



Parent & Student Handbook

Updated August 2024

Parent and Student Handbook 2024-2025

District Office
640 - 14th Avenue SE
Calgary, Alberta T2G 1E8
(403) 532-3020
www.caaschool.com

Superintendent

Ms. Michelle Stonehouse

Community Arts Coordinator

Mrs. Cheralyn Doell

Registrar/Communications

Ms. Cathy Braun

Leadership Team

Ms. Sarah Birch - Principal, Knob Hill
Mrs. Kimberly Hoey - Principal, Rosscarrock
Ms. Alyson Moore – Assistant Principal, Rosscarrock
Ms. Amanda Bonnell - Assistant Principal, Erickson Centre

School Office Hours

All campuses: 8:00 a.m. to 4:00 p.m.

CAA Elementary School Knob Hill Campus

2036 - 20 Avenue SW, Calgary, AB T2T 0M2
(403) 229-3010

Kindergarten Morning – 8:31 a.m. to 11:18 a.m.
Kindergarten Afternoon – 12:13 p.m. to 3:00 p.m.
Year 1 to 3 – 8:33 a.m. to 3:00 p.m.
Lunch – 11:45 a.m. to 12:35 p.m.

CAA Middle School Rosscarrock Campus

1406 - 40 Street SW, Calgary, AB T3C 1W7
(403) 235-1984

Year 4 to 9 – 8:45 a.m. to 3:10 p.m.
Lunch – 12:00 p.m. to 12:40 p.m.

CAA High School, Erickson Centre, Calgary Stampede Youth Campus

640 - 14 Avenue SE, Calgary, AB T2G 1E8
(403) 532-3020

Year 10 to 12 – 9:00 a.m. to 4:00 p.m.
Lunch – 11:30 a.m. to 12:12 p.m.

Calgary Arts Academy School Calendar

The complete calendar for the current school year may be viewed on the school website at
<https://www.caaschool.com/calendar>.

What is a Public Charter School?

Public charter schools are autonomous public schools of choice that provide the Alberta curriculum, and each has a unique focus or delivery method to improve student learning. Currently, Alberta is the only province in Canada that has charter schools. Following approval of a charter school application, the Minister of Education grants a Charter. After demonstrating success according to the terms of the charter, a renewal of the school's charter may be granted by the Minister.

Charter schools:

- Are attended by choice
- Charge no tuition
- Have no religious affiliation
- Employ certified teachers
- Are locally governed; each has its own elected school board
- Encourage parental involvement
- Have a unique focus or delivery method
- Must teach mandated provincial curriculum
- Must administer Provincial Achievement Tests and any other tests the Minister prescribes
- Are not part of the large public boards in urban areas.

Resources

Charter Schools Handbook

<https://open.alberta.ca/dataset/6789b8a0-c8ac-4c89-bbbd-a4e3e996d37e/resource/623f521a-52cd-4e39-8243-c46276925805/download/edc-public-charter-schools-handbook-2022.pdf>

Calgary Arts Academy Vision, Mission, and Purpose

Calgary Arts Academy provides Arts Immersion teaching and learning, focusing on high expectations and academic excellence. We serve students who are passionate about Arts Immersion learning and pure art form instruction in five art forms: music, drama, dance, visual and literary arts!

Learning facilitators include teachers (who are artists in their own right) and artists who partner with teachers in the planning and delivery of Arts Immersion instruction. Music, drama, visual art, dance and literary art are the core focus areas in the delivery of the Alberta curriculum.

Students work with many learning facilitators (teachers and artists) during the school day. Students are required to travel to several learning spaces during the day in multi-aged groups.

Community engagement is high. Students are required to demonstrate respect when working with partner organizations, the arts community and volunteers.

In order to facilitate academic excellence and benefit from Arts Immersion, all students are expected to self-monitor behaviour, actively engage in all learning opportunities, and attend school regularly and punctually.

Students complete learning contracts which are individualized (as required.) Parents are partners in teaching and learning and actively participate in the creation, support and completion of all learning contracts.

Calgary Arts Academy offers a strength-based approach in support of inclusive education. Specialized supports could include:

- Math and reading intervention
- Short term counselling support
- Short term behaviour support
- Individualized learning contracts (remediation, enrichment)
- Small group remediation/enrichment groups

Vision

“Children and community that value arts and learning!”

