



Clear Water Academy
An Independent Catholic School

Parent & Student Handbook

2009 – 2010

Clear Water Academy

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Clear Water Academy admits students of any race, colour, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. Clear Water Academy does not discriminate on the basis of race, colour, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, scholarship and loan programs, or in its athletic and other school administered programs.

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WELCOME TO CLEAR WATER ACADEMY

Welcome to Clear Water Academy. We are pleased you have chosen Clear Water Academy, and we take seriously the charge you have entrusted to us. Your family's time at Clear Water Academy will be rewarding and fruitful.

This Parent & Student Handbook is provided as an aid to maintaining an academically sound and formative learning environment in accordance with our mission statement. It was developed for the parents and students of Clear Water Academy and provides an explanation of the policies and procedures that allow the school to operate smoothly and efficiently. Please take time to read the Handbook carefully. We trust you will find it informative and a great resource to assist you in becoming a member of the Clear Water Academy community.

The Parent & Student Handbook is not a contract, but a policy manual to which parents and students agree to adhere. Nothing in this handbook should be construed to conflict in any way with the terms and conditions outlined in the enrolment agreement signed by parents of enrolled students. Clear Water Academy reserves the right to evaluate, on an individual basis, additional situations not contemplated in this document that may arise throughout the school year and to create/enforce additional policies.

THE MISSION OF CLEAR WATER ACADEMY

The mission of Clear Water Academy is to provide the highest quality education and foster integrally formed Christian leaders. This mission is fulfilled as Clear Water Academy students graduate as strong Christian leaders, convinced of the truth, prepared and committed to establish and foster a society where Christian values are taught, embraced and put into practice.

This mission is pursued through the development of the whole person, encompassing the commitment to teach, to educate, and to form.

- To **teach** each student by transmitting knowledge appropriate to each grade level;
- To **educate** each student to love authentic values and to develop a sense of what is good, right, noble, just, and beautiful; and,
- To **form** the character of each student as the foundation of all virtue and integrity.

A. A CLEAR WATER ACADEMY GRADUATE

The student who graduates from Clear Water Academy knows that personal formation has only begun. The Clear Water Academy graduate is well equipped for college or university. Intellectually, the graduate possesses a rich store of knowledge in the Western tradition, a love for the truth and the preparation necessary to tackle higher learning. Humanly, the graduate possesses a character that is well grounded in human virtue. Personally, the graduate demonstrates the ability to master their actions and choices. Spiritually, the graduate is continually maturing in the life of grace and possesses a deep friendship with Christ that supports Christian authenticity. Apostolically, the graduate exhibits a disposition of service towards others – body and soul. The Clear Water Academy graduate is an authentic Christian leader.

B. INTEGRAL FORMATIONSM

Clear Water Academy implements the Integral FormationSM method of education - a proprietary and comprehensive system for developing and operating schools in accordance with the principles of education adopted by the Legionaries of Christ. This method of education is successfully developing authentic Catholic leaders in schools worldwide. Built upon the Christian view of the person, Integral FormationSM focuses on forming all dimensions of the person - character, intellect, spirituality and apostolic works - achieving the complete or integral formation of the student. An integral formation is the base for helping all students fulfill the unique mission for which they were created.

THE DIRECTIVE TEAM

A. EXECUTIVE DIRECTOR

The Executive Director oversees the operation of the school and the education and integral formation of the students in the School, and is responsible for the achievement of the mission of the school. The Executive Director works closely with a team of professionals, specializing in each of the areas of integral formation.

B. PRINCIPAL AND ACADEMIC DEANS

The Principal focuses their attention and professional skills on the intellectual formation of the students and is responsible for forming young men and women of distinction and character. Supported by a team of academic deans, the Principal strives to lead students in their pursuit of academic excellence, and works directly with the faculty to offer a challenging academic program with the highest quality instruction. The principal is the immediate reference point for parents with questions or concerns regarding their student or the school's program.

C. DEANS OF STUDENTS

The Deans of Students are responsible for promoting and maintaining student discipline within the school, ensuring students are aware of the school's student conduct expectations, and applying disciplinary rules and consequences as necessary. The Deans work one-on-one with the students, motivating them to value and uphold the school's conduct expectations as their own. The Deans of Students also coordinate formation programs and activities aimed at nurturing the character, spiritual and apostolic formation of students.

D. CHAPLAIN

The school chaplain works to promote the spiritual life of students, faculty, and parents by providing sacramental attention and spiritual direction. He collaborates with the Principal and Deans of Students in promoting the spiritual and apostolic projects of the school.

INTELLECTUAL FORMATION

Clear Water Academy sets high, yet attainable, academic expectations for its students. Not only is solid intellectual formation an important part of the integral development of a person, it is essential to leadership. As a result of studies in the core academic subjects of English Language Arts, Mathematics, Science, and Social Studies, as well as through other academic and co-curricular activities, a graduate of Clear Water Academy should acquire:

- A wealth of knowledge in general culture and the particular disciplines; an understanding of the roots and underpinnings of his own national culture, history and Western ideals; a firm grounding in mathematics and the sciences, and in the scientific method.
- An ability to think, speak and write clearly, coherently, precisely, attractively and persuasively.
- Superior thinking, reasoning and communicating skills that are built upon a keen sense of perception and a sharp memory.
- A capacity for reflection and imagination, as well as those technological and inquiry skills intrinsic to the exact and social sciences.
- A critical mind that can tell right from wrong, fact from fiction, truth from opinion.
- Experience and ease in public speaking, debate, and declamation.
- Habits and dispositions essential for ongoing intellectual formation after graduation, including study habits, concentration and critical thinking, perseverance, and a desire to produce high-quality work.

A. ACADEMIC CURRICULUM

Clear Water Academy follows the Alberta Education Program of Studies. This program is integrated in part with the standard curriculum developed and licensed by National Consultants for Education Inc. (NCE) for schools implementing the Integral FormationSM method of education. The NCE curriculum is designed to achieve the goals of integral formation and challenges students daily to expand their intellects to the utmost. Core school subjects of English, Language Arts, Mathematics, Social Studies, and Sciences are complemented by Second Language, Religious Studies, Fine Arts and Physical Education. Technology is integrated into all programs. Parents wishing to learn more about the academic curriculum are encouraged to contact the Principal.

B. ACADEMIC YEAR

The academic year, comprised of 38 weeks or 182 instructional student days, is divided into two semesters. Each semester is further divided into two terms. Reporting will take place 4 times per year.

C. GRADING SCALE

Clear Water Academy has a standard grading scale for each grade level. This grading scale considers achievement, effort and conduct.

PRE-KINDERGARTEN 3 AND 4: ACHIEVEMENT AND EFFORT GRADES

M= Most of the Time S= Sometimes N=Not Yet N/A= Not Applicable

KINDERGARTEN THROUGH GRADE 6: ACHIEVEMENT GRADES

- E = Excellent
- VG= Very Good
- G = Good
- N = Needs Improvement
- U = Unsatisfactory

Excellent	Very Good	Good	Needs Improvement	Unsatisfactory
The student consistently exceeds grade level expectations and demonstrates a thorough understanding of the content area. The student consistently applies and/or demonstrates the skills and/or behaviors expected and are working above grade level in the content area.	The student meets or exceeds grade level expectations and demonstrates an understanding of the content area. The student generally applies or demonstrates the skills or behaviors expected and is working at or above grade level in the content area.	The student meets grade level expectations and demonstrates a basic understanding of the content area. The student usually applies or demonstrates the skills or behaviors expected and is working at grade level in the content area.	The student is making progress toward meeting grade level expectations. The student demonstrates limited understanding of the content area. The student occasionally applies or demonstrates the skills or behaviors expected and is working below grade level in the content area.	The student does not meet grade level expectations and is having considerable difficulty understanding the content area. The student consistently works below grade level and is unable to demonstrate the skills or behaviors expected in the content area.

