St. Joseph's Collegiate

408 First St. W. Brooks, AB T1R 0V8
Phone: 403-362-5989

SCHOOL HANDBOOK

Vision Statement

"A community, rooted in faith, seeking excellence for all."

Mission Statement

As Jesus entrusted us, St. Joseph's Collegiate is dedicated to developing the individual to the fullest potential: spiritually, academically, physically, socially and emotionally based on His teaching, according to the Holy Catholic Church.

St. Joseph's Collegiate is a dynamic Grade 9 – 12 school that offers a wide variety of learning opportunities in a Christ-centered culture. Ethics and excellence are key characteristics of our school. Students can look forward to learning in a safe, positive, and caring environment. Hands-on CTS programs, competitive athletic opportunities, creative visual and performing arts, transformational faith experiences, and positive recognition programs allow students to enrich their educational experience. The SJC faculty welcomes you to our community. Our door is always open and we look forward to a year of learning and growing with you.

SJC TOUCHSTONE: *A Statement of Our Values*

At SJC, we are EXtraordinary because we …

EXemplify Christ:
We follow in Jesus' footsteps!

EXceed our Potential:
We go beyond what we think we can do in our learning, our achievements, and our lives!

EXpect Respect:
We treat everyone with dignity and respect!

EXtend a Hand of Friendship:
We welcome others and assist those in need!

We EXcel – That's the SJC WAY!!

2026-2027
REGULAR Bell Schedule

<table>
<tr><th>Times</th><th>Day 1</th><th>Day 2</th><th>Times</th><th>Friday- Alternate Day 1 and 2</th></tr>
<tr><td>8:28</td><td>Warning Bell</td><td>Warning Bell</td><td>8:28</td><td>Warning Bell</td></tr>
<tr><td rowspan="2">8:30-10:06
87 min
+
9 min
O Canada/Prayer/ Announcements</td><td rowspan="2">A1</td><td rowspan="2">A2</td><td>8:30 - 9:28
8 min - O Canada Prayer/Announcements
50 min</td><td>A Block</td></tr>
<tr><td rowspan="2">9:28 - 9:31</td><td rowspan="2">Transition</td></tr>
<tr><td>10:06 - 10:10</td><td>Transition</td><td>Transition</td></tr>
<tr><td>10:10 -11:37
87 min</td><td>B1</td><td>B2</td><td>9:31 - 10:21
50 min</td><td>B Block</td></tr>
<tr><td rowspan="3">11:37 - 12:19
42 min
SJC Cafeteria: 11:37-12:19
CTK Cafeteria: 12:19-12:42</td><td rowspan="3">Lunch</td><td rowspan="3">Lunch</td><td>10:21 - 10:24</td><td>Transition</td></tr>
<tr><td>10:24 - 11:14
50 min</td><td>C Block</td></tr>
<tr><td>11:14 - 11:17</td><td>Transition</td></tr>
<tr><td>12:19 - 12:23</td><td>Transition</td><td>Transition</td><td rowspan="3">11:17 - 12:07
50 min</td><td rowspan="3">D Block</td></tr>
<tr><td>12:23 - 1:50
87 min</td><td>C1</td><td>C2</td></tr>
<tr><td>1:50 - 1:54</td><td>Transition</td><td>Transition</td></tr>
<tr><td>1:54 - 3:21
87 min</td><td>D1</td><td>D2</td><td colspan="2"><u>Teacher CLC and Staff Meetings</u>

12:40 - Staff Meeting
1:15 - 2:30 - CLC</td></tr>
</table>

2026-2027

Altered Bell Schedule 1

(70/40-minute event, Moveable Block)

