

Vincent J. Maloney Catholic

Junior High School



2015-16

SIMPLY THE BEST FOR THE WORLD

20 MONT CLARE PLACE

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Mission

Greater St. Albert Catholic Schools is a welcoming learning community that awakens the hearts and minds of students while educating and nurturing each of them to learn, live fully and serve others.

International Baccalaureate Mission Statement

THE INTERNATIONAL BACCALAUREATE AIMS TO DEVELOP INQUIRING, KNOWLEDGEABLE, AND CARING YOUNG PEOPLE WHO HELP TO CREATE A BETTER AND MORE PEACEFUL WORLD THROUGH INTERCULTURAL UNDERSTANDING AND RESPECT. THIS PROGRAM ENCOURAGES OUR STUDENTS TO BECOME ACTIVE, COMPASSIONATE, AND LIFELONG LEARNERS.

ADMINISTRATORS' MESSAGE

Welcome to V.J.M.! We are happy that you have chosen our school. Each student is a precious gift from God and we are honored and excited to be able to learn and grow with your children. At Vincent J. Maloney Catholic Junior High School the staff have high expectations for student learning and work individually and collaboratively to create an atmosphere which promotes student success. We are committed to three main goals:

1. Success for every student.
2. Providing a safe and nurturing environment.
3. Ensuring that all students come to know Christ through us.

We encourage open communication between students, staff and parents and believe parental support is an integral part of the success of our students. Please review the following information and policies along with your child and contact us if you have questions or concerns. You may also check out our school website for more information. Your understanding and support of the school policies will help us work as a team to fulfill our mission and goals.

COUNSELLOR'S MESSAGE

Welcome to all students and families to our V.J. Maloney Community. The junior high experience is a time of physical growth, growing independence and personal development. Our adolescents are faced with many choices as they navigate through this challenging time. The Counseling program at V.J.M., working in a partnership with parents, the student, teachers and community agencies, if necessary, will support, assist and provide opportunities that will aid in the development of essential skills necessary for a successful journey. Students and parents/ guardians are invited to contact the counselor if there are any questions or concerns through email, phone or stopping by the office. Confidentiality is respected. Communication is essential for students to have a positive school experience.

Proactive initiatives of the counseling program are grade level workshops and a monthly Connected Parent series for our parents in our school community. Both are based on the City of St Albert commitment to youth development through 40 Developmental Assets.

CATHOLIC FAITH DIMENSION

Our Catholic faith permeates our daily life and curriculum at Vincent J. Maloney Catholic Junior High School. Students are taught Religious Studies in Grades 7, 8, and 9. We provide regular religious celebrations, daily prayer and reflections, guest speakers, staff and student retreats and community service projects to compliment our school program. We work closely with St. Albert Parish to provide meaningful experiences for our students at the church.

40 DEVELOPMENTAL ASSETS

The search institute has identified 40 positive experiences and qualities that all of us have the power to bring into the lives of young children and youth, which are called DEVELOPMENTAL ASSETS. In October of 2008 the City of St Albert surveyed over 6000 St. Albert youth to see what assets they have.

Using the data collected and working with the City of St Albert our V.J.M. community is committed to using the results and the framework of 40 Developmental Assets to guide and nurture our youth and our VJM families. Understanding behavior, opportunities and challenges facing our youth today partnered with the information revealed from the study is a gift for all of us to use and put into action whatever we can to improve the well being of all youth in St Albert. The research has found a clear relationship between youth outcomes and asset levels. The results are compelling: the more assets kids have, the better. Youth with high asset levels are less likely to engage in high risk behaviors (such as violence, sexual activity, drug use and suicide), and more likely to engage in thriving behaviors (such as helping others, doing well in school and taking on leadership roles) Assets are critical for the healthy development of all youth which is why at V.J. Maloney we are committed to asset development.

If you are looking to review the results you can visit the City of St Albert website at <http://www.stalbert.ca/city-news> or contact Janelle Hobbs. You can learn more about The Search Institute® and The 40 Developmental Assets® at www.search-institute.org

Vincent J. Maloney Catholic Junior High School

V.J.M. 2015-16

School Operating Schedule

Monday, Tuesday, Wednesday & Thursday

8:00 - 8:44 a.m.	Block 1
8:47 - 9:30 a.m.	Block 2
9:33 - 10:16 a.m.	Block 3
10:16 - 10:28 a.m.	NUTRITION BREAK
10:28 - 11:11 a.m.	Block 4
11:14 - 11:57 p.m.	Block 5
11:57 - 12:37 p.m.	LUNCH BREAK
12:37 - 1:20 p.m.	Block 6
1:23 - 1:50 p.m.	Block 7 - Marauder Excel
1:53 - 2:36 p.m.	Block 8

School Operating Schedule

1:40 pm Dismissal - Friday

8:00 - 8:41 a.m.	Block 1
8:44 - 9:21 a.m.	Block 2
9:24 - 10:01 a.m.	Block 3
10:01 - 10:14 a.m.	NUTRITION BREAK
10:14 - 10:51 a.m.	Block 4
10:54 - 11:31 a.m.	Block 5
11:31 - 12:16 p.m.	LUNCH BREAK
12:16 - 12:53 p.m.	Block 6
12:56 - 1:33 p.m.	Block 8

In addition to these regular schedules students will have two early dismissal days on Friday, October 23 and Friday, February 19. On these days students will be dismissed at 11:40 am.

ONE BINDER ORGANIZATIONAL SYSTEM

Our staff believes that the majority of students at V.J.M. can organize successfully by implementing a one-binder system. When your child arrives on the first day of school, they receive an agenda. Students are expected to house all of their subjects, as well as the agenda book in one binder. This binder should go home daily with the student in order to allow parents/guardians to keep abreast of students' progress and encourage home study.

