



ST. ANN'S ACADEMY  
ESTABLISHED 1880

*“Fides et Scientia” – Faith & Learning*



205 Columbia Street  
Kamloops, British Columbia  
V2C 2S7

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**HIGH SCHOOL STUDENT HANDBOOK  
2016 – 2017**

**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.

**Messages**

Sometimes parents have to contact students. Have them phone the office and we will do our best to get the message to you. Except for emergencies, students are not permitted to receive nor make phone calls from the school office phones. A phone is located in the hallway beside the office for student use outside of class time.

**Student Services**

St. Ann’s Academy has two student services’ advisors. If you would like to meet with one of our student services staff, please make an appointment at the school office.

**Daily Schedule**

The schedule of classes for St. Ann’s Academy is a 8 x 4 block rotation with each period lasting 75 minutes. The schedule is:

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8
A	E	B	F	C	G	D	H
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
D	H	A	E	B	F	C	G

**Parking**

Parking is available for staff, parents, and visitors. Grade 12 students may apply for the limited available parking spaces in September.

**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. **Cell phones are NOT permitted to be used in the school from 8:25 am to 2:50 pm.**

### **Electronics Policy**

Items such as radios, MP3 players, I-Pods, or cell 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, break and lunch). 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.

## **HIGH SCHOOL DRESS CODE: Grades 8 – 12**

Uniforms are mandatory for all grade 8 students. This does not include gym strip. For all students in grades 9-12, they are expected to follow the existing dress code at school and all school related functions. The High School uniform is mandatory for grade 8 students, but all high school students are welcome to wear the high school uniform. The primary intent of the dress code is to ensure that students dress modestly and appropriately while attending classes and all school functions.

In general:

- Dress must be neat, clean, and modest (midriff, cleavage and undergarments must not be visible at any time).
- No clothing should be worn with logos that are in conflict with our Catholic values, such as, but not limited to, references to drugs, sex, violence, alcohol or profanity.

**In all cases, the Administration and staff have the right to say what is and is not appropriate. Exceptions for medical/religious/special needs must be made in writing to the principal.**

### **Grade 8 – Regular Uniform**

Boys:

- ✓ Navy or khaki pants or shorts
- ✓ White or blue shirts (long or short sleeved)
- ✓ White or dark green golf shirt (long or short sleeved)-crested
- ✓ Navy/gold tie
- ✓ Optional items: School crested vest, sweatshirt and zip front jersey knit jacket

Girls:

- ✓ Navy or khaki pants, shorts
- ✓ Tartan or beige skort
- ✓ White or blue blouse (long or short sleeved)
- ✓ White or dark green golf shirt (long or short sleeved)-crested
- ✓ Knee socks if wearing a skort (navy, green or white)
- ✓ Optional items: School crested vest, sweatshirt, zip front jersey knit jacket, tie (tartan or green)

**Grade 8 - Mass Dress Uniform**

Boys:

- ✓ White or blue collared dress shirt (long or short sleeved) with navy and gold tie
- ✓ Navy or khaki pants or shorts

Girls:

- ✓ White or blue blouse (long or short sleeved)
- ✓ Navy or khaki pants or shorts
- ✓ Tartan or beige skort (navy skort allowed in Grade 8 year only)
- ✓ Optional item: Tie (tartan or green)

**Regular Dress Code for Grades 9-12 (Male and Female)**

01. Boys may wear shirts with a collar, t-shirts or Crusader wear hoodies or sweatshirts with dress pants, khakis, jeans, or cords.

Girls may wear blouses, sweaters, t-shirts or Crusader wear hoodies or sweatshirts with dress pants, khakis, jeans or cords. Dresses or skirts of modest length (no greater than 4" above the top of the kneecap) are permitted. Capri pants are also permitted.

Neat, clean, modest shorts (no greater than 4" above the kneecap) may be worn. Hemmed cut-off jean shorts are also permitted.

02. All shirts must be long enough to clearly overlap the bottoms or stay tucked in. All bottoms must be worn at the waist and undergarments and buttocks must remain entirely covered even while seated. Tights, leggings or jeggings are only permitted under skirts, dresses or jumpers.

