



Prayer to St. Joseph



Blessed Joseph, husband of Mary, be with us this day. You protected and cherished the virgin; loving the Child Jesus as your Son, you rescued Him from the danger of death. Defend the Church, the household of God, purchased by the blood of Christ.



in holiness and in death rejoice in the crown of victory.

Guardian of the Holy Family, be with us in our trials. May your prayers obtain for us the strength to flee from error and wrestle with the powers of corruption so that in life we may grow

**School Mission Statement**

It is the mission of St. Joseph School community to teach as Christ taught. To nurture life-long learning, we strive to educate the whole child spiritually, intellectually, emotionally, socially and physically; where students believe they can succeed.

**Belief Statement**



**We believe that:**

- The model of liberal education, established by the Church a millennium ago, provides for learning in an atmosphere of freedom characterized by openness to new ideas, critical thought, and positive risk as we look at the world in which we live.
- We see Christ in everyone, as each person is a unique gift from God.
- We are called to teach as Christ taught.
- Learning occurs best in a safe, positive, enthusiastic and caring environment in which students believe they will succeed.
- The entire Catholic community plays an integral role in the education of our students.
- We can best serve one another by celebrating both our similarities and our differences.
- All students can learn and experience success.

## Evergreen Catholic Separate Regional Division #2

### Vision

*Evergreen Catholic: Ever Growing, Learning, and Living in Christ*

### Mission Statement

In Evergreen Catholic, we educate in an atmosphere of faith, hope, and love, to prepare our students to live as compassionate, confident, and contributing citizens.

### Evergreen Belief Statements

In Evergreen Catholic Schools, we believe that:

- every person is made in the image and likeness of God
- educational programs need to be student-centered and accessible
- highly qualified, faith-filled staff create excellent learning environments
- collaboration among home, school and parish fosters a comprehensive Catholic education



### Absentee Check

Parents are encouraged to contact the school if their child/children will be absent or late for school. The school phone number is 962 – 8788. If it is before 8:30 in the morning there will be an answering machine for you to leave the message on. Please include the name of your child, the reason for their absence and their teacher.

Information on the St. Joseph School Registration Form is used in tracing a child who is absent from school in the event we are not contacted. It is extremely important for the safety of your child that the school is notified of any change in telephone numbers at home or at work. It is also important that we have an emergency contact number in case we cannot contact a parent or guardian.



### Accidents



If a child receives a serious injury during the school day, parents will be notified immediately. All accidents are recorded as part of the Evergreen Division Policy. Minor injuries are treated with ice, Band-Aids, and T.L.C.!

### Awards



The Tegan Morgan Memorial Good Shepherd Award is voted on by the classmates who choose one student, who, in their opinion, best exemplifies the spirit of Christian sharing and caring. The award is named for Tegan Morgan, a student of St. Joseph school, who had won the award herself, prior to her untimely death. The painting in the school entrance is also dedicated to Tegan. Students can vote for as many students as they believe are deserving of the award. The purpose is not to say that only one student deserves the award, but rather that the class chose a particular representative to receive the award on their behalf to reflect the Christian attitude present in all of them.



### Bicycles/ Roller blades/Skateboards



Students who bring bicycles to school do so at their own risk. All bicycles must be locked individually in the bicycle racks located on our school grounds. Please ensure that a safe and durable lock is used.

For the safety of all the students, bicycles, roller blades, scooters, and skateboards must not be ridden on school grounds. Students are to dismount and walk their bikes to the bike racks. Bicycle racks are an off limit area during the school day. Students access them only for the purpose of riding to and from school. Roller blades are to be taken off, carried into the school, and stored in a locker. Skateboards **should not** be brought to school.

All bicycle riders and roller bladers must wear an appropriate helmet.



## Cold Weather



The staff at St. Joseph School pays close attention to weather conditions. We do not send our children outside if conditions are not appropriate for an enjoyable recess break.

Cancellation of Recess: Recess is important to children in that it provides a break from regular school routine, a chance to get some fresh air, and an opportunity to run off excess energy. An indoor, supervised recess break will occur when the temperature, combined with wind chill is below  $-20^{\circ}\text{C}$ .