The students will periodically need to transfer completed work to a storage binder, housed in their lockers, or at home, to save completed materials in order to study for cumulative exams (final exams). With encouragement and support from home and school, this program will help our students remain organized. There are a few students that may require a different system for the organization of their books and subjects and this is done in consultation with classroom teachers and parents.

I. SCHOOL PROGRAMS

CURRICULUM

Alberta Education establishes the Junior High Program of Studies. The program is divided into two areas:

- a) Core or compulsory
- b) Complementary courses or options

CORE/COMPULSORY PROGRAMMING

Religious Studies, Science, Language Arts, Social Studies (Humanities), Mathematics, Daily Physical Education, and Health are compulsory. These comprise approximately 70% of the instructional time.

COMPLEMENTARY COURSES

Complimentary Course Menu - Options

Our Complimentary Option course menu includes course offering from Communication & Technology Foundations (CTF) and prescribed Alberta Programs of Study in Fine Arts (music, drama and art) and French Language.

The CTF curriculum has five areas of possible study. ***Business, Communication, Human Services, Resources and Technology*** represent occupational groupings found within industry. These occupational clusters are aligned with the Career and Technology Studies (CTS) occupational clusters as well as the National Occupational Classification. An occupational area is a grouping of courses that focuses on attitudes, skills and knowledge related to specific work areas. The main goals of courses in the CTF cluster is:

CTF and the Cross-curricular Competencies

CTF emphasizes the development of cross-curricular competencies through an exposure to the occupational areas. A cross-curricular competency is an interrelated set of attitudes, skills and knowledge that is drawn upon and applied to a particular context for successful learning and living.

CTF and the Learning Journey

CTF supports a learning journey where students explore interests and passions while developing skills and cross-curricular competencies and making connections to career possibilities and technologies within any combination of the CTS occupational areas. Students work toward a shared goal by creating a product, performance, completing a challenge or service.

Alignment with CTS

CTF supports the transition to the high school CTS program by developing the foundation for students to make reasonable choices as they consider CTS courses. CTF provides students with a strong foundation of attitudes, skills, knowledge and practical experiences related to occupational areas that will assist them in making informed decisions prior to entering the senior high school CTS program. **CTF is NOT a prerequisite for high school CTS.**

IB –MYP (INTERNATIONAL BACCALAUREATE – MIDDLE YEARS PROGRAM

Vincent J Maloney is an official World School for the International Baccalaureate Middle Years Program (MYP). **The program provides a philosophy that is added to our Alberta Curriculum for all students that attend our school.** Thus all students benefit from the teaching philosophies and principles of the IB program. It is a program of international

education designed to help students develop the knowledge, understanding, attitudes and skills to participate actively and responsibly in a changing world. It incorporates five areas of interaction, which provides an international focus to develop the best citizens **for** the world. Health and Social Education, Human Ingenuity, Community and Service, Environment, and Approaches to Learning. Upon completion of grade nine students who have completed the necessary language, fine arts and service requirements may qualify for an IB Certificate from VJM.

ST. ALBERT SPORTS ACADEMY

Athletics, Academics, Advantage! The Greater St. Albert Sports Academy is based on the philosophy that students can learn through sport to maintain or improve academic standing and improve sports skills at the same time. The Academy currently offers any grade 4-9 boy or girl who has a desire to commit to the program, an outstanding opportunity to receive specialized skill and fitness training in hockey, soccer and a combined program of dance, cheer and gymnastics as well as an enhanced physical education program. The Academy provides all its students individual attention in a Christ-centered environment. Students at VJM who are registered in Academy have core subjects and options in the morning and take Academy classes in the afternoon from Tuesday – Thursday. Students registered in Sports Academy take their core subjects in the morning along with a full selection of options. Health and Religion occurs on Monday and Friday afternoon and Physical Education is integrated into the Sports Academy program. We will accept registrations from students outside of our District and attendance boundaries pending class enrollment. Administration will review any withdrawal from Sports Academy and can redirect students to their home school or District. Please contact Geoff Giaocobbo at 780-459-4478 for more information.



TECHNOLOGY

Technology is integrated into all curriculum areas. We encourage students to bring a “Robust Device” such as a laptop, chrome book or tablet to school. Computers are available to students to help them achieve specific technology outcomes and complete assignments. GSACRD provides a robust wireless network that students may access. Students are expected to comply with the Appropriate Use Agreement found in the registration package. For more information and school policies surrounding the use of electronic devices read section IV of our this handbook.

SPECIALIZED PROGRAMS AT VJM

At Vincent J. Maloney we meet the needs of students within an inclusive classroom setting. For students with more significant learning needs an Individual Program Plan or a Learner Plan is developed in consultation with parents and the school learning support team. Depending on student need, financial and human resources we have also been able to offer some or all of the following specialized programs:

RISE PROGRAM

For students with unique educational needs (severe medical or profound cognitive) requiring a greater degree of support to their program. Depending on individual needs students may attend ISP for small group programming in some or all of the core subjects and strive towards Alberta Education’s General Learner Outcomes. A community setting is used to promote generalization of skills with a focus on functional numeracy, literacy and life skills.

GIFTED PROGRAM

Some identified students need to be challenged beyond the regular curriculum. Identified students will be given an opportunity to extend their learning based on individual need and interest.

MARAUDER EXCEL BLOCK

In order to provide students with more choice in their learning, support implementation of MYP and to implement a Pyramid of Support at VJM we run a schedule that includes an Excel Block for much of the school year. The Excel Block is designed to provide students with the following:

1. More opportunities during the school day for students to seek extra small group help from teachers and support staff, complete projects/homework and prepare for tests in a supervised setting.
2. Flexibility and choice for students to seek individual or small group support from staff, time to work with peers on projects or independent study time to complete work.
3. Staff advisement
4. Time to focus on school wide initiatives and further learning around the MYP IB

For more information please check our school website.

