



Our Purpose

“Ensuring that every student experiences success while journeying together in Christ’s footsteps”

Saint John XXIII Catholic School

*9526 – 89 Street
Fort Saskatchewan, Alberta
T8L 2X7*

*Telephone: (780) 998-7777
Fax: (780) 998-0776*

Mr. Paul Corrigan

Principal

Mrs. Rae Molzan

Assistant Principal



Elk Island Catholic Schools

Please Visit Our Websites

EICS: www.eics.ab.ca

PJXXIII: stj23school.eics.ab.ca

A Message From Your School Leadership Team

Welcome to Saint John XXIII Catholic Elementary School. As part of the greater Elk Island Catholic School Division our vision, mission and goals align with the teachings of the Catholic Church and the wisdom gained through the scriptures. With the help of the Holy Spirit we endeavor to create an inviting learning environment where students, staff, parents and active community members feel welcome and safe. We believe that everyone has something to offer in the awesome task of educating children. When the school, family, and faith community work as a cohesive team, the whole child is educated, challenged, and encouraged to grow intellectually, morally, spiritually, socially, and physically.

The best research consistently supports the understanding that parental involvement combined with positive and meaningful student-teacher relationships does more to promote success than any other factors. We ask all of our parents at St. John XXIII to help support our staff in encouraging students to take ownership of their education as early as possible. Our goal is to help children become caring, capable citizens who can achieve goals, meet expectations and offer their gifts and talents to the larger society with an attitude of respect and gratitude.

As Catholic educators, we believe in creating an opportunity for children to experience the fullness of God's love as expressed through the Gospel message of Jesus and discover the many fruits and gifts of the Holy Spirit.

The administration, teaching and support staff, and parent council warmly invite you and your children to join us in a celebration of learning. God bless you in the good work you do as parents and guardians of such beautiful gifts and thank you for helping us *"ensure that every child experiences success while journeying together in Christ's footsteps."*

Paul Corrigan
Principal

Rae Molzan
Assistant Principal

Elk Island Catholic Schools Saint John XXIII School Calendar 2015-2016 School Year NOTE: Some Dates May Change--See Monthly Newsletters

August

31 First Day of Classes

September

7 Labour Day Holiday (No School)

10 Meet The Staff Night

TBA Welcome back Breakfast

24 Terry Fox Run

25 Division PD Day (No School)

November

2-6 Book Fair

4 Student/Parent/Teacher Conferences

5 Student/Parent/Teacher Conferences

9 -13 Fall Break (No School)

10 Day-in-Lieu for Interviews (No School)

26 Choir Christmas Concert

January

1 New Year's Day (No School)

4 Classes Resume

29 Division PD Day (No School)

March

4 Division Faith/PD Day (No School)

14 Evidence of Learning Portfolios

20 Palm Sunday

21 Student/Parent/Teacher Conferences

22 Student/Parent/Teacher Conferences

24 Staff PD Day (No School)

25 Good Friday (No School)

27 Easter Sunday

28 Easter Monday (No School)

29 Spring Break Begins (No School)

29 Day-in-Lieu for Interviews (No School)

October

9 Staff PD Day (No School)

12 Thanksgiving Day Holiday (No School)

16 Picture Day

26 Evidence of Learning Portfolios

December

9 Grade K-2 Christmas Concert

10 Grade 3-4 Christmas Concert

18 Last Day of Classes before Christmas Break

21 Christmas Vacation Begins

25 Christmas Day

26 Boxing Day

21-31 Christmas Vacation

February

3 Report Cards

4/5 Teachers' Convention (No School)

9 Shrove Tuesday

10 Ash Wednesday

12 Staff PD Day (No School)

15 Family Day Holiday (No School)

April

1-4 Spring Break (No School)

