

St. Martin de Porres High School

2024-2025

Student and Parent Handbook



Welcome Message

Greetings on behalf of the staff of St. Martin de Porres High School and Calgary Catholic School District. The 2024-2025 school year represents our school's 26th year of operation. With a school population of approximately 530 students in grades 10 through 12, students and staff are not only part of a high school but part of a community. In this tight-knit Catholic community of caring we live the pillars of our school – Fellowship, Leadership and Mentorship.

The contents of this handbook are based on direction from the Alberta Education Act and Calgary Catholic School District's Administrative Procedures. This handbook provides a foundation for student success through a strong home-school partnership. Please review the contents carefully and refer to it regularly as the year progresses.

If you have additional questions that are not answered in this handbook, do not hesitate to contact the school. We look forward to working with all our Airdrie families over the coming months.

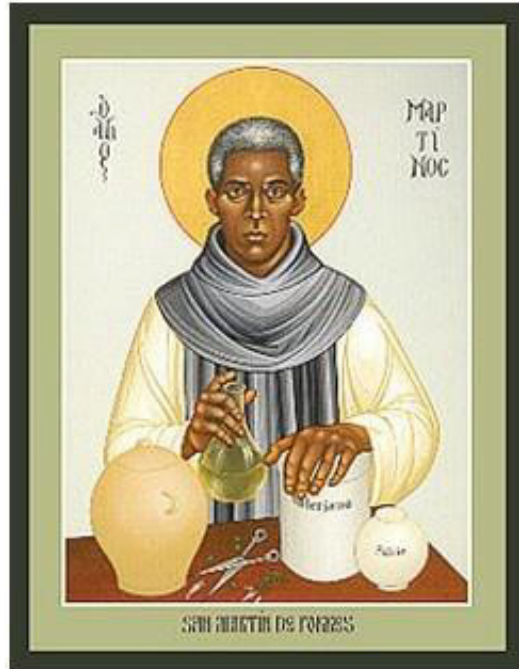
#kodiakpride, If you have any questions please email michaela.hashiguchi@cssd.ab.ca or stmartins@cssd.ab.ca

Michaela Hashiguchi, Principal
Benjamin Gratton, Vice Principal

<https://www.cssd.ab.ca/schools/stmartin>

Twitter	Facebook	Instagram
@StMartin_CCSD	St. Martin de Porres-CCSD	stmartin_ccsd

Patron Saint



SCHOOL PRAYER

*Loving God,
with confidence and devotion,
we seek to imitate the bold example of our Patron,
St. Martin de Porres.*

*Like St. Martin,
help us to be instruments of change in our world,
putting our faith into action.*

*Show to the people of every race and nation
the paths of unity and justice.*

*Help us to see the face of Jesus in the poor and
help us to love our neighbour as ourselves.*

*St. Martin de Porres,
pray for us.
Amen.*

Parent Responsibilities

As a partner in education, we appreciate parents' support to ensure student success. Under section 32 of the *Education Act*, a parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- (a) act as the primary guide and decision-maker with respect to the child's education,
- (b) take an active role in the child's educational success, including assisting the child in complying with section 31 [of the *Education Act*, which describes student responsibilities],
- (c) ensure that the child attends school regularly,
- (d) ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
- (e) co-operate and collaborate with school staff to support the delivery of supports and services to the child,
- (f) encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- (g) engage in the child's school community.

Champion Statement:

A cornerstone of our schools is that every student has a champion. That every child has a one-on-one relationship with an adult in the school, and that the child knows who their champion is and the adult knows the children for which they are responsible.

*“Every child deserves a champion:
an adult who will never give up on them,
who understands the power of connection
and insists they become the best they can possibly be”*

-Pierson, TED Talks Education, 201

Board Priorities



Board of Trustees Priorities 2024-2025



Living and **LEARNING** in our Catholic Faith, so that
STUDENTS, centred IN CHRIST, realize their full potential.





St. Martin de Porres High School 2024/2025

Bell Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Warning Bell	8:05 am	8:05 am	8:05 am	8:05 am	8:05 am
P1	8:10-9:30 am	8:10-9:30 am	8:10-9:30 am	8:10-9:30 am	8:10-9:24 am
TA	9:33-9:58 am	9:33-9:58 am	9:33-9:58 am	9:33-9:58 am	NO TA
P2	10:01-11:21 am	10:01-11:21 am	10:01-11:21 am	10:01-11:21 am	9:27-10:41 am
LUNCH	11:21-11:57 am	11:21-11:57 am	11:21-11:57 am	11:21-11:57 am	10:41-11:17 am
P3	12:02-1:22 pm	12:02-1:22 pm	12:02-1:22 pm	12:02-1:22 pm	11:22-12:36 pm
P4	1:25-2:45 pm	1:25-2:45 pm	1:25-2:45 pm	1:25-2:45 pm	12:39-1:53 pm

Supervision is provided 15 minutes prior to the school start bell and 15 minutes following the end of day. Bell Times at St. Martin de Porres follows the Calgary Catholic Rural Schools Calendar for holidays, professional development and other district-wide dates. School-specific events are updated regularly on the school website calendar.

Homework

In accordance with our [Administrative Procedure 364 Homework](#), we recognize that meaningful, carefully planned homework can support students' success and compliment overall learning. We also recognize the potential impact of homework on family life; the role homework may play in supporting students' self-confidence as a successful learner; and the benefit of a balanced and reasonable approach to homework. Our AP 364 Homework describes types of homework; guiding principles; and times for homework, including holidays and weekends.

Personal Mobile Devices

In accordance with our [Administrative Procedure 351 Student Code of Conduct](#), a student may use a personal mobile device (for example, a cellphone, tablet, laptop, smartwatch, or other device that can connect to the internet) only when a teacher or principal allows the student to do so. Teachers and principals must follow the Minister of Education's [Standards for the Use of Personal Mobile Devices and Social Media in Schools](#). During instructional time, students may not use personal mobile devices and must keep them on silent or powered off and stored out of view. Additionally, students may not access social media on school networks or school devices. Teachers and principals may allow for limited use of personal mobile devices and limited access to social media for educational or other purposes, for health or medical reasons, or to support special learning needs.