II. SCHOOL ACTIVITIES

FIELD TRIPS

Some excursions may be arranged to enhance student learning with first hand experience, and are always related or linked to curriculum. The number and types of field trips vary from year to year and individual permission forms are sent to inform and obtain permission for your child to attend. These are a privilege and behavior and performance are used to determine attendance.

GUEST SPEAKERS

The knowledge and expertise of people from various disciplines enhance the learning experiences of our students by visiting the school and sharing their expertise. An attempt is made to bring in resource people from the community and the world to enhance classroom and whole school activities.

GRADE 9 SPRING FAREWELL

Spring Farewell takes place on June 2, 2016 to bid farewell to our grade nine students. There is a family mass and Farewell program at St. Albert Parish in the evening. Staff and students also discuss other activities in conjunction with the farewell evening which may or may not include an evening dance for graduates and a guest after the mass. The intent of Farewell is to reflect on the students' time spent at Vincent J. Maloney and to celebrate their continued educational journey to high school. If shopping for outfits for the event please ensure that they meet all the requirements of our school dress regulations. More information will be provided to parents of students in grade nine in the spring.

INTRAMURALS

Participation and fun are the focus of the intramural programs. During the lunch hour, students and teachers are encouraged to come out and enjoy a variety of activities: Wii, Volleyball, 3 on 3 Basketball, Badminton, Floor Hockey, Dance and Theme Days to name a few. Students compete as homerooms and accumulate points. Friendly competition and socialization are the benefits that make everyone a winner!

STUDENT DIVERSITY GROUPS

Greater St. Albert Catholic Schools is committed to using its LIFE (Lived Inclusion for Everyone) 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, justice, and respectful relationships and language. This Framework is a component of the District's Safe and Caring Learning Environment Administrative Procedure, and is the result of a provincial collaboration of Catholic school jurisdictions. Each of our schools may be organizing LIFE Framework / Diversity Groups. The school will keep you informed as these groups are established by placing notices within our ongoing news notifications.

LUNCH ACTIVITIES

We strongly encourage students remain on campus so they can be supervised through the lunch break. We have a full-service cafeteria and a variety of activities (which may vary due to student interest) for student involvement.

Computers	Karaoke Club	Movie Room	Yearbook Club	Book Club
Intramurals	Library	Student Leadership	Games Room	Knitting Club

***Other Special Events and Activities Are Noted on the School Calendar as They Vary from Year to Year.**

REGULAR STUDENT ASSEMBLIES(I.B. STAR AWARDS)

The staff of VJM encourages faith, academic excellence and citizenship. Student assemblies allow us to celebrate our faith through liturgy, build community, and recognize individual and collective accomplishments of our students and staff. Our Star Award student assemblies will be held about every 8 weeks. The assemblies usually occur first thing in the morning.

III. SCHOOL SERVICES

CAFETERIA

A full service cafeteria is available at lunch and during morning break. We endeavor to provide a **NUT FREE** environment and appreciate your cooperation in sending **NUT FREE** products to the school to respect students that have **SEVERE PEANUT ALLERGIES**. We offer healthy food choices and do offer some treats to compete with the local convenience stores and encourage students to remain on campus. We appreciate your assistance in promoting nutritional choices, which we also do through the health curriculum. Food Cards can be purchased from the office. For more information about menu items and food cards visit our website.

MEDICAL SERVICE

Students who are ill may temporarily remain in the infirmary until such time that parents are contacted and arrangements can be made. Students requiring immediate attention will be transported to the appropriate medical facility. **Cost** of this transportation is the responsibility of the parents/guardians according to board policy. Tylenol or aspirin may not be provided or administered by school personnel. Prescribed medication will be supplied and self administered by students and may be supervised by staff as requested. Parents must complete necessary forms to allow for this. Capital Health works together with schools and community agencies to provide a range of coordinated health and support services for school children and their families. Our common goal is to build on the health and education potential of all students. Services include: transition support, case management and follow-up for students with complex and chronic health conditions, vision, hearing and dental screening, immunizations, speech and language services for Kindergarten to Grade Six, emotional/behavioral support and occupational therapy for Grade One students. If you have any concerns or questions about your child's health, please talk to the school principal or contact the school's community health nurse at the St. Albert Public Health Centre at 459-6671.

LIBRARY/LEARNING RESOURCE CENTRE

Vincent J. Maloney has a spacious, well-utilized library serving both students and staff. The library contains a variety of fiction; non-fiction, leisure and research print materials as well as a full compliment of computers and ipads. Teachers use the space during class time for research projects. Students are encouraged to access the space before school, at break and at lunchtime. Our Librarian Mrs. Locke hosts book fairs, contests, as well as class sessions called "readers advisory" in which students are in serviced on making full use of the library.

TELEPHONE/WIRELESS DEVICES

Students have access to the office phone to contact parents throughout the day. Cellular phones and wireless devices are an ever-increasing part of our school culture and we appreciate their benefits. However, they can be disruptive and distracting during instructional time. Phone devices may be used before school, during nutrition break, at lunchtime and after school. Personal audio devices may be used before school, at nutrition break, lunchtime, and after school. ***Student cell phones must be turned off prior to entering classrooms.*** Students may use phones within the classroom when they have permission from their teacher. Please do not contact your child during class time. Contact the office should you need to speak with your child during class hours. For safety reasons the student will only use one ear bud at anytime. Violation of the policy will result in the device being confiscated and turned in to the Administration. For recommendations regarding the purchase of electronic devices please see our school supply list found on the School Website.

