



ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

SCHOOL HANDBOOK 2026-2027

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PRINCIPAL'S MESSAGE

Welcome to Archbishop Carney Regional Secondary School! We are very excited to have you attend our school and we are thankful to our Lord for His guidance in bringing you to us. Our school has a lot to offer each of our students and the best way to experience everything is to be involved and aware of upcoming events. This handbook and our school calendar are extremely important for each student and parent. We are always here to help and when you are unable to find the answers you need on your own, please do not hesitate to contact us directly either through email or by phone.

We will continue to pray for God's blessing on each member of our school community. May He be with you always and hold you in His loving care.

- Mr. Len De Julius

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."

ARCHBISHOP CARNEY REGIONAL SECONDARY SCHOOL

Governance

Archbishop Carney Regional Secondary School is established in accordance with the Provisional Guidelines for the structure of school administration within the Catholic Independent Schools of Vancouver Archdiocese (CISVA) (<https://cisva.bc.ca/>).

The local Regional Education Committee (REC), made up of two representatives from each of the eight participating parishes along with a Pastor who serves as the Archbishop's Representative for the school, supports the school's administration and ensures that all school policies and procedures align with CISVA regulations.

To read more about ACRSS's Regional Education Committee, please see the following link on the school website: ([ACRSS REC](#)).

The School Crest

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.



Our 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.

For more information about the vision of the school, please visit our website ["Our School"](#)

Philosophy of a Christian Education

The Christian Education program at Archbishop Carney Secondary School is designed to foster growth in the students' faith, and in the understanding of themselves as Christian people. We believe that Christ is the focal point of school life at Archbishop Carney Secondary School. 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.

Students have many opportunities for faith formation at the school. One of the primary pathways to this involves Christian Education instruction. 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. 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. Assessment in Christian Education classes is based on knowledge of the faith content and in no way tries to “grade” the faith commitment of students.

Students also participate in annual grade level retreats, which focus on developing their faith and include Reconciliation and Mass. Additionally, students are given the following opportunities to celebrate, practice and further develop their faith and commitment to a Christ centered life:

- School masses (Opening, Advent, Ash Wednesday, Mother’s Day, Closing)
- Penitential services during Advent and Lent
- Weekly “Chap Chat” opportunities to speak directly with one of our regional priests
- Weekly grade level masses that rotate through the grades
- Weekly morning masses at 7:45 for staff and students
- Altar serving
- Student led Faith Clubs
- Additional clubs that focus on service to the community

School Masses and Grade Level Retreats

The importance of the Mass is recognized by 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 morning Mass. Regularly throughout the school year Masses are offered in the MPR (multi-purpose room) 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.

Grade level retreats are organized by our Campus Ministry staff for each grade level and occur at different points and locations throughout the school year. Grade level retreats offer a way for our students to connect with God personally and as a class. They produce lasting memories for our students and are a big part of the Catholic experience at Archbishop Carney Secondary School.

School masses and grade level retreats are mandatory for all registered students. In order for Gr. 12 students to be able to participate in year end graduation functions they must be present at all school masses and the Gr. 12 retreat. Exceptions are possible, however they may only be granted by the school’s principal.

SCHOOL POLICIES, REGULATIONS AND SANCTIONS

Artificial Intelligence (AI)

AI tools are generating much discussion within education because of their high level of sophistication and human-like abilities to research, write, problem-solve, create art, etc. There is concern that use of generative AI tools (such as ChatGPT and GPT-3) will make it easier or more tempting for students to engage in academic misconduct.

To promote clear and consistent practices, students are not authorized to use AI tools when completing their academic work unless explicitly permitted by a specific teacher in a particular course. Otherwise, using Artificial Intelligence (AI) tools to aid in academic work (in whole or part) that is submitted for credit could be considered to be cheating and plagiarism.

Academic Honesty and Plagiarism

All members of the school community share the responsibility for maintaining academic standards. 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) or from Artificial Intelligence (AI) 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, including the use of AI not approved by one's Instructor
- Destroying books or other library materials
- Unauthorized or inappropriate use of computers, calculators, smart devices, and other forms of technology, including AI 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
- 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.

Harassment and Bullying Prevention

Archbishop Carney 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 prohibits and will not condone any form of violence, abuse, bullying or harassment towards any employee of the CISVA. Archbishop Carney follows the CISVA Policy 408 on [Harassment and Bullying Prevention](#).

Concerns and Complaints

Should parents feel they have a complaint or concern with a school staff member, they should observe the following procedures:

1. Speak directly to the staff member in question. If there is no resolution, then proceed to #2 below.
2. Speak to the Principal. If the matter is still not resolved, please proceed to #3 below.
3. Speak to the chair of the Regional Education Committee at the school, and if necessary, ask for a hearing by the Appeals Sub-Committee of the Regional Education Committee. If it remains unresolved then proceed to #4 below.
4. Contact the Superintendent of Catholic Schools and the CISVA Executive Committee for information on 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 filing an appeal. This notification will provide the school with the opportunity to seek its own legal representation during the process.

Should a major complaint arise, parents are asked to follow CISVA's Policy 302 concerning the filing of a ['Notice of Major Complaint'](#).

ACADEMICS

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

Communicating Student Learning / Assessment

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. In addition, teaching best practices support assessment practices 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' skills, ability and understanding.

Students will be provided with opportunities to demonstrate mastery of the Learning Standards 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. *Formative Assessment* tasks that are constructed with the use of clear criteria and examples 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:

- Quizzes/Tests
- Projects
- Major long assessments
- Performance tasks – verbal, written or skill demonstration (ie. language conversations, music performance, speeches, physical skill assessment, writing assignments and oral presentations, science labs)

Missed Assessments

If a student misses an in-class assessment for any reason other than a school-sponsored trip/activity, they are required to write their missed assessment on the Friday (or last day of the school week) immediately following their return to school. There will be no opportunity for the student to schedule the assessment at a different time.

- The make-up sessions will be Friday 7:00 - 8:15 am or 2:05 - 3:20 pm
- If the last day of the school week is not a Friday, the sessions will be on the last day of the school week, 7:00 -8:15 am or 2:50 - 4:10
- If more than one assessment has been missed, the student will be required to attend both make-up sessions (morning and afternoon).
- The student will be assigned to subsequent Friday sessions to make up additional assessments, if necessary.

- If a student is assigned to a Friday make-up session that conflicts with a school activity, they are permitted to move their make-up session to the following Friday. However, they are only permitted to move their make-up date by one week, regardless of future school activities.
- If there is a conflict between the morning make-up session and a before-school Fine Arts class, the student will be assigned to the afternoon make-up session.
- Any student who does not make up their assessment on the assigned day will automatically have their assessment moved to the next reassessment day (January or June), and they will be assigned an IE in the course until the assessment is written.

