



Tanbridge  
ACADEMY

# Student/Parent Handbook

**2025 - 2026**

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On behalf of the Board of Directors and the staff, we would like to thank you for choosing Tanbridge Academy. It is our duty to provide all students a safe, respectful, inclusive, equitable and caring environment, develop your child's academic, athletic, and leadership skills/abilities.

### **Tanbridge Academy's Mission Statement**

"Through school and sport, Tanbridge Academy fosters passionate leaders by inspiring integrity, perseverance and high expectations."

### **Tanbridge Academy's Motto**

The motto for Tanbridge Academy is "Adversity, Perseverance, Triumph." It represents a life plan that will help students achieve their goals.

Adversity represents the challenges that students may go through in their life. These struggles will take on many forms such as academic struggles, athletic disappointments, and disagreements with family and friends.

Perseverance is the process of developing character and determination to help students deal with adversity and keep moving towards their goals. Perseverance is the determination to continue battling through difficult times.

Triumph is the reward students receives for all their hard work. It is the realization of achieving their goal(s), and the satisfaction that they worked hard for what they achieved.

### **Tanbridge Academy Pillars**

Our Tanbridge Academy Community focuses on the following Pillars. We believe that these principles help our students and staff become stronger leaders and build on strengthening their character and well-being.

**T** = Tolerant  
**A** = Ambitious  
**N** = Noble  
**B** = Balanced  
**R** = Respectful  
**I** = Inspiring  
**D** = Diligent  
**G** = Generous  
**E** = Enthusiastic

# Student Code of Conduct

Consistent with our mission and vision, and Alberta legislation, and its Safe and Caring Policy, Tanbridge Academy is committed to:

- Providing all students with a welcoming, caring, respectful, and safe learning environment. This includes those students, staff, and families who identify or are perceived as lesbian, gay, bisexual, transgender, transsexual, questioning their sexual orientation or gender identity.
- Establishing a reasonable and caring balance between individual and collective rights, freedoms and responsibilities within the school community; and,
- Publishing as part of student registration, school start information and other forms, writing expectations for student behaviour (to students and their parents) while at school, at school-related activities, or while engaging in activities that may have an impact on others in the school.

All students have the right to learn and work in an environment free of discrimination, prejudice and harassment.

This right is guaranteed under the

- Canadian Charter of Rights and Freedoms.
- The Alberta Human Rights Act as amended March 10, 2015, and the Alberta Human Rights Act, including the right not to be discriminated against by reason of race, national origin, colour, religion or gender identity or gender expression. Legislation also provides as a fundamental right the “right of parents to make informed decisions respecting the education of their children;” and,
- Requirements of the Alberta School Act (and upon Proclamation the Education Act, Section 35.1) that provide for support measures that support the equality and non-discrimination of dignity of students who may belong to minority groups, including sexual orientation.

The Tanbridge Academy Board and School will not tolerate harassment, bullying, intimidation, or discrimination based on a person's actual or perceived differences or gender identity or gender expression.

This policy covers behavior not only on school grounds, but also at any school-related functions. This applies whether contact is face to face, by phone, e-mail, internet or intranet, or by any other means of communication. Threatening, harassing, intimidating, assaulting or bullying, in any way, any person within the school community, including aggressive behaviours such as “cyber” hate messaging and websites created in the student’s home, in cyber cafes or other settings, is prohibited.

The Tanbridge Academy Board and Staff believe that all students have the right to:

- be treated fairly, equitably, and with dignity and respect.
- have their confidentiality protected and respected.
- self-identification and determination.
- freedom of conscience, expression, and association.
- be fully included and represented in an inclusive, positive, and respectful manner by all school personnel.
- have equitable access to the same supports, services, and protections provided to heterosexual students and their families.
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence; and
- have their unique identities, families, cultures, and communities included, valued and respected within the school environment.

### **Expected Conduct**

Consistent with Section 13 of the School Act and in keeping with the mission and vision of Tanbridge Academy each student is responsible for acting positively in support of a welcoming and caring learning environment by:

- Acting at all times in keeping with the vision and mission underlying the school.
- Respecting oneself and the rights of others in the school.
- Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- Refrain from and refuse to tolerate bullying whether in or outside of the school or school hours or electronically.
- Inform a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts.

- Attend school regularly and punctually.
- Diligently and actively being prepared to learn and actively pursue learning.
- Being accountable for individual behaviours to teachers and school staff.
- Cooperating with school staff to make the school a positive learning environment for all; and,
- Knowing and following the rules of the school.

### **Unacceptable Conduct**

Unacceptable behaviours that may negatively affect a member of the Tanbridge Academy community or the school's learning environment, whether in or outside of the school or school hours or electronically, include, but are not limited to:

- Discrimination. In keeping with the Alberta Human Rights Act, no student or person may discriminate against a student based on an individual student's race, colour, ancestry, place of origin, religious beliefs, gender (including sexual harassment, and gender identity) physical disability, mental disability, marital status, family status, source of income or sexual orientation.
- Acts of bullying, harassment or intimidation. As defined by the School Act, Section 1.1(b.1) bullying is defined as the "repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one more individual in the school community, including psychological harm or harm to an individual's reputation.
- Physical violence.
- Acts of retribution against an individual who has intervened to prevent bullying or informed about bullying or other unacceptable behavior.
- Illegal activities including, those involving illegal or restricted substances, possession or use or threat of use of weapons, and theft or damage to property.

