



ST. ANN'S ACADEMY
ESTABLISHED 1880

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**PARENT HANDBOOK
2017 – 2018**

Principal: Mr. Shawn Chisholm
Vice-Principal High School: Mr. Byron Green
Vice-Principal Elementary: Mrs. Joanne Leggett

Message from the Administration

Dear Friends,

A warm welcome to St. Ann's Academy, the oldest continuously operating school, public or independent, in all of British Columbia.

St. Ann's Academy is an ordinary school in that it teaches all the regular subjects needed for High School graduation and post-secondary continuation of education. Part of this booklet explains these courses on the High School level. St. Ann's Academy is not an "elitist" school, catering only to the academically talented students, though we do have our share of excellent students in that area. Neither is it an expensive school. High School fees, even for those not of the Catholic Faith, are two hundred and seventy dollars per month. It is not an exclusive school, since students of Faiths other than Catholic are accepted if there is room.

What does make St. Ann's Academy unique is a special vision, a vision that comes from parents, students and teachers pulling together to make St. Ann's Academy an enthusiastic Christ-centred learning family. This means that the Christian values and ideals are taught in regular Religion periods and that the atmosphere and approach throughout the day is an openly Catholic Christian one.

The commitment to excellence is an integral part of this vision. We have been given our gifts by God, so we have immense motivation to develop them to the fullest. This takes self-discipline, so an integrated approach is taken to develop this important virtue and skill.

Christ's message was a challenging one that wouldn't stand for mediocrity. However, it was also a positive one that centred on charity and purposefulness, so this happy spirit is central to our life at St. Ann's Academy. Everyone tries to co-operate in the exciting task of striving together for excellence and wholeness in every part of our person and world.

The following pages will give you a little more information about St. Ann's Academy, where we have a proud legacy of over one hundred and twenty-nine years of whole-hearted scholarship and Christian service.

All the best,

Mr. Shawn Chisholm, Principal
Mr. Byron Green, Vice-Principal
Mrs. Joanne Leggett, Vice-Principal

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.**

PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BRITISH COLUMBIA

A Policy Statement by the Catholic Bishops of British Columbia

Revised January 2005

I. The Catholic School Shares In The Mission Of The Church

At the beginning of the third millennium, all those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic school participates in the saving mission of the Church. By evangelization, catechesis and works of service, the Catholic school builds up both the family of faith and human community.

The Catholic school provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel:

- in a world that ignores the human thirst for God, it shares the living waters of our faith;
- in a time when there is little reverence for the image of God in the human person, it gives an unequivocal witness to the dignity of human life;
- in an age marked by relativism and a crisis of meaning, it evangelizes our culture's ways of thinking, standards of judgment and norms of behaviour with the truth of the Gospel;
- in a culture in which communication and relationships are often reduced to utilitarian ends, it proclaims a life of communion with God and others;
- in a world disfigured by poverty, oppression and war, it promotes justice and peace;
- in a society marked by personality cults, it bears witness to Jesus Christ, our Saviour and Lord, as the model for the fullest human life;
- in a time that often seems to be without goals and fearful of the future, it gives an account of the hope that is within us (cf. I Peter 3:15).

II. Characteristics Of Catholic Schools

Christ is the foundation of the whole educational enterprise in a Catholic school (*The Catholic School*, #34). His teaching and life inform the school's identity and characteristics, which include:

- a belief in the inviolable dignity of every human person;
- a sacramental sense that leads us to recognize God manifested by His creation;
- a recognition of God's sanctifying presence in Word and Sacrament;

- a love for encounter with God in prayer;
- a Gospel spirit of freedom and love;
- a spirituality of communion marked by mutual respect, accountability and caring;
- a concern for justice leading to a critical analysis of society;
- a sense of solidarity and commitment to the marginalized.

These core elements of Catholic faith provide a framework for Catholic Education.

A. Teaching the Whole Person

The Church “establishes her own schools because she considers them a privileged means of promoting the formation of the whole man, since the school is a center in which a specific concept of the world, of [humanity], and of history is developed and conveyed” (*The Catholic School*, #8).

Catholic education goes beyond the purely technical and practical aspects of schooling and aims at an integration of all knowledge within a vision of the world and the human person. It focuses on the physical, emotional, moral and spiritual dimensions of human development, leading to a personal synthesis of faith and life in each student. Growth in all areas prepares students for a meaningful life of service as committed Christians, building the Kingdom of God in a pluralistic society.