Please note: this procedure is in development over the 26-27 school year and may change slightly.

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 the opportunity to complete a re-assessment due to extenuating circumstances. Re-assessment policies will differ from department to department. Please consult the course outline to ensure the requirements for re-assessment are met.

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 reassessment days (scheduled at the end of January for work assigned from September to January or in June for work assigned from February to June), after which point the zeros remain as such. Missing work from September to January will not be accepted after the midyear reassessment days.

If a student misses an assessment, they will be required to make up their missed assessment during the Friday/end of week makeup period immediately following their first day back at school. Failure to make up the assessment on the first Friday will result in a final opportunity to make up the missed assessment at the midyear (for assessments assigned in September - January) or final (for assessments from February to June) reassessment days. After that, the mark will be recorded as zero. Please see the Missed-Assessment Procedure for more details.

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 the work is completed and submitted. 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 late work deadline . At the end of the year, the IE may be changed to an F (fail).
4. There are two late work deadlines for the school year.
 - A. Reassessment days during Midyear assessments in late January/Early February. This applies to all work assigned from September to January.
 - B. Reassessment days during final assessments in June. This deadline applies to all work assigned from February to June.

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:

- 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.
- 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 210.
- The student will remain in Room 210 for the duration of that lunch period. There is no provision for a student to leave part way through “Catch Up Club.”
- 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.”
- 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.

Insufficient Evidence (IE, formally I Reports)

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

- ☐ 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 average hours that should be spent by each student engaged in **focused** homework or studying.

- Grades 8 and 9: 1-1.5 hours, maximum, 5 evenings per week

- Grade 10: 1.5 to 2 hours, maximum, 5 evenings per week
- Grades 11 and 12: 2 to 3 hours, 5 evenings per week. *This will vary more based on course load.*

If a student is regularly doing many more hours of homework than this, the parent should contact their child's teachers. Parents should contact their child's teachers (via email) for any homework assignments if a student will be away from school due to illness or any other family matters. Please note that teachers are not required to provide accommodations or work in advance of a family vacation.

Learning Updates and Grades

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. Academically, the school year is divided into three terms. Below are the key dates for Communicating Student Learning:

TERM 1 (September 8 - November 26)

September 21, 2026	<i>Meet the Teacher Night (access to course overview of curriculum/expectations)</i>
October 20, 2026	Informal Learning Update sent home <i>May include a self-assessment of work habits/learning engagement in classes.</i>
October 29, 2026	3 Way Conferences <i>No regular classes. 10:00-8:00</i> <i>(moves focus from marks to focus on learning engagement/goals for future growth)</i>
December 16, 2026	First Term Learning Update #1 Posted (report card) *Grade 8/9 courses: Proficiency level Grades 10-12: Percentages

TERM 2 (November 27 - March 25)

February 18, 2027	3 Way (Student/Parent/Teacher) Conferences (Thurs. 10am-8pm) <i>Continued focus on goals for future growth.</i>
March 24, 2027	Second Term Learning Update #2 Posted (report card) <i>(Including self assessment of core competencies and any IE reports)</i> *Grade 8/9 courses: Proficiency level Grades 10-12: Percentages

TERM 3 (March 26 - June 16)

May 1-15, 2027	Last chance IE Reports/Summer School Referrals
June 17-22, 2027	Final opportunity to demonstrate Learning (Assessment/reassessment)
June 28, 2027	June Summary of Learning Posted

Written Learning Updates will be issued in December, March/April, and June. An additional report may be sent in May only to students who have not yet been informed that they are "at risk" of failing in any given course. Before students receive a failing grade, parents will be notified through an IE Report indicating the required work for a successful completion of the course.

For **Grade 10-12 courses**, the following letter grades and percentages will be used, as prescribed by

the Ministry of Education:

LETTER GRADE	GRADE RANGE	LETTER GRADE	GRADE RANGE
A	86-100%	C-	0-59%
B	73-85%	F	0-49%
C+	67-72%	IE	Insufficient Evidence
C	60-66%	RM	Requirement Met
		SG	Standing Granted

Honour Roll

For Grades 10-12, the final percent average is determined by adding all the final percentages 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%
- Honours 85% - 89%

For Grade 8 and 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:

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

- 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

- 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

- 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

- 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
- * In special circumstances, students may have insufficient evidence of learning. 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.*

Course / Grade Completion

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 take a course online to meet the learning standards 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. *Online courses taken over the summer must be completed prior to August 15 in order to be eligible for advancement to the next level at the discretion of the school administration.*

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 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.

Course Selections & Required Courses

Courses required for graduation must be completed at Archbishop Carney. In order to maintain the integrity of the diploma that graduating students receive from Archbishop Carney Regional Secondary, all students must take the courses required for graduation at our school. This means that students will no longer be able to take courses that are required for graduation in British Columbia online or in summer school.

Please find a list of the BC graduation requirement courses in the [Course Selection Booklet for Grades 8 and 9](#) and the [Course Selection Booklet for Grades 10-12](#)

While summer/online courses can provide opportunities not offered at Carney, we have found that, in the context of our English and higher level courses, they do not match the depth and breadth of what is offered, and often students are not prepared to take the next level course here at school or in post secondary institutions. Summer/online courses do not count toward your ACRSS GPA for Awards and Principal's List and do not appear on your report card. These courses do appear on your BC Transcript and post secondary schools may ask why the course was taken online.

Students who choose to take courses that are required for graduation online or in the summer, will be enrolled in that same course when they return in September. Students may retake a graduation

required course online, provided the first time it was taken was at ACRSS.

If you plan to take a summer or online course, students must speak with their Grade Level Advisor and complete a Summer Course/Online Permission Form that is signed by parent(s). Permission forms will be available in Student Services.

- All forms will be reviewed by Student Services
- Those students who are not granted permission by Student Services but still choose to take a required course online or in summer school, will be enrolled in that same course at our school.

We are committed to providing an environment where students can succeed and have all requirements for graduation. Getting ahead by taking summer/online courses is not necessary. We encourage students to enjoy other activities in the summer such as volunteering, getting a job, or enjoying time with friends and families. These opportunities allow students to develop passions as well as their soft skills of communication and social responsibility.

ACRSS Second Language Requirement

All students in Grades 8-10 will be required to take a second language course (French or Spanish) at Archbishop Carney.

Please note: Students who receive an academic support block are exempt from the second language requirement. The academic support block is intended for students who, with documentation and in consultation with administration, require additional time and support to work towards goals as part of their Individualized Education Plan (IEP).

Policy for Absences

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.

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.