Tanbridge Academy's Board and Principal encourages reporting to a responsible adult, in a timely manner all incidents of threats, bullying, harassment, discrimination, violence or intimidating regardless of the identity of the alleged harasser or offender.

The Tanbridge Academy Board will hear unresolved student or staff complaints of discrimination or harassment.

## Safe and Caring Policy

The Tanbridge Academy Principal must develop a written Student Code of Conduct for the school in consultation with school staff, students, parents, and the school board.

The Tanbridge Academy Principal must on an annual basis, review the information in the school's code of student conduct and communicate it to staff, students, parents, and the school board.

The Tanbridge Academy Principal must ensure that the school's code of student conduct includes:

- (a) expectations for student behaviour.
- (b) the consequences faced by students when they are found responsible for unacceptable student behaviour and that those consequences reflect individual student circumstances.
- (c) provisions regarding safety and security incidents; and
- (d) any other matter which in the opinion of the Principal is necessary.

The Principal shall also:

- ensure all aspects of this regulation are clearly communicated to all staff, students, and families.
- ensure staff address and provide appropriate remedial consequences for all interactions involving the use of comments, behaviours and actions which display homophobic, transphobic, and sexist, whether they occur in person or in digital form.
- ensure staff know their professional responsibility to identify discriminatory attitudes and behaviours, and create caring, respectful and safe learning environments.
- ensure awareness and adherence to all policies with respect to diversity, equity, human rights, sexual orientation, gender identity, discrimination, prejudice, and harassment.
- ensure staff utilize language and educational resources and approaches that are inclusive, age-appropriate, and respectful of diverse sexual orientations, gender identities, and gender expressions.
- provide inclusive and respectful services and supports to sexual and gender minority students and families; ensure staff work proactively to eliminate systemic inequities and barriers to learning for sexual and gender minority students and families.

- support the establishment of Gay-Straight Alliances (GSAs), or similar student support groups, at educational settings offered within the School, where interest by students has been expressed.
- ensure staff will not refer students to programs or services that attempt to change or repair a student's sexual orientation or gender identity.
- ensure discriminatory behaviours and complaints will be taken seriously, documented and dealt with expeditiously; and
- ensure all staff recognize the confidentiality of the sexual orientation and gender identity of all students and protect them from unwanted disclosure of such information.

Tanbridge Academy is a safe and respectful working environment where diversity is valued and embraced, and staff are treated with respect and supported. All staff share responsibility for creating and maintaining a work environment that is free of discrimination and harassment. Complaints of discrimination and harassment based on sexual orientation and gender identity shall be promptly investigated and resolved by the Principal and Tanbridge Academy Board.

The Tanbridge Academy Board is committed to implementing measures that will:

- Define appropriate expectations, behaviours, language, and actions to prevent discrimination, prejudice, and harassment through greater awareness of, and responsiveness to, their harmful effects.
- Ensure that all such discriminatory behaviours and complaints will be taken seriously, documented, and dealt with expeditiously and effectively through consistently applied policy and procedures.
- Improve understanding of the individual lives of sexual and gender minorities and their families, cultures, and communities.
- Develop, implement, and evaluate inclusive educational strategies, professional development opportunities, and administrative guidelines to ensure that sexual and gender minorities and their families are welcomed and treated with respect and dignity in all aspects of the school community.

The Tanbridge Academy Board also recognizes the need to develop and maintain mutually supportive relationships with a variety of sexual orientation and gender identity minority groups to ensure the ongoing improvement of the implementation of this policy.



## **Teacher and Classroom Discipline Practices**

Each teacher must develop classroom discipline practices and procedures in accordance with the Student Code of Conduct and in consultation with the Principal and students and must be made known to students.

Each teacher must ensure that classroom discipline practices:

- a. reflect and encourage appropriate student behavior and maintain school order.
- b. treat individuals in a manner which is demonstrably welcoming, caring, respectful, and safe learning environment.
- c. contain consistent procedures which are fair, reasonable and objective.
- d. avoid threats, enticements and other measures which may be regarded as coercive.

Students may be held responsible and accountable to their behavior and conduct:

- a. while they are involved in school-sponsored or related activities.
- b. on school board property.
- c. during any recess or lunch periods on or off school property.
- d. while traveling to and from school (on school bus),
- e. on vehicles used for the transportation of students to and from school and school activities; and
- f. beyond the hours of school operation if the behavior or conduct detrimentally affects the personal safety and well-being of individuals, the climate, or the efficient operation of the school.

### **Consequences**

Students are expected to conduct themselves in keeping with their responsibilities as students.

The school will investigate each instance of unacceptable conduct and pursue disciplinary action in a matter consistent with the principles of fundamental justice and the school's student discipline policy. In grave circumstances, an individual found to have engaged in unacceptable conduct may be subject to possible suspension or expulsion (see student behavior section for more detailed process).

### **Remediation and support**

To foster a positive learning environment, Tanbridge Academy will engage in reasonable and caring efforts to support both the individual(s) who may have

been the subject or victim(s) of unacceptable behaviour(s) and to support perpetrators of unacceptable conduct to improve their conduct.

Supportive actions Tanbridge Academy may include, but are not limited to:

- Mentoring of individual students by older students.
- More focused attention to individual students.
- Regular follow-up meetings of specific teachers with individual students.
- Student Peer Support Groups
- Counselling

To assist our teachers and school leaders with implementation measures, the following Alberta Education resources may be used by school staff to assist with implementation of this policy:

The Walk Around: A School Leader's Observation Guide.

