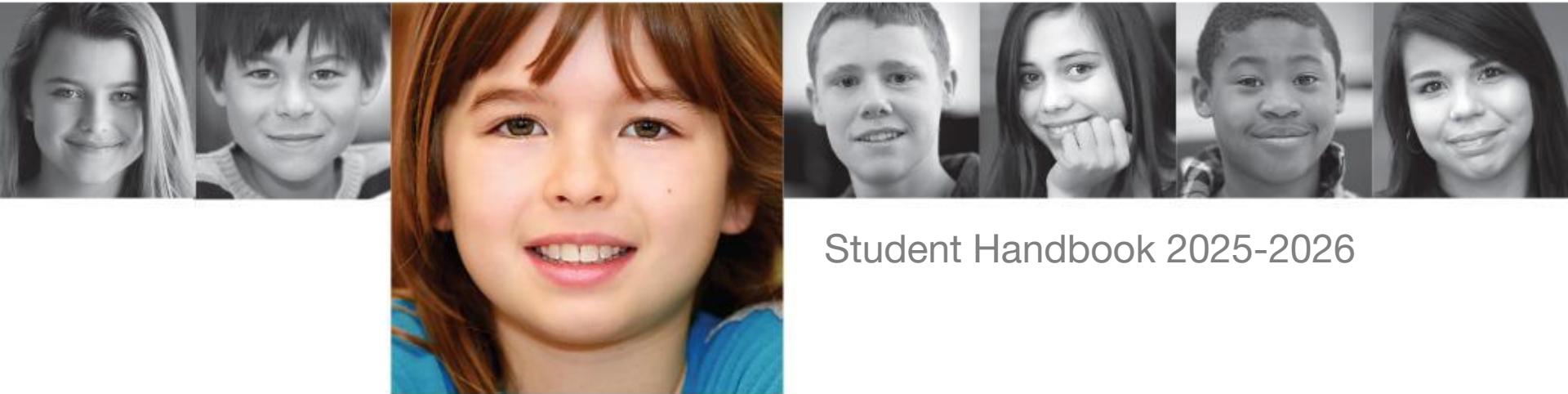


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A Caring Community | Excellence, respect, responsibility & life-long learning



Student Handbook 2025-2026

learning | as unique | as every student



Calgary Board  
of Education

# Student Handbook 2025-2026

## **Twelve Mile Coulee School Grades 6-9**

### **Student Handbook and Expectations**

#### **Principal**

Mr. C. Flaman

#### **Assistant Principal**

Mrs. M. Bond

Website: <https://twelvemilecoulee.cbe.ab.ca/>



# Message from Principal Flaman

My name is Chad Flaman, I'm the principal of Twelve Mile Coulee School.

Please trust, I am committed to the learning, safety and well-being of each individual student, educator and family in the TMC School community. We are very fortunate to be a school team made up of the most caring and professional educators I have ever worked with.

I am very excited to work with the TMC students and families in the coming weeks. As we know, the partnership between home and school builds a strong foundation for learning. I am looking forward to working with this warm, supportive school community and learning and exploring together.

Please feel free to contact me with any questions or concerns you may have.

