

Seeking Truth, Healing and Reconciliation

Archbishop Carney Regional Secondary School



Parent Start-Up Manual 2022-2023

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Part 1: School Policies

INTRODUCTION

Archbishop Carney is a Regional Secondary School of the Archdiocese of Vancouver and the primary purpose for which it exists is to educate students and to challenge them to excellence in all aspects of their life in a Catholic environment. Though committed to academic excellence as the means to its end, Archbishop Carney, unlike other schools, is not primarily an academic institution. Rather, it is a Christian community dedicated to:

1. Bearing witness (in word and deed) to Jesus Christ as revealed through Scripture, and tradition.
2. Forming a Christ-centered faith community whose mission it is to make the Kingdom of God present in the world and to fully express itself in prayer, in sacrament, in joyful celebration and in service to others.

The Religious Education program, the Academic program, the co-curricular program, and the extra-curricular program are all designed to help each member of the Archbishop Carney Community to take a greater part in the Christian community of the school. Archbishop Carney Secondary exists:

- to have students, faculty and parents share as one community the values which are rooted in the Gospels.
- to have each recognize that he/she is loved intimately by the Father
- to help all members to relate their work, their activities, and their personal growth to real life situations in family and society and thereby to develop moral values in making personal choices, with an awareness of their effect on self and others.

The character and identity of any school is shaped by its past and its present. Its history and traditions come out of the past. Its present is shaped by the unique group of people which comes together each school year to form a community through their work for each other.

Our community will grow out of the work we do together and from our sharing of prayer, service and social opportunities. We will continue to work on building our rituals and traditions. Keep in mind the words of the man after whom we are named, Archbishop James Carney. "Our schools have been built and maintained in a spirit of deep faith, sacrifice and cooperation. May these qualities never be lost."

SIGNIFICANCE OF THE CREST OF ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

The cross and the "M" are taken from the coat of arms of St. Pope John Paul II. The "M" signifies the special love that the Holy Father had for Mary, the Mother of Jesus, who stood at the foot of the Cross.

The shell represents St James, the baptismal patron of Archbishop Carney.

The mountain backdrop portrays Vancouver, Archbishop Carney's birthplace.

The sheaf of grain is taken from the Carney family coat of arms.

The chalice and host represent Corpus Christi Parish, the parish of Archbishop Carney's birth and youth and the scene of his pastoral ministry. The chalice and host also remind us that we are a community sustained by the Eucharist. (Updated June 2016)



MISSION STATEMENT

Archbishop Carney Regional Secondary School is centered in Christ. The school's primary commitment is to educate students in a Catholic environment, to challenge them to excel in all virtuous aspects of life, and to encourage them to use their gifts in the service of the community. (Updated June 2016)



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VISION STATEMENT

We will strive to make this mission statement integral to all that we do by pursuing a number of goals. These include:

- ◆ To foster within the members of our community a strong, personal relationship with God and a love for His Church.
- ◆ To encourage an awareness of God and an appreciation of our responsibilities as Catholics to proclaim that Jesus Christ is Lord and Savior.
- ◆ To develop the spiritual, moral, physical and intellectual well-being of our school community.
- ◆ To protect, promote and defend the sanctity of life in all its stages according to the doctrine of the Catholic Church.
- ◆ To promote the safety, acceptance, and respect of every person.
- ◆ To offer education of the highest quality.
- ◆ To encourage responsibility and self-reliance as preparation for adult life in the spirit of solidarity and subsidiarity as stated in the Catechism of the Catholic Church (CCC 1883-85).
- ◆ To recognize that our bodies are temples of the Holy Spirit and to treat them with the utmost respect.
- ◆ To nurture an awareness of our social responsibilities and a sense of stewardship through our time, talent and treasure.
- ◆ To encourage cooperation between parents, students and staff.
- ◆ To assist parents in teaching our students respect for people and property.
- ◆ To cultivate creativity and an appreciation of true beauty and goodness.
- ◆ To further our pupils' interest in and knowledge of their cultural inheritance and engender a respect for other cultures.
- ◆ To encourage participation in physical activities to develop a sense of sportsmanship while enhancing their quality of life through active living. (Updated June 2016)

RESPECT FOR ALL

Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted and respected. We understand the various dimensions of respect to include the following:

- ◆ Accept and respect yourself.
- ◆ Respect the diversity of ethnic and racial mix at Archbishop Carney.
- ◆ Respect our various religious backgrounds and practices.
- ◆ Respect personal and school property, both here and at neighboring schools.
- ◆ Respect the authority of all school staff.
- ◆ Use language appropriate to a school setting.
- ◆ Respect the rights of other persons. There is no place for threats, possession of weapons, fighting and violence.
- ◆ Refrain from personal harassment**



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**Personal harassment means verbal or physical conduct, directed at a specific person which causes substantial distress in that person, and serves no purpose but to cause such distress. Such behavior includes, but is not limited to:

- 1) words, gestures, or actions, the natural consequence of which is to humiliate alarm or abuse another person.
- 2) discriminatory conduct based upon a person's race, colour, ancestry, place of origin, political beliefs, religion, physical or mental disability, gender, sexual orientation, gender identity or expression, physical appearance, or health.

All people have the right not to be touched, teased, or humiliated.

Archbishop Carney Regional Secondary School recognizes that every person has the right to be in a school environment free from discrimination, harassment, abuse, and violence; one in which the dignity and self-esteem of all individuals are upheld. Archbishop Carney Regional Secondary School prohibits and will not condone any form of violence, abuse, bullying or harassment towards any employee of the CISVA. Archbishop Carney Regional Secondary School follows the CISCA Policy on Harassment/Bullying Prevention of employees that can be found at: <https://cisva.bc.ca/home/policy-manual/#tab-id-4>

Please refer to CISVA Parent Code of Conduct (Policy 412) and CISVA Student Code of Conduct (Policy 407) which can be found at: <https://cisva.bc.ca/home/policy-manual/#tab-id-5>



ATTRIBUTES OF A GRADUATE

INTELLECTUAL DEVELOPMENT

The graduate should:

- Achieve competency in course subjects that will enable him/her to think critically and solve problems in order to develop faith-based opinions, judgments, and form decisions.
- Discover and develop his/her God-given talents in order to become the person God created them to be.
- Achieve the ability to use and understand information technologies in a morally responsible manner rooted in the teachings of the Gospel.
- Achieve the ability to communicate effectively as a witness of Christ in any circumstance and with a variety of audiences.
- Achieve an understanding of the importance of a lifelong commitment to continuous learning, including knowledge of their faith.

HUMAN and SOCIAL DEVELOPMENT

The graduate should achieve:

- An understanding of the importance of living a life centered in Christ with continued spiritual growth.
- The understanding that our bodies are temples of the Holy Spirit that should be nurtured spiritually, physically, and emotionally.



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- The knowledge, skills and Catholic wisdom required to be socially responsible citizens who act in a caring and moral way, respecting all people as creations of God of equal dignity and recognizing the rights of others to hold different ideas and beliefs.
- The knowledge and understanding of the Doctrine of the Catholic Church that is needed to participate meaningfully as a member of a (democratic) society with the rights and responsibilities inherent in Canada and the world.
- The moral courage to take the initiative to respond to the needs of others.
- The understanding of our responsibility to be good stewards of creation.

VOCATIONAL DEVELOPMENT

The graduate should achieve:

- Be open to God's plan for his/her life and take responsibility for seeking His will in an ever-changing society
- Understand that a vocation is a calling from God, whether it leads to a single, married, or religious life.
- Contribute to society practicing his/her Catholic values as he/she works towards his/her career goals.
- Endeavor to find meaning and dignity in their vocation.

RELIGIOUS LIFE

The life and activities of the school are to be filled and governed by the Spirit of the Gospel. They are to flow out of and express the underlying philosophy of the school. Students and staff will be provided with opportunities for growth in their faith lives through prayer, courses, and service.

PHILOSOPHY OF CHRISTIAN EDUCATION

The Christian Education program at Archbishop Carney Secondary School is designed to foster growth in the students' faith, in the knowledge of their faith, and in the understanding of themselves as Christian people. The program strives to do this in a variety of ways.

We believe that Christ is the focal point of school life at Archbishop Carney Secondary School, and that we should do our utmost to develop a Christian community within the school. Thus, building Christian community is the first facet of the Christian Education program. However, building Christian community can never be restricted to Christian Education teachers alone; it is incumbent upon the staff as a whole in conjunction with the parents and pastors to work together to build up a regular schedule for Eucharistic celebrations both for the school as a whole, on a monthly basis, and for any students and staff who desire so, on a weekly basis. Together with the Eucharistic liturgies, seasonal prayer, and the regular opportunity to receive the sacrament of Reconciliation are the basis of the second facet of the Christian Education program, the sacramental life of the school.

The third facet is the retreat program which seeks to give the students an opportunity to engage in faith sharing outside the regular day to day school life. The approach taken with the retreat program may vary from year to year depending on the needs of the students and the desire to provide a variety of experiences for the students.