5 Classes Resume

15 Staff PD Day (No School)

May

13 Staff PD Day (No School)

20 School Closure Day (No School)

23 Victoria Day Holiday (No School)

June

3 Gr. 1-4 Fun Day

28 Report Cards

28 Last Day of Classes for Students

**SAINT JOHN XXIII CATHOLIC SCHOOL
FORT SASKATCHEWAN, ALBERTA
2015-2016**

STAFF

ECS AM/PM

Sandy Weller

ECS AM/PM

Larissa Sulyma

GRADE ONE

Nikki Arnott

Justine Holland

Kathy Noel

Joanne Tober

GRADE TWO

Kayla Adams

Dianne Bond-Addressi

Lesley Holt

Christy Oikonen

GRADE THREE

Kerri DeChamplain

Lisa Morin

Stanna Reardon

GRADE FOUR

Nancy Morgan

Yvette Morin

Jackie Comartin

Francie Vukovic

MUSIC

Nicole Cyca

ECS MUSIC

Melanie Doderai

STUDENT SUPPORT SERVICES

Stephanie Baier-Scott

Paul Berg

COUNSELLOR

Paul Berg

BRIGHTER BEGINNINGS

Natalie Earle

PRINCIPAL

Paul Corrigan

ASSISTANT PRINCIPAL

Rae Molzan

CHAPLAIN

Scott Walker

SECRETARY

Jeannette Wilson

LIBRARIAN

May-Lee Buban

DAYTIME CARETAKER

Lenora Moore

EVENING CARETAKER

LITERACY SUPPORT

Stephanie Baier-Scott/Sandy Weller

EDUCATIONAL

ASSISTANTS

TBA

COUNSELLING SERVICES

The goal of the counselling program is to assist students with issues so they are better able to achieve their potential in the classroom and on the playground. Students are reminded that they may access the services of the counsellor at any time by placing a request through their teacher or by making a direct request to the counsellor. Parents and teachers may also request this service for a student by filling out a referral form that is available through the office or the counsellor.

NUT-AWARE ENVIRONMENT

Saint John XXIII School is a nut-aware environment. School policy is in place to provide a safe environment for our children who have life-threatening allergies to nuts and nut products. We ask parents to monitor this closely with your children as you prepare snacks and lunches to be brought to school. In the event that a nut product is brought to school, noon supervisors have been instructed to replace the product with a nutritional nut-free snack and to send a note and the snack back home to remind parents to please choose nut free snacks. When bringing classroom treats, please call the teacher to inquire about other food allergies which may cause a severe anaphylactic reaction .

CLOTHING AND FOOTWEAR

For safety reasons, each student must have outdoor and indoor runners for the Daily Physical Activity. All students' clothing and non-marking footwear should be ***clearly labeled with each child's name.*** All unclaimed lost and found items will be donated to charity at the end of the school year. We require that all students wear clothing that is appropriate for the school setting. Students will be required to change or cover up clothing which is deemed to be inappropriate regarding purpose or any messages/images.

RECESS

On days when the wind chill factor begins to drop below -20° Celsius, as indicated by Environment Canada Weather information, students may be required to remain indoors during the recess breaks. Environment Canada Weather for Edmonton/Fort Saskatchewan areas will be used to determine whether or not children go out for recess. Parent requests to have children remain indoors during recesses, should be based on health reasons only and should be indicated in writing.

HOMEWORK

Homework is an extension of the students' daily activities. The amount of time each student will spend doing homework may vary according to grade, ability and study habits. Communication with your child's teacher is encouraged if more specific information about homework is required. "Homework" may arise for the following reasons:

- a) students were unable to complete their assignments in the allotted class time;
- b) students have been absent;
- c) students have been on family vacations during regular school time;
- d) teacher directed assignments to be completed at home.

Students experiencing difficulty mastering concepts may be asked to practice at home with the help of a parent. Some highly motivated students may request home projects in order to extend their present knowledge and skill level. As part of a student's routine, home reading should be a daily and positive experience!

SUPERVISION/LUNCH PROGRAM

Generally most students eat lunch at school and are supervised by paid noon-hour parent supervisors or teaching/support staff. It is expected that all students will follow the school rules during the lunch hour. Failure to do so will result in disciplinary action and, in extreme cases, the temporary loss of privileges to eat lunch at school. **IF YOU WOULD LIKE TO BE HIRED ON AS A PAID NOON SUPERVISOR, PLEASE CONTACT THE OFFICE. You can choose to work as much or a little as you like and there is only has a one hour commitment on the day you work..**

ACCIDENTS AND ILLNESS

If a student is ill or injured at school, every effort will be made to contact parents to come and pick up an injured or sick child. If no parent can be contacted, and this circumstances are urgent, it will be at the discretion of administration or designate supervisor to call emergency services and have students taken to the doctor or hospital immediately and the parents will be contacted. It is imperative that the school has an emergency phone number where a responsible adult may be reached if neither parent can be contacted. Please notify the school of any change with respect to home, cell, or emergency contact numbers.

