



**St. JOAN of ARC**

## **Student Handbook 2012 - 2013**

**St. Joan of Arc  
Elementary/Junior High School  
7970 Wentworth Drive SW  
Calgary, AB T3H 0K2  
Telephone: (403) 500-2107 Fax: (403) 500-2307  
[www.cssd.ab.ca/schools/stjoanofarc/](http://www.cssd.ab.ca/schools/stjoanofarc/)**

***Principal: Mrs. Patty Makowski  
Vice-Principal: Ms. BJ Coflin  
Assistant-Principal:***

**This agenda belongs to:**

**Name \_\_\_\_\_ Homeroom \_\_\_\_\_**

**Address \_\_\_\_\_**

**City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_**

**Phone \_\_\_\_\_**

## WELCOME

As an administrative team and enthusiastic staff we extend a warm welcome to St. Joan of Arc School. It is a true privilege and honor to work together as a school community and we look forward to building a Catholic Community of Caring and a strong partnership between home, school and parish. The staff of St. Joan of Arc School is here to support and assist all students in the many opportunities that an education provides. Each of you as students at this school has the responsibility to develop your God-given talents and gifts. We, as the staff, will strive to work with you to create an atmosphere and environment that will support you in the achievement of your goals.

We believe that quality education can be achieved through high expectations of student performance and behavior, strong family/school, community partnerships, and a dedicated, enthusiastic staff committed to providing the best education possible for all students.

As parents, you entrust us with your most treasured possessions – the children who are at the heart of every decision made at St. Joan of Arc School. We invite you to continue to be involved in building on the foundation of a strong learning partnership. Together we will bring learning to life for our students. Let us make the most of the year together as we learn, love, laugh, and grow in faith each day.

P. Makowski  
Principal

B.J. Coflin  
Vice Principal

Assistant Principal

### **Our Statement to You**

**There are many compelling benefits to be had from a quality education. Outside of the academic focus at St. Joan of Arc School parents send their children to a Catholic school to strengthen overall faith and to learn values and morals necessary for a full and productive life. All staff members are committed to a vision of educating that is inspired by the gospel where faith is embedded into all activities.**

**St Joan of Arc School not only meets the academic needs of students, but also we work to synthesize faith and culture and affirm day-to-day the responsibilities of the education community to be authentically Catholic. We believe in developing independence through academics, athletics, the arts and leadership opportunities. We live our faith throughout the entire school day and all students are encouraged to discern and develop their God-given talents and reach academic success.**

**DEVELOPING INDEPENDENCE TOGETHER**

**PROVIDING LEARNING OPPORTUNITIES**

**MODELING GOSPEL VALUES**

**TO THE PARENT:**

*As parents, you are an integral component of St. Joan of Arc School. As primary educator of your child it is essential that your child know you are in partnership in the education process. You can help your children by asking them to share their school day, listening to their stories, asking them questions, encouraging their endeavors and nurturing a love and interest in learning. The importance placed on school and learning by parents is reflected in the student's performance and behavior at school.*

Please review the handbook with your child. It is an important reference during this school year. It is intended to be used by students to keep track of their homework, assignments, home reading, and school activities; by parents as a communication tool with their child's teacher(s); and by teachers to communicate with parents about the day to day events that parents may want to know about.

Understanding the policies, programs and procedures that are outlined are crucial for open communication, active cooperation and positive learning. We appreciate your involvement and interest. We believe that with your help, we can create an atmosphere of mutual respect and partnership which will create an optimal learning environment for all of our students.

Carefully read and discuss these pages with your child. If you have any questions or concerns, please contact your child's homeroom teacher at (403) 500-2107. Once you and your son/daughter have read this School Handbook carefully, please sign the form below to indicate that you have read, and are familiar with the policies, programs and procedures outlined.

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**We have read and are familiar with the policies, procedures and programs outlined in the**

**St. Joan of Arc School 2012 -2013 handbook.**

Parent's Signature: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date: \_\_\_\_\_

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## **St. Joan of Arc**

St. Joan of Arc was born in Champagne, France. St. Joan was the youngest of five children. As a child, she spent time in her family's garden, helped her mother with household chores and worked with her father and brothers in the fields. She was recognized for her commitment to prayer and her tender love of the poor.

Upon the urgings of the voices of St. Michael, St. Catherine and St. Margaret, St. Joan supported the King of France to regain his kingdom, lost in a war with England. To provide support for King Charles, St. Joan overcame the opposition of churchmen and courtiers, who questioned how a young 17 year old girl could possibly help the King.

When she finally gained King Charles' support, St. Joan raised the siege on the city of Orleans on May 8, 1429 and took the lead in a series of victories leading to the King's coronation at Rheims shortly after. In 1430, St. Joan was captured by the enemy, sold to England, imprisoned and executed on May 30, 1431. St. Joan is the patroness of soldiers, imprisoned people and martyrs. St. Joan of Arc Feast Day is May 30.

