

ST. JUDE SCHOOL

POLICIES AND PROCEDURES

A HANDBOOK FOR PARENTS

SECTION I

GENERAL INFORMATION

A. PHILOSOPHY

As the Christian Community of St. Jude Parish, we are committed to the Catholic Education of the whole child as a unique gift from God.

We believe in fostering the knowledge and wisdom of the Father's creation by, first, deepening our own faith, and then by imparting this faith to our students.

We strive to help the children develop a sense of responsibility for and appreciation of themselves, their family and their community, bearing witness to their faith in all they do.

B. DESCRIPTION

St. Jude School is one of the Catholic Independent Schools of the Archdiocese of Vancouver. The school was established in 1955 to serve the education needs of the parish and neighbouring communities.

The school follows the policies and procedures of the Catholic Independent Schools of Vancouver Archdiocese and has its own elected Education Committee to take care of their implementation and application at St. Jude School.

Members of the teaching staff are well qualified and hold valid BC Certificates. They are dedicated and committed to their profession and all are aware of the vital role they play in the education and development of the students.

C. PARISH EDUCATION COMMITTEE (PEC)

The Parish Education Committee is composed of seven members (5 elected and 2 appointed). The PEC assists the Pastor in ensuring that educational policies are followed. It also handles issues related to the physical structure of the school, and the business and finances pertaining to it. Meetings are held once a month.

Responsibilities of the Parish Education Committee

The Parish Education Committee will assist the pastor in the following responsibilities as listed in the Archdiocesan Policy Manual:

1. To see that the policies of the Society-Catholic Independent Schools of Vancouver are carried out in our school.
2. To help prepare and maintain the budget for the operation and maintenance of our school.

3. To ensure that proper records are kept for the purposes of claiming government grants and for submitting reports to the Executive Committee.
4. To adhere to the hiring policies of the society in hiring teachers, and to the renewal and non-renewal of teachers' contracts with the approval of the pastor and consultation with the principal.
5. To oversee the day-to-day running of our school, in such areas as collection of tuition fees, payment of operating expenses, maintenance, etc.
6. To ensure that secure places are provided for confidential and sensitive material.
7. To assume other duties as are assigned from time to time by the Society.

D. CHRISTIAN FORMATION

Christian education is integrated throughout the day and into all curricular and co-curricular areas. The Christian formation throughout the levels consists of helping the children to live with God and to enter day after day into His plan of salvation. Daily religious instruction and prayer times, weekly Masses and assemblies help to foster Christian community.

Parents are encouraged to join the staff and students at our monthly school Masses which are held on Wednesdays at 9:00am as well as Morning Prayer on Monday, Tuesday, Wednesday and Friday at 8:30am in the Kindergarten room.

E. ACADEMICS

All teachers follow the curriculum guidelines set out by the Ministry of Education. We are committed to guiding each child to reach his/her potential and are constantly re-evaluating our academic programs to see how to better meet the needs of all our students. Instruction is provided in the following curriculum areas: Language Arts, Mathematics, Science, Social Studies, Fine Arts, Music, French, Library Skills, Computer, Physical Education, Personal Planning and Applied Skills.

Extra-curricular activities are also an important part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. They serve to build community and support the basic goals of our school. St. Jude School staff members are dedicated to offering programs outside of instructional/school time. Activities include sports (e.g. cross-country, volleyball, basketball, track and field), as well as a choir, a peer buddy program and a multicultural club.

Extra-curricular activities together with educational field trips contribute to a well-balanced program.

SECTION II

SCHOOL POLICIES

A. ADMISSION POLICY

(C.I.S.V.A. Policy)

As part of the process of admitting students, the Principal and, when practical, a member of the Education Committee shall meet with each new family. From the interview and the information available to them the Pastor, member of the Education Committee and the Principal will decide if the school can meet the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

Priorities for Admittance into Elementary Schools

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, "active in parish" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic schools elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics: Enrollment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted in the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

B. TUITION AND OTHER FEES

The tuition rate and other fees are set annually and are listed on re-registration forms which are sent home in early March, and on application forms which are also available in early March. In order to re-register a returning student to St. Jude in September, re-registration forms, documents and fees must be returned to the Parish Education Committee on the dates/times listed on the re-registration form, (mid-March).