The final facet of the Christian Education program is classroom instruction. While it is important to recognize that classroom instruction is only part of the religious life of the school, it is a vital part. It is in Christian Education classes that we give the students the opportunity to study and learn the history and content of the Catholic Faith so as to lead them to a deeper faith commitment. Assessment in the Christian Education classes is based on knowledge of the faith content and in no way tries to "grade" the faith commitment of students.

As a course, the Christian Education course is as valid and important as other classes and requires the same dedication to excellence that is expected in any other course at Archbishop Carney Secondary School. This dedication to excellence



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demands that students take the Christian Education class seriously. Students must complete the majority of assignments including all major assignments in Christian Education.

There are many opportunities at our school to participate in outreach and service programs in the greater community. This voluntary service to others gives the students practical experience of how to live out the Christian way of life in the world around them

CHRISTIAN EDUCATION COURSES

Participation in the Religious Education Classes is an integral and vital part of the education and formation of each student in the school. As far as this leads them to study and learn the history and content of the Catholic Faith, students can expect to be assessed in what they are studying and learning. The objective remains to create in them a deep and life-long love for the Church, its Sacraments and prayer-life, by which they are enabled to love God and their fellow human beings to the fullest.

SCHOOL MASSES

The importance of the Mass is recognized at Archbishop Carney both as a way of increasing the Faith of the individual and helping in the building of Christian community. Students and staff members are encouraged to attend our weekly Mass. Regularly throughout the school year Masses are offered in the MRP for grade-level masses and in the gym for the whole school. Students are given an opportunity to share in the preparation of these Masses and attendance is mandatory.

SANCTITY OF LIFE

We are a community of students, teachers, staff, and parents who believe in the sanctity of human life from conception to its natural end. We oppose the destruction of life through any means including abortion and euthanasia. This is in keeping with the Doctrine of the Catholic Church as stated in the Catechism; (CCC 2258, 2270-2279).

- We affirm the sanctity of human life as a gift from God that needs to be protected and fostered.
- We encourage and support the work of pro-life organizations.
- Through the mercy of Christ, we show compassion and assist any student who may become involved in a pregnancy:
 - a) By providing guidance, support, and aid.
 - b) By fostering an atmosphere of love and care within the school community.
 - c) By exercising discretion and flexibility in supporting their continuing education.
 - d) By discouraging negative judgments or repercussions within our school community. (Updated June 2016)

Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted, and respected.

ACADEMICS

The course of studies at Archbishop Carney Regional Secondary School will follow that which is prescribed by the Ministry of Education.



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ASSESSMENT POLICY - March 2014

WHY: RATIONALE

At Archbishop Carney, we believe that the best practices regarding Assessment create a culture of learning within the classroom. This culture holds students accountable for learning and aids them in understanding that learning is a process. Participation in the learning process is just as important as earning marks. This supports our belief in the development of life-long learning. In addition, teaching best practices support assessment policies that are student-centered and identify the inconsistencies in student learning to inform further forms of instruction. This provides us with evidence of learning that is a recent and authentic reflection of students' ability and understanding.

WHAT

Students will be provided with opportunities to demonstrate mastery of the Prescribed Learning Outcomes after showing evidence of engagement in the learning process as determined by the educational professionals and/or as prescribed by the B.C. Ministry of Education curriculum.

HOW

Formative Assessment tasks that are constructed with the use of clear criteria and exemplars must be collected and recorded as evidence of learning that is shared with students (feedback). Evidence can include, but is not limited to, the following list:

- Practice
- Quizzes
- Student conferences
- Verbal and numeric feedback
- Portfolios
- Test/Quiz analysis
- Self and peer assessment

Summative Assessment tasks include all collected and recorded evidence of evaluated demonstrations of learning. Evidence can include, but is not limited, to the following list:

- Quiz
- Test
- Projects
- Performance tasks – verbal, written or skill demonstration (ie. language conversations, music performance, speeches, physical skill assessment, writing assignments and oral presentations, science labs)
- Exams
- Participation Rubrics

RE-ASSESSMENT OPPORTUNITIES

Opportunities for re-assessment will be made available when there is an inconsistency between the performance achieved during formative and summative assessments. On a case-by-case basis, students may be given a re-assessment due to extenuating circumstances.



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USE OF ZEROS

Students who do not hand in their assigned work will be given a zero until that work has been completed and handed in. Once the work is submitted to the teacher, the assigned mark will replace the zero. All work must be completed by the Final Reporting Period Deadline at which point the zeros remain as such.

LATE WORK PROCEDURES

Late work will be accepted. However, there may be non-numerical consequences to work being submitted late. These consequences may include less formative feedback on the work handed in, completing an alternate assignment, and other reasonable items as identified by the teacher. When a student has not submitted work by the published due date in any of their courses the following procedures will be followed:

1. The student will be assigned to Catch Up Club (see Catch Up Club guidelines below).
2. A late work deadline will be set for all students in all courses. In order for any late work to be assessed and included in the next reporting period, the work must be completed by this date. The work may be submitted after this date but will not apply to the current reporting period. Not completing this work prior to the reporting period may result in the student receiving an “IE” on the reporting document (Insufficient Evidence). *Please note: this applies to late work only. Teachers may still assign work after this date to be included in the current reporting period. The late work deadline does not indicate the end of the term.*
3. The “IE” will remain in place until such time as the student is caught up. If the work is not completed prior to the next reporting period, the student will again receive an “IE”. This process will continue until the assignment is received or the school year ends.

CATCH UP CLUB

Any student who has not handed in an assignment on time may be sent to Catch Up Club. This will occur at lunch Monday – Thursday. The guidelines for students sent to Catch Up Club are the following:

1. The student’s teacher must confer with the student that their assignment is late, and they are required to attend Catch Up Club until such time as it is completed. The teacher will also ensure that the student has a copy of the required assignment.
2. The student will report to Catch Up Club immediately at the start of lunch. They may not purchase their lunch from the cafeteria or leave campus and will instead be expected to stop at their locker to get the required assignment and their lunch and proceed directly to Room 206.
3. The student will remain in Room 206 for the duration of that lunch period. There is no provision for a student to leave part way through Catch Up Club.
4. When the student has completed his/her work, it must be submitted directly to their teacher. Once the teacher has received the work and determined it to be complete, the student will no longer be required to attend Catch Up Club.
5. The supervising teacher in Catch Up Club will not:
 - Remove the requirement to attend Catch Up Club,
 - Accept any completed work
 - Phone the student’s teacher to see if work has been completed and turned in. The student must take care of all of this on his/her own.

The above procedures will be in place for all teachers in all departments throughout the school.

IEs (formally I Reports)

An “IE” mark will be assigned to a student at a reporting period for one of the following reasons:



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- The student has not demonstrated sufficient understanding of the key learning standards and is at risk of failing the course.
- The student has not completed core assessment tasks leading to insufficient evidence to demonstrate understanding of key learning standards in the course.
- The student's standing in this course is In Progress due to extenuating circumstances.

An "IE Report" will include a support plan to identify the areas of concern and outline requirements needed to meet the expectations of the course.

HOMEWORK

The following are the hours that should be spent by each student engaged in homework.

- Gr 8 and 9: 1.5 hours minimum per 5 evenings per week
- Gr 10: 1.5 to 2 hours minimum per 5 evenings per week
- Gr 11 and 12: 2 to 3 hours per 5 evenings per week

If a student is regularly doing many more hours of homework than this, the parent should contact Student Services. Students should never be in the position to say there is no homework during the course of an entire week.

Parents should contact their child's teachers (via email) for any homework assignments if a student will be away from school due to illness, vacation, or any other family matters.

LEARNING UPDATES (REPORT CARDS)

Communicating student learning provides an opportunity for students, parents and teachers to celebrate a student's growth and development in the school. Assessments continue to be based on student performance in relation to the learning standards including essential concepts and competencies (skills) and key learning standards in the classroom context.

This year, written Learning Updates will be issued in November, February, and June.

The quarter rotation dates will be as follows:

- QUARTER 1: September 7 to November 10**
- QUARTER 2: November 15 to January 27**
- QUARTER 3: January 31 to April 21**
- QUARTER 4: April 24 to June 22**

For Grades 10-12 classes, the following letter grades will be used:

LETTER RANGE

A	86-100	F	49-0
B	73-85	IE	In Progress or Incomplete
C+	67-72	RM	Requirement Met (Graduation Transitions)
C	60-66	SG	Standing Granted
C-	50-59		

For **Grade 8 and Grade 9 courses**, the following levels of proficiency will be used to communicate student growth and understanding relevant to key learning standards in each curricular area:



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Proficiency Scale				
	Emerging	Developing	Proficient	Extending
	The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.