### **St. Joan of Arc Strength through Faith**

St. Joan of Arc was an extraordinary woman whose faith gave her tremendous strength and courage. At St. Joan of Arc School, we want to nurture this same faith in our students:

Faith in Themselves;  
Faith in Each Other;  
Faith in God.

By achieving this, we will send our students into the world with greater strength, courage and confidence to handle whatever life presents them.

## **St. Joan of Arc Catholic Community of Caring**



### **Where we model the values of Faith, Caring, Respect, Responsibility, Trust and Family**

At St. Joan of Arc Elementary and Junior High School we recognize that before any meaningful learning can occur, a child must find comfort, joy and trust in the school environment. It is our sincere hope and goal to provide a faith filled learning environment for all students.

### **School Mission Statement**

*Inspired  
by the  
faith,  
strength,  
and compassion  
of Jesus and Saint Joan of Arc,  
our mission is to develop a Christ-centered  
community of caring which challenges students to  
achieve their full potential in body, mind,  
and spirit.  
We will  
measure  
our  
success  
by our  
students'  
sense of  
belonging,  
their  
participation  
and  
individual  
achievement  
in all  
areas of  
our  
Catholic  
learning  
environment.*

## **School Prayer**

### *Prayer to St. Joan of Arc*

*St. Joan of Arc,  
Be with us, protect us,  
Guide us on God's path.*

*You were a model of God's love.  
Help us to treat others  
with kindness and respect.*

*You had great faith in God.  
Strengthen us in our faith.*

*You said, "God must be served first."  
Let us always help those in need.*

*You were strong and courageous in your life.  
Give us courage to act truthfully.*

*St. Joan of Arc,  
Be with us, protect us,  
Guide us on God's path.*

*Amen*

*N. Bastiaan*

## **SCHOOL ORGANIZATION**

### **PROGRAM OF STUDIES**

Alberta Learning establishes the program of studies and recommended time allotments per subject. ***A detailed outline of grade level curricula may be obtained from the school or on the Alberta Learning Website at [www.learning.gov.ab.ca](http://www.learning.gov.ab.ca)***

### **RELIGIOUS EDUCATION**

Religious instruction is an integral part of our program. Religion classes are held regularly. All students are expected to participate. Students in Grades 5 and 8 participate in district-wide Religious curriculum assessment throughout the year.

The school is linked to St. Michael's Parish which is located at 800 85<sup>th</sup> Street SW Westsprings; Telephone: (403) 249-0423.

School liturgies are held regularly. Please check our school calendar for dates and times. Parents are always welcome!

### **THE FAMILY LIFE PROGRAM**

The Family Life Program is developed by the District and it is integrated by the teachers into the Religion Program. Parent Booklets are available upon request.

The Human Sexuality components are taught in Grades 4 - 9. Parents will be informed prior to the teaching of these units.

Kids In The Know outcomes will be taught within Religious Education programming for grades K-6. This initiative focuses on engaging, empowering, and educating students about safety while reducing risk of victimization.

### **SACRAMENTAL PREPARATION**

The school's role is primarily one of support. Teachers will cover the theological basis and prepare students to receive the sacraments in cooperation with the parish priest. Receiving the sacraments is the responsibility of the family with the parish. The following sacramental preparation usually takes place:

Holy Eucharist - Grade 2  
Reconciliation - Grade 3 and 4  
Confirmation - Grade 9

All communication about the sacraments will be conducted through the parish. The parish will directly inform you as to dates of meetings, retreats and celebrations. Please contact your parish for details.

### **DISTRICT ATTENDANCE POLICY**

Regular attendance is expected of all students except when illness, appointments, or family emergency prevents attendance. Parents are asked to notify the office before 9:00 a.m. or 1:00 p.m. when a student is absent or late. If a parent does not call and your child is absent, the school will call to ensure student safety. As this takes a lot of extra time for the office staff, we appreciate your efforts in calling ahead.

Please make every attempt to have your child at school on time. If they will be late, please notify the school (403) 500-2107.

Students arriving late must report to the office and fill in a late slip before going to class. Late slips **MUST** be presented to their teachers.

### **ENTRANCE/EXIT DOOR**

We ask that students **NOT** enter or exit the school using the main entrance unless they are late and are reporting their arrival to the secretary or are accompanied by a parent. When picking up students after school, parents should designate a meeting spot outside the school.

### **SCHOOL PARKING LOT**

**In the interest of safety, the school parking lot is OUT OF BOUNDS at all times.**

We also ask that you **DO NOT** stop or park in Bus Zones, crosswalks, or driveways, and **DO NOT** jaywalk with or without your child.

### **PARENT SUPPORT OF INSTRUCTIONAL TIME**

Parents are kindly asked to respect the integrity of the teaching and learning environment on a daily basis at St Joan of Arc School.

Parents and visitors are not permitted to enter classrooms or hallway areas during instructional times:

9:00 a.m. – 12:14 p.m. and  
1:00 – 3:25 p.m.

