

Calgary
Quest
School



Student & Family Handbook 2023-2024

Table of Contents

Welcome to 2023-2024 School Year	1
Our Mission, Vision, and Values	1
MISSION.....	1
VISION	1
VALUES.....	1
Overview of Calgary Quest School.....	1
History	1
Calgary Quest School Governance	2
Administration	2
Employees.....	2
Volunteering and Participation	2
The Facility.....	2
Student Services	3
Elementary, Junior High and High School Programming	3
Before & After School Care Program	3
Illness.....	3
Bus Service.....	4
General Information and Expectations.....	4
Fee Payment Schedule.....	4
Dress.....	4
School Hours.....	4
Visitors.....	4
Lunch and Snacks	4
CQS is a Nut-Restricted school.....	5
Attendance	5
Security.....	5
Guidelines for Recording Video and Taking Photographs at School Events.....	5
Educational Records	5
Custody	5
Emergency Evacuation.....	5
Emergency School Closings.....	6
Medication at School.....	6
Damage or Breakage and Storage of School Property	6
IT Services and Internet Access and Use of Resources.....	6
Firearms and Weapons	6
Lost or Stolen Property.....	6

Smoking7
School Trips7
Communication7
Acceptable Student Behavior.....7
Code of Conduct 8
Discipline 9
Expulsion from the School..... 9
Student Misconduct Rules and Procedures10
Immediate Action.....10
Appeals11
Dissatisfaction with the Committee's decision does not constitute grounds for appeal11

Welcome to 2023-2024 School Year

Dear Parents and Guardians,

Welcome back to an exciting new school year at Calgary Quest! We are thrilled to open our doors and greet our students, parents, and staff as we embark on the journey of learning and growth in the 2023-2024 school year. This year promises to be exceptional as we celebrate our organization's remarkable progress. We are proud to announce the expansion of our facilities, which now includes a campus in Sunalta for our high school students and young adults in our Calgary Quest Centre for Opportunities program. As part of this expansion, we are introducing two new elementary classrooms that will accommodate our growing community of young learners. This expansion is a testament to our commitment to welcoming additional families from our waitlist and providing an environment where students can maximize their potential. We are eager to continue fostering a strong partnership between parents, teachers, and students to create an enriching and supportive community.

Enclosed in this document is a list of protocols and practices to assist you and your child. Please contact Kim McLean (Principal), Allie Gauthier (Vice Principal – High school) or Chandra Habermann (Vice Principal – Elementary school) if you have any questions. This document may be updated throughout the school year.

Our Mission, Vision, and Values

MISSION

A committed multi-disciplinary community working together to provide a supportive learning environment for cross-disability students and their families to deliver the best outcomes in their social, emotional, and educational journey.

VISION

Maximizing student potential through excellence in individual programming.

VALUES

- **Caring:** Providing a caring and compassionate environment for staff, students, and their families.
- **Inclusive:** Creating an environment that recognizes and values the unique differences across our community, supporting everyone to do their best.
- **Safe:** Building an environment where student and staff safety is everyone's primary concern.
- **Respectful:** Treating others, ourselves and our environment with high regard and value.
- **Sustainable:** Enriching our practices to nurture, protect, and guide our resources - human, financial and environmental - into the future.

Overview of Calgary Quest School

History

Calgary Quest School (CQS) was established in 1980 by a group of caring parents of students with challenges. These parents formed a non-profit society and wrote a philosophy for Quest School that continues to this day. In 1995, Calgary Quest School approached the Alberta Government to become a Designated Special Education Private School (DSEPS). Once this designation was granted, Calgary Quest School took its place as a fully sanctioned school designated to bring dignity and respect for education of students with significant challenges.

Calgary Quest School Governance

The Board of Directors of Calgary Quest School (the "Board") is a volunteer-based board whose members are appointed to serve as directors in accordance with the Constitution and Bylaws of Calgary Quest Children Society (the "Bylaws"). Pursuant to the Bylaws, the Board is a policy determination board which focuses on policy developments to advance the mission and strategy of Calgary Quest School.

As such, the Board plays a central role in the governance of the business and affairs of Calgary Quest School, and in agreeing to act as a director of Calgary Quest School each director assumes responsibility for providing constructive counsel to and oversight of management, consistent with a director's fiduciary obligations to Calgary Quest School. It is important to the effective functioning of the Board of Directors that each Director advance the interests of Calgary Quest School and the effectiveness of the Board of Directors, by bringing her or his knowledge and experience to bear on the strategic issues facing Calgary Quest School, by preparing for and participating in meetings of the Board of Directors and its Committees, and by enhancing her or his familiarity with Calgary Quest School and its Mission, Vision, Values and Strategic Plan.

