

St. Joan of Arc School

“Home of the Cavaliers”



“10 YEARS OF STRENGTH THROUGH FAITH”

Elementary Handbook 2016 – 2017

Principal: Mrs. C. McInnes
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This handbook belongs to:

Name: _____

Homeroom Teacher: _____

Read by Student: _____ Date: _____
Signature

Read by Parent: _____ Date: _____
Signature

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ADMINISTRATORS' 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.

C. McInnes
Principal

B. MacDonald
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. 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.

School Act – Section 16.2-Parent Responsibilities

A parent of a student has the responsibility

- (a) to take an active role in the student's educational success, including assisting the student in complying with section 12,*
- (b) to ensure the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment,*
- (c) to co-operate and collaborate with school staff to support the delivery of specialized supports and services to the student,*
- (d) 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*
- (e) to engage in the student's school community.*

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!

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 School 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.

St. Joan of Arc – Catholic Community of Caring

St. Joan of Arc School is a Catholic Community of Caring that works to practice the values of Caring, Responsibility, Trust, Respect, Family and Faith

In turn, these values build a foundation for our school goals:

- to promote a Catholic learning environment
- to develop students who
 - respect themselves and others
 - respect individual differences
 - strive to acquire academic competencies

- recognize their God given gifts and talents
- to develop strong curricular programs in religion, the core subject areas and available complementary courses
- to develop an appreciation and skill level in the areas of the arts, physical education and technology
- to maximize all available resources

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

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.

SCHOOL ORGANIZATION

A. BELL TIMES

ELEMENTARY (Gr. 1-6)

8:50 AM	ENTRANCE BELL
8:55-10:30	CLASSES
10:35-10:50	RECESS
10:50 – 12:10	CLASSES
12:10 – 12:50	LUNCH BREAK
12:50 – 3:15	CLASSES

***Office Hours: 8:00 am – 4:00 pm**

KINDERGARTEN – AM

8:50	ENTRANCE
11:33	DISMISSAL

KINDERGARTEN – PM

12:35	ENTRANCE
3:15	DISMISSAL

B. ATTENDANCE

The School Act states that students must be punctual and attend school regularly. In the event of an absence, parents must contact the school to indicate the reason. This may be done by phoning the school at 403-500-2107. Being absent from school can be disruptive to your child's class and detrimental to their academic success, so please try to schedule appointments outside of school hours whenever possible.

When students are absent without parental notice, the office will attempt to contact a parent by telephone to confirm the absence. This procedure is undertaken to maintain proper communication regarding absences and to ensure the safety of students.

St. Joan of Arc uses an automatic attendance call out to contact parents of students that are absent. This means that the parents of all students who are not in class when attendance is

entered by the teacher will receive a call. Please ensure that **current phone numbers and emergency contact** information is on file at the office and kept up-to-date.

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 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.

If a student has ongoing medical concerns or any conditions that may need attention during the school day, please contact the office to discuss this with administration. If your child requires medication, or has serious allergies, please contact the office to discuss necessary procedures. Authorization to Administer Medication forms can be obtained from the school office and require a doctor's signature. **The school is unable to provide any medication to students until these documents are in place.**

C. 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 items 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.

D. ENTRANCE/ EXIT DOORS

Students are **NOT** to use the main entrance while entering or exiting the building. The main entrance can be used by students arriving early for morning practice or arriving late and reporting their arrival at the office. All students meeting or picking up younger siblings must make arrangements to meet them at a location outside the school. The main entrance can become quiet congested at the beginning and end of each school day, your cooperation in this matter is greatly appreciated.

E. SCHOOL PARKING LOT/BUS ZONES

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

F. VISITORS TO THE SCHOOL AND SECURITY

Parents and involved community members are always 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.

G. SCHOOL VOLUNTEERS

The staff and students of St. Joan of Arc welcome active and visible parent involvement in the life of the school. Volunteerism enriches the learning environment of all children. A mandatory volunteer orientation needs to 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.