Progressive student discipline applies to unacceptable use of personal mobile devices. Furthermore, all student behaviours that are unacceptable under AP 351 Student Code of Conduct remain equally unacceptable when they involve personal mobile devices. For example, bullying, harassment, academic dishonesty, unauthorized recordings, pornography, and distribution of intimate images may involve personal mobile devices, and these are all unacceptable student behaviours.

In accordance with our [Administrative Procedure 358 District and Personal Property Replacement / Restitution](#), schools are not responsible for lost or damaged personal devices.

Student District Email Accounts

We embrace technology to support students in their learning. When a parent enrolls a student in one of our schools, the student receives a district email account (@Learn account). We encourage parents to review course outlines and classroom routines and expectations and inquire about the specific platforms and technology used in their child's classroom.

Student Accident Insurance

In accordance with our [Administrative Procedure 531 Student Insurance Programs](#), we carry base coverage for all students. Because this insurance is not comprehensive, we recommend that parents purchase additional coverage for students who participate in extracurricular athletic activities. Information about coverage and insurance alternatives is on the [Student Accident Insurance](#) page of our website. Parents may also choose to purchase student coverage with their own carrier.

In accordance with our [Administrative Procedure 263 Extracurricular Student Competitive Athletics](#), parents of students who participate in extracurricular competitive athletics must complete an Annual Extracurricular Student Competitive Athletics Consent form.

School Attendance

Under section 31 of the *Education Act*, a student has the responsibility to attend school regularly and punctually. Section 7 of the *Education Act* describes when school attendance is compulsory and when school attendance may be excused.

We ask parents to schedule dental, doctor, and other appointments outside regular school hours whenever possible. Professional growth days are ideal opportunities to schedule student appointments.

When a parent does not notify a school about a student's absence, the parent receives a notification from our automated absence system, School Connects. We ask parents to contact the school about the student's absence. School office staff will also attempt to contact parents about student absences. This helps to ensure student safety.

Our [Administrative Procedure 330 Student Attendance](#) describes excused versus unexcused student absences. It also describes student attendance monitoring and student attendance improvement plans.

Parents are required to phone the school if the student will be absent for any reason or if the student is required to leave the school for an appointment during the day. This will limit the number of notifications sent by School Messenger. Students are not permitted to sign themselves out prior to the office receiving parent approval.

Subject Area Teacher: 3 Unexcused Absences in any ONE subject

- Subject Area Teacher will contact TA. TA or subject teacher to contact parents to discuss attendance, outline concern, expectations, and future actions.
- TA or subject teacher will document action plans and any pertinent information on PowerSchool.

TA: 8 total Unexcused Absences (equivalent of 4 days)

- TA meets with student to discuss attendance, outlining concerns, expectations, and actions that will occur with continued absences.
- TA contacts the parents/ guardians to inform and consult.
- TA will document action plans and any pertinent information on PowerSchool.

- The School Counsellor and/or Administration is made aware of the attendance concern and will meet with the student to discuss concerns and expectations.

TA, Counsellor, Administration: 12 Total Unexcused Absences (Equivalent of 6 days)

- The TA discusses attendance with student, outlines concerns, and informs student of next steps. TA informs Administrator.
- Administrator reviews student's attendance, progress in the course(s), and contacts parents to arrange a meeting.
- Student's name is forwarded to counselling to determine the catalyst of the attendance issue and if concerns warrant further counselling involvement.
- Concern regarding student's attendance is brought forward to Student Supports Meeting
- A meeting is held with TA and/or the counsellor, Administrator, student and parents to formalize the

Attendance Improvement Plan (AIP). Student programming will be examined, and adjustments will be made if deemed appropriate. This collaborative problem-solving process provides an opportunity to gain an understanding of the issues that are impacting regular school attendance, and to identify possible resources, both internal and external, to support the student to attend more regularly.

- Consequences for not following the AIP will be outlined.
- Counsellor and/or Administration will document and record this meeting on PowerSchool.

If AIP developed and improvement in attendance is noted:

- TA continues to monitor. TA informs administration and/or counselling should attendance problem re-occur.

If AIP developed and NO improvement in attendance is noted:

- Administrator, counselling and if possible, TA will meet with student and family to review the AIP at 2-3 week intervals. Next steps depend on the age of the student.

A student may be withdrawn from a course due to lack of attendance. Parents will be informed during the process. This decision will be collaboratively made by the teacher, counsellor and administration.

Student is 16 years or older (Senior High)

Should the student not comply with the expectations and upon administration consultation, the student may be withdrawn from class, and further actions may be initiated in consultation with parents/ legal guardian. These possibilities may include:

- Revision/ modification of schedule
- Credit Recovery
- Transitioning to world of work
- Home/ Alternative/ Outreach Education
- Distance Learning
- Referral to Community Supports
- Return to school next semester
- Counsel to withdraw from St. Martin's High School: In this event, a standard district letter confirming consequences will be sent home to parents/ guardians and a meeting will be held with parents.
- After 2 AIP reviews and after the student accumulates 10 days (20 classes in a quarter system) of unexcused absences a Referral for Irregular Attendance may be made to District Social Worker
- Counsellor and administration continue to monitor attendance once this referral has been made
- ***** Please note excessive excused absences could also merit this process*****

Inclement Weather and External Air Quality

In accordance with our [Administrative Procedure 133 Inclement Weather](#), if conditions are -20 Celsius or colder, including the wind-chill factor, we recommend that students stay inside for recess and lunch breaks. We expect parents to prepare their children for cold weather, including providing appropriate winter clothing.

Our [Administrative Procedure 132 Emergency Closings and Cancellations of Schools](#) describes when we may close schools because of inclement weather or power or service disruptions.