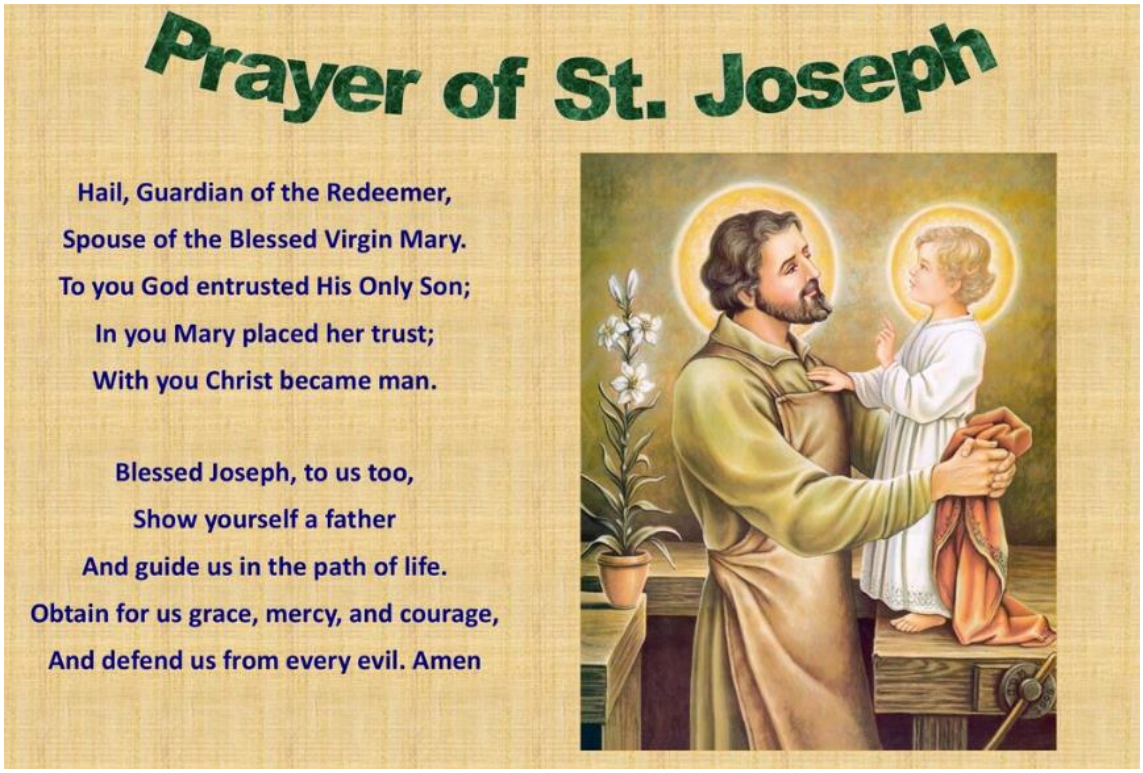
Times	Day 1	Day 2	Times	Friday- Alternate Day 1 and 2
8:28	Warning Bell	Warning Bell	**8:28**	Warning Bell
8:30 - 9:47 **7 min -** O Canada/Prayer/ Announcements **70 min**	A1	A2	**8:30 - 9:15** **5 min -** O Canada Prayer/ Announcements **40 min**	A Block
9:47 - 9:50	Transition	Transition	**9:15 - 9:18**	Transition
9:50 - 11:00 **70 min**	B1	B1	**9:18 - 9:58** **40 min**	B Block
			9:58 - 10:01	Transition
			10:01 - 10:41 **40 min**	C Block
11:00 - 11:03	Transition	Transition	**10:41 - 10:44**	Transition
11:03 - 12:13 **70 min**	C1	C1	**10:44 - 11:24** **40 min**	D Block
12:13 - 12:55 **42 min**	Lunch	Lunch		
			11:24 - 11:27	Transition
12:55 - 12:58	Warning Bell	Warning Bell	**11:27 - 12:07** **40 min**	Event (Moveable Block)
12:58 - 2:08 **70 min**	D1	D1		
2:08 - 2:11	Transition	Transition		
2:11 - 3:21 **70 min**	Event (Moveable Block)	Event (Moveable Block)		

2026-2027

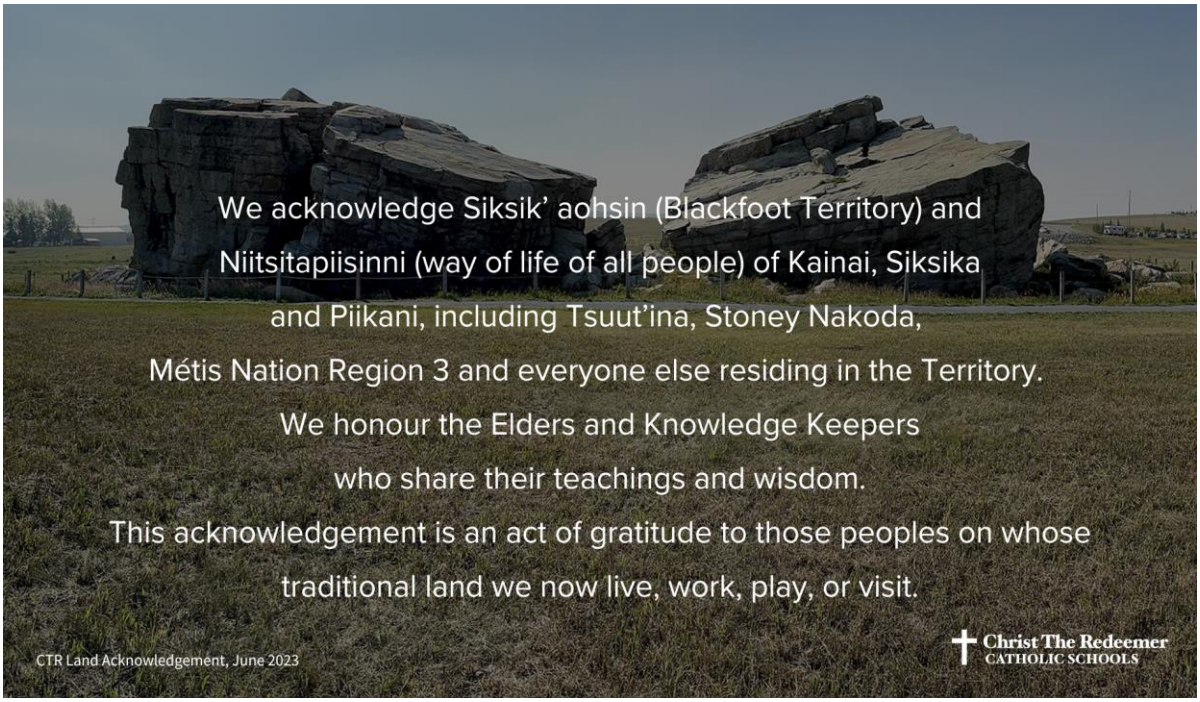
Altered Bell Schedule 2
(30-minute event Mon-Thur only, Fixed Block)

Times	Day 1	Day 2
8:28	Warning Bell	Warning Bell
8:30 - 9:57 **7 min -** O Canada/Prayer/ Announcements **87 min**	A1	A2
9:57 - 10:01	Transition	Transition
10:01 - 11:21 **80 min**	B1	B1
11:21 - 11:51 **30 min**	Event (Fixed Block)	Event (Fixed Block)
11:51 - 12:33 **42 min**	Lunch	Lunch
12:33 - 12:37	Warning Bell	Warning Bell
12:37 - 1:57 **80 min**	C1	C2
1:57 - 2:01	Transition	Transition
2:01 - 3:21 **80 min**	D1	D2