Student Attendance/Absenteeism

- A parent/guardian must inform the school that their child will be absent.
- Any time that a student is absent from school, parents/guardians must use the [ABSENTEE/LATE/EARLY DISMISSAL form](#) which is linked on the front page of our website, explaining their absence, as per Ministry requirements. The office will not be accepting phone calls or emails any more. You will be directed to the form if you try to email or call in.
- If a student is going away on holidays, a parent/guardian must also use the form prior to the absence.
- The ABSENTEE/LATE/EARLY DISMISSAL FORM must be used for all absences, lates and early dismissal requests

Arriving Late

- When a student is late, he/she must come to the office to sign in. Prior to the students arriving, parents/guardians must use the ABSENTEE/LATE/EARLY DISMISSAL form on the website to inform the office of their student being late.

Signing Out or Early Dismissal

- When a student needs to leave the school due to an appointment, parents must use the ABSENTEE/LATE/EARLY DISMISSAL form to notify the school. This will serve as permission to leave early. Students must come to the office if they are leaving early to receive an early dismissal slip to give to their teacher, so that they may be allowed to leave their classroom early. Students must always sign out when leaving the school.
- All students must sign out at the office before leaving.

No student will be allowed to leave without a parent informing the school by using the ABSENTEE/LATE/EARLY DISMISSAL form. 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.**

Attendance Procedures (Updated September 2026)

Please note: this procedure is in development over the 26-27 school year and may change slightly.

Regular attendance at school is critical to a student's academic, social, emotional, and mental health. Students who miss class regularly, dramatically decrease their chances of academic success. Each case and each student will be dealt with individually. Therefore, the following procedures will be in place for students who miss a total of **20 full school days*** or more at any point during the year:

- All work left to complete whether it was assigned prior to meeting the 20 day threshold or after, will be required to be completed at school and may not be completed anywhere else, including at home.
- Once the threshold is hit the student may not be able to complete the course with a passing grade. This will be determined by the respective teachers in consultation with the administration.
- The administration will require an in person meeting with the student's parents.
- Any shortfall from the Ministry funding that occurs due to a lack of attendance, will be billed to the student's parents. The Ministry of Education and Child Care provides funding each year based on student's attendance and may withhold a portion of, or all of, that funding due to a high number of student absences.

Once a student misses **40 days of school, or 25 classes of a single course**, the possibility of passing their course(s) significantly diminishes. If a possibility of passing remains, the final grade will not be higher than 55%. In addition, a student who misses 40 school days or more may be denied admission for the following school year.

Documented medical situations may be exempt from the requirements above.

*Please note that the total of 20 school days missed includes missed blocks that total up to 20 full school days and both excused and unexcused absences.

LATE PROCEDURES

Please note: this procedure is in development over the 26-27 school year and may change slightly.

Students who are regularly late inconvenience the office staff, their teachers, fellow students and ultimately, themselves. Arriving on time for class is the most basic of the responsibilities placed on students. Those who are routinely late will be subject to the requirements listed below once the threshold of 5 lates in a month (excused or unexcused) is reached:

- Must serve an after-school detention from 2:00pm-3:00pm at the end of the week in which they reach their 5th late. Parents will be contacted on the day they reach the threshold and will be informed of the detention requirement.
- Each subsequent late in that month will result in an additional Friday afternoon detention.
- A student who reaches 10 lates in a calendar month will receive an in-school suspension and parents will be notified.
- After 10 lates a variety of consequences may include but are not limited to:
 - Loss of cellphone privileges while at school
 - Loss of off campus privileges (Gr. 11 & 12)
 - Loss of non-uniform day privileges
 - Attending school on non-instructional days
 - School clean-up (garbage pick-up, cleaning classroom tables, etc.)

Please Note

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.

MISSED ASSESSMENTS

If a student misses an in-class assessment for any reason *other than a school-sponsored trip/activity*, they are required to write their missed assessment on the Friday (or last day of the school week) immediately following their return to school. There will be no opportunity for the student to schedule the assessment at a different time.

- The make-up sessions will be Friday 7:00 - 8:15 am or 2:05 - 3:20 pm
- If the last day of the school week is not a Friday, the sessions will be on the last day of the school week, 7:00 -8:15 am or 2:50 - 4:10
- If more than one assessment has been missed, the student will be required to attend both make-up sessions (morning and afternoon).
- The student will be assigned to subsequent Friday sessions to make up additional assessments, if necessary.
- If a student is assigned to a Friday make-up session that conflicts with a school activity, they are permitted to move their make-up session to the following Friday. However, they are only permitted to move their make-up date by one week, regardless of future school activities.
- If there is a conflict between the morning make-up session and a before-school Fine Arts class, the student will be assigned to the afternoon make-up session.
- Any student who does not make up their assessment on the assigned day will automatically have their assessment moved to the next reassessment day (January or June), and they will be assigned an IE in the course until the assessment is written.

INFORMATION TECHNOLOGY AT ACRSS

Bring Your Own Device Requirement

Each student at Archbishop Carney is 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 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

Personal Electronic Devices and Technology Acceptable Use Agreement

The full ACRSS agreement, which is included in registration and must be signed by both parent and student, is [linked here](#). This agreement applies to all electronic devices whether owned or leased by the school or the user. This also applies to all users of PEDs and school-based technology including, but not limited to, students, staff, parents, and volunteers.

Each ACRSS student must sign the ACRSS *Personal Electronic Devices and Technology Acceptable Use Agreement* annually. This can be found on the school's [Application Document](#). They must fully understand the terms and conditions and agree to follow them and understand that if they violate any of the conditions that they may lose their computer account and may also face other disciplinary action. They agree to use electronic devices and Internet for academic use only and also agree to report any misuse of the Technology to the teacher, the Librarian, Principal or Vice-Principal. They will use the school's technology at their own risk and hereby release the school from any claims arising from my misuse of these services. They are also aware that the terms and conditions can change at any time and that it is their responsibility to check the school website for any updates.

Personal Digital Device Restrictions **UPDATED August 2025**

Rationale

The Ministry of Education and Child Care originally banned the use of cellphones at schools completely before deciding to hold off, for now at least. This has prompted us to review our policy and make changes that we hope will work for our students and staff. The learning environment at our school, and any school is vitally important for any educational goals to be achieved. It can be very disruptive when students are focused on their phones instead of the teacher or the activities occurring in the class.

Procedure

CELL PHONES: Cell phones and personal digital devices are not permitted in the classroom and should not be with students during class time. All cell phones must be stored safely in the student's locker during class time. Any student found with a cell phone on them will have the device confiscated (*see consequences below*).

Students are restricted from using their device during instructional time; however, are permitted to use their cell phones and personal digital devices only at the following times and in the following locations:

- Before the first morning bell, at lunch, and after school only in the MPR or outside only.
- Cell phones are not permitted in the classrooms, hallways, bathrooms and change rooms.