Administration

The administration team includes the Executive Director, Principal, Director of Operations, Vice-Principals, Executive Assistant and Director of the Center of Opportunities. These staff members support the entire administration of the school and thus the workload can be quite demanding. However, this administrative team strives to be responsive to the needs of the parents, staff, and students.

The Executive Director reports directly to the Board of Directors, whereas all administrative staff and employees report to the Executive Director.

Employees

Calgary Quest teachers are educated professionals and all are certified to teach in the Province of Alberta. The teachers are supervised directly by the Principal and two Vice-Principals. All employees have completed a Criminal Records Check with Vulnerable Sector Verification.

Teachers adhere to the Alberta Education Teaching Quality Standard: Teacher Growth, Supervision and Evaluation.

Volunteering and Participation

We believe that families know their child best, and we want to create an open environment where parents, teachers, administration, and board members work together to foster an enthusiastic and supportive environment. All volunteers must submit to a Criminal Records Check with Vulnerable Sector Verification.

Participation in the CQS Parent Advisory Council (PAC) is extremely valued. It is an opportunity to join a community of caring and committed parents who wish to play an important role in directing aspects of Calgary Quest School. Additionally, the PAC serves as a platform to explore and engage in fundraising opportunities that further support our school's initiatives and enhance the educational experience for all students. Please reach out to our PAC at PAC@calgaryquestschool.com

The Facility

The main school site is located in the southwest Calgary neighborhood of Spruce Cliff. The school includes 11 classrooms, therapy offices for our onsite multi-disciplinary therapy team, calming rooms, kitchen, library, gymnasium, and a sensory gymnasium.

As Calgary Quest continues to expand, we are excited to open the doors to our Sunalta Campus in the 2023-2024 school year.

Here are some exciting facts about the new campus.

- Our new campus is located at 1817 10 Ave SW in the Community of Sunalta
- The building is conveniently situated close to community parks and Sunalta train station.
- Our proximity to public transportation also facilitates accessibility and fosters relationships with the local community.
- The building is very spacious, with an area of 20,000 square feet.
- Our programs and services will be run on the second floor, which has 10,000 square feet and is currently being renovated to meet our needs.
- Our high school classrooms, Oak, Cedar, and Poplar, along with CQR participants will move to the new facility.

Main Office Phone: 403-253-0003

Main Office E-mail: info@calgaryquestschool.com Website: <http://calgaryquestschool.com/>

Student Services

Apart from our dedicated teachers and staff members, Calgary Quest School is supported by a team of professionals who are committed to supporting your child's academic, social, and emotional growth. This team consists of occupational therapists, a speech-language pathologist, and a behavioral therapist. Their expertise plays a pivotal role in supporting the CQS community, contributing to the creation of individualized program plans that enable your child to maximize their potential. CQS has the advantage of accessing supplementary student services through The Provincial Low Incidents team, including professionals specializing in vision and hearing consultation, orientation and mobility training, and augmentative communication strategies.

Elementary, Junior High and High School Programming

At Calgary Quest School, we are committed to providing a tailored educational experience that meets the unique needs of each student. Our programming philosophy is rooted in maximizing student potential through individual programming, where we recognize and celebrate the diverse strengths, challenges, and interests of every student. We firmly believe in collaboration between educators, parents, the therapy team, and students to create the Individual Program Plan (IPP). This collaborative process ensures that the IPP serves as a comprehensive guide, outlining goals, strategies, and accommodations that align with the student's learning profile. By working together, we empower our students to thrive academically, socially, and emotionally, fostering an environment where every individual's potential is realized.

Educational programming focuses on:

Peer relationships (communication and social skills)

Individualized academic goals

Life skills

Problem solving

Self-regulation and sensory integration

Social awareness and social understanding

Workplace readiness skills

Before & After School Care Program

Childcare services are available for students arriving before and after school. This program is operated by Calgary Quest Society. For more information about this program and enrollment, please visit: www.calgaryquestresources.com/ba-registration

Illness

Calgary Quest School places a strong emphasis on student well-being. Parents and/or guardians will

be notified promptly if their child becomes unwell, and they are expected to arrange the child's pickup from school in such cases. We require parents to provide updated medical information through a mandatory medical history form at the beginning of each school year, as well as throughout the year for any changes. It's essential for parents to promptly communicate any changes in their child's medical condition.