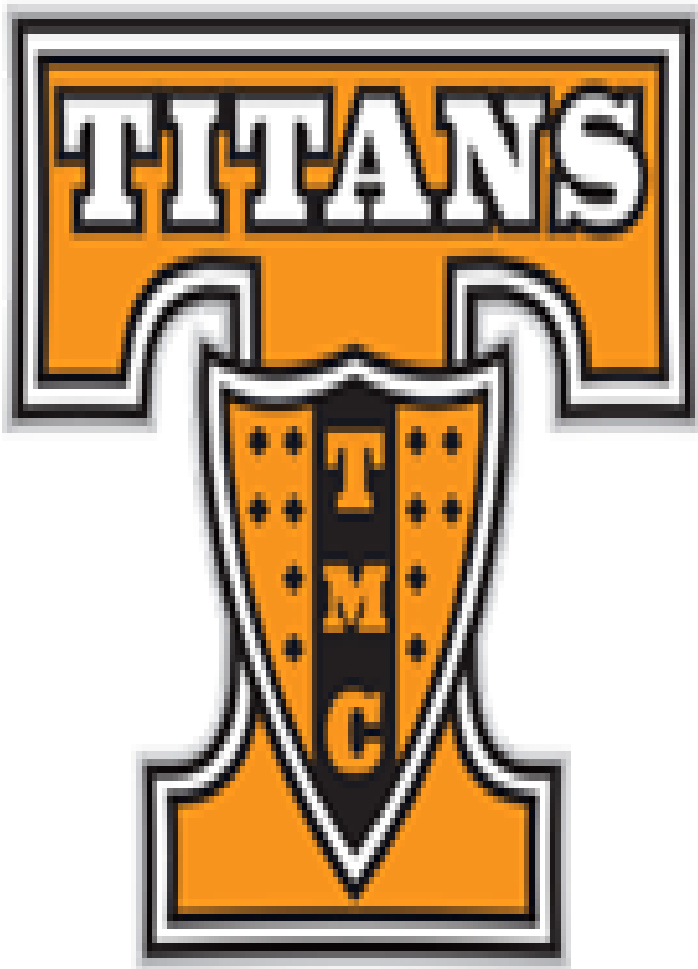


# Principles and Values

Welcome to Twelve Mile Coulee School

*A Caring Community*

*Educating Tomorrow's Citizens Today*



## **School Mission**

Our mission is to encourage excellence, responsibility, mutual respect, and life-long learning.

## **School Vision**

Our vision is to strive to create a dynamic learning community wherein individuals feel a sense of belonging, engagement and challenge.

# Titan Results

## Academic Success

- Each student in keeping with their individual abilities and gifts, will be literate and numerate, able to integrate and apply competencies acquired across all academic disciplines with a foundation of learning necessary to thrive in life, work and continued learning.
- Thriving in life includes having an open-mind and heart to act in accordance with the guidelines from the Calgary Board of Education and Alberta Education to stay true to our mission in our community.

## Citizenship

- Participate in developing and maintaining our democratic society; Understand the rights and responsibilities of citizenship Be able to lead and follow, maintain positive relationships with other individuals and to reach consensus in the pursuit of common goals.
- This includes citizenship and service to each other in terms of working together to help make in-person learning a success. It assumes good intent, understanding different responses to the uncertainty due to change and being generous and considerate of people's feelings and actions.

## Personal Development

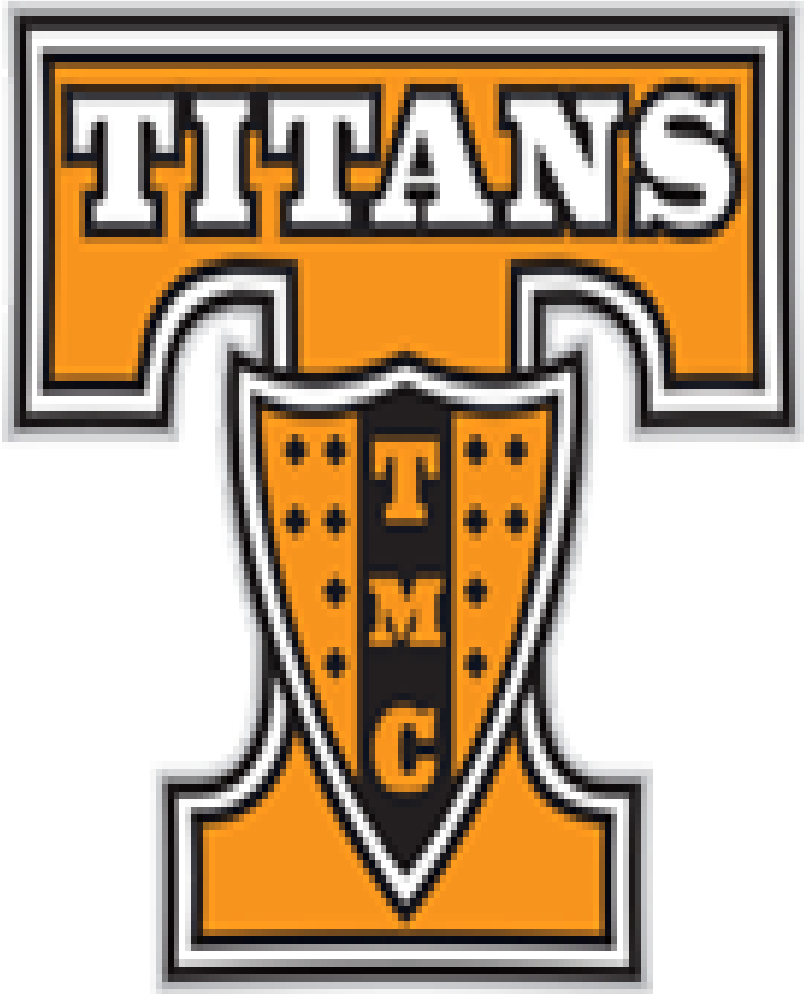
- Be ready for learning, take initiative, set goals, self-evaluate and strive to continuously improve. Have the confidence to embrace ambiguity and complexity & demonstrate resilience and perseverance
- Make lifestyle choices based upon healthy attitudes and actions, and be able to assume responsibility for well-being. This includes that each and everyone has to keep themselves and others around them accountable through their words and actions (e.g. handwashing and maintaining appropriate physical distancing), as well as to help create a psychologically safe environment that promotes learning.