The following exceptions exist:

- Grade 12s on study blocks may listen to music on their cell phones and personal digital devices in the MPR.
- With administrative approval, teachers may request use of digital devices during instructional time for instructional purposes and digital literacy.
- With documentation, such as an IEP or safety plan, students requiring accommodation needs and/or medical and health needs

HEADPHONES AND EARBUDS: The use of headphones/earbuds can create significant distractions to both learning and communication. Students listening to music or other media reduces focus and engagement. Additionally, headphones/earbuds can create barriers to communication, as students may not hear important verbal instructions or announcements from teachers, and it can be difficult for staff to get students' attention. Outside the classroom, wearing headphones/earbuds can compromise safety, as students may not hear critical environmental cues or emergency alerts, leading to potential hazards.

Furthermore, the use of headphones/earbuds can contribute to social isolation. Students who frequently use earbuds may withdraw from peer interaction, missing opportunities for collaboration and socialization, which are crucial for personal development. This policy supports a school culture focused on community engagement and academic growth.

By restricting personal tech devices like headphones/earbuds, ACRSS can better manage classroom dynamics, promote responsible technology use, and ensure that all students remain focused, connected, and engaged in their learning. Students are not allowed to have headphones/earbuds, or other portable listening devices during class time or the transition between class time, unless with the direct permission of a teacher for educational purposes. In alignment with our cell phone policy, headphones/earbuds are allowed before and after school and at lunch.

Consequences

- First Offense: The cell phone or personal digital device will be confiscated from the student, turned into the office, and then returned to the student at the end of the day.
- Second Offense: 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 Offense: The cell phone will be confiscated from the student and turned into the office. For the next five 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.

DISCREET AI TECHNOLOGY: The use of smart glasses, such as Meta Glasses, or any similar technology, and other discreet, portable AI or smart devices is prohibited on school grounds, during school-sponsored activities, and in all school-related environments. This includes any technology that may have the capability to record, transmit, or access information without being readily visible or easily identifiable by other students or staff members.

Students found in possession of or using any form of discreet AI technology during the school day or at school related events will have the device confiscated and appropriate disciplinary actions may be taken.

ACRSS is committed to providing an environment conducive to learning, academic honesty, and privacy. As technology continues to evolve, this policy will be adjusted, as necessary, to ensure the safety of our staff and students and the fairness and integrity of our educational environment.

GENERAL SCHOOL INFO

Office Procedures

Regular Office Hours

Monday - Thursday from 8:00 am to 4:00 pm
Friday - 8:00 am to 3:30 pm
prior to school starting)

Summer Office Hours

Monday – Friday 9:00 am to 3:00 pm
(generally first week of July, 2 weeks

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 have offensive, suggestive or otherwise inappropriate photos or writing displayed in their locker. 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.

Gym Facilities

The gymnasium, weight room, and fitness room may only be used when supervised by a teacher. Individuals or groups of students are not to use the gym facilities without authorization and supervision from a teacher. Students may not enter the gym office or storage rooms without

permission of a teacher. Change rooms are only to be used to change for activities in the gym facilities and are not a place to hang out or eat food. Please be aware that valuables are to be left locked in a student's personal school locker.

Confidential Areas

There are private areas in the school which are accessible only to those responsible for that area. Lockers are private, as are teacher's desks, mark books and teacher's manuals and computers. Students who are found to have accessed any of these areas without permission will be referred to the principal.

Visitors

Archbishop Carney Regional Secondary School is a closed campus. All visitors must have pre arranged 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.

Students 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.

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 or access 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.

Smoke and Vape Free Environment

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.

STUDENT SERVICES

Students work with the Grade Level Academic Advisor (GLA) for programming purposes but may see the GLA if they wish to discuss personal and academic concerns. Students wishing to see their GLA should book an appointment. Parents are encouraged to contact the GLA any time they have concerns about their child's progress. The GLA will make every attempt to keep parents informed whenever a situation arises which requires attention.

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

- Grade 12 Mr. Harris
- Grade 11 Mr. Harris
- Grade 10 Ms. Triveri
- Grade 9 Ms. Contu
- Grade 8 Ms. Historillo

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

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.

Learning Support

Archbishop Carney Regional Secondary School (ACRSS) is committed to the education of the whole child in the spiritual, emotional, social, intellectual, artistic, and physical development. It is, therefore, the long term goal of ACRSS to implement programs enabling it to accept and meet the needs of all 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.

- 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.
- An after school Homework Club is run Monday to Thursday from 3:00-4:00 pm. Students who have fallen behind are encouraged by school staff to attend if they are struggling with completing homework or struggling with concepts being taught in class.
- On-site personal counseling services.

Learning Resource Centre (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. Learning Support programs and services enable students with individualized 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.

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 grade level advisor and if necessary the LRC. 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/universal supports, the services to be provided, and includes measures for tracking achievement. An IEP must have one or more of the following:

- The goals or learning standards set for that student for that school year where they are different from the learning standards 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 universal and/or essential supports 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 need for a specialized plan is established.

The only instances in which an IEP may not be required are when:

- The student with unique needs requires little or no adaptations to materials, instruction or assessment methods; or
- The expected learning standards have not been replaced; 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 Centre (LRC) 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 Centre 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 an IEP, 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 LRC programs and services will involve meaningful consultation with the parents or guardians of students with individual needs, since they know their children and can contribute in substantial ways to the design of appropriate programs and services for them.

The student's case manager, along with members of their school team, will meet with the parent(s)/guardian(s) to develop individualized goals, supports, essential supports 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.

FINE ARTS DEPARTMENT

Fine Arts opportunities are co-curricular, meaning that if students would like to participate in Yearbook production, Art Shows, Music Festivals, Film Festivals, or Theatre Festivals, they are all run through the curricular courses. For more information: <https://www.acrss.org/fine-arts>

Students wishing to enroll in Jazz Band must also be enrolled in Concert Band. Students wishing to enroll in Chamber Choir must also be enrolled in Concert Choir.

Although musical theatre and theatre ensemble are ministry approved courses, at our school we offer them as extracurriculars. Our school plays and musicals alternate every other year, with students auditioning for the musicals in June for the following year and new students, including grade eights, audition in September. In order to participate in the extra-curricular musicals, students must be enrolled in music or drama class. School plays are smaller cast shows, and students are not required to take drama. Plays are auditioned in September.

Students wishing to sing or play in our liturgical choir and band need to be members of our music department in grades 8-12.

Students wishing to participate in the musical or plays as a member of the stage crew or the front of house, or who would like to run the set up for audio and visual presentations, including masses, in the school should apply to enroll in Theatre Production 10-12.

Students wishing to participate in the one act play festival "ARTSfest" held at our school should enroll in Drama 9-12. Students wishing to participate in provincial one act play zone festival "METfest" should enroll in Drama 11-12.

