

"Fides et Scientia" - Faith & Learning



205 Columbia Street Kamloops, British Columbia V2C 2S7

Telephone: 250-372-5452 Fax: 250-372-5257 Website: www.st-anns.ca

HIGH SCHOOL 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 Paluck, 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 <u>right</u> 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 <u>right</u> 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 <u>right</u> 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 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Α | Е | В | F | С | G | D | Н |
| В | F | С | G | D | Н | Α | Е |
| С | G | D | Н | Α | Е | В | F |
| D | Н | Α | Е | В | F | С | 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 extracurricular 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.**

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.

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, 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.

Chromebook Laptop – Requirement for High School Students

Due to the expanding role technology plays in education, all **Grade 8, 9 and 10 high school** students to have a **Chromebook** as part of their personal school supplies, commencing **September 2018**. Grade 11 and 12 students in the 2018/19 school years will be permitted to use another type of laptop until they graduate, if they already own it and are fully competent and self-sufficient for tech support on that Operating System.

HIGH SCHOOL DRESS CODE: Grades 8 – 12

Uniforms are mandatory for all students in grade 8, grade 9 and grade 10. This does not include gym strip. For all students in grades 11 and 12, students are expected to follow the existing dress code at school and all school related functions. The High School uniform is mandatory for grades 8, 9 and 10, 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, 9 & 10 - Regular Uniform

Boys:

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

Girls:

- ✓ Navy or khaki pants, shorts
- ✓ Tartan, beige or grey skort
- ✓ White or blue blouse (long or short sleeved)
- ✓ White or dark green golf shirt (long or short sleeved)-school crested
- ✓ Knee socks or tights 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, 9 and 10 - Mass Dress Uniform

Boys:

- ✓ White or blue collared dress shirt (long or short sleeved)
- ✓ Navy or khaki pants or shorts
- √ Navy/gold tie

Girls:

- ✓ White or blue collared blouse (long or short sleeved)
- ✓ Navy or khaki pants or shorts

- ✓ Tartan, beige or grey skort (navy skort allowed in Grade 8 year only)
- ✓ Optional item: Tie (tartan or green)

Regular Dress Code for Grades 11-12 (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 11-12 (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

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

2nd Offence: Written notification to parents, followed by scheduled consultation

between Administration and parents. Student will be required to serve

two hours community service.

3rd 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.

<u>Homework</u>

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

Α	86 and higher	
В	73 – 85	EFFORT COMMENTS:
C+	67 – 72	E = Excellent
С	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 <u>no subject</u> 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.

IMPLEMENTATION OF THE NEW B.C. GRADUATION PROGRAM

The new curriculum was mandated for Grade K-9 in the 2016/17 school year. Grade 10 will be mandated in the 2018/19 school year and Grades 11 and 12 in the 2019/20 school year.

Literacy and numeracy are core skills that cut across every subject – the keys to success in university, college and careers. Literacy in is the ability to understand, critically analyse and create a variety of forms of communication, including oral, written, visual, digital and multimedia. Numeracy is the ability to understand and apply mathematical concepts, processes and skills to solve problems and make decisions.

Since July 2016, provincial exams for Language Arts, Math 10, Science 10, Social studies 11 and BC First Nations Studies 12 have been discontinued. Students in these courses are now fully assessed in the classroom. New provincial graduation assessments aligned with the redesigned curriculum in numeracy and literacy are now required for graduation.

The Graduation Numeracy Assessment was implemented in January 2018, and the Graduation Literacy Assessment will be implemented in January of 2020. The Language Arts Provincial Exam will continue to be administered, and weighted 40% of the final mark, until the Graduation Literacy Assessment in implemented. The following set of policies is associated with the new assessments:

- Stand-alone assessment (not tied to a specific course)
- Students can take the graduation assessments at any time during their graduation years
- Students must write each assessment once and may choose to write up to two more times, if required.
- Assessments are scored on a 4-level proficiency scale.
- Results will appear on Student Transcripts and their best outcome (proficiency score) will be recorded on their final transcript.

GRADUATION REQUIREMENTS

0040 Ove I Due vive
2018 Grad Program
Grades 10-12
80 Credits Total
52 Required Credits
28 Elective Credits
Language Arts 10, 11, 12 (4 credits each)
Mathematics 10 (4 credits) and a
Mathematics 11 or 12 (4 credits)
Science 10 (4 credits) and a
Science 11 or 12 (4 credits)
Social Studies 10 (4 credits) and a
Social Studies 11 or 12 (4 credits)
Arts Education and/or an
Applied Design, Skills, and Technologies 10, 11 or 12 (4 credits)
Career Life Education (4 credits) and
Career Life Connections and Capstone Project (4 credits)
Physical and Health Education 10 (4 credits)
28 credits of electives
Students must take two Provincial Assessments in Grades 10-12
to graduate

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 Parents' Advisory)

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

- 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:

Til Omona moradoor
 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

Student Council is a forum for student input. This group of dedicated students comes together to work for you, the student body. The work of Student 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.

HIGH SCHOOL DAILY SCHEDULES

	ligh School schedule	High School Early 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	BREAK	10:21 – 10:36	BREAK
11:30 – 12:45	PERIOD 3	10:41 – 11:34	PERIOD 3
12:45 – 1:30	LUNCH	11:38 - 12:30	PERIOD 4
1:35 – 2:50	PERIOD 4	HS students dismissed at 12:30 SAA buses leave at 12:45	

_	Mass Day-SAA dule 3	High School Mass Day-SHC Schedule 4		
8:25 – 8:45	PERIOD 1	8:25 - 8:45	Period 1	
8:45 – 10:00	LITURGY	9:00 - 10:15	LITURGY	
10:05 – 11:00	PERIOD 1	10:15 - 11:00	Period 1	
11:00 – 11:15	BREAK	11:00 – 11:15	BREAK	
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	LUNCH	1:15 – 1:55	LUNCH	
2:00 - 2:50	PERIOD 4	2:00 - 2:50	Period 4	

	School mbly 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	BREAK	11:00 – 11:20	BREAK	
10:45 – 11:40	Period 3	11:20 – 12:25	Period 3	
11:40 – 12:20	LUNCH	12:25 – 1:05	LUNCH	
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		High School PLC Schedule (extended lunch break)		
8:25 – 10:15	In Class	8:25 – 9:40	Period 1	
10:15 – 10:30	Break	9:45 – 10:50	Period 2	
10:30 – 12:00	In Class	10:50 – 11:05	BREAK	
	All Elementary students		Period 3	
are dismissed at 12:00 High School students are dismissed at 12:30 SAA buses leave at 12:45		12:20 – 1:05	Lunch	
		1:05 – 1:35	PLC	
		1:40 – 2:50	Period 4	

SCHOOL ARCHIVED HISTORY



School Facts

Name: St. Ann's Academy School Colors: 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.