GRADES 7 - 12: ACHIEVEMENT GRADES

Numeric grades will be reported on the report card.

KINDERGARTEN THROUGH GRADE 12: EFFORT GRADES

An effort grade and a conduct grade using the E/VG/G/N/U scale will be included on report cards for Kindergarten through Grade 12. Effort and conduct may be part of the formation section of the report card.

Excellent	Very Good	Good	Needs Improvement	Unsatisfactory
The student consistently exerts outstanding effort in daily classroom work, homework and assessments. The student maintains a positive attitude and always exerts his/her best efforts. The student works hard and completes all tasks well in a timely manner.	The student nearly always exerts outstanding effort in daily classroom work, homework and assessments. The student generally maintains a positive attitude and exerts his/her best efforts most of the time. The student works hard and is persistent in completing tasks.	The student exerts satisfactory effort in daily classroom work, homework and assessments. The student usually exerts satisfactory effort to complete tasks. The student usually maintains a positive attitude. The student works hard and is persistent in completing tasks.	The student inconsistently exerts effort in completing daily classroom work, homework and assessments. The student sometimes exerts effort and maintains a positive attitude. The student persists to complete tasks.	The student rarely exerts effort in daily classroom work, homework and assessments.

D. ASSESSMENT

Students will be assessed with various methods which may include quizzes, exams, projects, checklists, essays, assignments, presentations, work samples and observations. Assessment will focus on skills and content learned during each term. Students will not be allowed to keep a cumulative exam, but parents may review the exams with the appropriate academic administrator and teacher upon request. A student who has an excused absence on an exam date will write the exam upon their return to class.

Students in Grade 3, 6, and 9 are required to write Alberta Provincial Achievement Tests in May and June, on dates determined by Alberta Education. Grade 3 students write Mathematics and Language Arts tests, and Grade 6 and 9 students write Mathematics, English Language Arts, Social Studies and Science tests. Senior High students taking level 30 courses will be required to write Alberta Provincial Diploma exams in January and June.

E. REPORT CARDS AND PROGRESS REPORTS

Shortly after the end of each term, copies of report cards are distributed to the students. Parents are asked to review the report card and return, within one week, a signed receipt indicating the report card was received and reviewed. Report cards are official school records, but only the final grading period report card becomes part of the student’s permanent school transcript.

F. PARENT / TEACHER CONFERENCES

All parents will be given the opportunity to meet with teachers to discuss their child’s performance at the end of each term. Meeting information will be sent home and individual times will be scheduled with the appropriate teachers. Students may be asked to be present with the parent at some conferences. We ask that siblings not be present at these conferences. Outside of these scheduled conferences, parents may request a meeting with teachers and administrators to discuss the progress of the student.

G. HOMEWORK

Homework is an effective means for students to assimilate and practice the concepts and material they have covered in class. The amount of homework assigned daily varies by course and grade level. It is for the students’ benefit that they complete the homework as assigned.

Teachers and students will use the student agenda to record the assigned homework. All students must present their agendas to their parents for their daily review and a parent’s signature in the agenda is required for all students up to and including Grade 9.

Students are expected to follow the teacher's instructions concerning homework due dates. If a family situation occurs that legitimately prevents students from completing homework, a parent's note to the teacher is required to explain the situation. Repeated failure to complete homework as assigned could result in disciplinary action.

Parents can help their child acquire the intellectual discipline needed to succeed in academic studies by creating a neat and orderly study environment at home. A regular homework schedule, with a desk or table in a well-lit and quiet area and without music or television in the background, will promote an atmosphere conducive to study.

H. SCHOOL WORK MISSED OR LATE DUE TO ILLNESS OR VACATION

Students are expected to make up any school work they miss due to absences from school. Upon returning, the student must check with the teacher to determine assignments that should be completed. It is expected that work will be submitted within a reasonable time frame. Staff will not pre-assign work due to student absence. To minimize disruption and promote a stable environment, the school strongly discourages families from taking vacations while school is in session.

I. ACADEMIC HONESTY

Academic honesty is an essential foundation for true intellectual formation and character development. Each student is expected to maintain a high level of integrity and honesty in schoolwork. Handing in tests or assignments as one's own which have been done by another student, parent, or other person or with answers taken from another student violates academic honesty and is, therefore, strictly forbidden. Plagiarism, another serious violation of academic honesty, is copying words or ideas from another source, including the Internet, in a written or oral composition without giving proper credit and citation to that source. Students who violate academic honesty will be assigned a zero on the assignment. In addition, further disciplinary action will be taken.

J. ACADEMIC OBSERVATION

Academic observation is an expression of the school's concern for the student's academic performance. Parents will receive written notification from the Principal when a student is placed on academic observation. The teacher and the family will work together to provide needed academic assistance and formation support to help the student raise his grades to 70% or better.

Teachers will advise parents when a student's grade has dropped below the 70% level in a core subject, any time during a term. Students will be placed on academic observation when they receive a mark of 69% or lower in a core subject. The student will have one complete term to raise grade(s) to 70% or better. Students unable to raise their grades sufficiently during that term will be placed on academic concern. Students on academic observation are still eligible to participate in extracurricular programs and athletics.

K. ACADEMIC CONCERN

Academic concern is a further expression of the school's concern for the student's academic performance. Parents will receive written notification from the Principal when a student is placed on academic concern. The Academic Dean, Principal, teacher, and family will work together to provide needed academic assistance and formation support to help the student raise grades to 70% or better.

A student will be placed on academic concern if a grade of 65% or lower, in a core subject, is not brought up to 70% or better by the end of an established term. If the student does not raise the grade(s) to 70% or better after two subsequent terms, the student may no longer be eligible for admission to Clear Water Academy. Students on academic concern are not eligible to participate in extracurricular programs and athletics.

CHARACTER FORMATION

Character is at the core of authentic leadership. Character is what enables the student to be faithful to his personal convictions. Character formation is the development of a strong and virtuous character. This process involves assisting students to grow in virtue, self-confidence, and leadership skills while building personal convictions based on truth. The Deans of Students will be meeting with students in Grades 7 and up on a regular basis as part of this formation.

A. VIRTUE CAMPAIGNS

Throughout the year, the school will run a series of virtue campaigns aimed at helping students to know, value, and practice Christian virtues in a constant, firm, and committed way. The campaigns define a virtue, provide opportunities to practice the virtue in everyday situations and reinforce the practice with contests and motivating activities. Parents are encouraged to review any materials sent home by the school and to actively participate in the virtue campaigns with the recommended ‘at-home’ activities.

B. FORMATIVE DISCIPLINE

A disciplined environment is essential for the school to achieve its education and formation goals. Consistent with its emphasis on the integral formation of the student, the school’s approach to discipline is formative.

Formative discipline is not discipline based solely on justice which demands that certain consequences accompany a certain action. Rather, formative discipline seeks to positively motivate students, guiding them to choose what is good and just. Formative discipline does not impose expectations and rules on the student, but motivates the student to value and internalize these expectations, virtues, proper habits, and principles of life. Students are informed of the rules and given the rationale behind them. They are encouraged to see the benefit of these expectations for themselves and others. Formative discipline takes more time and effort than simple punitive discipline; and requires cooperation between parents and the school. Formative discipline requires dedication, on-going motivation, and commitment to the student. The Deans of Students will oversee the overall discipline within the school, which will be maintained in cooperation with the teachers.

C. STUDENT CONDUCT

Clear Water Academy holds Jesus Christ as the ideal and model for human behaviour. The virtues of respect for self and others, charity, honesty, justice, and responsible stewardship are emphasized. Clear Water Academy students will exhibit concern and charity in their dealings with other members of the school community, including any guests or visitors to the school. Clear Water Academy staff may counsel and correct a student when appropriate at any place in the school. The school will contact parents in regards to any discipline issues.

