

St. Joan of Arc School

“Home of the Cavaliers”



STUDENT HANDBOOK 2018-2019

Principal: Mr. R. Paolozzi

Vice-Principal: Mr. B. MacDonald

Assistant-Principal: Mrs. S. Williams

St. Joan of Arc School

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<http://schools.cssd.ab.ca/stjoanofarc>

This handbook belongs to:

Name: _____ *Homeroom Teacher:* _____

Read by Student: _____ *Date:* _____
Signature

Read by Parent: _____ *Date:* _____
Signature

Welcome Message

Welcome to St. Joan of Arc School! We hope that this handbook will provide the information you need to have a successful, productive and enjoyable school year. The information included in this handbook will be reviewed with you by your classroom teachers, however if there are questions or concerns please do not hesitate to ask administration. 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 our school provides. We believe quality education can be achieved through inspired learning opportunities, high expectations for student performance 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.

St Joan of Arc School not only meets the academic needs of students, 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. 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.

R. Paolozzi
Principal

B. MacDonald
Vice Principal

S. Williams
Assistant Principal

Patron Saint

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 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.

Prayer to St. Joan

*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

District Mission Statement

The St. Joan of Arc community affirms the District's Mission Statement –

Living and Learning in our Catholic Faith.

St. Joan of Arc Mission Statement

St. Joan of Arc "Strength Through Faith"

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.

To the Student

Please read this handbook carefully. The responsibility for knowing and observing the policies 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!

Parent Responsibility

As partners in the education of our students, we appreciate the support we receive from our parent community to ensure success for our students. We are closely supported in this endeavor by our provincial government as outlined in the School Act from section 16.2

It states the following:

A parent of a student has the responsibility

1. To take an active role in the student's educational success, including assisting the student in complying with section 12,
2. To ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,
3. To co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,
4. To encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
5. To engage in the student's school community.

School Act – Section 16.2

Champion Statement:

A cornerstone of our schools is that every student has a champion. That every child has a one-on-one relationship with an adult in the school, and that the child knows who their champion is and the adult knows the children for which they are responsible.

*“Every child deserves a champion:
an adult who will never give up on them,
who understands the power of connection
and insists they become the best they can possibly be”*

-Pierson, TED Talks Education, 2013

School Calendar/Bell Times

Supervision is provided 15 minutes prior to the school start bell and 15 minutes following the end of day.

ELEMENTARY (Gr. 1-6)

8:50-9:03 AM ENTRANCE BELL/ ATTENDANCE
 9:03-10:35 CLASSES
 10:35-10:50 RECESS
 10:50 – 12:10 CLASSES
 12:10 – 12:50 LUNCH BREAK
 12:50 – 3:15 CLASSES

Junior High (Gr. 7-9)

8:50 AM ENTRANCE BELL
 9:03-9:48 PERIOD 1
 9:50-10:35 PERIOD 2
 10:35-10:40 NUTRITION/LOCKER BREAK
 10:40-11:25 PERIOD 3
 11:27-12:10 PERIOD 4
 12:10-12:50 LUNCH BREAK
 12:50-12:55 HOMEROOM ATTENDANCE
 12:55-1:40 PERIOD 5
 1:42-2:28 PERIOD 6
 2:30-3:15 PERIOD 7

KINDERGARTEN – AM

8:50 ENTRANCE
 11:34 DISMISSAL

KINDERGARTEN – PM

12:36 ENTRANCE
 3:15 DISMISSAL

Below are just a few school calendar dates that we would like to share in advance with students and parents. Please refer to our school website, weekly messengers, monthly newsletters and emails for full calendar details and updates.

September 2018	October 2018
7 – Kindergarten staggered entry 10 – Kindergarten staggered entry 11 – First day of kindergarten (AM/PM) 14 – Picture Day 15 – Conference Manager Opens at 9:00am 18 – Turkey Trot PEP Rally at 2:30pm 19 - School Opening Mass at St. Michael's Catholic Community at 10:30am, Volunteer Orientation at 6:00pm, School Council Meeting at 6:30pm - Friends of Cavalier Foundation Meeting at 7:30pm 20 – Parent Teacher Conferences 4:30-7:30pm 21 – Parent Teacher Conferences (No classes) 24 – Sr. Boys Volleyball Tournament 25 – Michael Chaisson JH Presentation - Sr. Girls Volleyball Tournament 27 – Gr. 7 Retreat (Team Building) 28 – Terry Fox Run, Sandwich Friday	1 – Thanksgiving Food Drive and Pass it On clothing Drive Begin 3 – Turkey Trot 4 - Thanksgiving Liturgy at 11:15am 5 – Professional Day (no classes) 8 – Thanksgiving Day (no school) 10 - Dr. Jody Carrington Parent Presentation at 6:30pm 11 – Jr. Girls Volleyball Tournament 4:00-6:00pm 12 – Turkey Trot Assembly at 2:30pm, Jr. Boys Volleyball Tournament 4:00-6:00pm 17 - Volunteer orientation at 6:00pm, School Council Meeting at 6:30pm, Friends of Cavalier Meeting at 7:30pm 26 – Sandwich Friday (spirit Day Hawaiian Day) 31 – Orange and Black Spirit Day

