



"We love to learn, We Learn to Love"

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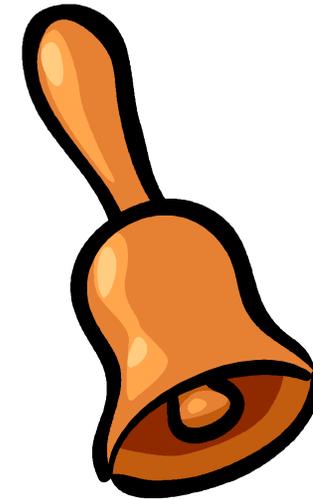
St. Joseph School Mission Statement

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.

2019-2020 School Hours

Kindergarten to Grade Four

| | |
|-------------------------|------------------|
| 8:35 a.m. | First Bell |
| 8:40 a.m. - 10:20 a.m. | |
| 10:20 a.m. - 10:35 a.m. | Morning Recess |
| 10:35 a.m. - 12:15 p.m. | |
| 12:15 p.m. - 12:35 p.m. | Lunch Recess |
| 12:35 p.m. - 1:00 p.m. | Lunch |
| 1:00 p.m. - 1:55 p.m. | |
| 1:55 p.m. - 2:10 p.m. | Afternoon Recess |
| 2:10 p.m. - 3:00 p.m. | |
| 3:05 p.m. | Home Time |



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

Supervision begins at 8:15 a.m. In the event that it is 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 8:15 a.m.

School Year 2019-2020

| | |
|---|--------------------|
| Staff Meeting/ Professional Development | August 26 |
| Staff Meeting/ Professional Development | August 27 |
| Staff Meeting/ Professional Development | August 28 |
| Faith Development Day- No Students | August 29 |
| Professional Development Day | August 30 |
| Labour Day - No School | September 2 |
| First Day of School for students | September 3 |
| Interim Report | October 10 |
| Staff Meeting/Professional Development | October 11 |
| Thanksgiving | October 14 |
| Student-Teacher-Parent Interviews | October 16 & 17 |
| Remembrance Day - No School | November 11 |
| Lieu day- No School | November 12 |
| Non-Operational Day- No School | November 13 |
| Non-Operational Day- No School | November 14 |
| Non-Operational Day- No School | November 15 |
| Report Cards go home | November 25 |
| Christmas Break | December 23- Jan 3 |
| First day back from break | January 6 |
| Teacher's Convention | February 6 & 7 |
| Family Day | February 17 |
| Report Cards go home | March 16 |
| Celebration of Learning | March 18 & 19 |
| Spring Break | March 23-27 |
| Staff Meeting/Professional Development | March 30 |
| First day back from break | March 31 |
| Good Friday - No school | April 10 |
| Easter Monday- No School | April 13 |
| Lieu Day- No School | May 15 |
| Victoria Day- No School | May 18 |
| Last day of classes | June 26 |
| Staff Awards Day-No Students | June 29 |

2019-2020 Division Faith Theme

*FORMED AND STRENGTHENED BY GOD'S
WORD*

I can do all things through him who strengthens
me.

Philippians 4:13



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.

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

Amen



"We love to learn, we learn to love . . ."

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.



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, & T.L.C.!

Awards



The Tegan Morgan Memorial Good Shepherd Award is voted on by the classmates who choose one boy and one girl who, in their opinion, best exemplify 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. The purpose is not to say that only two students deserve the award, but rather that the class chose particular representatives to receive the award on their behalf to reflect the Christian attitude present in all of them. The Kristin Brown Memorial Award is awarded to one Grade 4 student. The award is named for Kristin Brown, a Grade 4 teacher of St. Joseph School who prior to her death in 2015 exemplified the qualities named in this award. The Grade 4 student who receives this award demonstrates a sense of selflessness, a kind and gentle spirit, and is respectful of other students and staff. The student is faith-filled and shows a genuine caring for others.



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.

We encourage all bicycle riders and roller bladers to 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°C or if there is rain.