PRAYER TO ST. JOSEPH



LAND ACKNOWLEDGEMENT



CHRIST THE REDEEMER CATHOLIC SCHOOLS CALENDAR 2026-2027

ALL SCHOOLS EXCEPT – CENTRE FOR LEARNING@HOME & ASSUMPTION SCHOOL

24-26	Self-Directed Planning, Organization Professional Growth
25-26	New Teacher Orientation
27	Division PD Day
28	School PD Day
31	Student First Day

AUGUST 2026

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2026

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7	Labor Day School Closed
30	Truth & Reconciliation Day School Closed

12	Thanksgiving Holiday School Closed
13	Professional Development Day School Closed

OCTOBER 2026

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2026

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

11	Remembrance Day School Closed
19	½ Day For Parent Teacher Interviews
20	No School In-Lieu Of Interviews School Closed



SJC AT A GLANCE

FAITH

- Focus on the liturgical year through masses and school celebrations
- Daily prayer for students and staff
- Weekly religious instruction
- Integration of faith into all areas of the curriculum
- Annual retreats
- Inclusion and Anti-Racism work a focus for staff and student learning
- Faith based human sexuality and abstinence instruction
- Saints in the Making (SIM) groupings
- Faith-focused artwork, displays, bulletin boards, classroom décor
- Guest speakers and performers
- Good Works
- Teachers as witnesses and role models

ACADEMICS

- ♦ High expectations; high supports
- ♦ Student Support
- ♦ Strong outcomes
- ♦ Learning Strategies
- ♦ Intervention Team
- ♦ Enhanced Reading
- ♦ Tutorials
- ♦ Weekly faculty meetings focused on learning
- ♦ Strong ELL program including teacher differentiation, reception, and transition programming
- ♦ Awards programs
- ♦ Term Honor Roll
- ♦ Excellence on P.A.T.s and Diplomas
- ♦ Scholarships

COMMUNICATION: HOME-SCHOOL

- ☑ Website – https://stjosephs.redeemer.ab.ca/
- ☑ Social Media – Facebook and Instagram
- ☑ Parent meetings and emphasis on teachers making phone calls home
- ☑ 24/7 availability to view student marks via PowerSchool marks program
- ☑ Active school council
- ☑ Family events
- ☑ Annual Parent Survey in Gr. 10
- ☑ Emphasis on phone calls home
- ☑ Student-Centered Conferences (SCCs)

ATHLETICS

- ⇢ Competitive sports teams in Volleyball, Basketball, Badminton, Soccer, Track & Field, Cross Country and Wrestling
- ⇢ Focus on lifelong fitness and healthy living
- ⇢ Special events
- ⇢ PE+ opportunities for junior high students
- ⇢ Annual Athletics recognition program

ARTS

- ★ F.A.C.E. (FINE ARTS CREATING EXCELLENCE) Team
- ★ Strong Drama opportunities and theater productions
- ★ Outstanding Band and Choral programs
- ★ Semi-Annual Concerts
- ★ Dance instruction
- ★ Specialized Arts teachers

- ★ Annual workshops/festivals
- ★ Thriving Visual Arts programming
- ★ Art shows and ongoing displays
- ★ Annual Fine Arts recognition program

SOCIAL RELATIONSHIPS

- ❖ Christ-centered culture
- ❖ Strong values-based discipline
- ❖ Emphasis on responsibility
- ❖ Respect for the dignity of all children
- ❖ Opportunities for leadership
- ❖ Motivational speakers
- ❖ Spirit days, special events, and field trips
- ❖ Extra-curricular clubs and organizations
- ❖ Student leadership team
- ❖ High standards for behavior, dress, and treatment of others
- ❖ Focus on the development of moral, performance, and civic character

DISCIPLINE PURPOSE STATEMENT

At SJC, the purpose of discipline is to build a climate that fosters self-control, responsibility, respect, and integrity, while encouraging students to understand the consequences of their behavior, resulting in a safe and caring environment.

Expected Behaviors of SJC Students

All students will purposefully endeavor to live out the Touchstone Pillars of:

- **Expecting Respect**
- **Exemplifying Christ**
- **Extending a Hand of Friendship**
- **Exceeding Potential**

To live out the Touchstone, students will positively display the behaviors listed below:

Be Punctual

Students will be present and ready to learn in class when the bell sounds.

Engage in Non-Disruptive Behavior

Students will be quiet, attentive, and focused on appropriate teacher-directed tasks during class time.

Show Respect for Themselves, Others, and the School

Students will be expected to follow the Touchstone. Showing respect inherently includes students' respecting the rights of all individuals as outlined in Section 4 of the Alberta Human Rights Act (AHRA). Discrimination on any of the prohibited grounds in Section 4 of the AHRA is considered unacceptable behavior. *

Take Ownership for One's Own Learning, Behavior, and Actions

Students will attend school regularly, complete homework, study for exams, and commit to high-quality work.

Be Diligent in Following School Rules

Students will be responsible for knowing the Student Code of Conduct of the school, aligning their behavior to this code, and being obedient towards school staff.

****The AHRA prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment, and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.***

Misconduct: Consequences and Interventions

When the conduct of a student is detrimental to themselves, others, or the school, or when a student refuses to comply with defined expectations, corrective measures will be taken. It is an expectation that parents support school discipline procedures.