B. Faith Lived in Christian Community

The New Testament word for Christian community is “koinonia”, which means a communion or life-sharing relationship with Christ and others. Living Christian community means living in relationship with Jesus, the Head of the Church, and the members of His Mystical Body. Communion with Christ and others leads to relationships characterized by mutual love, honest communication and commitment to serve each other’s needs, to rejoice together, to mourn together, and to delight in each other. “A spirituality of communion indicates above all the heart’s contemplation of the mystery of the Trinity dwelling with us, and whose light we must also be able to see shining on the faces of the brothers and sisters around us” (*At the Beginning of the Third Millennium*, #43).

Catholic education is committed to developing communities of faith. Those involved in Catholic education are called to create a faith community in the school and to link it to the wider Church community.

C. Commitment to Justice and Compassion

Catholic educators nourish in their students a relationship with Jesus that leads to awareness of those Christ loves, namely, all of humanity, and inspires a spirit of solidarity and service.

III. Parents As Educators

“Parents have a particularly important part to play in the educating community, since it is to them that the primary and natural responsibility for their children’s education belongs” (*The Catholic School on the Threshold of the Third Millennium*, #20). The school exists to complement the work of parents as the first teachers of their children. Parents should be involved with the life of the school by participating in school councils and committees and through regular collaboration with teachers.

IV. Pastors

The priest is a necessary and integral member of the school community. He has a specific role and responsibility, particularly in the religious instruction given and in all matters that affect the Catholic character of the school. Pastors should promote Catholic education especially for those who are poor, those deprived of the benefits of family life and those weak in faith.

V. Staff As Living Witnesses

Catholic educators are called to do much more than share religious knowledge. “Professionalism is marked by, and raised to, a supernatural Christian vocation” (*Lay Catholics in Schools: Witnesses to Faith*, # 37). It is the personal witness and holiness of the teacher that will have the greatest impact on the students. Catholic educators should model collaboration, love of the faith, communion with the Church and concern for the poor and marginalized. They must be committed to leading their students to encounter Jesus and develop a relationship with Him that expresses itself in witness and service.

VI. Religious Formation In The Catholic School

“The special character of the Catholic school and the underlying reason for its existence, the reason why Catholic parents should prefer it, is precisely the quality of the religious instruction integrated into the overall education of the students” (*The Religious Dimension of Education in the Catholic School*, # 66) This catechesis should be spiritual, liturgical, moral, sacramental and apostolic (*The Religious Dimension of Education in the Catholic School*, #69), so that the student may experience the transforming power of the Gospel in an integral way.

VII. The Catholic School And New Evangelization

As the Catholic Bishops of British Columbia, we emphasize the Catholic school’s central role at the beginning of the third millennium in the Church’s work of evangelization, which must be new in ardor, methods and expression (*Church in America*, # 6). In setting forth principles to direct the Catholic schools of our province, we call for the commitment of students and parents, teachers and administrators, pastors and religious, trustees and committee/council members, and the whole Catholic community to this great work.

VIII. References

Congregation for Catholic Education, *Lay Catholics in Schools: Witnesses to Faith*, 1982.

Congregation for Catholic Education, *The Catholic School*, 1977.

Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium*, 1997.

Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, 1988.

Pope John Paul II, *At the Beginning of the Third Millennium*, 2001.

Pope John Paul II, *The Church in America*, 1999

RIGHTS AND RESPONSIBILITIES

Students, parents/guardians, 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/Guardians 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/guardians 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/Guardians have a responsibility to:

- Provide spiritual guidance
- Ensure students are consistently and properly fed, clothed, and rested
- Ensure students arrive at school on time and attend regularly

- Teach responsible behavior
- Teach socially acceptable values such as honesty, respect for others, work ethic
- Show concern for their child's progress
- Be supportive of the school

Students have the responsibility to:

- Make a consistent effort to do their best in all their work
- Treat students, adults, and property in the school with respect
- Behave responsibly and appropriately

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

School Organization

St. Ann's Academy shares in the mission of education of our catholic students, with the Catholic churches in the Kamloops diocese. We are a community that promotes the academic and religious development of teachers, staff and students.

St. Ann's Academy belongs to the Catholic Independent Schools of the Kamloops Diocese (CISKD). Under the CISKD and in coordination with the school administration, the School Council will oversee the operation and management of the school. The Council has monthly meetings that parents and staff are encouraged to attend.

Following the guidelines outlined in the CISKD policy manual, the school also has a Parents Support Group. The parents of St. Ann's Academy are an integral part of the school community and are encouraged to become involved in the activities of their child(ren). The Parents Support Group also has regular meetings that you are encouraged to attend.