1) Method of Payment for Tuition

Payable by pre-authorized debit. September tuition is payable by cheque to be dated June 1 (non-refundable). Accounts are debited the first of each month from September through May.

2) Other Fees

A non-refundable Registration Fee and an Activity/Book Fee (used to cover costs of some consumable books and supplies), are also due at the time of re-registration - the cheques to be dated March 15.

3) Fees In Arrears

Should parents/guardians be delinquent in paying school fees of any kind, full payment of the account in arrears is required before re-registration for the next year will be accepted. If a N.S.F. cheque is returned to the school by the bank, an additional charge of \$15.00 will be levied to the family.

C. PARENT PARTICIPATION

PARENTS' PARTICIPATION PROGRAM

Parents are recognized as the primary educators of their children. Catholic education exists to assist them in their task of educating their children in the faith. We need the entire school community to share in the responsibility of educating the children and to help implement our vision, mission and goals. The *Parents' Participation Program* is an opportunity for building community, giving financial support, and offering support to each other as we work together for the benefit of the children. We encourage parents to take an active role in our school and parish, and we appreciate their support.

BACKGROUND AND RATIONALE

St. Jude School is part of the wider parish community. Once a child has been admitted to the school, as active school community members, parents will be required to participate in various activities of the school, including fundraising. The *Parents' Participation Program* also keeps down the operational costs of running the school. A family who participates in the program completes the work in lieu of a Non-Participation Fee. Completing the participation hours, therefore, is not true volunteer work. Other jobs exist in the school that are of a true volunteer nature, and this type of participation is encouraged and most welcome.

The *Parents' Participation Program* functions under the direction of the Parish Education Committee. The Participation Coordinator is a member of the PEC and responsible for the appointment of Category Managers, monitoring compliance with the program, and serving as a liaison between Category Managers and the PEC.

RESPONSIBILITIES

Families who participate in the *Parents' Participation Program* commit to a minimum of 50 hours of service per school year. These hours are divided equally between the two school terms. Ordinarily, any hours remaining from the first half of the year (Sept-Jan) cannot be carried over to the second half of the year (Feb-Jun). Exceptions will only be made for special events or projects arranged in advance.

It is the parents' responsibility to fulfill their hours of participation. Unless a special arrangement is made with the PEC in advance, parents may not ask other adults or children under the age of 16 to complete their participation hours for them. Parents will be sent two notices, one in December and one in May, to inform them of the total number of hours that they have reported to the PEC.

PARTICIPATION DEPOSIT

Families who do not fulfill the requirements of the *Parents' Participation Program* will be assessed a Non-Participation Fee. Upon registration, parents issue two cheques, one for each term. These cheques will be held as a deposit. These cheques will not be cashed unless parents fail to complete their participation commitment for the first half of the year. Cheques will be returned upon completion of the required hours each term.

NON-PARTICIPATION FEE

A family unable to commit to the required hours may elect to pay a Non-Participation Fee, which is over and above the tuition fees. (*Please refer to the current Tuition and Fee Schedule for this amount*). This option is to be indicated on the *Parents' Participation Form*.

TRACKING HOURS

All parents are responsible for keeping a personal record of their hours. This includes ensuring that the Category Manager has signed to verify these hours within the proper time frame.

Parent Participation submission forms are located on the wall in the front lobby. These are to be completed and placed in the PARENT PARTICIPATION BOX (located in the front lobby) for signing by the Category Manager.

Parents are to record the:

- Date
- Time worked
- Total hours
- Type of work
- Category Manager's name printed

These forms will be passed along to the Category Manager named, who will sign them and pass them to the PEC Participation Coordinator.

AREAS OF PARTICIPATION

General job descriptions for the positions listed on the *Parents' Participation Form* are included in the Registration Package. Areas may need to be combined to make up the required hours. Please keep in mind that required hours are used as a **minimum**

guideline only and fulfillment of specified work commitment areas may require **more** than the minimum requirement.