<p>November 2018</p> <p>1 – Faith Day (no classes) 2 – Professional Day (no classes) 5 - Gr. 3-4 Lacrosse 6 - Gr. 3-4 Lacrosse 8 - Training to be Disciples for Christ Presentation K-6 PM 9 – Remembrance Day Liturgy at 2:15pm, spirit day (wear red or uniform) 11- Remembrance Day 19 – Christmas Food Hamper Collection begins 21 - Volunteer Orientation at 6:00pm, School Council Meeting at 6:30pm 23 – Progress Report Distribution, Sandwich Friday, spirit day (PJs) 24 – Conference Manager Opens at 9:00am 29 – No kindergarten classes, Parent Teacher Conferences 30 – Parent Teacher Conferences</p>	<p>December 2018</p> <p>4 - JH Science Fair PM 6 – JH Advent Concert at 6:30pm 7 – Christmas Dance 12 – JH Drama Production 13 - Advent Mass at St. Michael's Catholic Community at 6:00pm 14 – Kindergarten Nativity Play 17 – Sr. Boys Bball Tournament 18 – Sr. Girls Bball Tournament 19 – Sr. Girls/Boys Bball Tournament 21 – Advent Liturgy (Service of Light), Last full day before Christmas break, Sandwich Friday (Spirit Day - Festive/green or red)</p>
<p>January 2019</p> <p>7 – School resumes, K-9 Dance Program begins 16 - Volunteer Orientation at 6:00pm, School Council Meeting at 6:30pm, Friends of Cavalier Foundation Meeting at 7:30pm 17 – Jr. Boys Bball Tournament 4:00-6:00pm 18 – Jr. Girls Bball Tournament 4:00-6:00pm 23 - New Year's Liturgy at 11:15am 24 - Sandwich Friday, Spirit Day (Crazy Hair), Paul Davis JH Presentation and Evening Session for parents, Gr. 2 in-school Retreat PM 25 – Professional Development Day (No classes) 28 - Pier 21 Presentation K-6 AM</p>	<p>February 2019</p> <p>13- Gr. 7 Skiing WinSport 14 – Teachers' Convention (no classes) 15 – Teachers' Convention (no classes) 18 – Family Day (no classes) 22 – Sandwich Friday (Spirit Day Jersey Day) 27 - Spirit Day (Pink Shirt Day)</p>
<p>March 2019</p> <p>5 – Shrove Tuesday 6 – Ash Wednesday Liturgy at 10:30am 8 – Progress Report Distribution 9 – Conference Manager Opens 14- Parent Teacher Conferences 4:40-7:30pm 15 – Parent Teacher Conferences (no classes) 18 - Inline Skating Gr. K-2 19 - Inline Skating Gr. K-2 20 - Inline Skating Gr. K-2, Volunteer orientation at 6:00pm, School Council Meeting at 6:30pm, 21 - Inline Skating Gr. K-2, Gr. 9 Bowling 9:00-12:00pm 22- Last full day before Spring Break, Sandwich Friday (Spirit Day Twin Day)</p>	<p>April 2019</p> <p>1 – Classes Resume after Spring Break 8 - Gr. 5/6 Squash AM 9 - Gr. 5/6 Squash AM 10 - Gr. 5/6 Squash AM, Reconciliation 1:00-3:00pm 11 - Reconciliation 1:00-3:00pm 17 - Volunteer Orientation at 6:00pm, School Council Meeting at 6:30pm 18 – Holy Thursday (The Last Supper and Stations of the Cross) 19 – Good Friday (no school) 22 – Easter Monday (no school) 23 – PD Day (no classes) 26 - Sandwich Friday (Tye Dye Day)</p>
<p>May 2019</p> <p>9 - Gr. 2 in-school retreat 1:00-3:00pm 10 - Marian Liturgy at 2:00pm 13 - Gr. 8 Mountain Biking 9:00-2:00pm 14 - Gr. 8 Mountain Biking 9:00-2:00pm 15 - Gr. 8 Mountain Biking 9:00-2:00pm, Volunteer Orientation at 6:00pm, School Council at 6:30pm, Friends of Cavalier Foundation Meeting at 7:30pm</p>	<p>June 2019</p> <p>5 – Gr. 9 Farewell at St. Michael's Catholic Community at 4:30pm 6 – Fine Arts Night @ 6:30pm 14 - Year End Mass at St. Michael's Catholic Community at 1:30pm 20 – Kindergarten Rainforest Play 21 – Elementary Play Day, Sandwich Friday (Spirit Day Beach Day)</p>