The essential expectation for student behaviour is that students conduct themselves in a mature and dignified manner at all times, as follows:

- Students arrive at school in the appropriate full uniform, which is clean and pressed. Any mended areas need to be neat and nearly invisible.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave their seats during class without permission.
- Students are expected to observe appropriate, modest posture at all times. The class is to stand and greet an adult each time a guest enters the classroom, unless directed otherwise by the teacher.
- When the student has a question to bring to the class, they should raise their hand and wait until the teacher asks them to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his desk well-ordered. Junior High and Senior High Students should keep all their personal belongings in their lockers when they are not using them.

- Students are expected to act in an appropriate manner during class changes, both in the school buildings and on the school campus. Student conduct in the school corridors will be appropriate and quiet. Junior and Senior High students must be prompt during class changes.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously when they see them throughout the day.
- At lunch or during recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by the teacher or the Dean of Students. Students are expected to keep the fields and grounds neat and litter free.
- Each student must respect their property and that of others.
- Personal belongings are to be kept in good form. Uniform items, books, binders, desks, lockers, folders, jackets, or backpacks must be free of any inappropriate or unnecessary writing or decoration.
- Standard norms are to be practiced during lunchtime according to the directives given by a teacher or Dean of Students. Good manners, proper etiquette, orderly and quiet lines, cleaning up after oneself, and leaving the room clean makes for a pleasant experience for all.
- Food and beverages are to be consumed at appropriate times, in designated areas. Eating is not allowed during class time. Chewing gum is not permitted on the school premises.
- Use of personal electronic devices are not permitted: cell phones, iPods, pagers, etc.

D. GRAVE CONDUCT INFRACTIONS

Clear Water Academy has established disciplinary norms that aim to help students form themselves and assist the school to maintain a safe, orderly, and formative atmosphere. The following is a list of serious or grave conduct infractions. This list is not meant to be inclusive; however, it will serve as a guide for students in the correct use of their freedom. The school will review violations in light of the individual and the common good of the entire school community. Among others, the following infractions are considered examples of serious grounds for disciplinary action up to and including *suspension* or *expulsion* from Clear Water Academy.

- Profanity, vulgarity, or abusive verbal or body language is inappropriate and will not be tolerated. Use of such language demeans the speaker and the community.
- Lying, disobedience, or lack of respect toward administration, faculty members, staff, visitors, volunteers or peers.
- Constant failure or refusal to fulfill disciplinary measures or habitual criticism of school norms.
- Fighting, bullying, causing bodily harm to another student, or threatening another student or member of the staff.
- Grave mistreatment of school property or destruction of such property, including intellectual property, books, furniture, lab equipment, audio-visual equipment, and the like.
- Theft of any kind, from the school or from fellow students.
- Excessive tardiness without excuse or justification, either to school or to daily class periods.
- Truancy, including extending holidays or weekends with unexcused absences.
- Leaving campus or being absent from class during school hours without permission.
- Cheating - Copying another's homework, assignments, tests, exams, or attempting to obtain copies of the exams and answer keys before they are administered.
- Falsification of school documents or permissions. Forgery of documents or a parent's signature.
- Engaging in any form of gambling.
- Use, possession, or distribution of pornographic materials.
- Inappropriate displays of affection and sexual misconduct of any kind.
- All forms of harassment, including sexual harassment and false accusations of harassment.

- Use, possession or trafficking of tobacco, alcohol, drugs, firearms, knives or other weapons, on or off campus.
- Improper conduct outside school hours, especially when actions may cause scandal or damage to the school's reputation.

Any student involved in **any** illegal activity, including placing the wellbeing and safety of the Clear Water Academy community at risk, *will be reported to the police*. Illegal activity includes, but is not limited to, the possession of weapons, drugs, alcohol, or any substance or article deemed to place the student or the community at risk.

E. STUDENT CONDUCT OFF-CAMPUS

The growth in virtue and maturity each student pursues at Clear Water Academy cannot be limited to on-campus behaviour. At all times whether on campus or off, the student's conduct should reflect his principles and those of the school. Clear Water Academy expects students to exhibit personal integrity in their actions at all times. Certain off-campus behaviour that reflects badly on the school will be subject to disciplinary action at the discretion of the Dean of Students or the Principal.

F. DISCIPLINARY MEASURES

Depending on the seriousness of an infraction, a range of disciplinary measures may be applied, including work assignments, detention, suspension or expulsion. Infractions are communicated to parents via a written infraction report, accompanied by an email. If there is a serious breach in student conduct, the Principal and the Dean of Students will ask to meet with the parents to address the situation.

- **Detention:** Any student may be assigned detention for violation of the schools behaviour norms at the discretion of the teacher. Parents will be notified before the detention is served. Detentions follow a formative format in accordance with the school's disciplinary philosophy. Failure of the student to report to a scheduled detention will result in further disciplinary action.
- **Suspension:** A student may be suspended for serious misconduct or repeated occurrences of less serious infractions. Suspensions could be up to five days. The Dean of Students, working with the Principal, may assign the suspended student an academic project to be carried out during the suspension period. In addition, suspended students must make up assignments missed during the suspension period. While on suspension, students are NOT eligible to participate in extracurricular programs or activities.
- **Expulsion:** A student may be asked to withdraw from the school for extreme forms of misconduct or continual neglect of basic regulations and conduct expectations either on or off Clear Water Academy property. Such a severe penalty would warrant the intervention of the Executive Director. An appeal of an expulsion may be made only to the Executive Director. This appeal will be considered only if the Executive Director agrees that new information regarding the situation has become available.

G. DRESS CODE POLICY AND UNIFORM REGULATIONS

The school's dress code contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride and reduces negative competition among the students. Clear Water Academy students are expected to wear their uniform in a manner that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. All students are expected to be in the full appropriate uniform each day. If an exception is made for a field trip, then for the duration that the student is at school, they are to wear their uniform.

Student uniforms must be purchased from The Uniform Lady, our school uniform supplier. You can contact The Uniform Lady at (403) 217-8448 ext. 420 or by email at info@theuniformlady.ca. Order forms are available on the Uniform Shop's door, Lower Level of Keller Hall or at either of the front offices. Each uniform piece should be carefully labelled with the student's name.

The school’s dress code will be maintained throughout the day. Upon arrival, *all students must be in complete uniform before being admitted to class.* Dress code infractions, determined by any faculty or staff member, are subject to disciplinary action. Infractions include:

- Incomplete uniform including clothing, hair, and jewellery according to the listed criteria.
- Unwashed, unkempt or inappropriately styled hair according to the listed criteria.
- Unclean or sloppy dress.

Students must remain in uniform until they are released to their parents.

Any student who is not in proper physical education uniform may not be able to participate in physical education class and will receive a zero grade for that day.

Circumstances may arise that make wearing the full school uniform impossible. A written note from the parent or guardian explaining the situation must be given to the Teacher before school starts. Failure to present the note will result in disciplinary action.

Plain white short-sleeved or sleeveless T-shirts may be worn under uniform shirts or blouses during cold weather. Long sleeved T-shirts, coloured T-shirts, T-shirts with coloured neckbands, or T-shirts with printing of any type (words or pictures) are not allowed to be worn under uniform shirts or blouses at any time. Sweatshirts or hoodies should not be worn over shirts or blouses.

Prescription and non-prescription sunglasses may be worn on sunny days outside during recesses, but are not to be worn inside the school building at any time. Ball caps or sun hats may be worn on sunny days outside during recesses, but cannot be worn in the school building at any time.

The approved Clear Water Academy uniforms are as listed.

