



## Student Handbook 2015 - 2016

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

*Principal: Mrs. C. McInnes*  
*Vice-Principal: Mr. T. McLeod*  
*Assistant-Principal: Mrs. L. Park*

This agenda belongs to:

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

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

## WELCOME

On behalf of our administrative team and enthusiastic staff we extend a warm welcome to St. Joan of Arc students and their families. We look forward to building a strong partnership between home, school and parish with a common focus of *Engaging all Students for Success*.

The staff of St. Joan of Arc School is here to support and assist all students in the many opportunities that an education provides. We believe quality education can be achieved through inspired learning opportunities, high expectations for student performance and behavior and a strong family/school and community partnership. Our goal is to support students to become engaged, ethical citizens with an entrepreneurial spirit and to develop personal excellence through academics, athletics, the arts and leadership opportunities.

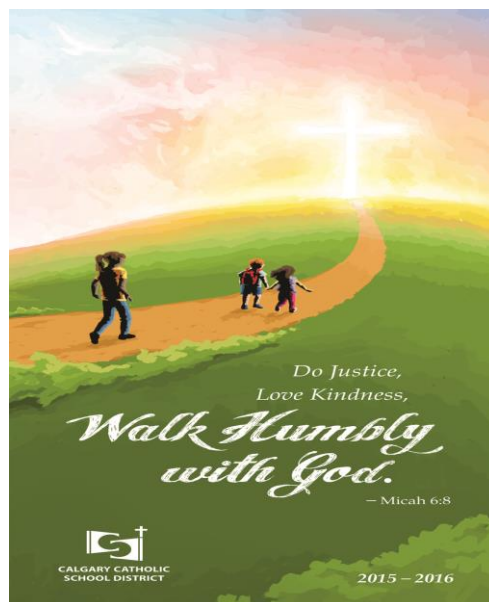
There are many compelling benefits to be had from a quality education. St Joan of Arc School not only meets the academic needs of students, but we also work to synthesize faith and culture. Outside of the academic focus at St. Joan of Arc School, parents send their children to a Catholic school to strengthen overall faith and reinforce values and morals taught at home which are necessary for a full and productive life. Together with the Calgary Catholic School District, St. Joan of Arc School has embraced a three year faith theme of “Do Justice, Love Kindness, Walk Humbly with God”. Micah 6:8 Our school community will focus on supporting justice, kindness and a vision of education that is inspired by the gospel. We actively live our faith throughout the entire school day. All students are encouraged to discern and develop their God-given talents while reaching personal and academic success.

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 thrive in this year together as we learn, grow and love in faith each day.

C. McInnes  
Principal

T. McLeod  
Vice Principal

L. Park  
Assistant Principal



## **Engaging All Students for Success**

### **TO THE PARENT:**

As primary educators, parents are invited to participate in an educational partnership between home and school. Ongoing communication between parents and teachers is critical to ensure we are effectively working together. The level of importance you place on school and your child's learning is reflected in the student's performance and their behavior at school.

Please review this handbook with your child. It will be 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 within our school community.

Understanding the guidelines, programs and procedures that are outlined will be crucial for open communication, active cooperation and positive learning. 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. If you have any questions please feel free to contact your child's teacher or call the office 403-500-2107.

### **TO THE STUDENT:**

Please read this handbook carefully. The responsibility for knowing and observing the rules and guidelines of our school rests with you, the student. For this reason you are expected to become familiar with the information in this handbook. Not only does this handbook outline the rules of conduct, but equally important, it provides other information relative to curriculum and extracurricular activities. All students are encouraged to celebrate their gifts and talents and participate in developing our school community through engagement and leadership. You have the responsibility to apply yourself and do your best. You have the opportunity to make your experience meaningful, enjoyable and productive! Make this year the best year ever!

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

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 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 the faith exemplified by St. Joan of Arc:

Faith in Self;  
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.

**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 Telephone: (403) 249-0423.

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

### **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**

Receiving the sacraments is the responsibility of the family with the parish. Teachers support sacramental preparation through classroom instruction. 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**

**The School Act states that students must be punctual and attend school regularly.** 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 the school when their child is absent or late you will be contacted through our automated attendance line. Please ensure that current phone numbers, email addresses and emergency contact phone numbers are up to date on file at the office.