TEXTBOOK RENTAL

The system of textbook rental provides the necessary texts for all grades. Textbooks are checked out to students through the library. Students are asked to record the books numbers in their agenda and are responsible for returning the same book in the same condition as it was assigned. **Lost or misused texts must be paid for at the end of the school year.**

TRANSPORTATION

Students outside of the walk boundary are provided with transportation. **Students are required to carry their bus pass with them at all times and provide it when asked by the driver.** Passenger regulations require that they remain seated and refrain from acting in any way that is distracting to the bus driver. School administration may suspend students involved in inappropriate behavior on the school bus or behavior that is deemed to jeopardize safety of students and driver. Students are **not permitted** to ride on alternate busses unless parents have officially requested a day pass from the Division Transportation Department. Questions regarding fees and bus routes may be directed to the transportation department at **459-7711**. Bike racks are provided. We would ask that bikes be locked up and seats removed and stored in the student locker. Students using long boards are expected to keep them in their lockers or homerooms. For the safety of

all, students are not allowed to ride bikes, scooters or long board on or in school property during regular school hours.

LOST AND FOUND

Students should ensure that all their personal belongings are clearly marked and locked up. A large box is provided in the front entrance for lost articles. Students should not wait too long to search for a missing article as this box is emptied periodically. Lost textbooks and notebooks are placed in the office and in the library. Watches, glasses, keys or jewellery items may be claimed at the front office.

We will make every effort to assist students in recovering lost articles, however we recommend students exercise caution if bringing valuables to school. We would also encourage students not to share their locker combination with other students.

SCHOOL PHOTOS

Individual photos are taken early in the school year and available for purchase using a proof system. All students must be photographed for the yearbook regardless of whether or not they are purchasing a package. Retakes are generally taken in early October.

IV. POLICIES AND GUIDELINES

PARENTS MUST CONTACT THE SCHOOL TO REPORT AN ABSENCE OR ILLNESS

School phone number 780-458-1113 OR email at vjm-absences@gsacrd.ab.ca

Students are expected to attend classes regularly and punctually. It is impossible to benefit from classroom experience unless he/she is in class. Attendance is taken each class and entered on the computer. Students reporting to school late or leaving for an appointment must check in or out at the office.

STUDENTS LEAVING THE SCHOOL MUST DO THE FOLLOWING:

- A. CONTACT THE PARENT/GUARDIAN, USING THE PHONE IN THE OFFICE**
- B. OFFICE PERSONNEL MUST SPEAK TO EITHER PARENT/GUARDIAN**
- C. OFFICE PERSONNEL WILL THEN SIGN OUT THE STUDENT**

Students are expected to make arrangements with a **STUDY BUDDY OR EMAIL TEACHERS DIRECTLY TO OBTAIN ASSIGNMENTS MISSED DUE TO ABSENTEEISM.** Teachers may choose to alter, omit or reschedule assignments or exams as a result of absenteeism. If a student is inexcusably absent, the parents/guardians will be contacted and students will be dealt with for skipping, making up equal time at lunch or after school hours.

REPORT CARDS AND INTERVIEWS

There are three reporting periods and two interim reports during the year. Parent/Teacher Conferences take place four times during the school year. Conferences take place on a first-come-first-serve basis.

October 16, 2015 - Interim Student Marks available on PowerSchool.

October 22, 2015 - First Parent/Teacher Conference Evening 5 – 8 pm

November 20, 2015 – 1st Term Report Card Distribution

November 25, - Second Parent/Teacher Conference Evening 5 – 8 pm

January 28, 2016- Interim Student Marks available on PowerSchool

March 18, 2016 – 2nd Term Report Card Distribution

March 21, 2016 - Third Parent/Teacher Conference Evening 5 – 8 pm – online booking system

March 22, 2016 - Fourth Parent/Teacher Conference Evening 5 – 8 pm – online booking system

June 28 am, 2016- Final report card distributed.

At anytime during the school year a parent/guardian is welcome to contact any teacher for an update on their child's progress. We utilize **PowerSchool** for data management and parents can access their child's marks in real time online beginning about mid October. Please check the website for details on how to log in and access marks. Students are encouraged to record their ongoing progress in their student agenda, which parents/guardians can check weekly. A final report card and certificate are presented after successful completion of courses in June.

HOLIDAYS DURING NON SCHEDULED BREAKS

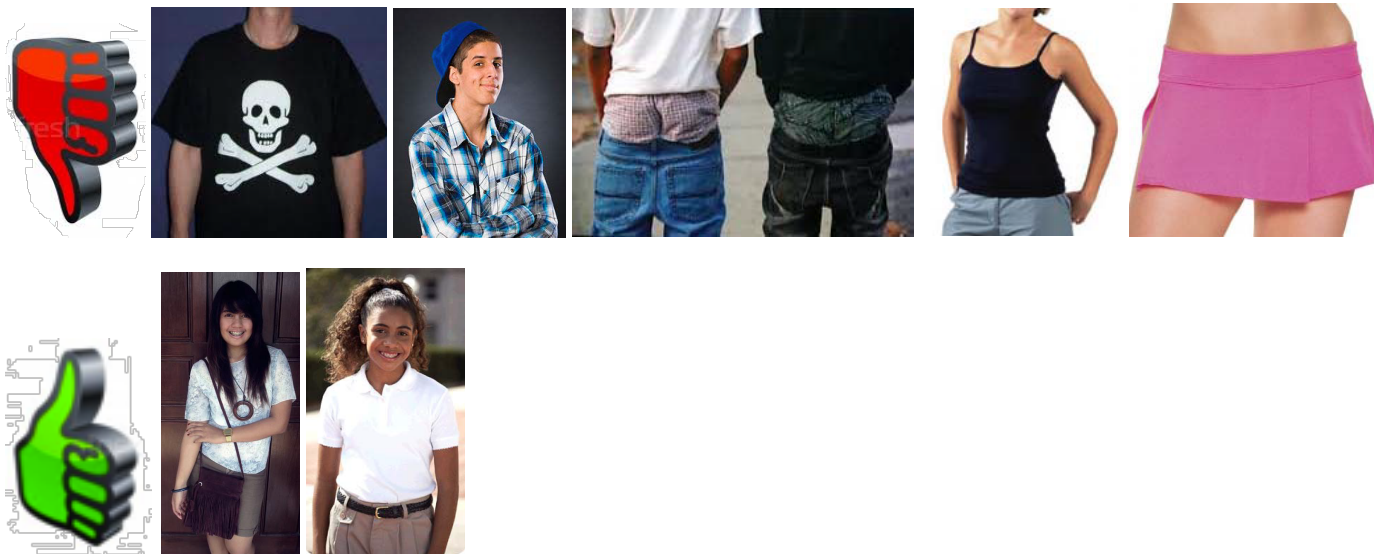
It is very difficult for teachers to plan in advance for students who will have extended absences due to personal vacations