## Character

- Possess the strength of character to do what is right; this includes ensuring psychological, social, and emotional safety for staff and students during any unexpected changes during the year.
- Act morally with wisdom; Balance individual concerns with the rights and needs of others.



# Security and Safety



**Appointments:** Parents wishing to meet with school administrators or teachers must phone the school or email to make an appointment. Please visit our website for teacher and administrator email addresses.

**School Visitors:** Our school is a closed campus. All visitors and volunteers must report directly to the main office to sign-in and request permission from the school administration to be in the school. This is used to provide a safe and secure environment for our staff and students. This process helps us know where you are in case of an emergency and allows staff and students to know you have signed-in with the office staff by wearing your volunteer/visitor badge.

In order to ensure school security, all exterior doors will be locked after school commences each day. Anyone who is not a student or school staff member is required to sign-in.

**Volunteers:** Parent and student volunteers are welcome at our school. The contribution they make is greatly appreciated and school programs benefit from their efforts and energy. Volunteers are required to have the following documentation in place at least 2 weeks before an anticipated outing: The yearly [CBE Annual Volunteer Registration form](#) (included in the opening day package with students). A current (within 5 years) police security check through the CBE – Please note this can take up to 4-6 weeks to process so please plan accordingly. In addition, volunteer drivers must have a current driver's abstract completed and on file.

**Student Searches:** In the event that school safety and security is a concern administration has the right to complete searches of student lockers, student property or personal belongings at any time.

# Student Code of Conduct

It is our expectation that students will consistently demonstrate their commitment to TMC and our CBE's Student Code of Conduct in order to create a learning community where all members feel **valued, respected and safe**.

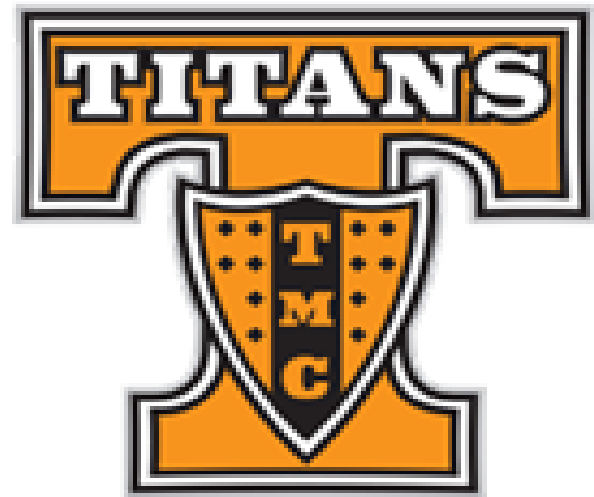
**AR 6005** Students have a responsibility under the School Act to respect the rights and dignity of others and to proactively participate in promoting and fostering positive relationships with others while:

- a) on CBE property;
- b) participating in school activities;
- c) traveling to and from school; and
- d) engaging in any electronic communication both on or off CBE property; or
- e) in any other circumstances that may impact the school environment.

