. Furthermore the school is not able to provide technical support for student owned devices.

## Cell Phones / Digital Cameras / Digital Recorders

Mobile phones may be used **before school, at lunch and after school** for calling or texting, at no time during instructional time should students be using their phones for these activities. Please remember that all use must be appropriate.

Should parents/guardians need to contact students during instructional time please call the office to pass on a message, if students need to contact parents/guardians during this time they should ask their teacher to come to the office and use the main phone. Parents/guardians are asked to refrain from calling or texting their child during instructional time.

Due to FOIP and privacy concerns, **unless given explicit permission from a staff member**, students are not permitted to take photographs or digital recordings of staff or students at school or on the bus.

Should students be found to be using cell phones for calling or texting during class time they will be asked to lock their device in their locker. Should this occur repeatedly, parents/guardians will be contacted and the device will be returned through parents/guardians. We appreciate everyone's cooperation!

## Locks and Lockers

Each student in Grades 4-9 is issued a hallway locker and lock. Non-school issued locks will be removed. Students are responsible for the cleanliness and security of their belongings – **do not share your locker combination with anyone!** All locks will be collected at the end of the school year, lost locks will be charged \$7.00 to whom they were issued. Students may go to their lockers in the morning, at nutrition break, during lunch and after school. Students should ensure that they collect all necessary materials for their upcoming classes at these times.

## Lost and Found

Misplaced items are stored in two wooden bins in the main entrance. Personal articles such as eyeglasses, keys and chains are kept at the office. Should students misplace an item they are encouraged to immediately check the lost and found or the office to see if the item has been turned in or found.

## School Bus Rules and Expectations

Students are expected to display Kodiak S.P.I.R.I.T. at all times on the school bus. Responsible behavior is expected and students are asked to follow the driver's directions at all times. A copy of the bus rules will be made available to all bus riders at the start of the school year. Safety of our students is our primary concern. Students who do not comply with the rules of the bus will be given a misconduct form and parents will be notified. A misconduct form may result in a suspension from riding the bus. The length of the suspension will depend on the circumstances.

## Lunchroom

There are microwaves and hot water available in the lunchroom areas (Div II) and in the foyers (Div III) for student use. Please find a seat before eating, ensure that all garbage is cleared when you are done and that all belongings are taken with you before you leave. All Grade 4, 5 and 6 students who are registered for lunchroom are required to eat in the designated areas. Students are asked to help maintain our high standard of cleanliness.

## Activities

We have a full range of teams in athletics, a variety of clubs, and teachers available for extra help and activities in all areas. Be sure to pay attention to teacher blogs and announcements at school so you don't miss out on these opportunities!

## Social Activities

Throughout the year we have a variety of social activities ranging from school dances, to sporting events, pep rallies, and special S.P.I.R.I.T. days. At all these events students are expected to display Kodiak S.P.I.R.I.T. and represent our school well. Permission to leave events early must be arranged prior to the event with the teacher in charge. For our school dances, only students who attend Nose Creek may take part.

## Skateboards, Scooters, Bikes

Students are responsible for the security of their skateboards, scooters and bicycles (ie ensuring that they are locked up or secured in a locker). Students are required to walk their bikes/scooters/skateboards across the crosswalks and on school property. **All students are required to wear a helmet when riding a scooter / skateboard / bike.**

Students are also reminded that the Alberta Traffic Safety Act states:

*"No person who is less than 18 years old shall operate or ride as a passenger on a bicycle unless that person is properly wearing a safety helmet."*

## School Resources

Students may be assigned school resources in class and it is their responsibility to take care of these resources. Should damage occur, a fee will be assessed for the repair or replacement of these resources.

## Safety and Security

The safety, security and well-being of every student is important at our school and we promote positive social behavior. The following are important guidelines for students to follow and be aware of:



## **School Evacuations (Fire Drills)**

During the year it is a requirement that we conduct six school evacuations. During this time students are asked to:

- Evacuate the building in a quick and orderly fashion. Follow the directions of the teacher.
- Proceed to upper back field and assemble in designated areas.
- Remain outside until directed to return by the administration after a physical all-clear signal is given by the principal or designate.
- If return to the school is not possible, follow directions from administration.
- If we have to evacuate the school during recess or noon hour, proceed to your homeroom location on the upper back field.

## **Lock Down Procedures**

Each year a practice lockdown will occur. Parents will be notified about the lockdown through a letter which will be sent home. Should a lockdown occur, the following would occur:

- An announcement will be made that advises everyone in the building that we are entering a lockdown mode.
- Staff and students must find and enter the nearest classroom and ensure the door is locked if they are in the halls at the time of the announcement. Students do not have to return to the class that they were in during the period, just the nearest room.
- Classes outside will be advised of the lockdown as we will ring the bell continuously. Those classes, with their teacher, would move quickly to Coventry Hills School and gather in the gym to await further instructions.
- Students will be instructed to turn off their cell phones.

