



ST. ANN'S ACADEMY  
ESTABLISHED 1880

*“Fides et Scientia” – Faith & Learning*



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**ELEMENTARY STUDENT HANDBOOK  
2017 – 2018**

**Principal: Mr. Shawn Chisholm  
Vice-Principal High School: Mr. Byron Green  
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), Mrs. Kelly Tries, 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.

**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**

We appreciate the support and initiative parents take with their children to ensure they are properly dressed for the weather. Please remember to send appropriate outerwear to school with your child(ren) for outside play time. Students should have a toque and mittens/gloves and must remember to zip up their jackets before heading outside.

If your child wishes to go on the sledding hill, he/she must have snow pants. During colder weather, snow pants are recommended to help students stay warmer while outside. The school policy states that when it is  $-15^{\circ}$  Celsius or colder (including windchill), students will remain inside before school, during morning recess and lunchtime recess, and 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.

Boys:

- ✓ Blue pants or blue shorts
- ✓ White dress shirt, blue/white golf shirt (crested)
- ✓ School crested sweatshirts, sweaters, or hoodies (navy blue colour only)
- ✓ Closed toe and closed heel shoes and running shoes

Girls:

- ✓ Blue pants, tunic, shorts, skirt or skort
- ✓ White blouse, blue/white golf shirt (crested)
- ✓ School crested sweatshirts, sweaters, or hoodies (navy blue colour only)
- ✓ Closed toe and closed heel shoes and running shoes

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**

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

2<sup>nd</sup> 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.

**3<sup>rd</sup> 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**

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.

### **Performance Standards Definitions Used in Report Cards for Grades 1 through 7**

In order to more accurately reflect student achievement, we have made a change to the categories of performance scale used on the Elementary report cards. We have added a rating of "2.5" to the scale as the gap between a "2" and a "3" is quite large. When students are given a "2", they are approaching or minimally meeting the grade level expectations with support. A rating of "2.5" indicates that they are satisfactorily meeting the grade level expectations. A rating of "3" indicates that they are fully meeting the grade level expectations.



**Fine Arts Marks**

In the past, Intermediate students have been given one overall letter grade for Fine Arts. However, students can have quite different levels of success in Music and Visual Arts, making it very difficult for the classroom teacher to come up with a generic letter grade. This year students will be given a separate letter grade for each of these subjects. On the report card cover page, the term N/A (not applicable) will be used in place of a letter grade for Fine Arts (FA). Instead, the letter grades for Music and Visual Arts will be reported on the third page.

**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 4 – 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.

### **Music Award**

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

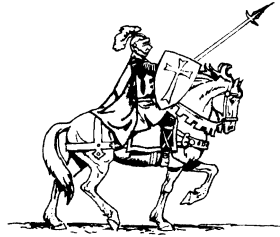
The recipients of this award are chosen by the Grade 7 teachers and the Elementary Vice-Principal with input from all other Elementary teachers.

**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	<b>LITURGY</b>	9:00 – 10:15	<b>LITURGY</b>
10:00 – 10:15*	In Class	10:15 – 10:30	<b>Recess *</b>
10:15 – 10:30*	<b>Recess</b>	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 <b>SAA Buses leave the school at 12:45</b>	



### School Facts

**Name:** St. Ann's Academy

**School Colours:** Blue and Gold

**School Motto:** Fides et Scientia (Faith and Learning)

**Nickname:** Crusaders

### 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