Students are expected to exhibit socially responsible and respectful behaviours so that teaching and learning are maximized. Student behaviour must not contravene the rights and provisions identified in the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Discrimination

- Discrimination, bullying and harassment in any form will not be tolerated.
- Discriminatory behaviour that breaches the Alberta Human Rights Act or the Canadian Charter of Rights and Freedoms will not be tolerated. Student Responsibilities for Promoting Positive Behaviours
- Students are expected to behave in a manner that complies with the Student Code of Conduct and contributes to a welcoming, caring, respectful and safe learning environment.

The entire Student Code of Conduct can be found [here](#).



# Absences

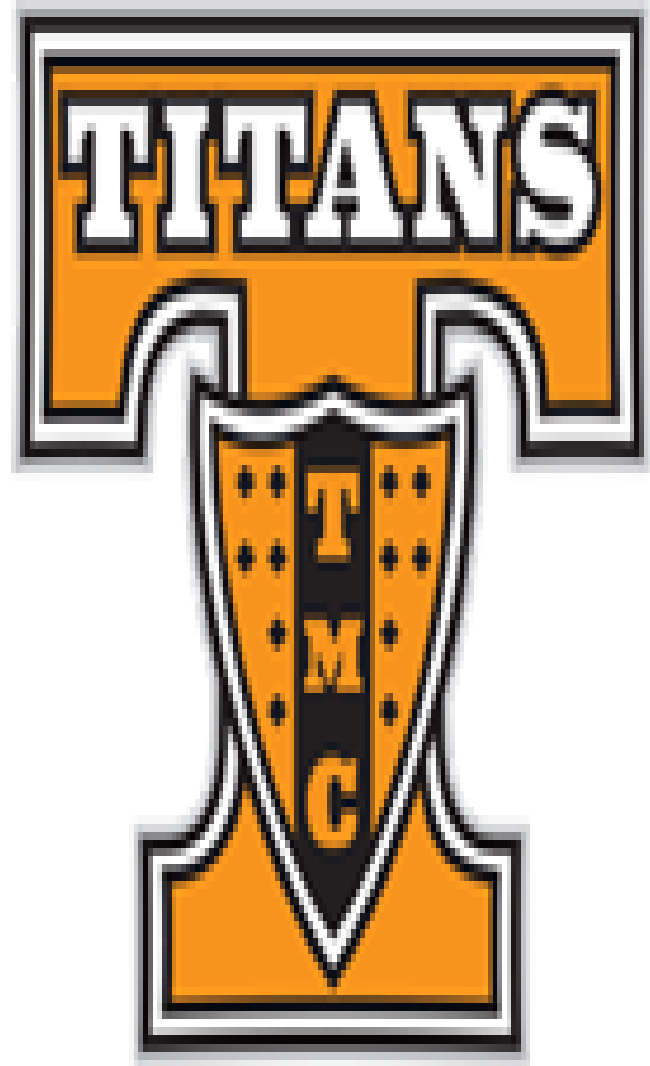
- It is important that you call the school if your child is going to be absent or arriving late. Please report all absences to the Attendance Line at 403-817-3390 press 1. See more on our [Attendance](https://twelvemilecoulee.cbe.ab.ca/attendance) page: <https://twelvemilecoulee.cbe.ab.ca/attendance>
- Students who are absent from school for any reason are responsible for all work assigned or studied during their absence. If absences are excessive, it may be necessary to develop an Attendance Improvement Plan and/or refer the student to the Attendance Officer.



# Attendance

**Extended Vacations:** Students who will be absent from school due to family vacations need to obtain an **extended absence form** from the office and consult with their teachers as soon as possible (**approximately 3 or 4 days before leaving**). Time permitting, teachers can give students work to do prior to and while on vacation. As classes may vary, students need to be prepared to do additional work once they return from holiday.

- It is **expected that students will catch up on missed material** and will submit assignments due during the absence **either before leaving or within one week after returning**.



# Student Code of Conduct

- Respect yourself. Be punctual. Arrive at school and class on time. Be prepared, organized, and ready to work in class
- Respect others. Including the rights of others to learn (behaving appropriately in classrooms and hallways)
- Respect this place. Respect the school and private property within the school community.

The staff, parents and students of TMC School believe **everyone** requires and deserves a learning environment where individuals feel valued, respected and safe. We know that the great majority of TMC students are capable of taking ownership for their behavior and for accepting the consequences of their behavior.