H. STUDENT RECORDS AND ADDRESS CHANGES

Please notify the school if you have a change of address or phone number at any time during the year. It is vital that school staff can reach parents or guardians in the event of an emergency. Therefore, if you change your address, home or work phone numbers, the names or numbers of emergency contacts, or any other important information, please forward to the school so that records can be kept up to date.

I. 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 does not take any 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 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 box located in the main hallway. Students and parents are encouraged to look through this box regularly. All remaining articles will be donated to local charities before Christmas, Easter and year end.

J. 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.

Specifically, but not limited to:

- Outerwear (i.e. coats, jackets etc.), sunglasses, hats or headgear shall be left in the student's coat hooks or other designated area.
- Emblems, printing/writing on shirts, jackets and headwear shall be in harmony with Catholic values and beliefs.
- Shorts and skirts shall be in good repair and of appropriate length (mid-thigh or lower).
- Appropriate footwear shall be worn at all times.
- Clothes, jewelry or accessories which create a safety or health concern or threaten to cause disruption to the educational process, are prohibited.

Specifically, the following are **prohibited**:

- Midriff shirts, halter tops, spaghetti straps, muscle shirts
- Pictures or words on clothing that are indecent or disrespectful to others
- Visible undergarments
- Torn or ripped clothing
- Garments revealing bare back, shoulders, plunging necklines or those made of sheer or fishnet fabrics
- Clothing or accessories that depict or symbolize alcohol, drugs, violence, gang associations or inappropriate language/messages
- Heavy or spiked chains

Students not complying with the 'Dress and Appearance Code' will be asked to change into more appropriate attire. It will be viewed as defiant 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 -17°C), students are expected to be outside.

K. 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.

L. TRANSPORTATION

All elementary students within 1.2 km radius will walk to school. Elementary students that live outside the 1.2 km walk 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.

M. SCHOOL 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.

N. BACKPACK 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.

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

P. TEXT BOOKS

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

Q. 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

R. BICYCLES/SKATEBOARDS/ROLLERBLADES

Bicycle racks are provided on the northeast side of the school as well as the west side junior high entrance. 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.

S. STUDENT AGENDA'S

Student agendas will be provided for all GR1-6 students. As well, grade 7 students have the option to purchase an agenda as they transition into junior high. 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. 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.

T. 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.

U. 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.

V. 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, class and school evacuations, and lock down practices throughout the year. We encourage parents to discuss the importance and purpose of emergency practices with their children in order to alleviate student stress.

SCHOOL SERVICES

A. LEARNING COMMONS

All classes, Kindergarten to grade six, 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.

B. TECHNOLOGY

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.

C. 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.

D. 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.

E. 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 coordinates the planning and presentation of the health program.

F. NEWSLETTER

The school publishes a monthly newsletter. It is available on the school website and via email. 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.

G. SCHOOL WEBSITE

Our school website includes information from our Handbook and Agendas, the year's calendar of events, and up to date information as it relates to St. Joan of Arc School. The website address is: <http://schools.cssd.ab.ca/stjoanofarc>

H. 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.

I. 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.

ACADEMIC PROGRAM

A. PROGRAM OF STUDIES

Alberta Education 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 Education Website at <http://education.alberta.ca/>

RELIGIOUS EDUCATION

Religious instruction is an integral part of our school 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 at the end of their school year. The school is linked to St. Michael's Parish which is located at 800-85th Street, SW Telephone: (403) 249-0423.

THE FAMILY LIFE PROGRAM

The Family Life Program is developed by the District and 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.

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.**

- 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.

- School gym strip is compulsory for grades 6-9 and can be purchased from our school website.
- **Students must have NON MARKING running shoes for physical education classes. NO BLACK SOLED SHOES ARE PERMITTED.**

B. CAREER & TECHNOLOGY FOUNDATIONS

Beginning in Grades 5 and 6 students are introduced to career and technology foundations (CTF). In grades 7-9 students have opportunity to select complementary courses which may change year to year depending on staff skill and ability. In addition, students in grades 8 and 9 are instructed in a three period block of CTF which includes Applied Technology and Foods & Fashion.

C. 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 regarding homework should contact their child's teacher. Please refer to our school website under Parents/Parent Support/Homework for district policy on homework.