Students wishing to participate in film production for tournaments, theatre festivals and productions and commencement ceremonies or film festivals should enroll in Media Arts 9-12.

Students wishing to contribute to the production of our yearbook, should apply to enroll in Graphic Design 11-12.

ATHLETICS

Athletic Philosophy

The Archbishop Carney Athletic Department strives to enrich the lives of our students through athletic competition and to provide competitive opportunities for the student-athletes of our school. We will endeavor to have our student-athletes compete at the highest possible level and to the best of their God given ability. Our coaches will lead by example in teaching our student-athletes to work hard and play fair.

We will strive to uphold our philosophy by pursuing a number of goals. These include:

- Development of character through the mental, physical, and spiritual domains.
- Building of community amongst teammates, classmates, staff members, and parents by living out our school's mission statement.
- Creating servant leaders in the image of Christ through the actions and commitment of our coaches and volunteers.

Fees

Athletic fees are invoiced to all participants at the start of the fall, winter, and spring seasons.

Program Offerings

The athletic department will offer sports as sanctioned by BC School Sports in the fall, winter, and spring season. These sports will be offered based on student interest and ability to provide a viable sport opportunity for student-athletes. These traditionally include aquatics, volleyball, cross country, soccer, basketball, track and field, golf, tennis, and badminton.

Procedures

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.

Each coach will provide parents with a start of season email. This email should include an encouragement to parents to watch games, expectations for players, a schedule of practices and games, and an informed consent/risk acknowledgement form.

Guidelines for Teams:

- Grade 8 Teams - Are composed of Grade 8 students
- Grade 9 Teams - Could be composed of Grade 8 and 9 students
- Junior Teams - Could be composed of Grade 8-10 students.
- Senior Teams - Could be composed of Grade 8-12 students
- Coaches will schedule sufficient exhibition games together with league games and tournaments to comply with athletic department guidelines.
- Student athletes are recommended to consider the commitments of a school sports team before joining a team.
- 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 their studies may be denied participation in these activities until they show the proper balance. No student may be deprived of the privilege of participating in athletics because they lack the ability to achieve well in academic fields. Students must be judged on their efforts, not on their results.

PARENTS

Parents of students at Archbishop Carney must recognize that they are the primary educators of their child(ren) and are important role models in the mission of the Church shared by Catholic Schools. Parents should refer to CISVA Policy 412, '[Parent Code of Conduct](#)' to understand this role.

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.

Parent Participation Program

The *Parent Participation Program* is an important dimension of the operation of Archbishop Carney Regional Secondary School (ACRSS). The purpose of this program is to foster a spirit of community and pride among Carney families and provide tangible economic benefits to the school. We encourage parents to take an active role in our school, and we appreciate their support. The *Parent Participation Program* also keeps down the operational costs of running the school. A family who participates in the program completes the work in lieu of a Non-Participation Fee.

The *Parent Participation Program* functions under the direction of the Regional Education Committee (REC). The REC are responsible for the appointment of Category Managers, monitoring compliance with the program, and serving as a liaison between Category Managers and the REC. The Parent Participation Program information and Policy can be found at: [ACRSS Parent Participation Program](#)

At the time of annual registration, parents must choose one of the following options:

1. **PARTICIPATING FAMILIES** A family who participates in the *Parent Participation Program* commits to a minimum number of hours of service per school year. (*Please refer to current Parent Participation Policy*) It is the parents’ responsibility to fulfill their hours of participation for the school year (fiscal school year is July 1 to June 30). Families who do not fulfill the requirements of the *Parent Participation Program* will be charged \$25/hour for hours not completed. All parents are responsible for keeping a personal record of their hours for verification purposes. Details of how to track and log hours are found in the [ACRSS Parent Participation Policy](#).
2. **NON PARTICIPATING FAMILIES** A family unable to commit to the required hours may elect to pay a Non-Participation Fee, which is over and above the tuition fees. (*Please refer to the current Registration Package for this amount.*) This option is to be indicated on the *Parent Participation Form*.
3. **SPECIAL EXEMPTION FROM PARTICIPATION** Those who have special circumstances and can neither participate in the *Parent Participation Program* nor pay the Non-Participation Fee must contact the Parent Participation subcommittee (pp@acrss.org) at the time of registration or immediately when a situation occurs for special exemption. This is to be noted on the *Parents’ Participation Form*.

Please note that many of the volunteer positions available in the Parent Participation Program require a Criminal Record Check be submitted to the school prior to the start of any activities being performed. Please see the Parent Participation Policy for further information on this.

Any questions regarding the *Parent Participation Program* or *Policy* can be directed to the Parent Participation email: pp@acrss.org

Family Statement of Commitment

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. As part of your completed application form, parents/guardians accept the responsibility of this commitment.

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the teachings on faith and morals in the Christian Education Program and participate in the program as required by the school.
4. All students are expected to attend school on a regular basis and full participation in all aspects of the educational program of the school are required of every student. Each student is expected to strive toward the development of his/her full potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. In this way, each family shares in the responsibility of educating our students.
6. Each student is expected to know and follow school policies on behavior, and each parent/guardian is expected to review these policies with their own child.
7. Parents/guardians are expected to support their student's educational program. Parents/guardians agree to consult with that teacher, Principal, or other school staff member with respect to the student's educational program as required.
8. Parents/Guardians are expected to attend at least one orientation session which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
10. If applicable, each parent/ guardian agrees to:
 - Provide the school with complete and updated versions of any orders or agreements:
 - Affecting, restricting, or prohibiting a parent/ guardian's ability to access the school or a student attending the school
 - Impacting a parent/ guardian's authority over decision making in relation to a student's

education

- Ensure that any updates to these orders are given to the school as they occur
- Minimize and void any disruption to the school associated with the implementation of those orders or agreements, and comply with the terms of any orders or agreements

11. If any of these conditions are not met the school reserves the right to refuse admission, or remove the student from the school, or take any other appropriate action in the circumstances.

In Absentia Parents/Guardians

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.

Bursaries

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.

If your family is experiencing financial hardship, you may pick up a Bursary Application Package from the school office. As part of the application, it is essential that you make an appointment to meet with 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 and may complete the Pastor's Authorization Form as part of your package.

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)

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. The deadline for bursary applications is May 1st. 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.

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

UNIFORM POLICY

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 (REC) 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 McCarthy Uniforms except as noted with an asterisk (*) below. Uniform items as supplied by McCarthy Uniforms will be available from their website & store throughout the year. There is an online process for ordering. Visit their website:

<https://mccarthyuniforms.ca/>

3.1 GENERAL UNIFORM

BOYS	GIRLS
Golf shirt – white, long or short sleeved <u>or</u> Dress shirt - white (Must be tucked in and only the top 2 buttons may be left undone.	Golf shirt – white, long or short sleeved <u>or</u> Blouse - white (Must be tucked in and only the top 2 buttons may be left undone.