<https://education.alberta.ca/media/3114867/the-walk-around-school-leader-revised.pdf>

The Walk Around: Teacher's Companion Tool.

[https://education.alberta.ca/media/142742/the-walk-around\\_teacher.pdf](https://education.alberta.ca/media/142742/the-walk-around_teacher.pdf)

When implementing the above policy directions, the Tanbridge Academy Board will act reasonably in the best interests of the student in keeping with the guidelines outlined by the Supreme Court of Canada (Loyola College vs. Quebec, 2015).

## **Parent Appeal Process**

Parents, principals, teachers and support staff working together create a strong team for a student's education.

Sometimes, however, things don't work as smoothly as we would like and parents find that they are concerned about something at school. This may be related to the education their child is receiving, discipline at the school or health and safety issues.

When that happens, parents can use a step-by-step approach to solve the problem.

Occasionally parents are hesitant about discussing problems because of a concern that it will have repercussions for their children. We assure you that this will never be the case. At Tanbridge Academy we are committed to dealing with all people in a respectful and dignified manner with a sincere desire to solve problems.

## **Step-by-step appeal process**

Parents should use this step-by-step process when working to solve problems at school:

1. The first step for parents is to talk to the teacher about your concerns. School life is filled with many interactions, differences between teachers and some students will occur and it is important that parents hear both sides. Experience has shown that the majority of problems can be solved at this step.
2. If consultation with the teacher does not bring about a solution, then discuss your concerns with your school principal.
3. If you feel you have thoroughly discussed your problem with the Principal, and you still have concerns, contact the Head of School

If, after meeting with the Head of School, you still have concerns, contact the Chairperson of the Board. A three-person committee consisting of the Chairperson and two other members of the Board will meet with you to hear your concerns. Meeting with this committee is the final step of the appeal process and a decision made by this committee is considered final.

## **Student respect and responsibility**

Students must respect:

- a. School authority.
- b. Others and their property.
- c. Acting at all times in keeping with the vision and mission underlying the school.
- d. Respecting oneself and the rights of others in the school.
- e. Conducting oneself in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging.
- f. Refrain from and refuse to tolerate bullying whether in or outside of the school or school hours or electronically.
- g. Inform a responsible, trusted and caring adult in a timely manner of incidents of bullying, harassment, intimidation or other unwelcoming or uncaring acts.
- h. Attend school regularly and punctually.
- i. Diligently and actively being prepared to learn and actively pursue learning.
- j. Being accountable for individual behaviors to teachers and school staff.
- k. Cooperating with school staff to make the school a positive learning environment for all; and,
- l. Knowing and following the rules of the school.

- m. Accepting differences in ethnicity, race, religion, gender and sexual orientation.

**Students are responsible for:**

- a. School attendance and punctuality.
- b. Their work habits, assignments and homework; textbooks and equipment.
- c. Comply with the school's code of student conduct (see above for Student Code of Conduct).

**Alcohol and drugs**

Tanbridge Academy is committed to creating a safe and caring environment for learning and teaching.

- a. Tanbridge Academy prohibits the illegal possession, sale or trafficking of illicit substances and/or the use of alcohol and illicit drugs.
- b. Students must not have active contact with, sell, store or have possession of, and/or make use of alcohol or illicit substances in the context of any school-related activity. Any such contact is unacceptable student behavior and may result in disciplinary intervention.
- c. The Principal or designate must ensure that students and parents are aware that community activities with inappropriate use of illicit substances that impact the climate of the school are also subject to disciplinary intervention.

**Unacceptable student behavior**

Unacceptable student behaviour means that in the opinion of a teacher or administrator, a student has displayed an attitude of willful, blatant or repeated refusal to act responsibly or respectfully. As stated in the School Act unacceptable student behaviour includes:

- a. conduct injurious to the physical or mental well-being of others
- b. willful damage to property
- c. use, possession of, distribution of, or active contact with drugs or alcohol
- d. possession of, or active contact with a weapon
- e. threats, extortion, or harassment
- f. conduct which endangers others
- g. use or display of obscene or abusive language
- h. theft
- i. assault
- j. hazing or initiation activities
- k. disruptive behavior, willful disobedience, or

- l. interfering with the orderly conduct of the school
- m. tampering with fire alarms and safety equipment
- n. criminal activity
- o. contravention of school rules
- p. bullying including cyber-bullying
- q. using information technology in violation, no use of pornography

Unacceptable student behavior is grounds for disciplinary action. Disciplinary measures will be taken after consideration of the nature of the incident, the effect of the incident or behavior on others, the student's previous conduct and the student's educational needs. Disciplinary measures may include:

- a. detentions
- b. in-school suspension
- c. community service
- d. suspension
- e. expulsion

Unacceptable student behavior means, that in the opinion of a teacher, Vice-Principal or Principal,

(1) the student has displayed an attitude of willful, blatant and repeated refusal to

- a) be diligent in pursuing the student's studies,
- b) attend school regularly and punctually,
- c) co-operate fully with everyone authorized by the board to provide education programs and other services,
- d) comply with the school's rules or the code of student conduct,
- e) respect the rights and property of others.

(2) the student's conduct is injurious to the physical or mental well-being of others in the school.