Thank you for your cooperation.

### **PERMISSION TO LEAVE THE SCHOOL**

Students who leave the building during school hours for reasons of illness, medical appointments, etc., **MUST** sign out at the office and be picked up by a parent or guardian. Please contact the school in advance, whenever your child must leave for an appointment. **Parents must provide the school with current phone numbers and emergency contact names and phone numbers.** In case of serious injury or illness, the school may request Emergency Medical Services.

### **VISITORS TO THE SCHOOL AND SECURITY**

Parents and involved community members are welcome at St. Joan of Arc School. **All parents and visitors to the school are required to enter by the front doors, register, and pick up a Visitor's ID Tag at the Main Office before proceeding into the school.** This ensures a learning environment that is safe and caring. Our office staff is always happy to assist with each inquiry. For the safety and protection of all students, all outside doors, except for the front doors, will be kept locked during the school day. The boot-room entrances will be opened at 8:45 a.m., recess and lunch. Students who are late must enter through the front doors and sign in at the front office.

**Students from other schools are NOT allowed access to St. Joan of Arc School unless they are part of an authorized program and accompanied by a teacher or other responsible adult.**

### **RECESS**

All elementary students are expected to go outside for recess. The school often receives requests that a child be permitted to stay inside during these times due to ill health. While acknowledging that at times there may be special circumstances, **we discourage granting these requests as a student who is too ill to be outside should be at home until recovery is complete.**

When weather conditions are severe, all students will be allowed to stay indoors.

### **LUNCH PROGRAM**

A **User Pay supervised lunch period** is provided for students. Students who remain at school for lunch will eat lunch in the designated areas. Students are given approximately 20 minutes to eat their lunches and may leave their eating area **when they are dismissed by a supervisor** to go outdoors (weather permitting) or to participate in an organized noon hour activity.

St. Joan of Arc School is a **closed campus**. Students may leave the school campus for lunch **only** if accompanied by a parent or if they are going home for lunch. Students may **not** bring

friends home with them. Failure to respect St. Joan of Arc's Closed Campus Policy may result in disciplinary measures.

**Milk** will be available for all students to purchase for their lunches from our Canteen. Milk tickets must be pre-ordered; forms are available in the office. Milk tickets are sold in increments of ten. Call the office for pricing.

### **BICYCLES/SKATEBOARDS/ ROLLERBLADES**

Bicycle racks are provided on the northeast side of the school. This area is out of bounds except when parking or getting your bike. All bikes must be locked. Bicycles may not be ridden on the school grounds or on the sidewalks past the buses. (School grounds are defined as our field, tarmac, sidewalks, and pathways). We cannot assume financial responsibility for damaged or stolen bikes.

**Skateboards and Rollerblades** must be locked and are NOT to be used on school property.

**Heelies** (Shoes with hidden wheel beneath the heel) are not allowed.

### **PERSONAL ITEMS**

Students are **NOT** to bring to school personal items (i.e. MP3 players, Ipods, Gameboys and other electronic devices) that are not directly related to their schoolwork. In addition to being distractions and/or hazards, the security of these items cannot be guaranteed. **Please be aware that the school will take no responsibility for their safekeeping.**

Students are also discouraged from carrying a substantial amount of money.

### **CELL PHONE USAGE**

**Cell phone use is prohibited during school hours.** In order to monitor telephone use, **all cell phones must be kept in lockers during class time.** Failure to comply will result in the student's cell phone being confiscated and held with the Principal until a parent picks it up. **Use of camera phones and video recorders is strictly prohibited.**

### **USE OF SCHOOL OFFICE PHONES**

Students may use the office phone with permission from their teacher. Students will not be allowed to use the phones for other conversations. Please ensure that all after school arrangements have been made prior to sending your child to school that day. We cannot deliver messages to children during the school day as these requests disrupt instruction and office routines. Exceptions are made for emergencies and illness.

### **LOST AND FOUND**

Please label all items brought to school, especially jackets, boots, runners etc. The school will not be responsible for lost items. Clothing and other personal items do get misplaced and can be retrieved from the Lost and Found boxes. Students and parents are encouraged to look through the boxes. Unclaimed items will be given to a charitable organization at Christmas, Easter and at the end of June.

### **STUDENT DRESS**

The purpose of the *Calgary Catholic School District Dress and Appearance Code* is to provide a positive and safe learning environment that will reflect our virtues of decency, modesty and respect. Student dress and appearance shall be appropriate for educational activities and not cause a disruption to the educational process.

The Dress and Appearance Code states, but is not limited to the following:

1. Outerwear (i.e. coats, jackets) sunglasses, hats or headgear shall be left in lockers.
2. Emblems, printing/writing on attire shall be in harmony with Catholic values.
3. Shorts and skirts shall be in good repair and of appropriate length.
4. Appropriate footwear shall be worn at all times.

