



ST. ANN'S ACADEMY
ESTABLISHED 1880

“Fides et Scientia” – Faith & Learning



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**ELEMENTARY STUDENT HANDBOOK
2018 – 2019**

Principal: Mr. Patrick Niwa
Vice-Principal High School: Mr. Brent Arsenault
Vice-Principal Elementary: Mrs. Joanne Leggett

ST. ANN'S ACADEMY

MISSION STATEMENT

**To provide a Christian environment
in an ever changing society,
by living the gospel of Christ,
in which we nurture
and respect individual
spiritual growth,
and personal excellence
in academic, artistic,
and athletic endeavors
while honoring our traditions
and Catholic values.**

SCHOOL HISTORY

The Sisters of St. Ann founded St. Ann's Academy in 1880. The school was originally called St. Louis School and was situated in the Mission Flats area. The school moved to Nicola Street and was renamed St. Ann's Academy very early in its history. The present site was selected and purchased by the Sisters in 1910; thus St. Ann's on the Hill was born. The school continued to grow for the next thirty years, until tragedy struck on V-E Day 1945 when the upper two floors were destroyed by fire.

The school recovered from this disaster and under the guidance of Bishop Harrington a new wing was completed. The school now offered a full high school program, but found it increasingly difficult to keep up with the changing demands of BC's curriculum.

St. Ann's Academy remained a high school until 1970 when it reverted to an elementary school. The Sisters continued to administer the school until 1978, when Mr. Dale Scherer was appointed principal.

In 1980 Bishop Adam Exner made overtures to the Congregation of Christian Brothers to reopen the high school section. In September 1981 the first grade eight class in eleven years entered St. Ann's Academy. The school experienced unprecedented growth since 1981 with enrollment surpassing 600 students by 2000.

In January 2002, the responsibility for the school passed from the Christian Brothers back to the diocese. St. Ann's Academy is now part of the Catholic Independent Schools of Kamloops Diocese (CISKD), Ms. Holly Paluk, Superintendent.

STUDENT GUIDELINES

Rights and Responsibilities

Students, parents, teachers, priests, support staff and Administration work together to provide a respectful, caring environment where faith and learning go hand-in-hand. Leading our children to be the best they can be, St. Ann's Academy is committed to being a place where everyone feels safe and appreciated. All members of our communities have rights and responsibilities in ensuring a safe environment.

Parents have the right to expect that:

- Their children are safe from physical and emotional harassment
- Their children are receiving the best instruction in a positive learning atmosphere

Students have a right to expect:

- Fair and consistent treatment
- An opportunity to learn to their maximum potential
- That personal property is safe from theft or damage
- An environment free from physical and emotional harassment

School staff has a right to expect:

- Respect, courtesy, and consistent effort from students
- Support from parents in their efforts on behalf of students
- That school and personal property be safe from theft or damage
- An environment free from physical and emotional harassment

All members of our school community have responsibilities.

Parents have a responsibility to:

- Provide spiritual guidance
- Ensure students are consistently and properly fed, clothed, and rested
- Ensure students arrive at school on time
- Teach responsible behavior
- Teach values such as honesty, respect for others, work ethic
- Show concern for their child's progress
- Be supportive of the policies of the school

Students have the responsibility to:

- Make a consistent effort to do their best in all work
- Treat students, adults, and property in the school with respect
- Model responsible behavior
- Adhere to the school dress code.

School staff has a responsibility to:

- Provide spiritual guidance
- Treat students fairly, consistently, and respectfully
- Provide the best possible learning environment for each student

- Act on behalf of the child's well being
- Adequately inform parents of progress, performance, and behavior of their children
- Be a supportive role model for students
- Be supportive of the home

GENERAL INFORMATION

Attendance

All students are expected to attend assigned classes. Failure to attend class will result in contact with the home and follow-up actions by the school.

Excused Absences

Occasionally a student will be absent for special events such as weddings, funerals, and/or holidays. A note from your parents identifying the reason and dates of the absence **MUST** be provided to the office. Your class teachers will then be informed.

The student is responsible in advance of the absence for consulting teachers for their homework. Extended absences, such as holidays, should be communicated as soon as they are booked. Don't forget the courtesy of advance notice for your teachers. The responsibility for missed classes, tests, assignments, etc, and the resulting consequences, rest with the student and the parent.

Absence from school during the day **disqualifies** the student from participating in extra-curricular functions such as team practices, team games, dances, etc.

Telephone

A telephone is available for student use in the hallway by the school office.