The following range of consequences is designed to protect the rights of all students. It is essential that all understand the consequences of unacceptable behavior. The consequences identified below are not in absolute order and are to be used at the discretion of teachers and administrators. Factors that may influence that discretion include:

- frequency of the behavior
- the age of the student involved
- the intent of the behavior
- degree to which the behavior is dangerous to the safety of others
- whether or not the law has been broken
- the student's and family's intent to accept responsibility

Interventions/Discussions

Teacher Interventions:

- ***Written apology***
- ***Missed activity***
- ***Detention***

Administrative Interventions:

- ***Behavior/Performance Contract***
- ***Parental Involvement***
- ***Removal of Privileges***
- ***Outside Agency Involvement***
- ***Restitution***
- ***In-School Suspension – removal from regular classes under supervision in the office***
- ***Suspension – removal from school on a temporary basis to a maximum of 5 days***
- ***Expulsion – permanent removal from the school with the approval of Christ The Redeemer (CTR) School Division***
- ***Police involvement***

SCHOOL POLICIES

Absenteeism
Success in school requires consistent attendance. Chronic absences and lates put any child at high risk. These children:

- ⇒ Fall quickly behind in their schoolwork
- ⇒ Feel overwhelmed when they cannot keep up
- ⇒ Lose contact with their teachers and peers
- ⇒ Begin to dislike school because they are not feeling part of the community
- ⇒ Suffer from low self-esteem
- ⇒ Are at a high risk of dropping out
- ⇒ Are at a high risk of getting involved in dangerous activities

Students should arrive on time every day. **Vacations should be scheduled during periods of school vacation.**

Any student missing an unreasonable amount of time from school should be seen by a doctor to ensure there are not underlying health concerns causing the absenteeism.

Athletic Fees - All students participating in extracurricular sports will be charged a supplementary fee to cover costs associated with the activity.

Attendance - Students are expected to be on time for school and all classes. Parents are asked to call the attendance line at 403-362-5989 if their child will be away for any reason. If a student is absent and the school has not been notified, the school will contact the parents to ensure the safety of all students.

Band Fees for School Instruments - St. Joseph's Collegiate has invited St. John's Music from Calgary to provide musical instruments for students in the band. These instruments are rented by parents under an agreement with St. John's. Fees for the instruments vary. The school does own a select group of instruments that may be rented by students on recommendation of the music teacher. These fees are $125 for the year.

Bullying – Bullying is defined as, "Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear, or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation." Bullying can take varying forms including physical bullying (pushing and hitting), verbal bullying (name calling, threats), social bullying (exclusion, rumors), and cyberbullying (using the computer or other technology to harass or threaten). Bullying is not a normal part of growing up and it does not build character. Bullying is learned behavior – children and youth often learn bullying behaviors when they either experience being bullied or see it happening to others. When bullying behaviors go unchecked, the implicit message is that the behaviors are acceptable. Therefore, it is important that when bullying behaviors are observed and reported, they are addressed and resolved as soon as reasonably possible.

Bullying vs. Conflict – Bullying differs from conflict. Conflict is defined as "a disagreement or struggle over opposing beliefs, needs, feelings, or actions" and is a normal part of life. Students and adults can benefit from learning how to resolve conflict peacefully and recognizing the difference between conflict and bullying. All inappropriate and hurtful behavior will be addressed; it is important to identify what the behavior is in order to resolve the situation effectively.

Bus Conduct - Students riding the bus must remember that they are responsible for their conduct to the bus driver and to the school. All school rules apply on the bus. Violation of any bus rules will lead to loss of riding privileges and/or suspension from the school. Students and parents will be required to sign a contract each fall.

Busing Information – Bus routes for St. Joseph's are arranged through Christ The Redeemer School Division. Any concerns regarding transportation should be directed to the transportation officer at 1-800-737-9383. If your child will not be riding on the bus, parents must notify their driver or the school office.

Cell Phones - For students to keep maximum focus in class, cell phones are to be off and away during class time, either in the red bins provided in each classroom or in students' backpacks. The only exception to this policy is if a teacher gives permission for phones to be used for **instructional purposes** (for example, to look something up for quick research, or to use a program such as Kahoot for review purposes). Any student caught with their phone during class time may have their phone confiscated by the teacher for their first breach of expectations. If a student continues to not follow this policy, the phone will be confiscated and safely placed at the office for the student to pick up at the end of the day. Further issues will result in a parent having to pick up the phone from administration, as well as a conversation with the parent and student about expectations.

Classroom Disruptions - All students have the right to learn in a pleasant and positive learning environment. Students who interfere with others' rights by calling out, moving about the room, ignoring teacher instructions, talking to, or annoying other students will be dealt with by the teacher. When disruptive behavior is persistent, more severe consequences will be invoked.

Computer Usage - Downloading computer files from the internet is strictly prohibited. Student directories will be monitored on a regular basis. Students downloading files will immediately be referred to the Office and computer privileges will be removed for a period of time.

Credit Loads - All high school students are required to carry a minimum credit load by being enrolled in SJC classes between September and June.

Grade 10 - 40 credits
Grade 11 - 40 credits
Grade 12 - 35 Credits

Dangerous Goods - Students bringing items deemed dangerous to school will face immediate suspension and/or police intervention.

Discrimination - Discrimination is defined as the treatment or consideration of, or making a distinction in favor or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit. The Alberta Human Rights Act prohibits discrimination on the basis of an individual's race, color, ancestry, place of origin, religious beliefs, gender (including pregnancy, sexual harassment and gender identity), physical disability, mental disability, marital status, family status, source of income, or sexual orientation.