Principals regularly review air quality monitoring information from Environment Canada and other sources and inform parents and students about the Government of Canada's Air Quality Health Index. Principals make decisions for their school communities based on this information and local conditions.

Emergency Procedures

In accordance with our [Administrative Procedure 165 School Emergency Planning](#), our schools must complete announced and unannounced fire drills and lockdown drills throughout the school year. These safety drills help students understand and practice what to do in an emergency. Research shows that individuals will respond in an emergency the way they have been trained to respond. The district has emergency plans in place, and all school staff are trained in emergency preparedness.

Security

Access to the school's front door maybe restricted during instructional times.

Student Medical Conditions, Allergies, and Medications

In accordance with our [Administrative Procedure 316 Student Medical Conditions, Allergies, and Medications](#), we collect information about students' serious medical conditions and life-threatening allergies and create Medical Plans for students when applicable. A parent may make a student medication request, and the student's principal may or may not approve the request in accordance with our AP 316.

Our schools are neither nut free nor allergen free because we cannot guarantee that student snacks and lunches will be free from allergens. We encourage parents to send allergen-free food to school, but we respect parents' decisions about their children's food. Each school keeps stock epinephrine auto-injectors at the school, which can be used in response to a life-threatening anaphylactic reaction at the school.

Communication

We expect parents, students, teachers, and school administrators to establish and maintain clear communication throughout the school year. All our schools communicate with parents through School Messenger, an automated system that sends out emails, texts, and phone messages.

For classroom concerns, we ask parents to contact the classroom teacher first before contacting a school administrator. For school-wide concerns, we ask parents to contact a school administrator.

School Websites

Schools maintain their school websites with relevant school and district information and calendar events. We encourage parents and students to visit their school website regularly.

Social Media

Many schools use social media to share information with parents and highlight school activities. Parents can find links to school social media accounts on the school website.

Letters

Schools will send home letters to update families on important matters such as staff changes, transportation, construction and maintenance, events, and incidents.

Communication from the School

School specific communication information for parents, e.g., We work to return calls and e-mails on the same day that we receive them.

Newsletters

School specific newsletter information, e.g., Our Newsletter is available on our website (<https://stmartin.cssd.ab.ca/newsletters>). Please consult it frequently for updated information. Updates and additional notices may be sent home with the youngest or only child of your family. Weekly updates and notices are also available on the school website and sent electronically every Friday announcing activities/reminders for the following week.

Grade 10 to 12

Brightspace is an online communication platform that allows students and parents to monitor homework and assignment due dates and grades, track academic progress, and communicate with teachers. Students can also use electronic organizers in Brightspace. We encourage parents to review their child's homework and grades regularly through Brightspace. You can find a link to Brightspace on the school website.

Parents are encouraged to review their child's homework and grades regularly through this platform.

Parent-Teacher Conferences

In accordance with our [Administrative Procedure 361.1 Parent Teacher Conferences](#), we expect teachers to communicate effectively with parents about their child's progress in Alberta Education's programs of study. Parent-teacher Conferences can be online or in-person and are opportunities for deeper conversations between home and school about students' learning. Most schools schedule Parent-teacher conferences through the online tool, Conference Manager.

School Website

Our Newsletter is available on our website (<https://stmartin.cssd.ab.ca/newsletters>). Please consult it frequently for the most up-to-date information. Updates and additional notices, when warranted, will be sent home with the youngest or only child of the family. Weekly updates and notices are also available on the school website. <https://stmartin.cssd.ab.ca/> Weekly updates are sent home electronically every Friday announcing activities/reminders for the following week.

Our goal is to return all calls and e-mails within 24 hours or one business day. Please keep in mind that our staff are busy with a variety of duties and activities before, after and during the instructional day and are typically not able to respond immediately.

School Council

In accordance with our [Administrative Procedure 110 School Councils](#) and our [School Council Handbook](#), we expect each school to establish a school council. School councils help families, principals, and teachers work together towards common goals. All parents of students enrolled in a school are members of the school council. We encourage all parents to participate in council activities and meetings. At district-wide meetings, school council chairs from different schools meet with each other, district administrators, and elected trustees. Please speak with your child's principal to get involved.

Student Organizations, Clubs and Extra-curricular Offerings

In accordance with our [Administrative Procedure 350 Welcoming, Caring, Respectful, and Safe Learning Environments](#) and to ensure a well-rounded education experience for all students, our school community may offer extra-curriculars during the school year. These may include the following, all of which will be facilitated by school staff and aligned with Catholic teachings:

In this section, the school is to list general categories of potential clubs, sports, fine arts, or other categories of groups they may host in the upcoming year. Those that are not easily understood may require an explanation of the group.

This list must include "Voluntary student organizations or activities that are aligned with Catholic teachings and promote equality and non-discrimination with respect to race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status, or sexual orientation."

- Fine Arts clubs
- Drama productions
- Junior JEDI clubs
- Music clubs and bands
- Social justice clubs and activities
- Athletic teams and activities
- Games clubs
- Competitive academic clubs and activities
- Faith groups and activities
- Voluntary student organizations or activities that are aligned with Catholic teachings and promote equality and non-discrimination with respect to race, religious belief, colour, gender, gender identity, gender expression, physical disability, mental disability, family status or sexual orientation.

For more information about these extracurriculars, please contact the principal.

Student Code of Conduct/Dress Code

Each student, as a partner in education, must comply with the student responsibilities under section 31 of the *Education Act*. In accordance with our [Administrative Procedure 350 Welcoming, Caring, Respectful and Safe Learning Environments](#), each student must also comply with the district-wide student code of conduct under our [Administrative Procedure 351 Student Code of Conduct](#).