Before and After School Supervision Policy

Student safety and security is of the utmost importance for everyone at St. Ann's Academy. It is therefore important for all parents, students, and staff to understand and be aware of the supervision that the staff at St. Ann's Academy provides.

Supervision of students is only provided from **8:00 AM to 3:00 PM by school staff**. In an effort to ensure that we are providing a safe environment for our students, the front doors to the school will be locked until approximately 7:55 AM each morning. If students are dropped off at school before this time, students will have to wait outside (upper lot or lower playground) until the school doors are unlocked. After school, supervision is provided both in the upper parking lot and lower playground until 3:00 PM. After 3:00 PM, any remaining students on the school grounds will not be supervised.

Students who have a practice or event before 8:00 AM or after 3:00 PM will be welcomed into the school building by the appropriate staff person, who will be responsible for supervising them during this time.

Elementary Electronics Policy

Items such as personal music players, cell phones and Smart phones should not be brought to class and **are not to be used within the school building for the duration of the school day (including recess and lunch)**. Cell phones and other electronic devices are not to be used on the playground during school-offered supervision times (8:00 AM to 3:00 PM) except to receive phone calls/texts from parents after 2:30 PM. Parents must contact their child via the Main Office between the hours of 8:00 AM to 2:30 PM should they wish to pass on a message to their child. During field trips, the use of electronics during times of transportation for long distance trips are at the *discretion of the teacher*, but electronics/phones must not be used while field trips or athletic events are in progress (this includes school-organized after-school events).

In the event that a student is found to be in violation of this policy, the items will be confiscated by staff and stored at the office and will only be returned to parents. A second violation of this policy will result in the item being confiscated once again and the student being required to serve 5 hours of school community service. Subsequent offences of this policy will require the student and parents meet with Administration and the school Pastor to determine the assignment of greater disciplinary consequences which may include more community service hours, a school suspension or possibly expulsion.

To support our students in this policy parents are asked not to contact their children on cell phones during school hours. If an emergency arises, contact the school office and students will be informed immediately.

Messages

Sometimes parents have to contact their child. We ask that parents phone the office and we will do our best to get the message the student. A phone is located in the hallway beside the office for student use outside of class time.

Cold Weather Policy

Students are expected to go outside during regular supervision times (before school, recess, lunch, after school). Parents should ensure that their child brings the following items needed to stay warm and comfortable when outside: Warm coat, Gloves/Mittens, Head/Ear covering, Boots, and Waterproof snow pants.

Temperature Guidelines:

➤ BELOW FREEZING (-1° Celsius to -15° Celsius)

Students will be expected to go outside for the duration of regularly scheduled outdoor time (before school, recess, lunch and after school) providing the wind speed is less than 15 km/h. If the wind speed is 15 km/h or more, reference will be made to the wind

chill ('feels like') temperature. If the wind speed is 15 km/h or greater and the wind chill is -15° Celsius or colder, students will remain inside for supervision.

If the wind starts to pick up and students start to show signs of significant discomfort, the bell will ring early to allow students to come inside to their classroom, for the remainder of the outside play time.

➤ **TEMPERATURE REACHES -16° Celsius to -19° Celsius**

If the temperature reaches -16° Celsius to -19° Celsius, but the wind speed is less than 15 km/h, students will go outside for regular morning recess (15 minutes) and outside for 15 minutes of lunch recess (instead of 30 minutes). Students will be supervised in classrooms for the remaining 15 minutes of lunch recess. Should the wind speed be 15 km/h or higher, reference will be made to the wind chill ('feels like') temperature; should the wind chill be -15° Celsius or colder, students will remain inside for supervision.

➤ **TEMPERATURE REACHES -20 Celsius**

If the temperature reaches -20° Celsius, students will be supervised indoors (before school, recess, lunch, and/or after school).

ELEMENTARY DRESS CODE: Grades 1 – 7

Uniforms are mandatory, and this includes gym strip. All students in grades 1-7 are expected to follow this dress code. Kindergarten students do not wear a school uniform or SAA gym strip.