EXTENDING
<ul style="list-style-type: none"> The student consistently and independently demonstrates competence and sophistication in applying skills The student demonstrates extensive understanding, includes subtle details, shows relationships between concepts, and applies understanding to more complex situations.
PROFICIENT
<ul style="list-style-type: none"> The student shows a complete understanding with increasing confidence, consistency and independence The student demonstrates a big picture understanding and can apply it to new and different situations, but lacks subtle details or explanations
DEVELOPING
<ul style="list-style-type: none"> The student is learning to practice and apply skills, with some teacher support The student demonstrates a basic understanding, but may be unable to apply what has been learned to new situations Further support from both home and school may be required
EMERGING
<ul style="list-style-type: none"> The student requires teacher direction and support to acquire skills The student has not yet demonstrated appropriate evidence of the curricular competency. The student demonstrates a limited recall of facts but is significantly lacking in understanding. Intervention from home and school required
<p><i>* In special circumstances, students may have <u>insufficient evidence of learning</u>. If this is the case, an IE will be reported, and an "IE Report Support Plan" will be sent home which is intended to identify the areas of concern and outline requirements needed to meet the expectations of the course.</i></p>

HONOUR ROLL

For Grades 10-12, the percent average is determined by adding all the final percents a student achieves and dividing by the number of courses. The Percent Average is used to determine Honour Roll Standing within the school. A student receiving an "IE Report" is ineligible for Honour Roll.

Our Honour Roll Standings are as follows:

Principal's List	90% - 100%
First Honours	80% - 89%
Second Honours	73% - 79%



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COURSE / GRADE COMPLETION AND COMPREHENSIVE EXAMS

Students who are in danger of failing a non-provincially examinable course will be required to write a full-year comprehensive exam. A passing grade of 50% on this exam is required to receive full credit for the course. Students who are required to write a comprehensive exam will be notified by their teacher by June 1st.

If a student ends up failing a course, they are required to successfully complete that course before advancing to the next level. If a student fails more than two courses, they may jeopardize their ability to advance to the next grade. Students can attend Summer School or work with a tutor with a BC Teaching Certificate, to meet the learning outcomes of any course they have failed. Students and families must communicate with the school how they plan to successfully complete any failed course. Upon successful completion of the course the student will have their standing recognized.

FULL TIME STUDIES

Archbishop Carney Regional Secondary School registers and enrolls full-time students and requires them to maintain their full-time status while at the school. This requirement is based upon our commitment to the education of the whole child, as reflected in the Attributes of a Carney Graduate. Education encompasses more than a student's academic timetable and includes a breadth of curricular, co-curricular, and extracurricular opportunities consistent with the mission, vision, and philosophy of the school. The ACRSS Course Selection book published annually, states the specific requirements at each grade level for students to maintain their status as full-time students. The school administration approves all student timetables that meet the school requirement for full time status and provides students with the best opportunity of successfully meeting the criteria for graduation.

ACADEMIC HONESTY AND PLAGIARISM

All members of the school community share the responsibility for maintaining academic standards. Academic honesty is one of the values that this school feels is important in developing this standard. Each student has a responsibility to know, follow and achieve the academic standards of the school. Parents share in the responsibility to know and understand what the school's expectation is regarding academic honesty.

Academic dishonesty is misrepresenting one's work as being original. Each student is responsible to understand this definition and adhere to its role and function in the classroom. In other words, ignorance of the policy is not an excuse for being dishonest. Academic dishonesty, in whatever form, is ultimately destructive to the values of the school; it is, furthermore, unfair and discouraging to most students who pursue their studies honestly.

The following examples are a representative but not an exhaustive list of activities that constitute academic dishonesty:

- plagiarism (presenting the work of others as your own)
- copying of other students' assignments or examinations
- stealing or destroying the work of another student
- submitting work as your own that was not substantially completed by the student
- destroying books or other library materials
- unauthorized or inappropriate use of computers, calculators, smart devices, and other forms of technology in course work assignments or examinations

When determining a consequence for actions of academic dishonesty teachers will take into account the extent, motivation, as well as all extenuating and mitigating circumstances of the dishonest behavior. The penalties imposed may include one or more of the following:

- a verbal and/or written reprimand (recorded on the student's record)
- reassignment of work
- failure of an assignment, failure of a course
- denial of readmission
- denial of future awards or financial assistance

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- suspensions from the school

When a teacher finds that a student has been academically dishonest a formal letter will be issued to the student and parent. The letter will indicate the type of dishonest action and the penalty given by the teacher. All letters will be kept on file and monitored by the Principal or his/her designate. If more than two letters are given to a student, he or she will be suspended until a parent conference can be arranged. The conference will determine a more permanent consequence for such habitual offenders.

PARENTS

When parents enroll students in Archbishop Carney, they should understand that in choosing this school they are committing themselves to its philosophy of education and undertaking an obligation to give both moral and financial support to the school.

However, in sending their students to Archbishop Carney, as to any school, they do not abdicate their primary role in the education of their children, but simply delegate it. The school understands that parents continue to be the primary educators of their children “in the ways of faith” (Baptism Liturgy). Parents are expected to see the school as supporting, not substituting for, the religious life and activities of their families.

The parents retain the responsibility of taking an active part in their children’s education by cooperating with the teachers and Education Committee in every possible way, including upholding school discipline, by supervising homework, by attending parent-teacher interviews and other school functions. Equally they have a responsibility to pay the required school fees on time.

CONCERNS AND COMPLAINTS

Should parents feel they have a complaint or concern they should observe the following procedures. First, they should approach the teacher in question. If there is no resolution, then they should speak to the Principal. If the matter is still not resolved they should approach the chair of the Education Committee, and if necessary, ask for a hearing by the Appeals Sub-Committee of the Regional Education Committee. Should the Committee not resolve the problem, the Superintendent of Catholic Schools and the CISVA Executive Committee are further avenues of appeal open to parents. There are two detailed appeal procedures available to parents at any time upon request. One procedure is our local appeal process; the second governs complaints which a parent may wish to forward to the Superintendent of Catholic Schools.

The parents or guardians may choose, but are not required, to ask a lawyer to assist them in their appeal process. The cost of such legal assistance will be the sole responsibility of the parents or guardians. If parents or guardians decide to have legal representation, they must communicate this to the Principal or his/her representative 7 days in advance of the filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.

See [CISVA Policy 302: Major Complaints](#)

INABSENTIA PARENTS/GUARDIANS POLICY

Parents or guardians of students who attend ACRSS and leave their children unsupervised, for an extended period of time, must notify the school in writing, detailing their itinerary, an emergency contact person, and expected return date. Failure to do so could result in the student not being permitted to return to school in the following year.



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NOTE/EMAIL FROM PARENTS

Notes or an email are required to explain absence, lateness or to request early dismissal. The note should be submitted to the receptionist at the beginning of the day. Students will be given an early dismissal slip from the office. Students are to present an early dismissal slip at the beginning of the class to the teacher of the class from which the student is leaving early. Early dismissal must be obtained from the school office before 8:15 AM each day. Whenever a student is going on vacation or a trip during the school year, parents are required to send this information in writing to the school office at least one week before the absence.

BURSARIES

If your family is experiencing financial hardship, you should contact your pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to needy families. Once this has been completed, you may then apply for a school bursary.

Archbishop Carney Secondary School does not want family finances to be the factor which impedes a student from continuing in a Catholic secondary school. When possible, we will make money available for bursaries.

Bursaries must be applied for annually. They are not automatically renewed. In addition, bursaries will be applied directly to the following year's school tuition at Archbishop Carney Regional Secondary School.

The decision to grant a bursary will be made according to the following criteria:

1. financial need
2. student participation (academic/extra-curricular)

Please contact the School Office for more information regarding the Bursary Application process.

Rationale:

ACRSS, through its Bursary Program, is committed to providing access to Catholic education by granting temporary assistance towards tuition costs for families needing financial support.

Please note that ACRSS does not have a philanthropic bursary fund. Bursary awards are part of the school's operating expenses.

Policy:

Bursary awards may be applied for each school year through the ACRSS office. Bursaries should be applied for during school registration for the following year. Deadline for bursary applications is May 31st. Parents are required to arrange an appointment with their pastor and have a pastor's authorization form filled out prior to completing a bursary application package. Continuation of the bursary from one school year to the next is not automatic; families will need to reapply each year.

Bursaries may be granted up to a maximum of 75% of the regular tuition fees. However, there are limited funds made available annually for bursaries, and at times, this may restrict the amount awarded to a family. As each family's needs for financial support are different, there may also be extraordinary exceptions which the Bursary Committee and/or the Executive Committee will determine.

The Bursary Committee is composed of three current members of the ACRSS Regional Education Committee and is responsible for evaluating each application and determining the bursaries awarded.



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Procedures:

Application Procedures:

1. **Families seeking financial assistance are required to approach their Pastor. The Pastor must** complete the "Special Parish Bursary" section of the Pastor's Authorization Form. This form is available in the school office.
2. If the Pastor's financial assistance is insufficient families may then choose to apply for a school bursary. The school's Financial Records Clerk will meet with each family to provide them with the Bursary Application Package.
3. The Bursary Application Package will require the following documentation:
 - a) A completed Pastor's Authorization Form
 - b) A letter stating the reasons for seeking a bursary award
 - c) A letter describing the student's contribution to the school
 - d) A completed Statement of Monthly Income and Expenses Form
 - e) A photocopy of the past year's income tax Notice of Assessment for all supporting guardians
 - f) A letter or a copy of any other bursary awards
 - g) A signed agreement to notify the school if finances change and the family no longer requires financial assistance
4. Families are responsible for returning the completed Bursary Application Package to the school's Financial Records Clerk on time. Families submitting an application after the set deadline will be informed that their application may be placed on a waiting list.
5. Applications arising from significant change in a family's financial circumstances may be submitted at any time. Bursaries awarded in these circumstances are subject to the availability of funds within the Bursary budget and cannot be guaranteed.