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 upon entry to class. This practice ensures all students are accounted for and safe.

Prolonged absence or irregular attendance results in a lack of program continuity that is detrimental to learning and is not supported by

the school. As a result, students who are repeatedly late or absent without a reasonable excuse are considered to be in violation of the School Act. As a result, the following steps will be taken:

- Each homeroom teacher will call the parent/guardian after 5 full days missed. It is our hope that together we can resolve or support the family if any issue or problem exists. The importance of regular attendance by every child is paramount to receiving the very best possible education. With regular attendance students will avoid becoming overwhelmed due to missed lessons and having extra work as they attempt to catch up.
- If the student absenteeism continues (10 days) the school counselor will request a meeting with parents, teacher and administration to address the concern and develop an Attendance Improvement Plan.
- If the student continues to have irregular attendance, an attendance referral may be made to the district Truancy officer.

**STUDENT ILLNESS/MEDICAL CONDITIONS**

Please ensure, in writing, that the school is aware of any serious medical condition your child may have. This information should be recorded on the student registration form. If your child becomes acutely ill or is seriously hurt at school, staff will make every effort to contact you at home or at work. Should these efforts fail, we will attempt to contact the “emergency contact” numbers provided to us. Failing this, if we evaluate the situation as serious, we will call 911 and have your child transported to the hospital. Otherwise your child will be cared for in our infirmary area.

**PERMISSION TO LEAVE THE SCHOOL**

Students who leave the building during school hours for reasons of illness, medical appointments, etc., MUST be signed out by a parent or guardian. In the event of student illness, office staff will contact the parents if the child requires to leave school. Please send a note to your child’s teacher in advance, whenever your child must leave for an appointment.

**ALLERGY AWARENESS INFORMATION**

St. Joan of Arc School has a number of students with food sensitivities and severe food allergies. All members of the St. Joan of Arc community are invited to 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.

While school administrators and staff continually work towards an Allergy-safe environment, an “allergen-free” or “peanut –free” milieu with zero risk cannot be reasonably guaranteed. Students are asked not to share snacks, treats or lunches with other students in the school. Prevention is the best approach for reducing the risk of severe allergic reactions. Therefore, we are requesting cooperation in refraining from sending food products to school which contain peanut or nut products.

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

If your child requires any medication please ensure the necessary forms are on file. These forms can be obtained from the main office.

**ELEMENTARY/JUNIORHIGH BELL SCHEDULE**

	Elementary	Junior High
Morning Bell	8:50	8:50
Classes	8:55	8:55
Recess	10:35 - 10:50	
Classes Resume	10:50 – 12:10	
Lunch	12:10 - 12:50	12:10 - 12:50
Classes Resume	12:55 - 3:15	12:55 – 3:15

**KINDERGARTEN BELL SCHEDULE**

<i>AM Kindergarten</i>	
Entrance	8:50
Dismissal	11:33
<i>PM Kindergarten</i>	
Entrance	12:35
Dismissal	3:15

## ENTRANCE/EXIT DOOR

We ask that students **NOT** use the main entrance while entering or exiting the building, unless they are attending a practice or are late and are reporting their arrival to the secretary, or are accompanied by a parent. All students meeting or picking up younger siblings must make arrangements to meet them at a location outside the school.

## SCHOOL PARKING LOT

In the interest of safety, the school parking lot is **OUT OF BOUNDS** at all times. Parents dropping off or picking up students must do so in the designated zones directly in front of the school. Please do not stop or park in the bus zone. Your close attention to the signs will help to ensure that your children are safe.

## 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.** For the safety and protection of all students, all outside doors, except for the front doors will be locked during the school day. The boot room entrances will be opened at 8:40 a.m., recess and lunch. To reduce class disruption and ensure the highest degree of safety for your children only volunteers will be permitted in hallways and class rooms during instructional time.

## SCHOOL VOLUNTEERS

The staff and students of St. Joan of Arc welcome active and visible parent involvement in the life of the school. Voluntarism enriches the learning environment of all children. 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.

## LUNCH PROGRAM

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. Parents are asked to inform their child's teacher if they are leaving the school during the noon hour. A variety of items are offered in our school concession during the lunch hour. This will include hot items and healthy choices. Details are provided in our newsletters.