Our student code of conduct:

- focus on welcoming, caring, respectful and safe learning environments
- addresses bullying behavior
- addresses the prohibited grounds of discrimination set out in the *Alberta Human Rights Act*
- states what is acceptable student behavior
- states what is unacceptable student behavior, whether or not it occurs within the school building, during the school day, or by electronic means
- states the consequences of unacceptable behavior, which take account of the student's age, maturity, and individual circumstances
- ensures that support is provided for students who are impacted by inappropriate student behavior
- ensures that support is provided for students who engage in inappropriate student behavior

Progressive Student Discipline

In accordance with the *Education Act* and our [Administrative Procedure 355 Student Discipline](#), we are required to ensure that each student is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging. We are also required to maintain order and discipline in the school, on the school grounds, and during activities sponsored or approved by the district. In most cases, more significant student discipline will be preceded by prior instances of less significant student discipline.

We provide students with a continuum of supports and services that is consistent with the principles of inclusive education, and one of the purposes of the supports and services we provide is to prevent the need for student discipline. Student discipline must take into account the student's age, maturity, and individual circumstances and must include support for the student who has engaged in the unacceptable student behavior.

Some unacceptable student behavior is criminal in nature and may result in police involvement. When police are involved, we still conduct our own investigation, which may result in student discipline that is separate from and in addition to any criminal proceedings or consequences.

Suspension and Expulsion

In accordance with sections 36 and 37 of the *Education Act* and our [Administrative Procedures 356 Suspension of Students and 356.1 Expulsion of Students](#), unacceptable student behavior can result in suspension or, in very serious cases, a recommendation for expulsion.

The maximum length of a suspension is five school days. There are the four different kinds of suspension:

- in-school suspension
- out-of-school suspension
- transportation suspension
- school-related activity suspension

During a suspension, the suspended student continues to receive regular schoolwork to complete. After a suspension, the principal organizes a reinstatement meeting. Principals expect parents to attend the reinstatement meeting so they can take an active role in the student's educational success.

In very serious cases, a principal may recommend expulsion. If a parent disagrees, then an area director or superintendent decides whether to approve or deny the principal's recommendation after the parent has had an opportunity to make representations. A student is never expelled from the district as a whole. Instead, an expelled student continues to receive support and services, and the district offers the student's parents the option to enroll the student in another supervised education program in the district.

Restorative practices comprise a continuum of supportive practices aimed at strengthening relationships between individuals and within communities for better social health outcomes. One example of a restorative practice is a formal restorative conference. A formal restorative conference can follow any student discipline, including suspension and expulsion.

Field Trips

In accordance with our [Administrative Procedures 259, 260, and 261](#), we may organize optional trips to supplement Alberta Education's programs of study. A day trip may be for a one-time activity (for example, a day trip to the zoo), or a day trip may recur throughout the school year (for example, neighborhood walks or liturgies at the nearby church). Overnight trips are less common and involve significant planning and coordination with parents.

All trips require parent consent. Parents must accept the risks of their child attending a trip and advise the school about any medical conditions that may affect their child's participation in a trip. Parents must release and hold harmless the Calgary Catholic School District and all its trustees, employees, and agents from any and all claims whatsoever that may arise from their child's participation in a trip. The district will, however, accept responsibility for a claim to the extent that it arises from the negligence of the district or its trustees, employees, or agents.

Specialized Supports and Services for Diverse Learners

Diverse Learning Teacher (DLT)

A DLT supports students with diverse learning needs and their classroom teachers. A key component of this support is the development and implementation of a Learner Support Plan (LSP), which guides teachers, parents, and DLTs during the school year. The LSP is a living document that is reviewed and updated at regular intervals throughout the school year with parent involvement and student input.

School Resource Team (SRT)

An SRT is a school-based team of classroom teachers, DLTs, and school administrators who support students with diverse learning needs. Through a collaborative process, the SRT may identify a student's learning needs, brainstorm possible school-based strategies and supports, and, in some cases, request additional support from the district's Learning Services Team.

Example of high school team include counsellors, SRO, chaplain, family support worker, career practitioner, teacher advisor and success coach.

Learning Services Team:

The district's Learning Services Team provides teachers and students academic, social-emotional, behavioral, cultural, and faith-based support.

The Learning Services Team includes non-school based district employees like consultants, registered psychologists, registered social workers, wellness workers, physiotherapists, occupational therapists, and speech and language pathologists.

Please speak with your child's classroom teacher or school administration if you feel you or your child would benefit from any of these supports.

Student Assessment

Students in Grade 12 write diploma exams in January and June of the Grade 12 year. Exam results are available on my Pass after each exam administration.

Parents, please refer to our assessment letters that we send home during the year. Our letters are also posted on our website

School Fees

In accordance with the *Education Act*, the *School Fees Regulation*, and our [Administrative Procedure 505 School Fees](#), we do not charge any fees for textbooks, workbooks or photocopying, printing, or paper supplies; however, we do charge fees for other items or events. We consult with parents through school councils prior to setting, increasing, or decreasing school fees. In general, school fees are related to education enhancement or optional school activities.

The following are some examples of possible school fees:

- optional courses
- enhanced materials
- extracurricular activities
- optional curricular day and overnight trips
- noon hour supervision
- instrument rental
- lost or damaged textbooks or library books

The school fees charged per student vary from school to school. The school will notify parents of fee amounts and payment options in September of each school year.

Schools can process requests for fee reductions or waivers from parents who experience financial hardship. Please contact your child's principal directly if you have questions about fee reductions or waivers.

School process for families with financial hardship, e.g., Parents who require fees to be waived due to financial hardship must make this request directly to the principal. Waived fees will be processed by having the RYCOR fee statement signed by the principal, kept on file and then the RYCOR record will be adjusted.

Our fee management and online payment system, Student Quick Pay, is an easy and secure way to pay school fees by credit or debit card. For more information or to pay fees online, please visit www.ccssd.ab.ca/school-fees. You can also find Student Quick Pay in the useful links app grid in the top, right-hand corner of the district website and your school website. Fees can also be paid directly to the school by cheque or cash. Email feeinquiry@cssd.ab.ca for more information.