No Bus Days – Snow Days: On days when buses are NOT running, the school will NOT be phoning parents regarding student absence. It will be the parent's responsibility to contact the school and either leave a message on the school answering machine or during the morning to let the office staffs know that your child is home with you. If your child walks to school on these days, please phone to make sure they have arrived at school.

In the event of extreme weather conditions, announcements of bus cancellations will be made on the following radio stations: CHED, CFCW, CISN, K-ROCK, CBC, and CKNG. Announcements will also be on the Evergreen C.S.R.D. #2 website (<http://www.ecsrd.ca/>). When weather or road conditions deteriorate during the school day, a decision mandating the early dismissal of bus students may be made (by the department of transportation and the Superintendent of Evergreen C.S.R.D. #2) and broadcast on all the designated radio stations. Please make sure that an alternate contact for your son or daughter is listed in our office record system. If busses leave early, we will need to get in touch with you or an alternate to ensure that your child will have someone waiting for them when they get off the bus. Your child's safety is our first concern.



## Communication



Open and positive communication between the home and the school is one of the most important conditions we can make for the educational development of children who attend St. Joseph School. We are all here for the children and together we can build an enriched learning environment for them.

Parent, student and teacher conferences will be scheduled throughout the year, but we encourage you not to wait for them if you feel you need to meet with your child's teacher or the administration. Together we will help all students achieve their personal best.

A monthly newsletter will go home at the beginning of each month. Special announcements will be sent home with the students when necessary. Check the school website at [www.sjcs.ca](http://www.sjcs.ca) for regular updates.

## Early Childhood Services

Kindergarten is a valuable year of education in your child's life. At St. Joseph School we offer a full year of Kindergarten with many wonderful programs. Your child's teacher will send home monthly newsletters informing you of the many activities offered in Kindergarten at St. Joseph School.

### General Information

- ✓ A small snack is required everyday.
- ✓ Indoor and outdoor footwear is required.
- ✓ Students will be assigned a locker they will share with another student for their belongings.
- ✓ Teachers will create a schedule of when a parent or another special person can come in to be a parent-helper. On these days you will come into the classroom to work and play with the children. This is a special day with your child, so we ask that younger siblings not attend.

## Conduct

It is the responsibility of the staff to create an atmosphere of safety for the students—one in which all students have an equal opportunity to learn and develop positive feelings about themselves and others as they grow. The administration, in consultation with the entire staff, have developed our sense of community and how we build that community around three simple positive tenants that children can understand and be given concrete reinforcements for:

- ✓ Respect Yourself
- ✓ Respect Others
- ✓ Respect Property

Administration approaches each student conduct issue referred to them as “a problem to be solved.” Students may need to work through a process to identify alternatives to their behaviours. Follow-up and monitoring to support better choices is an important part of this approach. Our administration is committed to communicating this process to parents. We document incidents and track problem areas and relationships. We work closely with our school counsellor with follow-up should repeat behaviours warrant further intervention.



## Early Arrival

Staff members begin supervision outside at 8:25 a.m. In the event that it is necessary, on occasion, for your child to arrive at school before this time, please contact the office to make arrangements to have your child wait inside until 8:25.

## Early Departure



When a child is being excused early, we ask that you take note of the following procedure, which has been put into place for the personal safety of your child.

- ✓ Parents or Guardians should pick up the child.
- ✓ Report to the office and we will have your child meet you there.
- ✓ If you are unable to pick up your child, please phone the school and let us know who will be picking up your child and the time you want your child to be excused.
- ✓ Parents are requested to reduce as much as possible the number of early departures to provide continuity of instruction.

## Emergency Evacuation

Should an emergency situation, which leads to the evacuation of the school building, occur, the students and staff will relocate to our designated evacuation site. Calls to the school will automatically be forwarded to the Evergreen C.S.R.D. #2 board office, where parents will be informed of the emergency situation. St. Joseph School does have emergency and crisis plans and staff will put these plans into effect should an emergency situation occur. We regularly practice fire drill procedures – a good reason why students should always be wearing shoes.



## Field Trips



Field trips are an integral part of the educational programs at St. Joseph School. They provide children with unique experiences within the context of the curriculum being taught. Together children discover new insights into a learning situation with their classmates. Notes will be sent home with a permission slip prior to the trip.