In situations where a child arrives at school with a fever or other illness, we will inform parents and/or guardians, and if necessary, the designated emergency contact. We kindly ask parents to keep their child home if they have had a fever or possess a contagious illness, ensuring they return only when non-contagious. For effective care, please inform us about any allergies or health considerations on the provided Medical Release Form. Lastly, to maintain a healthy environment, we appreciate your support in not sending your child to school when they are unwell.

For additional information please refer to the Student Illness policy.

Bus Service

Students may be transported to/from school through arrangements made by family or Access Calgary. Information on this public transportation resource is available: <https://www.calgarytransit.com/calgary-transit-access>.

General Information and Expectations

Fee Payment Schedule

Tuition fees are very important to the sustainability and quality of our programs. We offer some flexible fee payment options, but fees must be paid in full by December 31, 2023. There are three options for fee payments:

- Pay the entire amount (\$4,800) on or before December 31, 2023
- Pay half (\$2,400) at the time of registration and half (\$2,400) on or before December 31, 2023
- Visit www.calgaryquestschool.com/paymentplan to sign up for a monthly payment subscription. (Equal monthly payments that will clear the full amount by December 31, 2023)

Dress

Please send your child to school dressed in comfortable and appropriate clothing. Ensure that they are prepared to go outside each day. We also recommend that you label all belongings, including shoes and boots. If your family has difficulty providing the necessary clothing items for your child to attend school, the CQS community has clothing support available.

School Hours

The reception desk is open from 7:30 am to 3:45 pm Monday through Friday during the school year.

Classes run from 8:45 am to 3:15 pm each school day. Please ensure that you pick up your child by 3:15 pm. Please refer to the CQS Calendar for important dates.

Visitors

To maintain and monitor the safety of our students and staff, all visitors are required to report to the office and sign in upon entering the school and sign out before leaving the building.

Lunch and Snacks

CQS students are required to provide their own lunch and snacks daily. A snack break is provided during the mornings and/or afternoon class at a time that is deemed appropriate by the teacher. Microwaves and hot water are available to accommodate hot lunches.

CQS is a Nut-Restricted school

Please refrain from sending any foods containing nut products to the school. We do our best to ensure products with peanuts, and traces of peanut, are not consumed in our school. If your child has a nut allergy, it is very important that you notify your child's teacher.

Attendance

Students are to attend school and are not to leave the school before the specified times unless prior written parent/guardian consent is received by the student's teacher or school administration.

If a student is absent, arriving late or leaving early, parents/guardians are asked to call the school or notify the student's teacher prior to 9:00am on that day and leave a detailed message. It is also requested that guardians contact the school if a student is going to be late or leaving the school early.

Security

All doors to the main school site will be locked at all times. Entrance will only be through the main doors or designated doors in the morning for staggered arrival. All parents, volunteers and other individuals visiting the school must register at the reception desk at the main entrance.

If the doors are locked, please ring the bell at the Main Entrance of the school. Please notify the school immediately if you feel there might be a situation that requires the school to take extra precautions (i.e., a person who does not have your permission wishes to contact your child at the school). Please inform the school of any change in contact information such as telephone, address, or e-mail.

Guidelines for Recording Video and Taking Photographs at School Events

Parents and guests are permitted to record personal images at school events such as year- end celebrations and other presentations. These images cannot be posted on social media or on sharing sites without first obtaining permission from the individual that has been recorded and their guardian. Individuals wishing to record another person should obtain permission from that person(s) with the exception of school events.

Educational Records

Calgary Quest School prioritizes the protection of student and family privacy in accordance with the principles of the Freedom of Information and Protection of Privacy Act (FOIP). Both students and their parent/guardian retain the right to review the student's records in the presence of a designated school official. The access to records is limited exclusively to CQS school personnel, ensuring the confidentiality of present students' information. Non-custodial guardians possess the same access rights as the custodial parent, except when a court order restricts such access—evidence of which needs to be communicated to the school Principal. Access to student records by any other individuals necessitates written authorization or a legal mandate. In line with Alberta Education guidelines, should a student transfer from CQS to another school, the relevant records will be transferred upon receipt of the appropriate request forms. This comprehensive framework underscores our commitment to maintaining the integrity of student data and upholding privacy standards.

Custody

Kindly provide the administration with any documents regarding child custody. The school is legally obligated to provide a copy of student reports and other school related communication upon request from a parent who has been accorded custody or visitation rights in a legal divorce action or by a separation agreement or other order of a court.