17 – PD Day (no classes) 20 – Victoria Day (no school) 23 – Kindergarten Orientation at 6:00pm 29 – Sacramental Recognition 1:00-2:00pm - Volunteer Tea 2:00-3:15pm 30 - St. Joan of Arc Feast Day Liturgy at 10:30am 31 – School Dance 6:00-8:00pm	26 - Gr. 6 Lip Sync PM 27 – JH Recognition Celebration AM - JH Activities PM - Progress Report Distribution
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Homework Guidelines

The district recognizes meaningful, carefully-planned homework can support student success and be a complementary part of a student’s overall learning program. The district also recognizes:

- The potential impact of homework on family life;
- The role homework may play in supporting students’ self-confidence as a successful learner;
- The benefit of a district-wide, balanced, reasonable approach to homework.

The homework policy is further supported by specifics topics as outlined in Administrative Procedure 364:

1. Types of Homework
2. Guiding Principles
3. Holidays and weekends
4. Recommended times
5. Roles and responsibilities

[Administrative Procedure 364 - Homework](#)

www.ccsd.ab.ca > About Us > District Governance > Administrative Procedures

Electronic Devices

Governing the presence of and use in schools of electronic or mobile devices such as cell phones is subject to the expectations of learners under Section 12 of the School Act and is covered under the CCSD Student Code of Conduct (AP 351 - Sections 16 and 17). Specific to electronic mobile devices, the following unacceptable behaviors include but are not limited to:

- Acts of cyberbullying, harassment or intimidation;
- Breaches of digital online safety;
- Inappropriate use of mobile devices.

Each school is thereby authorized to establish, share publicly and implement site specific expectations and practices around the use of mobile devices as a component of its **Student Code of Conduct** and Progressive Discipline Plan.

All personally owned electronic devices are the sole responsibility of the student. The school is not responsible for loss or damaged items.

St. Joan of Arc School is well equipped with portable technology carts including laptops, chrome books, and iPads. All 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. More information pertaining to electronic devices can be found on our website (www.cssd.ab.ca/stjoanofarc) and Brightspace.

Mobile Devices

The use of student devices can have both very positive and very negative impacts on both learning and school climate and culture of St. Joan of Arc School.

Teachers will specifically define the **conditions** when cell phones are permitted to be visible and in use. There are three basic condition which are:

1. The cell phone use in the classroom is a component of instruction;
2. When students are engaged in independent work and permission has been given by the teacher;
3. When it is a non-instructional period such as lunch time, before school or after school.

Unless one of these three conditions is present, then it is assumed that the cell phone must be secure in the student's locker, book bag or pocket and NOT be seen or heard.

Failure to comply will result in the device being confiscated for either:
The remainder of the condition or instructional period as per the discretion of the teacher, OR
If turned into the office for safe keeping the cell phone will be kept for the remainder of the school day or until the parents can collect it as per the discretion of the administration.

These devices should NEVER be brought into or left in the PE change rooms.

District Internet Use

All staff, students and volunteers are required to sign the Acceptable Use Policy form annually.

[Administrative Procedure 351 - Student Code of Conduct](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Student Accident Insurance

The Calgary Catholic School District carries a base coverage for all students, however, as it is not comprehensive, it is recommended that students involved in extra-curricular activities carry additional coverage. Information on insurance alternatives are sent home early in September. Parents may opt to purchase student coverage with their own carrier, but proof of coverage must be supplied before a student is allowed to participate in any interscholastic sports teams.

Every student who participates in JH/SH competitive sports must have a signed Parental Authorization to Participate in Competitive Sports form filed with the school. (This regulation includes Elementary Danceworks)

[Administrative Procedure 531 - Student Insurance Programs](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Attendance Policy

Section 12 of the School Act states that students must “attend school regularly and punctually”. Regular attendance is expected of all students except when illness or a family emergency prevents attendance.

Whenever possible, parents are requested to schedule dental, doctor or other appointments outside of school hours. Teacher professional days are an ideal opportunity to book those appointments without disruptions to the instructional process. Your cooperation is greatly appreciated.

When students are absent without school being notified, parents will be contacted through the school automated absence system, SchoolConnects and parents will be asked to contact the school regarding their child’s absence the office personnel attempt to contact parents by telephone. This procedure is undertaken to ensure the safety of our students. When parents authorize their children to leave the campus during the school day, the District accepts no liability for those students during those times.