UNIFORM REQUIREMENTS

Boys:

- ✓ Blue pants or blue shorts
- ✓ White dress shirt (not crested), or navy blue or white golf shirt (crested)
- ✓ Closed toe and closed heel shoes and running shoes
- ✓ Optional: School crested sweatshirts, sweaters, or hoodies (navy blue colour only)

Girls:

- ✓ Blue pants, tunic, shorts, skirt or skort
- ✓ White blouse (not crested), or navy blue or white golf shirt (crested)
- ✓ Closed toe and closed heel shoes and running shoes
- ✓ Optional: School crested sweatshirts, sweaters, or hoodies (navy blue colour only)

Kindergarten:

- ✓ Play Clothes

MASS DRESS

Boys:

- ✓ White collared dress shirt with school tie and navy dress pants
- ✓ Navy dress shorts and white collared short-sleeve dress shirt with school tie

Girls:

✓ White collared blouse with navy tunic, skirt, skort or navy dress pant

*Students will be asked to remove hoodies or sweatshirts while attending Mass.

Please Note: Students are to wear the garments as they are intended to be worn (i.e. not wrapped around their waist). Hats/visors may be worn at recess/lunch, but are not permitted within the school (exception is special theme or sports days). Headbands, kerchiefs, or bandanas that cover the head are not permitted. Accessory items, such as belts, should be black or brown. The wearing of make-up and unnatural hair color is not permitted. With parental support, the school looks forward to achieving its goals of having all children wearing the correct school uniform.

Non-uniform (Dress Down Days) – modest dress required

During the school year, there are a variety of non-uniform days (also known as Dress Down or Free Dress days). Students are asked to please dress modestly for these events. The strap of a tank top or dress must be to the shoulder (spaghetti straps are not permitted) and the length of a skirt or dress must be within four inches of the top of the knee.

If a child is found not wearing the proper uniform, the parents will be notified and asked to remedy the situation.

Purchasing Uniforms

Uniforms pieces must be purchased from the vendor contracted by the school. Further information about uniform purchases is available from the school office.

Gym strip for PE class and boys' ties for Mass dress must be purchased through the SAA school office exclusively.

Disciplinary Action to address Dress Code Infractions

1st Offence: Verbal warning to student, written warning emailed to parents. Parents are contacted and asked to bring in proper uniform or clothing immediately.

2nd Offence: Written notification to parents sent via email, followed by scheduled consultation between Administration and parents and a plan will be established to ensure the student has appropriate uniform. Parents are contacted and asked to bring in proper uniform or clothing immediately. Student shall receive one lunch hour detention.

3rd Offence: Parents will be advised by a phone call, followed by written notification emailed to parents. Consultation between administration and parents will take place, and the student shall receive two lunch hour detentions. Subsequent offences may result in suspension and/or expulsion from St. Ann's Academy.

EVALUATION POLICIES FOR ELEMENTARY

Homework Policy

Revised August 30, 2018

Students have the responsibility to make a consistent effort to do their best in all their work. Students are expected to do the homework assigned to them in all their courses.

Homework Expectations for Extended Absences from School due to Holiday or Family Vacation

Families may choose to go on a family vacation while school is in session and not at the traditional Christmas Break or Spring Break. During these absences from school, parents are asked to please give teachers as much notice as possible regarding upcoming family vacations. Please send your child's teacher an email or a handwritten note detailing the date(s) your child will be away from school. Parents must notify the teacher as well as the school office regarding days their child(ren) will be away from school.

SAA elementary classroom teachers may ask your child to keep a journal or diary during their vacation. Upon return to school, your child may be asked to give an oral presentation to the class about their recent family holiday. Students are encouraged to create a slideshow or bring in some photographs from their trip to share with their classmates. Students will also be asked to complete assignments the teacher deems to be integral to the relevant curriculum when they return to school after their trip.

Teacher Duties:

- ❑ Tests and assignments must be returned to the students within a two-week period for their perusal.
- ❑ It is the responsibility of the subject teacher to return all exams, assignments, projects and research papers to their students for their perusal during class time.

Report Cards - Performance Scale Descriptors (Grades K-5)

Not Yet Meeting Expectations (Not applicable for Kindergarten)

- work does not meet grade-level expectations
- may be evidence of progress toward relevant learning outcomes
- requires ongoing support

Approaching Expectations

- work may be inconsistent, but meets grade-level expectations at a minimal level
- evidence of progress toward relevant learning outcomes
- needs support in some areas

Meeting Expectations

- work meets grade-level expectations
- evidence that relevant learning outcomes have been met
- demonstrates proficient academic performance
- works independently

Exceeding Expectations

- work exceeds grade-level
- demonstrates superior performance and in-depth understanding of learning outcomes
- works independently and can support the learning of others

EFFORT Indicators for Intermediate Students (Grades 4 – 7)

GOOD (G)

- Responsibility: assignments turned in on time for class; ready to work and learn.
- Cooperation: works well with other students and teacher(s).