Clothing, jewellery, piercings or accessories which create a safety or health concern, or cause, or threaten to cause disruption to the educational process are prohibited.

Specifically, the following are prohibited:

1. Midriff shirts, halter tops, spaghetti straps,

- muscle shirts.
2. Clothing revealing undergarments, bare back, shoulders, low necklines, or those made of sheer or fishnet fabrics.
  3. Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language/messages.
  4. Heavy or spiked chains.

Students not complying with the Dress and Appearance Code will be asked to change into more appropriate attire. It will be viewed as defiant behaviour if the student repeatedly violates the Dress and Appearance Code. Consequences, as outlined in our school's Progressive Discipline Plan shall range from a verbal reminder to a suspension from school.

**Students will be sent home to change if their clothing is deemed inappropriate.**

During **inclement weather**, please ensure that students are dressed appropriately to go outdoors for recess and the noon-hours. Except on the very coldest days (temperatures below -18C), students are expected to be outside. We would also request that an extra pair of socks and pants be sent with elementary students when wet weather and encounters with mud are inevitable.

It is the parents' responsibility that students are dressed appropriately on very cold and hot days. Please ensure students have hats and sunscreen during hot days.

### **INDOOR/OUTDOOR SHOES**

Students must wear footwear in the school at all times. To keep our school clean and inviting, all students must have one pair of shoes for indoor use only.

### **PHYSICAL EDUCATION PROGRAM**

Physical Education is a mandated subject and all students are required to participate unless formally excused for medical or disability reasons. **If a student is not able to participate in more than three regular classes, a medical certificate may be required. This doctor's note will identify the type of activity that must be avoided and the time period during which the student is excused from class participation.**

### **PHYSICAL EDUCATION DRESS**

In order to foster a proper learning environment, promote safety, comfort, hygiene, and neatness in appearance, physical education attire is compulsory for all athletic activities (shorts, T-shirts and runners).

**Students must have NON MARKING running shoes for physical education classes. NO BLACK SOLED SHOES ARE ALLOWED.**

### **FIELD TRIPS**

Field trips are a part of the curricular offerings of the school. In the fall, a parent field trip authorization form is sent home. A further parent consent form will need to be filled out for each field trip. This form must be returned in order for students to participate in a field trip. In drivers are necessary in order for the activities to occur. All parents volunteering to drive students must fill out a **Volunteer Driving Form**, available at the office.

### **SCHOOL VOLUNTEERS**

The staff and students of St. Joan of Arc welcome active and visible parent involvement in the life of the school. Volunteering enriches the learning environment of our children and the lives of those donating their time. A mandatory volunteer orientation will take place annually for all volunteers (new and experienced). Volunteers must be aware of guidelines, expectations and limitations outlined in the CSSD: Volunteer Guidelines and Expectations Handbook.

### **STUDENT FEES**

All students are required to pay school fees at the beginning of the year. These fees are used to pay for general supplies that your child will use throughout the school year. Extended fees are collected at the same time to pay for supplies and activities that support certain programs that your child may or may not be participating in. A detailed fee schedule is approved each year by our School Council. This fee schedule is available at the office.



## SCHOOL SUPPLIES

All students at St. Joan of Arc School are expected to go to class ready to learn. This means that the students are required to have the necessary school supplies available. A grade-specific school supply list may be picked up from the school office.

## TEXT BOOKS/BAND INSTRUMENTS

All students are expected to take proper care of their instruments and textbooks. **Students who damage or lose textbooks and/or district owned instruments are required to pay the repair or replacement cost before a replacement is issued.**

**\*All students and parents will be required to fill in and sign a *Textbook Rental Agreement* form.\***

## BUSSING

Some areas of our school community are served by charter buses which provide transportation to and from school for elementary students. In order to qualify for transportation, elementary students must live further than 1.2 km from the school. There is a Transportation Fee for this service. The distance for Junior High students is 2.4 km. Junior High students must purchase a bus pass from Calgary Transit pass retailers. After purchase, Junior High student bus passes may be scanned at St. Joan of Arc School office for a district transportation rebate. Students must behave in an appropriate manner in order to maintain their bus privileges.

## SCHOOL PATROL

St. Joan of Arc School Patrols start their regular duties at the beginning of the school year. All students are expected to obey our patrollers. Members of the patrol team are grade five and six students who are given an opportunity to develop and practice leadership skills. They strive to model safe and courteous traffic safety behaviour, in order to provide students a safe passage to and from school. We ask that our parents also practice safe and correct pedestrian procedures and **DO NOT** jaywalk on Wentworth Road or Drive when dropping off and picking up your children.

## ALLERGY AWARENESS INFORMATION

St. Joan of Arc School has a number of students with food sensitivities and severe food allergies. We are asking that all members of the St. Joan of Arc community take an active role in maintaining an environment that is safe for all students. Please review with your children the seriousness of allergies and the potential dangers of sharing food.