Discrimination and Racism - Racism is defined as a belief or doctrine that inherent differences among the various racial groups determine cultural or individual achievement, usually involving the idea that one's own race is superior and has the right to dominate others or that a particular racial group is inferior to others. This includes the process of marginalization, exclusion, and discrimination against those considered "different" (physical attributes, heritage country, cultural traditions) from dominant societal norms. Racist behaviors may include but are not limited to, verbal aggression (use of the "N" word, commenting on skin tone or ethnic name, microaggressions, racial jokes), physical aggression because of race, social aggression (exclusion based on race), cyber aggression (any online communication that marginalizes, excludes, or discriminates). Racism will not be tolerated. Any discriminatory or racist behaviors that are reported to an adult will be fully investigated and consequences will be given that represent an appropriate response equated to the seriousness of the offense. "... Inclusion is the norm, not the exception" (SJC Inclusion Club). SJC is committed to being anti-racist.

Dress Code – In order to prepare students for the world of work after high school, and the reality that workplaces often require employees to dress in a certain way, all students are expected to dress in a

manner that is appropriate for an educational setting and reflects the SJC Touchstone pillar of expecting respect. Messages on clothing that display or promote sexuality, discrimination, hatred, violence, profanity, obscene gestures, or the use of alcohol or drugs are deemed inappropriate. Headwear may be worn in the school but must be removed for the playing of the national anthem, during prayer, during masses, and when a teacher requests it. Students may be asked by the Principal or Vice Principal to change if their dress is deemed inappropriate for school.

Drugs/Drug Use/Alcohol - The use of drugs or alcohol is strictly prohibited. The school's policy on drug or drug-related violations is as follows:

Student is under the influence of drugs or alcohol while on school property	School suspension – length to be determined by administration
In possession of drugs or alcohol (any amount)	School suspension – length to be determined by administration
Trafficking of drugs on school property	School suspension – length to be determined by administration

Early Dismissal - Each Friday of the week, students are dismissed at 12:07 p.m. Teachers use the time in the afternoon for staff and team meetings, and for professional development activities.

Extra-Curricular Programs - SJC offers diverse co-curricular and extra-curricular programs that provide an opportunity for students to enhance their social development and leadership skills. As well, these programs promote a healthy balance between academic programming and other school-related activities. In order to participate in these programs, students must:

a. Be present in school on the day of the activity. If students are absent, they must obtain permission from the principal if they wish to participate. This includes an absence on a Friday prior to a planned weekend activity.
b. Maintain passing grades. If a student's marks drop for any reason, the student may be temporarily suspended from the out-of-class activity until the mark improves. Ensure all assignments/evaluations missed because of the activity are completed upon return to class(es).

Fighting - Fighting with malicious intent will result in immediate administrative intervention.

Food and Drink – The MediaLab, Science Lab, and Library are food/drink-free zones at all times. Food and drink are allowed in designated areas only.

Good Works - Christ The Redeemer School Division has adopted a Good Works policy for all students. Students in Grade 10 are expected to do an individual service. This service project is a requirement for graduation, with two credits assigned under the religious studies program.

Internet Access - All computers at St. Joseph's Collegiate have internet access. Students accessing St. Joseph's technology are expected to behave appropriately and respectfully online. Failure to do so will result in an immediate suspension of computer privileges and/or administrative intervention.

Lates – Punctuality is an expectation at SJC. Arriving on time to each class demonstrates respect and sets up a student for academic and social success. Lates are monitored by administration and consequences are in place for chronic tardiness.

Lockers - Each student will be assigned a locker and lock for use. Lockers and locks are the property of the school district and are subject to supervision by the school staff. Periodic locker checks may be made by staff to ensure that lockers will be kept clean and orderly. Students should not reveal their combination to any other students.

Lost and Found - Student items left lying around will be placed in the Lost and Found bin. Clothing items are removed on the first Friday of each month and donated to a charitable organization. All other items are disposed of.

Office Referrals - St. Joseph's Collegiate has adopted an Office Referral Discipline Plan. When deemed necessary, a teacher may determine that a student requires an Office Referral. These referrals document and track student discipline issues and are dealt with by the administration. In all cases, parents will receive a copy of the referral. Continual referrals indicate a discipline problem that may require a parent meeting or in-school/out-of-school suspension.

Parking - Student parking is available in the school parking lot and near the JBS Center. Out of respect to our neighbors, students are not allowed to park on First Street West—in front of residential homes across from the school's main entrance.

School Property – Any school property loaned to students is the responsibility of each student. It is signed out and collected throughout the year. Lost or damaged items must be replaced by the responsible student prior to the end of the school year. Families will be billed for missing or damaged items. School property found in the school during the year will be turned into the library.

Smoking/Vaping - Smoking and vaping are prohibited on school grounds.

Student Groups - Christ The Redeemer Catholic Schools is committed to using the LIFE Framework as a guideline for the creation and operation of student groups that are comprehensive in their approach to inclusion and open to the exploration, in a Catholic context, of a variety of issues including bullying, sexual harassment, sexual orientation, gender identity, discrimination, justice, and respectful relationships and language. The LIFE Framework is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework/Diversity groups. If a student group such as this is formed in one of our CTR Catholic Schools, the Principal will notify parents via the school newsletter.

Swearing - Vulgar and/or offensive language is not appropriate in a school setting. Students who partake in vulgar and/or offensive language will face escalating consequences for their behavior.

Theft - The deliberate theft of property from another student or the school will result in punitive consequences, restitution, and R.C.M.P involvement when necessary. All students are instructed to keep all items of value either on their person or locked safely in their locker at all times. St. Joseph's Collegiate is not responsible for items lost or stolen because all students have access to safe storage of valuables throughout the school day.

Truancy - Truancy is defined as a conscious decision to miss class. Any student late more than 15 minutes from class will be considered truant. Cases of truancy will be addressed by the administration with escalating consequences.