We also believe that, when students have difficulty meeting the behavioral expectations of the school, staff, or community, they have the responsibility to work cooperatively in order to find effective ways to be successful.

## Some examples of behavior that are considered to be a Major Offence:

- Actions which threaten the physical and/or emotional safety of others (Weapons/Assault/Fighting, Intimidation, Harassment and Bullying)
- Chronic disruption to the learning environment
- Drug or alcohol use or possession
- Vandalism – damage to or destruction of school or personal property
- Theft
- Chronic truancy
- Smoking/Vaping, including possession of any products on school property
- Serious breaches of the bus rules



# Major Offences

## Major offences will be dealt with through administrative intervention.

- Part of the administrative intervention will include a discussion with the student and the referring teacher. It may include a conversation with the student's parents, and it will outline the resolution.
- Consequences for major offences may include:
  - Suspension from class or classes or school. Suspension to the Calgary Board of Education Suspension Desk
  - Other consequences as authorized by a member of the administrative team.
  - Referral to the school Resource Officer/Calgary Police Services.
- Multiple refusals to comply with school expectations and/or major offenses may result in **Behavior Contracts** that could prohibit students from attending off-site events such as field trips such as grade 9 farewell or sailing/band trips etc.

**Smoking or Vaping:** Smoking/Vaping is against the law for anyone under the age of 18. Smoking, including e-cigarettes is not permitted in the school, on the school grounds, or at any extracurricular event or activity. Students caught smoking/vaping or in possession of contraband, will face immediate disciplinary action.

**Violence and Bullying:** Violence and harassment is any verbal (including digital) or physical action taken which threatens or results in the inflicting of physical, emotional or psychological distress or harm on a person. Violence/harassment is not tolerated at Twelve Mile Coulee School and will be dealt with immediately.

**Plagiarism:** It is expected that student work is original. Through the course of study, classes will be discussing note-taking, research and summation techniques. Under no circumstances is it acceptable for students to directly copy material from ANY source and all sources MUST be appropriately documented in standard bibliography format. Plagiarism is a serious offense that will be dealt with stringently.



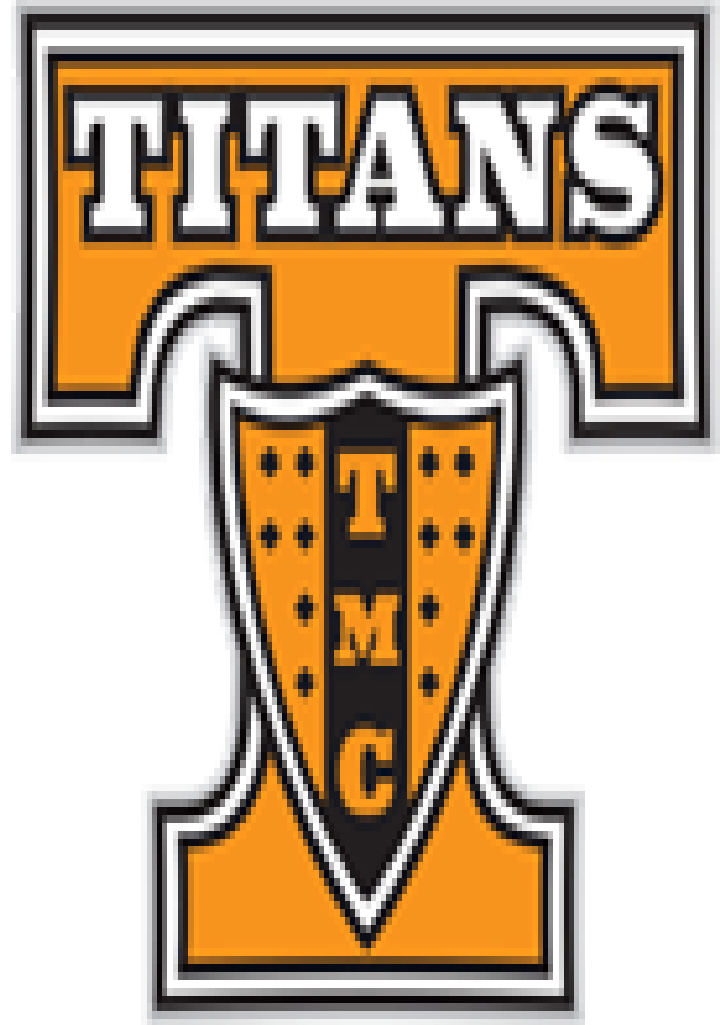
# Student Dress Codes

School is a workplace for students and teachers. Some current fashion may be inappropriate for the school setting and students should use good judgment when choosing attire appropriate for our learning environment.

