

ST. SEBASTIAN ELEMENTARY SCHOOL

Principal: Mr. Craig Carpenter
Vice Principal: Mrs. Nadia Verna

65 Chaparral Drive SE
Calgary, AB T2X 0E6
Phone: (403) 257-1787
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Webpage: <http://www.cssd.ab.ca/schools/stsebastian/>

September 2007
Opening School Newsletter Package



Dear Parents:

Welcome to the beginning of the new school year in our brand new school!! We look forward to meeting you and working in partnership in providing the best Catholic education possible for your children.

Please note that **class structures** established on this **first day of school** are **always tentative**. Fluctuations in enrolment as well as the Class Size Reduction initiative by the Alberta Government can possibly impact our class structure. This initiative is in its fourth year of operation. St. Sebastian School has 2.5 additional full-time teacher equivalent allocations as a result of the class size reduction initiative. Enrolment must be confirmed by Tuesday, September 4th in order to support proposed class structures for the 2007-2008 school year. Please refer to the St. Sebastian School Staff List on the fourth page in order to reference all staff.

The goal of the **Class Size Reduction** initiative is to reduce average class sizes across the Calgary Catholic School District at the following grade/diversional levels: (1) Kindergarten – Grade 3, (2) Grade 4 – Grade 6, (3) Grade 7 – Grade 9, and (4) Grade 10 – Grade 12. **Parents will be notified** immediately if any other **staff changes** arise that may affect our class structure at St. Sebastian School.

This **Opening School Newsletter Package** includes information not found in the Student Agenda, as well as **forms** which need to be **completed and returned** to the school **by the posted due dates**:

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| 1. Student Health Profile Sheet (distributed later in September) | due Friday, September 28 th |
| 2. Field Trip Annual Consent Form (sign & return) | due Friday, September 7 th |
| 3. Field Trip (Multi-Event) Consent Form (sign & return) | due Friday, September 7 th |
| 4. Student Demographic Confirmation Form (update [in red pen] the student information and emergency contacts, sign & return) | due Friday, September 7 th |
| 5. St. Sebastian School – Fee Sheet (one cheque and one fee sheet per student please) | due Tuesday, September 14 th |
| 6. Transportation Fee Sheet (distributed later in September) | due Friday, September 28 th |
| 7. Annual Student Acceptable Use Policy for Internet use (sign & return) | due Friday, September 7 th |
| 8. Parental Consent Form – School Website (sign & return) | due Friday, September 7 th |
| 9. Newsletter Distribution by Email (send in email address) | due Friday, September 7 th |
| 10. Accident Insurance Form | mail direct to Insurance Company |
| 11. FOIP General Information (read and keep) | |



CALGARY CATHOLIC SCHOOL DISTRICT



This package represents the September Newsletter. Please look forward to newsletter to be distributed by email on the **first Monday of every month**, beginning in October 2007. Please refer to **Newsletters by Email** section (in the newsletter) to ensure that we have your current email address.

Finally as members of the administrative team, we have **committed ourselves** to your **children's education and development** and know our staff will do the same. I must emphasize that without the assistance and support from you, the parents, our mission cannot succeed to the fullest.

Please **involve yourself** by **questioning** your child about school, monitoring **agenda communication, checking homework, contacting teachers** and **visiting/volunteering** in the school. Your involvement will pay dividends for your child.

If you have any questions or concerns, please call either administrator at 257-1787. **We look forward to a successful start to this new school year!**

Yours truly,

Mr. Craig Carpenter
Principal

Mrs. Nadia Verna
Vice-Principal

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SEPTEMBER 2007 NEWSLETTER

Building Updates

Our community is now complete! We are St. Sebastian School and are extremely pleased to be serving the community of Chaparral.

At our last parent meeting of June 25th, we reported that St. Sebastian School would open on September 4, 2007 at approximately 2/3 capacity. We have succeeded.

The areas that constitute that other third of the building and will continue to be under construction include the far southwest section of the school and the gymnasium. The far southwest section of the school borders Chaparral Drive and will be the permanent home of our grade one classes, in addition to a grade two class. Those classes will be temporarily housed in the Art/Music room, the computer lab and our mini lab. This section will likely be ready for mid-October. The four, brand new portables are very near to completion and should be ready sometime during this first week of our opening. Our grade four classes and a grade five may be in temporary locations as a result.

The gym, which is generally the hub of construction activity, will require an installation of the hardwood floor and completion of the

adjoining locker and storage areas. This will also be scheduled for completion by mid-October.

Our biggest obstacle during our move has been those much needed lines of communication. Unfortunately, one of the critical data line rooms is situated in the far southwest section of the school, which as explained above, is still under construction. That has affected our ability to communicate though telephone or internet lines. We have updated our web site at www.cssd.ab.ca/schools/stsebastian. Please access it when in doubt. We have a temporary phone system now in place, effective Friday, August 24th. The two lines that are operational include: **257-1787** and **257-4283**. The fax line is **257-4366**. Our internet access isn't operational when this article was written and we will notify parents when it becomes active.