Emergency Evacuation

Information regarding the school emergency evacuation process is located in the school office. The fire evacuation routes are posted in each classroom and other school areas.

Emergency School Closings

In the unlikely event that the school needs to close, parents will be notified by email/ phone calls as early as possible. The school will also post a message on the school's website.

In the event that the school needs to close during operational hours, parents will be contacted to promptly pick up their children. If parents cannot be reached, the school will contact the emergency contacts listed in each child's student file. It is imperative that families notify the office of any changes in addresses or phone numbers.

Medication at School

From time to time, students may be required to take medications while at school. All requests to administer medications must be accompanied by a duly completed Medication Authorization form, available through the school office. CQS adheres to the following guidelines for medication.

A parent/guardian must give written consent through a completed Medication Authorization form. Each medication will require a separate consent form.

Medication must be delivered to the child's teacher by the parent/guardian only. Medication must be in its original, labelled container. Prescription medications must include the child's name, physician's name, name of medication, dosage, and expiry date.

Medication is to be stored in a locked area of the classroom or refrigerator inaccessible to children. Medications required as a life saving measure such as an EpiPen, will be

stored in a place accessible to all staff, possibly kept with the student, as required and appropriate to the circumstance.

Staff administering medication will record the date, time, and dosage each time the medication is administered. Any adverse or suspected reactions to the medication are to be recorded, monitored, and reported to the parent/guardian and emergency services will be contacted if necessary.

Students are not permitted to self-administer any medications. An exception may be made for medications such as an asthma inhaler, used in the event of a life-threatening situation.

Damage or Breakage and Storage of School Property

Any damage or breaks either to school property or the property of another will be immediately reported to the main office. Subsequent actions will be determined by the nature of the damage, potentially leading to the obligation of parents to cover repair or replacement costs. Additionally, students and families bear the responsibility of safely storing their valuables to ensure their security.

IT Services and Internet Access and Use of Resources

CQS integrates technology into the learning experiences of our students, focusing on how technology supports life-long learning as well as the development of 21 century learning skills. Access to electronic information resources is made available to CQS students. These are beneficial tools that can provide opportunities to develop skills and confidence in using them to transform their learning.

CQS assumes no responsibility for personal IT equipment or personally downloaded resources that students bring to the school.

Firearms and Weapons

The use or possession of fires arms, sling shot, knife or other cutting instrument, firecrackers, water bombs or any other device which might endanger the well-being of another is strictly prohibited.

Lost or Stolen Property

The loss of property shall be reported immediately to the homeroom teacher or the school Principal. Items that are lost may be recovered from Lost and Found throughout the school.

Smoking

Smoking is not permitted in the school building, on school property or during school- based activities.

School Trips

Prior to a field trip, every parent/guardian must have given their consent. Students whose parent/guardian has not done so will not be permitted to participate. It is critical that CQS always have your current contact information on file. Please contact the school's main office to provide updated contact information. When CQS students participate in a school trip, all school rules continue to apply.

Incorporating community walks into our daily programming is a component of our daily schedules. It's important to note that these walks are not considered field trips, and parents provide their authorization for community walks within the registration package.

Communication

Feedback, input, and open and transparent dialogue are important aspects of the CQS program. CQS is committed to communicating with families, students, and community members respectfully and professionally. Parent-teacher conferences are held twice a year to discuss your child's progress. Classrooms utilize online platforms such as Class Dojo and google classroom to share information in addition to emails and phone calls. Please discuss this with your child's teacher for further information.

Effective communication between parents and staff members is essential for fostering a positive and productive educational environment. This communication must always be rooted in respect and devoid of any form of discrimination, harassment, or violence. By upholding these principles, schools create a safe space where ideas can be shared, concerns can be addressed, and mutual respect can flourish, ultimately enhancing the overall quality of the educational experience. Violations of these communication standards may lead to appropriate consequences, which can include limiting involvement in school activities or engagement with staff members. In extraordinary circumstances, the school may regrettably find it necessary to withhold registration for the following school year, prioritizing the creation of a safe and inclusive educational environment for all students and stakeholders.

Acceptable Student Behavior

Calgary Quest School is committed to providing a safe and caring environment where students feel physically, psychologically, socially, and emotionally secure. Students are expected to treat others with courtesy and respect and adhere to the principles set out in the Welcoming, Caring, Safe and Teaching and Learning Environment policy.

The attention of parents/guardians and students is drawn to the following which are deemed to be unacceptable student behavior.