**St. Joan of Arc School is a “Peanut Sensitive” environment.** A peanut allergy is unique in that it can be airborne. This means that if children come into contact, or even smell peanuts or other nut products they may experience a life-threatening reaction (anaphylaxis).

**Please contact your child’s teacher at the beginning of the year to inform of any allergies or medical concerns.**

We therefore are appealing to the St. Joan of Arc Community to refrain from eating peanut products (nut granola bars, peanut butter, etc.) at school.

Other steps the school takes to ensure food safety:

1. School wide education on food sensitivities and allergy awareness
2. Staff in-servicing on Emergency Medical Procedures for anaphylaxis
3. Emergency Alert Poster identifying students with medical conditions
4. Arrangements regarding Epi-pens made in cooperation with parents.

## EMERGENCY PROCEDURES

On a monthly basis staff and students will practice fire drills and/or emergency procedures to ensure we are ready in an emergency situation. All schools in the province are mandated to have Disaster Plans in place in case a situation warrants itself. This includes lockdown and evacuation procedures. We will have a lockdown and evacuation drill at least once during the year. We are cognizant of the fact that this can be a frightening experience. Students will be taught these procedures with due care and sensitivity.

## COMMUNICATION

We encourage parents and teachers to communicate whenever concerns or bouquets should be shared. Constructive communication can only occur when all stakeholders take the initiative as the need arises. If you have a concern about something happening in the child's classroom there is an established procedure to follow common to all schools in our District:

1. Make an appointment to see the person involved.
2. If further discussion seems necessary, contact an administrator.

## SCHOOL SERVICES

### LIBRARY

All classes, Kindergarten to grade nine, have regularly scheduled library periods and borrow books on a weekly basis. Students are taught library skills so that they can enjoy maximum use of the library. Should any books or library materials be lost or damaged, students will be expected to reimburse the school. The library is open for students over most noon hours.

### TECHNOLOGY

St. Joan of Arc School is equipped with one computer lab. Portable computer carts equipped with student laptops are available for classroom use. Most classrooms are equipped with Smart Boards and LCD projectors. Internet access is also available and all students and parents must sign and abide by the conditions outlined on the *Internet User Form* before students are allowed to access this resource.

**At the beginning of each school year, all students and staff are required to fill in the *Internet User Form*.** Misuse of the Internet will result in serious penalty including access privileges being revoked. Please read this permission form very carefully in order to avoid any compromising situations.

### DIVERSIFIED LEARNING TEACHER

Working within an inclusive environment, the Diverse Learning Teacher is a teacher leader, facilitator, and co-ordinator of the diverse learning needs of students. The primary role of

this position is to support the school in creating a successful learning environment which meets the needs of all learners. The Diverse Learning Teacher is well informed regarding provincial mandates, district resources and procedures, and can apply them in the school environment.

### COUNSELLOR

St. Joan of Arc School has a Counsellor available to students and appointments may be made directly with the Counsellor. The main objectives of the Counselling program are to promote self-awareness, to encourage effective problem solving practices, and to develop effective decision-making strategies which in turn foster student success.

### HEALTH SERVICES

It is important that children are well enough to learn when they come to school. **Sick children should be kept at home for their own well-being, and for the health of others. Students who are too ill to go outside should be kept at home.** As short-term illnesses affect all children at some point, it is necessary for parents to have emergency child-care plans in place.

A community Health Nurse visits the school for a half day once a week. If you wish to refer your child to the nurse, please inform office staff. The Community Health Nurse is available for consultation and co-ordinates the planning and presentation of the health program.

A Speech Therapist visits the school to work with students who need additional speech and language assistance.

### ADMINISTERING MEDICATION TO STUDENTS

**The District is not responsible for self-administering medications.** Where students are self-medicating, they are expected to take to school only the dosage for one day. In limited circumstances where staff administers medication, the Principal shall require a signed request from the parents and the students' physician. These documents are available from the office.

## **NEWSLETTER**

The school publishes a monthly newsletter. It is available on E-Board and via email and will NOT be available in hardcopy. Please provide the office with your email address. This newsletter will highlight upcoming activities and other important notices. We suggest you keep the newsletter in a prominent place so you can refer to it. The newsletter is also a great means to provide comments/suggestions to administration by using the feedback form.

## **SCHOOL WEBSITE**

Our school website includes information from our Handbook and Agendas, the year's calendar of events, and more information as it relates to St. Joan of Arc School. The website address is: [www.cssd.ab.ca/schools/stjoanofarc/](http://www.cssd.ab.ca/schools/stjoanofarc/)

## **EBOARD**

Eboard is an on-line homework tool that has been implemented at St. Joan of Arc School. This program posts classroom information and homework online, as well as general school announcements. Our goal is to make St. Joan of Arc the best learning environment for students. Please check EBoard through the St. Joan of Arc website or by going to [www.eboard.com](http://www.eboard.com) and then typing in [stjoanofarc](http://www.eboard.com/stjoanofarc) when they ask for the school.