Full Dress Uniform for Boys

	Blazer	Pants	Shirt	Sweater	Tie	Belt	Socks	Shoes	Optional Items
Pre-K and Kindergarten	N/A	Gray dress pants	White or Green golf shirt	Red, long-sleeved, V-neck sweater	No tie	No belt	Dark gray dress socks	Black leather Oxford dress shoes (with Velcro or buckle closure)	None
1 – 3	N/A	Gray dress pants	White Oxford button-down shirt	Red, long-sleeved, V-neck sweater	Navy necktie with red stripe	Plain black leather belt (optional)	Dark gray dress socks	Black leather Oxford dress shoes	Red V-neck vest
4 – 6	N/A	Gray dress pants	White Oxford button-down shirt	Red, long-sleeved, V-neck sweater	Navy necktie with red stripe	Plain black leather belt	Dark gray dress socks	Black leather Oxford dress shoes	Red V-neck vest
7 – 9	Navy Blue Style Blazer Crest on pocket	Gray dress pants	White Oxford button-down shirt	Red V-neck vest	Navy necktie with red stripe	Plain black leather belt	Dark gray dress socks	Black leather Oxford dress shoes	None
10 – 12	Navy Blue Style Blazer Crest on pocket	Gray dress pants	White Oxford button-down shirt	N/A	Navy necktie	Plain black leather belt	Dark gray dress socks	Black leather Oxford dress shoes	None

Summer uniforms may be worn from Sept 1st – Oct 31st, and May 1st – June 30th. This consists of a white or green polo shirt for grade 9 and under, and a navy or white polo shirt for grades 10-12. Boys must have the shirt hemmed 5 inches below the waist and are not required to tuck it in.

Students are only permitted to have the top button undone on their polo shirt.

Hair must always be neat, clean, well-groomed, and cut to a length that is above the shirt collar, above the ears and above the eyebrows. Beards, moustaches, tails, sideburns, unusual or "trendy" hairstyles (including dying or tinting) and the like are not permitted.

Body piercing (lip, nose, ear, eyebrow etc.) and tattoos are not permitted. Shoes must be clean, polished and tied at all times. Neck ties must be clipped or tied in a Windsor knot securely at the neck.

Boys are allowed to wear one simple watch or bracelet per arm, one simple ring and one simple religious medallion on a chain. Violations of the grooming regulations will result in disciplinary action. If the violation is repeated or extreme the student may be suspended until the situation is corrected.

Full Dress Uniform for Girls

	Blazer	Kilt	Modesty Shorts	Blouse	Sweater	Tie	Socks	Shoes	Optional Items
Pre-K and Kindergarten	N/A	Kingsway Plaid Skort	N/A	White or green golf shirt	Red, long-sleeved, V-neck sweater	No tie	Navy knee socks	Black leather Mary Jane style dress shoes. No open-toe or open-heel. (with Velcro or buckle closure)	Navy Tights (cold weather)
1 – 3	N/A	Kingsway Plaid Skort	Navy shorts	White Peter Pan blouse	Red cardigan sweater	Kingsway Plaid floppy bow tie	Navy knee socks	Black leather Mary Jane style dress shoes. No open-toe or open-heel. Low, flat heel.	Navy Tights (cold weather)
4 – 6	N/A	Kingsway Plaid Kilt	Navy shorts	White Oxford button-down shirt	Red cardigan sweater	Kingsway Plaid floppy bow tie NECK TIE	Navy knee socks	Black leather Mary Jane style dress shoes. No open-toe or open-heel. Low, flat heel.	Navy Tights (cold weather)
7 – 9	Navy Blue Style Blazer Crest on pocket	Kingsway Plaid Kilt	Navy shorts	White Oxford button-down shirt	Red V-neck vest	Kingsway Plaid neck tie	Navy knee socks	Black leather dress shoes. No open-toe or open-heel. Low, flat heel. No heels higher than 2 cm permitted.	Navy Tights (cold weather)
10 – 12	Navy Blue Style Blazer Crest on pocket	Rossman Plaid Kilt	Navy shorts	White Oxford button-down shirt	Navy V-neck vest (Optional)	Rossman Plaid neck tie	Navy knee socks	Black leather dress shoes. No open-toe or open-heel. Low, flat heel. No heels higher than 2 cm permitted.	Navy Tights (cold weather)

Summer uniforms may be worn from Sept 1st – Oct 31st, and May 1st – June 30th. This consists of a white or green polo shirt for grade 9 and under, and a navy or white polo shirt for grades 10-12. Girls must have the shirt hemmed 5 inches below the waist, and are not required to tuck it in.

Hair must always be neat, clean and well groomed. Hair accessories must be complementary to the uniform colours. Unusual, "trendy", or unnatural hairstyles and colour are not permitted.

Kilt hem must come to the floor when in a kneeling posture. Rolling of kilts at the waist is not allowed.

Girls are allowed to wear one pair of dime-size stud style earrings (one per ear), one simple religious necklace, and one simple watch or bracelet per arm. Rings, one per hand, are permitted. For female students in Grade 9 and up, light, natural cosmetics and clear finger nail polish may be used in moderation. All application of cosmetics should be minimal, not drawing attention to oneself. Body piercing (excluding ears) and tattoos are not permitted on any visible area of the body.

Violations of the grooming regulations will result in disciplinary action. If the violation is repeated or extreme the student may be suspended until the situation is corrected.

Physical Education Uniform – Boys & Girls

Pre-Kindergarten students do not participate in Physical Education and, therefore, do not require a Physical Education uniform or gym runners.

School logo T-shirts and shorts are available but are considered optional for Pre-Kindergarten to Grade 3. Kindergarten through Grade 3 students are required to have a pair of non-marking gym runners in addition to indoor and outdoor shoes. This is the only equipment they need for Physical Education.

Grades 4 to 12

School logo shorts (Navy)

School logo T-shirt

White sports socks

Non-marking athletic shoes (in addition to indoor and outdoor shoes)

Swimming wear for girls is to be modesty with one piece suite.

Students may not wear physical education or school team uniforms to and from school unless they are inter-scholastic team members leaving directly from the school campus for inter-scholastic sporting events.

Each item of clothing (including outerwear, mitts, etc.) must be clearly marked with the student's name. Please check periodically to ensure legibility. The school is not responsible for lost items. A Lost and Found is provided in each school building to facilitate the return of lost items.

H. EXTRACURRICULAR PROGRAMS

Extracurricular programs, clubs and activities allow the student to develop human and social skills and virtues in a different setting within the local school community. Since these activities are regarded as a valuable aspect of the educational program, Clear Water Academy encourages participation as a complement to academic life.

Students ought to avoid participating in too many extracurricular activities to ensure they can keep their commitments. Students who attempt to participate in an excessive number of extracurricular activities will undoubtedly be in a position of conflict of obligations.

I. EXTRACURRICULAR ATHLETICS

Athletics are an important part of a student's human formation at Clear Water Academy. Athletics are a means to form the will, channel the passions, exercise team work, and respect and obey the authority reflected in the coaches and game rules. Athletics provide the opportunity to exercise Christian virtues, charity, obedience, patience, fortitude, and humility. Human virtues such as punctuality, order, discipline, honesty, and self denial are developed through healthy athletic participation.

Team selection is the sole responsibility of the coaches of each sport, as are team line ups, playing time, and substitutions. Clear Water Academy athletes are expected to commit their time and talents to the team. Transportation to all practices and games is the responsibility of the athletes and their parents.

Parents and students are encouraged to attend school team games and competitions. All Clear Water Academy students, parents, and fans are expected to show Christian charity as they proudly cheer for the school team. School spirit in the stands should be positive and uplifting for all present. Negative speech regarding other players, referees, and coaches will not be tolerated. Abusive behaviour by students or parents is grounds for disciplinary measures, including possible suspension or expulsion from the school.

J. OUTDOOR EDUCATION

All students must wear Physical Education apparel when taking part in Outdoor Education. This may include tracksuits, gym shorts, gym shirts, sweat pants, or sweat shirts. Jeans and cords are permitted only during horseback riding. Tank tops or T-shirts with cut off sleeves are not permitted. If a student neglects to wear proper clothing for Outdoor Education, they will be unable to participate in the activity and will receive a zero grade for that day.