Each principal must have procedures for monitoring and addressing irregular attendance. The plan must involve the School Resource Team (SRT) or counsellor in proactive problem solving which could include meetings with students/parents/legal guardians and implementation of an attendance improvement plan. Communication between home and school is essential.

Access information regarding Excused and Unexcused Absences in AP 330.

[Administrative Procedure 330 - Student Attendance](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

Students who are repeatedly late or absent without a reasonable excuse are considered to be in violation of the School Act. **After ten absences, a meeting with the parent(s), student, counsellor, teacher and administration may be scheduled in an attempt to plan for more successful attendance. Following this meeting, if attendance does not improve, the case will automatically be referred to the school district’s attendance officer.** It is important to note that students who are absent due to vacation will be marked as unexcused as per District guidelines.

Students Arriving Late at School

Students are expected to be on time for school. We encourage parents to leave a message on the school answering machine at (403) 500-2107 or school email (st.joanofarc@cssd.ab.ca) to report a late arrival, before the event.

- Students who are late in the morning or the afternoon must use the front doors and report directly to the school office.
- Parents of students who are habitually or chronically late will be informed and asked to meet with the school to discuss strategies to help the student arrive on time.

Students leaving for extended periods or vacations

It is recommended that vacations and absences take place during scheduled school breaks. Since most of the learning activities that take place in the classroom cannot be replicated when a child is absent, it is not possible for teachers to provide extra programming or work during extended breaks.

St. Joan of Arc School does not grant approval to be absent, but simply records parental intent to have the student discontinue attendance. The reason for absence will be entered as “Vacation – Unexcused” in the student record. If it is unavoidable that a student must be away during instructional time, please contact the office and report the absence.

Student Illness and Emergencies (Leaving During the School Day)

The safety and security of students is our first priority. If a student becomes ill or needs to leave the school, he/she must report to the office. Students are not to contact parents on Personal Device but rather through office phone. The office will contact the parents or emergency contact numbers. For their own personal safety, **children will not be permitted to leave the school unless a parent picks up the student and signs them out.** This includes students leaving at the lunch break for afternoon appointments.

If a student is seriously ill or injured, any necessary first aid will be administered. School staff will make every effort to contact parents immediately. Should these efforts fail, we will attempt to reach the “emergency contact” numbers that parents have provided. Failing this, a call will be placed to **911** and your child will be transported to hospital.

Inclement Weather

When conditions reach -20 Celsius or colder including the wind-chill factor, it is recommended that students be kept inside for recess or lunch breaks.

Final responsibility to prepare a child for inclement weather belongs to the parents/legal guardians.

[Administrative Procedure 133 - Inclement Weather](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Emergency Procedures

Schools are required to complete announced and unannounced fire drill and lockdown safety drill practices throughout the school year. These safety drills are intended to give students an opportunity to practice procedures to be followed in the event of a real emergency and to help them develop confidence and self-control if faced with an emergency situation. Research shows that individuals will respond in an emergency the way they have been trained to do so. Please be assured the district has emergency plans in place and all school personnel have been trained in emergency preparedness.

[Administrative Procedure 165 - Safety Drills](#)

[Administrative Procedure 132 – Emergency Closings and Cancellations of School](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Security

During the instructional times of the day access to schools is restricted to the front door.

Administering Medication

In creating a safe and supportive environment for students and staff with medical conditions, the district develops appropriate processes, procedures and plans to address medical needs.

No student will be given any medication unless an “Authorization for Administering Medication Form” has been filled out annually and submitted to the school.

Students with Allergies

CCSD schools are not “Nut-Free” as we are unable to guarantee that nuts will not be a part of student snacks and lunches. Although sending nut-free food items is encouraged, parents make decisions regarding food items for their child.

To support a safe environment for all students with allergies:

- We talk to staff and students about knowing who has an allergy and about what our collective responsibility is as a community
- We strongly encourage those with allergies to continue to be vigilant about avoiding allergens
- We encourage families to avoid packing food products at school that contain nuts
- We encourage a safe environment for everybody in our learning community, by working together with increased awareness and shared vigilance

[Admin Procedure 316 - Identifying And Managing Students' Medical Needs](#)

[Admin Procedure 350 - Medical Cannabis Regulation](#)

[www.cssd.ab.ca](#) > [About Us](#) > [District Governance](#) > [Administrative Procedures](#)

Communication

All CCSD schools communicate with parents / guardians through School Messenger, an automated system, that sends out emails, texts or phone messages.