Clothing that promotes the use of drugs or alcohol, makes sexual inferences or innuendos or that has crude language, is unacceptable.

Inappropriate clothing may include clothing that is not suited for a professional/business environment.

Students who do not follow the recommended dress guidelines will be asked to put on alternative clothing, and in some cases, may be asked to go home and change after their parents/guardians have been contacted.



# Locks and Lockers



Lockers are the property of the school and are on loan to the student. Students:

- should not leave items of value in their lockers
- are responsible for the proper care of the locker
- should not to give their lock combination to anyone else
- are responsible to keep his/her locker clean
- will remove all contents when requested to do so
- will be held responsible for damages to the locker

- In the event that school safety and security is a concern administration has the right to complete searches of student lockers and student property.
- Students will be assigned a hall locker to use during the school year. In some instances, students may need to share a locker with another student in their class. Should a lock be lost, the replacement cost is \$5.00. **It is critical that the combination of the lock be kept confidential to avoid theft.**
- Due to hallway congestion and a short period change, students are encouraged not to go to their locker at class change. All bags and backpacks are encouraged to be stored in lockers during class time to avoid congestion.
- Lockers are the property of the school and are loaned to students on a yearly basis. The administration reserves the right to open lockers without prior notification. Lockers that require additional cleaning at year-end are subject to a \$20.00 charge against the caution fee.

## Keeping Lockers Clean

- Help from parents by reminding their children to bring home lunch bags etc. and to keep their lockers as clean as possible is appreciated. It helps keep the **very annoying fruit flies** to a minimum.

# Physical Education

## PHYSICAL EDUCATION

- Students must wear comfortable athletic wear for PE, including appropriate runners for each PE class.
- If a student cannot participate in PE, a note signed by a parent/guardian is required before or the day of. Staff should not be expected to make any phone calls or emails to confirm. If a student is unable to participate for an extended period of time, a doctor's note is required outlining the reason and expected return date.



# School Activities & Clubs



**SCHOOL ACTIVITIES AND CLUBS: More information to come**

## **FIELD TRIPS**

- Students may be given the opportunity to travel or attend field trips away from TMC School. All permission forms and any associated fees must be returned to the office by the deadline date stated in the parent letter. **No FORMS will be accepted the day of a field trip.**



# Busing

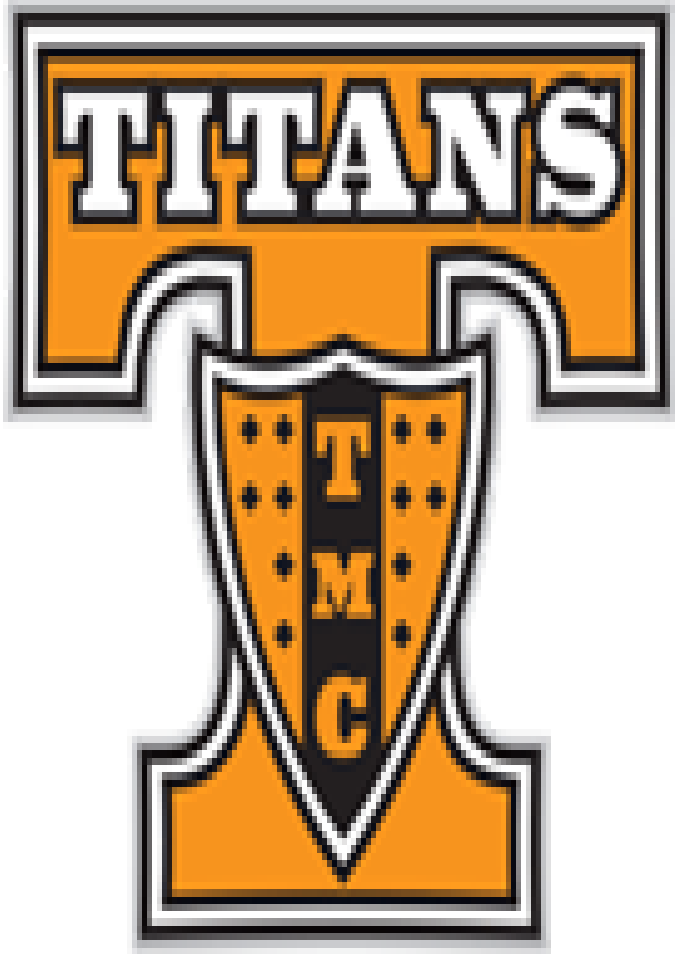
## **School rules and discipline consequences apply on the bus in addition to the following considerations:**