I would like to take this opportunity to offer my congratulations and thanks to the construction team of Paragon Construction, as well as all supportive trades that pulled together, working a lot of additional hours to make our school opening a reality. In addition to that I just can't say enough about the dedication and tireless efforts of our St. Sebastian School staff who hauled desks, assembled book shelves, unpacked countless items and went that extra mile preparing our school for its opening.



CALGARY CATHOLIC SCHOOL DISTRICT



Parent Committees

Our Playground and Logo/Banner Committee, as well as interested School Council parents have already had opportunities to start meeting, back in the spring. Meeting dates will be announced later in September for this year. The Start up Committee hasn't had any opportunity to begin, largely due to the uncertainty of construction timelines. We will start contacting parents this week, with special emphasis on getting our library up and running, plus receiving and identifying instructional materials and library books.

Staff List 2007 – 2008

- Ms. N. Carinelli – Kindergarten (PM)
- Ms. D. Comandante – Kindergarten (AM)
- Mrs. B. Schipper – Kindergarten (AM/PM)
- Mrs. K. Cartier-Aries – Gr. 1
- Ms. J. Lejarzo – Gr. 1
- Mrs. L. Schier – Gr. 1
- Ms. E. Rapisarda – Gr. 2
- Mrs. C. Tulissi – Gr. 2
- Mrs. S. Craik – Gr. 3
- Ms. A. Parte – Gr. 3
- Mrs. C. Stankowski- Gr. 4
- Mrs. C. Shulz – Gr. 4
- Mrs. J. Wallace – Gr. 5
- Ms. A. Saldanha – Gr. 5
- Ms. D. Legge – Gr. 5/6
- Mrs. B. Watts – Gr. 6
- Mrs. S. Cyr-Gustafson – Resource Support
- Mrs. S. Rocks – AISI Teacher
- Mr. C. Carpenter – Principal
- Mrs. N. Verna – Vice-Principal
- Ms. C. Jess – Secretary
- Mrs. C. LaRocque – Clerk Typist
- Mrs. J. Horwood - Librarian
- Mrs. D. Giofu – Caretaker
- Mr. R. Deloria – Evening Caretaker
- Mrs. C. Saunders – Special Ed/NHA
- Mrs. L. Philp – Special Ed/NHA
- Mrs. B. Just – Special Ed/NHA

The Public Health Nurse in Your School

A public health nurse is available at the school on a routine basis.

The nurse is an excellent source of information for public health concerns, and can help you and your child in a variety of ways.

Services provided by the public health nurse in schools include:

- immunization and control of communicable disease
- working with students and families to address physical and emotional health concerns
- providing consultation to teachers in the area of health education
- participating in health promotion activities such as injury prevention programs to improve the overall health of the school community.

Students, parents, and school personnel may use any of these services.

If you have any questions or require more information, please contact the public health nurse for your school. Karen Thimm at 943-9599.

Kindergarten Start-up

Interviews – 20 minutes per student

Wednesday, September 5th

Thursday, September 6th

Friday, September 7th

Monday, September 10th

Staggered Entry

Tuesday, September 11th

Wednesday, September 12th

Regular Full Day

Thursday, September 13th



Bell Times 2007-2008

8:51 - 8:56	Entry for K (AM) –Gr. 6
10:26 – 10:41	Recess – Gr. 1 - 6
11:34	Dismissal ~ K (AM)

12:02 - 12:50	Lunch ~ Gr. 1 – 6
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12:38	Entry ~ K (PM) –Gr. 6
12:55	Entry ~ Gr. 1 – 6
3:16	Dismissal ~ K(PM) –Gr. 6

Kindergarten Continuous Registration 2008-09

Kindergarten registrations for the next school year will not be on-going throughout the year. This change in practice is District-wide and continues from one year to the next.

St. Sebastian will begin accepting kindergarten registrations for 2008-2009 effective immediately. Morning and afternoon preferences will be based on order of registration received.

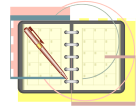
Transportation Fee

A transportation fee was implemented last year on a District-wide basis. This fee supports under-funding of bus transportation costs due to the provincial transportation grant not keeping pace with actual transportation costs. It is charged to students that are eligible for charter bus usage. The transportation fee this year is \$175.00 per student or \$350.00 per family. A Transportation Fee Sheet (form) will be distributed to parents in early September.