## **D2L**

**D2L (Desire2Learn)** is the District-wide website for online communication for Junior High teachers, students, and parents. Each student has a unique ID and password which is meant to be shared with parents or guardians only. Parents can logon by obtaining the information from the student and entering it on the D2L website (<https://dl.cssd.ab.ca/>). NEWS and CONTENT and GRADES are the main tools on the site. The GRADES tool will allow students and parents the opportunity to view specific course evaluation results throughout the year. This corresponds with the District shift from a term-based grading model to a cumulative grading model for all Junior High schools. As D2L is in its initial stages, and since course expectations and subject matter also vary from teacher to teacher, it is anticipated that there will be variation as to the depth of content, and the degree of results posted within courses. Further information will be available throughout the year.

## **SCHOOL COUNCIL**

All parents are members of the School Council. The School Council Executive is the steering committee for the activities of the Council. The main purpose of the council is to provide support for the school's goals and to represent parents in matters pertaining to education. Please watch the newsletter for any updates or changes. All interested parents are invited to participate.

## **ACADEMIC PROGRAM**

### **HOMEWORK POLICY**

Homework is any task assigned by teachers that students complete during non-school hours. The Calgary Catholic School District recognizes well-planned homework in Grades 3-12 can be a meaningful part of a student's learning. Time spent on homework may vary from one student to the next. Parents who have concerns with homework expectations should contact their child's teacher or the school principal to discuss the situation and the options available. You can find more information about the District's homework regulation at [www.cssd.ab.ca](http://www.cssd.ab.ca).

### **HOMEWORK DUE TO ABSENCE**

Many families take holidays during the school year resulting in the loss of school time. **Teachers are not responsible to provide homework for students on vacation.**

### **REPORTING PERIODS**

There are four reporting periods in each academic year. The first report is **oral** and parents are asked to attend an interview in September. Formal written report cards are usually sent home in November, March and at the end of June. Parent-teacher interviews are scheduled in December and March. Parents are encouraged to contact teachers in regards to student progress at anytime throughout the year.

### **ACHIEVEMENT EXAMS/FINAL EXAMS**

Provincial Achievement Exams are prepared by Alberta Education. They are written by Grade 3, 6 and 9 students in May/June. The Grade 3's

write a Math and Language Arts exam while the Grade 6's and 9's write Math, Language Arts, Social and Science. Official results from Alberta Education will not be available until September.

## STUDENT RECOGNITION

### C.A.V.A.L.I.E.R. Awards

St. Joan of Arc School will acknowledge Elementary and Junior High students who demonstrate a commitment to their school community through kindness and service to others. Cavaliers stands for **C**aring, **C**ommitted, **C**ourageous; **A**lways see God in others; **V**alue learning; **A**lways do what is right; **L**ead in a positive way; **I**nclude everyone; **E**ncourage Responsibility for our Environment; **R**espect God, yourself and others; **S**trength through Faith.

#### Term Awards

(Note: Final Exams are not included in the averages for term 4 awards)

#### Honours

Presented to students who have achieved an **average of 80% in core subjects and Religion**, with no mark below 70% in remaining subjects and with no "NI" comments. Appropriate behavior exhibited throughout the term.

#### Honours with Distinction

Presented to students who have achieved an **average of 90% in core subjects and Religion**, with no mark below 80% in remaining subjects and with no NI comments. Appropriate behavior exhibited throughout the term.

#### Spirit of St. Joan Award (term)

This award is based on our school motto, Strength through Faith. Regarding faith, this student demonstrates Gospel values of kindness, empathy and honesty. Regarding strength, this student exemplifies perseverance in all aspects of school life and a solid work ethic.

#### Plus Five Award

Presented to students from each grade level that has had a 5% or greater increase in their overall average from the previous term. This award is presented for term 3 and term 4 reporting

periods only. Appropriate work habits exhibited throughout the term and with no NI comments.

#### Academic Student of the Term Award

Presented to a Grade 7, 8, and 9 student who has the highest overall average in their respective grades (All subjects included in average)

#### End of Year Awards:

#### Subject Awards

Presented to one student in each grade in each subject who has shown consistent effort and an interest in the discipline as well as achieving a high standard of academic accomplishment (Not necessarily awarded to student with highest mark).

#### Athletic Awards – "The 5 C's"

**Award for Confidence** – Consistently demonstrates athletics in a proper, balanced perspective. Works hard to perform up to their capabilities. Displays a positive mental attitude.

**Award for Courage** – Consistently demonstrates heart and spirit in the pursuit of doing the right thing. Displaying sportsmanship and fair play when dealing with opponents, officials and teammates.

**Award for Character** – For consistently demonstrating respect, honesty, loyalty, class and integrity as a member of Cavalier Athletics.

**Award for Commitment** – For consistently demonstrating the all-consuming pledge of oneself to Cavalier Athletics. For displaying the desire and dedication to succeed.