ADMINISTERING MEDICATION

If, under exceptional circumstances, a student must receive medication **prescribed by a medical practitioner** during the school day or during an extra curricular/field trip activity, the following procedures will apply:

- a) The parents must complete the "Administration of Medication /Medical Treatment to Student Approval Form." These forms are available from the office.
- b) The request must include written instructions as to how to administer the medication and signed by the parent.
- c) Only the principal or a designated staff member shall administer the medication.
- d) The principal has the right to reject requests for administration of prescription medicine (e.g. injections or other applications of which staff may not be qualified/trained to handle or administer.).
- e) **As per administrative policy, staff are not permitted to administer non-prescribed medications or any over-the-counter medications such as Tylenol etc.**

VISITORS/VOLUNTEERS TO THE SCHOOL

Parents/guardians wishing to volunteer on a regular basis must complete the RCMP Criminal Record check, Child Welfare Check, and Confidentiality Agreement Forms. This is all in accordance with the Elk Island Catholic School Division Policy. Upon entering the school, we ask all visitors/volunteers to report to the office and sign in. If students are picked up or dropped off during class times, or if lunches, books etc. need to be brought to your child, please do this through the office. Children can meet their parents at the office or pick up items during morning or noon recesses. This reduces interruptions to the classroom and helps prevent unauthorized people from being on the premises. **Parking is allowed in the visitor stalls only. If visitor parking is full, please park across the street and cross at the controlled crosswalk. Our parking lot is a ONE-WAY ONLY and RIGHT TURN EXIT ONLY during regular school hours between 8:00AM and 4:00PM. When picking up and dropping off students, please follow the rules. Do not leave your vehicle unattended in the pick-up and drop off lane. DO NOT ENTER THE PICK UP LANE UNTIL after 3:20 PM. PLEASE REVIEW THE ATTACHED MAP AND INSTRUCTIONS.**

LEAVING THE SCHOOL GROUNDS

If a student must leave school during regular class time for medical, dental, or other valid reasons, parents are asked to send a note indicating the time the student will be required to leave. This note should be shown to the classroom teacher and to administration at the front office. Under no circumstances is a student to leave the building during class time without the teacher's permission and checking out at the office. **Students who stay for lunch are not allowed to leave the school grounds during the noon hour.** Students are required to remain within the stated boundaries of the school playground. The parking lot and north and south lawn areas are considered to be out-of-bounds. If you want to give permission for your child to ride home on a friend's bus or with another parent, the school must have the request in writing prior to leaving the school. **Adults who are authorized to pick up a child from the school will be required to show picture ID.**

SCHOOL ABSENTEE POLICY

Continuous daily attendance is essential for academic success. **Please make every effort to arrange holidays outside of the regular school calendar days so that your child is able to participate fully from September to June.** If your child is going to be absent, please contact the school directly at 780-998-7777 before 8:50 a.m. stating your name, your child's name, grade, reason and expected duration of absence. **Either someone will answer or an answering machine will take your message. If you do not contact the office and leave a message, the school will make every effort to contact the parent or guardian of an absent child. This is very time consuming, so please leave a message at the school for all absences.** If a student is tardy, due to a late arrival or a medical appointment, they must check into the office first before proceeding to class.

SCHOOL EMERGENCY AND CRITICAL RESPONSE

In the event that an emergency arises, staff will follow strict guidelines laid out by School Board Policy. Students will practice several different emergency drills throughout the year including, fire, lockdown, external emergency (severe weather). Phone out systems are in place and parents will be contacted to either pick up their child at the school or be directed to go to a pickup point. Presently this location is designated to be Win Ferguson School at 9529-89 Street.

EMERGENCY SCHOOL CLOSURE

Should it be necessary to close the school due to weather or road conditions making transportation hazardous, the superintendent will authorize the closure of schools or suspension of school busses. You may listen to major AM radio stations such as CBC 740, CHED 630, or CHQT 880 commencing on or before 6:00 AM on the day of the closure. Information will also be available at www.eics.ab.ca.

TEXTBOOKS/LIBRARY BOOKS – LOST OR DAMAGED

If books are destroyed, damaged, or vandalized in any form by intentional or negligent act, a student is charged for replacing the textbook as follows: 1 year book at 100% of replacement cost; 2 year book at 75% of replacement cost; 3 year book or older at 50% of replacement cost

POSITIVE PARENT/SCHOOL COMMUNICATIONS

Positive, ongoing communication between the home and school is essential. You are encouraged to speak directly with your child's teacher if you have successes or concerns to share. On the very rare occasion that you would find this difficult or unsatisfactory, a joint meeting between the administration, teacher, and parent may be arranged. Please keep in mind that the best interest of the child is paramount in any discussion.