Children who receive one-way kindergarten transportation will not pay a transportation fee to the school. Parents who are providing one-way transportation for their kindergarten children may apply for **Payment in Lieu**, through a form available at St. Sebastian School (office). Payments in Lieu requests are processed by the Transportation Department of the Catholic School

Board. The \$175.00 transportation fee will be deducted by the Transportation Department at the time of processing your cheque for payment in lieu.

Agendas



Students in grades 1-6 will be using school agendas again this year. Our new agenda supplier, Maracle Press Ltd., is a Catholic publisher. On closer examination, one will notice a strong Catholic presence throughout the pages of this agenda.

Feature pages on the liturgical year, saints of the day and scripture quotations offer exceptional support to families wishing to deepen their faith knowledge.

Agendas are valuable daily companions that help students understand expectations, create timelines, set goals, monitor progress and track their own success.

The agenda also contains the Student/Parent Handbook, which details our School's and our District's policies and regulations.

Some new information has been added, so please take the time to familiarize your family with the content. The handbook is located in the front section of the agenda (p 1-16).

Please ensure that the agenda is personalized for your child in the event that it goes missing.

In the first few weeks of the school year, the staff will be helping students develop the "agenda habit," by teaching them how to enter assignments and by doing regular follow-up.

Your children's teachers will be monitoring the use of the agenda and we would ask you to do the same at home. Monitoring means simply referring to the calendar date of that day in school, looking for new information or homework assigned. Once viewed, parents are asked to initial the bottom of each day in the designated space.

The cost of the agenda is approximately \$6.00 per student and has been incorporated into the School's General Fees. Unfortunately, replacement of lost agendas is limited to the surplus agendas available and may be subject to a replacement cost.

Indoor Shoes

We would like each student to have a pair of indoor shoes at school.



Each student will take their outdoor shoes off in the boot room and put on their indoor shoes. This practice helps our caretaker maintain a clean school.



Severe Allergies

Within our school community there are several students who have a potentially life-threatening allergy (anaphylaxis) to foods, predominantly to peanuts and nuts.

We feel the best way to reduce the risk of accidental exposure to these students is to respectfully ask for the co-operation of the parents/guardians within this school community to avoid sending peanut butter or products with peanuts or nuts listed in the ingredients. The best way to determine whether foods contain peanuts/nuts is to read the label every time. The ingredients to avoid include:

Peanuts	Peanut oil
Peanut butter	Peanut powder
Peanut flour	Walnuts
Almonds	Coconuts
Pistachio	Beechnut
Chestnut	Hazelnut
Butternut	Hickory Nut
Brazil Nut	Cashew
Worcestershire Sauce	
Food Additive 322	
Mandelona Nuts (sliced nuts)	
Almond Paste (contains peanut products)	
Satay Sauce (contains ground peanuts)	

All parents are asked to advise their child's teacher in advance of sending in food to celebrate a child's birthday or other special occasion. I encourage you to consider non-food items for some of these events so that all children may participate in the fun.

Your cooperation and understanding of this matter is appreciated. See the list of "**Safe Snacks**" attached to this newsletter.

Mr. Craig Carpenter
Principal

Volunteer Orientation

The very first Volunteer Orientation for parents at St. Sebastian School has been tentatively scheduled for **Thursday, October 4 at 7:00 pm.** A registration form will be distributed later this month.

District policy requires that parents must participate in an orientation at the school that their children attend, before serving in the school as volunteers. Please be aware that this board policy is strictly adhered to, for the safety and security of the students at St. Sebastian School. Parents are encouraged to attend this scheduled orientation if planning to volunteer early in October. A second orientation date will be announced later in September.

School Accessibility to Parents

Parents are requested to sign in and sign out at the office wearing a visitor tag whenever volunteering in the school or meeting their children's teacher.

Access to the school **MUST** always be gained by using the front entrances **ONLY**.

The Visitor/Volunteer Tag immediately identifies all visitors to the school. The safety precaution naturally safeguards against unwelcome strangers.

If parents wish to remain with their children on the playground after dropping them off, the school also requests visitor tag identification while on the ground similar to in-school visitations; this safety precaution guarantees the immediate identification of all adults who are on the playground for extended periods of time.

Student Drop-off & Pick-up

The safety of our students is of paramount concern. **Please always adhere to the policy of Safety over Convenience when dropping off and picking up students.**

The designated bus zones in front of the school must be observed. Please be respectful of our neighbors by **NOT** parking in front of driveways.

If you are coming into the school, please **arrange for your child to meet you in the main foyer** nearest to the office. Waiting by your child's classroom can be distracting for students and teachers.

Parents and visitors to our school and grounds are **expected to report directly to the office when:**

- 1) dropping off/picking up students or supplies
- 2) volunteering in the school
- 3) making an appointment with any staff member
- 4) extending a stay beyond dropping off or picking up students or supplies.