The Principal must ensure that student incidents and disciplinary measures are factually documented in a written report within two school days of the disciplinary action.

When responding to unacceptable student behavior, a teacher or Principal must consider:

- A. the effect of the student's behavior upon other students, the staff, the school, and the community.
- B. the nature of the action or incident that calls for disciplinary or alternative measures. The student's previous conduct and previous interventions.
- C. the student's age, maturity, and abilities.

- D. the impact of proposed action on the student's future behavior.
- E. the student's learning needs, and
- F. any other information that the teacher or the Principal considers appropriate or relevant.

A teacher or Principal may use the following measures for student discipline:

- a. assignment of a student whose behaviour is unacceptable, disruptive or destructive to an alternate supervised location.
- b. short term removal of privileges.
- c. detention; and
- d. use of reasonable force as required by way of correction to restrain a student from carrying out a violent or destructive act that could harm the student or others.

The Principal may use the following measures for student discipline

- a. alternative interventions such as Calgary Community Counseling
- b. suspension
- c. the Principal may recommend that the Board-delegated person expel a student for unacceptable student behaviour.

Any use of force or restraint by a teacher or Principal with a student must be documented immediately and a copy of the documentation must be provided to the Principal and parent as soon as possible after the incident and a copy of the documentation placed on the student's file.

The Principal must ensure that disciplinary measures including suspensions or recommendations for expulsion are documented.

The written report must include but is not restricted to:

- a. the date of the incident.
- b. the date of the suspension.
- c. circumstances respecting the suspension or expulsion.
- d. details concerning the action taken.
- e. names of persons involved in the action taken.
- f. relevant history.
- g. contacts made with parents.
- h. interventions which have been tried with the student.
- i. information regarding review procedures.
- j. expectations established for the student's conduct upon re- enrollment.
- k. the duration of the suspension; and
- l. any reasons for expulsion.

A copy of the written report

- must be retained on the student's file for
  - a. one year following the date of the suspension or expulsion, or
  - b. until June 30 of the year following the year in which the suspension or expulsion occurred,

The purpose of an in-school suspension is to create the conditions in which the disciplinary problem can be discussed and resolved.

A teacher may suspend a student from a class or part of a class for unacceptable student behaviour.

When a teacher decides upon an in-school suspension, the teacher must

- a. immediately notify a member of the school administration
- b. discuss the in-school suspension with the student
- c. document the in-school suspension
- d. ensure that the student is provided with a program of instruction for the class period, and
- e. notify the student's parent about the in-school suspension

The Principal may suspend a student, for unacceptable student behaviour,

- a. from school, or
- b. from one or more class periods, courses or education programs, or
- c. from riding in a school bus, or
- d. from skill development classes or activities

The Principal may re-enroll a student who has been suspended from class by a teacher or a student who has been suspended by the Principal.

- (a) to reinstate the student, or
- (b) to expel the student.

A student who is not reinstated within 5 school days remains suspended until the Tanbridge Academy Board decides to reinstate the student or expel the student.

### **Decision to expel**

If the Principal has recommended that the student be expelled, the Tanbridge Academy Board must immediately notify in writing, the student's parent and the student.

The Tanbridge Academy Board may re-enroll a student who has been expelled.

In the case of a student who has been suspended or expelled, decisions regarding the placement of the student following re-instatement or re-enrollment must be made in consultation with the principals of schools involved.

A student's re-instatement from a suspension or re-enrollment after an expulsion may include recommendations for

- a. medical consultation.
- b. enrolment by the student or the student's family in a treatment or counseling program designed to address the behaviour for which the student was suspended or expelled.
- c. alternative interventions such as community counseling and other restorative practices; or
- d. any other action which the Tanbridge Academy Board or Principal consider appropriate.

Recommendations established as a part of a student's re-instatement or re-enrollment must be included in the student's file and provided to the student's parent and the student, if the student is 16 years of age or older.

\*\*\*Repeated incidents or infractions of any level will carry increased consequences.

Repeated infractions or school suspensions during a calendar school year could jeopardize your child's acceptance to attend Tanbridge Academy for the following school year. The Tanbridge Academy Board and Administration Team will meet and review acceptance for the following year.

## **Academic and Athletic Integrity, Citizenship**

At Tanbridge Academy, students will need to adhere to the following expectations:

### **Academic Integrity**

- Commit to doing their best by completing all assignments, tests, and homework to the best of their ability

### **Athletic Integrity**

- Commit to doing their best by following instructions from teachers and coaches and work as hard as their can in all athletic endeavours
- Commit to displaying sportsmanship in all athletic activities
- Treat teammates, opponents, coaches, game officials, and spectators with respect



## **Citizenship**

- Show respect to yourself as well as for other students and teachers
  - Commit to becoming strong leaders and independent learners.
- Character building is a significant part of learning at Tanbridge Academy. Students are exposed to our Tanbridge Academy Pillars. Students are taught to be: Tolerant, Ambitious, Noble, Balanced, Respectful, Inspiring, Diligent, Generous, and Enthusiastic. A variety of activities and experiences are used to help students consolidate these principles/pillars.