Bursary review and awarding procedures:

1. The Financial Records Clerk will assess the completed Bursary Application Package submitted by each family for all required documentation. In the interest of confidentiality, the Financial Records Clerk will also be responsible for removing personal identifying information, and assigning a family code, before a copy of the application is forwarded to the Bursary Committee for review.
2. The Bursary Committee will meet and decide on each application within a timely fashion.
3. The Financial Records Clerk will be responsible for contacting the applicant families to inform them of any awards granted.
4. Families granted bursaries are required to give the school written notification accepting the conditions of the award.
5. Once a bursary has been awarded families are responsible for informing the school should they no longer require financial assistance. Failure to divulge this information could lead to a bursary being withdrawn or withheld. Furthermore, it is suggested that families consider, whenever possible, reimbursing any portion of the bursary awarded, to allow the school the ability to assist other families in financial need.

Approved by REC May 2013



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STUDENT LIFE

Students should participate in the community of the school by developing an attitude of cooperation and charity. The attitude of the students towards the staff should be one of trust, realizing that the staff is dedicated to their best interests. Only within the framework of this relationship will our desired educational goals be reached. Students must be willing to create an environment of charity within the school. They must develop a sense of respect, honesty and justice. Students should be striving to develop their own ideas and act in a way that reflects the respect they have for themselves and the pride they have in their school. Students will have a voice in school life expressed through the Student Council.

ATTENDANCE

Regular attendance is essential for success in school. Students will find that missed class work can never fully be made up. A much greater standard of industriousness is required in school of students who miss class too often. It is, therefore, advised that students avoid being absent whenever possible.

Nevertheless, students will miss classes due to illness, medical appointments, or family reasons, and for extracurricular activities. Whenever possible, parents are requested to make medical and dental appointments outside of school hours. Parents, students and teachers are asked to do what they can to minimize student absence from classes.

Students will be held responsible to make up all the work missed when absent from class. All assignments and quizzes should be completed within a period time negotiated between the teacher and the student. Generally, teachers will be available after school to help students who have extended absences for an appropriate reason. However, a teacher is not obliged to give a make-up quiz or test.

The practice of taking family vacations during the school year is discouraged. Students have the opportunity to use the teachers' scheduled tutorials to complete missed work. Teachers are not obliged to provide individual teaching sessions before or after the student's absence due to family vacation.

Any student who has been absent for a school day may not participate in or attend any intra-school or extra-curricular activities that same day.

Parents are expected to report the absence or delay of students by phone or by email to the school before 8:45 AM on the morning on which the student is away. Parents who do not email the absence are also required to send a note with the student when he/she returns to school. The note should include the reason for the absence; the date of each school day missed and is signed by the parents. These notes are filed and inspected by an attendance auditor in May of each year.

Guidelines for absences: a student who misses seven classes for a term or twelve classes for a year should expect that academic standing in that course will deteriorate appreciably and will probably result in a grade of "IE" for insufficient evidence.

Guidelines for lates: a student who has more than three unexcused lates within a calendar month will be required to attend "Lunchtime Detention" on the 4th and subsequent lates. Our hope is that this will deter students from arriving late to school. Excused lates must be phoned/emailed into the school office no later than 10:00 a.m. to avoid detention.

RULES PROCEDURES AND EXPECTATIONS FOR STUDENTS

The Spirit of our Rules

Our rules of behaviour reflect the influence Jesus Christ has had upon us. We follow Him and his apostolic community as we attempt to live out our beliefs in developing together a living Christian community. Respect for each other and,



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an evident caring and concerned attitude should guide our relationship with each other. We should be governed by the respect we ought to have for those around us. We should meet the challenge to care for each other. Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted, and respected.

LOCKERS

Students are provided with lockers. They are required to keep them locked with a school provided lock at all times. Lockers are private and intrusion into them or the collection of combinations by other students will be regarded as a serious offense. Locker displays should reflect our belief in the importance of modesty. Students may not go to their lockers when classes are in session because this often disturbs learning activities unless permitted by their teacher. For safety reasons, students are not permitted to carry large bags or roller-style bags.

Lockers are school property and are subject to search by the school administration at any time.

SCHOOL PROPERTY

Students are held responsible for textbooks, library books, school equipment, sports uniforms, etc. which are issued to them. Damage or loss will require that remuneration be paid. Any item left on the floor or desks will be collected for the lost and found bin.

Students are also not permitted to chew gum at school. This policy promotes greater respect for the classroom environment and for school property.

School equipment may be used only as directed by a teacher. Only properly trained students may operate specialized equipment under a teacher's direct supervision.

COMPUTER, INTERNET AND TECHNOLOGY ACCEPTABLE USE POLICY

In order to enhance student learning and the overall educational experience, Archbishop Carney Regional Secondary School provides students with access to computers and technology. The purpose of this policy is to govern student use of these resources. Student access to the computer network, Internet and any other school technology resource is a privilege, not a right. All computer users at school are required to sign a contract governing ethical and responsible conduct on school computers. Failure to abide by the conditions will result in the loss of computer access at school and may lead to suspension.

BRING YOUR OWN DEVICE POLICY

As of September 2019, each student at Archbishop Carney will be required to have their own computing device to bring with them to each of their classes. The minimum device requirements are listed below. It is important that each child has their own device as many assignments will be distributed and submitted electronically, through Google Classroom.

Minimum Device Requirements

- Must have an attached keyboard (Cell phones and iPods are not acceptable)
- A Google Chromebook, Apple MacBook, or a PC Laptop are all acceptable
- Must be able to run Google Chrome browser
- A tablet with a physical keyboard is acceptable but not encouraged



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STUDENT RESPONSIBILITIES

All students are expected to abide by general rules when using any computer in the school. These include but are not limited to the following:

- Student computer use within the school always should be used only for research, homework, and other educational purposes. Responsible use of web-based resources is mandatory at all times.
- Students are only to be logged in using their own account and must not allow others to use their account or let others know their passwords. Students must also ensure they log off before leaving a computer.
- Only one person per computer.
- Students will not engage in any illegal, fraudulent or malicious activities.
- Student's will not view, send, print, or store any text or graphics that may be considered pornographic, offensive, obscene, threatening, harassing, inappropriate or defamatory.
- Appropriate language in online communication is expected at all times just as it is within the school.
- Students may not access:
 - Messenger or any form of direct messaging.
 - Social Media (Instagram, Snapchat), or any personal online communities.
 - YouTube or any website with streaming video or audio, without prior approval. Among other things it greatly reduces the bandwidth and slows the network down within the school.
 - Any game site unless authorized by the IT teacher and accessed in the IT classroom.
- Students will not vandalize any of the computer equipment in the school. This includes making configuration changes to the workstations, software, or network devices, or unplugging or moving hardware. Vandalism also includes the tampering or obstruction of Carney's system as well as the uploading or creation of computer viruses or malware.
- Students will not attempt to access blocked websites or tamper with, violate, or attempt to violate the security or operation of Carney's systems.
- Student's will not duplicate, store or transmit copyrighted material that violates Canadian copyright laws.
- Student's may not download or install software on Carney devices.
- Students must limit storage in home folders to their personal academic files. MP3 files or videos or any other non-educational files should not be downloaded or stored on the schools' computers.
- Students shall not use the computers while access privileges are suspended or revoked.

GENERAL TERMS

Failure to adhere to the above rules may result in temporary or even permanent loss of network privileges, disciplinary action, and or referral to appropriate law enforcement officials if necessary. The students may also be responsible for repair or replacement costs of the equipment.

- The school reserves the right to update these rules at any given time to reflect current technology. Updates will also be announced and posted in the library and computer labs.
- Students will not be given a computer access account if this document is not signed and turned in to the office.
- Any student not using the computer for academic use may be asked to log off and may not be permitted computer access for the rest of the day.

PRIVACY

Students must acknowledge that they have no expectation of privacy while using any computer within the school and must never assume that their personal electronic communications are private. Network Administrators have access to



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all files on the system including student home directories, web folders and email. It should be understood that the designated staff have the capability of remotely monitoring any student accessible workstation located within the school. In addition, activity and usage logs are automatically created and may be reviewed.

GYMNASIUM

The gym may be used only when supervised by a teacher. Individuals or groups of students are not to use the gym without authorization from a teacher. Students may not enter the gym office or storage rooms without permission of a teacher.

CONFIDENTIAL AREAS

There are private areas in the school accessible only to those responsible. Lockers are private, as are teacher's desks, mark books and teacher's manuals and computers.

TRUANCY

Skipping school or classes and leaving the school grounds without permission fall within the category of truancy. Because of our concern for the safety of our students and because of our liability under the law, we must state clearly that students who are presumed by parents or guardians to be at school and in class must in fact be in school and in class.