Parents can assist in this process by reminding other parents/visitors who are not meeting these expectations. Please note that staff will be enforcing these expectations at all times, for the safety of your children. Thank you for your cooperation.

Field Trips



Please be aware of the School District's policy concerning field trips. All students, kindergarten

to grade 6, must have completed the **Field Trip Annual Consent Form**.

This form acknowledges that students will be going on field trips throughout the current school year and will be kept on file in the office. It is included within this package.

A second form, Field Trip Consent Form, will only be sent home prior to each field trip. The Field Trip Consent Form will inform of the particulars of each and every field trip and require completion and return before commencement of the field trip.

This form is required for EVERY off-site trip that leaves the school grounds and will be sent to parents at least 2 weeks before the field trip.

Please note that students will NOT be allowed to participate in field trips unless the Field Trip Consent Form has been signed and returned. This form will also be kept on file in the office.

Traffic Problems

- 1) Parents **PLEASE** have your children **use the crosswalks**. It is much safer for the children and the cars. We will have our volunteer school patroller team in place as soon as possible.
- 2) Please do not park in the neighbors' driveways when dropping off children. We do not want any accidents. **PLAY IT SAFE EVEN IF IT MEANS WALKING TWO OR THREE BLOCKS.**
- 3) The **PARKING LOT IS FOR STAFF ONLY**. Thank you for your cooperation.
- 4) Parents please be aware that you could be ticketed at anytime by the police.
- 5) Parents are requested to direct children to leave the school grounds immediately following dismissal. Traffic concerns and behavioral issues arise when students are left unsupervised on the school ground after school.

Reverse Lunch

A **reverse lunch** involves changing the order of the lunch recess; with the free play portion happening first and the lunch second. In practical terms, students will be dismissed at 12:02 pm to go outside for free playtime, or remain inside for intramurals. A bell will ring at 12:26 pm to signal students' return into the school. Students then enter the school, gather their lunches from lunch bins and eat in the gym in grade groupings, from 12:26 – 12:50 pm. At 12:50 pm the regular entry bell sounds and students are collected from the gym by their teachers.

It would be noted that students who finish eating quickly will have the opportunity to participate in already scheduled student leadership activities or socialize in their grade groupings in the gym. Students going home for lunch are encouraged to return to school 5 minutes prior to the bell. They are to enter the school through the front door and proceed to the gym. Students who are slower eaters will have additional time to finish their lunch in the classrooms.

Parents are requested to develop an understanding of the reverse lunch program and help to educate your children throughout the school year. Please refer to the first newsletter in September for additional information on the benefits of the inside snack program.

Students MUST remain on the school grounds if they bring their lunches and they will not be allowed to leave unless they are signed out at the office by a parent. Students who do leave will not be able to return to the gym to eat their lunch that day. The cost for the Lunch Room Program will be determined at the beginning of each school year. Please refer to the School Fee Sheets distributed in September.



School Bus Rules and Regulations Transportation Policy EEA-R

1. The driver is in charge of the bus and must be obeyed.
2. The driver will report any misconduct to the school principal who will take appropriate action.
3. The driver may assign specific seats to students at any time.
4. Students must not extend arms or heads out of the windows; try to get on or off the bus or move about within it while it is in motion.
5. Students must not throw paper or other waste materials on the floor or out of the windows of the bus.
6. While on the bus students must conduct themselves in a quiet and courteous manner, showing consideration for the comfort and safety of others.
7. Scuffling, fighting, smoking or obscene language on the bus are prohibited.
8. Students must not distract the bus driver with portable radios or unnecessary conversation.
9. Students causing willful damage to the bus will be held fully accountable.
10. When leaving the bus students are instructed to cross at the closest intersection after the bus has left. This allows for a clear view of oncoming traffic.

Continued violation of any of these rules may lead to the loss of riding privileges.

Requests for Route/Bus Stop Changes

Please complete a Transportation Request Change Form available at the school office and submit it to the Transportation Department at the District's Central Office.

Inclement Weather



On mornings when weather conditions are poor, parents should listen to their favorite radio station for emergency announcements about schools. Although our schools are never closed, transportation may be cancelled when it is felt that student safety may be jeopardized.

General Information

- ✓ Students should carry their belongings in a knapsack or book bag.
- ✓ Arrive at the bus stop 5 minutes prior to your bus arrival time.
- ✓ Parents are asked to advise their children to respect the property of others. Students should wait for the bus on the sidewalk or boulevard and not on other people's lawns or steps.
- ✓ Wear appropriate clothing during inclement weather.
- ✓ School buses are for eligible students only and are not to be used for transportation for private events such as birthday parties, sleepovers, etc.
- ✓ Students should have names and addresses on their clothing and other belongings to allow for easy identification should something get lost.