## **Eligibility for Participation in Athletics**

Participation in athletics, which includes all training and skill development, is a privilege at Tanbridge Academy. If there are any violations of the Tanbridge Academy Code, the following steps will occur:

1. The teacher will deal with the first Code violation. Parents will be contacted regarding the situation and will be informed of the violation as well as the steps taken by the teacher to correct the behaviour.
2. If there is a second violation, the teacher, the Principal and the student will meet. At the conclusion of the meeting, there will be a written report outlining the code violations as well as a plan outlining the actions needed to correct the situation. Parents will be informed of the results of the meeting.
3. If there is a third violation, the student will become ineligible for any athletic or extra-curricular activity. The parents will again be contacted, and a meeting will occur with the student, the teacher, the Principal and the parents. At the conclusion of the meeting, an action plan will be outlined for correction of the behavior and the students return to active status.
4. If the behavior is still not corrected, the student will jeopardize their standing as a student and may be asked to leave Tanbridge Academy.

## **Recognition Awards**

### **Titan Award**

Students from grades six to nine have the opportunity to be recognized for the Titan Award at the end of the school year. The criteria for this “Leadership and Character Award” are:

- A. Continuous Academic Improvement
- B. Brace the Tanbridge Academy Pillars (Being tolerant, ambitious, noble, balanced, respectful, inspiring, diligent, generous and enthusiastic)
- C. Strong work habits (academics before sports, consistent high quality work, managing time wisely, advocating when they need support, working collaboratively with others on assignments, following instructions and expectations, using feedback to improve, studying for tests and exams, reviewing daily, handing in assignments by the deadline, participating in class, completing bonus and remedial assignments when teacher recommends them to do so, positive self-talk)
- D. Leadership qualities in school and in the community. Some ways that students are encouraged to show their leadership skills in school are:
- being part of student council
  - leading the younger students through activities and communicating with them
  - including and supporting students that may be excluded in their classroom or in the school
  - helping with the concession stand during lunch hour
  - promoting school spirit days.
  - embracing our leadership initiatives with positivity and enthusiasm
- E. Out of school leadership commitments could be:
- Supporting a charity group
  - Being involved in community clubs – cultural, recreational, learning specific, age specific etc.

Students are nominated by the Tanbridge Academy Staff to qualify for the Titan Award. Students who achieve the Titan Award have performed a standard of excellence in all the above areas.

### **Tanbridge Academy Pillar Medals**

Students from grades four to nine are recognized with Tanbridge Academy Pillars that they have shown throughout the school year. The Pillars of tolerant, ambitious, noble, balanced, respectful, inspiring, diligent, generous, and enthusiasm are listed on the medals.

#### **Honour Roll** (for grade 5-9 students)

Student achieved an overall average of 80% or above in core subjects

#### **Honour Roll with Distinction** (for grade 5-9 students)

Student achieved an overall average of 90% or above in core subjects

#### **Subject Excellence** (for grade 5-9 students)

Student achieved a grade of 80% or above in an individual core subject

#### **Subject Improvement** (for grade 5-9 students)

Recognizes the achievement and growth a student has made throughout the school year. Presented to a student who has shown consistent improvement in any core course. Awarded when a student has achieved continual academic improvement each term.

**Excellence in Complementary Courses** (for grade 5-9 students) Students are recognized for achievements in various areas:

Digital Media, Leadership, Physical Education, Spanish, Culinary Arts and Film Studies

#### **Athlete of the Year** (for grade 7-9 students)

- student has participated in more than one sport
- possesses athletic ability
- displays sports person like conduct
- respectful and strong leader for his/her team
- attends regular practices and games
- participates in many of the extracurricular sports

### **Arrival and Departure**

The safety of our students is a priority at Tanbridge Academy.

Driver cooperation, common sense, and courtesy to fellow parents, bus drivers, and staff will contribute to a harmonious and safe beginning and ending to your child's day at school.

We ask that all parents and student drivers drive sensibly and with an awareness of the increased traffic flow in the parking lot. Watch for pedestrians, park only in designated areas and refrain from idling in nearby driveways or lane-ways.

Parents or guardians must provide the school with written documentation informing the school of any special arrangements or change in transportation.

## **Schedule**

For the next school year, we are needing to stagger our dismissal times for our students to keep the volume in the parking lot safe. If you have more than one child attending, please pick them at 3:30 Monday – Thursday and 2:40 on Fridays.

### **Junior Academy and Junior Kindergarten**

9:00 start

3:00 dismissal from Monday – Thursday

2:10 dismissal on Fridays

### **Kindergarten Students**

8:30 start

3:00 dismissal from Monday – Thursday

2:20 dismissal on Fridays

### **Grade 1 to 6 students**

8:30 start

3:15 dismissal from Monday – Thursday

2:30 dismissal on Fridays

### **Grade 7 to 9 students**

8:30 start

3:15 dismissal from Monday – Thursday

2:30 dismissal on Fridays

Students are not to be dropped off at school prior to 8:20 a.m., unless arrangements have been made ahead of time and they are specifically at school for a pre-arranged activity under the direct supervision of a teacher or in our Before School Program. Supervision will be provided to students from 8:20 a.m. to 8:30 a.m.

Students need to be picked up by 3:30 p.m. on Mondays-Thursdays and Fridays at 2:45 p.m. unless your child is in an after-school activity. If you are interested in our Before and After School Program, please complete the package.

## **Visitors**

All visitors need to sign in at the school office. Visitors should make an appointment through the office with the appropriate person. Though an attempt will be made to accommodate unscheduled visitors, it may be necessary to ask the visitor to return when an appropriate appointment has been made. Parents are asked to contact teachers to schedule an appointment at a mutually convenient time.