## Footwear



Suitable footwear needs to be worn relative to weather conditions. All students and visitors are expected to remove their outdoor shoes at the entrance. Another pair of shoes needs to be worn indoors. These shoes can also be worn in the school gym. This policy is in place to ensure our school is kept clean and safe for our students and parent community. This also teaches our children to respect their environment and to support our custodians. Wet floors can cause accidents.



## Health Services



First aid is administered to any child experiencing an injury at school. If the injury is a minor scratch or bump, first aid is administered and no school contact is made with the home. If the injury or illness is more than a minor one, the student's parents are notified by phone. It is therefore extremely important that you provide the school office with current home and emergency telephone numbers.

The administration of medication is the responsibility of the student's parent or guardian. In special circumstances when a student must take medication during school hours, school staff may assist. In such instances, the following guidelines and procedures are required.

- ✓ A signed request from the parent indicating the type of medication to be administered required dosage and action to be taken in the event of possible hazards or side effects should be given to the office staff. A request form is available from our office staff.
- ✓ Discuss the medication with your child's teacher.
- ✓ A medication file on your child will be kept in the office.

The school nurse visits St. Joseph School periodically. She can be contacted at other times through the Health Unit in Stony Plain.

Normally children who are too ill to go outside for recess are encouraged to remain at home. This is particularly true in the case of severe colds. Children who come to school with severe colds or high fevers are unable to function well in class and often provide a source of infection for other children.

The Alberta Health Services also provides St. Joseph School with Speech and Language Services, Counselling Services and Behaviour Therapy is available through Children's Mental Health. School staff will contact families with children who are in need of these services and a referral process will take place.



## Internet



Students are required to have parental permission before being able to access the Internet and must sign an agreement indicating that they will use the Internet appropriately. Once a student and parent have signed an "Appropriate Use" agreement, the agreement will stay in effect for the entire time your child attends St. Joseph School. Please inform your child's teacher should you require any changes to the agreement. Student's use of the Internet is supervised at all times.

## Liturgical Celebrations



Our children are involved in a variety of liturgical celebrations which take place throughout the year. These celebrations enable us to share the rich dimension of our Catholic faith. Jesus Christ serves as our role model and through our lived action we bring our faith to life. Our parent community is always encouraged and welcome to be part of our celebrations. Celebrations are usually ½ hour to 1 hour in length and take place in our school gymnasium. More information regarding these celebrations will be sent to you in newsletters.



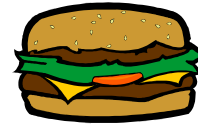
## Lockers

Lockers are assigned to students. Because many students share lockers and because of the age of the children at St. Joseph School, locks are not permitted. Lockers are cleaned out periodically by our custodial staff to ensure a safe and healthy environment, but students and parents are encouraged to check the lockers often, particularly for left over food.

## Lost and Found/ Personal Belongings

Please label all of your child's belongings (shoes, mitts, coats, backpacks, etc.) with a permanent marker. A lost and found box for clothing, footwear and outerwear is located at the front entrance, Grade 1 entrance, Grade 2 entrance and the Grade 3/4 hallway. An ECS lost and found is situated by the ECS classrooms. Small miscellaneous items that are found are kept in the office. Unclaimed items are donated to charities.

It is recommended that children not bring "precious, irreplaceable, treasures" to school. Although children are filled with good intentions, items do go missing from time to time. We do our best to help children locate missing items, but some items cannot be found. We ask that children not bring toys, trading cards, Game boys etc. to school. The school cannot be held responsible should any items be lost, damaged, or stolen.



## Lunch Programs



The Hot Lunch Program will be run by a private contractor for the 2011-2012 school year. Once a week, students will be able to order a hot lunch. Hot lunch forms go home with students once a month. Any money raised through this program goes towards school programs.

Both white and chocolate milk are available at lunchtime for \$1.00 a carton. Booklets of 10 coupons for \$10.00 will be for sale in the office. Juice and water are also available through the vending machine. Students wishing to purchase these drinks may do so at lunchtime.

## Money



Money brought to school for book orders, hot lunch, social justice projects, supplies, etc. should be placed in an envelope with the student's name on the outside. If your child has money at school for non-school related reasons, please ask your child to give the money to the teacher or bring it to the office for safekeeping. Students are encouraged to keep money that is not going to be used for a specific school purpose at home.