Any student who is not in class or on the grounds when expected to will be considered truant. This is a serious offense which will be dealt with by the principal. School time missed through truancy must be made up.

VISITORS

Archbishop Carney Regional Secondary School is a closed campus. All visitors must have prearranged permission by an Administrator to be allowed on campus.

All visitors are required to register with the School Office upon entering the building. All visitors to the school must wear a Visitors' I.D. tag. Students who are responsible for visitors are requested to make our behavior expectations known to them.

DETENTIONS

When giving after-school detentions, teachers must give the student 24 hours' notice of the detention.

Student Valuables

Students are advised not to bring large sums of money to school. During PE classes items such as watches, and valuable jewelry should be locked in a secure locker. From time to time when a student must bring more than \$20 to school, we recommend that the money be left in the care of the office staff for the day. ACRSS accepts no responsibility for lost or stolen articles. Unfortunately stealing does occur in school; it usually occurs when valuables are not locked away. Stealing will be considered a matter of gross misconduct.

LUNCHTIME ROUTINES

When food services are provided in the school cafeteria, only Grade 11 and 12 students may leave for lunch in the neighborhood eateries.



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AUTOMOBILE ROUTINES

During school hours, the primary purpose for a student to drive an automobile to school is to have transportation to and from school. For this reason, a student may not use his or her vehicle at those times during the school day when he or she is out of class, ie. lunch or study block.

Students are not authorized as agents of this school to transport other students. When students transport others, this is a family matter, requiring the approval of parents from both families. Students who drive their vehicles are required to use the school parking lot.

ANTI-SMOKING POLICY

As legislated by the Province of British Columbia, Archbishop Carney Regional Secondary School is designated as a Tobacco Free and Vapour-Free area. As such, the possession and or use of any form of tobacco on school grounds are strictly prohibited. In addition, e-cigarettes, atomizers, vaporizers, or other similar products are strictly prohibited. Any student identified as using or in possession of any form of tobacco, e-cigarettes, and/or vapes will be suspended.

USE OF PERSONAL ELECTRONIC DEVICES

Cell phones and personal electronic devices should remain locked in student lockers.

The following exceptions exist:

- Grade 12s on study blocks may listen to music on their cell phones and personal electronic devices in the MPR.
- Students may only use their cell phones and personal electronic devices at break, lunch and before and after school in the MPR or outside the school buildings. When students need to use their devices at these times, they are to retrieve them from their locker and then proceed to these areas, use the device, and then replace the device in their locker.

CONSEQUENCES:

- **First Offence:** The cell phone or personal electronic device will be confiscated from the student, turned into the office, and then returned to the student at the end of the day.
- **Second Offence:** The cell phone will be confiscated from the student, turned into the office, and then returned to the student after a meeting between the student and an administrator.
- **Third Offence:** The cell phone will be confiscated from the student and turned into the office. For the next 5 school days, the student will be required to hand in his/her phone to the office at the start of the day and pick it up at the end of the day.
- **Fourth Offense:** The cell phone will be confiscated from the student and turned into the office. The parents of the student will be asked to come to the school to claim the phone. There will be a meeting between a School Administrator, the student, and the student's parents. Further disciplinary consequences may be assigned as a result of this meeting.



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UNIFORM POLICY – Effective May 11, 2021

NOTE – Uniform Revisions

- **Choir uniform update**
- **Addition of school scarf and crew neck sweater**

1. PURPOSE

The purpose of the ACRSS Uniform Policy is to ensure appropriate dress that is in keeping with the school's mission and values. It is our belief that appropriate dress by parents, teachers and students fosters:

- A sense of belonging and pride in the school.
- A safe and respectful learning and teaching environment
- A confident, positive sense of self and respect for the dignity and welfare of others

Responsibility

It is the responsibility of both students and parents to commit to understanding and following the ACRSS Uniform Policy.

Governance

The ACRSS Regional Education Committee is responsible for the ACRSS Uniform Policy.

2. STUDENT POLICY

All students must dress within the policy guidelines as outlined below. Students must wear the school uniform each school day throughout the year, and at specified extra-curricular activities, with the exception of non-uniform days as designated by the principal.

3. UNIFORM

All items must be purchased from **Neat Uniforms** through the school, except as noted with an **asterisk (*)** below.

3.1 GENERAL UNIFORM

BOYS	GIRLS
Golf shirt - white, long, or short sleeved or Dress shirt - white or oxford blue	Golf shirt - white, long, or short sleeved or Blouse - white
Carney tie (optional) - worn with dress shirt	Carney tie (optional) - worn with blouse
Carney scarf (optional)	Carney scarf (optional)
Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)	Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)
Crew neck sweater – navy with school lettering*	Crew neck sweater – navy with school lettering*



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<p>School pant - black Belt* (optional) plain navy or black dress belt School Shorts - navy (optional)</p>	<p>Kilt - worn with navy or black shorties with kilt pinned or School pant - black Belt* (optional) plain navy or black dress belt School Shorts* - navy (optional)</p>
<p>Undershirt* (optional) - all white, plain, no logos or writing.</p>	<p>Undershirt / camisole* - all white, plain, no logos or writing.</p>
<p>Socks* - white, navy, or black</p>	<p>Socks* - white, navy, or black Tights or Nylons* - navy or black, non-patterned, footed</p>
<p>Shoes* Shoes must be all black in colour including rim of sole with a closed heel and toe. Canvas shoes are not acceptable. Black dress or casual shoes are acceptable.</p>	<p>Shoes* Shoes must be all black in colour including rim of sole with a closed heel and toe. Canvas shoes are not acceptable. Black dress or casual shoes are acceptable.</p>
<p>P.E. Strip Navy shorts Grey t-shirt or any shirt obtained as a member of a Carney team or club* Carney sweatpants and hoodies (optional). White athletic socks* Athletic shoes* with non-marking sole - no board shoes or fashion runners.</p>	<p>P.E. Strip Navy shorts Grey t-shirt or any shirt obtained as a member of a Carney team or club* Carney sweatpants and hoodies(optional). White athletic socks* Athletic shoes* with non-marking sole -no board shoes or fashion runners.</p>
<p>Grade 12: Golf shirt - dark navy, long or short sleeved with Grad year logo on sleeve Crew neck sweater - with Grad logo on sleeve*</p>	<p>Grade 12: Golf shirt - dark navy, long or short sleeved with Grad year logo on sleeve Crew neck sweater - with Grad logo on sleeve*</p>

3.2 MUSIC DEPARTMENT PERFORMANCE UNIFORMS

BOYS	GIRLS
<p>Band Uniform School pant - black Dress shirt - white Pullover - navy with crest Carney tie, or tie provided by Music department* Socks black* Shoes Dress, all black, closed toes*</p>	<p>Band Uniform School pant - black Blouse - white Pullover - navy with crest Carney tie, or tie provided by Music department* Socks black* Shoes Dress, all black, closed toes*</p>
<p>Concert Choir Uniform School pant -black Dress shirt - white Carney tie, or tie provided by Music department* Socks black* Dress Shoes, all black, closed toes*</p>	<p>Concert Choir Uniform School pant - black Blouse - white Carney tie, or tie provided by Music department* Socks black* Dress Shoes, all black, closed toes*</p>
<p>Liturgy Choir School pant - black Dress shirt - white Pullover - navy with crest Carney tie, or tie provided by Music department*</p>	<p>Liturgy Choir School pant - black Blouse - white Pullover - navy with crest Carney tie, or tie provided by Music department*</p>



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Socks black* Dress Shoes, all black, closed toes*	Socks black* Dress Shoes, all black, closed toes*
Jazz Choir School pant - black Dress shirt - black* Tie provided by Music department* Socks black* Dress Shoes, all black, closed toes*	Jazz Choir School pant - black Dress shirt - black* Tie provided by Music department* Socks black * Dress Shoes, all black, closed toes*
Chamber Choir School pant - black Dress shirt - black, long sleeve* Royal blue tie (provided by the school) Socks black* Dress shoes, all black, closed toes*	Chamber Choir Black dress - knee length with rounded neckline* Natural coloured nylons* Dress shoes, all black, closed toes*
Spring Uniform School pant - black Royal blue golf shirt with crest Socks black* Dress shoes, all black, closed toes*	Spring Uniform School pant - black Royal blue golf shirt with crest Socks black* Dress shoes, all black, closed toes*

3.3 WEARING OF UNIFORM

- Dress Shirts:** Must be tucked in and only the top 2 buttons may be left undone.
- Kilts:** Students may wear kilt fitting not more than 8 cm above mid-knee.
Kilt may not be rolled up.
- Pants:** Must be worn appropriately at the waist.
- Shorts:** Only the school shorts can be worn. To be worn from September through to Thanksgiving and to resume again after Spring Break.
- Undershirts/Camisoles:** The sleeve of the undershirt cannot be longer than the sleeve of the uniform shirt or blouse, and the undershirt/camisole must be tucked in at all times.
- Ties:** Only the school tie may be worn with the uniform, with the exception of special Music department ties.
- Extra Clothing:** The school pullover, cardigan, crew neck, vest, or scarf may be worn. Other jackets, scarves, hats, and accessories are not permitted in class. Exceptions may be made, at the discretion of the principal, if cold weather affects classroom temperature.
- Miscellaneous:** Accessories, make-up, jewellery, and hair: only modest styles are allowed, reflecting the values of Archbishop Carney School at all times.
Hair: Only human hair colours are allowed.