## **Attendance**

### **Absent/Late**

To support academic success and consistency, students must be at school all days that the school is open. If a student is going to be absent or late, please phone the school or e-mail the Homeroom Teacher and advise us of the reason for the absence or the student's expected time of arrival. It is very important that we are advised of a student's absence. If a student is not at school and we have not been notified of the absence, we will contact the parents/guardian to determine the student's whereabouts.

### **Extended Absence**

To provide an optimal learning experience, it is essential that student absenteeism is kept to a minimum. While extended absences are occasionally necessary, it is difficult to replicate classroom instruction with assignments. When it is necessary for a student to be away for an extended period of time, dates of the absence must be reported to the school office and contact must be made with the teacher to arrange for missed assignments to be completed outside of the school. It is understood that it may be necessary at different times during the year to be away from school, however we encourage you to keep these days to a minimum.

## **Medical Concerns and Emergency Situations**

Any medical problems or medication requirements must be recorded on the medical form each year. Parents are also required to inform the classroom teacher of any health concerns. Parents are expected to keep Tanbridge Academy Administration informed when there is a change in the medical condition of the student, as well as any other changes in family or personal circumstances which may significantly impact a child.

### **Medications**

Students taking medication on a regular or short-term basis must have this documented in their student file and notify the homeroom teacher. It is the sole responsibility of parent and student to ensure that medication is taken. The teacher is not responsible for administering medication to students, as this creates a possible liability.

## **Food Allergies and Snacks**

We have students who have been identified as having peanut or other food allergies. Exposure to certain foods, including peanuts and peanut products, can have very serious, and sometimes fatal, consequences. It is our desire to promote as safe an environment as possible for all Tanbridge Academy students. Therefore, we are asking all families to be vigilant in monitoring the food items that they send to school. Please avoid foods with peanuts, peanut butter, peanut oil, or any other nut products.

It is important to keep in mind that such conditions can be virtually impossible to enforce, and as such is something that we are unable to guarantee. The school is highly “allergy conscious” and will make every attempt to maintain a safe and healthy environment for all students.

### **Lunch**

Students eat lunch in designated lunch areas. Microwaves are available in the school. Hot lunches may be ordered a few days per week through Healthy Hunger – more information will be provided to you at the beginning of the school year.

### **Homework**

1. When homework is assigned, it will be intentional and purposeful work. It may be a situation where additional work is needed to master a skill or an assignment was not completed during the day.
2. When students are preparing for exams, there will be supplemental work that will be required at home.

3. Students are strongly encouraged to read at home on a daily basis, both for pleasure as well as for school. Reading and comprehension are both foundational skills for learning and can be greatly improved when the reading process is a recurring practice and supported at home.

## **Uniforms**

Your school uniform identifies you as a student at Tanbridge Academy. All students are encouraged to feel pride in being members of Tanbridge Academy and adherence to our uniform requirements is of utmost importance.

When you wear the Tanbridge Academy uniform, you represent the qualities that are expected of Tanbridge Academy students: integrity, respect, and determination. All students are expected to arrive at school daily with the proper uniform and good grooming is equally important.

Uniform items must be clean and in good repair. Parents will be contacted if the uniform worn by the student is incomplete or inappropriate and students who are non-compliant will not be permitted to attend classes. Any headgear must be removed as students enter the building.

Each item of clothing should be marked with the student's name. It is highly recommended to use a laundry pen or iron-on labels. The school is not responsible for lost clothing.

All school uniform pieces **MUST** have the Tanbridge Academy Logo.

### **Classroom Uniform**

- Tanbridge Academy pants (track, soccer style, or yoga style pants for girls)
- Tanbridge Academy golf shirt/v-neck/t-shirt
- Tanbridge Academy hoodie/track jacket
- Tanbridge Academy black shorts

### **Physical Education Uniform** (for grade 4-9 students)

- Tanbridge Academy black shorts
- Tanbridge Academy grey t-shirt
- Non-marking gym shoes

## **Skill Development Uniform (Grade 1-9 students)**

- **Soccer**

- Tanbridge Academy soccer jersey shirt
- Tanbridge Academy soccer shorts
- Tanbridge Academy soccer socks
- Soccer shoes

- **Hockey**

- Tanbridge Academy hockey jersey
- Tanbridge Academy hockey socks
- Black helmet
- Black gloves
- Black pants

- **Basketball**

- Tanbridge Academy basketball jersey shirt
- Tanbridge Academy basketball shorts
- Basketball shoes

- **Dance:** Items can be purchased at: Bodything's Dance Wear - 7337 Macleod Trail S.W. (We have a Tanbridge Academy account at this location, so they can help you get all the items listed below.)

Girls will require:

- Black bodysuit- ANY STYLE
- Beige Tights- Style # 314 (hole in bottom)
- Black dance booty shorts
- Black Leggings (Intermediate dancers ONLY)
- Beige Jazz Shoes
- Black Tap shoes (Mary Jane or Lace up)
- Hair pulled up in pony, bun or braids

Boys will require:

- Fitted black shorts and fitted black shirt (not loose)
- Beige Jazz shoes/Tap shoes
- Black ankle socks

- **Equestrian**

- Helmet
- Short riding boots
- Half chaps
- Riding pants

Items could be purchased at the Greenhawk Store (12204 40th Street S.E. Bay #16)



Any uniform violations will be dealt with immediately and parents will be informed of the student uniform infraction. Parents will be contacted through e-mail or a phone call if the uniform worn by the student is incomplete or inappropriate and students who are noncompliant will not be permitted to attend classes.