Lost or Damaged Books

Students are responsible for returning their textbooks and library books. All books must be returned in good condition. Fees may be applied if they are lost or damaged. Students are financially responsible for the condition of their assigned texts. Students are assigned barcoded texts based on subject requirements. The condition of the book is noted as the textbooks are assigned to the student. At the end of each quarter or semester, all students must return their books, or no new books will be issued. Students will be invoiced if their assigned books are damaged beyond repair, lost, or not returned at the end of the semester/quarter.

[Administrative Procedure 505 - School Fees AdministrativeProcedure](#)

www.ccssd.ab.ca > About > Administrative Procedures

School Visitors

Any individual who enters a school and is neither a student nor a school staff member is a “visitor” in the school. This includes parents, volunteers, non-school-based district staff, and the members of the public. To ensure a safe learning space for our students, we require all visitors to report to and sign in at the front office on first entering the school. All volunteers and non-school-based district staff, including those who are visitors to the school on a regular basis, must wear visitor or district identification while in the school.

All volunteers and district personnel are required to wear a name tag while in the school, including those who are at the school on a regular basis.

Former students and students registered at other schools are not permitted to visit staff or students during the instructional day or at arrival and dismissal times. This includes the school building, fields, parking lots, and adjacent grounds. If students are being picked up or dropped off by friends, arrangements must be made to meet off campus.

Volunteers

In accordance with our [Administrative Procedure 490 Volunteers in Schools](#) and our [Volunteer Handbook](#), we value volunteers because they are an important part of our school community. Support from volunteers benefits students and teachers and helps us to provide opportunities for students that would otherwise not be possible. We are grateful for the time and energy volunteers put into supporting our school.

Volunteering is a privilege. No one has the right to volunteer. The principal has the responsibility and authority to decide who may volunteer and under what circumstances. The principal also decides what form the school’s volunteer program will take. The *Education Act*, our Administrative Procedures, and our Volunteer Handbook guides the principal’s decisions about volunteers. Each volunteer must attend an orientation before volunteering.

Volunteer coaches and volunteers who attend overnight trips must give the principal a copy of a police information check that is current within the last three years. These volunteers must also advise the principal about any pending or unresolved criminal matters that do not appear on the police information check. Whenever the circumstances reasonably warrant, a principal may ask any volunteer to provide a copy of an up-to-date police information check.

Individuals who are interested in volunteering at St. Martin de Porres will be directed to the office to complete paperwork and review the volunteer orientation handbook. This must be completed prior to volunteering.

School Office Phone

If you call the school because of an emergency or urgent need to speak with your child, then we will call your child to the school office to speak with you. This way, we can be assured your child in fact receives the information from you. If your child has an urgent need to contact you, then your child’s teacher and the school office staff will let your child use the school office phone. Student use of the school office phone is for only emergencies or other urgent matters and not for other matters like organizing activities before or after school.

Lost and Found

Each school has a Lost and Found area where students and parents may find missing items. Please contact the school office for its location. Students should not bring valuables, collectibles, and large sums of money to school. **The school is not responsible for lost or stolen items.**

School specific policy for Lost and Found, e.g., Sweaters, jackets, book bags, lunch kits, etc. may be claimed from the lost and found box. At Christmas, Easter and the end of the year, any unclaimed items will be given to a charitable organization or discarded. We ask that you label all items: runners, gym clothes, winter boots, lunch kits, binders, jackets, mitts, etc. Small and/or valuable items such as jewelry, electronics, and wallets are stored in the office.

Transportation

In accordance with section 59 of the *Education Act*, the *School Transportation Regulation*, our [Administrative Procedure 560 Student Transportation](#), we provide for transportation of students who attend our schools in Calgary when certain criteria are met. In accordance with our annual transportation Fee and Rebate Schedule, we charge transportation fees and provide municipal bus pass rebates when certain criteria are met.

Junior High/High School Students:

In general, parents of students who live inside the regular attendance area of a school in Calgary and 2.0 or more kilometers from the school qualify for a partial rebate of the cost of a monthly Calgary Transit pass purchased directly from Calgary Transit. Please visit our website or contact your child's principal for more information on how to apply for a partial rebate.

Student Conduct on Buses/Taxis (includes charter services and City Transit)

Students riding the bus/taxi must remember they are accountable to the driver and through him/her to the principal of the school. Continued violation of any of the rules listed in AP 351 may lead to the loss of riding privileges, loss of bus pass or, suspension from school.

[AP 351](#)

Bussing at St. Martin de Porres is contracted through Rocky View School. Information about online registration, fees, bus passes, routes, inclement weather protocols, and late buses can be located online at <http://www.rockyview.ab.ca/transportation>

Parking Drop-off and Pick-up

To ensure student and staff safety, we ask you to respect all traffic and parking signage and the following directions about student drop-offs and pick-ups and use of the school staff parking lot.

Busses always have priority in the bus lane in front of the school. Parking is not permitted in front of the school before or after school or during the school day as there are a variety of bus charters and deliveries coming and going throughout the day. Visitors must use the designated "Visitor Parking" spots or in the student overflow lot and are not permitted to park in designated staff parking areas.

All vehicles must yield to and give right of way to buses in the bus lane in front of the school.

Students wishing to park in the student parking lot must register their vehicle at the office and pay a \$40 yearly fee (to help offset the cost of snow removal and parking lot maintenance). The parking lot is not an area for social interaction. Students must leave their cars promptly upon arrival and depart promptly when

leaving school. Lunch is not to be eaten in cars, nor is it appropriate to spend study periods in the parking lot. Students will receive a parking pass which is to be visible for the SRO and administration to see.

Administration will work collaboratively with SRO (RCMP) to address any unsafe driving or behavior in the parking lot. The school reserves the right to revoke, at any time, the privilege of parking in the student lot. Long term parking is not permitted at the mall across the street and the property management has informed the school that violators may be ticketed and/or towed.