SCHOOL COUNCIL

Please come out and support your School Council. All parents are automatically members of the School Council where their child is registered. Members work closely with the principal, teachers and community members to enhance the academic, social, physical, and spiritual life of the school community. Please consider sitting in for a year or two as one of the executive members or as a regular volunteer—**NO EXPERIENCE NECESSARY.**

TECHNOLOGY USE

At St. John XXIII School it is expected that all students, staff and parents must sign an agreement to use technology and the Internet for appropriate educational activities. Inappropriate use by students will result in major or minor consequences as outlined in the School Behaviour Policy and/or loss of computer access.

CELL PHONES/ELECTRONIC DEVICES

Cell phones are not to come out of back packs during school hours. All calls in and out of school must go through the office. Cell phones may be confiscated during the day and returned to students when they leave at the end of the day or held until a parent comes to the school to pick it up. Electronic devices are not encouraged to be at school as they often get lost, stolen or damaged.

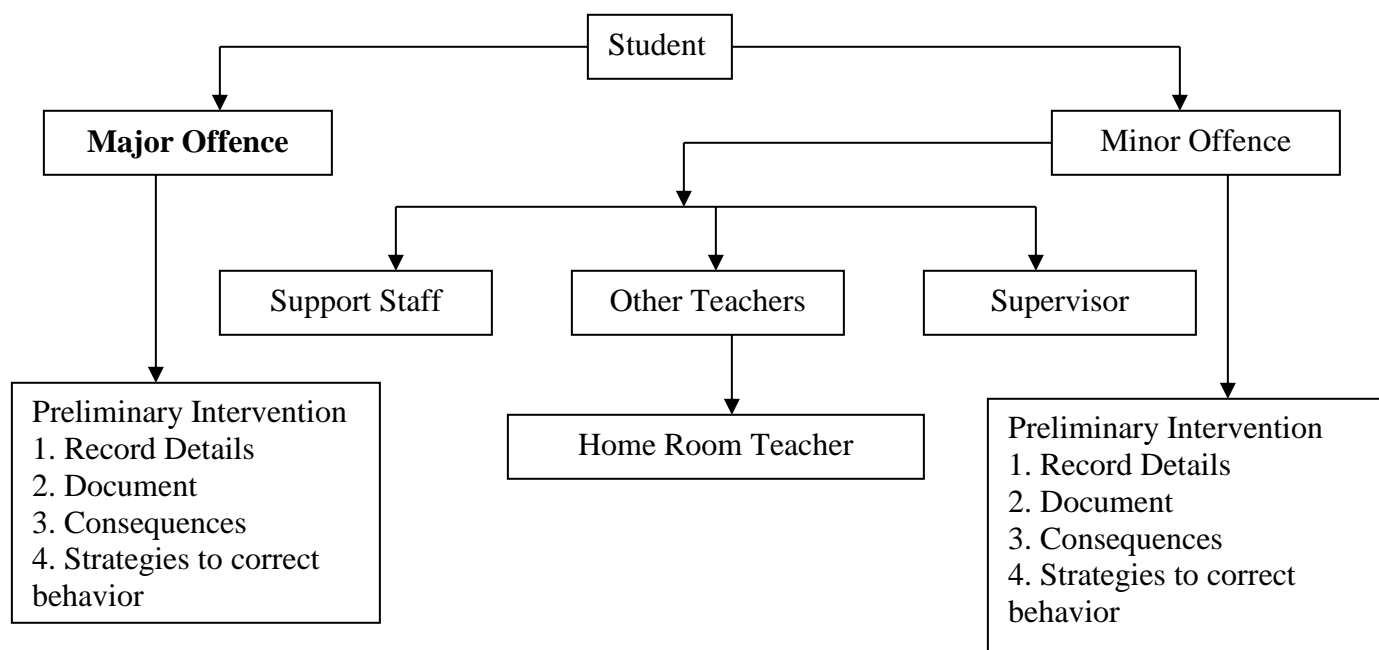
STUDENT CONDUCT

At Saint John XXIII Catholic School, we work to create a warm and friendly atmosphere, which we feel is a necessary characteristic of a Catholic school and conducive to positive learning and student success.