SATISFACTORY (S)

- Responsibility: most assignments turned in; seldom late; usually ready to work and learn.
- Cooperation: usually works well with other students and teacher(s).

NEEDS IMPROVEMENT (N)

- Responsibility: most assignments are missing; often late; frequently not ready to work and learn.
- Cooperation: does not work well with other students or teacher(s).

EFFORT INDICATORS for Intermediate Students (Grades 4 – 7)

GOOD (G)

- Responsibility: assignments turned in; on time for class; ready to work and learn.
- Cooperation: works well with other students and teacher(s).
- Assignments: consistently completed to the best of student’s ability.

SATISFACTORY (S)

- Responsibility: most assignments turned in; seldom late; usually ready to work and learn.
- Cooperation: usually works well with other students and teacher(s).

NEEDS IMPROVEMENT (N)

- Responsibility: most assignments are missing; often late; frequently not ready to work and learn.
- Cooperation: does not work well with other students or teacher(s).

LETTER GRADES AND DEFINITIONS for Intermediate Students (Grades 6 – 7)

A	86-100%	Excellent or outstanding performance in relation to learning outcomes.
B	73-85%	Very good performance in relation to learning outcomes.
C+	67-72%	Good performance in relation to learning outcomes.
C	60-66%	Satisfactory performance in relation to learning outcomes.
C-	50-59%	Minimally acceptable performance in relation to learning outcomes.
I	In Progress	No demonstration of minimally acceptable performance in relation to learning outcomes in this reporting period.
F	0-49%	Failed or failing. The student has not or is not demonstrating minimally acceptable performance in relation to the learning outcomes. An I has been given previously in this subject.

**DESCRIPTORS FOR EFFORT, HONOURS AND FIRST CLASS
HONOURS RECOGNITION**

Requirements for Honour Roll (Grades 6 and 7)

A = 4 points

B	= 3 points
C+	= 2.5 points
C	= 2 points
C-	= 1 point

This total is divided by the number of subjects taken.

First Class Honours: a grade point average of 3.50 or great with no subject having a grade below C-.

Honours: a grade point average of 3.00-3.49.

Requirements for Effort (Grades 4 – 7)

Effort: The student has to achieve an effort grade of G (good) in all subjects.

CRITERIA FOR GRADE SEVEN AWARDS

Each award will be presented to **one male and one female student** in Grade 7, providing that there are suitable candidates. Based on the specified criteria, every effort will be made to recognize a variety of students.

Instances may exist where an award will be presented to more than one candidate of the same gender if there is not sufficient evidence to identify one student as being the more deserving candidate.

To be eligible for any award, students must exhibit a positive, respectful, and cooperative attitude within the school community.

Athletics Award

This award recognizes outstanding participation in extra-curricular athletic offerings at the school.

The criteria used in selecting the award recipients are:

- A consistent display of leadership and sportsmanship in all athletic endeavours
- The level of commitment to each sport demonstrated through regular attendance at practices and games
- Participation in at least two extra-curricular sport seasons at St. Ann's Academy
- The level of athletic skills achieved

The recipients of this award are chosen by the 7 extra-curricular coaches and the Elementary Athletic Director.

Citizenship Award

This award recognizes students who display the following attributes:

- Excellent leadership skills
- Outstanding participation in school sponsored activities
- Above average classroom effort

- Outstanding commitment to volunteering time to serve others

The recipients of this award are chosen by the Grade 7 classroom and specialty teachers.

Effort Distinction Award

This award recognizes students who have achieved outstanding effort in all subject areas in all three reporting periods. Students eligible for this award will receive a Distinction Award Certificate.

The recipients of this award are chosen by the Grade 7 classroom and specialty teachers.

Academic Award

This award recognizes students who have consistently achieved high academic standards throughout the year. Specifically, award recipients must have received First Class Honours and displayed outstanding effort in all three reporting periods in the core subject areas.

The recipients of this award are chosen by the Grade 7 classroom teachers.

Religion Award

This award recognizes students who live an active spiritual life, display their Christian faith within the school community, and achieve excellent marks in Religion class.

The recipients of this award are chosen by the Grade 7 classroom teachers.

Physical Education Award

This award recognizes outstanding participating in Physical Education class.