Vandalism - Any student guilty of the vandalism of school property or any property belonging to staff or other students will not be tolerated and may face expulsion. Restitution is expected. Charges may be laid.

Visitors - All outside doors except the main entrance of St. Joseph's are locked. All visitors to our school are required to enter through the main doors and sign in at the office.

POLICY ON GRADING, ASSESSMENT & EVALUATION

At St. Joseph's Collegiate we understand that student learning shall be assessed regularly, accurately, and fairly to meet the needs of each individual student. Furthermore, we believe that the purpose of assessment is to:

1. Gather information about student progress in order to improve teaching and learning within the classroom.

2. Provide students, parents and teachers with an accurate picture of student performance in relation to the goals and objectives of the Alberta Program of Studies.

3. Be done in the service of student learning: to promote growth and excellence within each student as an individual (Edmonton Public Schools).

SJC Assessment Philosophy

The primary purpose of assessment is to improve student learning. St Joseph's Collegiate is a school of excellence and ethics. *Excellence is defined as doing your best in all situations. Ethics is defined as doing what is right.* A strong assessment policy for St Joseph's Collegiate will help create the conditions needed to achieve both.
The St Joseph's Collegiate Assessment Policy will address **excellence** by:

- Outlining clear outcomes, goals, and expectations for learning
- Setting high standards of achievement
- Expecting top-quality work
- Refusing to allow students to "opt-out" of learning
- Using quality assessment measures

The St Joseph's Collegiate Assessment Policy will address **ethics** by:

- Expecting responsible behavior from students
- Encouraging the virtues of diligence, honesty, integrity, and accountability
- Supporting student efforts
- Ensuring that students feel capable, cared for, and encouraged
- Expecting all students to complete their work and duty

Definitions of Terms

Assessment is defined as the process of judging the quality of student learning on the basis of established criteria and assigning a value to represent that quality. Assessment of learning provides evidence of student achievement over time using multiple sources of evidence (Manitoba).

Diagnostic Assessment is used to determine the knowledge level of a student prior to embarking on learning new concepts. This is an important step in building the background needed for students to achieve mastery learning.

Formative assessment is used to gather feedback that can be used by the instructor and the students to guide improvements in the ongoing teaching and learning context. These are low stakes assessments for students and instructors (Formative vs. Summative Assessment).

Summative assessment is used to measure the level of success or proficiency that has been obtained at the end of an instructional unit, by comparing it against some standard or benchmark (Formative vs. Summative Assessment).

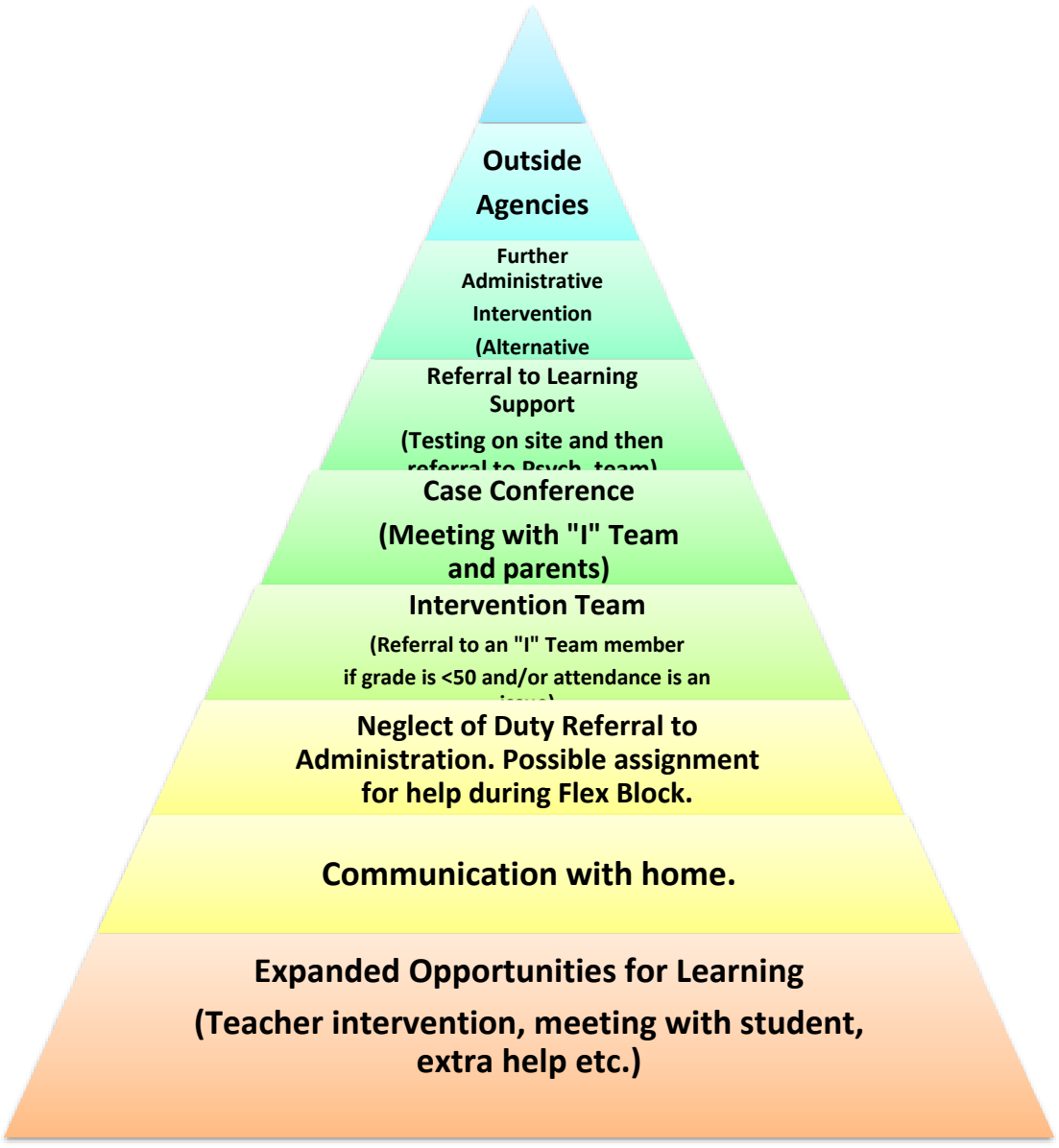
I-Team stands for Intervention Team. The team is composed of the Principal, Vice Principal, and Student Services personnel who meet on a weekly basis to review student achievement and intervene with students to bring about positive change in their learning.