### Elementary Lunch Times:

12:10 – 12:30 Students go outside for recess  
12:30 – 12:50 Students eat lunch

### Junior High & Grade 6 Lunch Times:

12:10 – 12:30 Students eat lunch  
12:30 – 12:50 Students go outside

## LOCKERS

All junior high students are assigned lockers. Each locker is to be secured by a combination lock, which is available at the school for a minimal cost. **Students must use school issued locks.** **Students are entirely responsible for the security of their own lockers and combinations.**

- Lock combinations **MUST** be kept private.
- Lock combinations **MUST** be provided to the homeroom teacher.
- The lockers are the property of the school. School administration reserves the right to inspect the contents of the lockers at any time.

Valuables should not be brought to school or kept in lockers. **The school will not be responsible for lost or stolen items.**

## 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, skateboards or rollerblades 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.

## **PERSONAL ITEMS**

Students should not bring personal items of significant value to school. This includes IPOD's, IPAD's, phones and other electronic devices, skateboards, scooters, roller blades, laser pointers, etc. 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 if you choose to bring these items to school. In some situation students may be asked to bring items for educational purposes and in this case they must be stored in their locker/backpack while not in use. Cellular phones must be turned off and kept in student lockers or backpacks during the school day. The first time a cell phone is confiscated for misuse, it will be returned to the student at the end of the school day. For subsequent infractions, a parent will be required to retrieve the phone from school administration. Please have personal items marked with the student's name. Clothing and other personal items do get misplaced and can be retrieved from the lost and found boxes located in the hallways. Students and parents are encouraged to look through these boxes regularly. All remaining articles will be donated to local charities before Christmas, Easter and year end.

## **USE OF SCHOOL OFFICE PHONES**

Students may use the office phone with permission from their teacher. 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.

## **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 and beliefs.
3. Students are to avoid wearing midriff shirts, halter tops, spaghetti straps and garments revealing bare backs and plunging necklines. Shorts and skirts shall be in good repair and of appropriate length (end of finger tips while arms at by their side).
4. Appropriate footwear shall be worn at all time (no flip flops).

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. 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.

During **inclement weather**, please ensure that students are dressed appropriately to go outdoors for recess and noon-hour. 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.

## **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 upper elementary and junior high students.

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

## **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. An additional parent consent form will need to be completed for each field trip. This form must be returned in order for students to participate in a field trip. All parents volunteering to drive students must fill out a **Volunteer Driving Form**, available at the office.

## **TRANSPORTATION**

All elementary students within 1.2 km radius will walk to school. Elementary students that live outside the 1.2 km limit will qualify for bus transportation. Please contact the office for information concerning transportation fees. Transportation eligibility and routes are determined by the Transportation Department and not by the school. Inappropriate student behaviour while travelling on school busses and/or Calgary Transit can result in withdrawal of bussing privileges.

In order to qualify for bussing Junior High students must live farther than 2.4 km from the school. Junior High students may purchase a bus pass from Calgary Transit pass retailers.

After bus passes have been purchased, they must be scanned at the St. Joan of Arc School Learning Commons in order to qualify for subsidy.

## **STUDENT FEES**

All families are required to pay school fees at the beginning of the year. These fees reflect program costs that do not receive financial support from the regular school budget. The fees will cover subject supplies and activities. The fees will be discussed on a yearly basis and approved by School Council.

## **SCHOOL SUPPLIES**

All students at St. Joan of Arc School are expected to attend class ready to learn. This requires students to have the necessary school supplies available. For those students who were unable to take advantage of the School Council's class supply pre-order program, 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.**

## **BACK PACK POLICY**

Students may enter and exit the school with their backpacks, gym bags, purses, etc. however they are not permitted to carry them from class to class. Small nylon gym strip bags will be permitted for PE classes.

## **STUDENT AGENDA'S**

Student agendas will be provided for all GR1-7 students. Students are expected to use the agenda to organize their work and study habits. Parents are encouraged to review the student agenda daily to familiarize themselves with their child's activities. In elementary grades, the agenda is used as a communication tool between home and school. The agenda may also be used as a hall pass when a student is

out of class during instructional time. If lost, the agenda must be replaced at a cost to the student. Agenda's will be made available for students in grade 8 and 9 upon request.