Calgary Arts Academy is an innovative and progressive school that engages children through Arts Immersion to become confident learners and spirited citizens.

Mission

Our mission is to provide a collaborative, democratic learning community, empowering each individual to become self-directed, lifelong learners who value community-focused and citizen-based action, facilitated through effective communication, collaboration, critical and creative thinking.

Purpose

Our purpose is to transform children into young people who are curious, kind, empathetic and engaged; preparing them like no other school to contribute and lead in their communities.

Registration and Admissions Procedure

Introduction

Come join us on a school tour where we outline our unique Calgary Arts Academy (CAA) program and share our learning spaces!

Registration

- Complete a registration form and submit to the registrar.
- The date of submission will be noted on the registration form.
- Canadian birth certificate or citizenship document, most recent report card and related documents (such as IPPs) are required at this time.
- Children are required to strive for academic excellence, and have a passion for the arts.

Application Review Process

- Administration will review registration forms to ensure:
 - A child will benefit from the instructional methodology and programming.
 - A child will meet with success with the resources CAA is able to provide given our current enrolment.
- In some cases, further communication may be requested by school administration and staff to ensure parents and students have a clear understanding of the vision, mission, purpose, and expectations surrounding student learning at CAA and parental involvement.

Student Auditions

New Students (Years 4 to 9)

- Students must demonstrate an interest in one of the arts.
- The audition is meant to reveal student willingness to perform and commitment to the school, rather than their proficiency level.

High School (Year 10 to 12)

- Current CAA Year 9 students and all new high school applicants audition in two art forms.
- Students should prepare to share their strengths and goals, both as an artist and in their other studies.

Acceptance

- Acceptance will be confirmed by the registrar. Congratulations!

New Student Orientation Meeting at the School

- All new accepted students and parents are required to attend a presentation at the school that will further outline the program offered at CAA and the procedures and routines that can be expected when attending CAA.
- For Year 4 to 9 students, this is also the time when auditions are facilitated.

Comprehensive Fees Schedule

Please visit the school website (www.caaschool.com) for our comprehensive fees schedule.

Expectations

Parents/Guardians are expected to:

- ensure their child attends school punctually and regularly
- volunteer a minimum of 10 hours per school year per family – volunteer time is to be recorded using current procedures
- attend school performances and engage with learning opportunities offered to parents through the CAA community
- support learning contracts, at-home practice and extension projects
- communicate positively and respectfully with all stakeholders

Students are expected to:

- attend school punctually and regularly
- be passionate about and engaged in the arts
- collaborate well with others
- demonstrate a growth mindset
- complete all learning contracts successfully
- participate in all learning opportunities and art forms positively
- attend all school performances for their age group
- communicate positively and respectfully with all stakeholders
- meet the expectations set out in the Acceptable Use of Technology Agreement
- follow the Calgary Arts Academy Student Code of Conduct
- demonstrate the spirit of the Circle of Courage

Attendance and Lates

All school-aged children in Alberta are mandated to attend school. Together, we are charged with the Alberta Education requirement to ensure all students meet with academic and social success at CAA. Regular attendance and being on time are critical ways to begin to meet this challenge. Alberta Education defines chronic absenteeism as a student who has missed, for any reason, 18 days of any school year.

School attendance and punctuality is expected from all. Please inform the school by email or telephone if your child will be absent or late. This avoids unnecessary calls home. View the school website for attendance email information: <https://www.caaschool.com/for-parents>.

Sign In/Out Procedure

Parents/guardians must sign their child out at the main office if the student is leaving during the school day. Parents are asked to wait in the foyer by the office, and the secretary will arrange to get the child (to minimize class disruption). When the child returns, they are to be signed back in by their parent/guardian through the office.

Dressing for the weather

Please ensure your child is suitably dressed for all weather conditions. Students will remain indoors when temperatures are below -20 degrees celsius including windchill.

Extra-curricular Activities

Extra-curricular activities, including student clubs and sports teams, may be provided during the lunch period and after school.