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3.4 PURCHASING OF UNIFORMS

Uniform items as supplied by Neat Uniforms will be available online at neatuniforms.ca and at special uniform purchasing events. Neat Uniforms maintains a year-round inventory of stock items and orders custom or made-to-measure items for the hard to fit or special needs students at their Burnaby location.

3.5 UNIFORM EXCEPTIONS

The Principal and Education Committee may approve the conditional and short-term use of special optional uniform items by identified school groups such as Grads, REACH, Link Crew, and Athletic Teams.

3.6 NON-UNIFORM DAYS AND SCHOOL EVENTS

Neat, clean, and appropriate clothing reflecting the values of Archbishop Carney School is expected at all times and during all school related activities. The school administration and staff will determine if a student's dress is appropriate.

Therefore, these guidelines must be followed:

- Students will wear appropriate clothing on non-uniform days and events. Short shorts, low cut tops, exposed undergarments, tube tops, muscle shirts or tops that reveal the navel or stomach are not permissible.
- Females should exercise caution when choosing a neckline. Visible cleavage is not permitted.
- Torn clothing and clothing that includes drug and alcohol designs, sexually explicit or suggestive designs, profanity, threatening derogatory and discriminating language or symbols are not permitted.
- Hats and head coverings are not permitted inside the school building.
- Administration and faculty reserve the right to determine what is appropriate.

Procedure for Non-Compliance

1. Student will be informed that their attire does not meet the expectations outline in Non-Uniform Day dress code and given a uniform infraction.
2. Student will be asked to immediately change their clothing to be in line with the dress code.
3. If the student is not able to find appropriate clothing, an administrator will make the decision as to how to best deal with the situation. This may include sending the student home.

3.7 FINANCIAL HARDSHIP

ACRSS will endeavour to assist families that experience financial hardship as a result of complying with the uniform policy. Families may contact the principal to apply for financial assistance. The principal will review the application with the Uniform Representative(s) of the Education Committee and will allocate funds accordingly.

3.8 GRANDFATHERING CLAUSE

Occasionally, uniform styles and colours are discontinued. To phase out these changes with due consideration to replacement costs, a two-year grace period will be allowed.

4. POLICY FOR UNIFORM INFRACTION

The following procedure will be used to deal with students whose dress is not in keeping with uniform policy.

First Infraction - A warning will be issued and recorded, and the student will be asked to correct the noted problem immediately.

Second Infraction – A warning will be issued and recorded, and the student will be asked to correct the noted problem immediately.



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Third Infraction – While in the presence of an Administrator the student must phone and inform a parent that if they receive another uniform infraction they will be suspended. The student will be asked to correct the noted problem immediately.

Fourth Infraction – The student will be given an in-school suspension. The student must phone a parent in the presence of an Administrator and inform their parent that they have been given an in-school suspension. The student will be re-instated the next day if the student agrees to abide by the re-instatement conditions.

Fifth Infraction – The student will be suspended from school until a re-instatement meeting can be arranged between the parents and an administrator. The student will be re-instated after a one-day suspension if the student and the family agree to abide by the re-instatement conditions.

STUDENT DISCIPLINE

Discipline at Archbishop Carney Regional Secondary School is meant to develop within the students' courtesy and respect for themselves, their teachers, and their fellow students. They should be learning to discipline themselves intellectually, socially, physically, and spiritually. Self-discipline is best taught by example. Teachers should be an example at all times by demonstrating to students the qualities of a mature person. This example should carry over into all areas, especially those which are emphasized to the students.

ACRSS DISCIPLINE POLICY

The Discipline Policy has three levels of seriousness:

Level I - General Misconduct

This level deals with the minimum behavior expected of a student, which are outlined in the student handbook and include but are not limited to: dress code, jewelry and hairstyles, attendance, and punctuality.

Level II - Serious Misconduct

This level deals with infractions involving socially unacceptable behaviours which are disruptive to the learning environment within the school and deviate from the philosophy of ACRSS. Some examples are:

- a) habitual behaviour which makes learning difficult for fellow students.
- b) flagrant disrespect for teachers or students.
- c) malicious damage to the school or property belonging to employees and or visitors to the school.
- d) sexual harassment of a verbal or physical nature.
- e) association or involvement with gangs.
- f) bullying and intimidating behavior

Level III - Grave Misconduct

This level deals with the most serious of infractions. As such a Level III discipline situation may lead to a recommendation of expulsion. Some examples are:

- a) use or possession of a weapon (as defined by the Criminal Code of Canada) of any kind whatsoever.
- b) use, possession, or trafficking in illicit drugs.
- c) consumption, possession or selling of alcohol before attending a school function, on the school property or at a school function.
- d) violent and/or dangerous behaviour directed towards oneself or others.
- e) bullying and/or harassing behaviour of a chronic or extreme nature



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SUSPENSIONS AND EXPULSION

Students can be required to be absent from school when their misbehavior constitutes a serious infraction within the stated guidelines for student conduct. This absence is termed a suspension and may lead to expulsion. Written notification of a suspension must be given to the parents or guardians of the student.

A student may be expelled if the Principal determines a student's actions are a threat to the safety of the school or are an impediment to either the quality of instruction or the learning process. ACRSS will follow CISVA Policy 426 regarding Suspensions and Expulsions.

In normal circumstances a suspension should be no longer than 24 hours. The suspension may be terminated after a reinstatement meeting between a School Administrator and the suspended student's parents. Conditions for reinstatement must be agreed upon by both parties.

Suspensions or expulsions from school may be appealed to the Regional Education Committee by concerned parents or guardians. The appeal process is dealt with by an Appeal Sub-committee of the Regional Education Committee and not the Principal. In order to proceed with an appeal, the parents or guardians must follow the guidelines as established within the ACRSS Appeal Process Policy. (See Student Agenda, Parents section – Concerns and Complaints)

The Principal has discretion to determine to which category the infraction falls under and will make the decision if it is suspension or expulsion.

There will be no tolerance for serious infractions of school or CISVA policy. Any misconduct deemed serious will always result in disciplinary action and may result in suspension or expulsion from the school. Archbishop Carney Regional Secondary School strives to ensure every child feels safe, accepted, and respected.

REINSTATEMENT FOLLOWING A SUSPENSION:

For a student to be reinstated following a suspension, a meeting consisting of a School Administrator, the suspended student and one or both of the student's parents must take place. At the meeting, the following conditions must be accepted by all participants:

- the student must accept responsibility for their misconduct(s).
- the student must accept and follow through with the consequences established by the school.
- the student must demonstrate firm purpose of amendment
- the parent(s) of the student must accept and support the school's disciplinary decision(s).

If each condition is accepted by all parties, the student will be reinstated.

STUDENT SAFETY AND SECURITY

Weapons:

A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear. Our policy thus concurs with the definition of a weapon in the Criminal Code of Canada where a Weapon is defined as:

- a) anything used or intended for use in causing death or injury, or
- b) anything used or intended for use for the purpose of threatening or intimidating any person, and, without restricting the generality of the foregoing, includes any firearm.



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Consequences:

Our students (and parents) should be advised that weapons of any kind are prohibited on any school premise and students who are found with knives or other dangerous objects on their person or in their lockers will be subject to severe disciplinary action. As well, carrying a concealed weapon is contrary to the Criminal Code of Canada. Anyone convicted of such a charge is liable to imprisonment.

Police will be called, and parents notified:

When a principal has reasonable and probable grounds to believe that a student has:

- a) on either his/her person, or in a locker, or desk, a weapon or
- b) displayed or brandished a weapon in a threatening or intimidating manner, or
- c) assaulted another person with a weapon.

As soon as an arrest has been made or the police have had a reasonable opportunity to investigate, the principal will begin procedures leading to expulsion.

All individuals under investigation for participating in a public or group altercation are subject to suspension at the principal's discretion.

LEARNING SUPPORT

Archbishop Carney Regional Secondary School is committed to the education of the whole child in the spiritual, emotional, social, intellectual, artistic, aesthetic, and physical realms. It is, therefore, the long-term goal of Archbishop Carney Regional Secondary School to implement a program and curriculum enabling it to accept and meet the needs of all Catholic students in the community.