Student Services

St. Ann's Academy has two student service advisors. Any student may request to see either one of them. If you would like to talk to one of them, please make an appointment at the front office.

Chaplain

Father Derrick Cameron, the rector of Sacred Heart Cathedral, is the school chaplain. Father Derrick is available for assistance and guidance by making an appointment

through the school office.

Lockers

Lockers are the property of St. Ann’s Academy and are provided to the students for their use. Students are responsible for purchasing a combination lock from the school and keeping their lockers locked at all times. St. Ann’s Academy assumes no responsibility for items stored in the lockers.

High School 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	Day6	Day7	Day8
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

REGISTRATION JURISTICTIONS

St. Ann’s Academy & Our Lady of Perpetual Help School

The following jurisdictions apply for registration in elementary school, kindergarten to grade seven inclusive:

Those families residing in the areas of Our Lady of Perpetual Help Parish and St. John Vianney Parish will enrol their child(ren) at Our Lady of Perpetual Help School.

Those families residing in the areas of Sacred Heart Cathedral and Holy Family Parish will enrol their child(ren) at St. Ann’s Academy.

Families residing in other parish areas will be considered on an individual basis.

Exceptions:

- A. Employees of Our Lady of Perpetual Help School and St. Ann’s Academy may enrol their child(ren) at the school where they are employed, if they so desire.
- B. If there are extenuating circumstances, the administration of St. Ann’s Academy and Our Lady of Perpetual Help School will deal with families on an individual basis. In these situations, the decision of the school administration will be final.

SCHOOL FEES

Domestic Students Fee Structure

School fees are applicable for the current year are listed on-line at www.st-anns.ca.

St. Ann’s Academy and Our Lady of Perpetual Help Elementary School have merged the tuition structure for the benefit of families with children attending both schools.

Proof of registration in a Catholic parish (Parish Tuition Subsidy application available at the school office) must be submitted with the registration form.

Parents should understand that Sacred Heart Cathedral (Kamloops), Our Lady of Perpetual Help (Kamloops), Holy Family (Kamloops), St. John Vianney (Kamloops), Sacred Heart (Merritt), St. Michael's (Logan Lake), Blessed Sacrament (Chase), Our Lady of Lourdes (Heffley Creek), and St. George's (Barriere) parishes will continue to subsidize the school and we hope our families will maintain their financial support to their parishes. The subsidy from these Parishes is the basis for the discount for Registered Catholic Parishioners.

International Students Fee Structure

Tuition fees for foreign students are listed on the school's website. The tuition is due in May of the year previous to their attendance. (Not Tax Deductible)

If a student is interested in applying for enrollment into St. Ann's Academy, a registration form along with a copy of the most recent report card must be sent to the school. Upon receipt of the registration form, the acceptance of the completed registration form and tuition payment, a letter of acceptance will be forwarded.

Payment of School Fees

All payments for Tuition will be accepted using pre-authorized bank debit. Tuition payments can be spread over 10 or 12 equal payments. Please note, if you are using the 12 month option, the payment schedule must run from July of the current year to the following June. Payments will be transferred directly from your account to the school's account.

- ✓ Income tax receipts for tuition will be issued in the spring of each year.
- ✓ All payments for the Bus will be accepted as 10 postdated cheques to the school.
- ✓ The Pre-Authorized Debit Form is available at the back of this booklet.

Tuition Payment Policy

Collection of tuition fees is necessary for the operation of St. Ann's Academy. The School Council, working with C.I.S.K.D., endeavors to establish tuition rates that are affordable for parents/guardians wishing to enroll their child(ren) in a Catholic school. It is the responsibility of the parents/guardians to pay the tuition fees as set by the School Council each January for the following school year. Tuition fees must be paid in full unless financial assistance procedures have been concluded with the finance committee.

Guidelines

1. Parents/guardians must apply for initial admission to St. Ann's Academy according to the admission policy and complete re-registration packages for each school year.
2. Parents/guardians are encouraged to pay tuition fees through an auto-debit

payment with a local bank or credit union. Parents/guardians can arrange for these payments to come out of their account on the 5th or the 22nd of each month. They may make payments over twelve months, from July to June, or they may make payments over ten months, from September to June.

3. Parents/guardians experiencing financial difficulties due to illness, limited financial means, accident or other unforeseeable events are invited to apply for tuition assistance by completing the Financial Assistance Application, available at the school office.
4. Any tuition payment, by cheque or auto-debit, which is not processed due to insufficient funds, will result in a charge of \$20.00 from St. Ann's Academy.
5. **Outstanding Payments**
If a payment is not processed due to insufficient funds, or if parents/guardians fail to make a monthly tuition payment, they will be contacted by the Central Bookkeeping Office of the Catholic Independent Schools of the Kamloops Diocese. At this time, the bookkeeper will inform the parents/guardians that they must make their payment at the school office within the next ten school days.