during instructional days. The context of teaching and learning is now done in the classroom through direct teacher instruction, hands on learning, discussion and group work. Through ongoing formative assessment the teacher then makes decisions about daily homework and/or assignments as well as the pace of the learning. Some teachers do provide daily or weekly homework updates to classroom web sites but in many cases prior discussion, direct teacher instruction and context are required for the student to complete assignments. Also, teaching entirely from textbooks is no longer the norm so a teacher cannot simply assign chapters to be read or assignments to be completed. It is important to check with the teacher to determine if any long-term assignments like essays or presentations are scheduled that could be completed while on a holiday. In some cases teachers may be able to list some objectives that will be covered and some teachers do provide information on classroom websites. Parents can support their children by encouraging them to read during vacation, journal their experiences or review basic concepts in math or science. Ultimately if the student is being pulled from school for a holiday then make it a holiday! If your family makes a decision to be away from school during instructional time then the onus would be on the student to catch up on key elements when they return.

DRESS REGULATIONS

Vincent J. Maloney Catholic Junior High School has a proud history and a culture that emphasizes faith values with good taste and modesty as the rule of thumb. The dress policy requires the appearance of students to be such that it does not offend those with whom they associate and respects the range and development of all students within the school.

- 1) Clothing should not expose any of the 4 B's, breasts, bellies, backs and butts. Clothing is expected to be clean and in good repair with no undergarments visible.
- 2) Skirts and shorts should be no shorter than half way between the knee and the inseam. A good rule is that they should extend past the fingertips when arms are held at the side.
- 3) Halter tops or spaghetti strap tank tops are not appropriate for school. Tank tops are not acceptable for boys. Shoulder straps must be a minimum of 8 cm. in width so that much of the shoulder is covered.
- 4) Clothes carrying messages, whether written or in picture form, that are profane, demeaning, or in poor taste (by our standards) are not appropriate. Language or pictures involving drugs, alcohol, weapons or violence are prohibited.



As fashion trends change regularly, school staff reserve the right to decide about the appropriateness of any student attire at school. Students in violation of our dress regulations will be asked to change or arrange to have other clothing brought to school. We recognize and respect the wide variance in taste and acceptability that is part of our society outside of the school, but within the school we feel that it is our responsibility to balance individual freedom with our goal to maintain a culture that respects our Catholic/Christian values and morals. Please take into consideration that we can have students between the ages of 11 and 15. Upon entering the school, students must remove all headwear. Hats and jackets are to be left in lockers during instructional times. Hats worn to classes will be stored in the office and returned at the end of the day (or longer in the case of repeats). Students will face consequences for repeat offences. A good rule of thumb regarding clothing is if you are not sure whether it would meet dress regulations please do not wear it.

Changing for Physical Education Classes

In order to promote good hygiene and school spirit VJM requires all students to change for Physical Education for

nearly all activities. Information about the purchase of school clothing and/or replacement in the event of loss can be found in the registration package or you may call the office.

STUDENT LANYARDS

A lanyard is a cord or strap that is used to hold identification, information, keys, or personal possessions. Lanyards that are designed to be worn around the neck are deemed to be potentially dangerous to the safety of students. Monitoring for the effectiveness of lanyards worn around student's necks cannot be appropriately controlled in the school environment. For this reason, **use of a lanyard of any kind that involves placing a cord or strap around the neck area of a student is prohibited.** Students are expected to use other approaches to manage their personal possessions while at school.

EMERGENCY PROCEDURES

Schools in our District including V.J.M. regularly practice emergency procedures based upon the ***Incident Command System***. This system has a number of protocols for different emergency situations that could be encountered at a school level. Prior to any practice/drill staff and students will be notified and review procedures.

LEAVING THE SCHOOL AT LUNCH TIME

Some of our students have been given permission by their parents to leave the school and go for lunch at local food establishments. Parents will be notified immediately if students are late returning for lunch or if there have been any problems reported to the school by the restaurant. In consultation with parents these privileges can be suspended or removed.

RESCHEDULING OF FINAL EXAMS

On occasion, there may be good reason for students to be away during a final exam in June. If this is the case, please contact school administration regarding the possibility of rescheduling exams. Please be aware that Alberta Learning does have rules and regulations that must be followed in regards to the rescheduling of final exams. Students must write final exams to be considered for Honors with Proficiency or Honor standing.

GUIDE DOG

Please be advised that a Guide Dog may accompany a student(s) at VJM. A Guide Dog team consists of a dog and a person. The dog has been specially trained to assist the mobility of a person who is blind. The dog is trained to lead, obey commands, avoid distractions, and disobey a command if it would put the team in danger.

In our school all students and staff will facilitate the successful mobility of student and dog by:

By being respectful and responsible. The dog is responsible for leading someone who cannot see. A person's safety may depend on their dog's alertness and concentration. If the dog has on a harness it means the dog is working. It must not be distracted.

-Never petting or touching the dog while it is working and only doing so when the owner gives permission.