Traffic and Parking Lot

Student safety is always our primary concern. Please do not use the staff parking lots at any site to drop off and pick up students. Parking in alleys, in front of driveways, in bus lanes, and otherwise impeding traffic is discouraged. Our community is asked to be respectful of the neighbours who reside in the surrounding neighborhoods. We request that parents ensure students use crosswalks and use the cleared and maintained sidewalks when entering/exiting our school sites.

Elementary School Knob Hill: Please do not pick-up, drop-off or park in our bus lane on 20th Avenue.

Middle School Rosscarrock: Please do not pick-up, drop-off or park in our bus lanes on 40th Street and 13th Avenue.

High School Erickson Centre: Parents are asked to follow and abide by all posted parking signs and school information notices. Due to the ongoing construction projects on Stampede Park, access to the Erickson Centre and parking may change regularly.

Playground Supervision

Elementary School Knob Hill and Middle School Rosscarrock Campuses:

For safety reasons, please ensure your child arrives no sooner than 15 minutes before the beginning of the day. Staff supervision is provided 15 minutes before school and bus supervision is provided in the morning and afternoon to ensure a smooth transition for all students taking the bus.

Please ensure a prompt arrival to meet your child at the end of day and inform the office if you are running late. Should you require longer supervision before or after school, please contact Student Care (for K to 6 students). For the Rosscarrock campus specifically, 15 minutes after school supervision is also provided.

High School Erickson Centre:

There is no supervision provided before or after school.

Indoor Shoes

All students are required to have one pair of indoor shoes. Student are asked to change their shoes when they enter the school. Runners with non-marking soles are the most suitable, as they can be used for physical education activities indoors and they do not scuff floors. Students need to wear shoes throughout the school day for safety and security reasons.

Dress Code

We expect students to maintain acceptable dress and grooming practices to encourage a healthy atmosphere that promotes learning for all students. At Calgary Art Academy, we believe dressing for a variety of situations shows that a student has a high degree of self-respect and respect for others.

Unacceptable dress includes:

- clothing with inappropriate images and messages.

Students who come improperly dressed will be asked to change.

Crisis Management Procedures

Crisis Management Procedures provide a plan of action to maximize the safety and security of all CAA students and staff in cases of emergency.

Fire Drills

Calgary Arts Academy regularly participates in fire drill procedures to ensure all students and teachers practice orderly evacuation from the school. To uphold the safety and security of students, there will be six fire drills per year. It is very important that students are always wearing their indoor shoes so that when fire drills do happen, they are prepared.

In an emergency when Calgary Arts Academy needs to be evacuated, the designated evacuation site for students will be:

Elementary School Knob Hill will relocate to the Richmond Road Diagnostic Centre.

Middle School Rosscarrock will relocate to Westbrook Mall.

High School Erickson Centre will relocate to TransAlta Performing Arts Studios.

Additionally, one announced lockdown drill is conducted annually. Staff are well prepared to assist students in lockdown drills and the school enlists the help of the Calgary Police Service in ensuring that our procedures and responses are adequate.

Parents will be notified of an emergency via phone or email. **DO NOT** phone the school or the evacuation sites. Lines need to be kept clear for Emergency Services Communications and for contacting parents.

To contact you as quickly as possible in an emergency, **please ensure that all contact information is provided to the office and is current.**

Check our website for information and keep your phone lines clear to await instructions. Students will remain under staff supervision until a parent or other authorized person can pick them up. Student cell phones will not be used in the event of a lockdown.

Medical Procedures

Parents or guardians are responsible for notifying the school of their child's health needs and are expected to provide timely and accurate information about health concerns that could affect their child(ren) and staff at the school. Health and medical concerns are to be reported annually on the appropriate forms, and updated promptly should a medical need change.

From time to time, students become ill at school. We do not have a school nurse on site, and it is an expectation that parents will assist promptly in the event of student illness.

Administration of Medicine

School personnel require authorization from parents to dispense medicine when needed. All medicine must be secured in the school office and administered by a staff member.

Head Lice

Cases of head-lice occur frequently in schools. When Calgary Arts Academy is notified of a student with lice, the school will be in touch with that individual's family to share information about how to check for and treat lice. In instances where more than one case has been identified from a shared space, more families will be informed through email. CAA follows all protocols required by Alberta Health Services and student privacy is upheld.