Student Union Ticket packs (SUTP)

Coupons: Sobeys, Safeway, Co-op, family & fine dining, clothing & merchandise, entertainment, sports & recreation, house & home, travel & auto and Banff mountain getaways!

SUTP books are available for Calgary, Red Deer & Edmonton at a cost of \$20.00. This **fundraiser supports the school in providing student leadership programs, student recognition awards and extra-curricular opportunities.** Please see the handout with this package. Orders can be made through the office.

Ambulance Calls

Parents should be advised that EMS will be called when a student's health is at risk (injury, illness, etc.) and the Principal (or designate) determines if this is an appropriate step. The District has purchased enhanced blanket Accident Insurance coverage through Industrial Alliance Pacific Life Insurance (IAP) that covers all situations including non-accidental or pre-exist conditions. All efforts will be made to contact parents/guardians/emergency contacts.

Parents/guardians are eligible to claim for the costs of EMS services (whether or not the patient is transported) through IAP. Claims for coverage under the Accident Insurance policy are made directly by the parent/guardian.



St. Patrick's Church

St. Patrick's Church is the parish that is affiliated with St. Sebastian School. Our students will attend the Opening and Year Ending masses at St. Patrick's Church. Look for information concerning sacramental preparation in upcoming newsletters.

St. Albert the Great Church

Celebration dates for all SACRAMENTS have been scheduled and registration will take place in September. If you are a registered parishioner of St. Albert the Great Parish and have children who have been baptized and are in grade 2 and up, **First Communion** will take place in May; in grade 3 and up, **First Reconciliation** will take place in December; and in grade 6 and up, **Confirmation** will take place in March.

Information and registration tables will be hosted at the church after all masses the last two weekends of September. If you have any questions, or would like to inquire about Baptism, please do not hesitate to contact the parish at 257-6054.



FREQUENTLY ASKED QUESTIONS ABOUT THE STUDENT CUMULATIVE RECORD

What Legislation Applies to the Student Record?

There are three pieces of legislation that apply to school boards in general and the student record in particular:

- School Act
- Student Record Regulation
- Freedom of Information and Protection of Privacy Act

What is a Student Record?

The School Act requires that 'A board shall establish and maintain pursuant to the regulations a student record for each student enrolled in its schools'. (School Act Section 23(1)).

When you first register your child in a school in Alberta this student cumulative record is created which is kept throughout his or her school years and follows your child from school to school. The documents found on this record are determined by the Student Record Regulation.

What should be on the Student Record?

The student cumulative record must contain "all information affecting the decisions made about the education of the student that is collected or maintained by the board, regardless of the manner in which it is maintained or stored...." (Student Record Regulation Section 2(1))

This information includes:

- Legal identifiers assigned by the board and Alberta Learning including special education codes assigned for funding and monitoring. (Student Record Regulation Section 2(1) (b))
- The addresses and telephone numbers of the student and of the Student's parent (Student Record Regulation Section 2(1)(g))
- Copies of birth certificates, immigration documents or visas, (Student Record Regulation Section 2(4))
- Legal supporting documentation to establish which persons (parents or guardians) have the right of access to the student record under Section 23 of the School Act. (Student Record Regulation Section 2(1) (c) and (d))
- Reports cards and a record of attendance are filed on the student cumulative record each year. (Student Record Regulation Section 2(1) (k) and (q))
- Assessments – either the name of the test, the name of the test administrator, the date of administration and a summary of the results of the test, or the complete formal, interpretive report. (Student Record Regulation Section 2(1) (n))
- Individualized Program Plans (IPP) for each year of instruction where one has been created. (Student Record Regulation Section 2(3))
- Records of suspensions and expulsions are maintained on the student record for a period of at least one year and for a maximum of three years following the date of suspension or expulsion, (Student Record Regulation Section 2(1) (r))
- Additionally, parents and students may place other interpretive reports on the student record to assist the school board in making education decisions about the student. (Student Record Regulation Section 2(1) (o))

Additionally the Calgary Catholic School District requires copies of parental baptismal certificates or other Catholic sacramental documentation in order to prove residency in the system. Copies of student Catholic sacramental documentation are also placed on the Student Record.

What is NOT be on the Student Record?

- Notes and observations not used in program placement. (Student Record Regulation Section 3(1)(a)(i))
- Information related to a report or an investigation under the Child Welfare Act. (Student Record Regulation Section 3(1)(a)(ii))
- Information related to the Youth Criminal Justice Act. (Student Record Regulation Section 3(1)(b))
- Information of a sensitive nature (contained in counseling or other records). (Student Record Regulation Section 3(1)(a)(iii)).

Records kept on the student that are not on the student record may contain personal information and, if they are in the custody and control of the board, may be subject to the FOIPP Act.

Who has access to the Student Record?