Unless otherwise stated, hours volunteered for Parish activities are excluded from the *Parents' Participation Program*. Also any parent hired by the school may not use his/her paid time as hours worked.

D. ATTENDANCE POLICY

The School Act and school regulations require children to be in attendance at school during normal instructional periods. Removing children for vacation trips other than at school breaks, brings real hardship on them. The benefit of regular classroom instruction is lost and cannot be entirely regained. Such absences are, therefore, strongly discouraged. Make-up work is the responsibility of the parents and the child, not the teacher.

The Government school grant is only allocated to a pupil who attends 135 class days per year prior to May 15, (unless absences are the result of sickness and explained in a note). The Education Committee will require parents to pay the difference in cases where children are absent for prolonged periods of time for reasons other than illness. Parents must complete a form, from the office, before they temporarily withdraw a child from school for reasons other than illness.

Regular attendance and punctuality are very important to every child's success. Parents are asked to cooperate in ensuring that their child attends regularly and punctually.

E. UNIFORM POLICY

The wearing of the uniform is mandatory for all students from Kindergarten through Grade Seven. It is the responsibility of the parents to ensure that the child wears the complete uniform. The uniform is to be kept clean, neat, and presentable.

* All items with the exception of shoes and white gym socks are to be purchased through Neat Uniforms.

- Boys
 - navy blue school dress pants
 - white school golf shirt
 - green pullover school sweater
 - navy socks
 - black shoes (NO HIGH TOPS – top of shoe must be below ankle)

- Girls
 - forest green/navy plaid kilt
(A jumper is optional for primary students)
 - white school golf shirt
 - green pullover school sweater
 - navy blue knee-high socks or tights
 - black shoes (NO HIGH TOPS - top of shoe must be below ankle)
 - forest green, navy, black or white hair bands, barrettes or ties

SUMMER UNIFORM

- navy school walking shorts

- green pullover school sweater
- white golf shirt
- navy blue socks
- black shoes (NO HIGH TOPS – top of shoe must be below ankle)

The summer uniform is an option for students in Kindergarten – Grade 7 from the first day of school in September until the Thanksgiving weekend, and, from after Mother’s Day until the end of the school year.

GYM UNIFORM (mandatory for boys and girls in Grades 1 - 7)

- forest green t-shirt with the school crest on front
- grey shorts with school crest
- white sports socks
- running shoes

- * All articles of clothing, shoes and school bags, must be labeled clearly with child's name.
- * Please label all uniform items clearly on the inside of garments. Visible monogramming of uniform items is not allowed (safety reasons).
- * Please check the identification throughout the year as labels fall off and names fade.

HAIR

It is the policy of the school for boys to have their hair trimmed to collar's length.

Girls' hair should be neat and hair accessories limited to navy blue, forest green, black or white hair bands or simple barrettes.

Fad haircuts are not acceptable with the uniform.

JEWELRY AND ACCESSORIES

Students may wear holy medals or cross necklaces and birthstone rings. Costume jewelry, chokers, accessories, etc. are not allowed. Girls may wear pierced earrings provided they are a single small stud or hoop per ear. For safety reasons, the teacher/coach may request that jewelry be removed during sports activities. Students are not permitted to wear make-up or nail polish. Body piercing (other than ears) and tattoos are not allowed.

F. REPORTING POLICY

In order to facilitate communication on your child's progress, all parents and students will be expected to attend a three-way goal-setting conference at the end of the first term and a student-led conference at the end of the second term. Other interviews will be held according to the specific request of teachers or parents. Written progress reports are sent home three times a year.

The policy at St. Jude School was developed by the staff after much discussion, research, and deliberation. It reflects what we believe to be an effective means of reporting the results of our assessment and evaluation of each individual child’s learning. In grade one to seven we provide anecdotal-checklist written reports that include comments about an individual student’s strengths/successes/achievements, challenges/concerns, goals and a

plan of action. In Kindergarten, reports will be strictly anecdotal. The policy follows the recommendations of the Catholic Independent Schools of Vancouver and is as follows:

- report cards will indicate where a child stands in terms of his/her spiritual, intellectual, physical, social and emotional development as they relate to established standards set for his/her age/grade level.
- for all three terms in Grade 7, letter symbols/grades will be assigned in all core curricular areas.