Calgary Arts Academy School Culture

Guiding Assumptions and Expectations

We believe that all students have the right to:

- a safe and secure environment.
- be treated in a caring manner.
- learn and work in a positive environment.
- be taught to use problem solving skills effectively.

We believe all people have the responsibility to:

- work and play safely.
- treat people, property, and the environment in a respectful and caring manner.
- contribute to a positive learning community.
- apply problem solving skills to resolve conflicts appropriately.

We believe that:

- a democratic community provides choices that are clear.
- consequences for misbehaviour must be fair, logical and encourage self-discipline.
- a supportive, caring environment fosters positive outcomes such as risk-taking, self-responsibility, personal development, a feeling of school community and a sense of accomplishment.
- learning is a continuous process, which is personal and collaborative.
- children can assume ownership for their learning when given voice, choice and support.
- learning is enhanced through clear curriculum delivery and active involvement, which is meaningful and relevant.
- learning is the shared responsibility of all contributors: the child, the family, the school, and the community.

All staff members have been trained to create a democratic school and classroom environment.

A democratic approach to behaviour expectations and discipline:

- establishes a climate of equality and mutual respect.
- encourages students to be the best they can be in all aspects of their lives.
- offers students a role in decision making.
- offers consistent, logical, and understandable guidelines for behaviour.

Discipline is defined as, “instruction and practice designed to teach proper conduct or action.”

Misbehaviour is defined as, “any conduct which interferes with learning, threatens or is injurious to people or property.”

Students are given the opportunity to resolve conflict using the CAA Problem Solving Model.

Problem Solving Model

1. Discuss the incident. Take turns speaking and use ‘I’ statements.
2. Identify the problem and their role/responsibility in the incident.
3. Brainstorm solutions.
4. Choose an appropriate resolution and commit to it.
5. Reflect and revise as needed.

Examples of logical consequences may include:

1. Writing a reflection of the misbehaviour.
2. Loss of privilege.
3. Removal from situation.
4. Reparative action (such as an apology or act of service).
5. Take a break to promote self-regulation.
6. Behaviour contract.

When logical consequences occur for misbehaviour:

Step 1 – Staff and students initiate problem solving using the CAA model.

Step 2 – If the problem is not resolved or persists, parents are notified.

Step 3 – A support plan or behaviour contract is put in place.

For more serious or ongoing behaviour difficulties it may be necessary to move to suspend the student. Suspensions will usually only occur when the incident has compromised the safety and security of others.

- Suspension (1 to 5 days, either in school or out of school).
- If behaviour persists, suspension will become progressively longer.
- Expulsion of a student would occur in consultation with the Charter Board and Superintendent.

Welcoming, Caring, Respectful and Safe Learning Environment Policy

Calgary Arts Academy Society's Board of Directors ensures that all students, families, and staff have a welcoming, caring, respectful, safe learning environment that respects diversity and fosters a sense of belonging.

We affirm the right as provided for in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms of each staff employed by the Board and each student in the schools operated by the board.

Families, staff, and students of Calgary Arts Academy will not be discriminated against as provided for in the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms. All members of the school community have the right to learn and work in an environment free from discrimination, prejudice, and harassment.

Administrative Procedures:

Calgary Arts Academy Society's Board of Directors respects and supports any student request to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging in accordance with the Education Act.

1. If one or more students attending a school operated by CAA Society Board request a staff member employed by the board for support to establish a voluntary student organization, or to lead an activity intended to promote a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, the Administrator shall immediately grant permission for the establishment of the student organization or the holding of the activity at the school within a reasonable time from the date that the Administrator receives the request. A staff member will be designated to serve as the staff liaison to facilitate the establishment and the ongoing operation of the student organization, or to assist in organizing the activity.
2. The students may select a respectful and inclusive name for the organization or activity, including the name "gay-straight alliance" or "queer-straight alliance", after consulting with the Administrator. For greater certainty, the Administrator shall not prohibit or discourage students from choosing a name that includes "gay-straight alliance" or "queer-straight alliance".
3. The Administrator shall immediately inform the board and the Minister if no staff member is available to serve as a staff liaison and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.
4. The Administrator is responsible for ensuring that notification, if any, respecting a voluntary student organization or an activity is limited to the fact of the establishment of the organization or the holding of the activity, and is otherwise consistent with the usual practices relating to notification of other student organizations and activities.
5. The Administrator provides supports that respond to a student's individual needs.
6. The Administrator is responsible for the respect of an individual's right to self-identification and privacy.
7. The Administrator ensures the maintenance records in a way that respects privacy and confidentiality bound by the provisions of the *Freedom of Information and Protection of Privacy Act*.
8. The Administrator ensures dress codes respect an individual's gender identity and gender expression.
9. The Administrator ensures minimization of gender-segregated activities.
10. The Administrator enables students with diverse sexual orientations, gender identities and gender expressions to have full, safe, and equitable participation in curricular and extra-curricular activities.
11. The Administrator provides safe access to washroom and change-room facilities.
12. The Administrator provides professional learning opportunities that build the capacity of staff to understand and support diverse sexual orientations, gender identities, and gender expressions.