The district accepts no responsibility for the replacement or repair of damaged, lost or stolen personal property of employees, visitors, volunteers, and/or students while on District property or while participating in District-sanctioned activities.

The use of the parking lot is at the user's risk. The district is not responsible for property damage or personal injury while using the parking lot.

We are asking our student community to be cognizant of where they are parking in our neighborhood.

Please be considerate of our neighbors and please be respectful.

Any disrespect in our community could result in off campus privileges being revoked and disciplinary action. You are representing our school.

Student Recognition

Honour Roll

Honorable Mention 74.5 - 79.4%

Honour Roll 79.5 - 89.4%

Mark of Distinction 89.5 -100.00%

In all categories no mark below 65.0% is allowed.

Students taking ULearn classes must be meeting the terms of their ULearn contract to qualify.

Yearlong courses will be counted towards the Semester 2 average. The exception would be the yearlong band.

A student must earn a minimum of 10 credits in a semester to be considered for Honorable Mention, Honour Roll and Mark of Distinction.

Challenge exams will not be counted as a course mark and therefore cannot be included in the calculation.

Year-end Awards

The awards program was established to encourage excellence and recognize achievement of students in academics, athletics, practical and fine arts, service and citizenship. Students can also apply for a variety of scholarships. Details are available from the guidance counsellor or the Administrator overseeing the student recognition program.

Note: Calculation of year-end grades/averages are based on marks up to and including Q3 and Semester 2/Quarter 4 class marks will be used as of May 16, 2025.

ACADEMIC SUBJECT EXCELLENCE AWARDS

These awards are presented to the student with the highest mark in each subject area.

CTS AND FINE ARTS OUTSTANDING STUDENT AWARDS

These awards are presented to the student who is being recognized not only for their academic achievement but also for their enthusiasm, dedication, and continued effort in the course.

HIGHEST GRADES IN DIPLOMA COURSES

Awarded to one student in each of the Grade 12 Diploma Courses who has achieved the highest grade on his/her schoolwork, excluding the Diploma Exam.

JEAN ROUTHIER

Awarded to one student in the Resource Program who:

- exhibits a positive attitude towards his/her learning.
- demonstrates a willingness to receive support.
- demonstrates personal and academic growth throughout the school year.

PRINCIPAL'S AWARD

Awarded to one student in each grade who achieves the highest overall mark in the five core subjects. These subjects include Religious Studies, English and Social Studies as well as one Science and one Math.

FOUNDERS' AWARD

(THE AIRDRIE ROMAN CATHOLIC SEPARATE SCHOOL BOARD TRUSTEES' AWARD)

Awarded to the Grade 12 student who best exemplifies the pillars of St. Martin de Porres High School: Fellowship, Leadership and Mentorship.

CHRISTIAN LEADERSHIP AWARD

Awarded to one student in each grade who:

- has a minimum mark of 65% in Religious Studies.
- shows respect and courtesy to other individuals
- exhibits leadership in school sponsored, community and/or extra-curricular activities – shows concern for the good of others: fellow classmates, teachers, citizens, et.

TIM JACKSON MEMORIAL AWARD

The Airdrie Fire Department members have developed a Scholarship Fund that currently provides awards to local students who demonstrate Citizenship qualities during their High School education. Tim Jackson was a dedicated husband and father who was also active in the community as a Scout Leader and gave countless hours as a Volunteer Firefighter supporting the safety and wellbeing of our community. He died as a result of injuries he sustained in a trench collapse in 1997 at age 42. He was very well thought of in the department and we endeavor to keep his memory alive through this fund.

TIMMERMANS' AWARD

Awarded to the Grade 12 student who is the best that they can be. This award is not primarily an academic award but is given to a student who strives to do their best academically and contributes to the school community.

SPIRIT OF ST. MARTIN DE PORRES

Awarded to one student from Grade 10, 11, or 12 who shows overall support for St. Martin de Porres School and demonstrates:

- positive leadership and positive attitude in classes.
- support and participation in Education Activities – teams, student council, band, etc.
- support for school policies.
- school spirit by example.
- an effort to follow Christ's example.
- academic, by maintaining a 65% minimum average in all subjects.

GOVERNOR GENERAL'S ACADEMIC MEDAL

Awarded to the graduating student with the highest overall average based on all Grade 11 and Grade 12 (20 and 30 level) courses. Grades are weighted according to credits earned.

JOSHEP LUKEY LEGACY SCHOLARSHIP

In honour of Joseph Lukey, whose three daughters attended St. Martin de Porres High School and furthered their education at Mount Royal University in Calgary and Harvard University of Cambridge. He is a strong proponent for education and how it can open opportunities to change someone's life.

SAMUEL PRINCE MEMORIAL FUND

The Sam Prince Memorial Fund is in memory of Sam Prince who was vibrant, courageous young man with an infectious smile, booming laugh and a great protector of his friends and family. He was a successful competitive boxer, involved with numerous clubs from a very young age. Despite his ongoing struggles, he persevered daily, always pushing forward with immense courage.

KODIAK HEART

Awarded to one player on each Volleyball, Basketball, Swimming, Danceworks, Football, Rugby and Soccer team. Kodiak Heart is awarded to the athlete that demonstrates Kodiak Pride at its best. This is not exclusive to athletic ability but focuses also on positive energy, teamwork, cooperation, effort and coachability.

MOST VALUABLE PLAYER

Awarded to an athlete from each school team.

PLATINUM AND GOLD KODIAK

Awarded to athletes who participate on 4 or more school teams (platinum) or 3 teams (gold).