Parents, students and teachers are to establish and maintain clear lines of communication throughout the school year. If concerns arise, please follow these procedures:

- a) For a class matter, contact the teacher first. If further discussion is required, please contact an administrator;
- b) For a school-wide matter, contact school administration;

School Website - Each school maintains an informative website where pertinent school and district information and calendar events can be found. Parents and students are encouraged to regularly visit the school website for updated information.

Kindergarten - Grade 6

The School Agenda is an effective tool providing ongoing communication between parents and teachers. Some schools and teachers may use various social media platforms to share information.

Grades 7 - 12

BRIGHTSPACE is an online communication platform that allows students and parents to monitor homework, grades and utilize other educational tools. Student agendas are no longer commonly used in junior high schools, and not in senior high schools, students are expected to use Brightspace to plan their homework activities and monitor assignment due dates and academic progress. Electronic organizers are also available on BRIGHTSPACE. Students can communicate directly with teachers through Brightspace.

Parents are encouraged to review their child's homework and grades regularly through this platform.

Consistent with Alberta Education's mandate, the reporting process requires teachers to ensure that they effectively communicate to parents/legal guardians about what the child progress in relation to the provincial programs of study. Scheduling of parent teacher conferences throughout the school year also facilitates in-

person communication and deeper conversations about student learning between home and school. Most schools use Conference Manager to facilitate this process.

[Administrative Procedure 361.1 - Parent Teacher Conferences](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

St. Joan of Arc also publishes a weekly messenger and a monthly newsletter. Both are available on the school website (www.cssd.ab.ca/schools/stjoanofarc). Please consult it frequently for the most up-to-date information via email and on the parent bulletin board. We suggest you keep the newsletter in a prominent place where it may be references.

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. 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 or can be found on the school website

Student Dress and Appearance Code

As a Catholic district, the goal of our '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. Students are also required to wear appropriate footwear and clothing for indoor activities and physical education.

Dress Code violations:

- Wearing clothing that is indecent or disrespectful.
- Wearing clothing that displays text or an image that is clearly obscene or disrespectful.
- Wearing clothing that is significantly soiled, torn, ripped, or frayed.

Students not complying with the 'Dress and Appearance Code' will be asked to change into more appropriate attire. It will be viewed as defiant behavior if the student repeatedly violates the 'Dress and Appearance Code'. Consequences, as outlined in our school's Progressive Discipline Plan, will 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 the noon hour. Except on the very coldest days (temperatures below -20°C), students are expected to be outside.

Friends of 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. The Foundation meets four times a year, typically after a school council meeting. The tentative dates for the 2018-19 school year are:

Wednesday, September 19 at 7:30 pm, Wednesday, October 17 @ 7:30pm, Wednesday, January 16 at 7:30pm and Wednesday, May 15 at 7:30pm

School Council

All parents/legal guardians with children attending school are members of their local school council and are encouraged to participate in council activities.

Councils usually meet on a monthly basis. School Councils are established in all schools and serve as a vehicle for parents/legal guardians, principals and teachers to meet and work together towards common goals. School council chairs also meet with one another, district administrators and members of the Board of Trustees at district-wide meetings. Please speak to your child's school principal to get involved.

[School Council Handbook](#)

www.cssd.ab.ca > Parents > School Council > Documents

Student Code of Conduct

The student code of conduct ensures that each student enrolled in a school operated by the District is provided with a welcoming, caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging to support Catholic Communities of Caring; and to support the District's Mission, Value, and Vision Statements.

The student code of conduct guides our students and staff regarding appropriate and inappropriate conduct and activities as outlined in section 12 of the School Act.

[Admin Procedure 350 – Welcoming, Caring, Respectful, and Safe Learning Environments](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Student Organizations, Clubs and Extra-curricular Offerings

To ensure a well-rounded educational experience for all students, our school community may provide several extra-curricular offerings during the school year. These may include the following, all of which will be facilitated by school staff and aligned with Catholic teachings:

This list may change yearly based on staff and student interests

- Fine Arts clubs (Div II Sewing club, JH Crochet club)
- Drama productions
- Music clubs and bands (Elementary Choir, Gr. 6-8 Handbells, JH Jazz Band)
- Social justice clubs and activities
- Athletic teams and activities (cross country, volleyball, wrestling, basketball, badminton, flag football, track and field and danceworks)
- Games clubs (i.e. DIV I LEGO Club)
- Competitive academic clubs and activities (i.e. Science Olympics/ Science Fair)
- Faith groups and activities

If you wish further information about any of these offerings, please contact the principal.

