



ST. JAMES SCHOOL

STUDENT'S NAME _____

STUDENT HANDBOOK 2008-2009



Mrs. Joanne Lombardi
Principal

13 Chalk Street S.
Seaforth, Ontario
N0K 1W0

Telephone: (519) 527-0321
Fax: (519) 527-2035

School Website: <http://stjames.hpcdsb.edu.on.ca/>

This agenda belongs to:

NAME _____

ADDRESS _____

TELEPHONE _____

GRADE _____ TEACHER _____

My son/daughter and I have reviewed the contents of this school handbook and discussed it.

Parent's Signature

Date

Student's Signature

Date

ST. JAMES STAFF 2008-2009

Principal Mrs. Joanne Lombardi
Kindergarten Mrs. Karen Kramers
Grade 1/2 Mrs. Gwen Hugill
Grade 2/3 Mrs. Christine McClure
Grade 4 Mrs. Denise Nolan
 Ms. Heidi Genee-Brown
Grade 5/6 Mrs. Christa Ducharme
 Ms. Angela Carter
Grade 5/6 Mrs. Gloria Marcy
 Ms. Angela Carter
Grade 7 Ms. Theresa Wild
 TBA
Grade 8 Miss Jill Dolmage
French Ms. Heidi Genee-Brown
Resource Ms. Angela Carter
Music Mrs. Christa Ducharme
Educational Assistants
 Mrs. Lowisa Hagan
 Mrs. Lori Parsons
Librarian Mrs. Marian Van Dooren
Custodians Mrs. Susan Nigh
 Mr. John Wilson
Secretary Mrs. Judy Renner
Parish Priest Father Chris Gillespie
Noon hour Mrs. Janice Morris
Monitors Mrs. Joan Price
 Mrs. Sheila Nigh



HURON-PERTH CATHOLIC DISTRICT SCHOOL

BOARD

P. O. Box 70
 Dublin, Ontario N0K 1E0
 Phone 345-2440

Director of Education: Larry Langan
Superintendents of Education: Martha Dutrizac
 Dan Parr
Superintendent of Business: Gerry Thuss

SCHOOL HOURS

Please note that the bell rings at **8:55 a.m. Please be on time!**

9:00 a.m. CLASSES BEGIN
 10:30 - 10:45 Recess
 10:45 - 11:45 Instruction
 11:45 - 12:45 Lunch
 12:45 - 2:15 Instruction
 2:15 - 2:30 Recess
 2:30 - 3:25 Instruction
 3:25 p.m. Dismissal of pupils



OFFICE HOURS

Our school secretary is Judy Renner. Office hours are from 8:30 a.m. to 4 p.m. After hours, between 4 p.m. and 8:30 a.m., you may leave messages on our answering machine. The office telephone number is 527-0321.



SCHOOL YEAR CALENDAR

First Day of School	Sept. 2, 2008
PA Day	Oct. 1, 2008
Thanksgiving Day	Oct. 13, 2008
PA Day	Nov. 7, 2008
PA Day	Dec. 5, 2008
Christmas Break	Dec. 22, 2008- Jan. 2, 2009
PA Day	Jan. 29, 2009
Family Day	Feb. 16, 2009
March Break	Mar. 16-20, 2009
Good Friday	Apr. 10, 2009
Easter Monday	Apr. 13, 2009
PA Day	Apr. 22, 2009
Victoria Day	May 18, 2009
Last Day of School	June 25, 2009
PA Day	June 26, 2009

WELCOME

St. James School is a *Catholic Community of Caring*. Our school staff is committed to providing our students with a quality Catholic education. We know our students thrive in an environment that stresses tolerance and acceptance of one another, a commitment to our Catholic faith and high academic standards. We teach students within a learning environment that models Gospel values. Parents, staff and students work together to ensure a strong Catholic education for all children. This agenda is one way that we encourage collaborative partnerships with our community. Please contact me if you have any questions.

Mrs. Joanne Lombardi

Principal

ST. JAMES SCHOOL CODE OF CONDUCT

The Ministry of Education for the Province of Ontario has revised the Provincial Code of Conduct. Here at St. James School a revised Code of Conduct will be presented to students, staff and families in September 2008.

This Code of Conduct is based on the following beliefs:

- ✓ A school should be a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the community feel safe, comfortable and accepted.
- ✓ All students, parents, teachers and staff members have the right to be safe, and to feel safe, in their school community. With this right comes the responsibility to contribute to a positive school climate.
- ✓ Standards of Behaviour are based on Respect, Civility, Responsible Citizenship, and Safety.
- ✓ Our school code of conduct reflects our Catholic values system, as demonstrated in our Community of Caring program.

RELIGIOUS EDUCATION PROGRAM AND CELEBRATIONS OF FAITH



In their daily religion classes the students study the Catholic faith by reading, discussing and responding to various scripture readings, stories and activities as outlined in the “Born of the Spirit” and “We Are Strong Together” series. As well, students study topics as presented in the Family Life program “Fully Alive”. Every day provides

us with a day to give thanks and praise God, as we grow in Faith, Hope and Love.