03. No hats, caps, visors, or other headgear permitted during school hours.
04. Hooded tops/sweatshirts or “hoodies” may be worn, unless a teacher disallows them in class for reasons of hygiene and/or safety. However, wearing of hoods is not permitted while in school.
05. Personal Grooming: Hair should be clean and well groomed. Any extremes in hairstyles such as Mohawks, dreadlocks, shaved areas of the head, unnatural hair color or two toned hair (that may include unnatural hair colors) are not permitted.
06. Piercing and Tattoos: Piercings are restricted to the ears and earrings should be no larger than a nickel in diameter and extend no longer than 5 cm from the ear. Expanders are not permitted. Piercings other than earrings are not permitted. Tattoos should not be visible when dressed in compliance with the school dress code.
07. Footwear: Heels must be 2” or shorter. Specified footwear (closed toe shoes or runners) are required in the following classes; Shop, Photo, Science Labs, PE, Foods and for students working in the Canteen. The course instructor or canteen supervisor will determine if the footwear is appropriate.

Items NOT permitted:

01. Yoga pants
02. Slippers or flip-flops
03. Sunglasses during class time, unless prescribed
04. Torn or frayed clothing
05. Sweatpants or track pants
06. Jackets and gym wear must not be worn in class
07. Sleepwear of any kind
08. Tank tops, tight tops, revealing or low neckline, sleeveless or spaghetti straps
09. Short shorts
10. Tank tops or muscle shirts

**Mass Dress Grades 9-12 (Male and Female)**

01. Boys must wear a dress shirt with a collar and a tie along with dress pants, slacks, or cords. Jeans, no matter what color, are not permitted. Dress shoe or loafer is preferable. Athletic shoes are discouraged.
02. Girls must wear a dress or skirt of modest length (no greater than 4” above the kneecap), or dress pants with a blouse, dress top or plain sweater. Length of skirt must allow one to walk, stoop, kneel and sit with modesty. Leggings and tights are permitted under skirts, dresses and jumpers. Jeans (including jean skirts), no matter what color, are not permitted.



03. All students must remain in Mass dress for the entire day and hoodies and jackets cannot be worn during Mass.

**Disciplinary Action to address Dress Code Infractions**

1<sup>st</sup> Offence: Verbal warning to student, written warning emailed to parents.

2<sup>nd</sup> Offence: Written notification to parents, followed by scheduled consultation between Administration and parents. Student will be required to serve two hours community service.

3<sup>rd</sup> Offence: Student will receive a suspension and be required to serve community service. Parents will be advised by a phone call, followed by written notification emailed to parents.

Subsequent offences may result in further suspension and/or expulsion from St. Ann's Academy.

**EVALUATION POLICIES**

**Assignments**

**Presentation:**

- Neatness and clarity are essential
- All assignments must meet departmental standards. (refer to the course syllabus)

**Content:**

- Proper format should be followed and may include:
  - i outline
  - ii table of contents
  - iii footnotes
  - iv bibliography
  - v. charts, diagrams, graphs, etc.
- Proper (acceptable) language should be adhered to within the assignment.

**Tardiness**

**Major Assignments:** These are to be turned in to the classroom teacher no later than 3:00 pm on the date due. Unless previous arrangements have been made with the teacher, if the assignment is turned in after this time, a 10% deduction will be assessed for each school day the assignment is late, up to a 50% deduction. After this, students may still submit the assignment for evaluation to a maximum grade of 50% on that assignment.

**Minor Assignments:** These assignments are due at the beginning of class on the date due. Unless previous arrangements have been made with the teacher, if the assignment is turned in after this time, a 10% deduction will be assessed for each school day the assignment is late, up to a 50% deduction. After this, students may still submit the assignment for evaluation to a maximum grade of 50% on that assignment.

**Plagiarism**

Plagiarism will not be tolerated. If it occurs the consequences are:

- Grades 8 – 10 students will receive a zero and must rewrite the assignment. They will only be able to achieve a mark of 50% (C-) on the rewrite.
- Grades 11 and 12 students will receive a zero on the assignment. There will be no opportunity for a rewrite.

### **Homework**

Students are responsible for all their homework and assignments.

### **Syllabus**

Teachers must provide the students with a course evaluation scheme at the beginning of the year. Specific details and changes to the evaluation scheme will be forthcoming if and when applicable.

### **Absent for a test**

- Students must bring a note from their parents/guardians indicating the reason for missing the test and the parents must state that they know that the test was missed. Notes for missed tests and exams are required within **five** calendar days of the student's return to school. If the student does not bring in a note, he/she will be given a zero on the test. There will be no make-up for a missed test.
- In certain courses, Safety Tests **must** be passed before a student will be able to proceed with the course.
- Missing the January exam will mean the final exam must be written – no exemptions are possible.
- If a student misses a term or final exam, then it will be assumed that the illness was serious enough to see a doctor and a doctor's note will be required to verify that the student was unable to attend school to write the exam. Students without a doctor's note must do an exam at a time determined by administration.