**Award for Conviction** – For consistently demonstrating the belief that "anything worth doing is worth doing well". Practicing hard and playing hard.

**Team Awards** – One female/one male per grade for each sport. A culmination of the 5 C's in one player for the team. Coaches choice.

**Athletes of the Year** – One Female/one male who consistently demonstrates the 5 C's throughout Cavalier Athletics. Numerous teams/sports.

### **Ivan J. McManus Award**

The Alberta Teachers' Association scholarship presented to the top academic student in Grade 9. This scholarship comes with a \$100.00 cheque.

### **Spirit of St. Joan Award (Year End)**

This award is based on our school motto, Strength through Faith. Regarding faith, this student has consistently demonstrated Gospel values of kindness, empathy and honesty. Regarding strength, this student exemplifies perseverance in all aspects of school life and a solid work ethic.

### **Cavalier of the Year (Student of the Year)**

Presented to one student in Grades 7, 8, and 9 who has exhibited a positive attitude and strong work habits throughout the school year. These students have exceptional leadership skills, volunteer in the school and have participated in a variety of school based activities. Strong academic standing and appropriate behavior exhibited throughout the year.

## **CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES**

### **RELIGIOUS ACTIVITIES**

A number of liturgies and celebrations are scheduled throughout the year. These are prepared and presented by students and teachers in order to enhance and highlight the church's liturgical calendar. On occasion, representatives from St. Michael's Parish are available to actively participate in these liturgies. Parents are always invited to attend these liturgies. Please watch for dates and times as communicated in monthly newsletters.

### **INTRAMURALS**

Intramurals offer recreational opportunities for students. The emphasis is on participation rather than competition. All students in upper elementary and Junior High are invited to participate and have fun.

### **INTER-SCHOOL SPORTS**

St. Joan of Arc School enters teams in the Calgary Catholic Junior High School Athletic Association's sponsored events. There are opportunities for Junior High students to participate in most events.

These teams involve students who have the interest and ability to compete at a higher level than that which exists in the intramural program. To be eligible for such teams, a student must maintain a satisfactory record of academic achievement, classroom conduct, co-operation and contribute positively to the school community. **Academics always take precedence over our school athletic programs.** Our school teams are eligible to participate in cross-country running, basketball, volleyball, badminton, flag football and wrestling.

\*\*\*Students on senior teams are required to fill in an *Athletic Code of Conduct*.

**PLEASE NOTE:** All students who are engaged in competitive sports must be covered by accident insurance, either school insurance or their own family insurance.

### **CLUBS AND COMMITTEES**

At St. Joan of Arc School there are many opportunities for students to get involved with clubs and committees. Jazz Band, Drama Club, Liturgical Choir, Handbells, and Recycling are just a few examples of what we offer. Clubs offered will change yearly based on teacher's interests.

## **STUDENT CONDUCT**

### **BEHAVIOURAL EXPECTATIONS**

St. Joan of Arc is a Catholic Community of Caring school where students are expected to demonstrate behaviours, which reflect the values of Catholic Education that are necessary for the maintenance of an effective learning-teaching environment. Any school-sponsored activity demands that students exhibit both respect and responsibility. These activities are over and above the regular school program and, as such, are **privileges** - not rights. Participation in these activities may be withheld due to breaches of the school's behaviour code.

Specifically, a student is expected to:

1. **Show respect for him/herself.** A student is expected to be prepared for class and to work consistently to the level of his/her ability. The use of tobacco, drugs or alcohol on school property or during school hours is also considered to be a violation of this expectation.

2. **Show respect for the rights and dignity of others.** Physical, racial, sexual or any form of psychological harassment or abuse will not be tolerated. Vulgar or obscene language, rude or insolent comments or racial taunts are not acceptable.
3. **Show respect for property and the environment**– his/her own and that of others including the school building, equipment and grounds. Graffiti, vandalism and theft are considered violations of these expectations.

- a) 1-5 days
- b) parents and Superintendent notified in writing
- c) parents must meet with administration to discuss conditions of reinstatement and corrective measures.

7) Expulsion

**The seriousness of an offence may be such that the school resorts directly to formal suspension/expulsion.**

## SMOKING

School Board Policy prohibits smoking or the use of any tobacco product on School Board property or during any school sponsored activity.

## DRUGS AND ALCOHOL

Students are prohibited from using drugs or alcohol on school property. Students who come to school under the influence of drugs or alcohol will be dealt with by the proper authorities. These authorities include the administration, parents and police.