School pant - black (must be purchased from Neat/McCarthy Uniforms and must be worn appropriately at the waist)	Kilt - <i>not more than 8 cm above mid-knee. Kilt may not be rolled up. Navy/black "shorties" must be worn under kilt.</i> School pant – black
Carney tie (optional) - worn with dress shirt	Carney tie (optional) - worn with blouse
Pullover, Cardigan or Vest (optional) - navy with school crest	Pullover, Cardigan or Vest (optional) - navy with school crest (arm stripe on cardigan)
Crew neck sweater – navy with school lettering* (optional) <i>(purchased through the school office)</i>	Crew neck sweater – navy with school lettering* (optional) <i>(purchased through the school office)</i>
Socks* – white, navy or black (no logos)	Socks* knee-highs* – white, navy or black (no logos) Tights or Nylons* - navy or black, non-patterned, footed
Shoes* – shoes must be all black in colour including the rim of sole with a closed heel and toe. Athletic shoes and canvas shoes are not acceptable. Black dress or casual shoes are acceptable.	Shoes* – shoes must be all black in colour including the rim of the sole with a closed heel and toe. Athletic shoes and canvas shoes are not acceptable. Black dress or casual shoes are acceptable.
P.E. Strip – Navy shorts, grey or navy t-shirt or any shirt obtained as a member of a Carney team or club. Carney fleece pants and hoodies are also acceptable. Athletic shoes* with non-marking sole and white athletic socks.* No board shoes or fashion runners.	P.E. Strip – Navy shorts, grey or navy t-shirt or any shirt obtained as a member of a Carney team or club. Carney fleece pants and hoodies are also acceptable. Athletic shoes* with non-marking sole and white athletic socks. * No board shoes or fashion runners.
Grade 12 - Golf shirt – dark navy, long or short-sleeved with Grad year logo on sleeve (optional) Crew neck sweater – with grad logo on sleeve*	Grade 12 - Golf shirt – dark navy, long or short-sleeved with Grad year logo on sleeve (optional) Crew neck sweater – with grad logo on sleeve*

Spring Uniform (optional) – Sept-Thanksgiving, April-June School Shorts* - black Socks*– white, navy or black (no logos) Shoes, all black, closed toes* (as stated above)	Spring Uniform (optional) – Sept-Thanksgiving, April-June School Shorts* - black Socks*– white, navy or black (no logos) Shoes, all black, closed toes* (as stated above)
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3.2 MUSIC DEPARTMENT PERFORMANCE UNIFORMS

ACRSS MUSIC DEPARTMENT ([click here for more information](#))

Concert Band and Concert Choir Performance uniform (to be worn for ALL performances year-round):

Black dress shoes, black dress socks, Black Carney dress pants (McCarthy Uniforms), Carney tie (McCarthy Uniforms)

- Blue Oxford dress shirt (McCarthy Uniforms)

Please see links here: [UNIFORMS: ACRSS MUSIC DEPARTMENT](#)

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 a fitting at not more than 8 cm above mid-knee. Kilt may not be rolled up. Navy or black “shorties” must be worn under the kilt.
- Pants: Must be from Neat Uniforms and 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 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. White with no logos.
- Ties: Only the school tie may be worn with the uniform, with the exception of Jazz band ties.
- Extra Clothing: Only the school pullover, vest or crewneck 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, jewelry, and hair: only modest styles are allowed, reflecting the values of Archbishop Carney School at all times. Hair: Only human hair colours are allowed.

3.4 PURCHASING OF UNIFORMS

As mentioned above, uniform items as supplied by McCarthy Uniforms will be available from their website & store throughout the year. There is an online process for ordering. Visit their website: <https://mccarthyuniforms.ca/>

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, Starliament, Link Crew, and Athletic Teams.

On Fridays, “Carney Gear” may be worn. This includes sweatshirts from extracurricular activities at Carney. i.e. as a member of the school tennis team, on Fridays a player may choose to wear their “Carney Tennis” sweatshirt.

3.6 NON-UNIFORM DAYS, JEANS 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 of non-uniform days

1. Student will be informed that their attire does not meet the expectations outlined in Non-Uniform Day dress code and be 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.

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.
- 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 reinstated the next day if the student agrees to abide by the reinstatement conditions.

STUDENT CONDUCT

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 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.

Student Code of Conduct

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 strive 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.

In accordance with CISVA Policy 407, [Student Code of Conduct](#), the school has developed a School Code of Conduct and Disciplinary Policies which are reviewed annually.

Students at Archbishop Carney are *expected to* (but not limited to):

- Behave in a safe manner
- Respect those in positions of rightful authority.

- Respect the dress code
- Be honest in your conduct and schoolwork
- Inform a trusted adult of dishonesty in conduct and schoolwork to help maintain trust, fairness and a safe environment for all
- Follow instructions given by staff members and volunteers.
- Know and obey the school's student code of conduct and the school rules.
- Respect the rights and dignity of all persons in the school community.
- Refrain from participating in or promoting any behavior that would threaten, harass, bully, intimidate, assault (verbally and/or physically) or cause harm to any person.
- Report incidents of bullying or harassment that they witness in the school or at school activities.
- Refrain from abusive/suggestive language (e.g. language that degrades someone's dignity because of race, religion, ethnicity, culture, sexual self identity, disability and/or socio-economic background).
- Refrain from misuse of internet/computer technology, including personal digital devices, on or off school property
- Work and socialize cooperatively and appropriately with everyone in the school community.
- Not be in possession or be under the influence of drugs and/or alcohol and not be in possession of weapons in school or at school activities.
- Respect all property
- Leave personal digital devices at home, in their bag/backpack and/or in their locker during instructional time.

Students at Archbishop Carney are *prohibited from* engaging in the following behaviours (not limited to):

- Interfering with the learning and working of others.
- Misuse of computer technology, including personal digital devices and/or multimedia digital devices.
- Abusive/suggestive language.
- Language that degrades someone's dignity because of race, religion, ethnicity, culture, sexual self-identity, disability, and/or socio-economic background.
- Racism, or other bullying, harassing, intimidating, retaliating, or discriminating behaviour.
- Physically violent behaviour.
- Retribution against a person who has reported incidents.
- Unsafe or illegal behaviour, including the possession, use, or distribution of illegal or restricted substances, or the possession of weapons or replicas.
- Wearing clothing that promotes or symbolizes illegal substances or activities, hate or discrimination, profanity, pornography; or that incites violence, harassment, or threatens safety

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.

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.

GENERAL DISCIPLINE POLICY

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. The Discipline Policy applies to conduct in school and conduct through the use of one's personal electronic device(s).