Communication is an essential component of assessment. An effective assessment policy will communicate to students, parents, other teachers, employers, and post-secondary institutions, what students know and can do with respect to the curriculum. St Joseph's Collegiate facilitates effective communication through PowerSchool parent and student access 24 hours a day. In addition, Student- Centered Conferences (SCCs) are held twice a year to facilitate for face-to-face meetings with students, their parents, and teachers. Frequent phone calls and/or emails from school to home and home to school are encouraged.



SJC Pyramid of Interventions

It is the philosophy of St Joseph's Collegiate that when students do not learn, our response will be immediate, consistent, and solution-focused. As a result, a Pyramid of Interventions has been developed to provide strategic, systematic, school-side escalating interventions for students at-risk.



Teacher Responsibilities

Teachers will provide a classroom environment that is conducive to learning in addition to supporting our students in taking ownership for their own learning. As well as providing academic support for the student, teachers will support students in developing the skills that are needed to be lifelong learners.

- Teachers will ensure that grades are tied explicitly to curriculum outcomes.
- Teachers will follow the SJC Pyramid of Interventions when student expectations are not being met.
- Teachers will assess using only curriculum-aligned assessment materials that employ multiple levels of thinking.
- Teachers will assign grades using appropriate and clear performance standards.
- Teachers will provide clear descriptions of achievement standards to students.
- Teachers will use formative assessment practices primarily to inform the teaching process.
- Teachers will involve students in the assessment process.
- Teachers will provide second chances for summative assessments.
- Teachers will provide students with descriptive, frequent, and timely classroom assessment feedback. Students will be provided with a clear picture of their progress and learning goals and improvement will be encouraged.
- Teachers will provide extra help as needed.
- Teachers will provide accommodations for coded students.

Student Expectations

At St. Joseph's Collegiate, we believe that successful students are active in the process of their learning, as well as accountable for their actions. Students will be successful when they fulfill their responsibilities as listed below.

- In order to be authentically assessed, students are expected to:
  - complete assigned work on time
  - complete assigned work to an acceptable standard of quality
- Students are responsible for any homework or assignments issued in their absence (whether excused or unexcused).
- Students who are absent for an exam, test, or quiz are expected to make arrangements with the classroom teacher *prior to the absence* to reschedule.
- Students are required to write the exam, test, or, quiz at the earliest convenience of both teacher and student.
- Participation
  - Students are expected to attend all classes.
  - Students are expected to actively participate in their learning. In courses where participation is a learner outcome, this will be an assessed component of the class.
- In a student's absence, extra help will be given when the student has:
  - gathered any notes or handouts issued in their absence
  - shown evidence that work has been attempted

Second Chances

Because assessment must be accurate to show what a student has learned, the following policy is in place regarding second chances on major assessments:

Policy

1. Any invalid assessment must be re-done. An assessment can be determined invalid at the discretion of the teacher.
2. The teacher may offer a replacement exam at the end of the semester to help students demonstrate that they have learned material that earlier in the semester they might have struggled with.
3. The teacher has the discretion to give students second chance assessments; a rigorous opportunity-cost will be in place that a student will have to meet before they can have access to a second chance assessment. This will most often take the form of remedial work that must be completed by the student before a second chance can be had.

4. All final exams are summative; therefore, a second chance is not available on these exams.

Late Assignments

Students are responsible for completing assignments so that evidence of learning can be collected. As clearly outlined in Alberta law, students have a duty to, "be diligent in pursuing their studies." Failure to meet due dates for assignments will result in escalating behavior consequences to ensure the work is completed and submitted for evaluation.

Policy

1. When an assignment is late, teachers will follow the Pyramid of Interventions in order to have the student submit the assignment for evaluation. Should these attempts not prove successful, the teacher will write out a "Neglect of Duty" referral and forward it to the administration.
2. If administrative interventions are not successful, a zero will be given on the missing assignment.

Academic Honesty

Assignments, quizzes, tests, and exams provide evidence of student learning. All work submitted must be the student's own work. **Cheating and plagiarism will not be tolerated**. Academic dishonesty includes cheating (ex: using someone else's work, using cheat notes, using AI (artificial intelligence, such as ChatGPT), lying (ex: lying about contribution to a group assignment, lying to obtain something like an extension), and plagiarizing (ex: submitting or representing someone else's work as one's own).

Policy

If a student is caught being academically dishonest on an assignment, quiz, test, or exam:

- He/she must re-write/re-do the assignment, quiz, test, or exam,and it will be expected to be written the next day.
- A call home will be made by the teacher to notify parents.
- Documentation of the student's actions will be put in his or her file.
- Students will receive consequences through administrative action.