Letter Symbols for Grade 7 Reports

The letter symbol/grade includes assessment and evaluation of **all the following** areas. It reflects the student's-

- **attitude about learning**
- **ability to set goals, solve problems, understand processes, think critically, self evaluate and work cooperatively**
- **work habits**
- **mastery of skills and knowledge as demonstrated through tests, projects, daily assignments and discussion**

The following symbols are recommended by the Ministry of Education and indicate the following:

A

The student demonstrates excellent or outstanding performance in relation to the expected learning outcomes for the course or subject and grade.

B

The student demonstrates very good performance in relation to the expected learning outcomes for the course or subject and grade.

C+

The student demonstrates good performance in relation to the expected learning outcomes for the course or subject and grade.

C

The student demonstrates satisfactory performance in relation to the expected learning outcomes for the course or subject and grade.

C-

The student demonstrates minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade.

I – In Progress or Incomplete

The student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes. This reporting symbol may be used in both formal and informal reports.

G. PROMOTION POLICY

Individual, continuous progress of students is encouraged. However, in extraordinary situations where it is indicated that a child's social and/or emotional development, as well as/or intellectual development, is significantly below average expectations for his/her age level, a conference with parents, teacher and principal is held to decide on the most appropriate placement for the child.

H. DISCIPLINE POLICY

The moral obligation of training children rests first with the parents. The responsibility of the school is to give extension and broadening to parental training.

At St. Jude, we strive for fair, firm and consistent discipline. Its purpose is to develop self-discipline and responsibility in the students.

The expectations we wish to highlight are the following:

It is expected that:

- students will respect themselves and others by being courteous, considerate and cooperative
- students will come to school prepared and ready for the day. They will take care of their own work space and the presentation of their work
- students will observe school rules regarding behaviour, language, boundaries, work, interactions with staff, etc.

These rules are broad by design and are supported by specific recommendation. If a child chooses to break a school rule, to not accept his/her responsibilities or to infringe on the rights of others, a sequence of consequences will result:

1. Verbal warning
2. Verbal warning with consequence
3. Conference with Principal/Teacher/Child
4. Teacher/Parent Conference
5. Conference with Principal/Teacher/Parent/Child

Discipline problems of a serious nature will be the ultimate responsibility of the principal. The most serious consequence would be suspension or expulsion from the school.

Disrespect, misbehaviour on school grounds or at school sponsored events, physical harm to another person, or the attempt to physically harm another person, theft, the destruction of property, are examples of serious inappropriate behaviour and such behaviour may result in a student being suspended or expelled.

The principal may also suspend or expel a child who is persistently disrespectful, disobedient and/or fails repeatedly to obey school regulations. In serious cases of enforcement of discipline, the principal will consult with the Pastor and/or the Education Committee.

The possession of, use of, and/or threat of the use of a weapon*, the use, possession or sale of explosive devices, alcoholic substances, drugs or other noxious substances, will be considered gross misconduct and severe disciplinary action will result. The suspension process will be initiated, and expulsion from the school may result. The principal will consult with the Pastor and Education Committee. The matter may also be referred to the police.

*A weapon is anything that is used, or designed to be used, to inflict bodily harm, or to intimidate another.

Bullying, which is comprised of a series of repeated, intentionally cruel incidents involving students at school, will not be tolerated in the classroom or on the school grounds. We encourage all students to report all acts of bullying to an adult, teacher, parent or principal. Teachers and the administrators will with each case inform parents of actions to be taken. Students involved in bullying will be assigned a learning package to be completed and kept on file. Continued bullying by a student will result in suspension and may lead to expulsion.

I. CISVA POLICIES DEALING WITH SUSPENSIONS AND EXPULSIONS

In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour which, if continued, would ultimately result in an expulsion.

The Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

A suspension is decided upon by the Principal or Vice-Principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted.

If the Principal has determined that the incident is serious enough to warrant expulsion, the Principal must immediately consult the Pastor/Archbishop's Representative and the

Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

Parents may appeal a suspension or expulsion decision. (See "Policy for dealing with Major Complaints" on pg. 13.)