## Parent Etiquette

In the best interests of students, we ask you to please respect the following procedures:

- ✓ Once the bell goes to begin class, teachers are no longer available to hold conversation with parents at the classroom door.
- ✓ Please do not enter, or allow toddlers to enter the class if you are waiting in the school to meet your child.
- ✓ Under no circumstances may a volunteer or parent in the school discipline or reprimand other parents' children. If you witness something untoward that you believe needs adult intervention, please report it immediately to the nearest staff member or the office.
- ✓ All visitors are expected to check in at the office during school hours.

## Parental Concerns

We believe that effective problem solving occurs when those most directly affected by a problem situation are involved in its resolution.

Consequently, we request that the following protocol be followed in addressing parental concerns:

- ✓ Discuss the situation with the teacher or staff member.
- ✓ If a situation cannot be resolved at that level, discuss your concern with the administrative team – principal and/or assistant principal.
- ✓ Concerns that are of a general school nature should be discussed with the administration of the school.

## Parishes



St. Joseph School believes that in order to develop children spiritually, the school, the parish and the home needs to work together. St. Joseph School is part of the Holy Trinity Parish.

## Parent Volunteers

Parent volunteers play a key role in supporting school-wide initiatives at St. Joseph School. They are involved in supporting the classroom, the library, the hot lunch program, school council, and all school-wide events. If you are interested in volunteering please contact either the administration or your child's classroom teacher. Homeroom teachers usually set up a schedule for volunteers in their classroom. Volunteers who do come into the school are asked to sign a confidentiality agreement at the office and have a criminal record check. At this time you will be assigned a Volunteer nametag. This ensures that we know who is in the school at all times and allows teachers to know who you are. We are very fortunate at St. Joseph School to have so many parents who contribute their time, talent and expertise to our school community. We ask that all parent volunteers participate in a volunteer orientation. The volunteer orientation takes place in September.

## Parking



If you are dropping off or picking up your child, please obey all school parking lot signs and bus lane signs. We would like our parking lot to be safe for our children and convenient for our parents. Please do not double park vehicles in the parking lot – this is a serious safety concern, as children then have to walk between vehicles. The lane in front of the school is a no parking zone. There is parking around the inside traffic circle. If these spots are full, please park in visitor parking or on Weston Drive. When crossing the parking lot from visitor parking, we ask all visitors to cross by the entrance to staff parking rather than cutting through the parking lot. There is no parking, at any time, in the bus lane.

Students who cross Weston Drive, coming to or leaving the school must use **the crosswalk**, even when accompanied by a parent. We also ask all visitors and parents to use this crosswalk. Using the crosswalk provides us with an opportunity to model safety for and with our students.

## Programs

At St. Joseph School we offer the following programs:

- ✓ A regular program authorized by Alberta Learning.
- ✓ A music program for grades 1 – 4; music support is offered for the ECS program.
- ✓ Introductory French programs for grade 4 students.
- ✓ Religious Education programs authorized by the Canadian Council of Bishops.
- ✓ Computer instruction for all grades.
- ✓ A counselling program, which includes small group counselling, one-on-one counselling, and programs such as: C-Team (students helping students in dealing with conflict management), Rainbows (grief/loss support), Bully proofing, Free the Horses (self esteem), Volcanoes in My Tummy (anger management), and Moral Intelligence (developing virtues).
- ✓ Psychological services to assess student intelligence, behaviour attitudes, and social-emotional attitudes to help develop a successful program for students experiencing challenges in these areas.
- ✓ Special Education Programs for students with Special needs.

## Reporting Process

The reporting process is recognition of learning with an emphasis on celebrating the child's growth. Parents are encouraged to contact their child's teacher whenever they have concerns with respect to learning, behaviour, and programs. The reporting process is ongoing, between home and school, throughout the year.

The timeline for the formal reporting is:

**November** A written report card is sent home with each child. A "Celebration of Learning" or Student-Parent-Teacher Conference takes place.

**March**

A written report card is sent home with each child. A "Celebration of Learning" or Student-Parent-Teacher Conference takes place.

**June**

A final report card containing a placement recommendation is issued on the last day of classes.