We work hard to meet the learning needs of all our students. We offer the following supports:

- a fully staffed Learning Resource Centre (LRC) as well as ELL classes.
- a dedicated Student Services Centre with Grade Level Academic Advisors to provide academic support for high school completion, post-secondary planning and career and vocational exploration.
- a teacher-led Homework club is run Monday to Thursday after school from 3-4pm. Students who have fallen behind are encouraged by LRC teachers, EAs, and teachers to attend if they are struggling with completing homework or struggling with concepts being taught in class.
- teachers who conduct tutorial sessions, affording our students the ability to meet with their teachers on a regular basis outside of class time for extra assistance and mentoring.
- Life Skills and Work Experience – Evergreen Program. This program is intended for students whose individualized program is directed primarily towards independent life skills and employability. Included in this program are 4 courses: Lifeskills, Work Experience, Modified English, and Modified Math. These courses are taught by teachers in collaboration with the Learning Resource Center Department Head.
- on-site personal counseling services.

LEARNING RESOURCE (LRC)

All students enrolled at Archbishop Carney Regional Secondary School will have equitable access to learning, opportunities for achievement, and the pursuit of excellence in all aspects of their educational program. Special education programs and services enable students with special needs to have equitable access to learning and opportunities to pursue and achieve the goals of their educational programs. Our commitment is rooted in the fact that we are all God's Children.



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REFERRAL TO THE LEARNING RESOURCE CENTER

Any student that is struggling may be referred to the LRC by teachers or parents. When a student is struggling, teachers will inform the LRC and the grade level advisor. Meetings will then take place (with parent involvement) and the group will decide what the intervention plan will look like. This can include adding a Support Block to the students' schedule, further academic assessment (Psycho-educational Assessment, curriculum-based assessments, etc), or the creation of an IEP.

INDIVIDUAL EDUCATION PLAN (IEP)

An Individual Education Plan (IEP) is a documented plan developed for a student with special needs that describes individualized goals, essential supports, modifications, the services to be provided, and includes measures for tracking achievement. An IEP must have one or more of the following:

- the goals or outcomes set for that student for that school year where they are different from the learning outcomes set out in an applicable educational program guide; or
- a list of the support services required to achieve goals established for the student; or
- a list of the adaptations to educational materials, instructional strategies, or assessment methods.

Archbishop Carney Regional Secondary School ensures that an Individual Education Plan (IEP) is designed for a student as soon as practical after the school identifies the student as having special needs. The only instances in which an IEP is not required are when:

- the student with special needs requires little or no adaptations to materials, instruction, or assessment methods; or
- the expected learning outcomes have not been modified; or
- the student requires 25 or fewer hours of remedial instruction by someone other than the classroom teacher, in a school year.

The Learning Resource Department staff must offer the parent of the student, and where appropriate, the student the opportunity to be consulted about the preparation of the IEP.

The Learning Resource Department staff, in consultation with the parent of a student, will consult with the student's teachers about the student's educational program.

Archbishop Carney Regional Secondary School will offer each student who has special needs learning activities in accordance with the IEP designed for that student. When services are so specialized that they cannot be replicated in the school, the school will work to arrange to obtain them from community or other sources.

Development and delivery of special education programs and services will involve meaningful consultation with the parents or guardians of students with special needs since they know their children and can contribute in substantial ways to the design of appropriate programs and services for them.

A School Based Team (SBT) will meet with the parent(s)/guardian(s) to develop individualized goals, supports, modifications and services to be provided. The IEP will be developed and shared amongst all parties who will assist the student in achieving their goals. A review of the IEP goals will take place throughout the year with an invitation extended to parent(s)/guardian(s) to meet to discuss updates to the IEP.



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STUDENT SERVICES

Students work with the counselor for programming purposes but may see the counselor if they wish to discuss personal concerns. Students wishing to see the counselor should book an appointment at the counseling office. Parents are encouraged to contact the counselor any time they have concerns about their child's progress or attendance. The counselor will make every attempt to keep parents informed whenever a situation arises which requires attention.

The counselor also supports the Career and Personal Planning curriculum working with the Career and Personal Planning coordinator organizing lessons, presentations and special events throughout the year.

The Director of Student Services is Mrs. Sameera Fernandes and the Academic Advisors are:

- Grade 12 – Mr. Harris
- Grade 11 – Mr. Harris
- Grade 10 – Ms. Triveri
- Grade 9 – Mr. Santos
- Grade 8 – Mr. Street

Student Services at Archbishop Carney is designed to:

- Help students be successful in school
- Help with program and course selection
- Provide information regarding post-secondary education and careers
- Provide liaison between students, parents, teachers, and administrators
- Help students understand and deal with personal and social problems
- Provide support in crisis situations
- Make referrals to specialized resources in the school or community

Career Resources – Student Services

Information for students on careers and post-secondary education programs is provided in the Student Services Center. Calendars from all British Columbia post-secondary institutions plus information from major institutions across Canada and the Western USA will be available for student use. Opportunities for career exploration and career counseling are available as well.

TEAM SPORTS AND EXTRA – CURRICULAR ACTIVITIES

Philosophy

Students are encouraged to participate in extra-curricular athletics to further their education intellectually, socially, spiritually and physically. The coaches of these activities will realize and impress on the students that these activities are offered as part of their total educational needs. Students participating in these activities must keep a proper balance in their attitude toward their total education. Any student who neglects his/her studies (as defined in the athletic policy manual) may be denied participation in these activities until he/she shows the proper balance. No student may be deprived of the privilege of participating in athletics because he/she lacks the ability to achieve well in academic fields. Students must be judged on their efforts not on their results.

Policy

The grade eight athletic programs have as their main goal the desire to have these young students develop a love for their sport. The secondary goal is for the athletes to receive a good grounding in the basic fundamentals of the sport. The coach should play all team members in as many games as is reasonable. The coach should keep as many players as he/she can effectively coach on his/her team, and he/she should play an appropriate number of games and tournaments according to athletic department guidelines. Finally, the coach should realize that although winning is desirable it is not the most important part of our grade eight program.



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The grade nine athletic programs should improve on the grade eight goals, should introduce more complicated skills, and should begin to identify and develop the more gifted athletes. The grade nine coaches should follow the athletic department guidelines for the number of players on his/her team and play an appropriate number of games and tournaments according to Athletic Department guidelines.

The junior athletic programs are the feeder programs for the senior teams and, as such, the athletes should realize that involvement in the program is a serious undertaking. An emphasis should be placed on developing athletes who will one day be able to contribute to the senior team. The coach should follow the guidelines for the number of players on the team and for the number of games his/her team plays. Winning is an important consideration for the coach and as such players must realize that their playing time will depend on their commitment to the Carney Covenants outlined in the athletic policy manual. The coach may move a player up from one of the junior programs if it is felt that the younger player will be a major contributor to the more senior team. The Athletic Director and parents must agree that the younger player is physically and emotionally mature enough to handle competition at the higher level.

Athletics – Team Sports

Athletic fees are invoiced to all participants at the beginning of each season.

Procedures

1. Uniforms will be supplied to the players on most teams. Lost uniforms must be paid for. Uniforms will be returned in a clean condition at the end of each season.
2. Each coach will provide their players with a letter for parents. These letters will also be submitted to the athletic director and school office. The content of these letters should include an encouragement to parents to watch the games, expectations for players, a schedule of practices and games, an informed consent/risk acknowledgement form, and a team list giving players' and coaches' names and phone numbers.

Guidelines for Teams:

- Grade 8 and 9 combined teams compete as Juveniles.
- Junior teams are composed of the best players from 8, 9, and 10.
- Senior teams are composed of the best players from 8, 9, 10, 11, and 12.
- Bantam teams will usually have 15 players. Coaches are encouraged to have additional players on their teams if there is enough assistance to make practices and games beneficial.
- Juvenile and Junior teams will carry between 12 and 15 players.
- Coaches will schedule sufficient exhibition games together with league games and tournaments to comply with athletic department guidelines.
- Student Athletes who are unable to commit themselves to the team training program and game schedule are recommended to participate in alternate sports programs.

ACRSS PROTECTIVE HELMET POLICY

Purpose

The purpose of this policy is to ensure that protective helmets are worn by all students participating in ACRSS sponsored activities where helmet use is deemed advisable by national sports or safety organizations.

Scope

This policy applies to all activities which take place on school property or are part of an ACRSS sponsored field trip or sports activity. It applies to all active participants, including students, teachers, coaches, and parents.



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Policy

Participants in the following sport activities must wear a helmet that is appropriate for the activity. Where applicable, it must be certified by CSA International or an equivalent safety standards organization:

- Skiing and Snowboarding
- Outdoor Rock Climbing
- Bicycling
- Ice Hockey and In-Line Hockey (Roller Hockey)
- Baseball and fast-pitch Softball
(applies to Batters, Back Catchers, and behind the plate Umpires)
- Skateboarding

While not mandated, the use of a helmet is strongly recommended for Ice Skating and In-Line Skating, for beginners.

Enforcement

When applicable, the helmet policy will be communicated to all participants in an activity. Each participant will be expected to take personal responsibility to comply with the policy. Any participant who refuses to comply with this policy will immediately lose the privilege of participating in the activity.

History

This policy has been enacted by the Regional Education Committee of Archbishop Carney Regional Secondary School on February 10, 2011 and is in full effect from this date.