HOMEWORK

St. Joseph's Collegiate is committed to academic excellence. We expect that all students will work to their full potential. We expect that all students will complete home learning assigned by the teacher and will complete that work within the designated time allowed. We expect that parents will be part of the essential link between home and school by:

⇒ Supporting academic expectations.
⇒ Monitoring student work and study time at home.
⇒ Providing appropriate tools and work areas at home.
⇒ Remaining in continual communication with teachers regarding student progress and achievement.

How do students and parents ensure that homework is completed as efficiently and beneficially as possible?

⇒ All students in Grades 9 – 12 will have the option of receiving agenda books and are expected to record homework assignments each day.
⇒ Set up a routine at home that does not change from day to day.
⇒ Ensure that a quiet, comfortable area with adequate materials is available for homework time.
⇒ Discuss concerns or questions with the teacher early in the process.
⇒ Reward successes!! Be proud of achievement! Compliment hard work

SCHOOL ORGANIZATIONS

Christ the Redeemer School Division

St. Joseph's serves Catholic students in Brooks and area and falls under the jurisdiction of Christ The Redeemer School Division. Christ The Redeemer spans an area of approximately 2,153 square miles serving students in the communities of Okotoks, High River, Canmore, Drumheller, Strathmore, Brooks, and Oyen. Central Office for the Division is housed in Okotoks and provides office support to our school in all areas of school administration and instruction, as well as coordinating opportunities for educational initiatives and professional development among staff at all schools. In addition to traditional schools, Christ The Redeemer provides a unique educational experience to students across the province through its Centre for Learning: St. Paul's Academy and Okotoks Home Schooling office.

Ward Committee

The Ward Committee is an innovative structure designed to meet the needs of each unique community within Christ The Redeemer's school division. It operates under the auspices of the School Board and is chaired by our local trustee. Local decisions for St. Joseph's Collegiate are made at the Brooks Ward Committee meetings and are held every other month in Brooks. Members of the Ward Committee include: the Trustee, the Principal, the Superintendent, the Local Parish Priest and the Chair of School Council.

School Council

St. Joseph's School Council is a vital component of our school community. The membership consists of all parents with children in attendance at St. Joseph's Collegiate. The executive consists of five parents (elected by general council), a staff representative (elected by staff), a community member (appointed by executive council), a student representative and the Principal. The maximum term of an executive member is two years. St. Joseph's School Council uses the town hall model of decision making which means that most decisions are made at regular, open meetings of the entire school community and the officers of the school council act only to carry out the wishes of the assembly.

General meetings are held twice a year. Executive meetings are held monthly. The Annual General Meeting is held each September to allow new parents to get involved, establish committees, elect officers, and share information.

School Council plays a critical role in the effectiveness of the school as an advisory group, fundraising body, and through their ongoing school support. Meetings are open to parents and community members and parent involvement at any level of school council is most appreciated.

All parents are asked to pay a $20 levy fee per child or $50 per family to offset School Council costs. Each year school council funds:

- scholarships
- school décor
- school events
- parent education
- teacher appreciation
- faith events
- capital purchases

SCHOOL EMERGENCY PROCEDURES

SJC has adopted specific procedures for preparing for and dealing with emergencies in all its school sites. These procedures relate to school emergency evacuations, Lock Downs, and Shelters-in-Place. Scheduled drills for these procedures will take place throughout the year and students, staff, and parents can expect the following steps to be followed.

Shelter-In Place
Students will be directed to Shelter-In-Place during severe weather such as windstorms and tornados or chemical spills which may affect the air quality in and around the school. This is when it is safer to be indoors rather than outdoors. For severe weather situations, certain areas of the school are better than others for Shelter-In-Place—where students will be assembled. Once inside these safe areas, teachers will communicate their attendance by using status cards displayed in their windows and under their doors. Students remain in these safe areas until the "All Clear" signal has been given by the Principal.

Lock-Down
Lock-downs are used in response to acts or threats of violence to the students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all the outside doors to the building and rooms within the school are locked. When a lock-down is announced, students, staff, and visitors are directed to quickly retreat to the nearest secure lockable areas in the school. These areas are marked on school maps in each classroom. Any staff and students who are not near their usual rooms at the time a lock-down is announced should quickly go to the closest classroom or office. The lock-down remains in effect until the Principal announces the "All-Clear". Parents will not be permitted access to the school until after the lock-down is over.

Emergency Evacuation
An emergency evacuation requires all students and staff to leave the school and get a safe distance away from the building. An evacuation would take place because of a fire, flood, explosion, or any other emergency where the school itself becomes unsafe. In some cases this may mean only going outside and away from the building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. There are areas outside the school and within the neighborhood that have been identified as evacuation sites and teachers will advise students of these locations at the beginning of the school year.

Communication
Parents are advised **not to call the school** during an emergency. Phone lines will be tied up communicating with the fire and police departments as well as the District Office, or the school may have already evacuated. Staff will be very busy responding to the emergency and looking after the needs of the students. The school and District Office will ensure that parents are contacted directly via phones and email or through the local media.

Drills
SJC will conduct drills throughout the school year to rehearse emergency procedures. In addition to the procedures described above, the school will also practice protocols such as: **"On-Alert",** an early warning system; **"Duck-Cover-Hold",** a method of protecting vital body parts from harm during incidents such as tornadoes or earthquakes; and **Fire Drills**.

Expectations
- Always treat the situation as the real thing.
- Maintain calm and order; try to remain quiet unless needing help.
- Stay with class. **Do not leave the school/evacuation site.**
- **Do not use cell phones or any other electronics**—they may act as an ignition source and, in the case of phones, tie up communication channels for emergency response efforts.
- Report suspicious or disturbing situations to a staff member ASAP.
- Students will be advised as to what the situation is via announcements, fire bells, etc.