13. The Administrator uses a comprehensive whole-school approach to promote healthy relationships and prevent and respond to bullying behaviour.
14. The Administrator ensures students have the understanding, skills, and opportunities to contribute to welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self.
15. The Administrator ensures all families are welcomed and supported as valued members of the school community and are protected from discrimination based on their sexual orientations, gender identities and gender expressions.
16. The Administrator ensures that Society staff members have work environments where they are protected from discrimination based on their sexual orientations, gender identities and gender expressions.

Student Code of Conduct

Calgary Arts Academy is committed to establish and maintain a welcoming, caring, respectful, and safe learning environment for its students and a balance between individual and collective rights, freedoms, and responsibilities in the school community.

We are committed to establish and publish expectations for student behaviour while at school, at a school-related activity or while engaging in an activity that may have an impact on others in the school.

We believe that families, as partners, are encouraged to play a vital role in instilling and reinforcing the skills necessary for appropriate conduct.

Students are expected to be responsible and to conduct themselves in a manner which respects the rights and property of others.

Two CAA pillars, the 'Circle of Courage' and 'Democratic Discipline' form the basis of appropriate student behaviour.

Procedures

Student Code of Conduct is to be consistent with the Education Act and the Charter Board policy to reflect community values.

Students shall conduct themselves so as to reasonably comply with the following Student Code of Conduct established pursuant to the Education Act and the Charter Board policy:

- respect yourself and the rights of others in the school.
- ensure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects diversity and fosters a sense of belonging in others in the school.
- refrain from, report and refuse to tolerate bullying, discrimination, harassment, intimidation, discrimination or violence, even if it happens outside of the school or school hours or happens electronically.

- inform an adult you trust in a timely manner of incidents of bullying, discrimination, harassment, intimidation, violence or other safety concerns in the school.
- act in ways that honours and appropriately represents you and your school.
- attend school regularly and punctually.
- be ready to learn and actively engage in and diligently pursue your education.
- know and comply with the expectations of your school.
- co-operate with all staff.
- be accountable for your behaviour to fellow students, teachers, and other school staff.
- contribute positively to your school and community.

Students are expected to be respectful, responsible, trustworthy, fair, caring community members and citizens.

The following behaviours or offenses towards self, peers, staff, volunteers, visitors or property will not be tolerated whether or not the behaviour occurs in the school building during the school day or by electronic means:

- behaviours that interfere with the learning of others or the school environment or that create unsafe conditions.
- acts of bullying, discrimination, intimidation, harassment, or violence.
- retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern.
- illegal activity such as: possession, use or distribution of illegal or restricted substances; possession or use of weapons; theft or damage to property.
- creating a disturbance.
- being disobedient or defiant.
- using profane, vulgar or inappropriate language.
- engaging in any criminal activity.

The school will ensure that reasonable learning opportunities are provided for students in order to foster the development of responsible and respectful conduct.

The Education Act and this Student Code of Conduct shall apply:

- to any school or school-sponsored activity whether on or off-campus.
- to any bus transportation of students, including designated drop-off or pick-up areas, and,
- during transportation by volunteer drivers to school-sponsored off-campus activities.