The criteria used in selecting the award recipients are:

- A consistent display of leadership and sportsmanship in all athletic endeavours
- The level of commitment demonstrated through regular and punctual attendance in class
- A positive, respectful, and cooperative attitude in class
- The level of athletic skills achieved

The recipients of this award are chosen by the Grade 7 Physical Education teacher.

Mr. Peterson Memorial Music Award

In memory of Elementary Music Teacher, Mr. Rob Peterson, this award recognizes outstanding participation in the Grade 7 Music class.

The criteria used in selecting the award recipients are:

- Received an “A” for band in the final reporting period
- Exemplified consistent positive attitude and work ethic during rehearsals
- Played for all concerts (unless ill or other extenuating circumstances)
- Displayed willingness to take directions
- Displayed dedicated responsibility to the ensemble

The recipients of this award are chosen by the Grade 7 Music teacher.

Visual Arts Award

This award recognizes outstanding participation in the Visual Arts class.

The criteria used in selecting the award recipients are:

- Consistently met the criteria assigned to each art project throughout the year
- Showed personal creative expression and artistic vision
- Demonstrated a willingness to explore and experiment with new materials and techniques
- Demonstrated the ability to work with unexpected changes and adapt to evolving artwork

The recipients of this award are chosen by the Grade 7 Visual Arts teacher.

Elementary CRUSADER of the Year Award

This award is presented to **one male and one female student in Grade 7**. In the case of two students being equally deserving of the award, there is a possibility of two males or females sharing the award.

The criteria used in selecting the award recipients are:

- Student’s grades reflect their academic potential
- Punctuality
- Involvement in extra-curricular activities
- Leadership in class and extra-curricular activities
- School ambassador
- Positive Christian attitude toward community members
- Citizenship – in class, in the school, and in the community
- Commitment – the students must be enrolled for Grade 8 at St. Ann’s Academy

The recipients of this award are chosen by the Grade 7 teachers and the Elementary Vice-Principal with input from all other Elementary teachers.

ELEMENTARY DAILY SCHEDULES

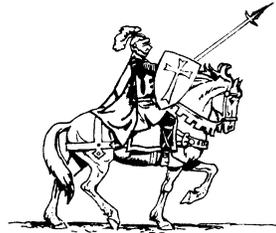
Primary Daily Schedule (K to Grade 3)		Intermediate Daily Schedule (Grade 4 to 7)	
8:25 – 10:15	In Class	8:25 – 10:15	In Class
10:15 – 10:30	Recess	10:15 – 10:30	Recess
10:30 – 11:45	In Class	10:30 – 12:00	In Class
11:45 – 12:30	LUNCH	12:00 – 12:45	LUNCH
12:30 – 2:30	In Class	12:45 – 2:30	In Class

Mass at St. Ann's Schedule		Mass at Sacred Heart Schedule	
8:25 – 8:45	In Class	8:25 – 8:45	In Class
8:45 – 10:00	LITURGY	9:00 – 10:15	LITURGY
10:00 – 10:15*	In Class	10:15 – 10:30	Recess *
10:15 – 10:30*	Recess	10:30 – 11:45	In Class
10:30 – 11:45	In Class	11:45 – 12:30	Lunch K- 3
11:45 – 12:30	Lunch K- 3	12:00 – 12:45	Lunch 4 - 7
12:00 – 12:45	Lunch 4 - 7	Lunch – 2:30	In Class
Lunch – 2:30	In Class	* Recess will begin when students return from Church	
*Times may vary per Mass duration			

Noon Dismissal Schedule	
8:25 – 10:15	In Class
10:15 – 10:30	Recess
10:30 – 12:00	In class
All Elementary Students are dismissed at 12:00 High School Students are dismissed at 12:30 SAA Buses leave the school at 12:45	

PLC Meetings Schedule Thursday mornings biweekly	
8:00 – 8:40	Supervision provided outside on lower field
8:45 – 10:15*	In class
*Remainder of the day is regular school schedule	

SCHOOL ARCHIVED HISTORY



School Facts

Name: St. Ann's Academy

School Colours: Blue and Gold

School Motto: Fides et Scientia (Faith and Learning)

Nickname: Crusaders

Former School Crest

1. The mountains and sunrise represent BC
2. The three symbols represent industries important to BC and Kamloops, mining, ranching, and forestry
3. The Congregational crest of the Christian Brothers
4. The school logo, The Crusader
5. The school motto, Faith and Learning
6. The maple leaf represents Canada
7. The "Y" represents the origins of the name, Kamloops – "The Meeting of the waters", the North and South Thompson flowing into the Thompson River