The Discipline Policy has three levels of seriousness. Below, for each level of seriousness, potential consequences are specified :

Level I - General Misconduct

This level deals with the minimum behavior expected of a student, and includes, but is not limited to: dress code, jewelry and hairstyles, attendance, and punctuality.

For behaviours that are minor violations of the Code of Conduct, a staff member will speak directly to the student. The following consequences may be used to encourage more positive behaviour:

- Reminder/informal discussion
- Use of problem-solving techniques
- Verbal or written warning
- Contact with parents/guardian by the classroom teacher
- Separation from peers
- Written or verbal apology

- Restitution for damage

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:

- habitual behaviour which makes learning difficult for fellow students.
- flagrant disrespect for teachers or students.
- malicious damage to the school or property belonging to employees and or visitors to the school.
- sexual harassment of a verbal or physical nature.
- association or involvement with gangs.
- bullying and intimidating behavior (including digital behaviours)
- stealing
- tobacco use or using vape products while at school or at a school function

For behaviours that are repeated or are more serious, a staff member will speak directly to the students and/or the students may be referred to the school's administration. An incident report may be sent home to parents with a request to review the Student Code of Conduct and to return the signed sheet back to the school. The following consequences may be used to encourage more positive behaviour:

- Any from Level I
- Verbal or written warning
- Contact with parents/guardian by the teacher and/or administration
- Creation of behaviour contract or positive behaviour support plan
- Removal from the classroom/situation

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:

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

For incidents of a more serious nature, students will be referred to an administrator. The nature and severity of the infraction, the intent behind the infraction and the frequency of the infraction will be considered when determining the level of consequence. It should also be noted that all disciplinary decisions are made in consideration of individual circumstances. The following consequences may be used to encourage more positive behaviour:

- Any from Level 1 and/or Level 2

- Administration involved in discussion/planning consequences
- Official written documentation of the incident
- Directly supervised recess/lunchtime activity
- Lunchtime suspensions
- In school suspensions

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 [Suspensions and Expulsions](#). The Principal has discretion to determine to which category the infraction falls under and will make the decision if it is suspension or expulsion.

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 REC and not the Principal. In order to proceed with an appeal, the parents or guardians must follow the guidelines as established within CISVA's Policy 302 on [Major Complaints](#).

The Principal has discretion to determine which level 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.

Year at a Glance (Please check school calendar for updates)

September

2-11 Haida Gwaii Trip
 8 First Day of School (Gr. 8s & new students)
 9 First Day for all students (Gr. 8-12)
 15 School Photos 📷 & Night of Shining Stars (25-26)
 16 Opening School Mass ✚
 21 Welcome Back BBQ & Meet the Teacher Night
 24-25 Gr. 12 Retreat at Loon Lake (mandatory) 🙏
 30 **Truth & Reconciliation Day (school closed)**

October

5 Final Add/Drop Course Change date
 5 Gr. 12 Parent Information Evening (gym) 🎓
 7-9 **BC Catholics Boys Soccer**
 12 **Thanksgiving Day (School Closed)**
 16 Walkathon (no regular classes)
 16-17 **Carney Classic Sr. Volleyball tournament**
 20 Informal Learning Update Sent Home
 22 Photo Retake Day 📷
 23 **No School (Provincial Pro. D. Day)**
 24-25 **Carney Garage Sale**
 29 3-Way Parent Conferences (no regular classes)

November

2 Post Secondary Day (early dismissal for Gr. 8&9)
 4 Take Your Child to Work Day (Grade 9s)
 5 Gr. 9 Retreat (mandatory) 🙏
 10 Remembrance Day Prayer Service ✚
 11 **Remembrance Day holiday (school closed)**
 13 **No School (Pro. D. Day)** Craft Fair set up
 14-15 **Carney Christmas Craft Fair**
 16 Q2 Block Rotation 5 2 3 4 ⌚
 22-26 Grad Portraits by Artona 🎓
 24 OPEN HOUSE for prospective families (evening)
 26-28 METfest @ Heritage Woods 🎉

December

2 School Mass (Advent) ✚
 4-5 **Jr. Girls Carney Classic Basketball tournament**
 7 Music Dept. Christmas Concert 🎵
 8 Advent Penitential Service ✚
 10-12 **Carney Classic – SR Boys/Girls Basketball**
 16 Term 1 Reports Posted (Learning Update #1)
 18 Last day of school prior to Christmas Break
 21-Jan. 1 **School closed for Christmas Break**

January

4 School Re-opens after Christmas Break
 13 Grade 10 Retreat (mandatory) 🙏
 14 Re-registration packages sent home
 15-16 **Gr. 8 Boys/Girls Carney Classic Basketball**
 22-23 **Jr. Boys Carney Classic Basketball tournament**
 28 **No school (Pro. D. Day)** Study day for students
 29-Feb 1 Mid-year assessment days 📚

February

2 Q3 Block Rotation 4 5 2 3 ⌚
 8 Course Planning Video posted (26-27 courses)
 10 School Mass (Ash Wednesday) ✚
 11-12 **No School (Catholic Educators' Conference)**
 15 **Family Day Holiday (school closed)**
 18 3-Way Parent Conferences (no regular classes)
 17-19 Re-registration forms to be returned to office
 24 Gr. 8 Retreat (Mandatory) 🙏

March

1-7 School Play Week (Fine Arts) 🎭
 2 Lenten Penitential Service ✚
 5 Last Day of School Before Spring Break
 8-19 **Spring Break (school closed)* Different than SD43**
 21 Palm Sunday (Holy Week begins) 🌿
 22 School Re-opens after Spring Break
 24 Term 2 Reports Posted (Learning Update #2)
 25 Holy Thursday Prayer Service ✚
 26 **Good Friday holiday (school closed)** ✚
 29 **Easter Monday (school closed)**

April

2 Gr. 9 Immunizations
 7 Gr. 11 Retreat (8am-9pm Mandatory) 🙏
TBC BC Catholics Girls Soccer
 12 Literacy Assessments (Gr. 10 & 12) No regular classes.
 13 Annual General Meeting 7pm (REC)
 15-18 Music Trip (Fine Arts) 🎵
 23 **No School (Pro. D. Day)**
 26 Q4 Block Rotation 3 4 5 2 ⌚
 27 New Parent/Student Info Night
 30 Grade 12 Capstone Presentations (no reg. classes) 🎓

May

5 School Mass (Mother's Day) ✚
8 Athletics Pub Night
 11-12 ARTSfest in MPR 🎭
 21 **Day 0 (no regular classes- Walkathon day off TBC)**
 24 **Victoria Day Holiday (school Closed)**
 25-26 Spring Concert 🎵