No Bus Days – Snow Days: On days when BUSES are not running, the school will NOT phone parents regarding students' absences. 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 staff know that your child is home with you. If your child walks to school on these days, please phone the school to make sure they have arrived at school safely.

In the event of extreme weather conditions, announcements of bus cancellations will be made on various radio stations and on the Evergreen CSRD #2 website (<http://www.ecsrd.ca>) and Parkland Transportation website (www.psd70.ab.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 CSRD #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 buses 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 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 for regular updates. We are also on Twitter @joes4646.

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 every day.
- ✓ 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 8:15 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 8:15.

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 occur which leads to the evacuation of the school building, the students and staff will relocate to our designated evacuation site. Calls to the school will automatically be forwarded to the Evergreen CSRD #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.



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.

Students should not store medication in their backpack or locker. Nor should they administer their own medication.

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 provides St. Joseph School with Speech Language Therapy 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.



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.



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.

Grade 4 students participate in a 1-to-1 technology program which assigns each student the use of a school Chromebook. Grade 4 teachers will explain expectations and protocol for Chromebook use to students and parents.

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. Lost and found boxes for clothing, footwear and outerwear are located at the Grade 1-4 entrances. 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, ipods etc. to school.

The school cannot be held responsible should any items be lost, damaged, or stolen.



Lunch Programs

Our Hot Lunch provider for the 2019-2020 school year is “**Bite To Eat**”. Bite To Eat will provide a variety of homemade, delicious menu options every Monday and Thursday. The ordering system can be accessed online through bitetoeat.ca

Both white and chocolate milk are available at lunchtime for \$1.00 a carton. Punch cards are available for sale in the office for \$10.00.

Money



Money brought to school for book orders, 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.
- ✓ Parents picking children up at the end of the day are asked to wait in the front entrance of the school or outside the school until the 3:00 pm bell rings.

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.

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, school council, and all school-wide events. **If you are interested in volunteering you must have a criminal record check in place prior to helping in the school.** Please contact the administration for a letter to take to your local RCMP office. Once the record check is returned then volunteers will be required to participate in a volunteer orientation, and sign a confidentiality agreement at the office. The volunteer orientation takes place in September. 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. Contact your child's teacher for more detailed information in volunteering in the classroom as homeroom teachers do their own volunteer schedule. We are very fortunate at St. Joseph School to have so many parents who contribute their time, talent and expertise to our school community.



Parking

If you are dropping off or picking up your child, please obey all school parking lot signs and bus lane signs. We want 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: Rainbows (grief/loss support), and Worry Dragons.
- ✓ Psychological services to assess student intelligence, behaviour, and social-emotional attitudes to help develop a successful program for students experiencing challenges in these areas.
- ✓ Special Education Programming for students with Special needs.
- ✓ Pre-Kindergarten Programming.

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. We will be following a different format this year for the first reporting period.

The timeline for the formal reporting is:

October: A Student-Parent-Teacher Conference takes place.

November: A written report card is sent home with each child.

March: A written report card is sent home with each child. A "Celebration of Learning" takes place.

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

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.

School 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 School Council 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 meeting dates.



School Supplies



This year school supply packages may be purchased directly through **Write-On Stationery**. Payment for these supply packages is made directly to Write-On Stationery either through online purchase or returning the paperwork to the school with either cash or a cheque payable to Write-On Stationery. If you choose to purchase supplies on your own, copies of the supply list are available in the office.

As well, students should have a backpack or book bag and indoor shoes preferably with non-scuffing soles.



Supervision

St. Joseph School staff provides a crossing guard for students crossing Weston Drive for twenty minutes prior to school in the morning and for fifteen minutes following dismissal at the end of the day.

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.

Birthdays

Birthdays are a special event in the lives of children. At St. Joseph we will recognize each child's birthday on SJTV. In addition each child will be given a small token of this very special event in their lives.

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.