-Never feeding the dog.

-Ensuring that backpacks or equipment are not left in hallways or classroom floors.

Please contact school administration if there are any concerns.

SEVERE ALLERGENS

Part of our mission to provide a safe and caring school for all of our students and staff involves cooperation from all of our families. Our school has students and staff with severe life threatening food allergies (anaphylaxis) to peanut and nut products and latex products. These are medical conditions that cause a severe reaction to specific foods or products and can result in death or serious side affects within minutes. Although this may or may not affect your child directly, we endeavor to provide an environment that is free from these products. Parents can help us by ensuring that they do not send foods that contain peanut or nut products. In addition we currently have an individual that has a severe allergen to latex products. Balloons and elastics can be quite harmful to this individual.

We appreciate your cooperation in regards to this matter. Please remember that allergies can affect a person at any time. There may come a time where you or a family member will require the same assistance and cooperation.

All parents are required to notify the school regarding any severe allergens of their child or children by filling out the proper medical forms. Students who have severe allergens that require the use of an epi-pen must carry it all times on

their person. There may be rare instances where this is not possible. If so, this must be discussed with administration. Parents may provide a secondary epi-pen that can be stored at the office. **Please contact school administration if there are any concerns.**

PHYSICAL EDUCATION CLASSES TAKING PLACE IN SACHS GYM

Please be advised that students from our school will travel to SACHS on a regular basis to take part in Physical Education classes. This is to make use of the small gymnasium and fitness equipment. Students change for Phys. Ed. in the main change rooms at VJM and then walk over to participate in class activities. During the winter time this means that students do walk outside for brief times on cold days. Students are encouraged to have a hoody during these periods of time. On occasion conditions can be slippery. Staff does remind students to be careful when walking between buildings during poor weather.

CREATION OF CLASS LISTS

The creation of class lists for a school year is a lengthy process. At Vincent J. Maloney Catholic Junior High School it involves input from all members of our staff. At the end of the process our goal is to create homeroom classes that are balanced. The balancing of classes involves taking into consideration student need, gender, size of the class, supports that can be offered (Educational Assistants) and other factors. The development of classes begins in early April. Teachers provide information to the leadership team regarding student needs and learning styles. This information is used to create preliminary drafts of class lists, which are then provided to staff for feedback. This process goes on until the end of June. Many changes occur with the confirmation of enrollment throughout the spring and summer. In some *extenuating circumstances* requests and feedback from parents may be considered. **These must be submitted in writing and clearly indicate the reason for the request by May 19, 2016 for the 2016/17 school year.** Usually staff has already anticipated these special circumstances when classes have been created. Classes are posted on the first day of school and all classes run as is for one week. The admin team monitors balance and size of classes that may change due to new registrations or students that have registered but move. At the end of the week administration will finalize classes and may take into consideration any extenuating circumstances that may be brought to their attention.

OPTION CHANGES

We do our very best to ensure that each student receives two or three of their top option choices. On occasion, students may not receive all of their top choices. Option availability can change due to staff or monetary budget resources. Option changes can be requested in writing by filling out an **Option Change Form** during the first week of the first or second semester but sometimes the ability to change is limited due to enrollment in requested options. If requests can be facilitated these will take place at the end of the first week of a term for that option.

STUDENT AGENDA

All students are provided with an agenda book. The book is used to record homework assignments and contains a school calendar for the year. The agenda also includes a Hallway Passport that must be used to indicate that students have permission to be in the hallways during class time and to request small group help during the Marauder Excel Block. All students are expected to carry their agenda with them at all times. If an agenda is lost another one can be purchased at the front office.

USING PERSONAL ELECTRONIC DEVICES AT VINCENT J. MALONEY

Our school policy is based on the foundations of GSACRD's Responsible Use Agreement and FOIP policy that must be signed by all students and parent/guardians in Greater St. Albert Catholic Schools. Our goal is to support and inform students and parents/guardians about the expectations and responsibilities that come with digital citizenship at Vincent J. Maloney Catholic Junior High School.

Definitions

Bring your own Device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff member or guest.

Cloud Computing is Internet-based computing whereby shared resources, software and information are provided to computers and other devices on demand.

Wi-Fi stands for Wireless Fidelity. Most laptops and personal communication devices are equipped with Wi-Fi. VJM provides full Wifi coverage for its own devices as well as student-owned tools.

Digital Citizenship - In order to be a digital citizen, students must know how to use technology appropriately. Digital Citizenship is more than just a teaching tool; it is the foundation upon which students learn to use technology in an ethical and responsible way within society.

Digital literacy or the ability to understand and fully participate in the digital world is fundamental to digital citizenship. It is the combination of technical and social skills that enable a person to be productive, successful and safe in the information age. Like literacy and numeracy initiatives which provide people with the skills to participate in the work force, digital literacy has become an essential skill to be a confident, connected and actively involved lifelong learner. VJM's new "My Learning, My Device" initiative will be one element of many that will help our students develop and refine skill traits of 21st Century learners.

Students who demonstrate ethical and responsible use of technology:

- keep their GSACRD login ID's and passwords confidential;
- password-protect their personal devices;
- ensure the security and safety of their own electronic devices;
- ensure the security and safety of school - owned electronic devices;
- use & manage devices in a lawful manner;
- manage the content contained on their own personal electronic devices;
- ensure that they access acceptable materials for educational purposes;
- respect and abide by copyright laws (text, photos, music, video, etc.);
- ensure that their personal device does not disrupt the learning of others;
- maintain one's own device such as having it fully charged & functional.