D. 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.

STUDENT CONDUCT

STUDENT CODE OF CONDUCT

Background

As stated in The School Act, Section 45.1, the district is committed to providing welcoming, caring, respectful and safe learning environments that respect diversity and foster a sense of belonging. Each member shares responsibility for the well-being of every other member of the district. As such, a code of conduct must be established and reviewed yearly and shared publically with staff, parents/legal guardians, and students.

The following elements will be common to the code of conduct in each district school:

1. Statement of purpose:

Calgary Catholic School District's value statement is as follows:

"All members of our community are sacred and must be treated with dignity and respect. We value excellence in Catholic education, guided by shared responsibility and the moral authority of the Church."

This statement guides all district stakeholders as they work to support student success and achievement. The school should be a positive learning environment in which students are safe, secure and successful. The code of conduct will outline expectations for student behaviour while at school, at a school-related activity, or while engaging in an activity that may have an impact on others in the school. The school's code of conduct will be communicated to parents, students and staff annually and reviewed regularly.

2. The Alberta Human Rights Act:

Section three of the Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation of that person or class of persons. Any behaviour that supports this discrimination is prohibited.

3. Acceptable behaviours:

All district schools have established Catholic Community of Caring programs that focus on building respectful and caring school environments, rooted in Catholic values. Catholic Communities of Caring programs align with the School Act's requirement to provide welcoming, caring, respectful and safe learning environments. Within our schools, we are building communities that are inclusive and celebrate respect for one another, community and diversity. This includes placing a strong value on:

- Respecting all others, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.
- Respecting the school authority.
- Respecting the school and district property, as well as the property of others.
- Respecting yourself and the rights of others in the school.
- Making sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school.
- Refraining from, reporting and refusing to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically.
- Informing an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school.
- Acting in ways that honour and appropriately represent you and your school.
- Attending school regularly and punctually.
- Being ready to learn and actively engage in and diligently pursue your education.
- Knowing and complying with the rules of your school.
- Cooperating with all school staff.
- Being accountable for your behaviour to your teachers and other school staff.
- Contribute positively to your school and community.

4. Unacceptable behaviours:

Behaviours that do not support the Community of Caring program, and therefore interfere with the establishment of welcoming, caring, respectful and safe learning environments are considered unacceptable. These include, but are not limited to:

- Behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
- Acts of bullying, cyber-bullying, harassment, or intimidation;
- Retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern;
- Breaches of digital on-line safety;
- Inappropriate use of mobile devices;
- Inappropriate student dress;
- Physical violence or threats;
- Personal or sexual harassment;
- Hazing;
- Illegal activity such as:
 - gang activity;
 - possession or use of weapons;
 - possession, use or distribution of illegal or restricted substances (including drugs, alcohol, tobacco, or e-cigarette products);
 - theft or damage to property.

As outlined in Alberta's 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.

5. 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.

6. 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.

7. 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.

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.

OFFICE TELEPHONE USE

A student use phone is available at the main office for parental contact in cases of emergency or illness. Parents are encouraged to call the main office at 403-500-2107 in the case of emergency or important information that needs to be forwarded to a student. It is the policy of the school not to interrupt classes for phone messages. Important messages may be left with the office staff and passed on to the appropriate students. Parents are to refrain from calling or texting their children during instructional time as it can be a disruption in learning for the entire class.

INTRAMURALS

Intramurals offer recreational opportunities for students during the school day. The emphasis is on participation, rather than competition. Information regarding intramural opportunities throughout the school year are posted on our school intramural board outside the gymnasium.

CLUBS & 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 GROUPS AND HUMAN SEXUALITY TOPICS

Over the year, our school may establish a student group, which engages in discussion and activities related to diversity and justice issues, including support for students belonging to sexual minorities. In particular, within our Religious Education and Family Life Catholic Community of Caring program, students may provide leadership and receive support to continue to build inclusive communities, aligned with our Catholic social teachings. If you wish further information, please contact the principal.

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.

Thank you for taking the time to familiarize yourself with the elementary handbook. It is an invaluable home/school communication tool.