June

9 School Mass (Closing Graduation Mass) ✚ 🎓
 16 - TBC Starliament Fun Day
 16 Last day of regular classes
 17-22 Final Assessments & Reassessment Days 📚
17 (TBC) Athletic Banquet
 21 (TBC) **Night of Shining Stars** (Gr. 8-11 Academic Awards)
 24 Last day of school for students (yearbooks/assembly)
 24 Graduation Commencement Ceremony 🎓
 26 Graduation Dinner-Dance 🎉
 28 Final Reports Posted (Summary of Learning)

2026/2027 ACRSS Bell Schedules

Regular Schedule (Mon-Thurs)		
Block 1	7:10-8:15	65 min
Block 2	8:20-9:30	70 min (Prayer)
Block 3	9:35-10:45	70 min (Announcements)
Break	10:45-10:55	10 min
Block 4	11:00-12:10	70 min
Lunch	12:10-12:50	40 min
Block 5	12:55-2:05	70 min
Advisory	2:10-2:45	35 min (Prayer)
Block 7	2:50-4:30	100 min

Friday Schedule		
Block 1	7:10-8:15	65 min
Block 2	8:20-9:30	70 min (Prayer)
Block 3	9:35-10:45	70 min (Announcements)
Break	10:45-10:55	10 min
Block 4	11:00-12:10	70 min
Lunch	12:10-12:45	35 min
Block 5	12:50-2:00	70 min (Prayer)
Early dismissal to facilitate staff meetings.		

*Block 1 and Block 7 are “outside the schedule” elective classes offered within the Fine Arts department

Special Schedules (see calendar for more information)

Mass Day Schedule			No Advisory Schedule (80 min)		
Block 1	7:10-8:15	65 min	Block 1	7:10-8:15	65 min
Block 2	8:20-9:20	60 min (Prayer)	Block 2	8:20-9:40	80 min (Prayer)
Block 3	9:25-10:25	60 min (Announcements)	Block 3	9:45-11:05	80 min (Announcements)
Break	10:25-10:35	10 min	Break	11:05-11:15	10 min
Advisory	10:40-10:50	10 min	Block 4	11:20-12:40	80 min
Mass	10:50-12:05	75 min	Lunch	12:40-1:20	40 min
Lunch	12:05-12:45	40 min	Block 5	1:25-2:45	80 min (Prayer)
Block 4	12:50-1:45	55 min	Block 7	2:50-4:30	100 min
Block 5	1:50-2:45	55 min (Prayer)			

BLOCK ROTATION SCHEDULE

Q1	Q2	Q3	Q4
Sept. 8-Nov.12	Nov. 16-Jan. 27	Feb 2nd-Apr. 22	Apr. 26-June 16
			
Block Rotation 2 3 4 5	Block Rotation 5 2 3 4	Block Rotation 4 5 2 3	Block Rotation 3 4 5 2

STAFF LIST

ADMINISTRATION	EMAIL	TEACHING STAFF	EMAIL
Len De Julius <i>Principal</i>	ldejulius@acrss.org	Nicole Amodeo <i>Math/ PHE teacher</i>	namodeo@acrss.org
Antonio Sorace <i>Vice-Principal</i>	asorace@acrss.org	Marco Arruda <i>Sr. Science teacher</i>	arruda@acrss.org
Alisha Wallsmith <i>Vice-Principal</i>	awallsmith@acrss.org	Sarah Bergeron <i>Math/ Home Ec teacher</i>	sbergeron@acrss.org
OFFICE STAFF		Amy Bittante <i>French/CE Teacher</i>	abittante@acrss.org
Angela D'Elia <i>Office Manager</i>	adelia@acrss.org	Gabriela Contu <i>GLA Advisor 9 / Modern Lang. Dept. Head</i>	gcontu@acrss.org
Sonia Lorenz <i>Office/Finance Clerk</i>	slorenz@acrss.org	Alexandra Davidson <i>English Teacher/Career Ed coordinator</i>	adavidson@acrss.org
Carla Erho (M-Th)  Michelle Freire (W-F) <i>Office/ Reception Clerk</i>	reception@acrss.org	Sameera Fernandes <i>Math Department Head/ Student Services</i>	sameeraf@acrss.org
Patricia Ramirez <i>Accountant</i>	pramirez@acrss.org	Andrei Florut <i>Math Teacher</i>	aflorut@acrss.org
CAMPUS MINISTRY		Sister Eva Marie Gorman <i>CE Teacher</i>	semgorman@acrss.org
Rachel Lim	rlim@acrss.org	Charles Harris <i>GLA 11/12 Fine Arts Department Head</i>	harris@acrss.org
Katherine Luyten	kluyten@acrss.org	Sister Mary Martha Hetzler <i>CE Teacher - Day 1 only (part time)</i>	smmhetzler@acrss.org
STUDENT SERVICES		Kaye Historillo <i>GLA Advisor 8/ CE/English Teacher</i>	khistorillo@acrss.org
Sameera Fernandes <i>Student Services Dept. Head</i>	sameeraf@acrss.org	Brenda Huynh <i>English/ CE / Socials Teacher</i>	bhuynh@acrss.org
Tanya Bentley <i>Personal Counseling (Wed., Thurs., Fri.)</i>	tbentley@acrss.org	Michael Jaskiewicz <i>Science Department Head</i>	jaskiewicz@acrss.org
Brittni Wolczyk <i>Personal Counseling (Mon., Tues., Wed.)</i>	bwolczyk@acrss.org	Bill Kingsland <i>IT Department Head/Media Arts Teacher</i>	kingsland@acrss.org
Charles Harris <i>Academic Advisor Gr. 11 & 12</i>	harris@acrss.org	Debby Knoke <i>Business Dept. Head /Math Teacher</i>	dknoke@acrss.org
Emmanuella Triveri <i>Academic Advisor Gr. 10</i>	etriveri@acrss.org	Rachel Lim <i>Campus Ministry/ English Teacher</i>	rlim@acrss.org
Gabriella Contu <i>Academic Advisor Gr. 9</i>	gcontu@acrss.org	Jose Lopez <i>Yearbook/ CE / Spanish Teacher</i>	jlopez@acrss.org
Kaye Historillo <i>Academic Advisor Gr. 8</i>	khistorillo@acrss.org	Katherine Luyten <i>CE/Socials Teacher</i>	kluyten@acrss.org
INTERNATIONAL PROGRAM		Matthew Manfron <i>Athletic Director / PE Dept Head</i>	mmanfron@acrss.org
Antonio Sorace <i>International Program Director</i>	asorace@acrss.org	Harry Oh <i>Science / Math Teacher</i>	hoh@acrss.org
LEARNING RESOURCE (LRC) TEACHING STAFF		Michelle Patton <i>English/Socials teacher</i>	mpatton@acrss.ca
Michelle Nix <i>Learning Resource Dept. Head</i>	mnix@acrss.org	Sandra Parappilly <i>Maths /Science teacher</i>	sparappilly@acrss.org
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