[Administrative Procedure 351 - Student Code of Conduct](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

Air Rifles/Guns

The district prohibits students from possessing weapons or engaging in violent or threatening acts on school property, and at school sponsored functions and activities. "Weapon" means any object, device, or instrument designed or through its use is capable of threatening or producing bodily harm to oneself or others. By this definition, air rifles/guns are therefore considered weapons. As it is challenging to visually identify these weapons as air rifles/guns, school staff, Calgary Police Services and the RCMP will likely respond in the same manner as they would an actual rifle/gun. For the safety of all students, staff and visitors in the school, these items are not allowed on school property or at school-related activities under any circumstance.

As outlined in the School Act, students can be held accountable for conduct that occurs outside of the school building or school day and electronically (e.g. social media), if the conduct negatively affects a member of the school or interferes with the school environment.

Progressive Discipline Plan:

Students who engage in unacceptable behavior will be held accountable through the school's progressive discipline plan. Consistent and logical consequences, rather than punitive measures, are important to support students in making appropriate choices and help shape their future actions.

In any disciplinary situation, each student will be dealt with on an individual basis, and will take into account the student's age, maturity and individual circumstances. As well, parental or district involvement may be requested to support school discipline procedures.

The school's use of the progressive discipline plan will determine the expectations, consequences and the progression of actions to be taken depending on the severity and/or frequency of the occurrences. At all times, teachers and administrators will use their professional judgment in applying consequences.

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally, with the school community and those affected by the student's behaviour. The following consequences are progressive in their degree of intervention and will be enacted depending on the frequency and severity of occurrences. They will be applied consistently and equally to all students, notwithstanding the individual differences of children and the uniqueness of specific circumstances and situations.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences, including:

- prevention measures and initiatives;
- early and ongoing intervention strategies;
- strategies to address unacceptable behaviour.

Interventions and consequences increase when:

- the concerning behavior is persistent;
- the concerning behavior escalates;
- there is a very serious infraction of the code of conduct.

Interventions and consequences may include, but are not limited to, the following:

- informal conferences;
- restriction of privileges;
- parent conferences;
- in-school suspensions;
- risk assessment;

- suspension / expulsion (AP 356);
- student redirection
- Behaviour Support Plan (as part of the Learner Support Plan);
- involvement of Instructional Services and supports;
- involvement of external services and supports.

The principal may involve police in disciplinary matters when criminal activity has become evident. When police are involved, the principal will conduct a separate, parallel investigation at the school level and provide disciplinary action separate from any criminal charges that may be issued.

Suspension

Serious infractions of school expectations can result in a suspension. **A student under suspension from school may not enter school property during the term of suspension.**

A suspended student may not participate in or attend any school activity or athletic event during the time of the suspension.

Student support:

Support will be provided to students impacted by inappropriate behaviour and to those students who engage in inappropriate behaviour. This is significant because while the student code of conduct must address the consequences for inappropriate behaviour, such as bullying, it also ensures that support (not just consequences) is provided to those students who engage in unacceptable behaviour. Examples of how support could be provided to students who have engaged in unacceptable behaviour include mentoring, restorative processes, regular check-ins with teachers or schools' counsellors, counselling, etc.

Consideration of student diversity:

The School Act requires that the student code of conduct address consequences for unacceptable behaviour and that these reasonable consequences take into account the student's age, maturity and individual circumstances. The specific circumstances of the situation and of the student need to be taken into account when determining appropriate consequences. For example, any diverse needs that the student has – whether they are physical, behavioural, communicational, mental health, trauma, etc. – must be considered. The age and maturity of students involved should be considered when determining the consequences and support required.

Field Trips

The district arranges for students/children in the district to participate in field trips, tours, off-campus activities, athletic events and/or other excursions ("field trip"), which, in the opinion of the district, have definite educational, athletic or cultural value.

The district, through the relevant school, will provide parents/legal guardians a Field Trip Consent form which shall include the following particulars of any field trip two weeks, if possible, and at least three school days, at minimum, prior to the intended date of the field trip:

- destination;
- arranged supervision;
- date(s) and time(s);
- transportation plans;
- associated risks that should be highlighted regarding the field trip;

- (f) costs, if any;
- (g) a telephone number through which additional information on the field trip may be obtained; and,
- (h) parent/legal guardian consent and waiver form.

It is the parents/legal guardians responsibility to advise the school of any medical condition(s) that may affect the student/child's participation in the field trip. Parents/legal guardians need to understand that any medical information requested would be collected for the purpose of student safety during field trips, including student athletic events (which are generally considered to have an inherent element of risk of injury despite all safety precautions), and, that in the event of a medical emergency, the supervising teacher or any one of the volunteer chaperones may seek medical advice and/or treatment deemed necessary for the health and safety of the student/child and the parent/legal guardian shall be financially liable for the provision of such medical emergency services.