K. REQUIREMENTS FOR PARTICIPATION IN EXTRACURRICULAR PROGRAMS & ATHLETICS

Participating in extracurricular programs and athletics is a privilege attained by meeting the standards of eligibility. The Dean of Students will determine the student's eligibility based on the following standards:

- Signed permission on file from the student's parents or guardians to participate in extracurricular activities.
- Students on academic probation are ineligible to participate in any extracurricular athletics or activity, including practice.
- Students on suspension are ineligible to participate during the time of their suspension.
- Students who represent Clear Water Academy in extracurricular athletics or activities must conduct themselves in accordance with the Parent & Student Handbook. Students, whose conduct reflects discredit upon themselves or the school, as determined by the Dean of Students, are considered "ineligible students."
- Students who miss class without an excused absence from the Dean of Students will not be eligible to participate in any activities that day.
- Students serving detentions will not be excused nor be permitted to serve those detentions at a later time to accommodate extracurricular activities.

Parents are asked not to call teachers, moderators, or coaches if their student is ineligible. Please direct all questions regarding eligibility to the Dean of Students.

SPIRITUAL FORMATION

The Integral FormationSM method of education aims to help each student fulfill the mission for which he was created, developing a deep, personal and intimate relationship with Jesus Christ. Christ becomes the ultimate motive for all the student's choices and actions. The student's intellectual and human growth comes to perfection through God's grace and the student's spiritual efforts. The goal of the spiritual formation program is to help each student develop an authentic spiritual life, such that:

- God, the Church, and others are a reality in his life.
- They are convinced of God's love for them.
- They know God has given life for a purpose and strive to know and fulfill it.
- They know Christ's supreme commandment is love, and strive to love God above all things.
- They know love without action is sterile and meaningless.
- They love Mary, the saints, the Church, and the Holy Father.
- They know, are faithful to, and are able to explain and support the Church's teachings.
- They are actively engaged in the ongoing task of forming intellect, passions and emotions, free will, and conscience.
- They live a sacramental life and participate in opportunities to grow in the spiritual life. They pray and strive to live a life of holiness and grace.
- Their thoughts and actions are influenced by a Christian view of the human person and of the world.

To assist in this formation, students will have the opportunity to receive spiritual direction. This is offered by seminarians of the Legionaries of Christ for boys and the consecrated women of Regnum Christi for the girls.

A. CHAPEL

The Blessed Sacrament is reserved on campus in the school chapel. The Church strongly recommends her members to make visits to the Blessed Sacrament. Every student is encouraged to visit and spend time with the Blessed Sacrament before and after school, or during breaks. In addition, periodic class visits to the chapel are scheduled into the calendar during the school year.

Out of respect for Christ, a prayerful and reverent attitude is to be maintained while in the chapel. As a sign of our belief in the Real Presence of Christ in the Eucharist, students are expected to maintain a dignified posture while in the chapel and to genuflect when entering and leaving the chapel.

B. CELEBRATION OF THE EUCHARIST

As the “source and summit of the Christian life,” the Celebration of the Eucharist is a central part of school life at Clear Water Academy. Celebration of the Eucharist is offered daily when priests are available. Visitors are invited and encouraged to attend. During these celebrations, students will be encouraged to participate in various aspects of the Mass. This active participation helps young people live out this sacred mystery and grow in their faith life.

C. SACRAMENT OF RECONCILIATION

The sacrament of Reconciliation frees us from the guilt and burden of our sins and offers sanctifying grace, thus deepening our relationship with Christ. For students who have received their First Reconciliation the sacrament is highly encouraged, and is available during designated times.

D. RETREATS

Retreats provide an opportunity for students to strengthen their relationship with God and neighbour. This privilege and responsibility lies at the core of our school’s formation program. Every student from Grade 7 and up has the opportunity to participate in at least one school-sponsored retreat during the year. Retreats are part of the Clear Water Academy curriculum and are not optional.

E. THE LITURGICAL YEAR

Clear Water Academy pays special attention to the various liturgical seasons within the Church, such as Advent, Christmas, Lent, Holy Week, and Easter. The special events at the school aim to continually nurture the school community’s love for Christ and his Church.

The school celebrates liturgical feast days such as All Saint’s Day (November 1), Feast of Christ the King (November), the anniversary of the Pope’s election, and the major Marian feast days. Specific details on feast day celebrations will be sent home in advance. Parents and students are encouraged to take an active part in living the liturgical year with the Church through the activities and celebrations organized by the school and their local parish.

APOSTOLIC FORMATION

Clear Water Academy considers the apostolic life of the student to be the most evident result of the student’s integral formation and relationship with God.

The objective of apostolic formation is to develop in our students the heart of an apostle, a heart sensitive and responsive to the physical, emotional and spiritual needs of others. The apostolic formation program involves the students in concrete works of charity in the community. By serving others, the students are brought into contact with the realities of life, thus awakening in them a sense of responsibility that will continue to be lived out as adults. Through a vibrant apostolic life, each student discovers Christ, becomes more like Christ and experiences His love more profoundly.

STUDENT LIFE

A. AWARDS (TERM – GRADES 4 TO 12)

As a new marking period begins with each term, students should be motivated to strive to achieve high standards of performance. At the end of each term, student achievement will be recognized as follows:

Those students who consistently achieve Principals Honour Roll for four consecutive terms are further recognized as making the Scholars List at the awards ceremony (see Year End Awards).

The Principal will coordinate the process of determining who qualifies for an Academic Award. Teachers are required to submit term marks in a timely fashion to ensure that report cards and Academic Award recognition occur promptly.

Academic Award winners will be recognized in class presentations by the Principal or Academic Dean.

Award	Criteria
Principal's Honour Roll	Students who achieve an average of 90% or better with no mark below 85% in a term. (Gr. 7-12) Students who achieve at least 4 E's or better with no mark below a VG. (4-6)
Honour Roll	Students who achieve an average of 85 – 89% with no mark below 80% in a term. (Gr. 7-12) Students who achieve at least 2 E's with no mark below a VG. (4-6)
Dean's List	Students who achieve an average of 80 - 84% with no mark below 80% in a term. (Gr. 7-12) Students who achieve at least all VG's. (4-6)

B. AWARDS (YEAR END)

At the conclusion of the academic school year, Clear Water Academy hosts appropriate grade level awards ceremonies, recognizing the effort, dedication, and accomplishment of the most outstanding students. Listed are some of the awards given:

Award	Criteria
Scholars List	Granted to students in grade 7-12 who have demonstrated consistent academic excellence by achieving a 90% average with no mark less than 85% over four consecutive terms. Granted to students in grade 4-6 who have demonstrated consistent academic excellence by achieving 4 or more E's with no mark less than a VG over four consecutive terms.
Prefect Award	Granted to students who have shown high moral character and exhibited virtue throughout the year in all areas of school life.
Most Improved Student Award	Granted to the student who has shown the most improvement in all aspects of school life.
Best Attendance Award	Granted to students in each division who had the best attendance.
Fine Arts Award	Granted to students who demonstrated excellence in the area of Fine Arts.
Dress Code Award	Granted to students who were most conscientious in their personal presentation every day.
Athlete Award	Granted to students who have distinguished themselves with exceptional sportsmanship and athletic ability when participating in school athletic activities.
Courage to Lead Award	Granted to students who have lived the spirit of leadership espoused by the school, demonstrated by their daily contribution in conduct and effort to the good of the school community.
Good Samaritan Award	Granted to the students who have distinguished themselves by actively and constantly working to bring Christ's message to others, both in the school and out.
Academic Awards	Granted to students who have demonstrated excellence in academics by obtaining the highest overall grade point average for all subjects.
Pope John Paul II Award	Granted to a student who has demonstrated exceptional characteristics of leadership and apostleship, assimilating the highest ideals of all four areas of formation – intellectual, human, spiritual and apostolic.