Outstanding Payments (continued)

- ✓ If a payment is not received at the school within the ten days, an invoice will be issued from the Central Bookkeeping Office stating a deadline for payment of all outstanding fees, including service charges for insufficient funds.
- ✓ If payment is still not received, in full, by the stated deadline, the tuition account will move to a collection agency.
- ✓ Parents/guardians with outstanding tuition will not be permitted to re-enroll their child(ren) until the account is paid in full by no later than March 30th.
- ✓ If a tuition account remains in arrears for more than 120 days, the parents/guardians will be mailed a registered letter from the School Council informing them that their child(ren) must be withdrawn from the school at the next school break (e.g. end of report card period, Christmas Break, Spring Break or Easter Break).
- ✓ The School Council will determine any further steps for collecting unpaid tuition fees.

Please call the school if you have any questions or concerns about this.

PARENT PARTICIPATION PROGRAM

The St. Ann's Academy Parent Support Group initiated an investigation into the creation of a program that would encourage parents to be involved with the volunteer efforts that take place at our school.

Highlights of the program are:

- each family commits to at least 20 hours of volunteer service to St. Ann's Academy each school year (more is welcomed and encouraged).
- families may choose to donate \$300 in lieu of their participation in this program.
- each family will submit a cheque, post-dated for May 15th of the following year, in the amount of \$300. When all hours have been completed, the deposit cheque will be returned.

All school volunteers must complete a Criminal Record Check (CRC). Online access to the CRC site will be provided by the school office. Before volunteers can take on a role at St. Ann's Academy the school must have received documentation indicating an appropriate CRC status. Volunteer CRCs are valid for five years and can be updated as required.

Many areas are available for parent participation. Each family will have a card that will reflect the hours they have volunteered at the school and this card will be used to obtain the return of your post-dated cheque.

The goal of this program is to encourage parents' participation – not to generate revenue for the school. Our school community can only benefit from increased participation of our parent community.

ELECTRONICS POLICY: PERSONAL MUSIC PLAYERS, CELL PHONES & SMART PHONES

HIGH SCHOOL 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 during the school day within the school building or on the school campus for the durations 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.

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.

DRESS CODE

HIGH SCHOOL DRESS CODE: Grades 8 – 12

Uniforms are mandatory for all grade 8 and grade 9 students. This does not include gym strip. For all students in grades 10-12, 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 and grade 9 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 & 9 – 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, hoodie or zip front jersey knit jacket (navy blue colour only)
- ✓ Optional item: Grade 8 students are permitted to wear Grade 7 Grad hoodie for Grade 8 year only

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, hoodie or zip front jersey knit jacket (navy blue colour only)
- ✓ Optional item: tie (tartan or green)
- ✓ Optional items: solid-coloured white, navy, dark green, grey, or black tights/leggings may be worn under skort
- ✓ Optional item: Grade 8 students are permitted to wear Grade 7 Grad hoodie for Grade 8 year only

Grade 8 & 9 - 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)
- ✓ Optional items: solid-coloured white, navy, dark green, grey, or black tights/leggings may be worn under skort

*SAA hoodies or sweatshirts must be removed during school Mass.

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.

Regular Dress Code for Grades 10-12 (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 10-12 (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

1st Offence: 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.

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 (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

*SAA hoodies or sweatshirts must be removed during school 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.

COLD WEATHER POLICY - ELEMENTARY

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).

TRANSPORTATION

Parents are responsible for getting their children to school. St. Ann's Academy operates two school buses with morning and afternoon runs for a limited number of students. Bus routes are located on the school's website at www.st-anns.ca.

School Bus Fees

The school bus fee is determined by the School Council. Fees are subject to change each year. For the current rate, please check with the school office. The public school buses are available for use by St. Ann's Academy students as long as there is room.

School Bus Safety and Behavior Regulations

01. Drivers shall report all student accidents to the Principal.
02. Students must obey the instructions of the bus drivers and may be refused a ride on the bus as a result of improper conduct. The bus driver will report all cases of misbehavior on the school bus. The Principal will contact the parents. This may result in suspension from riding the school bus.
03. Any willful damage to a bus by a student must be paid for by the student or his/her parents under Article II of the Rules and Regulations of the School Act.