J. PERSONAL INFORMATION PRIVACY ACT (PIPA) POLICY

St. Jude School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store all electronic and hard copy parent and student personal information.

K. COMPLAINTS/CONCERNS POLICY

The Pastor, Education Committee and staff of St. Jude School are committed to providing the best possible education for your children and to building a community of faith. We want to do all this in partnership with you, the prime educators. In order to achieve these goals we must work together and we must talk with each other.

It is reasonable that within a large organization such as ours, there will be misunderstandings, disagreements and different opinions. Different opinions are welcome; misunderstandings and disagreements are usually the result of poor communication and as such, can be corrected.

If you have a question, concern or complaint, please follow the procedure outlined below. Following the proper steps will help us maintain the atmosphere of trust and cooperation, so essential to building a Christian community.

1. Speak to the person most directly involved.
i.e. the person who made the decision, sent the letter, made the statement, etc.
2. If you feel nothing was accomplished as a result of the discussion, go to the next person on the list, as outlined below:
 - a) Teacher
 - b) Principal
 - c) Education Committee and Pastor
3. The Pastor holds the ultimate responsibility and therefore is the ultimate authority.

L. CISVA POLICY DEALING WITH MAJOR COMPLAINTS

From time to time issues may arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a

resolution of the issue in a Christian manner respecting each other's point of view. All parties involved must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate amicable resolution to issues of conflict, the concerned parties will abide by the following guidelines. Schools may develop a local policy that details more explicitly the steps to be followed. However, the following minimum procedures must be followed.

1. The issue must be dealt with first by the persons directly involved.

It is essential that meaningful communication is established right from the beginning. Both parties must clearly identify the issue being discussed. There must be open discussion and an honest attempt to settle the issue at this level. It is important to recognize that the resolution of an issue usually involves some compromise. Both parties should be aware of this and must be open to compromise, at the same time understanding that policies must be followed.

2. If the issue cannot be resolved using the strategies above, the matter must be brought to the attention of the principal of the school. The principal will:

- (a) clarify the issue of disagreement. This will involve hearing both sides, reviewing relevant documentation, and meeting with any witnesses to determine the exact nature of the problem. All side issues that arise from the initial problem must be identified and removed from future discussions. It is the responsibility of the principal to document all matters pertaining to the issue and its resolution. It is also recommended that both parties keep documentation to present to the principal or investigative committees.
- (b) determine what policy/policies of the school or CISVA can be applied to resolve the issue.
- (c) apply the above policies so that a judgment may be made to resolve the issue. The principal should seek advice concerning any precedents and/or other issues of a similar nature that have been successfully resolved. Advisers might include the Pastor, Chairperson, and a representative from the Superintendent's Office.
- (d) provide a resolution to the issue.

The principal, having made a judgment to resolve the issue, must promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.

3. If the principal's resolution is not accepted, the matter may be appealed to the Parish Education Committee. The appeal must be submitted in writing no more than seven (7) days after the principal's decision has been received.

Upon receiving the complaint, the Parish Education Committee will form a subcommittee, which must always include the Pastor. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant

and the principal. Both parties will be in attendance and will be given the opportunity to respond.

After this, the subcommittee shall, *in camera*, present its recommendation to the Education Committee. The Education Committee will then provide a resolution to the issue. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action.

The Education Committee will notify the parents and the principal of its decision within seven (7) days of the meeting. The decision shall be communicated in written form.

(When the complaint is about the principal the process should start at Step 1. However, if there is no resolution at the end of this step, the process skips Step 2, but the subcommittee will incorporate a, b and c of Step 2 into Step 3)

4. The Board of Directors may consider an appeal of the Education Committee's decision for reasons, which the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen (14) days after the Parish Education Committee's decision.

The decision of the Board of Directors shall be final. Refusal of the Education Committee or employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Board of Directors and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.