C. ATTENDANCE

Regular and punctual attendance at school is mandatory. Clear Water Academy recognizes, however, there may be circumstances when absence from school is unavoidable. Absences for illness, emergencies, or other special situations qualify as excused absences. In case of absence due to illness or emergency, parents are asked to call the school office between 8:00 am and 8:30 am each day that a student will be absent from school, is expected to be late, or needs to leave early (a message may be left to this effect anytime).

Clear Water Academy has a “closed campus” policy. Students may not leave the school campus without permission until the school day has officially ended. High School (grade 10-12) students have been granted the privilege of being permitted to leave campus during lunch with parental permission, provided that they return punctually for their afternoon classes. This privilege may be revoked at the discretion of the Deans. Medical and dental appointments should be scheduled outside of school hours whenever possible.

An unexcused absence (truancy) from school, individual classes, or school activities during the school day is a grave infraction and will result in suspension or expulsion at the discretion of the Principal.

In the case of an excused absence, the student is permitted to receive credit for make-up homework, tests, or other assignments. In the case of an unexcused absence (truancy), the student is responsible for all assignments and homework; however, a zero will be issued for all missed assignments and tests.

D. ARRIVAL AND DISMISSAL

To promote a safe and secure learning environment, the following regulations apply:

- Drop off time is no earlier than 8:15 am, but before 8:25 am. Doors open at 8:15 am
- Dismissal time is 3:30 pm. For the students requiring a later pick up time, there is an Out of School Care program that runs from 3:45 – 5:30 pm. Arrangements must be made with the school to participate in this program.
- Staff will supervise students until 3:45 pm to ensure student safety and smooth traffic flow.
- Students have to be supervised while on school premises. Only students participating in extracurricular activities or under supervision of a school staff member may remain on school premises. Any student that has not been picked up by 3:45 pm will be sent to the Out of School Care program, where a fee will be charged.
- No students may leave the school campus with another student or adult without notification to the school from the parents of the student being picked up.
- Parents must immediately notify the Principal, in writing, of any changes in legal guardianship and present supporting court documents.
- In case of an emergency, the parent or guardian should notify the school office to indicate who will pick up the student. If unknown to school authorities, this person must present proper identification.

E. CLASSROOM PROCEDURES

The following classroom management procedures are recommended for lower and middle school classrooms. While these procedures are primarily intended for use with younger students, the underlying principles are helpful at all Grades. These procedures, which have been adapted from How to Be an Effective Teacher – The First Days of School by Ron Morrish and published by Harry K. Wong Publications, Inc., are presented more fully in the NCE Professional Development Series, but are included here as a quick reference for teachers.

All recommended classroom procedures are based on the three step approach of: present, practice, and positively reinforce.

F. MORNING ROUTINE

- Homeroom teachers greet the students at the doorway of the classroom to welcome them.
- Uniform check. (8:15 - 8:30 am) Any students missing uniform pieces must report to either Dean.
- Students unpack their backpacks and get ready for morning exercises and first class.
- 8:27am – School day begins.
- At the bell, (8:30 am), close the door. The students stop what they are doing and stand quietly and attentively beside their desks during the national anthem and announcements. Each student and teacher joins in the prayer for the Bishop and the decade of the rosary. Students should use their rosary for the decade.
- Collect permission forms and informative reports - place them in the class folder, where they will be passed on to the correct person.
- Complete any duties associated with campaigns, promotions, collections, etc.
- The teacher takes attendance and sends the folder to the main office.
- Check agendas to ensure that they have been signed. (K-6)
- Send students to class.

G. LUNCH ROUTINE

- Have students stand by their desks.
- Pray “The Angelus” in class.
- Students may eat and socialize quietly.
- Students are responsible for cleaning their own area, including garbage inside the desk, and wiping down desks when necessary.
- Confirm that each student’s area is clean.
- Say “Prayer of Thanksgiving”.
- At bell (12:25 pm), students may be dismissed to go outside or to intramurals. Students may not remain in the class, except with specific permission.

H. DISMISSAL ROUTINE

- 3:22 pm bell signals the end of the last period. All students return to their homeroom to tidy up and make preparations for dismissal and closing prayer. Students should not be dismissed unless the classroom and lockers are orderly.
- Students in Pre K – 3 will be led to the area on the west side of Keller Hall for pickup. Students in the After School Care Program will be escorted to Bessborough Hall. Teachers will stay with their students until 3:45 pm, at which time any remaining students will be escorted to Bessborough Hall to the Out of School Care Program.
- All grade 4 - 6 classes are escorted to the south east section of the parking lot adjacent to Athlone Hall by their respective teacher. Grade 9-12 students will proceed to the pickup area on their own.
- Any grade 4 - 12 students carpooling with a family from Keller Hall will make their way to Keller Hall from the parking lot. Teachers remain until all of their students have been picked up or until 3:45 pm. At this time all remaining students will return to Bessborough Hall for the Out of School Care Program.
- Students in the Out of School Care Program will report directly to the assigned rooms.

NOTE: If students are in Physical Education for the last period of the day, they must change back into full uniform and be dismissed after uniform check, from their Physical Education class. If students have a team practice or competition, they will remain in their Clear Water gym strip.

I. LATE POLICY

The school day begins at 8:27 am. Upon entering the building, late students in Grades 3 and under will report to the front office. Students in Grades 4 and up who arrive late must fill out a late slip before they will be admitted to class. Students who are late and who fail to produce a note from their parents will be marked unexcused, and parents will be informed. After 3 unexcused latest in a month, students will receive an Informative Report. The fourth late will result in the parents being contacted by the principal to determine a course of action.

If students are chronically late, an interview with parents and students will be requested by school administration.

J. FIELD TRIPS

Field trips are an opportunity for students to assimilate their classroom learning with practical experience. Before a student can participate in a field trip, however, parents must first complete and submit the appropriate field trip permission forms. All students who participate in a field activity are expected to behave according to the conduct expectations outlined in this Parent & Student Handbook.

Field trip chaperones assigned by the school accompany students on field trips and uphold the conduct norms of the school. Chaperones are to ensure that any audio entertainment is appropriate. Movies may be shown on trips longer than 2 hours, but they must be pre-approved by the Deans. Chaperones are asked to follow the field trip itinerary as established by the school without making “extra stops” for drinks, snacks, etc. Personal items not allowed on campus are not to be brought on any field trip.

K. TECHNOLOGY USE

The students of Clear Water Academy will use technology in an appropriate and responsible manner for educationally related projects. Students and their parents or guardians must sign an Acceptable Use Agreement prior to the use of technologies at Clear Water Academy. Appropriate use is defined by the Acceptable Use Policy. Signed permission by a faculty member indicating the nature of the assignment or use is necessary in order to use the computer labs. Clear Water Academy reserves the right to access, use, examine, and/or disclose user files and email messages at any time. This right extends to files that are password-protected.

Students who choose not to follow the Acceptable Use Policy, or who are viewed by a Clear Water Academy staff member as using technology in an inappropriate manner, will face disciplinary action. This action may include one or more of the following: revoking of all electronic privileges, dismissal from school, and/or taking appropriate legal action. Students and parents will not hold any teacher or Clear Water Academy legally liable for materials distributed or acquired from the Internet.

L. ITEMS NOT ALLOWED ON CAMPUS

Students at Clear Water Academy attend school with a willingness to focus on learning, and must avoid bringing items to school that may create distractions. The following are some of, but not limited to, items not allowed on the school campus:

- Cameras or other photographic recording devices, magazines, comics, newspapers, radios, audio and video recorders and players, MP3 players, CD players, CDs, videocassettes, portable televisions, laser pointers / pens, electronic games, toys and iPods.

Items such as these are liable to confiscation and may not be returned to the student until the end of the academic year. An exception will be made for an item being used in an academic class at the request of the

classroom teacher.

M. TELEPHONE AND CELL PHONE USE

Use of cellular phones and electronic devices conflict with the educational and social objectives of the school and are not permitted during the school day. If such devices are being improperly used, they will be confiscated.

Telephone use by students during the school day is for emergency use only, and must be approved by the teacher and the front office. Students will be called from class only for emergency calls from parents.