### **Exams**

Any term or final exams will be cumulative in content from the beginning of the year. (For example, material covered in September will be on all subsequent exams).

### **Exemptions from the final exam**

St. Ann's Academy exemption policy is that students from grade 8 to grade 12 have the possibility of being exempted from the final June exams.

- Maintaining a minimum 80% average.
- The teacher will consider other criteria such as homework completion, attendance, work ethic, attitude, and discipline.

### **Exceptions to this exemption policy**

- I. Provincially Examinable Course.
- II. Department modifications and discretion may be applied to the exemption policy.
- III. When the student has 10 or more unexcused absences.

### PHILOSOPHY

**Exemptions from final exams are a privilege, not a right, and should be used as a reward for performance and consistent effort.**

**Exemptions require the approval of the subject teacher.**

#### 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. These may be retained by the teacher at his/her discretion. Final exams must be kept on file for 12 months.

#### ST. ANN'S ACADEMY GRADING POLICY

A	86 and higher	
B	73 – 85	<u>EFFORT COMMENTS:</u>
C+	67 – 72	E = Excellent
C	60 - 66	G = Good
C-	50 – 59	S = Satisfactory
F	0 – 49	N = Needs Improvement

#### REQUIREMENTS FOR HONOUR ROLL

01. **First Class Honours** – An average percentage of 86 and higher with no subject having a grade below 50 percent.
02. **Honours** – An average percentage of 72.5 to 85.4.
03. **Merit** – The student has to achieve an effort grade of E (Excellent) or G (Good) from all subject teachers.

#### HIGH SCHOOL GRADUATION REQUIREMENTS

Starting in Grade 10, students wishing to graduate with a Dogwood have to pass certain basic courses in the Graduating Program, for example English, Math, and Science.

From the table below you will need:

- ✓ 48 credits from required courses
- ✓ 28 credits from elective courses
- ✓ 4 credits for your Graduation Transitions

**HIGH SCHOOL GRADUATION REQUIREMENTS**

<b>REQUIRED COURSES:</b>	
<b>Subject Area:</b>	<b>Minimum Credits</b>
English 10	4
A Language Arts 11	4
A Language Arts 12	4
Socials Studies 10	4
Social Studies 11 or BC First Nations Studies or Civic Studies 11	4
Science 10	4
A Science 11 or 12	4
A Mathematics 10	4
A Mathematics 11 or 12	4
Physical Education 10	4
Planning 10	4
A Fine Arts and/or Applies Skills 10, 11, or 12	4
<b>Total</b>	<b>48 credits</b>
<b>ELECTIVE COURSES:</b>	
Students must earn at least 28 elective courses from Grade 10 – 12 courses	28 credits
<b>GRADUATION PORTFOLIO:</b>	
Students must earn 4 credits for a Graduation Transition Plan	4
<b>OVERALL TOTAL:</b>	<b>80 credits</b>

Of the 80 credits for graduation, at least 16 must be at the Grade 12 level, including a Grade 12 Language Arts course. Students must complete at least **FIVE Government Exams** in Grades 10, 11, and 12. Required exams are in English 10, Math 10, Science 10, Socials 11, and a Language Arts 12 (one of either Communications 12 or English 12)

**SCHOOL COMPLETION CERTIFICATE**

St. Ann’s Academy believes all students should receive recognition and rewards for their learning achievements and should be acknowledged alongside their peers. Students with special needs or other students who may be on a modified individualized education program may be recognized for having met the goals and objectives of their educational program. St. Ann’s Academy may request that the Ministry of Education issue an “Evergreen” School Completion Certificate. School Completion Certificates, based upon Ministerial Orders and Regulations, are intended to recognize the accomplishments of students, including students with special needs, who have succeeded in meeting the goals of their educational program but not the graduation requirements, established by the BC Ministry of Education, for a Dogwood Graduation Certificate.

**ST. ANN’S ACADEMY YEAR-END AWARDS**

**Grade 12 Awards (sponsored by the St. Ann’s Academy Parent Support Group)**

A Bursary and Scholarship booklet is available on the school's website from which grade 12 students can receive information about bursaries and scholarships available to them. For more information, contact Student Services.

### **Grade Eight to Grade Eleven Class Awards**

A panel of teachers chooses the top student in each grade level for the following awards:

- ❑ Academic excellence
- ❑ Religion (attitude, academic achievement in subject of Religion, class participation, etc.)
- ❑ Citizenship (classroom, school, community, and friends)
- ❑ Merit (in academic, classroom, or school activities)

### **High School Subject Awards**

Awards are given to the top students for each subject taught in the High School, i.e. Science 8, French 9, Physics 11, etc.