## **SCHOOL PATROLS**

St. Joan of Arc School Patrols have a very important role in providing safe crossing for our students. 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. All students are expected to obey the rules of the patrol team. We ask that our parents also practice safe and correct pedestrian procedures and **DO NOT** jaywalk on Wentworth Road or Wentworth Drive when dropping off or picking up your children. As adults we set the example.

## **OCCUPATIONAL HEALTH AND SAFETY**

St. Joan of Arc has an emergency preparedness plan in place to address the unlikely event of a potential disaster. An emergency preparedness plan is designed to ensure the health, safety and welfare of all occupants in the facility. A component of the preparedness plan is ensuring staff and students participate in fire drills and lock down practices throughout the year. Parents will be notified at the time of lockdowns. We encourage parents to discuss the importance and purpose of emergency practices with their children in order to alleviate student stress.

## **COMMUNICATION**

We encourage parents and teachers to communicate whenever concerns or successes 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**

### **LEARNING COMMONS**

All classes, Kindergarten to grade nine, have regularly scheduled periods in the Learning Commons and borrow books on a weekly basis. Should any books or other materials be lost or damaged, students will be expected to reimburse the school. The Learning Commons is open for students over most noon hours.

### **TECHNOLOGY**

St. Joan of Arc School is equipped with one computer lab housing approximately 35 computers and several printers. Portable computer carts equipped with student laptops and chrome books 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.

Misuse of the Internet will result in serious penalty including access privileges being revoked. Please read the permission forms very carefully in order to avoid any compromising situations.

### **DIVERSE LEARNING TEACHER**

Working within an inclusive environment, the Diverse Learning Teacher is a teacher leader, facilitator, and coordinator 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.

## **NEWSLETTER**

The school publishes a monthly newsletter. It is available on E-Board, school website 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 where it may be referenced.

## **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/)

## **ELEMENTARY EBOARD**

E Board is an elementary 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 E Board through the St. Joan of Arc website or by going to [www.eboard.com](http://www.eboard.com).

## **JUNIOR HIGH 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.

## **SCHOOL COUNCIL**

All parents are members of the School Council. The role of School Council is that of an advisory committee providing support for school initiatives and to represent parents in matters pertaining to education. Please watch the newsletter information concerning meeting dates. All interested parents are warmly welcomed and invited to participate.

## **FRIENDS OF THE CAVALIER FOUNDATION**

This is a group of committed parents who generously give of their time to support fundraising goals within the school. The Friends of the Cavalier Foundation specifically supports our school through grant applications and fund raising.

## **ACADEMIC PROGRAM**

### **HOMEWORK POLICY**

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 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).

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.**

## **PARENT/TEACHER CONFERENCES**

There are three opportunities to meet formally with your child's teacher in each academic year. The first is an opportunity to meet your child's teacher and share pertinent information about your child's learning, their interests, personality, etc. Formal written progress reports are sent home in November, March and at the end of June. Additional parent-teacher conferences are scheduled in December and March. Parents are encouraged to contact teachers in regards to student progress at any time throughout the year. These formal opportunities are scheduled by the district but open lines of communication throughout the school year is encouraged.

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

### **LITURGIES AND RELIGIOUS CELEBRATIONS**

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. Please watch for information regarding intramural opportunities throughout the school year.

## **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. Our school teams are eligible to participate in cross-country running, basketball, volleyball, badminton, flag football and wrestling and track and field.

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. Games Club, Glee Club, Drama Club, Art Club, Hand bells, and Recycling are just a few examples of what may be offered. Clubs offered will change yearly based on teacher/student interest.

## **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.

A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:

- Be diligent in pursuing the student's studies
- Attend school regularly and punctually
- Co-operate fully with everyone authorized by the school to provide education programs and other services
- Comply with the rules of the school
- Be accountable and responsible for student conduct.
- Respect the rights of others

A student is expected to:

1. **Demonstrate respect for him/herself.**

A student is expected to be prepared for class and to work consistently to the level of his/her ability. Each student is expected to make personal, academic and relationship choices that adhere to our Catholic values.

2. **Demonstrate respect for the rights and dignity of others.**

Harassment, either verbal or physical is considered a violation of this expectation.

3. **Demonstrate respect for property and the Environment.**

This includes personal property and that of others including the school building, equipment and grounds. Graffiti, vandalism and theft are considered violations of these expectations.