ADMINISTRATIVE PROCEDURES

A. COMMUNICATION

Effective parent/school communication and collaboration are essential for the realization of the school's mission. Besides regularly scheduled appointments, the school uses the agenda book, weekly folder, progress reports, report cards, phone calls, and email as the ordinary means to inform parents of their child's progress and behaviour. The school also issues regular newsletters and weekly notices with pertinent information regarding other aspects of school life. All newsletters and weekly reminders can be found on the website at www.clearwateracademy.com.

Parents may call the school with questions, to set up a meeting, or to relay a message. Parents with any questions or concerns regarding their child or the school's program are encouraged to contact the Principal either through the school's email or by calling the school to request an appointment.

B. NOTIFICATION OF TELEPHONE/ADDRESS/EMAIL CHANGE

The school requires current contact information to ensure the school's ability to send out correspondence or reach the family should there be an emergency. Parents must notify the school if their address, telephone number, or email address should change during the school year. This information includes change of work address, phone number and extensions, cellular phone numbers, etc.

C. VISITORS

All parents and school visitors are required to register in the main office and obtain a visitor pass. No parent or visitor may go directly to any classroom or offices for any reason. A forgotten item, such as a lunch, PE uniform, or book must be left with the receptionist. Classroom visits by parents or non-enrolled students must be arranged in advance with the approval of the Principal.

D. DISTRIBUTION OF PRINTED MATTER

As the school is not a public forum, no person is allowed to distribute any type of printed materials on school grounds without the permission of the Principal.

E. CONFLICT OF INTEREST

In an effort to avoid any perceived conflict of interest or disturb the professional relationship between the school and the family, parents are asked not to offer teachers or staff substantive gifts, jobs, or money. Modest contributions to group gifts for teachers or staff are considered appropriate.

F. ADMISSIONS POLICY

Clear Water Academy does not discriminate on the basis of race, color, or national and ethnic origin in the administration of any of its policies. This admissions policy does not conflict with the priority given to the admission of Catholic students. On being admitted to the school, each student accepts the responsibility to participate actively in his own education and adhere to the standards of the school.

Re-enrolment packages will be issued to families in February. Re-enrolment Agreements and registration fees are due by March 1st of each year. Students on academic concern, or students who are not current with their tuition payment plans, may not re-enrol until their situation is resolved. Parents requesting information

on the admissions timetable and process are asked to contact the admissions office.

G. TRANSCRIPTS

Parents are entitled to have an official transcript of their child's records. They may request transcripts through the front office. To help protect the privacy of our students, any request to send records and transcripts to another institution must be done in writing with the parent's or guardian's signature.

MEDICAL INFORMATION

A. EMERGENCY MEDICAL FORMS

Parents or guardians must submit to the main office a completed emergency medical form for each student prior to the first day of school each year. This policy ensures that every student receives prompt medical attention should the need arise. Any student who has not submitted an emergency medical form prior to the first day of school may not attend classes until the form has been received.

B. IMMUNIZATIONS

Calgary Health Services occasionally requests group vaccinations of students in school against various illnesses (e.g., Hepatitis B). We believe that these vaccinations should be left to the discretion of the parents. Please discuss these matters with your family doctor or local health clinic.

C. INJURY OR ILLNESS

Students who become ill during the course of the day should inform their teacher. If this is not possible, the student should inform the school secretary. After proper assessment, parents will be notified of an injury or illness that requires further medical attention. If parents have to pick up their student due to injury or illness, they must sign the student out at the main office. Students may not take it upon themselves to leave the school without permission from the office.

D. MEDICATION

No student may have any medication in their possession during school hours, including over-the-counter medications (Tylenol, Advil, acetaminophen, etc.). If necessary, the school office personnel will assist students in taking medication (prescription or non-prescription) if the following guidelines are followed. All medication is to be checked in at the school office. Prescription or over-the-counter medication must be maintained in the original container indicating the name of the patient, physician, pharmacy, name of medication and dosage to be administered. Parents must sign a Prescription and Non-Prescription Medical Consent Form giving parental permission for school personnel to dispense medication as directed. All medication and drugs must be handled in this manner. A student with severe allergies, asthma, or diabetes in Grades 7 through 12 may assume responsibility for keeping and administering their own medication (anaphylactic medication, inhalers, insulin,) provided their parents and physician have submitted permission in writing and the school has determined self-administration to be safe and adequate.

At the end of the school year, all medications that are not collected by a parent or guardian will be destroyed.

E. CONTAGIOUS HEALTH CONDITIONS

A child who is running a fever, or who exhibits upper respiratory infection signs and symptoms, or who has been ill (vomiting) the night before, should not be sent to school. When the symptoms are gone, the child is free to return to school. If your child has an infectious illness (i.e., Strep Throat, Whooping Cough or Chicken Pox), please notify the school immediately.

Parents should notify the school as soon as possible if their child has head lice so the school can prevent the lice from spreading to other students. When the school is notified of any case of head lice, a note will be sent home with each student advising parents to check their children to see if this condition is present. For treatment (prescription or non-prescription), parents are advised to consult a physician.

F. PARENT NOTIFICATION OF ILLNESS

Indicators used, but not limited to, assisting the school in determining when a parent should be contacted are listed below:

- Oral temperature of 100 degrees or above
- Vomiting, nausea, or severe abdominal pain
- Extreme headache or marked drowsiness
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes
- Swollen glands around jaws, ears, and neck
- Ear ache
- Pediculosis (head lice)
- Other symptoms which are suggestive of acute illness

IN CASE OF EMERGENCY**A. EVACUATION PROCEDURES**

Clear Water Academy performs regular emergency evacuation drills for fire and other emergencies. In the case of an emergency evacuation, the students will follow directions of their classroom teacher.

B. INCLEMENT WEATHER NOTIFICATION

Unusual weather may cause Clear Water Academy to be closed, open late, or have an early dismissal. Details will be broadcast via local news media and/or local radio stations. Parents may also receive a phone call from a school representative. Please do not phone the radio stations as they cannot give out information on an individual school closing. Parents can check the voice mail at the school. Please call the school number only if absolutely necessary in order to keep lines available in case of emergencies.

PARENTAL INVOLVEMENT

Parents are the primary educators of their children and Clear Water Academy makes every effort to include the parents in the education and formation of their children.

We encourage parents to lend their time and talents. For more information, contact the Parent Committee through the school or via the website www.clearwateracademy.com.

A. CLEAR WATER ACADEMY PARENT COMMITTEE

The mission of the Parent Committee is to support the school in achieving its mission to provide the highest quality education and integral formation for young people. The primary role of the Parent Committee is to assist and support the school in organizing and implementing school activities, projects, events, and fund-raising projects.

The secondary role of the Parent Committee is to bring school families closer together in a Catholic environment through social, educational, and spiritual events. The Parent Committee works to foster the spirit of working in service to God and to each other.

B. FUNDRAISING

Tuition covers a portion of the school's annual operational expenditures. In order to limit tuition increases while continuing to improve the quality of our educational programs, parents, grandparents, and friends are asked to contribute as generously as they can to the school's fundraising activities.

Clear Water Academy engages in two principle fundraising activities each year, and relies on every family to participate: the Annual Fund Campaign and the Annual Gala / Auction. Both activities raise funds that support the school's operating budget. Parents will receive information about these activities in advance, as well, information will be posted on the website www.clearwateracademy.com under the section "Giving".

Other events and activities organized by teachers and/or the Parent Committee, such as the Grocery Certificate Program, may take place throughout the school year. Parents will be encouraged to participate. The proceeds from these events fund the operation of specific clubs, events, or items of purchase not otherwise allocated in the budget.

C. PARENT PROGRAMS

Throughout the year, Clear Water Academy offers a range of programs for parents, including seminars, retreats, and other spiritual activities. The purpose of these programs is to build community and support parents in their role as the primary educators of their children. The dates and topics will be published. Parents are strongly encouraged to attend these events.