The driver is in charge of their bus, their directions must be obeyed at all times.

- Drivers report misconduct to the school administration for resolution.
- Students must remain seated, not extend arms or head out of the bus.
- Students must follow the expectations established for behavior from the school while travelling to and from school.
- Skateboards are permitted only at the discretion of the bus driver and must be secured according to the specifications of the driver.
- Students responsible for any damage or vandalism may be required to pay for repair costs or cleaning to occur.
- Food and drinks are not to be consumed on the bus.

Occasionally, students that are working on projects together or to accommodate a family request need to take a different school bus home with another student. Due to spacing and insurance requirements we ask that these requests not be for casual visiting between students. In majority of situations, both students must be bus eligible. However, under special circumstances non bus eligible students may ride the bus with special permission in advance from the school principal. Phone calls home to get permission at the last minute can become very time consuming and will not be allowed. A signed and dated note is required from the parents of both students. Without this note the students will not be allowed to ride the bus together. Students must bring the notes to the office for Mr. Flaman or Mrs. Bond to sign.

# Student Information and Responsibilities



It is our expectation that students will consistently demonstrate their commitment to our Mission and Motto in order to create a learning community where individuals feel ***valued, respected and safe.***

## Student Entrances & Exits

- **Students will wait at the Front doors to enter the building at 8:30 am .**
- Late students should wait at the main door. Students who are coming early for study purposes, team practices, etc. should proceed directly to the appropriate area when the teacher invites them to do so.
- Students must be under the direct supervision of the teacher involved in that activity.
- At the end of the school day, unless under the direct supervision of a teacher, students are expected to promptly leave the building through assigned exits.

# Respect for Property

Students are expected to do their part in helping to keep our school and community neat and tidy. This includes picking up after themselves at all times and using the garbage and recycling bins that are located in the school and on the school grounds.

In the event of property damage, whether at school or on the school bus, students who are responsible will be expected to provide compensation and face disciplinary action.

## Articles of Value

- These items are brought at the owner's risk and the school does not accept any responsibility for loss or damage. Bikes or skateboards should be locked in the appropriate racks and taken home each night.
- **Cellphones or other technologies must be kept in the student's locker at all times** to avoid any items going missing. Again, TMC School will not be responsible for any items lost or stolen.



# Skateboards, In-line Skates, Etc.



According to CBE policy, equipment such as skateboards, scooters, in-line skates, longboards, and Heelies, are not allowed to be used anywhere on school property. Students skating to school must pick it up when they come onto school property. Skateboards may be used on city sidewalks as long as they do not pose a risk for pedestrians. Riding skateboards on the road is dangerous and is not allowed by city bylaw. There is to be no skateboarding on the road, or the intersection directly in front of the school. Students breaking our policy will have their boards taken away for the day. A second offense will result in parents picking up the skateboard/scooter, etc. from the office.

TMC has a skateboard/longboard rack that is to be used to securely store your board. Please ensure you bring a personal lock to use this feature.



# Off-Site Expectations

- All students are encouraged to remain on campus throughout lunch hour.
- Grade 7, 8 and 9 students have permission to leave the campus at lunch provided they return to school on time for classes. Students unable to manage themselves appropriately off-campus or whom arrive consistently late, may have this privilege revoked.
- Grade 6 students **cannot leave** campus at lunch.
- Lunch supervision is provided throughout the lunch break for students at TMC.