04. When students want to get off the school bus at a stop other than their regular stop, they must have a note from their parent/guardian informing the driver of this change.
05. For safety reasons, the Motor Vehicle Branch recommends that extraneous objects such as skateboards, hockey sticks, etc. not be permitted on school buses.

Failure to comply with any of the above rules may result in a discipline notice being given to the student, the parents, and the Administration. A second offence may result in a suspension of bus privileges. A third offense may mean expulsion from all bus privileges.

BASIC RULES AND EXPECTATIONS

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 both the school and the home.

Students who have missed school must bring a note stating why they were absent, signed by a parent or guardian.

Students are expected to bring this note to the main office when they return to school.

Students must report to the main office before they return to class.

Occasionally a student will be absent for special family reasons. This includes events such as weddings, funerals, and extended family trips and holidays. If such an event is planned, a note from the parent/guardian explaining why and what classes will be missed shall be given to the Principal. The class teachers will then be informed. Work will be given when possible, but it is the responsibility of the student to find out what is going to be missed and what is going to be assigned. Failure to do so may result in missed grades. The responsibility for taking a student out of school and the resulting consequences must ultimately rest with the student and the parent.

Absence from School and Qualifying Days

If your child is absent from school for any reason, please phone the school as soon after 8 am as possible.

In order to qualify for government funding, pupils must be in attendance for 135 days from September to May 15th. Absence due to illness is not deducted from the 135 days unless there is no note from the parents verifying the cause of the absence. The government auditor checks these notes while completing his attendance audit in June. A student, who because of holidays or other reasons, is in attendance for less than 135 days, qualifies for partial funding only.

We, therefore, ask parents, out of consideration for the school's financial situation, to be

very careful about this matter.

Lates

School starts with Period One. Students who arrive at school after the beginning of the first class are expected to sign in at the front office. Students are expected to arrive on time for the start of the school day and for their classes. Excessive lateness will be dealt with firmly.

Doctor's or Dentist's Appointments

For any special appointments the student has during school time, parents **MUST** send a note or doctor's/dentist's appointment card to the school in order for their child to receive an early dismissal form.

Smoking and the use of Vapor Products

St. Ann's Academy has a **NO SMOKING** policy with the following conditions:

01. No person shall smoke tobacco and/or tobacco products or use or inhale electronic cigarettes and/or vapor emitting smoking products and/or all electronic nicotine delivery systems.
02. There is to be no smoking anywhere in the building. This includes school and out-of-school functions.
03. There is to be no smoking on the school grounds during any school function.
04. Students who wish to smoke during the school day **MUST** go off the school grounds, and must be out of sight of parents, teachers, and/or other students. This includes **NOT** smoking on the slope between the school and the hospital, or Loma Bella, as this is in full view of parents and students driving to or from school.

SCHOOL POWERS AND AUTHORITY

In an effort to keep schools safe places to be, the Supreme Court of Canada ruled that principals and teachers have the legal flexibility to search students and/or their belongings without obtaining a warrant. School officials are not subject to the same strict rules as police when conducting searches. Students have privacy rights, but those rights are diminished if educators have reasonable grounds to believe that a student(s) is/are breaking rules that threaten the safety of themselves or others. These suspected activities could include weapons, drugs, alcohol, fireworks, etcetera.

Jurisdiction

This Policy applies in a wide range of circumstances, including:

- In any school building and on any school ground at any time
- In the community, if the conduct directly impacts on the reputation or integrity of the school
- At any time during the school day, including on the way to and from school
- On field trips (day or overnight) organized by the school

- Towards school staff and their property at any time or place

In general, students whose conduct adversely impacts on the welfare of staff, parents, other students, or learning atmosphere of the school will be subject to discipline.

Classroom Discipline

Teachers are responsible for their own classroom management. Students must be supervised at all times. Disruptive behavior in the classroom or school is dealt with according to the following steps and possible consequences are intended for an offense of a minor nature that occurs within in the classroom or school facility:

Examples: tardiness, inappropriate language, uncooperativeness, disregard of classroom/school cleanliness, missing homework, etcetera.

Possible Consequences:

- The teacher informs the student what is expected of him or her, and the steps dealing with disruptive behavior are clearly outlined.
- The teacher talks privately with any student whose behavior is not acceptable and may issue classroom disciplinary consequences.
- The teacher informs parents of the persisting behavior and future consequences.
- Classroom detention/service time.
- Reconciliation of the problem.

Playground/Hallway Supervision

- ✓ The supervisor on duty is responsible for playground/hallway discipline.
- ✓ If the bell rings and the problem has not yet been resolved, the student is referred to administration with an explanation of the event.