## SCHOOL PROGRESSIVE DISCIPLINE PLAN

The maintenance of discipline in school is the responsibility of the teachers, staff and school administration. **Parents are integral in this process. We will work closely with families in this process. We promote and follow a Progressive Discipline Plan.** Specific disciplinary measures used at St. Joan of Arc School may include:

- 1) Warning/discussion with student regarding the concern such as goal setting, behavioural strategies, etc.
- 2) Time Out/Removal from class.
- 3) Informal/formal communication between student, teacher, counsellor, parents, administration via the agenda, email, telephone or parent conference.
- 4) In-school suspension - In such instances, parents are contacted
- 5) Student sent home in the care and custody of parents in order to consider alternate, more positive behaviours or to defuse the situation. In such cases parents are contacted and a conference with a representative from administration is required.
- 6) Formal suspension

<b>ST. JOAN OF ARC 2012-2013 IMPORTANT DATES</b>
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### August 2012

Aug. 29 Mon – **NO SCHOOL** – Teacher Org. Day  
 Aug. 30 Tues – **NO SCHOOL** – P.D. Day / Mass  
 Aug. 31 Wed – **NO SCHOOL** – Teacher Org. Day

### September

Sept. 3 Mon- **NO SCHOOL** – Labour Day  
 Sept. 4 Tues – First day of Classes  
 Sept 10 Mon – **First Full Day KINDERGARTEN**  
 Sept.12 Wed – Opening Year Liturgy  
 Sept. 13 Thurs – Parent/Teacher Conferences (1-9)  
 Sept. 14 Fri – **NO SCHOOL** Parent/Teacher Conferences (1-9)  
 Sept. 17-22 – Cavalier Classic Volleyball Tournament  
 Sept. 19 Wed – School Council  
 Sept. 28 – Fun Food

### October

Oct. 1, 2 Mon/Tues – Picture Day  
 Oct. 5 Fri – Thanksgiving Liturgy  
 Oct. 8 Mon – **NO SCHOOL** – Thanksgiving Day  
 Oct. 17 Wed – School Council  
 Oct. 26 Fri – **NO SCHOOL** – PD Day

### November

Nov. 1 Thurs - **NO SCHOOL** – Faith Day  
 Nov. 8 Thurs - Remembrance Day Liturgy  
 Nov. 9 Fri - **NO SCHOOL** – P.D. Day  
 Nov. 13 – Picture Re-take Day  
 Nov. 15 Thurs –Market Place  
 Nov. 21 Wed – School Council

## December

Dec. 6 Thurs – Parent/Teacher Conferences (K-9)  
Dec. 7 Fri – **NO SCHOOL** – Parent / Teacher Conferences (K-9)  
Dec. 20 Thurs – Advent Liturgy  
Dec. 21 Fri – **NOON Dismissal** - Christmas Holidays Begin

## January 2012

Jan. 7 Mon – **Classes Resume**  
Jan. 21-26 – Cavalier Classic Basketball Tournament  
Jan. 23 Wed – School Council

## February

Feb. 1 Fri – **NO SCHOOL** – P.D. Day  
Feb. 12 Tues – Shrove Tuesday Pancake Breakfast  
Feb. 13 Wed – Ash Wednesday Liturgy  
Feb. 14,15 Thurs/Fri – **NO SCHOOL** - Teacher's Convention  
Feb. 18 Mon – **NO SCHOOL** – Family Day  
Feb. 20 Wed – School Council

## March

Mar.14 Thurs/Fri.– Parent/Teacher Conferences (K-9)  
Mar. 8 Fri – **NO SCHOOL** – Parent / Teacher Conferences (K-9)  
Mar. 20 Wed - School Council  
Mar. 28 Thurs – Holy Thursday Liturgy  
Mar 28 Thurs Easter Break begins (noon dismissal)

## April

April 8 Mon – **Classes Resume**  
April 17 Wed – School Council  
April 26 – **NO SCHOOL** – PD Day

## May

May 13 Mon - Grade 9 LA Achievement Test  
May 14 Tues - Grade 3 LA Achievement Test  
May 15 Wed. - Grade 6 LA Achievement Test  
May 15 Wed – School Council  
May 16 Thurs – Sacramental Tea, Volunteer Tea  
May 17 Fri – **NO SCHOOL** – P.D. Day  
May 20 Mon – **NO SCHOOL** – Victoria Day  
May 22 Wed – St. Joan of Arc School Orientations  
May 30 Thurs – St Joan of Arc Feast Day Liturgy

## June

June 11 Tues – Grade 3 LA Achievement Test  
June 12 – Grade 9 Farewell Mass  
June 13 Thurs – Grade 3 Math Achievement Test  
June 17 Mon – Grade 6 LA Achievement Test  
June 18 Tues – Grade 6 Math Achievement Test  
June 19 Wed – Grade 6 Science Achievement Test  
June 20 Thurs – Grades 6 Social Achievement Test  
June 20 Thurs - Year End Liturgy, Talent Show, Junior High Awards  
June 21 Fri – Elementary Play Day  
June 24 Mon – Grades 7, 8 & 9 Science Final  
June 25 Tues – Grades 7, 8 & 9 Math Final  
June 26 Wed – Grades 7, 8 & 9 LA Final  
June 27 Thurs – Grades 7, 8 & 9 Social Final  
June 27 Thurs – Last Day of School  
June 28 Fri – Half day of school for Teachers