D. REGNUM CHRISTI

Regnum Christi is a worldwide apostolic movement of Catholic laity affiliated with the Legionaries of Christ. Regnum Christi enjoys full ecclesiastical approval and its members are engaged in a variety of projects and ministries at the service of the Church and of society. Clear Water Academy exists in large part due to the dedicated efforts of the men and women of Regnum Christi. For more information, visit www.RegnumChristi.org or contact the Executive Director.

SCHOOL TRADITIONS

A. SCHOOL MOTTO

The motto of Clear Water Academy is the Latin phrase *Semper Altius*, meaning “Always Higher”. Our motto expresses an ideal, a commitment, and a spirit. The quest is to always move higher spiritually and academically; always centered on Christ, consecrated to the Blessed Virgin Mary, and faithful to the Holy Father. The life of the Blessed Virgin Mary serves as an ideal for all Clear Water Academy students and faculty in that she is a model of the Christian life and a person totally committed to God's will.

B. COAT OF ARMS

Mountains and Streams - Blue

The mountains and streams on the Coat of Arms represent our school and its location. Clear flowing water from the Rocky Mountains rejuvenates the earth, like our students flowing from the school to refresh and rejuvenate their community.

Knight - Gold

The knight represents our commitment to develop strength in self, strength in principle, and strength in discipline, in order to build leaders for tomorrow.

Book - White

The book represents excellence in education, as stated by our motto *Semper Altius* – “Always Higher”, but always with the whole person in mind.

Wild Rose - Red

The wild rose represents the floral symbol of Alberta.

Maple Leaf

The Maple Leaf reminds us that as Canadians, we promote the image of a just society, a peace-loving nation that is able to defend and protect its democratic rights and the rights of others.

C. SCHOOL COLOURS

The official colours of Clear Water Academy School are navy blue, red, white and gold.



2009- 2010 SCHOOL STAFF DIRECTORY

Executive Director	Mr. Bill Tomiak	btomiak@clearwateracademy.com
Principal	Mr. Paul Hudec	phudec@clearwateracademy.com
Chaplain	Fr. Jon Budke	jbudke@legionaries.org
Dean of Students - Boys	Mr. Peter van Kampen	pvan Kampen@clearwateracademy.com
Dean of Students - Girls	Mrs. Margaret Smerdely	msmerdely@clearwateracademy.com
Academic Dean (Gr. 7-12)	Dr. Patrick Glashan	pglashan@clearwateracademy.com
Academic Dean (Lower School)	Mrs. Rosemarie Walter	rwalter@clearwateracademy.com
Accountant	Mr. Lanny Zacarias	lzacarias@clearwateracademy.com
Accounting Clerk	Mrs. Adele Taylor	ataylor@clearwateracademy.com
Director of Admissions & Communications	Mrs. Gail Blashyn	gblashyn@clearwateracademy.com
Admissions and Development Coordinator	Mrs. Lynn Johnson	ljohnson@clearwateracademy.com
Director of Development	Mrs. Margaret Matthews	mmatthews@clearwateracademy.com
Admissions Assistant	Mrs. Silvana Poissant	spoissant@clearwateracademy.com
Business Manager	Mrs. Jessica Abt	jabt@clearwateracademy.com
Director of Athletics	Mr. Paul D' Angelo	pdangelo@clearwateracademy.com
Sr. Administrative Assistant	Mrs. Veronica Gallegos	vgallegos@clearwateracademy.com
Secretary - Lower School (Mon-Thurs)	Mrs. Carole Hogan	chogan@clearwateracademy.com
Secretary -Lower School (Thurs-Fri)	Mrs. Trish Williams	twilliams@clearwateracademy.com
Secretary - Upper School	Mrs. Liz Faas	lfaas@clearwateracademy.com
Academic Support and Admissions Testing	Mrs. Lucille Paplawski	lpaplawski@clearwateracademy.com
Librarian	Mrs. Janet Hutchinson	jhutchinson@clearwateracademy.com

Teaching/Academic Staff 2009/2010

Position	Name	Email address
Art Specialist	Mr. Douglas Mansfield	dmansfield@clearwateracademy.com
Latin Specialist	Dr. Joe Woodard	jwoodard@clearwateracademy.com
Art Specialist Sr. High	Mrs. Christa Volk-Quintin	cvolk-quintin@clearwateracademy.com
Music Specialist	Miss Becki Leipter	bleipter@clearwateracademy.com
Physical Education Specialist	Mr. Neil Fitzgerald	nfitzgerald@clearwateracademy.com
Physical Education Specialist	Miss April Cameron	acameron@clearwateracademy.com
Primary French Specialist	Mrs. Angela Caruso	acaruso@clearwateracademy.com
Religion Specialist	Mr. Dean Schneider	dschneider@clearwateracademy.com
Spanish Specialist	Mr. Nicola Borrelli	nborrelli@clearwateracademy.com
Pre-Kindergarten 4 Teacher	Mrs. Joyce Tekley	jtekley@clearwateracademy.com
Pre-Kindergarten 3 Teacher	Mrs. Gail Zoltenko	gzoltenko@clearwateracademy.com
Pre-Kindergarten 3 Teacher	Mrs. Linda Doyle	ldoyle@clearwateracademy.com
Five Day Kindergarten Teacher	Mrs. Mary Ross	mross@clearwateracademy.com
Three Day Kindergarten Teacher	Miss Monika Zimmermann	mzimmermann@clearwateracademy.com
Three Day Kindergarten Teacher	Mrs. Anne Galloway	agalloway@clearwateracademy.com
Grade 1A Teacher	Mrs. Mary Beth Manarey	mmanarey@clearwateracademy.com
Grade 1A Teacher (Friday's)	Mrs. Coline Vos	cvos@clearwateracademy.com
Grade 1B Teacher	Miss Heather Simpson	hsimpson@clearwateracademy.com
Grade 2A Teacher	Miss Kim Warcop	kwarcop@clearwateracademy.com
Grade 2B Teacher	Miss Olivia Wong	owong@clearwateracademy.com
Grade 3A Teacher	Miss Theresa Curtin	tcurtin@clearwateracademy.com
Grade 3B Teacher	Miss Cara Ross	cross@clearwateracademy.com
Grade 4 Teacher - Girls	Miss Meaghan Barry	mbarry@clearwateracademy.com
Grade 4 Teacher - Boys	Mr. David Roach	droach@clearwateracademy.com
Grade 5 Teacher - Girls	Miss Carolyn Skrlík	cskrlík@clearwateracademy.com
Grade 5 Teacher - Boys	Mr. James McKenna	jmckenna@clearwateracademy.com
Grade 6 Teacher - Girls	Mrs. Jane Hanson	jhanson@clearwateracademy.com
Grade 6 Teacher - Boys	Mrs. Lisa Page	lpage@clearwateracademy.com

Position	Name	Email address
Grade 7 Homeroom-Girls/Religion	Miss Veronica Hermary	vhermary@clearwateracademy.com
Grade 7 Homeroom-Boys/Religion	Mr. Dean Schneider	dschneider@clearwateracademy.com
Grade 8 Homeroom-Girls/French	Miss Maria de Leon	mdeleon@clearwateracademy.com
Grade 8 Homeroom-Boys/English	Mr. Darren Forrester	dforrester@clearwateracademy.com
Grade 9 Homeroom-Girls/Science	Miss Tara Lawrence	tlawrence@clearwateracademy.com
Grade 9 Homeroom-Boys/Social Studies	Mr. Alex Hark	ahark@clearwateracademy.com
Grade 10 Homeroom/ English	Mrs. Lori Blais	lblais@clearwateracademy.com
Grade 11 Homeroom/ Math	Mrs. Susan Volschenk	svolschenk@clearwateracademy.com
Grade 12 Homeroom/Science	Mr. Fitz Caluttung	fcaluttung@clearwateracademy.com