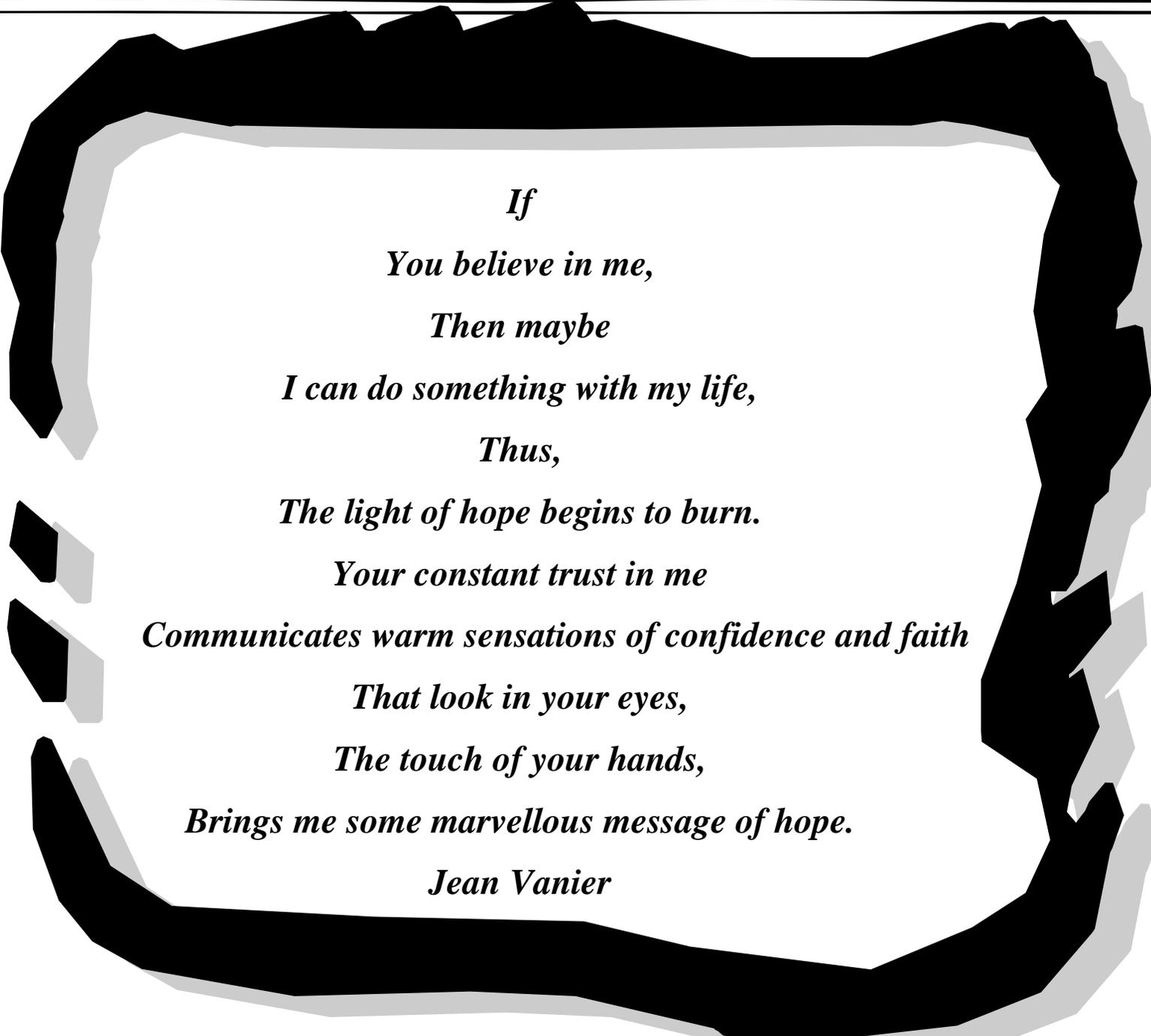


Testing



Students at grade two, three, and four will write the Math Intervention Programming Instrument in September 2019 as well as a diagnostic reading assessment. This assessment will provide students, teachers, and parents with information at the beginning of the school year to plan for learning.

School and/or district personnel may conduct individual student assessments. These assessments are arranged through the Inclusive 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*