St. James School staff and students attend Mass once a month at St. James Church. We look forward to these opportunities to celebrate the liturgy of the Word and the liturgy of the Eucharist with the parish community.

We recognize that parents are the first faith teachers of their children. To assist families, during their formal religion classes at St. James, students are prepared to receive the sacraments: in Gr. 2, the sacrament of First Eucharist and the sacrament of First Reconciliation (Confession); and in Gr. 7/8, the sacrament of Confirmation.

Parents are always welcome to join us for any of these celebrations or activities as your participation and example can strengthen your child’s faith experience.

ATTENDANCE AND SAFE ARRIVAL PROGRAM



If your child will be absent or late, call the school before 9 a.m. (527-0321) and leave a message. The answering machine is on daily from 4 p.m. to 8:30 a.m. The Safe Arrival Policy requires that if we are not informed about your child’s absence, school personnel will contact you at home/work to make sure that your child is safe and if deemed necessary, we will contact the emergency contact provided or the police.

Please make certain you have confirmed any named emergency contact person of their designation.

Under Section 23 of the Education Act, a student’s responsibilities include “**attending classes punctually and regularly**”. All students who arrive at school after classes have commenced must report to the main office so that the classroom attendance reports can be updated and to receive a late slip which is needed for entry into the classroom. If a student is to be away for an extended absence that is known in advance, the school should be notified.

Please inform the school promptly as to any changes in address, phone number, home and work as well as alternate and emergency numbers so that our records will be as current as possible.

STUDENTS LEAVING EARLY FROM SCHOOL



Parents are requested to verify with the office either verbally or in writing when a student is required to leave the school earlier than the regular dismissal time or during the day for an appointment. Students are to:

- report to the office before leaving the building.
- record time of departure, reason for leaving early and the name of the adult assuming responsibility.

- If an emergency arises and it is absolutely necessary for a student to return home during the school day, the school will contact the parents/emergency contact for permission. Students who leave the school under such circumstances will sign out at the office and the permission will be documented.

SICKNESS - ACCIDENTS

Despite our best efforts, illnesses and accidents are sometimes unavoidable. If your child becomes ill or is injured at school, we will contact you to obtain your guidance. If we are unable to reach parents or your emergency contact, school personnel will act on your behalf in making a decision for treatment. Please reinforce that students should report all accidents or injuries to the office or to their classroom teacher. Parents are responsible for keeping the school informed of any changes in telephone contact numbers.

RECESS PARTICIPATION

The school day is comprised of both physical and academic activities. The recess breaks are part of the physical activities. Except when the weather is extremely cold or wet, students are expected to go outside during recess times and are to be dressed appropriately for the weather.

If children are ill or not feeling well, we encourage them not to return to school until they are able to participate fully in all school activities including recess.

LUNCH ROUTINES

At the beginning of the year parents will indicate on the Student Information Form whether the student is expected to go home for lunch or whether the student is expected to stay at school for lunch. Students who go out for lunch are required to return to the playground after eating their lunch.

Students who regularly stay at school for lunch, will be allowed to leave the property **only with prior written permission from a parent**. We ask you to do this with discretion since under this circumstance, adult supervision is not available and the safety of your children may become an issue.

Students who remain at school for lunch will eat in their classroom and will be supervised by a staff member. Students are not permitted to eat on the playground or in the hallway. At 12:05 students are dismissed to spend the remainder of the lunch hour on the supervised playground. Students who remain at school for lunch are not allowed to leave the school property at any time. We encourage all students to bring nutritious, litterless lunches to support our commitments to healthy eating and the environment. Please try to use the reusable

containers generously provided by our School Advisory Council.

REMEMBER: We are a nut-safe school. For the safety of our students, foods containing nuts/nut products are not allowed at school.



WE VALUE OUR INSTRUCTIONAL TIME

Research shows that instructional time on task can make significant differences in student achievement. In order to minimize classroom interruptions, we ask you to consider the following:

- If you have to bring a lunch or book to school, please leave it at the office. The student will be called to the office at an appropriate time so not to interrupt classroom instruction.
- Please try to plan ahead. We respectfully request that you attempt to make appointments outside the instructional day whenever possible.
- As well, if you are aware of a change in lunch or dismissal routines please write it in the student planner in advance. As often as possible, try to avoid calling the school at the last minute with changes to your child's schedule. It can be difficult – especially at the end of day – to efficiently transmit messages to students in class.

SAFETY AND COURTESY

In order to ensure that all of our children are safe and to minimize classroom interruptions we require **all** visitors to the school to identify themselves by signing in at the office and wearing a visitor badge.

At the end of the day, we request that all parents wait for their chil(ren) at the north exit door and **NOT** in the front foyer or hallway.

If you are picking up your child at school before the regular dismissal time, please report to the office. Your child will be called down to the office to meet you and must be signed out of the school.