ATHLETES OF THE YEAR

Presented to one male and one female athlete at the Junior High (grade 8-9) and Senior High (grade 10-12)

Lockers

1. The Calgary Catholic School District, through its agent, St. Martin de Porres School, provides lockers for student use and convenience. The school owns and controls the lockers. Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their teacher advisor's classroom.
2. The school reserves the right to search a student's locker when there is reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any substance or materials which pose a hazard to the safety and good order of the school.
3. In registering for and using a locker, it is agreed and understood that use of the locker is at the student's own risk and the district, school administrators, teachers and other employees are NOT in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. Combination locks must be used, and the combination must be registered with the appropriate teacher advisor. (All other locks that have not been registered will be cut off.)
5. It is essential that combinations are not shared with anyone. Valuable articles of clothing, possessions or money should not be left in lockers. The school is not responsible for items that are lost, misplaced or stolen.

Graduation Requirements

ALBERTA HIGH SCHOOL DIPLOMA REQUIREMENTS	
Complete and meet the standards of the following courses:	Credits
<ul style="list-style-type: none"> English 30-1 or 30-2 Social Studies 30-1 or 30-2 Math 20-1, Math 20-2, Math 20-3 Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20 <i>(or any 10-credit combination of Science courses that includes Science 10 or 14)</i> Physical Education Career and Life Management 	15 15 10 10 3 3
Subtotal	56
10 credits in any combination from: <ul style="list-style-type: none"> Career and Technology Studies or Fine Arts or International Languages or Physical Education 20 and/or 30 level courses or Locally developed Courses or K & E Occupational Courses or RAP 10 credits in any 30-level course in addition to English 30-1 or 30-2 and Social Studies 30-1 or 30-2 Religious Education 15, 25, 35 Other Credits 	10 10 15 9
Total	100

An Alberta High School Diploma achieved in a Calgary Catholic School District high school represents the mission and values of our Catholic school community. All high school students must complete Religious Education courses in each high school year (Religious Education 15, 25, 35) in addition to the Alberta High School Diploma requirements. Students who are successful in all these requirements are eligible to participate in the graduation exercises.

School administration makes all final decisions about graduation candidates and any graduation banquet or Grade 12 retreat.

THREE YEAR HIGH SCHOOL PROGRAM

The Calgary Catholic School District expects that most students complete high school in three years. Students who may require a fourth year of high school may remain at their home school or directed to St. Anne's Academic Centre depending on programming needs of the student. If students plan to attend St. Anne's Academic Centre they must set up a registration appointment in June or late August by calling St. Anne Academic Centre (403) 500-2012.

Athletics

Senior High: As a member of the Calgary Senior High School Athletic Association (CSHSAA) our students have an opportunity to play and compete in a variety of athletic competitions. The high school teams offered at St. Martin de Porres include cross country, volleyball, soccer, swimming, basketball, badminton, football and track and field.

New programs can be offered if there are enough students committed to running the program effectively and if coaches are available. If we are unable to provide the opportunity for a particular program due to insufficient numbers, students will have the opportunity to compete through another CCSD school while attending SMDP.

Athletic Code of Conduct

St. Martin de Porres High School strives to promote appropriate and respectful behavior by our student-athletes, spectators, coaches and officials during extra-curricular sporting events. All student athletes, spectators, coaches and officials are expected to comply with Calgary Athletic Association Code of Conduct as posted in all schools.

Athletic Eligibility

A student is eligible to participate in the Calgary Senior High School Athletic Association program for three years. Year one is the year the student registers in Grade 10.

Student Game Travel

Students participating in school sponsored or extra-curricular activities must be able to obtain their own transport to and from games unless school arranged transportation has been provided. Parents who are willing may become volunteer drivers and drive students to and from games, but must be registered with the school office and complete the necessary School District forms which include providing a driver's abstract for the driver. The district does not support students driving other students to and from events.

T.A.

The Teacher Advisory period takes place on Monday - Thursday. This is a mandatory class for all students. TA groups are single grade students. Students are assigned to a TA group when they register and remain with that same advisor throughout their high school years.

The Teacher Advisor (T.A.),

- is an advocate for the student and the primary point of contact for students and parents at the school.
- oversees the student's overall academic progress, attendance, behaviour, involvement in Education Activities, ministry hours, and growth and development as a person.
- communicates with other school staff and then relays pertinent information about the student.
- tracks the student's pre-requisites, course selection, graduation requirements, and post-secondary and career opportunities.
- assists the student with time management and setting and monitoring short, medium and long-range goals and determining personalized learning opportunities.
- makes referrals to other student services such as our School Nurse, School Resource Officer (SRO), Career Counsellor/Practitioner, and School Resource Team (SRT) which consists of counsellors, administration, diverse learning teachers, and district supports.
- coordinates the development and ongoing review of Learner Support Plans (LSPs)
- manages administrative duties such as relaying daily bulletin information, lockers, and other home-school communication/paperwork.
- makes contact with parents/guardians when concerns or issues arise with respect to attendance, behavior, and/or academic progress.

Students,

- are expected to be in attendance and punctual for T.A. period Monday-Thursday.
- are expected to work cooperatively with their T.A. to set short, medium, and long-term goals and to track graduation requirements and ministry hours.
- are expected to be prepared and participate meaningfully in TA period learning activities.
- are responsible for scheduling and attending individual meetings with their T.A.s to address specific concerns, goals, aspirations, graduation requirements, course selection, attendance, learning needs, etc. Email and Brightspace (D2L) pager can also be used to ask questions and schedule appointments.
- are responsible for monitoring Brightspace (D2L) regularly and seeking guidance from the T.A. when necessary.
- are responsible for reviewing the information in Brightspace (D2L) with their parent on a regular basis.
- are responsible for sharing information discussed in T.A. during daily announcements with parents.

Parents,

- are encouraged to contact the T.A. throughout the year to inquire about their child's overall academic progress, graduation requirements, attendance, social/emotional/spiritual well-being, etc.
- email or call subject teacher or T.A. when questions or concerns arise.
- request a teacher-parent-student conference.
- should direct subject specific questions to the appropriate teacher.
- are requested to relay relevant home information to the T.A. that may impact the child's success at school.
- are required to inform the T.A. of extended absences.
- are encouraged to monitor Brightspace (D2L) on a regular basis with their child. Please contact the T.A. if you require assistance with navigating Brightspace (D2L) or resetting the password.
- are encouraged to monitor the [school website](#), for upcoming school events, important dates and to contact the T.A. if further information is required.