- The student, the student's parent and any other person who has access to the student under a separation agreement or an order of the court are entitled to review the student record under Section 23 of the School Act and receive a copy of that record. (Student Record Regulation Section 7(2))
If you wish to review your child's student record, please call the school principal and make an appointment.
- The parent or student (if the student is 16 or older) may also consent to the disclosure of information in the student record. This consent must be in writing. (Student Record Regulation Section 7(2)(d))
- Employees or agents of the board may review the record. (Student Record Regulation Section 7(2)(b))
- The Minister of Learning may get information from the student record for the purpose of carrying out any program or policy under the Minister's administration. (Student Record Regulation Section 7(2)(c))
- Information may be disclosed to the Department of Justice for the purpose of the administration of the Youth Criminal Justice Act. (Student Record Regulation Section 7(3))
- Parent and student information is disclosed to the Regional Health Authorities for vision and hearing screening and speech and dental health programs. (Student Record Regulation Section 7(4))

How do I get a copy of a student record?

If your son or daughter is currently enrolled at one of our schools, or if you are a person who has access to the student under a separation agreement or order of court, and the student is less than 18 years old and is not an independent student, complete a 'Student Records Request and Authorization' at the school and they will copy the student cumulative record for you.

What happens to student record if I leave the District?

When a student transfers to another school in Alberta, once the District receives a request from the new school, the student cumulative record is sent to the new school. This includes confidential reports and assessments which are now considered part of the standard student record. (Student Record Regulation Section 8(1))

When a student transfers outside of the province, a copy of the information is transferred once it has been requested by the new school. (Student Record Regulation Section 8(2))

If you have any questions concerning the student cumulative record, contact
Coordinator, District and Student Records,
Blessed Brother Andre Centre 3743 – 64 Avenue SE Calgary Alberta T2C 2V5
Tel: (403) 720-1817 Fax: (403) 720-1823 E-mail: lillian.latham@cssd.ab.ca



School and District Use of the Personal Information of Students

The following list describes the way in which the personal information of students may be used within the school setting. The Calgary Catholic School District believes that these uses are necessary for a vital, healthy and functioning school and that the participation of all students in these activities is important and should be encouraged. However, we realize that there may be occasions where you have concerns relating to the privacy of your child with respect to how their personal information is used. If you have concerns, please contact the principal of your child's school.

This list does not include all the activities that take place in the school. School personnel will contact parents and guardians for written consent when activities occur that are inconsistent with those listed on this document.

Newsletters

These are public documents. They may include a student's name, school, grade, photograph. Academic information and other written material may be included.

For example, a newsletter may include, a welcome to new students (age and grade), names and photographs of students of the month, or students achieving honours, news on sports teams and athletic achievements, and photographs of students involved in school projects.

Yearbooks

Yearbooks are normally available to anyone who wants to purchase a copy and they may be placed in public libraries. As such, they are public documents.

However, yearbooks are also part of the educational program at each school thus photographs and other personal information may be included without requiring special consent.

Yearbooks may include photographs taken at public events and photographs taken in classrooms and other educational events as part of the educational process.

Photographs / Videos

Individual, class, team, group or club photographs, taken at school-sponsored activities, may be displayed in school or school district sites.

Photographs and / or videos of classroom or other school activities may be taken by school district personnel for educational purposes at the school or school district sites.

Identity Cards

Student's name, address, birth date, school, grade and photograph for identification purposes for identity cards or for other school related activities.

Artwork

The student's name, school grade on artwork or written work or other creative material may be displayed at the school or school district sites.

Honours / Scholarships

The students name, school, grade, photograph or academic information for recognizing a recipient of an honour, award or scholarship granted by or through the school district and for other recognition purposes.

The use of a students name, school, grade, or academic information in order to determine eligibility or suitability for an award, scholarship, athletic program or other school sponsored event.

Athletic Events, School Productions and Celebrations

The student's name, school, grade and photograph may be used in conjunction with athletic events, fine arts productions, celebrations and other school sponsored activities.

Phone Numbers

The use of the student's name, phone number, grade, and related contact information by school staff and / or assigned classroom volunteers for absenteeism verification, emergency fan-outs, field trips and other school sponsored activities.

Transportation Services

The student's name, address and related contact information will be used for the provision of transportation services.

Emergencies

The student's name and any health and / personal information will be given to authorized individuals in responding to emergency situations, or to assist students who have severe or life-threatening medical situations.

Public Events

A public event is one to which the school has invited spectators who are not employed with or volunteering with the District.

Once parents or other members of the public are invited, other than as volunteers within the school, the event becomes a public event, and anyone in attendance is allowed to take photographs without first obtaining consent. These events include school activities such as athletic events, concerts, Christmas plays, graduations ceremonies and celebrations.

Photographs and videos taken at these events may be used for purposes inside and outside of the school and the school district has no control over the use of photographs and videos taken by the general public at these events.