Parents/legal guardians shall agree to release and hold harmless the Calgary Catholic School District, the school, and their respective agents, servants and employees, from and against any and all claims for damages or bodily injuries arising out of the student/child's participation in an authorized field trip. The district will, however, be responsible for any injuries and damages suffered by the student while participating in any such field trip that arises as a result of the negligence of the district.

Parents/legal guardians have the right to advise the district, through the relevant school, in writing, at least two school days before the commencement of any particular field trip, that they do not consent to the student/child participating in the field trip, in which event their consent and authorization will be considered as withdrawn for the particular field trip and the student shall not be allowed to participate in such field trip.

Student Support Services

Diverse Learning Teacher: This position supports classroom teachers and students in Grades K-12 identified by Alberta Education coding and with unidentified learning needs. Support is provided in conjunction with the homeroom teacher and within the framework of the Alberta Education Program of Studies.

A key component of this support is the development and implementation of the Learner Support Plan (LSP), which guides teachers, parents and the diverse learning teacher during the year as they deliver the instructional program. The LSP is developed annually with parental involvement and student input, and is intended to be a working document that is consulted, reviewed and adapted with all stakeholders on an ongoing basis throughout the school year.

[Administrative Procedure 214 - Special Education](#)

www.cssd.ab.ca > About Us > District Governance > Administrative Procedures

School Resource Team: The School Resource Team (SRT) is a school-based team consisting of teachers, diverse Learning teachers, and administration who engage in a collaborative process for supporting diverse student needs. Through the process, the SRT team may identify learning needs, brainstorm possible school-based strategies and supports, and/or request additional support from the district's Instructional Services team.

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 on a regular basis. 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.

District Support Services: The Instructional Services team within the Calgary Catholic School District provides academic, social-emotional, behavioural, cultural and faith-based supports to teachers and students with a goal to support student excellence.

The Instructional Support team includes district consultants, district counsellors, psychologists, in-home family support workers, intercultural and multicultural support workers and more.

Please speak with your child's classroom teacher or school administration if you feel you or your child would benefit from any of these support personnel.

Student Assessment

Grade 6 and 9 students write Provincial Achievement Tests in May and June. Parents will be informed of their child's performance in June and in the fall.

REPORTING PERIODS:

There are four reporting periods in each academic year. The first is oral conferences and all parents are encouraged to attend a scheduled interview early in the school year. Formal written Progress Reports are sent home in November, March, and June. Parent/Student/Teacher Conferences are scheduled after the November and March reporting period. Parents are encouraged to contact teachers with questions related to student progress at any time throughout the year via email, phone or by making an appointment.
Process of informing parents.

School Fees

In accordance with [Bill 1](#) all parents of students in the Calgary Catholic School District (CCSD) are expected to pay school fees. Fees are collected for several reasons and allow your child to participate fully in educational enhancements and activities.

School fees can include:

1. Activity and field trip fees (core subjects): Used for special class activities, presentations, and field trips
2. Programs of choice and CTF fees (junior high and high school only)
3. Extracurricular fees (junior high and high school only)
4. Noon hour fees (elementary and junior high school only)
5. Optional fees: Used for school/program specific requirements (such as recorders, yearbooks and gym strip)

The school fees charged per student vary from school to school and parents will receive notice from their school in September of each school year outlining fee amounts and payment options.

There must be provisions at each school to waive fees for students who cannot pay due to financial hardship. These provisions must be communicated clearly and explicitly to parents and students. The CCSD fee management and online payment system is an easy and secure way to pay school fees from the comfort of your home. Payments can be made by credit or debit card. For more information or to pay fees

online, please visit www.cssd.ab.ca and click the "Online Fee Payment" icon. Email feeinquiry@cssd.ab.ca for more information.

Fees can also be paid directly to the school by cheque or cash.

In cases of financial hardship, a fee payment plan may be discussed with the school principal or designate. Please contact your school directly.

Lost or Damaged Books

Students are responsible for returning their textbooks and library books. All books must be returned in good condition. Fees may be applied if they are lost or damaged.

[Administrative Procedure 505 - School Fees](#)

[Administrative Procedure 511 - School Generated Funds Including Fees](#)

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School Visitors

Any person in a school other than students and school staff is considered a "visitor." This includes volunteers, parents, caregivers, district personnel and the public. To ensure a safe learning environment for our students, Occupational Health and Safety regulations require all visitors to report and sign in at the front office upon entering the school.

All volunteers and district personnel are required to wear a name tag while in the school, including those who are at the school on a regular basis.

Volunteers

Volunteers are an important part of our school community. The support of volunteers is beneficial to students and teachers and enables schools to provide opportunities for students that would not be possible otherwise. We value the time and energy you put into supporting our school.