Referral to Administration

If the unacceptable behavior continues, or is a serious breach, the teacher notifies the office of the situation and sends the student to the office.

Examples: repeated tardiness, dress code violation(s), inappropriate language, defiance, uncooperativeness, and disregard of the cleanliness of the school environment, etcetera.

Possible Consequences:

- ✓ The Vice-Principal may issue 1-5 days of after school detention, clean-up duties, or other suitable consequence.
- ✓ Parents are informed by phone and by letter. The administrator will inform the classroom teacher of decisions made regarding the student's misconduct.

Discipline reports will be kept on file in the office and a copy supplied to the homeroom and/or attending teacher. A cover letter outlining dissatisfaction expressed by teacher(s) and/or parent(s) may be included.

ADDRESSING CONFLICT

A three-step protocol exists at St. Ann's Academy for effectively resolving conflict. All

community members are expected to abide by it: students, parents, staff, and administration.

- a. Direct concern privately and respectfully to person directly involved. If dissatisfied,
- b. Inform administration of concerns in writing, who will seek out resolution. If still unresolved,
- c. Address a letter to School Council, which states the problem, the levels of redress already taken and a request for assistance and potential solution for consideration. If Council is unable to resolve the matter, the individual will receive direction from Council on how to proceed [see `Appeals`].

This protocol is in place to protect those involved. Defiance of this policy shall result in further disciplinary action.

SUSPENSIONS

Definite:

These suspensions exist for response to continued offences of a minor nature, or for more serious offenses where individual or group safety is at risk.

Examples include, but are not limited to: fighting, intimidation, theft, vandalism, truancy, defiance of authority, deliberate disruption of class, obscene or abusive language, skipping detentions, and/or misbehavior while representing St. Ann's Academy

Possible Consequences:

- ✓ In-school suspensions of 1-5 school days. The student must be at school by 8:30 am to an assigned area and remain there until 2:25 (elementary) and 2:50 (secondary). The student foregoes the privilege of social time (break and lunch) and involvement in extra-curricular activities. Assigned work must be completed satisfactorily. Formal written notification will be given to parents, course/homeroom teacher(s), and included in the administrative file.
- ✓ Out-of-school suspensions of 1-10 school days. The student may not attend any school-related functions or activities and assigned work must be completed to the satisfaction of the course teacher. Formal written notification will be given to parents, course/homeroom teacher(s), and included in the administrative file. It is the responsibility of the student to keep up with missed work.
- ✓ The present problem must be reconciled.
- ✓ Additional, alternate, or adapted consequences to the aforementioned may be utilized as appropriate to the age, maturity, and context of the student's situation.
- ✓ The parents will be asked to attend a conference meeting with the teacher and the administrator. The student may be included.

Indefinite:

Certain situations may require immediate action. Indefinite suspensions exist for an extremely serious offense such as drug/alcohol violation, assault or abuse of a student or teacher, malicious vandalism, etcetera, or for repeat misbehavior as described above.

Expulsion:

Expulsions exist to address first time violations of severe behaviors that threaten the safety of the student involved as well as others within the school community. Expulsions also serve as the final stage in dealing with persistent inappropriate behavior.

Appeals:

- ✓ An appeal may be made in writing to School Council for a suspension or expulsion. Should a disagreement between home and school occur regarding the principal's suspension/expulsion decision, the student may not return to school to attend classes before the matter is resolved at the Council level. Should the student be permitted to return to school, a non-negotiable behavior/academic contract may be utilized as signed by the student, parents, and administration. No appeal exists if the terms of the contract are broken.
- ✓ Should Council uphold the decision of the principal, a second appeal may be made in writing to the CISKD Board of Directors. School Council shall provide specific direction for this to occur.

A SAFE & HEALTHY ENVIRONMENT

To ensure the continued maintenance of a safe, healthy, and clean environment, the following policies have been developed in specific response to dealing with unhealthy practices. Please read them carefully.

Unhealthy Choices: Tobacco, Alcohol, Narcotics, & Unsafe Behaviors

Tobacco

Since tobacco usage (chewing or smoking) does not advocate a healthy lifestyle or conform to the Catholic culture of the school (namely taking care of our God-given bodies), it is not acceptable behaviour anywhere on campus or within visible distance of the campus at any time. Likewise, tobacco usage is not permitted at related off-campus functions. We thank staff, parents, and guests for also honouring this policy.