Consequences for Unacceptable Behaviour

Calgary Arts Academy believes that consequences for unacceptable behaviour will take into account:

- that a “zero” tolerance approach to behaviour with a “one size fits all” approach is inconsistent with the Education Act and is not in the best interest of students.
- the specific circumstances of the situation.
- the age, maturity and individual circumstances of the student.
- any special needs that the student has such as physical, behaviour, communication, mental health, or trauma-related conditions.

Calgary Arts Academy also believe that supports for those students who engage in unacceptable behaviour and for those impacted by inappropriate behavior may include:

- mentoring
- restorative discipline
- supportive positive behaviours
- regular check-ins with teachers or school counsellors
- external counselling
- parental support for remediation

Any violations of this Student Code of Conduct will be addressed promptly and in accordance with Calgary Arts Academy Board policy and administrative procedures.

Problem Solving Protocol for Calgary Arts Academy

At Calgary Arts Academy, parents/guardians are partners ensuring student success. Calgary Arts Academy prides itself in welcoming parent participation and involvement. Clear, transparent communication is key in creating and fostering strong, positive relationships between the school and the home. The purpose of this document is to guide, manage, and improve school-home communication by offering a standard format, structure, and sequence for regular, ongoing communication.

Should a concern arise we request the following protocol:

Step 1: The student speaks with the teacher about their questions, concerns, or comments.

Step 2: Should the question or concern not be resolved, parents should go to the teacher with their questions, concerns, or comments. This is because the teacher is the closest to the question or concern and is most able to resolve it quickly and effectively. The teacher will follow up with the parent on the resolution of questions, concerns, or comments.

Step 3: After the teacher has been given the opportunity to resolve the concern or issue, and the situation has not yet improved, the parent may choose to contact the School Administrator. School Administration may be able to resolve the issue and follow up on resolution or will then offer to set up a meeting with the concerned parties.

Step 4: After campus administration has been given the opportunity to resolve the concern or issue, and the situation has not yet improved, parents may contact the Superintendent. Communication with the teacher, campus administration and Principal must happen **prior** to Superintendent intervention.

It is expected that all communication will be respectful. Calgary Arts Academy strives to maintain safe learning and working environments. Everyone has the right to be treated with respect, whether it is in a face-to-face meeting, in a telephone conversation, or through email.

Response Time Frames

Every effort will be made to respond in a timely manner, whether the response is required from the home to the school or school to the home. When a staff member uses a communication channel that lends itself well to quick communication, such as email, that does not mean they can always respond just as quickly as that format allows. While there is no guarantee on the specific time frame for a response, generally families can expect a response within two (2) business days.

Regular Communication between the School and Home

Contacting the School

There are several avenues for reaching staff at the school. The main number at the Elementary School Knob Hill campus office is (403) 229-3010. The Middle School Rosscarrock campus office number is (403) 235-1984. The High School Erickson campus office number is (403) 532-3020. All teachers have an email address and invite you to correspond with them via email at any time.

Contacting Students

In order to contact your child at school, please call the office and request that a message be relayed to the student. CAA follows the guidance of the Alberta government regarding the use of personal electronic devices. Students are not permitted to use personal electronic devices (including cell phones, smart watches and tablets) during school hours.

Calgary Arts Academy Newsletter

The school publishes a monthly digital newsletter called *The Art of Learning*. In it you will find highlights of the prior month's activities at Calgary Arts Academy and notices for upcoming events and volunteer opportunities. A PDF version of *The Art of Learning* is posted on the website each month and is a great window into school life.

School Website

Many valuable resources are available on the school website. At www.caaschool.com, you will find an easy-to-use resource for all aspects of school life, including virtually all of the supporting documentation that underlies the publication of this handbook. You can also get current information on bus scheduling and/or delays and upcoming events.

Homework Policy

All students are expected to participate in a daily reading/literacy program and weekly math practice. Your child's teaching team will provide more information for you. Parents are expected to support the completion of home reading and math practice. Parents are also expected to participate in the creation and/or completion of student learning contracts and extension projects. This opportunity allows parents to be part of their child's learning process and instructional team throughout the year.

Student Assessment

Calgary Arts Academy uses a four-point marking system for students in Kindergarten to Year 9:

- **Excelling:** Meets grade level expectations by demonstrating an in-depth understanding and insightful application of the learning in a variety of situations.
- **Achieving:** Meets grade level expectations by demonstrating a strong understanding and relevant application of the learning.
- **Developing:** Meets grade level expectations by demonstrating a beginning understanding of the learning.
- **Approaching:** Not yet meeting grade level expectations.