## **Smoking**

Students are not allowed to smoke or vape in the school, on the school grounds, or within sight of the school. It is strictly prohibited and illegal. Students are also asked to not bring to school any item associated with smoking or e-smoking, such as cigarettes, vaporizers, lighters and/or matches. As all these items are considered contraband and they will be confiscated by school administration and given to Calgary Police Services. Parents will be notified if a student is caught smoking during the day.

## **Student Searches**

CBE administrative regulation 6014 states that when the Principal suspects that a student may have items in their possession at school that may be injurious to themselves or others such as drugs, alcohol, property belonging to another student, or a weapon, a search may be undertaken.

School property used by a student (a desk, locker, school storage area or any other school article or object used by a student including Calgary Board of Education electronic information resources) and student articles and objects (articles or objects owned or used by a student either on school board premises or during off-site activities including but not limited to backpacks, clothing, purses, suitcases, and tote bags) may be subject to a search when reasonable grounds have been established. Any search of a student or their locker will be done with two staff present and will be reported to the parent/guardian of the student involved.

## **Plagiarism**

At Nose Creek School there is a plagiarism policy in effect. Teachers strive to teach students the importance of documenting the ideas and words of others in all formats to demonstrate a value and understanding for intellectual property in all classes. Plagiarism includes, but is not limited to:

- Direct copying another's work (from print, electronic sources, etc.)
- Paraphrasing without documentation (ie. In-text citation)
- Including phrases from another's work
- Lack of citation or incorrectly citing references
- Using protected electronic images and/or not citing images
- Handing in a copy (or a modified copy) of another student's work

If plagiarism occurs the assignment cannot be used as a measurement of the student's learning as it is not their original work. The student, in consultation with their teacher, will be expected to complete the original assignment again, or a similar assignment, for credit, under increased supervision and support of the teacher. It is important to remember that disciplinary consequences for plagiarism depend on the complexity of the assignment, the severity of the plagiarism and the frequency of occurrences. It may be necessary for the student, their parents and administration to meet to overview the importance of intellectual honesty and take steps to prevent future occurrences of plagiarism.

## **Student Services - Resource**

Help is provided for students encountering difficulties in any aspect of their school life. Please ask in the office to speak with someone should you be experiencing problems. Work is done with parents/guardians, teachers and others to help students achieve success.

## **Appointments**

Parents/Guardians wishing to meet with administrators or teachers are asked to phone the school to make an appointment.

## **Communication with the School**

In order to ensure the success of your child we would ask that you please communicate with us should problems or questions arise. We would appreciate your support in the following areas:

- Please ensure that you keep your demographic information (ie. contact numbers) up to date in the event that a school representative needs to contact you.
- Parents/guardians are asked to support field trips by completing forms and volunteering when possible. Forms and payment are required to be submitted before the due date for all off campus activities to ensure student attendance. Unfortunately, we cannot accept verbal permission for any student to attend an off-campus trip. If financial assistance is needed please contact the Principal.
- Should your child be having any difficulty in their academic or social activities at school, please do not hesitate to contact your child's teacher or an administrator.

## **School Communication to the Home**

Please note that all communication from Nose Creek School falls under the Anti-Spam Legislation (CASL). Starting in the 2016-2017 school year we will need parent/guardian permission to continue to send you email or text messages on topics such as picture days, field trip costs, student fees, yearbooks, fun lunches, and more. Parent/guardian(s) are asked to complete the opt-in request at the start of the school year.

## **School Council**

This parent/guardian group meets on the first Monday of each month to discuss upcoming events, fieldtrips, school issues and receive reports from school administration. Specific meeting dates are posted on the school calendar, please check as they may fall on the second Monday some months due to holidays.

## **Student/Parent/Teacher conferences**

These important meetings are held two times a year, once in the Fall and once in the Spring. Please check the school calendar, pre-booking will be available through your cbe account (<https://webapps.cbe.ab.ca/MyAccount/Account/LogOn?ReturnUrl=%2fmyaccount>) a week prior to the conferences.

## **Student Homework, Projects and Assignments**

All staff maintain homework blogs with the link on the main page of the school website. These blogs are updated regularly to assist both students and parents/guardians in keeping track of day to day homework, assignments and projects.

## **Staff Voicemail**

Each staff member has a personal voice mail should you need to discuss a concern at any time during the year. Please call the school and press the # sign and then punch in the first four digits of the individual's last name whom you are trying to contact.

## **Appointments**

Parents/Guardians wishing to meet with administrators or teachers are asked to phone the school office to make an appointment.

## **Website**

Ongoing communication and updates, blog links, the Kodiak update, links to important educational and parenting sites, and staff pages are all on our school website, <http://schools.cbe.ab.ca/b661/>

## **School Messenger**

In the fall of 2016 we will begin using a new communication tool called School Messenger. This tool will enable our staff to send emails and text messages to parents in order to share important information. Parents/Guardians will need to subscribe (due to Canada's Anti-spam Legislation - CASL) in order to receive this communication.