Further to the School Act of Alberta, Section 7, it is expected that each student will:

- a) Be responsible for providing a positive and healthy environment for others by maintaining order and self-discipline.
- b) Be responsible for personal neatness, hygiene, cleanliness and acceptable attire;
- c) Respect other students, teachers, administrators, support staff, visitors and fellow citizens of the school community.
- d) Respect the personal property of others and refrain from causing intentional damage or unnecessary wear and tear to books, facilities, school materials, school buildings and furnishings.
- e) Refrain from fighting, creating disturbances, using or carrying any weapon or dangerous items on school grounds, intentionally injuring another person or acting in such a manner as to expose others to risk of danger or injury. A student will not use threats or intimidation against any other person.
- f) Respect the educational process by refraining from intentional or habitual tardiness, inexcusable absences, or any activities, which diminish the rights of self and others to receive the best possible opportunity for educational success.

Code of Conduct Model



Examples of Major Offences

- Repeated minor offences
- Fighting, physical assault, bodily harm
- Profane, abusive language/gestures
- Unresolved confrontation
- Serious violence
- Open defiance/disrespect
- Theft Possession of a weapon
- Threats/bullying Vandalism

Examples of Consequences

- Loss of Privileges/recess
- In school suspension
- Out of school suspension
- Police intervention
- Social Service Intervention
- Expulsion

Examples of Minor Offences

- Playground problems, rough play, pushing, teasing, inappropriate language, snowball throwing
- Uncooperative behavior
- Running in the hallway
- Inconsiderate, disrespectful
- Hallway loitering
- Incomplete assignments and homework
- Late,
- Repeatedly forgetting books / materials

Example of Consequences

- Opportunity in student centre to catch-up
- Detentions-in office with work to do
- Loss of privilege-extracurricular activity
- School service-clean desks, assist janitor
- In school suspension
- Out of school suspension

Playground Equipment Safety



TAKE TURNS! HAVE FUN! PLAY SAFE! PLAY FAIR!

♥PSPF ♥
PLAY SAFE PLAY FAIR



General Rules: Greater Caution and Care During Winter Months: Ice and Snow!

No climbing on Roof Structures

No Jumping off of Equipment—ONLY climb down **FEET FIRST** using the equipment properly ...steps, ropes poles, ladders etc. Do not crawl underneath ground-level platforms.

Slides

Sitting position only; FEET FIRST; one person at a time. No climbing up the slides—wait until the person ahead of you has moved away from the slide.

Monkey Bars/And Hang Slider: If you can't reach don't use it! No Boosting short people!

No climbing on top of any monkey bars, or horizontal ladders—do not sit on top of the monkey bars

Only hang down by your hands—not upside down by the legs

No “chicken fights” on monkey bars. (squeezing someone with legs to make them fall off)

If the slider is in the middle you can use something to slide it to the end but no hanging from clothes!

You must be able to reach the slider by yourself

Spin Cup

Only one person on the spin cup at a time. No excessive high-speed spinning!

Apollo/Christmas Tree

NO part of your body dragging below the bottom ropes! Must be seated when spinning

STOP spinning if anyone falls through

STOP spinning if someone yells “STOP!!”

Spring Teeter-Totter

Must sit on bottoms and never climb under any part of the teeter-totter—no more than 4-6 children at a time (2 -3 on each side)

Regular single seat Swings

(2 minutes per turn)

One at a time

No sideways swinging

No under ducks or under pushes—**do not swing too high and lose control!**

No jumping off

Stand clear of all swings while waiting for your turn (wait outside the border)

McDonald's Swing

Maximum of four at a time (**2 minutes per turn**)

Only 2 can stand and must be holding on! 2 more **must be sitting on bottom and holding on at all times!**

No jumping off

No under ducks or pushing of any kind—**do not swing too high and lose control! No Hang Time in air!**

Stand clear of all swings while waiting for your turn (wait outside the border)—No Pushes!

Blue Semi-Circle Climbing ladders

When you climb near to the top of any ladder, stop when your waist reaches the last bar.

Do not climb on to the top and.....Never jump off!