In High School, assessment is reported using percentages.

In addition to the formal reporting processes, there is a scheduled Meet the Team night early in the school year (typically during the first couple of weeks) where parents can speak with the team about the program, classroom expectations, learning contracts, and more. Scheduled parent-teacher interviews take place in the middle of the first term, prior to the fall break in October. Student-led conferences occur during the middle of the second term in March. If there are concerns that need to be addressed or recognition that is well deserved, teachers will contact parents in a timely fashion to address these issues. Similarly, parents are encouraged to contact their child's teachers throughout the year through email, phone or by appointment to discuss any questions or concerns that they may have regarding their child.

Parent-teacher interviews, student-led conferences and on-going communication between parents and teachers are integral components of the reporting process and student achievement at Calgary Arts Academy.

Acceptable Use of Technology Agreement

On June 17, 2024, Honourable Demetrios Nicolaides, Education Minister, introduced new restrictions on the use of personal mobile devices and access to social media sites on school networks. These restrictions include schools having the right and authority to temporarily confiscate, restrict and/or prohibit cell phone usage while students are on school property and/or in attendance at school sponsored activities.

In order to provide all students and staff with a safe and focused learning environment, CAA has responded by implementing a measured approach to protect students by restricting the use of personal mobile devices, such as personal cell phones, smartwatches and tablets/iPads, during school hours, including off campus excursions, to reduce distractions and bullying, maximize learning time and support student mental health.

CAA students agree to demonstrate responsible digital citizenship both inside and outside school. Responsible digital citizenship means using technology in such a way as to expand the Circle of Courage values of Belonging, Generosity, Independence, and Mastery.

Students will demonstrate BELONGING through the use of technology by:

- Being responsible and respectful in all interactions.
- Asking for help from an adult if they feel unsafe or upset, or if someone else is being harmed online.
- Being respectful of others' ideas and opinions.

Students will demonstrate INDEPENDENCE through the use of technology by:

- Taking care of technology, both school-owned and personal.
- Taking care of their digital footprint.
- Being mindful of their digital consumption and taking breaks when needed.

Students will demonstrate MASTERY through the use of technology by:

- Using technology to support their learning and the learning of peers.
- Sharing information that is useful and reliable.
- Giving proper credit when sharing the work of others.

Students will demonstrate GENEROSITY through the use of technology by:

- Respecting their own and others' privacy and safety online.
- Using technology to be a positive, active citizen in their school community.
- Following the guidance of CAA staff in regard to technology use at school.

At school, students will use technology for teacher curated, positive educational purposes only. Our goal is to provide an optimal learning environment for all students.

Please see our detailed campus specific Acceptable Use of Technology Agreements for further details and clarification.

[Knob Hill Campus Acceptable Use of Technology](#)

[Rosscarrock Campus Acceptable Use of Technology](#)

[Erickson Centre Campus Accept Use of Technology](#)

Transportation

Transportation is provided by Southland Transportation Services. Pick-up points and drop-off points are determined according to student addresses. Parents are expected to arrive five minutes prior to the scheduled drop-off and pick-up scheduled times. Please refer to <https://www.caaschool.com/transportation> for detailed bus route information.

Bus Behaviour

Calgary Arts Academy has established the following expectations to ensure that a clean, safe and friendly environment is maintained for everyone riding the bus:

- The driver may assign specific seats to students
- Students will not board the bus without the driver present. Once on board, they will remain seated on the bus until their stop
- Students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others
- Students must not distract the bus driver
- Students must not put their arms or heads out the window, move through the aisle, or try to get on or off the bus while the bus is in motion
- Students must not discard waste on the floor or throw anything on the bus or out the windows
- Students must not change seats or move through the aisles
- Students must not yell, scream or use rude or inappropriate language
- Students must not push, shove, or otherwise engage in rowdy behaviour
- Students who are responsible for causing willful damage to a bus will be required to pay for damages
- Students are required to abide by the CAA Acceptable Use of Technology Agreement while on the bus

The driver is in charge of the bus and their directions must be followed. Any misbehaviour requiring consequence will be reported to the School Administrator and dealt with accordingly.