The possession or use of alcohol, non-prescription drugs, abuse of prescription drugs, smoking, theft, bullying or harassment, absence without acceptable reason, lying, cheating, vandalism, inappropriate language/swearing constitutes grounds for disciplinary action.

The school may add other rules to apply to school trips as circumstances dictate. The additional rules will be clearly communicated in the trip information package.

Infractions of any school rules may result in, but not limited to, the following consequences:

- Loss of privileges such as participation in future trips and other school events.
- Suspension from school.
- Expulsion from school.

The Principal is empowered to suspend a student in accordance with the Student Discipline,

Suspension, and Expulsion policy. Teachers and parents are involved in the procedure. After a suspension has been served, the student is generally placed on probation. In the most serious cases, the student will be dismissed from the school.

Code of Conduct

CQS prohibits harassment of an individual on the basis of race, religious beliefs, colour, gender, sexual orientation, physical and mental disability, ancestry, national origin, political beliefs, age, and marital or family status. Any individual who believes that they have been subjected to harassment of any nature should report that harassment immediately. This applies to all students and staff at CQS.

Please report any harassment issues outlining your concern to either of the following:

Executive Director - Susan Cress
Email: susanc@calgaryquestschool.com

Principal – Kim McLean
Email: KimM@calgaryquestschool.com

CQS is committed to providing students and staff with a welcoming, caring, respectful, and safe learning environment. Discrimination as defined by the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms which forbids discrimination on the basis of race, religious beliefs, color, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation will not be tolerated.

Our school community reflects the pride of a shared purpose and love of learning in a values-based environment, where each child is respected as an individual. We believe in developing well-balanced individuals in an environment the basic principles of integrity, kindness, consideration, compassion, diversity and respect.

We expect students to:

- Behave in a manner that contributes to a welcoming, caring and respectful and safe learning environment that respects diversity and fosters a sense of belonging
- Model positive social behaviours in all interpersonal interactions.
- Demonstrate good digital citizenship by using technology in ethically and responsible ways.
- Take responsibility for personal belongings and respect the belongings of others.
- Refrain from, report and refuse to tolerate bullying whether within the school building, during the school day or by electronic means.

We expect parents and guardians to:

- Play an important role in their child's education
- Support the school staff in maintaining a safe and caring learning environment for all members of the school community
- Monitor and show active interest in their child's work, progress, and conduct
- Communicate regularly and respectfully with the school
- Provide the necessities for quality learning such as regular meals, appropriate levels of sleep, hygiene, medical needs, and appropriate dress
- Assist school staff in dealing with issues of behaviour requiring intervention
- Demonstrate respect to all members in the school community.
- Appreciate and respect diversity
- Foster strong interpersonal relationships among the CQS community
- Believe the safety of our students is paramount

The Calgary Quest School Student Code of Conduct applies to all students while attending CQS, on

school buses and while participating in school trips. Unacceptable conduct is conduct that is in breach of the expectations discussed here and in the Student Discipline, Suspension and Expulsion Policy.

Discipline

All students, employees, visitors, and volunteers to have the right to be treated fairly and with dignity in an environment free from discrimination.

Students must not engage in bullying which is defined as repeated and hostile or demeaning behavior by a student when the behavior is intended by the student to cause harm, fear or distress to another individual in the school community, including psychological harm.

Failure for a student to meet the expectations set out in this Student Code of Conduct may result in disciplinary action. Consequences for discipline consider the student's medical condition, age, maturity, and individual circumstances.

Support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behavior and will be in accordance with any further requirements established by the Minister of Education, by order. Examples of support could include mentoring, restorative process, regular check-ins with teachers or counsellors, counselling, etc.

Minor Discipline

will be handled in accordance with CQS practice of ensuring that discipline is meant to be progressive and a learning experience so that students develop an understanding of their responsibilities within CQS. Minor discipline includes:

- Home for less than two days (at the discretion of the principal)
- Verbal and/or written reminders on inappropriate behavior
- Conference with the student and their parent/guardian
- Removal of privileges

Major Discipline

More serious or persistent behaviour could result in Major Discipline. This includes but is not limited to:

- Persistently or knowingly breaching student expectations.
- Engaging in communication toward an individual or group which may be considered harassing or offensive by CQS
- Misuse of technology, electronic, or online resources
- Any unauthorized entry or presence in CQS.
- Possessing, using, or selling cigarettes, alcohol or non-prescription drugs or abuse of prescription drugs.
- Bullying
- Behavior contrary to CQS code of conduct and student expectations.
- Vandalism or damaging property that is not one's own without permission of the owner.
- Engaging in actions which may be considered by the Principal to endanger the safety of, or be consider abusive toward, an individual or group; or
- Any violation of the laws.