Mini Stick Hockey: Approved Safety Eye Wear is Mandatory

SAINT JOHN XXIII CATHOLIC SCHOOL

2015 – 2016 School Year

Monday – Friday Schedule

8:40	Warning Bell
8:45	Second Bell
8:45 – 9:21	Period 1
9:21 – 9:57	Period 2
9:57 – 10:33	Period 3
10:33 – 10:48	RECESS BELLS
10:48 – 11:24	Period 4
11:24 – 12:00	Period 5
12:00 - 12:40	LUNCH BELLS
12:40 - 1:15	Period 6
1:15 - 1:50	Period 7
1:50-2:04	RECESS BELLS
2:04 - 2:39	Period 8
2:39 - 3:14	Period 9
3:14	DISMISSAL BELL

ECS Times

AM Class -- 8:45 to 11:35 (Please arrive 5 minutes early at 8:40am)

PM Class – 12:24 to 3:14 (Please arrive 5 minutes early at 12:19pm)

**** Please note that there will not be any ECS-AM or ECS-PM classes on early out Wednesdays (the first Wednesday of each month)**

***** Last day of school for ECS will be announced during the year.**

NOTE: For Grades 1-4

- Early Dismissal is the first Wednesday of each month--dismissal time on these days is 2:14pm.
- There will be no afternoon recess on Early Dismissal days.
- There is no supervision prior to 8:30 am every morning. Please do not drop your children off prior to that time.

PARKING LOT PROCEDURES

Safety is a priority at Saint John XXIII and the ***Parking Lot Procedures must be followed*** to ensure the safe drop-off and pick-up of students. Your cooperation in this is absolutely necessary in order to achieve an accident free school year.

PLEASE MAKE EVERY EFFORT TO REDUCE THE AMOUNT OF TRAFFIC IN THE PARKING LOT BY:

- NO PICK UP BEFORE 3:20 PM** (students are not ready prior to this time—you will be asked to leave)
- having your child walk or ride a bike to school
- Walking with your child to school
- Parking across the street at the Sportsplex or the side roads and crossing at the controlled crosswalk.

General Rules

- Do not enter the pick-up lane before **3:20 PM**. Please don't block the sidewalk at the entrance—only enter the parking lot if the entire length of your vehicle clears the sidewalk.
- Please don't block the flow of traffic or stop over top of the controlled cross walk area on 89th Street.
- Absolutely no parking or stopping in the bus loading zone at any time.
- You cannot block traffic waiting to get into the parking lot—It is unsafe for other vehicles to go around you! Please pass by, go around and make another attempt to enter the parking lot. Traffic must remain free flowing. This has been well communicated to us by the RCMP and will be enforced.
- Hold your child's hand at all times when crossing the parking lot or the exit road.
- "One Way and Right Turn Only" between 8:00AM and 4:00PM on school days
- Only cross 89 Street at the controlled cross walks.

Drop-Off

- No early drop-off: There is no supervision prior to 8:35 AM
- Don't Block the Sidewalk.
- Children should exit on the passenger side. If this is not possible, please escort children from the driver side around the vehicle to the passenger side.
- Remain with your vehicle: Do not leave your vehicle unattended and enter the school to pick up or drop off.