Students will have a place to store their physical education apparel and skill development equipment.

## **Field Trip Protocols**

Parental permission is required for any participating student. If a school team is playing away from the Tanbridge Academy campus, notification of the game location, telephone number, departure and return times must be left at the main office. A copy of the letter indicating parental responsibility for pick-up time is required in the main office.

## **Volunteers**

All parents or guardians volunteering to work with children at Tanbridge Academy are required to:

- provide a Police Information Check with a Vulnerable Sector Search by the Calgary Police Service.
- complete a Volunteer Registration Form; and
- provide a driver's abstract if driving students in their own vehicle.

## **Telephone Calls/Use of Personal Electronic Devices**

As our office and teaching staff are very busy, we ask that phone calls be kept to a minimum. Messages can be left for your child with the school receptionist. In the case of an extreme emergency, a parent may speak to a student on the phone during class time. In all other cases, parents may leave messages on the school voicemail, which will be relayed to the student at an appropriate time. At the discretion of the teacher and pending the seriousness of the request, a student may phone a parent during school hours.

## **Cell Phone Policy**

All students with a cell phone will be asked to place their phones in their Homeroom container once they enter their first class in the morning. Phones will remain in the container until the end of the school day.

If students require access to their phone throughout the day (for communication purposes only; **no social media**), it must be under direct supervision of the teacher present in the classroom. Additionally, the phone in the office is available for student use.

If parents need to contact their child during school hours, they can call the school receptionist at 403-259-3443.

Violating the cell phone policy will result in the following:

- First offense- A verbal warning will be given to the student.
- Second offense- The phone is taken away and will be kept in the office for the day.
- Any further infractions will result in the student not having a cell phone on school grounds for a period to be determined based on the frequency of the violation. Furthermore, students who do not adhere to these guidelines will be subjected to other disciplinary actions.

## **Technology Use Policy**

- The Tanbridge Academy technology (iPads/computers) is designed to bring mobile technology into the classrooms for all students. Every Tanbridge Academy student will use technology in the classroom and at home throughout the school year.

### **Care of Technology**

All users must follow the Acceptable Use Agreement for this technology. Students are responsible for the general care of the technology.

### **General Precautions**

- Technology is not to be left in an unlocked locker, unlocked classroom, or any unsupervised and unsecure area.
- Cords and cables are to be inserted carefully into the iPad/computer to prevent damage.

## **Carrying Technology**

- Protective cases will be properly fitted to protect the iPads. Care should be taken to handle the iPad/computers safely.

## **Screen Care**

- Technology screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Avoid leaning on the top of the iPad/computer when it is closed.
- Avoid placing anything near the iPad/computer that could put pressure on the screen. (This includes when it is in a backpack and/or carrying case.)
- Clean the screen with a soft, dry cloth or anti-static cloth; no cleansers of any type should be used.
- Avoid bumping the iPad/computer against lockers, walls, floors, etc.

## **Screensavers/Backgrounds**

- Inappropriate or provocative media (including, but not limited to: pornographic/sexualized images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images) may not be used as a wallpaper or background and are subject to disciplinary action.

## **Sound/Music/Games/Apps**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Music is only allowed on the iPad/computer if permission is obtained from a teacher. Internet games are not allowed on technology during school hours. If educational game apps are installed, they may only be used with the approval of a teacher during school hours. Students may not access the Internet or apps during class time unless otherwise instructed to do so by his/her teacher.

## **Photographs/Videos**

- Technology comes equipped with both front and rear-facing camera and video capacities. Students may not take pictures during class time unless otherwise instructed by their teacher (including self-pictures). As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group. Tanbridge Academy retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain the school's permission to publish a photograph or video of any school-related activity. Photographs or videos are strictly prohibited in washrooms, change rooms and shower areas. Unauthorized recordings are subject to disciplinary action

in accordance with Tanbridge Academy Handbook. A student's Camera Roll may be checked by a Tanbridge Academy staff member without prior notice.

### **Internet Connectivity**

- Technology will have an Internet browser installed on it so that when the iPad/computer has access to Wi-Fi, the Internet will be accessible through the device.

### **Internet Access at School**

- While at school, students will be accessing the Internet through the Tanbridge Academy network. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone number of others.

### **Student Responsibilities**

- Always use your technology in a responsible and ethical manner. Obey general school rules concerning behavior and communication that apply to network use and in accordance with the Tanbridge Academy Acceptable Use Policy. Always turn off and secure your assigned technology after you are done working to protect your work and information.