## School Advisory Council

The purpose of the School Council is to promote the exchange of ideas and involvement of parents and school staff in matters relating to school programs. The S.A.C. provides a vehicle for parent and staff communication and an opportunity for positive support of the educational vision of St. Joseph School. Look for further information on the council in newsletters, and on their bulletin board in the front entrance of the school. Watch for the monthly meetings.



## School Supplies



Basic school supplies are available for purchase from the school office. Parents may pay for supplies when registering their child for the school year. This payment provides supplies for your child for the school year. Families who wish to purchase supplies from sources other than the school will be provided with a "supplies list" when registering. Students should have a backpack or book bag and indoor shoes preferably with non-scuffing soles.

## Student Placement

It is the responsibility of the school administration, in consultation with teachers and parents, to place students in appropriate grades and/or programs. Occasions may arise when, in consultation with parents, a student may be recommended for a particular class due to program needs.



## Supervision

St. Joseph School staff or parent volunteers provide a crossing guard for students crossing Weston Drive for fifteen minutes prior to school in the morning and for fifteen minutes following dismissal at the end of the day. If you are interested in volunteering for this position, please contact the principal.

Our staff provides playground supervision for fifteen minutes before school and during the morning, afternoon, and lunch recesses. Staff members provide supervision for students boarding buses after school. Playground supervision is not provided at this time. Students are asked not to use the playground after school unless their parent is present to supervise them.

Students eat lunch with adult supervision.



## Testing



Students at grade three write the provincial achievement exams in May and June. The achievement exams focus on two curricular areas – mathematics and language arts. Results of provincial achievement exams are forwarded to the school in the fall and the results are mailed to parents. Throughout the year, students in different grades participate in testing, including Gates McGinnitie Reading (Grades 1 and 2), Provincial Achievement Exams in Math and Language Arts (Grade 3), and Canadian Achievement Test (Grade 4). Parents are welcome to review their child's scores with their child's teacher, Special Education personnel, an administrator, or the counsellor.

School and/or district personnel may conduct individual student assessments. These assessments are arranged through the Special Education Coordinator, Counsellor, Administration and/or classroom teacher and are completed only with written parental consent.

**If**

You believe in me,

Then maybe

I can do something with my life,

Thus,

The light of hope begins to burn.

Your constant trust in me

Communicates warm sensations of confidence and

faith

That look in your eyes,

The touch of your hands,

Brings me some marvellous message of hope.

Jean Vanier

## School Year 2011-2012

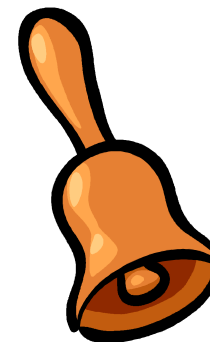
First Day of School	August 31
Labour Day	September 5
First Full Day of ECS	September 12
Staff Meeting/Professional Development	October 7
Thanksgiving	October 10
Remembrance Day	November 11
Lieu day for Parent/Teacher Interviews	November 14
Report Cards go home	November 21
Student-Teacher-Parent Interviews	November 23 & 24
Staff Meeting/Professional Development	November 25
Christmas Break	December 26- Jan 6
First day back from break	January 9
Staff Meeting/Professional Development	January 31
Teacher's Convention	February 9 & 10
Family Day	February 20
Ash Wednesday	February 22
Staff Meeting/Professional Development	March 9
Report Cards go home	March 19
Student-Parent-Teacher Conferences	March 21 & 22
Spring Break	March 26 – 30
First day back from break	April 2
Good Friday	April 6
Easter Monday	April 9
Staff Meeting/Professional Development	April 27
Lieu day for Parent/Teacher Interviews	May 18
Victoria Day	May 21
Last day of classes	June 27



## School Hours

### Kindergarten to Grade Four

Morning	8:40 a.m. – 11:35 a.m.
Afternoon	12:15 p.m. – 3:10 p.m.



Students are expected to be **in class** at the morning start time.

Morning recess is from 10:25 a.m. to 10:40 a.m.

Afternoon recess is from 2:00 p.m. to 2:15 p.m.

The staff begins supervision at 8:25 a.m. In the event that is it necessary, on occasion, for your child to arrive before this time, please contact the office to make arrangements to have your child wait inside until 8:25 a.m.