Pick-Up

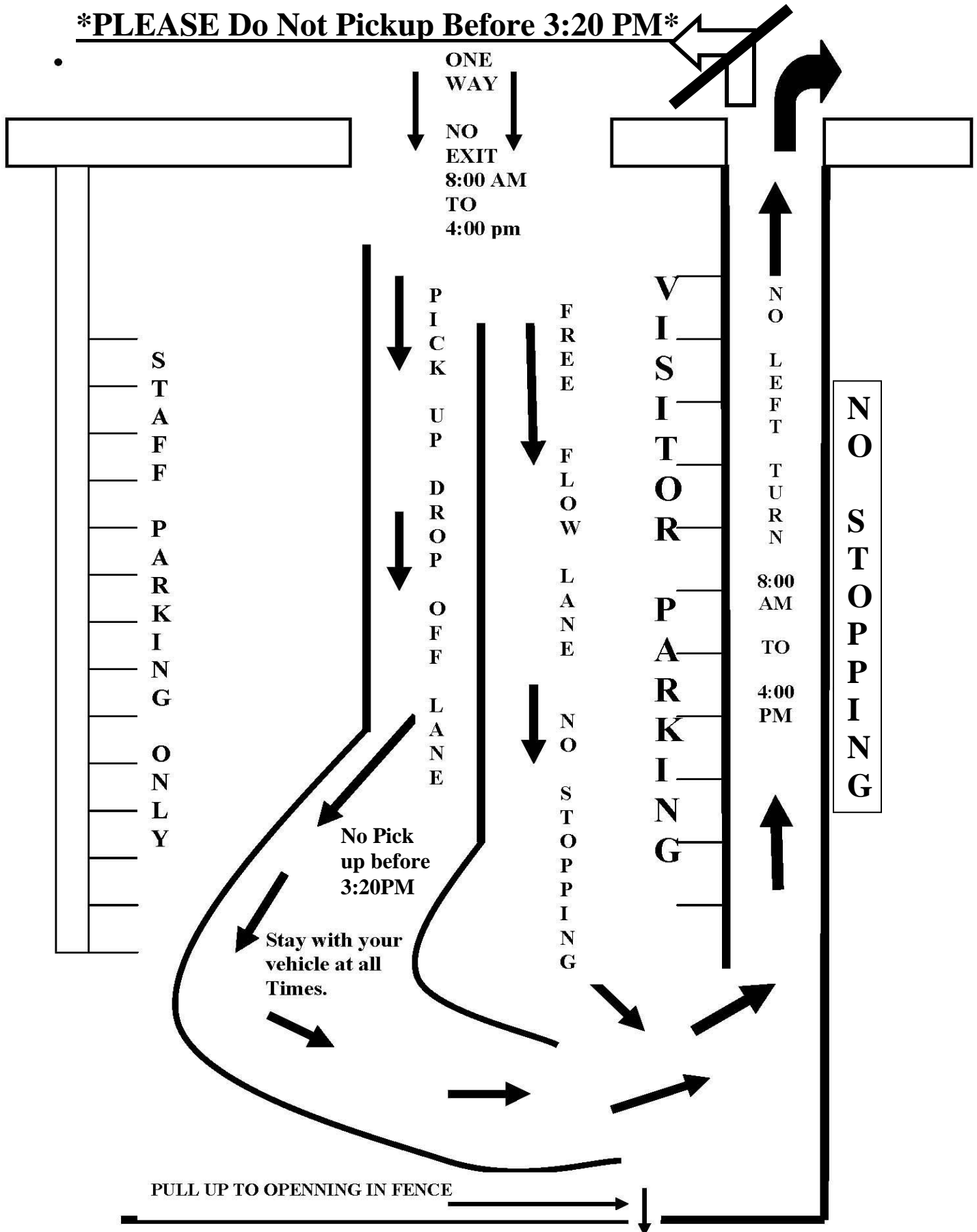
- Please Do Not Enter the Pick-up Lane before **3:20 PM:**
- Don't Block the busses, sidewalk or controlled crosswalk.
- Children should exit on the passenger side. If this is not possible, please escort children from the driver side around the vehicle to the passenger side.
- Remain with your vehicle at all times: Do not leave your vehicle unattended and enter the school to pick up or drop off your child. If you must enter the school, park across the street or in the visitors if there is room.
- **There is no supervision on the playground equipment after school.**

Parking

- Visitor parking is along the exit road only
- Stalls with electrical plug-ins adjacent to the school are for staff only
- Please park across at the Sportsplex when visitor parking is full
- **DO NOT park in Win Ferguson Staff Parking area or drive through their bus lane.**
- No stopping or parking in the bus loading zones or on the exit road leading out of the parking lot.

We encourage you to park across the street at the Sportsplex and walk with your child using the designated controlled walk light: If you must enter the parking lot, do not do so before 3:20 PM and carefully review the Parking Lot Map on the following page.

PLEASE Do Not Pickup Before 3:20 PM



Dear Lord:

***Help me to proudly display my Catholic identity,
not just today, but every day. Grant me the courage
to use Your words and teachings as a guide in all aspects
of my life.***

***At school, give me the strength to be a role model and
a symbol of love and acceptance for the people in my
school community. Assist me in demonstrating the
comfort and security my Faith affords me by offering
support and kindness to everyone I meet.***

***With the help of the Holy Spirit, my family,
and friends, please guide my words and actions so
that I might be a better person at home, in my school and
in my community. Give me the courage to generously
share the abundant and unconditional love that I enjoy
from you, Lord.***

***I know that by trusting in You, my God, I will
find the strength to let my light shine and, in doing
so, I can brighten the lives of those around me in
some small or great way.***

Amen