Alcohol & Narcotics

St. Ann's Academy is a declared drug-free zone. There are serious consequences to students caught producing, distributing, transporting, or using alcohol and/or narcotics within the school or any related school event. It is the prerogative of the principal to suspend or expel any student involved with drugs or alcohol at school or any related function. Any student found to be in possession (which includes ingestion) of illegal drugs (which includes alcohol for minors) will result the minimum consequence of an out-of-school suspension lasting for at least five (5) school days. Any student who traffics or distributes drugs or alcohol will receive a minimum consequence of an out-of-school suspension lasting for at least ten (10) school days, and may result in possible expulsion and police notification.

Unsafe Behaviors

St. Ann's Academy has been and continues to be a very safe learning environment. In an effort to maintain that level of safety, the following violations that threaten the safety of

our school community will result in suspension, possible expulsion, and/or police notification. Examples of unsafe behaviour include, but are not limited to:

- ☛ Causing, attempting to cause, or threatening to cause physical injury to another person or willfully using force or violence upon another.
- ☛ Possession or sales of any firearm, knife, explosive, laser pointers, or other dangerous object.
- ☛ Brandishing a knife or other weapon-like object towards another person.
- ☛ Possessing, using, selling of tobacco, drug paraphernalia, or any controlled substance.
- ☛ Committing or attempting to commit robbery or extortion.
- ☛ Causing or attempting to cause damage to school property or private property.
- ☛ Committing an obscene act or engaging in habitual profanity or vulgarity.
- ☛ Disrupting school activities.
- ☛ Receiving/in possession of stolen property.
- ☛ Possessing an imitation (replica) firearm.
- ☛ Committing or attempting to commit sexual assault or battery.
- ☛ Harassing, threatening, or intimidating a witness.
- ☛ Committing assault or battery upon any school employee.

These policies are in effect to maintain and ensure a safe learning and teaching environment for all.

STUDENT EXPECTATIONS

DEFINING BULLYING/HARASSING BEHAVIORS

Bullying and harassment occur when there is an abusive power imbalance; it is different from conflict arguing. The following behavior exemplifies bullying or harassment that will not be tolerated at St. Ann's Academy. The fundamentals of discipline, as aforementioned, will be applied.

- Physical aggression:** Hitting, pushing, budging, spitting
- Intimidation:** Verbal threats, taunting, dirty looks, hateful letters
- Verbal Aggression/Teasing:** Insult, offensive jokes, put downs, making fun of or mockery

- Discrimination:** Judging or imitating a person because of their race, ethnic origin, or gender
- Exclusion:** Gossiping, spreading rumors, isolating a person, refusing to acknowledge a person
- Trickery:** Hurtful pranks, "accident" on purpose, lying, denying, blaming, setting someone up
- Stealing:** Taking someone's personal possessions

At the discretion of school administrators, bullying and harassing behaviors may lead to suspensions and possible expulsions. In an effort to be fair, each case is handled individually.

SPECIAL EDUCATION SERVICES

St. Ann's Academy supports the provision of special education services based on inclusion. We recognize that some students have exceptional needs in learning, behaviour or physical mobility and that every effort must be made to provide these students access to programs and services to enhance their opportunities to succeed in all aspects of Catholic education. Therefore, we include all students in the school community for instructional purposes. All students have the right to: A Christian experience of community; learning opportunities that are committed to individual needs; student evaluation that furthers developmental growth and learning; support assistance when it is required. Our schools have learning assistance coordinators and a special education team to develop and deliver special education programs and services. The special education teams consists of the learning assistance coordinator, administration, the classroom teacher(s), the certified educational assistant, the parents/guardians of the student; outside special education service professionals and/or agencies as needed; and the student themselves, when appropriate. St. Ann's Academy supports the provision of education programs and services for students with special needs subject to the availability of physical, human and financial resources.

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.

SUPPLIES

High School

Students are responsible for their own supplies.

Elementary School

Some elementary student supplies are included in the tuition fees. These items are handed out to students as necessary by their teachers. The teacher will supply a student supply list of items that may be required to be purchased by parents at the start of the school year.

STUDENT COUNCIL

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

SCHOOL ATHLETIC TEAMS

St. Ann's Academy features a number of very competitive teams at the grade 8, junior and senior single A levels: volleyball, soccer, basketball, rugby, golf, and track and field. These teams are offered on a yearly basis as determined by student interest and availability of coaches.

SPECIAL EVENTS

St. Ann's Academy promotes the spiritual and social life of students through special events such as retreats, food hamper collections, mission collections, special liturgies, dances, Winter Carnival activities, and Sports Day.

EVALUATION POLICIES FOR SECONDARY SCHOOL

In order to standardize evaluation of students across the grades and across the curriculum, teachers have devised the following evaluation policy. This policy will help us to maintain the high standards of academic excellence and will foster good work and study habits in our students.