5. Requests for extensions of the timelines mentioned in this policy will, for valid reasons, ordinarily be approved.

M. PERSONAL INFORMATION PRIVACY ACT (PIPA) COMPLAINT PROCEDURE AND APPEALS POLICY

If you have a concern or complaint about how your personal information is collected, stored or used, pass your concern on to the "Privacy Manager" (school principal) verbally or in writing. Review a copy of the "Personal Information Privacy Policy" (parent copy is located in the office). The principal will review the policy with you and will investigate your concern in a timely, fair and impartial manner. If you are not satisfied, you may forward your concern to the Privacy Commissioner at the CISVA Superintendent's Office.

N. NO SMOKING POLICY

Smoking is prohibited by law in the Province of British Columbia in schools and on school property including in vehicles that are on school property.

SECTION III

GENERAL ROUTINES AND REGULATIONS

A. SCHOOL SCHEDULE:

- 8:45 a.m. - Bell to begin morning session
- 10:30 a.m. - Recess
- 12:00 p.m. - Noon Dismissal
- 12:45 p.m. - Bell to begin afternoon session
- 2:50 p.m. - Final Dismissal

* Office Hours - 8:30a.m.- 3:30p.m.

* Students are supervised on the school playground from 8:25a.m. to 3:20p.m. (including recess and lunch). There is no ball playing (including frisbees, etc.) allowed on the school grounds after school, and the playground and basketball areas are out of bounds. Students who walk home or take the bus should leave the grounds immediately. Students must stay on the blacktop/parking lot area immediately west of the school building at all times while waiting for their ride. This policy is in effect until 3:20p.m. when the supervisors leave. To ensure the safety of your child/ren, please ensure that you have secured care for them outside these times.

B. ATTITUDE

The students should participate in the community of the school by developing an attitude of cooperation and charity. Their attitude toward the teachers should be one of trust, realizing that the teachers are dedicated to their best interest. The students should contribute to the learning situation by their positive participation and self-discipline. They should strive to create an environment of charity within the school and within the total community through the school. They should be taught to develop a sense of respect, honesty and justice. Students should strive to develop their own ideas in a way that reflects the respect they have for themselves and the pride they have in their school.

C. GUM CHEWING

There is to be no chewing of gum at any time during school hours, recess time or after school, or at school sponsored events.

D. LEAVING SCHOOL GROUNDS

Students may not leave the school grounds to purchase lunch. Once dismissed at the end of the school day, students are not permitted to leave the grounds to purchase food etc, and return.

E. TELEPHONE

Student-placed calls are limited to emergency calls home and students must obtain permission from a teacher before using the phone in the office.

F. CARE OF BOOKS

Proper care of all books, whether they are the property of the school or the pupils, is an important part of every child's learning. We ask the parent's cooperation in seeing that any loaned books are well cared for while in the possession of your child. All textbooks should be returned to the school each day. A student will be expected to pay for lost or destroyed texts or library books.

G. LOST ARTICLES AND CLOTHING

Students are encouraged to place all found items in the "Lost and Found Box" which is located outside the secretary's office. Unclaimed clothing is given to the poor after a period of time.

H. PARENT-TEACHER COMMUNICATION

Communication between the school and the home is essential. It enables parents and teachers to discuss the needs of the child. Concerns regarding any aspect of the child's development should be discussed immediately to ensure the child's continued progress. The school and the home must work together to provide the best possible learning situation for the child. Parents and teachers are expected to maintain open communication at all times as it is easier to handle a concern before it becomes a problem.

At the beginning of the year, a *Meet the Teacher* evening is held to review policies, discuss goals for the year, and introduce new staff. Parents are invited to meet their child's classroom teacher and learn about the academic program and expectations for that particular grade.

Other meetings may be called during the year to keep parents informed. Parents with children in Grade 2 and/or Grade 7 are to attend all parent evenings and activities associated with the Sacramental program taught in those grades.

Newsletters are sent home every Thursday through the eldest or only child in each family. Please read newsletters carefully as important information and dates are communicated. The yearly and monthly calendars, as well as updates, help remind parents of important events.

I. ABSENCES

Please notify the office by phone (604-434-1633) if your child is ill or going to be late. If phoning before 8:00 am, please leave a message. To ensure the safety of the students, Parent Supervisors will call the home of any child who is absent for an unknown reason to inquire about the child. A written note from home must be sent to the classroom teacher indicating the reason for the absence, and bearing the parent's signature. A note must accompany a child for each absence from school upon his/her return to school.