SAFE SNACKS

***Important:** Due to continual changes in manufacturer packaging and processing, please read the ingredient label of your snack chosen from this list to ensure that it does not contain any of the following... peanuts/nuts, peanut/nut butter, peanut/nut oil, peanut/nut flour, peanut/nut meal, or any of the statements "May contain traces of peanut/nuts" or "Manufactured in a facility that also processes peanuts (and/or other nuts)".

THE LABEL MUST BE READ EVERY TIME AS MANUFACTURING CAN CHANGE!

Fruits

All fresh fruit
Del Monte Fruit To-Go Cups
Applesauce Cups

Dole Fruit Bowls
Sun-Maid Raisins (*not chocolate covered*)
Motts Fruit Blasters Applesauce Tubes



Gummy Snacks

(*Not Brachs.*) Only Betty Crocker or Nabisco Fruit Snacks including:

Fruit Roll-Ups	Fruit By The Foot
Gushers	Shark Bites
Fun Fruits	Scooby Doo Fruit Snacks
Trix Fruit Snacks	Hi-C Fruit Snacks
Pokemon Fruit Snacks	

Pudding

Hunts - Juicy Gels, Vanilla & Chocolate Pudding
Jello - Gelatin Cups, X-treme Jello Tubes, Vanilla,
Chocolate & Oreo Pudding, Dole Fruit-n-Gel Bowls
Delmonte Fruit & Gel To-Go Bowls

Vegetables

All Fresh Vegetables Including:
Carrots with Dip; Celery Sticks with Cream Cheese or Dip

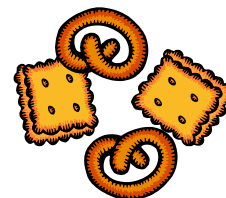


Frozen Treats

Minute Maid - Juice Bars, Fruit & Cream Swirls, Frozen Lemonade
Chapman's Novelties and Ice Cream Labeled "Nut Free"

Salty Snacks

Rold Gold Pretzels	Ruffles Potato Chips
Lays Potato Chips	Doritos (<i>not crackers</i>)
Fritos	Cheetos
Tostitos	Pringles (<i>original only</i>)
Popcorn - Pop Secret, Orville Redenbacher	



Miscellaneous

Cheese

Yogurt (*not soy brands*) - Gogurt

Kraft Handi-Snacks Crackers with Cheese Dip

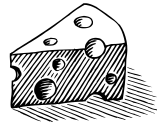
Pizza - Dominoes, Pizza Hut

Candy - Starburst, Skittles, Twizzlers, Nibs, Tootsie Rolls, Jet Puffed Marshmallows

Dare Gummie Animals, Fruits

Nestle Chaocolate bars Aero, Coffee Crisp, Kit Kat, Mirage and Smarties.

Mars Bars



Cookies

Quaker Chewy Bars labeled “Nut Free”

Oreos & Mini Oreos (*not mint-creme*)

Chips-A-Hoy (*not minis*)

Bisco Wafers

Teddy Grahams

Pepperidge Farm - Milano, Chessmen, Shortbread and Sugar Cookies

Keebler - Butter Cookies, Grasshopper Cookies

Nabisco - Barnum Animal Crackers, Oatmeal & Iced

Oatmeal Cookies, Cameo Cookies, Fig

Newtons, Kool Stuff Strawberry Seas Bars

Hostess Ho-Ho's & Twinkies

Rice Krispie Treats (*plain only*)

Nutri-Grain Apple Cinnamon/Brown Sugar Twists



Sandwiches

Subway

Crackers

Honey Maid - Cinnamon Grahams & Sticks, Honey

Grahams & Sticks

Ritz Crackers (*plain only, not sandwiches*)

Keebler Club Crackers (*original only, not sandwiches*)

Nabisco Saltines

Sunshine Cheez-Its

Triscuit

Wheat Thins

Pepperidge Farm Cheddar Goldfish (only plain, pretzel or cheddar. *Not Cinnamon Grahams*)

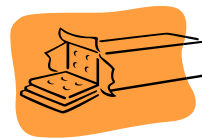
Sargento- Mootown Crackers & Cheese Dip

Keebler Town House Crackers

Sportz Cheddar Crackers

Kraft Handi-Snacks Cinnamon Graham Crackers w/Applesauce Dip
Kraft Handi-Snacks - Wacky Gels,
Vanilla & Chocolate

Byblos Pita bread and Flat Breads





St. Sebastian School Bouquets or Constructive Comments



Do you have any bouquets or constructive comments? If so, we would **like to hear from you**. Please feel free to contact the school if you have any items that might be appropriate for our monthly newsletter (100 words or less). We would sincerely **appreciate your feedback** on our efforts at St. Sebastian School.