Expulsion from the School

CQS reserves the right to expel a student where the continued attendance of that student would not be in the best interests of that student or the school. The school also reserves the right to expel a student where their behaviour seriously jeopardizes the ability of the school to guarantee the dignity and safety of its students or interferes with learning. In these circumstances, the school will make

reasonable efforts to assist the family of the expelled student in securing alternative education arrangements. CQS also offers the possibility of enrolling suspended or expelled students in our distance learning HUB, providing a supportive alternative education arrangement.

Student Misconduct Rules and Procedures

The goal of these rules and procedures is to provide a clear and transparent process for managing and addressing student misconduct and to do so in a fair and consistent manner that follows the principles of fundamental justice.

These rules and procedures apply to student misconduct as defined by the Student Code of Conduct which could result in Major Discipline. They are not intended to apply to Minor Discipline (as defined above) that may arise during the day-to-day operations at CQS.

Any student reported for alleged Student Misconduct is subject to these Rules and Procedures regardless of concurrent action or inaction of civil or criminal authorities.

Anyone may file a complaint concerning Student Misconduct with the Principal within one month of the alleged incident. The time period for filing a complaint may be extended at the discretion of the principal based upon factors including the seriousness of the alleged Student Misconduct, when the complainant became aware of the alleged Student misconduct, and whether the student involved in the alleged Student Misconduct attempted to hide the alleged Student Misconduct. The principal will determine, in their sole discretion, whether the alleged Student Misconduct is sufficiently serious such that it could result Major Discipline, as defined above.

If the Principal determines that the Student Misconduct is sufficiently serious such that it could result in Major Discipline, they will arrange a Hearing. If the Principal arranges a Hearing, the Student and their parent/guardian will be provided with a proposed date and time of the Hearing, communication or notice of the alleged Misconduct, and information regarding the alleged Misconduct.

The Hearing will be heard by the Executive Director or the Principal, and at least one or more members of the CQS Board of Directors ("the Committee").

The Committee may seek further information, including statements in writing if they consider it helpful for making a decision.

The Committee may:

Dismiss the complaint and provide written notification to the referring complainant and the student of the decision within ten working days: or

If found that Student Misconduct has been committed, impose Major Discipline as set out in the Student Code of Conduct.

Where the Student and/or the student's parent/guardian decides not to appear at a Hearing, a decision may be made in the absence of the student and/or the student's parent/guardian based upon the information available.

Immediate Action

CQS reserves the right to bypass these Rules and Procedures where immediate action is required because there are reasonable grounds to believe that the safety of the community is endangered, damage to CQS property is likely or the continued presence of the student would be disruptive, or the Principal believes that immediate action is necessary.

Pending convening of a Hearing, the Principal or their designate may apply a temporary suspension. Upon imposition of a temporary suspension, the student will be excluded from CQS, for as long as reasonably required. A formal notification of the Hearing will normally be delivered within 3 working

days of the temporary suspension. The student and their parent/guardian having received notice of the Hearing, may only enter the school premises on that day. In most cases, CQS will endeavor to deal with Student Misconduct under these Rules and Procedures rather than pursuing remedy through civil or criminal law. In cases where the principal deems appropriate, CQS may contact the Police to respond to an incident.

Appeals

Alberta Education determines that all private and independent schools establish their own policies and procedures regarding the appeal process.

In the event of Expulsion, a student and their parent/guardian may request an Appeal within five working days of receiving the decision. The request for an Appeal must set out the grounds for appeal, the outcome sought and supporting documentation.

The grounds for appeal are one or more of the following:

Relevant evidence which was not available at the time of the original decision

There was clear evidence of bias in making the initial decision; or

These Rules and Procedures were not followed, and the decision of the Committee might have been substantially affected by this failure.

Dissatisfaction with the Committee's decision does not constitute grounds for appeal.

The CQS Board President will review the request for an Appeal and determine whether there are sufficient grounds for an Appeal. The Appeal will be in writing only. If substantiated, the CQS Board President or their designate, can substitute their decision for the Committee's or refer the matter back to the Committee for reconsideration. The decision of the CQS Board President or the Committee if an Appeal is not allowed, is final. The Concerns, Complaints and Dispute Resolution Policy will provide the process for addressing misconduct and dispute resolution. The policy should be reviewed on the CQS website.