J. TARDINESS

Continual tardiness is disruptive to the start of the day, not only for the student, but also for the class. Children should arrive at school no later than 8:40 a.m. A student who is continually tardy will be expected to make up the time missed, and make a plan for arriving on time.

K. EARLY DISMISSALS

If early dismissal of a child is required, a note must be given to the classroom teacher prior to the dismissal. When coming to school to pick up a child for an early dismissal, parents are asked to report to the office first before going to the child's classroom. Please, try to schedule doctor and dentist appointments after school hours whenever possible.

A teacher will not release your child to any person who calls at the school unless they have written permission from the parents. Please notify the office if someone other than a family member is to pick up your child.

L. SCHOOL CLOSURE

In the event of emergencies or inclement weather the school web site, www.stjudevancouver.com, will be updated at 7:00 am with current information. Also, an announcement will be made through radio station CKNW - AM980.

M. VISITORS/CLASSROOM DELIVERIES

For the safety of our students and staff, all visitors to the school are required to report to the secretary's office where a "VISITOR" tag will be issued. Parents may not go to their child's classroom during instructional times unless permission has been obtained from the teacher or from the office. Lunches or other items brought to school after the 8:45 a.m. bell, marked with your child's name and grade, are to be taken to the office.

If parents wish to discuss their child with the classroom teacher or principal, they should notify the school in advance.

N. CHANGE OF ADDRESS/TELEPHONE

Please notify the office if you change your address and/or telephone number or if the emergency contact phone number is changed.

O. HOMEWORK AND ASSIGNMENTS

Definition

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work. There are three types of homework: practice, preparation, and extension.

Practice assignments reinforce newly acquired skills. Preparation assignments help students get ready for activities that will occur in the classroom. Extension assignments are frequently long-term continuing projects that parallel classwork.

Guidelines

The purpose of homework is to augment the learning process. Thus, each homework assignment must be designed to enhance the educational growth of the student and must not require the use of resources not readily available to the student. There will be no new material in homework assignments, that is, students will have been taught in class how to complete each homework assignment. Each homework assignment should also take into account individual student needs and abilities.

Students will benefit most when homework is designed to accomplish specific goals which are clearly understood by students and parents.

Homework is more effective when it is actively supported at home. To this end, homework assignments will be noted daily in the students' agenda book. The agenda book will also be used for communication between teacher and parent regarding any problems or issues that arise with homework.

All homework will be checked for completion by the teacher.

Maximum time per school day:

Kindergarten,

Grade 1 & 2 15 minutes recommended daily reading with parents

Grade 3 30 minutes

Grade 4,5 45 minutes

Grade 6, 7 60 minutes

P. FIELD TRIPS

St. Jude School recognizes the importance of field trips as an integral part of the curriculum and an extension of what is being taught in the classroom.

A parent's signature is required on a consent form for a child to attend any trip, outing, or extra curricular activity. Handwritten, faxed, general consent notes, or verbal consent does not constitute consent or replace the school's official signed consent form.

Field Trip expectations for drivers/supervisors:

- Drivers/Supervisors will be given a list of the students who will travel in their car.
- Students must travel in the car to which they are assigned.
- The teacher will inform you of the students you will be expected to supervise during the field trip. (These may or may not be the same students you drive.)
- Each student must wear his/her own seatbelt.
- Drivers are to drive directly to and from the field trip location. (They are not to stop for food or drinks, etc.)
- Drivers are to stay with students they drive upon arrival at the trip destination until the teacher arrives.
- Upon returning to school, drivers should wait in the parking lot until the teacher arrives to escort the entire group into the school.
- Students are not to use food vending machines or concessions while on field trips.
- Driver/Supervisors are expected to insist on respectful behaviour in their car and while on the trip, and to report any problems directly to the teacher.
- Driver/Supervisors are expected to actively supervise the students in their care, therefore, preschool and other siblings are not to attend field trips.
- Drivers are required to fill out a "Driver's Certification" form prior to driving students to any trip; outing, or extra-curricular activity.