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:

- ✓ outline
- ✓ table of contents
- ✓ footnotes
- ✓ bibliography
- ✓ 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:

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

Homework

Students are expected to do the homework assigned to them in all their courses.

Missed Tests

01. 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.
02. The second missed test will automatically be given a zero. Consultation with administration may occur.
03. In certain courses, Safety Tests **must** be passed before a student will be able to proceed with the course.
04. Missing the January exam will mean the final exam must be written – No exemptions are possible.
05. 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 recommended by administration. Notes for missed tests and exams are required within five calendar days of the student's return to school.

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.

Grades 8 – 12: Maintaining a minimum 80% average. Also the teacher will consider other criteria such as homework completion, attendance, work ethic, attitude and discipline.

Exceptions

- ✓ Provincially Examinable Courses
- ✓ Department modifications and discretion may be applied to the exemption policy.
- ✓ When the student misses 10 or more classes. (If there is an extended medical reason (with a Doctor's note), this exception may be waived.)

Feedback

Tests and assignments will 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.

EVALUATION POLICIES FOR ELEMENTARY SCHOOL

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.

Major Assignments

These are to be turned into the classroom teacher no later than 3:00 PM on the date due. If the assignment is turned in after this time, the classroom teacher may assign a 0%.

Minor Assignments

(Including Homework) – These assignments are due at the beginning of class on the due date. If late, they will only be worth 50% of their original value. If they are not turned in by the next school day, they will receive 0%. This may be modified at each teacher's discretion.

- Any assignment or personal planning task assigned by the classroom teacher is considered homework. For example, having personal tests signed and an up – to – date agenda are considered homework.
- When students are away on vacation a travel journal will be assigned. The remaining assignments missed during the student's absence from school will be

collected and given to him/her upon their return.

Missed Assignments

Any student missing three or more assignments in one month will receive a formal document that is to be filled out by the attending teacher and signed by the Vice-Principal. The document will be sent home and signed by a parent(s) or guardian(s) and returned to the classroom teacher. If the student does not receive another missed assignment document for thirty days they will be given a 'clean record'.

Administration

It is the role of the vice principal to ensure that the academic needs and standards outlined by the Ministry are being consistently followed at St. Ann's Academy. When students are assessed a formal homework document the Vice-Principal will:

First Incident:

1. Speak to each student to discuss the matter/concerns;
2. Issue a formal letter documenting the students performance;
3. Contact parent(s)/guardian(s) regarding the students performance;

Second Incident within 30 Calendar Days:

1. Speak to each student to discuss the matter/concerns;
2. Issue a second letter documenting the students' performance;
3. Contact parent(s)/guardians(s) regarding the students' performance;
4. Issue an in-school suspension of 1 – 5 days to be served under the Vice-Principal's supervision in the office.

Note: If students do not have any homework issues within 30 calendar days they will receive a 'clean record'.

Three or More Incidents:

If incomplete homework becomes a habitual problem the classroom teacher will refer the student to administration. In this circumstance the administration and staff of St. Ann's Academy will consider the matter to be serious in nature. In partnership with home the school will work within the procedures/policy of the school student code of conduct to discuss future consequences.

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 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 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 demonstrated, 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 – Grade 7

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 Grade 7 extra-curricular coaches and the Elementary Athletic Director.

Citizenship Award – Grade 7

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 – Grade 7

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 – Grade 7

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 – Grade 7

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 – Grade 7

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 endeavors
- 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 – Grade 7

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 – Grade 7

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

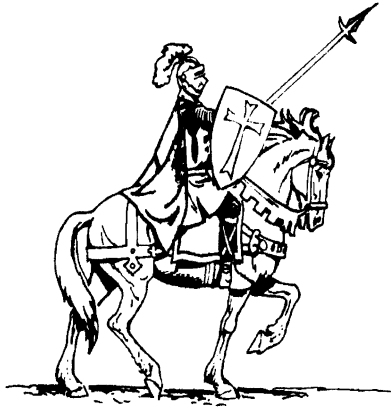
The recipient of this award are chosen by the Grade 7 Visual Arts teacher.

Elementary CRUSADER of the Year Award – Grade 7

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.

SCHOOL FACTS

Name: St. Ann's Academy

School Colours: Blue and Gold

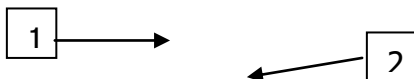
School Motto: Fides et Scientia (Faith and Learning)

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

Revised January 17, 2017



waters", the North and South Thompson flowing into the Thompson.

5