Misuses that disrupt learning and/or contravenes VJM/District policy include but are not limited to the following:

- using audio and/or video devices to record others without permission;
- using audio and/or video devices in inappropriate settings such as locker rooms and washrooms;
- using an electronic device to intimidate, threaten and/or slander others (cyber-bullying);
- sharing district ID's and passwords
- using devices during instructional time for non-instructional purposes such as making personal phone calls, text messaging or social networking;
- using devices to cheat on assignments and/or tests;
- downloading, viewing and/or sharing inappropriate and/or offensive content;
- trying to bypass district security filtering system;
- posting/sending of pictures, videos or audio recordings taken at school on any social media or personal sites.

Students will work from the cloud and follow the same Internet safety precautions and sites as if they were wired in a lab.

Devices must be fully powered prior to using them at school to avoid loss of time, management issues and overloading of electrical outlets.

No technical support will be given to resolve a technical issue with a personally owned device.

Vincent J. Maloney Catholic Jr. High is not responsible for the loss, theft or damage of student-owned devices.

Students who do not meet expectations or responsibly use the technology can be subject to loss of privilege, confiscation, suspension/expulsion. Where necessary, the RCMP can and will be contacted.

HOME AND SCHOOL

COMMUNICATION

We encourage open communication between students, staff and parents and believe parental support is an integral part of the success of our students. Our school website is updated with information about weekly events in our school. In addition we use an automated phone system and a mass email system to stay in contact with parents.

SCHOOL COUNCIL

Vincent J. Maloney Catholic Junior High School has a very supportive and involved School Council. Meetings occur once a month and usually last about one hour. The Council has three executive positions including Chair, Vice-Chair and Secretary. It also has a number of committees that work actively to support students and staff within the school. These

include: Communications, Compassionate Friends, Grant Research, Partners in Prayer, Staff Appreciation, Volunteer Coordination and Year End Barbecue. Please feel welcome to attend our meetings.

V. DISCIPLINE

The discipline approach at Vincent J. Maloney Catholic Junior High School is based on the Catholic value of reconciliation. We promote positive growth and attempt to be proactive where possible. Teachers use effective teaching strategies and classroom management skills to minimize off task behaviour and the need for discipline. Students are expected to show respect for themselves and others. The students are expected to be accountable for their actions and programs are in place to promote positive decision-making and contributions to the school setting.

A student shall conduct him/herself so as to reasonably comply with the following code of conduct:

(2007 School Act - Part 1 Section 12)

- be diligent in pursuing his studies
- attend school regularly and punctually
- comply with the rules of the school
- account to his teachers for his conduct
- respect the rights of others
- co-operate fully with everyone authorized by the board to provide education programs and other services

At Vincent J Maloney our Catholic/Christian values and beliefs are at the core of our Discipline model.

CORE VALUES OF A GOSPEL MODEL

- Accountability and Responsibility
- Instruction in acceptable patterns of behavior
- Acknowledge error in everyone
- Mistakes are an opportunity to grow and learn
- Forgiveness

Students and parents have a responsibility to contact school administration or advise a teacher if there have been issues that the school may not be aware of. Please never hesitate to call if your child relays concerns at home.

COMMON STATEMENT ON FROSHING AND PROTOCOL RESPECTING DRUG FREE SCHOOLS

Greater St. Albert Catholic Schools, St. Albert Protestant Schools and the local detachment of the RCMP are working together to ensure that St. Albert students feel safe in their schools. Together we have developed this common statement to remind parents and students of zero-tolerance policies regarding froshing and drug use in schools.

FROSHING

All students have a right to feel and be safe in their schools. To ensure that this is true in St. Albert, both school jurisdictions and all schools are working together to send out an important message. Many other groups are supporting this message, including the City of St. Albert, the RCMP, Alberta Justice, the St. Albert SAIF Society, the St. Albert Association for People with Disabilities, and the St. Albert Youth Centre.

The message is very clear. **Froshing is not acceptable behaviour.** It is, in fact, an assault. Any student involved in such an activity will face suspension and possible legal charges or expulsion. **We will refer any froshing activities to the RCMP.**

PROTOCOL RESPECTING DRUG FREE SCHOOLS

Be advised that all junior and senior high schools in St. Albert are committed to implementing the Protocol Respecting Drug Free Schools. It states:

- Possession of or trafficking in illegal drugs in any form is an act utterly incompatible with the School Act, which states that students are to comply with the rules of the school and respect the rights of others.
- Being under the influence of illegal drugs in any form is an act utterly incompatible with the School Act, which states that students are to comply with the rules of the school and respect the rights of others.
- In all cases, parents or legal guardians will be notified.

LOCKERS

Please remember that the locker belongs to the school, not the student. This means that when the locker license is signed there is an understanding that the locker is subject to search at any time without notification by personnel

associated with the school or by persons representing other authorities, including the police. Lockers with combination locks are supplied to each student at the beginning of the school year. Only locks supplied by the school are allowed on lockers. Students are expected to keep the combination of their lock confidential. Students are responsible for returning their original lock at the end of the year. Replacement locks cost \$6.00. Lockers are available for use during Physical Education to lock up belongings while participating in Phys. Ed. class. We strongly recommend their use. Students must provide a lock for this purpose and remove the lock and all belongings at the end of the PE class. Along with parents our aim is to help students be responsible for their personal belongings.

STUDENT BEHAVIOUR EXPECTATIONS

Our goal is to make this school as **SAFE** as possible

A school-wide approach to **positive** behavior supports effectively promotes a **safe, orderly** and **predictable** environment for learning and teaching. This approach has significant effects within the school community: it creates a positive school culture that students, parents and staff perceive as safe and caring.

VJM **Positive Behavior Supports** focus on a **school-wide** set of behavior expectations that is corrective, not punitive in which positive dialogue is key.