Continued violation of the above could result in suspension and withdrawal of bus riding privileges.

Delayed Service

From time to time, Southland Transportation Services may report a delay in bus service due to winter conditions, mechanical problems, or driver shortage. In preparation for delayed or cancelled service, parents are encouraged to develop a back-up transportation plan.

Calgary Arts Academy is not responsible for delayed or cancelled bus service. Please contact Southland Transportation Services with questions or concerns regarding disruptions to service.

How to Address Parent Concerns and Questions Regarding Busing

Questions regarding routes, schedules, or stops are to be addressed in writing to the Calgary Arts Academy Transportation Coordinator. The preferred method of communication with the Calgary Arts Academy Transportation Coordinator regarding busing is via e-mail to transportation@caaschool.com.

Parents are to contact the school campus administrator regarding student discipline issues.

Parents with concerns about drivers should contact Calgary Arts Academy Transportation Coordinator.

Volunteers, Visitors and Parents

It is an expectation that each family will volunteer 10 hours of time each school year. All volunteers, visitors and parents are requested to sign in at the office. This is essential to the safety and security of students. A sign-in binder is located at the school office or at the front desk. For more information, please visit the following link: <https://www.caaschool.com/volunteers>

Volunteer Compliance and Behaviour Agreement

As a volunteer, we would like to advise you of the following conditions:

- That confidentiality is of the utmost importance in the school setting in order to ensure the dignity and worth of students, parents, volunteers and staff is honoured.
- That any information collected, used, generated, and stored by Calgary Arts Academy including student instructional, financial, or administrative information is strictly confidential and is to be used only in the performance of volunteer duties.
- That you may not disclose, communicate, publish, take, alter, copy, interfere with, or destroy any information, unless you are specifically authorized to do so by the teacher or principal.
- That you must notify the principal of any new criminal charges at the time the charge is made.
- That the teaching and administration staff is responsible for student learning and discipline.

- That school administration, teaching and support staff have specific roles to play, and it is important that the staff of a school operate as a team.
- That you as a volunteer can assist greatly in enhancing student learning by working positively and cooperatively with the school team.
- That any failure to comply with these conditions or Calgary Arts Academy policies may result in termination of your position as a volunteer.

Police Information Check

All staff, artists and volunteers working with children are required to obtain a Police Information Check (PIC) with vulnerable sector check. Information is available at the school offices.

School Council

All parents are welcome to participate in School Council. School Council provides an opportunity for parents to participate and engage in the school community and support upcoming community events. Meetings occur on the first Tuesday of every month, or as otherwise posted, at 6:30 p.m. via Zoom. Further information can be found on the school website.

Governance: Calgary Arts Academy Society Board

Calgary Arts Academy Society Board (CAAS) shall carry out its duties in accordance with Provincial Legislation requirements and the Bylaws of the Society:

- CAAS Board shall have full control and management of the affairs of the Society.
- CAAS Board is not involved in the day-to-day operations of the school.
- CAAS Board's main duties will be planning, policy development, appraising and adjudicating appeals, fundraising, and advocacy for Arts Education.
- CAAS Board is responsible for establishing new policies and /or initiating reviews or revisions of existing policies that govern the operations of the school.
- CAAS Board shall carry out its duties in accordance with the Societies Act and the Education Act, section 55.
- CAAS Board shall operate the school in accordance with the Charter approved by the Minister.
- CAAS Board will be elected by the Society to govern the operations of the school on its behalf.
- The Board shall focus its efforts on the link between the Board and its members.

Calgary Arts Academy Foundation Board

1. The Calgary Arts Academy Foundation (CAAF) Board is accountable to its membership, to the Calgary Arts Academy Society and to the Government of Alberta as indicated in the Societies Act.
2. The CAAF Board's main duty is to fundraise.
3. CAAF Board is responsible for initiating reviews or revisions of existing policies that govern the operations of the Foundation.

Summary

The Calgary Arts Academy Parent & Student Handbook is intended to provide an overview of the school program and operations. If you have further questions that are not addressed here, please contact your child's teacher, the office or school administration. Thank you for taking the time to review this information; we look forward to sharing a rewarding educational journey with you and your child.