Final Exams/Diploma Exams January and June

Examination Rules & Procedures 2024-2025

- Please check the exam calendar carefully for exam dates and times. Missing an exam due to misreading the schedule is not a valid excuse.
Students should arrive 30 minutes prior to the start time of each exam. Students are to store coats, backpacks, books, and electronics, in their locker or car before reporting to their exam location. These items are not permitted in the examination room. There will be no storing of items at the office or in classrooms of teachers not supervising exams.
- Students are not permitted to wear hoodies, sweaters, cardigans, etc. with pockets in the examination room.
- Only clear water bottles are permitted.
- Students must stay in the exam for at least one hour.
- Students arriving one hour past the start of a **diploma** exam will not be permitted to write the exam.
- There is to be no talking or communication between students once they have entered the examination room.
- Students writing exams must have a valid photo ID and Alberta Student Number. St. Martin de Porres visual ID is recommended.
- Students who bring authorized materials into the examination room are responsible for ensuring they are completely free of notes or other prohibited material. Authorized materials may include, depending on the course, a calculator, ruler, protractor, print dictionary, print thesaurus, and print

writing handbook. Teachers will inform students as to what materials are allowed for each exam. If unsure, students should check with their teacher to confirm which materials are authorized for each exam.

- Students may not bring any papers, notes of any kind, or books other than those allowed (check with teacher) into the examination room. Students may not bring any digital audio players, cell phones, tablets, pagers, or other electronic devices into the examination room. No hand-held electronic dictionaries and no electronic or paper templates and/or graphic organizers are allowed. Students may not bring prohibited calculator materials into the examination room. Calculators must be cleared by a supervisor prior to entering the exam.

ANY STUDENT IN POSSESSION OF MATERIALS NOT ALLOWED IN THE EXAMINATION ROOM MAY HAVE HIS/HER MARK INVALIDATED AND/OR BE EVICTED FROM THE EXAMINATION ROOM.

- Students are to come prepared with sufficient pens, pencils, erasers and any other prescribed materials for their exams.
- Students must return their books for semester one during the exam period. Books for semester two will not be available until ALL books for semester one have been returned or billed to the student's account.
- ***STUDENTS SHOULD ARRANGE FOR TRANSPORTATION HOME FOLLOWING THEIR EXAMS. BUSES ONLY RUN ON REGULAR TIMES**

Students Leaving School Grounds

High school students are free to leave the property over the lunch hour. Students are expected to show respect and maturity to all neighbors, both residential and commercial. Please use the garbage cans located throughout the area surrounding the school. Also, please respect the City By-Laws when driving in the neighborhood.

Spares/study period

Students should use their spare time responsibly. We suggest students' access to the Learning Commons during their spares to have access to computers and a quiet place to work.

In order to streamline the management of spare and study periods, we have implemented a new policy requiring students to produce a "Spare Sticker" upon request. Below are the details of this new procedure:

1. Purpose of the Spare Sticker: The Spare Sticker is designed to verify and document your presence during spare or study periods. This helps ensure that students are using their spare time effectively and following school protocols.

2. Procedure:

- **Issuance:** Stickers will be issued by the administrative office at the beginning of each quarter. .
- **Requesting a Sticker:** If you need a sticker during your spare/study period, you must request it from the administrative office. Have your student ID ready for verification.
- **Displaying the Sticker:** The sticker must be displayed on your school ID during your spare/study period. This allows staff to easily verify your status.

3. Accountability:

- **Compliance:** Failure to produce a valid Spare Sticker upon request may result in a review of your study period activities.

Thank you for your cooperation in adhering to this new procedure. This will help us maintain a well-organized and productive study environment for all students.

Student recognition/scholarships

The Calgary Catholic School District has a number of scholarship and bursaries available for students to apply for. A scholarship is a monetary award based on academic merit or excellence in a specific area of study or discipline (athletics, music, volunteerism, etc.). A bursary is a monetary grant based primarily on financial need.

Please see our counselor if you have any questions.

Summer School/Diploma Preparation

Our District offers:

Summer Programs: Our summer offerings provide a unique opportunity for students to engage in educational enrichment and skill-building activities. Whether you're looking to strengthen your academic foundation, explore new subjects, or participate in exciting extracurriculars, our summer programs are designed to keep you motivated and prepared.

Diploma Preparation: We understand the importance of being well-prepared for your diploma. Our dedicated resources and support services are tailored to help you navigate the diploma requirements with ease. From personalized study guides to practice exams and expert advice, we're here to ensure you have everything you need to achieve your academic goals.

Why Choose Our Programs?

- **Qualified Educators:** Benefit from the expertise of our experienced and passionate instructors.
- **Flexible Options:** Find programs that fit your schedule and learning needs.

- **Comprehensive Support:** Access a range of resources aimed at enhancing your academic performance.

For more details on our summer programs and diploma preparation resources, visit our website. Let's work together to make the most of your summer and set you up for a successful academic year!

Certificate of Achievement

A Certificate of Achievement is awarded to students who complete the Knowledge and Employability (K & E) courses. To earn this certificate, students must complete a minimum of 80 credits in designated core and occupational courses.

Students may transfer from the Certificate of Achievement route to the Alberta High School Diploma route. The credits earned in K & E courses may be applied to an Alberta High School Diploma.

Visible IDS

We expect students to carry their student identification cards all day and be able to produce them when requested. This is to ensure safety and security for students and staff. Student identification cards may also be required to rent books, purchase supplies, use certain computers, etc.

We encourage students to leave their student identification cards in their lockers at the end of each school day. Students who lose their student identification cards must purchase new ones.