The principal of the school has the responsibility, in consultation with staff, parents, and the community, to determine who will volunteer in the school and what form each school's volunteer program will take. The principal is guided in all decisions, including those related to volunteers, by the provincial School Act as well as district policies, regulations and practices. **It is expected that all schools will have a volunteer handbook and will ensure all volunteers attend an annual orientation prior to service.**

In developing their school specific Volunteer Handbook, principals will use this guideline and attached documents.

Volunteers taking part in overnight field trips and/or volunteer coaching must have a current police security clearance. This must be updated every three years.

St. Joan of Arc has a volunteer handbook and a mandatory volunteer orientation needs to take place annually for all volunteers (new and experienced). Volunteer orientations also take place throughout the school year

prior to school council meetings at 6:00pm. Any parent who needs an orientation and cannot make one of the scheduled times is asked to contact the school to setup a time to meet with one of the administrators.

[Administrative Procedure 490 - Volunteers in Schools](#)

[www.cssd.ab.ca](#) > About Us > District Governance > Administrative Procedures

[Volunteer Handbook](#)

[www.cssd.ab.ca](#) > Parents > Documents

School Phone Use

Should an emergency occur or an urgent need arise and you wish to contact your child, then we will call your child to the office to speak to you. This way, we are assured that critical messages do not go astray. Should the student have an urgent reason to contact the parent, the teacher and office staff will be happy to facilitate the use of the school telephone. Please note that the school phone is to be used for urgent matters only and is not to be used to arrange playdates or other extracurricular activities. These should be arranged at home between the parents and the students before or after school times.

Lost and Found

Each school has a Lost and Found area where students and parents may find missing items, please contact the office for its location. Students should refrain from bringing valuables, collectibles and large sums of money to school. The school cannot be responsible for lost or stolen items.

Sweaters, jackets, book bags, lunch kits, etc. may be claimed from the lost and found box. At Christmas, Easter and the end of the year, any unclaimed items will be given to a charitable organization or discarded. We ask that you label all items: runners, gym clothes, winter boots, lunch kits, binders, jackets, mitts, etc.

Transportation

Kindergarten to Grade 6: Students must reside within the school boundaries and live at least 1.2 kilometers from the school to be eligible for charter busing. District policy states that students must have completed a transportation application form and have made arrangements with the school for payment before they will be permitted to ride the bus. Students who reside further than 2.4 kilometers from their designated school must complete a transportation application form but are not required to pay transportation fees.

The school does not have the ability to change routes or create stops. Please contact the school to complete a Transportation Change Request form.

During unpredictable weather conditions please consult the My School Bus APP.

Junior High/Senior High Students: Students in the City of Calgary residing 2.4 kilometers or more from their designated school are eligible to receive subsidized bus passes.

Student Conduct on Buses/Taxis (includes charter services and City Transit)

Students riding the bus/taxi must remember they are accountable to the driver and through him/her to the principal of the school. Continued violation of any of the rules listed in AP 351 may lead to the loss of riding privileges, loss of bus pass or to suspension from school.

[AP 351](#)

Please see [AP 560](#) for further details on students residing in the Rocky View School division, programs of choice or alternative schools, special education students, special circumstances, and payment in lieu of transportation.

[Administrative Procedure 560 - Student Transportation](#)

[www.cssd.ab.ca](#) > [About Us](#) > [District Governance](#) > [Administrative Procedures](#)

Parking Drop-off and Pick-up Location

To ensure student and staff safety, it is imperative that parents follow the directions of the school regarding pick up/drop off and use of staff parking lot.

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. Please ensure students are using identified crosswalks. St Joan of Arc has student patrols to assist students in crossing immediate school crossings.

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. Parents are the best role models for their children. Please ensure you 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.

Lockers

1. The Calgary Catholic School District, through its agent, St. Joan of Arc School, provides lockers for student use and convenience. The school owns and controls the lockers. Students are welcome to use the lockers to store items. If possible, lockers will be assigned to students near their teacher advisor's classroom.
2. The school reserves the right to search a student's locker when there is reasonable cause to believe that the locker is improperly used for the storage of any substance or object, the possession of which is illegal, or any substance or materials which pose a hazard to the safety and good order of the school.
3. In registering for and using a locker, it is agreed and understood that use of the locker is at the student's own risk and the district, its administrators, school administrators, teachers and other employees are NOT in any way responsible for loss or theft of any goods or articles stored in the student's locker.
4. Guarded "school issued" combination locks must be used and the combination must be registered with the appropriate teacher advisor.
5. It is essential that combinations are not shared with anyone. Valuable articles of clothing, possessions or money should not be left in lockers. The school is not responsible for items that are lost, misplaced or stolen.