Please complete and return the following tear off sheet and return it to the school one week prior to the newsletter going home (first Monday of every month). Please sign your feedback sheet and leave a number that you can be reached at during the day, if you would like a response to your input.

Some examples of newsletter items include: feedback on school events, the newsletter issues of concern, bouquets and constructive comments to improve home/school communications.

Newsletter Draw – September

We have read September's Newsletter and wish to enter our child(ren)'s name(s) for the draw.

Students Name: _____ Grade & Teacher: _____

Parent's Signature: _____



Submission Deadline: Friday, September 14, 2007

Newsletters by Email

Parents are requested to **confirm the email address** that you would like to use in order **to receive our monthly newsletters**. Newsletters will be sent on the first **Monday** of each month. This School Opening package will make up the newsletter for the month of September. Please fill out the email information below so that we can accurately distribute our newsletter to your family.

FAMILY NAME: _____

(Please print)

STUDENT(S) NAME: _____ Grade & Teacher: _____

(Please print)

_____ Grade & Teacher: _____

(Please print)

_____ Grade & Teacher: _____

(Please print)

I can receive email at home: YES _____ NO _____

EMAIL ADDRESS: _____



ST. SEBASTIAN SCHOOL

CALENDAR 2007 – 2008



2007

Sept. 3	Monday	Labour Day (no classes)
Sept. 4	Tuesday	School Opens (full day of classes) (Gr. 1-6) Kindergarten Registration confirmation
Sept. 5-10	Wed.–Mon.	Kindergarten-Parent Interviews
Sept. 11-12	Wed.–Thurs.	Kindergarten Staggered Entry
Sept. 13	Thursday	Kindergarten – First Day of Classes
Sept. 20	Thursday	Parent – Teacher Oral Interviews (Gr. 1-6) (4:00 – 7:30 pm)
Sept. 21	Friday	Parent -Teacher Oral Interviews (Gr. 1-6) (8:30 – 11:30 am & 1:00 – 3:00 pm)
Oct. 3	Wednesday	School Photo Day
Oct. 8	Monday	Thanksgiving Day (no classes)
Oct. 26	Friday	Retake Photo Day
Nov. 1	Thursday	District Faith Day (no classes) (K-Gr. 6)
Nov. 12	Monday	Professional Development Day (no classes) (K-Gr. 6)
Nov. 29	Thursday	Parent -Teacher Interviews (K-Gr. 6) (4:00 – 7:30 pm)
Nov. 30	Friday	Parent -Teacher Interviews (K-Gr.6) (8:30 – 11:30 am & 1:00 – 3:00 pm)
Dec. 21	Friday	Christmas holidays begin (12:02 pm early dismissal)

2008

Jan. 7	Monday	School Re-opens
Feb. 1	Friday	Professional Development Day (no classes) (K-Gr.6)
Feb. 5	Tuesday	Shrove Tuesday
Feb. 6	Wednesday	Ash Wednesday
Feb. 14	Thursday	Teachers' Convention (no classes)
Feb. 15	Friday	Teachers' Convention (no classes)
Feb. 18	Monday	Family Day (no classes)
March 13	Thursday	Parent -Teacher Interviews (K-Gr. 6)(4:00 – 7:30 pm)
March 14	Friday	Parent -Teacher Interviews (K-Gr. 6)(8:30 – 11:30 am & 1:00 – 3:00 pm)
March 20	Thursday	Easter holidays begin (12:02 pm early dismissal)
March 21	Friday	Good Friday
March 23	Sunday	Easter Sunday
March 31	Monday	School Re-opens
May 2	Friday	Professional Development Day (no classes) (K-Gr. 6)
May 19	Monday	Victoria Day (no classes)
June 26	Thursday	Last day of classes, (K –Gr. 6) Report Cards distributed
June 27	Friday	Teacher Organization – AM (no classes)

Achievement Tests – May & June 2008

May 13	Tuesday	Gr. 3 Math – Timed Number Facts	9:00 – 9:06 am
May 14	Wednesday	Gr. 6 Language Arts – Part A	9:00 – 11:00 am
May 15	Thursday	Gr. 3 Language Arts – Part A	9:00 – 10:00 am
May 15	Thursday	Gr. 6 Math – Part A	9:00 – 9:30 am
June 17	Tuesday	Gr. 3 Language Arts – Part B	9:00 – 10:00 am
June 18	Wednesday	Gr. 6 Language Arts – Part B	9:00 – 10:00 am
June 19	Thursday	Gr. 3 Math – Part B	9:00 – 10:00 am
June 19	Thursday	Gr. 6 Math – Part B	9:00 – 10:00 am
June 20	Friday	Gr. 6 Social Studies	9:00 – 10:00 am
June 23	Monday	Gr. 6 Science	9:00 – 10:00 am