Q. DROP-OFF AND PICK-UP REGULATIONS

Please help us to keep our children safe by following the regulations below!

Drop Off Regulations

* There will be only one entrance to the parking lot, but two exits. If you plan to stay for a while, please park in a marked parking stall so that the drop off lane moves efficiently. (See map below.)

Pick up Regulations

1. Students waiting for pick up will wait in the designated area in front of the school cafeteria.
2. Cars enter the parking lot through the middle driveway off 15th Avenue
3. Cars are to park in a parking spot.
4. Parents walk to "student waiting area" to pick up child/ren. (The teacher supervisor will ensure that all students are safe in the waiting area until a parent picks them up.)
5. Cars leave parking lot following patterns as for drop off.

Please use great caution when entering and leaving the parking lot. Please also note that it is illegal to park your car directly in the entrance of the school on 15th Avenue, and to drop off/pick up on 15th Avenue.

SECTION IV

EMERGENCY INFORMATION

It is the responsibility of the parent/guardian to inform the school about a student's medical condition or problem that could require emergency action by the school staff. It is also the responsibility of the parent/guardian to inform the school if the student takes medication at school regularly.

A. ADMINISTERING MEDICATION

Parents are responsible for administering medication to their children. Whenever possible, arrangements should be made for medication to be administered outside school hours. If this is not possible, parents should come to the school and administer it.

In extreme circumstances, where neither of the above alternatives is possible, medication can be administered only when a "formal request for the administration of medication" form is completed and signed by the parents and the prescribing physician. The request form must specify the kind of medication, the dosage, the date and time, and the directions for use. The request must specify that neither the school nor its personnel will in any way be held responsible for any ill effects of the medication.

B. STUDENT EMERGENCIES/INJURIES

In the event that a child is injured and school staff recommends that the child obtain medical attention, the school will attempt (when possible) to contact the parent/guardian to take charge of the child. If a parent/guardian can not be reached, is unable to come, an ambulance will be called. The cost will be absorbed by the parent.

The school maintains records of home and work phone numbers of parents and phone numbers of emergency contact persons. It is the responsibility of the parent to ensure that the school has current phone numbers and emergency release names.

C. EMERGENCY SUPPLIES

Our Emergency Preparedness Committee has prepared emergency supplies for every student and staff member. These supplies include health and safety items, and basic food products. We will store emergency supplies securely outside the building.

D. EMERGENCY PROCEDURES

In the event of a civil or natural emergency no student will be released from school into the care of anyone other than a parent, guardian or other person indicated by the parent on the registration/re-registration forms.

In the event of a major earthquake or disaster, parents are:

- ◆ not to call the school. The phone line must be open for outgoing emergency calls.
- ◆ To listen to radio station CKNW – 980AM for information and directions.
- ◆ to come to the school if they are able to offer assistance.
- ◆ to refrain from driving to the school, as the school's access routes and street entrances MUST remain clear for emergency vehicles. Either walk or park away from the school.
- ◆ go to the STUDENT RELEASE STATION, once it is safe to travel, to pick-up their child or any other child for whom they are assuming responsibility. Adults taking a child from the school grounds will be required to sign the release form.

By enrolling your child at St. Jude School, you are accepting and supporting the Catholic Philosophy of our school.

Parents' Prayer

Heavenly Father, help me to be true to the great privilege and great responsibility that you have given to me. Teach me to be both an example and a friend to my children. Grant that I may never be so busy with outside things that I do not have time to assist them in their needs, correct them in their errors and share with them in their joy. Help me to understand how much they need me.

May I never be irritable or impatient. Give me your necessary grace when my children take me for granted and do not appreciate the extra work they cause me. When I am physically tired or weary in mind may I always remember that my frustrations must not come in the way of my love for my children. But give me the courage to be able to say "no".

Above all, dear Lord, may I be an inspiration by example for them to grow up in Your ways—to be kind and generous, honest and truthful, merciful and just. Lead them, through me, to know you and to turn to you in their joys and sorrows, in their cares and anxieties so that they may acknowledge You as their Father and Jesus as their Brother. Amen. Saint Jude – pray for us.