VJM STUDENTS are...
SAFE
RESPONSIBLE
RESPECTFUL
We are **on time, prepared** and we **contribute**

- Research identifies ten key elements of universal school-wide behavior support systems. These elements are interrelated and overlapping, and may have differing degrees of importance, depending on the needs, strengths and priorities of a particular school community.
- Positive relationships: valuing each individual's contribution to the school community, promoting a sense of belonging for all students and staff, and promoting positive relationships among home and school and community
 - Modification of the school environment: ensuring that the physical environment and school routines are organized proactively to support positive behavior and reduce problem behavior
 - Differentiated instruction: responding to student diversity and creating opportunities for all students to learn in a way that responds to their varying abilities, strengths, learning preferences, interests and needs
 - School-wide behavioral expectations: clearly articulating expectations and having all staff consistently reinforce expectations in all areas of the school throughout the school day
 - Social skills instruction that demonstrates and supports the school-wide behavioral expectations
 - Positive reinforcement of individual students and groups who consistently demonstrate positive behavior
 - Fair and predictable consequences for negative behavior that adversely affects others and the school community
 - Collaborative leadership: committing to building and maintaining a positive school culture, and providing the resources necessary for developing positive behavior supports for all students
 - Data-driven decision making: clearly identifying the strengths and needs of the school community, identifying areas where improvement is needed and measuring behavior change over time
 - Action plan for school change: developing, implementing and monitoring a school-wide approach to positive behavior supports

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OFFENCE		CONSEQUENCES
LATES	Students with Chronic absences will have consequences implemented.	<ul style="list-style-type: none"> - Noon hour or after school detention - Repeated lates will be monitored
DISRESPECTFUL BEHAVIOR		- Administration Discretion.
CHEATING		<ul style="list-style-type: none"> - Parent meeting with teacher to determine follow-up assessment procedures and rewrite of exam. - Consequences for cheating can include suspension.
THEFT/VANDALISM	1 st Offence 2 nd Offence Replacement or replacement value of stolen/vandalised item.	<ul style="list-style-type: none"> - Will result in a 1-day suspension. - Out of school suspension - length of time to be determined INVOLVEMENT OF RCMP AT ADMINISTRATION DISCRETION
CONFLICT	1 st Offence 2 nd Offence 3 rd Offence	<ul style="list-style-type: none"> - Students will be seen by the school counsellor or administration - Will result in a 1 day in-school suspension - Will result in an out of school suspension, length to be determined
SMOKING	1 st Offence 2 nd Offence Vapor (electronic cigarettes) are prohibited on school property.	<ul style="list-style-type: none"> - 1 day in school suspension, complete a student package on harms of smoking - 2 day in or out of school suspension
DRUGS/ALCOHOL OR RELATED PARAPHERNALIA		<ul style="list-style-type: none"> - A 3 to 5 day out of school suspension. Students will be picked up from the school by their parents/guardians. Also see Drug-Free Schools Drug Protocol. - Expulsion can be recommended to the Board. - RCMP may be involved.
FIGHTING	1 st Offence 2 nd Offence Inciting or encouraging a fight will be treated in the same manner as fighting.	<ul style="list-style-type: none"> - Up to a 3 day in or out of school suspension - Can result in up to a 5-day suspension at the discretion of Administration. - RCMP may be involved

VI. Annual V.J.M. Awards

While student success is celebrated throughout the year, an awards celebration is held at year-end or early in September depending upon Alberta Education's scheduling of Provincial Achievement exams. At the awards night in June or the following September students are recognized for their achievement in a wide variety of areas such as:

Citizenship Award (1 per grade)

- Good display of effort in subject areas.
- Display of school citizenship.
- Good cooperative manner.
- Demonstrates service within the school community.
- All staff may nominate.

Personal Excellence through Perseverance (1 per grade)

- Has experienced social growth and maturity throughout the school year
- The most improved for that school year

Male & Female Athlete of the Year

- This award may be received at any grade.
- Participated on school teams
- Marauder point system
- **Positive attitude** toward school
- Demonstrates **respect** and **sportsmanship** on and off the court
- The purpose of the award is to recognize **athletic excellence** in that school year
- Any given student may win more than once

Honors with Proficiency:

- final average of **90%** or better in the **following** subjects.
(LA(.17), Math(.17), Social Studies(.17), Science(.17),
Phys. Ed(.17). Health(.075) Religion(.075)
- no mark less than **70%**

Honors

- final average of **80%** or better in the **following subjects**.
LA(.17), Math(.17), Social Studies(.17), Science(.17),
Phys. Ed(.17). Health(.075) Religion(.075)
- no mark less than **60%**

**** In order to qualify for Honors with Proficiency or Honors a student must write the Final Exams. Final Exams are worth 20% of the student mark in grade nine, 15% of the student mark in grade eight and 10% of the mark in grade seven. The only exceptions are students who are excused from writing for documented medical reasons or documentation contained in a student Individual Program Plan.****

Spirit of VJM Award

- generosity of time & positive attitude
- an 'unofficial VJM ambassador' of good will
- makes a contribution to life and spirit of the school

5 Star Award

- awarded to all students participating in **5 or more** school sports
- in good standing on each of the "teams"

Sports Academy Award

- Awards are given to one student in Soccer and Hockey
- have demonstrated growth and effort in their sport.
- nominated and selected by Sports Academy teachers.

CTS Awards

- Creative and talented in the CTS disciplines
- Works well in several areas of the course
- Given to a grade 9 student annually

Male and Female Coaches Award

- award may be received at any grade level
- participated in extra school activities
- The student is **coachable** and displays: leadership, positive attitude, willingness to learn,
- Athletes are nominated and selected by their coaches.
- good attitude toward sport and teammates
- valuable to the success of the team
- provides a positive influence for their teammates

Fine Arts Awards

- creative and talented in the arts
- sharing expertise by mentoring other students in class
- involved in the arts in and out of the classroom
- share talents with school community
- **One award for each discipline: Art, Drama, and Music**

Finally, each student's promotion certificate recognizes the involvement of the student in the various activities throughout the school year.