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2022-2023 ACRSS Bell Schedules

Regular Schedule			Friday Early Dismissal Schedule		
Block 1	7:10-8:15	65 min	Block 1	7:10-8:15	65 min
Block 2	8:20-9:40	80 min (Prayer)	Block 2	8:20-9:30	70 min (Prayer)
Block 3	9:45-11:05	80 min (Announcements)	Block 3	9:35-10:45	70 min (Announcements)
Break	11:05-11:15	10 min	Break	10:45-10:55	10 min
Block 4	11:20-12:40	80 min	Block 4	11:00-12:10	70 min
Lunch	12:40-1:20	40 min	Lunch	12:10-12:45	35 min
Block 5	1:25-2:45	80 min	Block 5	12:50-2:00	70 min
Block 7	2:50-4:30	100 min	<i>Early dismissal to facilitate staff meetings.</i>		

Flex Day Schedule (Thursdays)			School Mass Day Schedule		
Block 1	7:10-8:15	65 min	Block 1	7:10-8:15	65 min
Block 2	8:20-9:25	65 min (Prayer)	Block 2	8:20-9:20	60 min (Prayer)
Block 3	9:30-10:35	65 min (Announcements)	Block 3	9:25-10:25	60 min (Announcements)
Break	10:35-10:45	10 min	Break	10:25-10:35	10 min
Block 4	10:50-11:50	60 min	Flex*	10:35-10:45	10 min
Lunch	11:50-12:30	40 min	Mass	10:45-11:50	65 min
Block 5	12:35-1:35	60 min	Lunch	11:55-12:35	40 min
Flex (Blk 6)	1:40-2:45	65 min	Block 4	12:40-1:40	60 min
Block 7	2:50-4:30	100 min	Block 5	1:45-2:45	60 min
			Block 7	2:50-4:30	100 min

BLOCK ROTATION/REPORTING PERIODS SCHEDULE

Q1	Q2	Q3	Q4
Reporting Period 1: Sept. 7-Nov. 10	Reporting Period 2: Nov. 15-Jan. 27	Reporting Period 3: Jan. 31-Apr. 21	Reporting Period 4: Apr. 24-June 22
↓	↓	↓	↓
Block Rotation 2 3 4 5	Block Rotation 5 2 3 4	Block Rotation 4 5 2 3	Block Rotation 3 4 5 2



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Les Strzelecki	FT Janitor	---
David Lingappa	PT Janitor	---
Vijay Chettiar	PT Janitor	---
UNIFORM STORE		
Mondays and Wednesdays 12 NOON - 4:00 PM		
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OFFICE PROCEDURES

OFFICE HOURS

Monday - Thursday from 8:00 am to 4:00 pm
Friday - 8:00 am to 3:30 pm

Summer Hours

Monday – Friday 8:30 am to 3:00 pm

ATTENDANCE/ABSENTEEISM

- A parent/guardian must call or email and inform the school that their child will be absent.
- Any time that a student is absent from school, he/she **must bring a note or email** explaining their absence signed by a parent, as per Ministry requirements.
- If a student is going away on holidays, a parent/guardian must send a note to school prior to the absence.
- All notes must be submitted to the office.
- When parents go away, and the student is left at home under the care of a guardian; the school requires a written letter specifying the guardian's name and phone number.

Arriving Late

- When a student is late, he/she **must come to the office to sign in**. At that time the student must explain the reason for the lateness. In order to do that the student can:
 - Come in with a parent.
 - Bring a note.
 - A parent may call ahead to inform the office that the student will be late.
- Accepted "Excused Late" is: Doctor's appointment, sickness or other reasonable excuses.

Signing Out

- When a student needs to leave the school due to an appointment, he/she must have a written note from a parent/guardian allowing him/her to leave the school.
- In the event of an unexpected medical appointment a parent/guardian may give verbal permission over the phone to the office, allowing the student to leave the school.
- All students must sign out at the office before leaving.

No student will be allowed to leave without a note or communication from a parent/guardian.

In the absence of a note, a parent must come in and sign out his/her child.

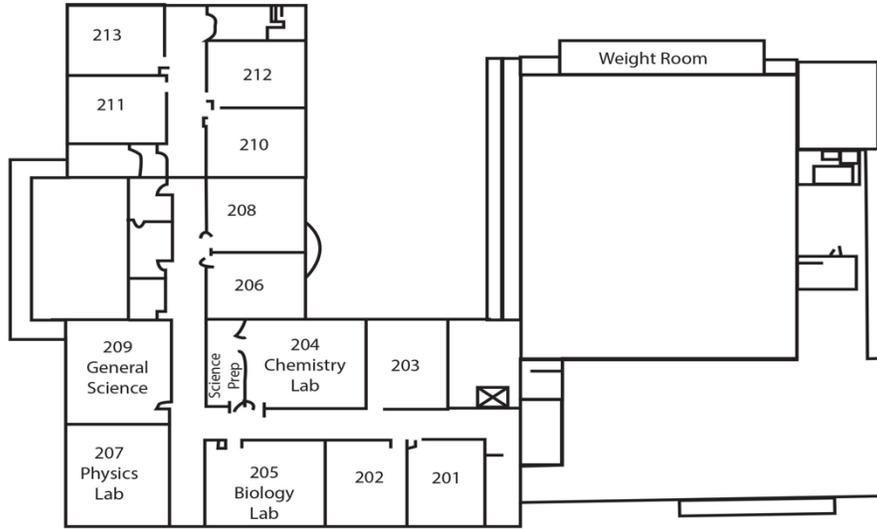
A parent may only sign out his/her own child.

PLEASE NOTE

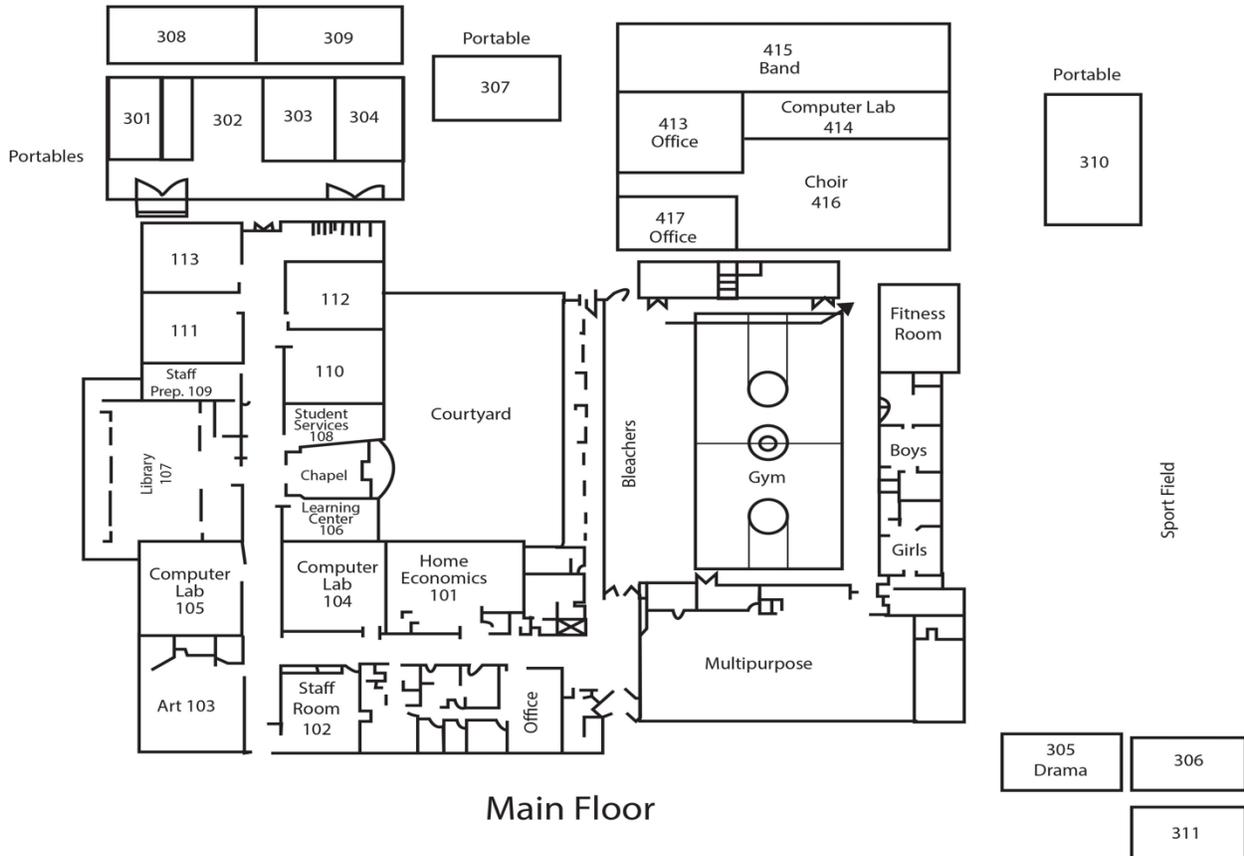
In order to minimize classroom disruptions, the office will only relay messages of a family emergency nature. All calls regarding changes in carpooling arrangements or pick-up times are deemed to be non-emergency.

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ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL



Second Floor



Main Floor

Sept 2013