### **Appropriate Conduct**

Unacceptable conduct and/or illegal interaction using the iPad/computer is strictly prohibited. This includes, but is not limited to:

- Cyber-bullying or anything that can be construed as cyber-bullying, including sending or displaying offensive messages or pictures or harassing and violating others
- Using the network for any illegal activity, including violation of copyright or other contracts
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Accessing inappropriate matter on the Internet
- Using technology capabilities for cheating
- Using technology capabilities for communicating with other students, friends or parents during class
- Invading the privacy of individuals which includes but is not limited to accessing another person's account and/or files and taking pictures or videos of a student or teacher unknowingly
- Posting personal communications without the author's consent

- Posting anonymous messages
- Use of non-educational social media networks or apps which include but are not limited to Facebook, Instagram, TikTok, Snapchat, and Twitter
- Placing unlawful information on a system
- Using abusive or otherwise objectionable language
- Sending messages that are likely to result in the loss of recipients' work or systems
- Degrading the good name of Tanbridge Academy in any technological communication both within and outside of school
- Sending chain letters, broadcast chats, texts, or instant messages to a list of others
- Use of the information services for commercial activities for profit or product advertising
- Degrading or disrupting equipment or system performance
- Any other use which would violate the policies of Tanbridge Academy concerning proper student conduct

### **Loss or Damage of Personal Technology**

- Students are responsible for their personal technology while at school. Tanbridge Academy will not be held liable for any lost, stolen or damaged iPad/computer while at school. It is recommended that families purchasing their own iPad/computer take advantage of the AppleCare+ program offered by Apple.

### **Student Discipline**

- The discipline procedure in the Tanbridge Academy Handbook addresses offenses such as stealing and destruction of school or personal property, which apply to the iPad/computer. Depending on the seriousness of the offense, students may lose iPad/computer and/or network privileges and/or be suspended because of rule infractions.

### **A Parent/Guardian Guide to Student Use**

Tanbridge Academy recognizes that with technology comes challenges to both teachers and parents.

Below is a list of suggestions that may aid you, the parent, in effectively guiding your child's use of their personal iPad/computer.

- Take extra steps to protect your child. Encourage your child to use and store the iPad/computer in an open area of your home, such as the kitchen or family room, so you can monitor what your child is doing online. Use the Internet with your child to help develop safe surfing habits. Children often model adult behavior.

- Go where your child goes online. Monitor the places that your child visits. Let your child know that you're there and help teach him/her to act appropriately as he/she works and socializes online.
- Review your child's friends list. You may want to limit your child's online "friends" to people your child knows and is working with in real life.
- Understand sites' privacy policies. Internet sites should spell out your rights to review and delete your child's information.
- Report unwelcome or malicious online threats. Report any online interactions that can be considered threatening to the proper authorities in a timely fashion to the school.
- Help your child develop a routine. Many parents have found success by creating and monitoring a routine for their child's appropriate use and care of the iPad/computer.
- Look at the apps or programs. It is to the advantage of the students, parents, and school that the parents have a working understanding of the programs and student work found on the iPad/computer.
- Read and share the Tanbridge Academy iPad/computer Care and Maintenance Policy with your child. By reading and discussing the care and maintenance policies, you can create a clear set of expectations and limitations for your child.
- Protective carrying bags. Tanbridge Academy strongly suggests students utilize a protective carrying bag to help prevent accidental dropping of the device.

### **Tanbridge Academy Care and Maintenance of the iPad/computer**

- The care of your iPad/computer is your responsibility.
- Never leave an iPad/computer unattended. When not in your personal possession, the iPad/computer should be in a secure, locked environment. Unattended iPad/computer will be collected and stored in the school's office.
- Your iPad/computer comes with a protective case to help minimize damage. The iPad/computer must always remain in the protective case.
- Do not lend your iPad/computer to another person.
- The iPad/computer is an electronic device and care must be exercised when handling the iPad/computer. Never throw or slide the iPad/computer or a book bag that contains an iPad/computer. Never place an iPad/computer in a book bag that contains food, liquids, heavy, or sharp objects. Avoid placing weight on the iPad/computer.
- Avoid applying liquids to the iPad/computer. The iPad/computer can be cleaned with a soft, slightly dampened, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners,

aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the iPad/computer. Use of unapproved cleaners may remove the protective film covering the face of the iPad/computer.

- While the iPad/computer is scratch resistant, the iPad/computer will scratch. Avoid contact with sharp objects. Commercially produced screen protectors can be purchased to protect the screen.
- Never expose an iPad/computer to long-term extremes in temperature or direct sunlight.
- Your iPad/computer comes with ports for charging and other accessories. Care must be exercised when plugging and unplugging accessories. Student-issued iPad/ computer accessories are the responsibility of the student.

## **Lost, Stolen, or Damaged Devices**

Tanbridge Academy takes no responsibility for stolen, lost, or damaged cell phones, including lost or corrupted data on those devices. While school staff will help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones.

## **School Textbooks, Lockers, iPad/Computers**

Students will be issued textbooks, lockers, locks and iPad/computer (if required) through the main office. Each student is responsible for the textbook, locker, lock and iPad/computer assigned to them. Any students with outstanding or damaged textbooks, lockers, locks or iPad/computer will be invoiced accordingly.

## **Valuables**

Students are strongly urged not to bring personal valuables to school. Please be aware that it is the sole responsibility of each student to care for personal items. The school is NOT responsible for lost or stolen items.

## **Monthly Assemblies**

The student body will meet once a month for assembly. The assembly will be a time to celebrate successes, listen to guest speakers, share information and strengthen and support the culture, rituals and climate of Tanbridge Academy.

## **Tanbridge Academy Parent Association**

The TAPA committee will be established in early September. It will be comprised of parent volunteers who will initiate and plan different activities for the school throughout the school year. Information will be provided with details regarding the TAPA Committee.



## Parent and Student Agreement

We, the undersigned, have read and agree to the Tanbridge Academy's expectations signed on the day of \_\_\_\_\_, 20\_\_\_\_, in the city of Calgary, Province of Alberta.

Parent:

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Signature

Name Printed

Student:

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Signature

Name Printed