### **High School Special Awards**

- ❑ C.W.L. Christopher Bursary - \$300 given to a Grade 11 student for Christian service and attitude.
- ❑ Brother James C. Bates Missionary Award – given to the High School class that donates the greatest amount of money to the Missions.
- ❑ Knights of Columbus Citizenship Award:
  - a. Senior student (Grade 10 or 11)
  - b. Junior student (Grade 8 or 9)
- ❑ Bishop Harrington Academic Excellence Award
  - a. Senior student (Grade 10 or 11) with the highest average of all subjects taken
  - b. Junior student (Grade 8 or 9) with the highest average of all subjects taken

### **Teacher's Award**

This award is presented to a Grade 12 student in recognition of self-improvement, overcoming personal adversity and achieving the greatest growth as an individual or student over the course of their attendance at high school.

### **Crusader of the Year**

Archbishop Adam Exner Award for the student of the year – presented to a senior student for academic effort, school spirit, leadership, citizenship, participation, and effort. Criteria includes:

- ❑ Student's grades reflect his/her academic potential
- ❑ Involvement in extra curricular activities
- ❑ Leadership in class and extra curricular activities
- ❑ School ambassador
- ❑ Positive Christian attitude toward community members
- ❑ Citizenship – class, school, community
- ❑ Commitment

- Punctuality

### STUDENT COUNCIL

Students' council is a forum for student input. This group of dedicated students comes together to work for you, the student body. The work of students' council is very important and essential, and we urge those of you who are elected to do your best when serving your fellow students.

The Student Council Executive for the upcoming school year is elected by the student body prior to the month of June.

### DAILY SCHEDULES

Regular High School Daily Schedule		High School Noon Dismissal Schedule	
8:25 – 9:50	PERIOD 1	8:25 – 9:23	PERIOD 1
9:55 – 11:10	PERIOD 2	9:28 – 10:21	PERIOD 2
11:10 – 11:25	<b>BREAK</b>	10:21 – 10:36	<b>BREAK</b>
11:30 – 12:45	PERIOD 3	10:41 – 11:34	PERIOD 3
12:45 – 1:30	<b>LUNCH</b>	11:38 – 12:30	<b>PERIOD 4</b>
1:35 – 2:50	PERIOD 4	HS students dismissed at 12:30 SAA buses leave at 12:45	

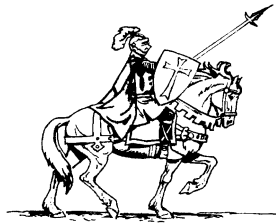
High School Mass Day-SAA Schedule 3		High School Mass Day-SHC Schedule 4	
8:25 – 8:45	PERIOD 1	8:25 – 8:45	Period 1
8:45 – 10:00	<b>LITURGY</b>	9:00 – 10:15	<b>LITURGY</b>
10:05 – 11:00	PERIOD 1	10:15 – 11:00	Period 1

11:00 – 11:15	<b>BREAK</b>	11:00 – 11:15	<b>BREAK</b>
11:20 – 12:15	PERIOD 2	11:20 – 12:15	Period 2
12:20 – 1:15	PERIOD 3	12:20 – 1:15	Period 3
1:15 – 1:55	<b>LUNCH</b>	1:15 – 1:55	<b>LUNCH</b>
2:00 – 2:50	PERIOD 4	2:00 – 2:50	Period 4

High School Long Assembly Schedule		High School Short Assembly Schedule	
8:25 – 9:25	Period 1	8:25 – 9:45	Period 1
9:30 – 10:25	Period 2	9:50 – 11:00	Period 2
10:25 – 10:40	<b>BREAK</b>	11:00 – 11:20	<b>BREAK</b>
10:45 – 11:40	Period 3	11:20 – 12:25	Period 3
11:40 – 12:20	<b>LUNCH</b>	12:25 – 1:05	<b>LUNCH</b>
12:25 – 1:20	Period 4	1:10 – 2:15	Period 4
1:25 – 2:50	ASSEMBLY	2:20 – 2:50	ASSEMBLY

Noon Dismissal Schedule	
8:25 – 10:15	In Class
10:15 – 10:30	Break
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 Colors:** Blue and Gold  
**School Motto:** Fides et Scientia (Faith and Learning)  
**Nickname:** Crusaders

## OUR 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.