The following are examples of serious topics of concern with regard to student conduct in our school:

- Defiance and disrespect
- Open opposition to authority
- Bullying, including cyber-bullying
- Internet safety
- Physical harm/assault
- Personal and/or sexual harassment
- Drug and alcohol use by students
- Student dress
- Mis-Use of cellular phones
- Students conduct on buses

**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 through this process to ensure discipline is not solely punitive, but rather restorative in nature for all parties involved.

Specific disciplinary measures used at St. Joan of Arc School:

1. Warning/Discussion with student regarding the concern. This may include goal setting, behavioural strategies etc.
2. Detention/Time-out/Reflection
3. Formal discussion involving student, teacher, counsellor, parents and administration

For repeat offenders or serious offences:

4. Suspension from class for a specified period of time.
5. Formal suspension of 1-5 days. Parents and superintendent notified in writing.
6. Student sent home in the care and custody of parents in order to reflect on or to defuse the situation. In such cases, parents are contacted and a conference with a representative from administration is required prior to reinstatement
7. Expulsion

Any time a student is given an in or out of school suspension, parents must meet with administration to plan for a successful reinstatement, discuss conditions, and corrective measures prior to students returning to school.

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

We believe positive change will result from:

- a. Continued communication and co-operation between home and school
- b. Application of disciplinary measures noted above

**WE ARE A CATHOLIC COMMUNITY OF CARING SCHOOL**

St. Joan of Arc is proud to be a Catholic Community of Caring School. Our school strives to promote, model and teach six key values to encourage a safe and caring school. These values are Faith, Family, Caring, Trust, Respect and Responsibility. All activities, interactions and planning begin with these values at the core. We believe that students will benefit from teaching and learning opportunities related to these values.





# 2015–2016 Regular School Calendar

- Weekend or Holiday (No classes)
- Teacher Organization Day (No classes)
- K-12 Professional Development (PD) Day (No classes)
- K-9 Parent/Teacher Conference or PD Day (No classes)
- High School Parent/Teacher Conference or PD Day (No classes)

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

## AUGUST 2015

- 27 **Thur** Professional Development a.m./  
District Mass p.m.
- 28 **Fri** Teacher Organization Day
- 31 **Mon** Teacher Organization Day

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20	21	22	23	24	25	26
27	28	29				

## FEBRUARY 2016

- 10 **Wed** Ash Wednesday
- 11 **Thur** Teachers' Convention
- 12 **Fri** Teachers' Convention
- 15 **Mon** Family Day
- 16 **Tues** Professional Development Day (K-12)

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## SEPTEMBER 2015

- 1 **Tues** First day of classes
- 7 **Mon** Labour Day
- 18 **Fri** Parent/Teacher Conferences (K-9)
- 21 **Mon** Professional Development Day (K-12)

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## MARCH 2016

- 18 **Fri** Parent/Teacher Conferences (K-9)  
Professional Development Day (10-12)
- 24 **Thur** Easter Break begins (a.m. classes only)
- 25 **Fri** Good Friday
- 27 **Sun** Easter Sunday

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## OCTOBER 2015

- 9 **Fri** Professional Development Day (K-12)
- 12 **Mon** Thanksgiving Day

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## APRIL 2016

- 4 **Mon** Schools re-open
- 22 **Fri** Parent/Teacher Conferences (10-12)
- 25 **Mon** Professional Development Day (K-12)

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## NOVEMBER 2015

- 2 **Mon** Faith Day
- 11 **Wed** Remembrance Day
- 16 **Mon** Parent/Teacher Conferences (10-12)
- 27 **Fri** Parent/Teacher Conferences (K-9)
- 30 **Mon** Professional Development Day (K-9)

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## MAY 2016

- 20 **Fri** Professional Development Day (K-12)
- 23 **Mon** Victoria Day

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## DECEMBER 2015

- 18 **Fri** Christmas Break begins  
(a.m. classes only)

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## JUNE 2016

- 13 **Mon** High School Semester 2 exams begin
- 28 **Tues** Last day of classes
- 29 **Wed** Teacher Organization (a.m. only)

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## JANUARY 2016

- 4 **Mon** Schools re-open
- 13 **Wed** High School Semester 1 exams begin
- 22 **Fri** Professional Development Day (K-9)
- 29 **Fri** Semester 2 begins

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## JULY 2016

- July 4-29 High School Summer School classes