# Personal Mobile Devices



The use of personal mobile devices in TMC School will not be allowed in learning areas including all classrooms, gymnasium and learning commons unless students are directly permitted to by a teacher for educational purposes. All devices are away for the day including lunch time unless you are outside. If not, students may be asked to hand in their cell phone to the office for the rest of the school day. Continued disregard of this expectation will result in the phone/device being kept by administration until a parent/guardian can pick it up.

Our expectation is that our students will become educated and responsible Digital Citizens. If, however students breach any of the above, each situation will be dealt with on an individual basis and may result in:

- Restriction or loss of school technology privileges
- Restriction of use or confiscation of personal device and parents contacted for pick up.
- School based disciplinary consequences and/or Police intervention.

The school is not responsible for the loss, damage, or theft of student electronic devices. The school is also not able to provide technical support for any student device.

We view Digital Citizenship as a shared responsibility between students, their families and the school. We appreciate families taking time to discuss this new opportunity with their children and supporting the work of the school in moving it forward.

# Fire Drill (Evacuation Procedures)

[Calgary Board of Education policy 3021](#) requires that schools have 6 regular evacuation drills so that everyone will have practice in clearing school buildings quickly and efficiently.

- At the sound of the alarm, everyone is to proceed **quickly and quietly** from wherever they are in the school to our designated “muster” point on the east side of the building. Students are to stay with their class throughout the entire procedure. Attendance will be taken when the class is out of the school. Students, who are away from their class when the alarm rings should exit the school through the closest exit and join their class outside. If evacuation occurs during lunch/class change proceed to the location of your homeroom area for check-in.
- Everyone is to **remain outside until 3 short bells** are heard or instructions are given to return to the building.
- If return to the school is not possible, students are to follow directions of school administration for further details.



# Lockdown Procedures

[Calgary Board of Education policy 3021](#) requires that schools have 2 practice Lockdowns (one announced and one unannounced) each school year.

**In the event the school is in lockdown:**

- **Announce lockdown: “Lockdown, Lockdown, Lockdown”.** “Secure your classrooms immediately.”
- Inside and outside bells will ring continuously
- All students/staff need to clear the halls. Students will enter the nearest classroom or location (i.e. washroom stall) if no other classroom doors are open.
- No cell phones to be used during lockdown. Teachers will request students turn OFF their cell phone and place it in front of them.
- All students remain quiet & under the direction of school staff.
- Outside classes will move to a safe location on the school field, a safe distance from the school. They will remain outside until communicated otherwise.
- Ensure your door is locked and have students sit out of view from all internal viewpoints and go to the “lockdown location” (green spot poster). Maintain absolute silence. Silently check attendance. Please remain in your location until evacuated by police.



# Bell Schedule

## Monday - Thursday

Entry Bell	8:30 am	
Warning Bell	8:44 am	
Period 1	8:47 am	9:44 am
Period 2	9:45 am	10:42 am
Nutrition break	10:42 am	10:47 am
Period 3	10:47 am	11:44 am
Period 4	11:45 am	12:42 pm
Lunch	12:42 pm	1:18 pm
Period 5	1:22 pm	2:19 pm
Period 6	2:20 pm	3:17 pm

## Friday

Entry Bell	8:30 am	
Warning Bell	8:44 am	
Period 1	8:47 am	9:19 am
Period 2	9:20 am	9:52 am
Period 3	9:53 am	10:25 am
Titan Time	10:26	10:57 am
Nutrition Break	10:57 am	11:05 am
Period 4	11:05 am	11:37 am
Period 5	11:38 am	12:10 pm
Period 6	12:11 pm	12:42 pm



# Example of Student Timetable

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
P1	PE	PE	SOCIAL	SOCIAL
P2	SCIENCE	SCIENCE	ELA	ELA
P3	MATH	MATH	OPTION A	OPTION B
P4	OPTION A	OPTION B	MATH	MATH
P5	ELA	ELA	SCIENCE	SCIENCE
P6	SOCIAL	SOCIAL	PE	PE

Friday A		Friday B	
P1	PE	P1	PE
P2	SCIENCE	P2	SCIENCE
P3	MATH	P3	MATH
P4	Titan time	P4	Titan time
P5	OPTION A	P5	OPTION B
P6	ELA	P6	ELA
P7	SOCIAL	P7	SOCIAL