EARLY SCHOOL CLOSING/ INCLEMENT WEATHER

It may be necessary to alter, delay or cancel bus routes from time to time because of weather conditions. The decision regarding the buses will be put on CKNX, CKNX FM, CFPL and CJCS radio stations to inform the pupils and parents. PLEASE LISTEN TO YOUR LOCAL RADIO STATIONS FOR ANNOUNCEMENTS. This information will also be posted on the board website at www.hpcdsb.edu.on.ca. Normally, if the buses do not operate, the school will be closed to pupils.

MURPHY BUS LINES - 522-1222



If the school needs to close anytime during the school day, the closing is co-ordinated with the principals of St. James and Seaforth Public School, and the Bus Contractor. For early dismissals, a phone network will be established with parents. The early dismissal notice will be announced on CKNX, CKNX FM, CJCS and CFPL radio, and posted on the board website at www.hpcdsb.edu.on.ca.

SCHOOL BUS SAFETY



School bus safety is a joint responsibility, which rests with the school bus driver, the pupil and the parent. The Board wishes to emphasize its concern by acquainting pupils and parents with safety procedures and orders of conduct to be observed at all times. Parents are kindly requested to review these guidelines carefully with their children and particularly with Kindergarten children prior to their first school day.

Students are not permitted to ride on buses other their own.

Note: Pupils will be dropped off at the pickup point only, except where prior approval has been granted, in which case the parent shall notify the Principal in writing, in advance, stating reason(s) and length of time for such change. The bus driver will be authorized accordingly.

SCHOOL BUS RULES TO BE OBSERVED

Here are the five rules as posted at the front of each bus:

1. You must follow the driver's directions the first time they are given.
2. Remain seated and keep aisles clear.
3. No eating, drinking, or smoking.
4. No pushing, shoving, fighting or throwing objects
5. No vandalism or profane language.

STUDENT DRESS CODE



The St. James School Student Dress Code has been formed in consultation with parents, students, staff, the principal and the School Advisory Council, in accordance with the Safe School's Act and Board Policy. The Student Dress Code is designed to foster a safer and more respectful learning and teaching environment.

The following guidelines will be useful when choosing clothes that help promote a positive, educational Christ-centred environment:

1. Caps or any headgear are not to be worn inside the school, however, students are encouraged to wear hats and sunglasses outdoors for sun protection.
2. Hemmed shorts, skirts or dresses of an appropriate length (to the fingertips) are permitted.
3. Tube tops, halter tops, spandex tops, crop tops, see through clothing, spaghetti straps, clothing that reveals the midriff or underclothing, muscle shirts and cut-off t-shirts are not permitted. Weekend wear, beach wear, pajama pants, etc. are not conducive to an educational setting and are not permitted.
4. No cut-off shorts, tight fitting shorts, short shorts, spandex shorts or bike shorts are permitted.
5. Sleeveless tops must be to the edge of the shoulder and have a modest neckline.
6. Clothing or personal belongings which promote racism, profanity, offensive messages, violence, sex, drugs, tobacco or alcohol do not help support a positive environment and is not allowed.
7. Outdoor wear (boots, hats, jackets, etc.) is not permitted to be worn in the classroom.
8. Students must wear shoes at all times. All students must have "inside footwear" to wear at school. Proper indoor footwear keeps the school and classrooms safe, neat and clean for all and reflects pride in our environment. Outside footwear that is wet, dirty or muddy is to be removed before entering the classrooms.
9. Students must wear shoes at all times. All students must have "inside footwear" to wear in school. Proper indoor footwear includes, crocks, flip-flops, sandals and running shoes. Appropriate indoor footwear keeps the school and classrooms safe, neat and clean for all, reflects pride in our working environment and ensures that in the event of an emergency we can quickly exit the building. Students are strongly encouraged to wear running shoes for outdoor activities including recesses, gym time, etc. as they promote safety while students run and play actively.

Consequence: Students who are inappropriately dressed will change into their gym clothing or parents may be contacted.

In keeping with our Catholic values, clothing and personal belongings are to be neat, clean, presentable, modest and respectful.

PHYSICAL ACTIVITY



Schools are busy places. Students have regularly scheduled Phys-ed times, outdoor recess and quality daily physical activities (DPA). For safety reasons all students must wear appropriate clothing for physical education classes and only clean, non-scuff, rubber-soled running shoes are permitted in the gym. Gym shoes, shorts and a T-shirt are required for gym classes and athletic events

and for all students in Grades 5-8. This requirement is for hygienic reasons, as well as for safety and mobility reasons. Requests for prolonged absences from gym require a medical certificate.

HEAD LICE

The Huron-Perth Catholic District School Board has a new Policy on Pediculosis. This is available for viewing on the Board Website. http://www.hpcdsb.edu.on.ca/about_hpcdsb/board_policy/policy_pdf/3D16_Pediculosis_Head%20Lice_.pdf

The Huron County Health Unit no longer provides any school service where cases of head lice are involved. There will be no classroom screening. If head lice are detected in a classroom, your child will receive a letter outlining procedures. Parents are encouraged to establish regular routines to minimize this problem. A child who is found to have head lice cannot be readmitted to the school until all the nits have been removed from the child's hair.

It is the parents' responsibility to ensure that the child has been properly treated before returning to school. Parents are required to sign a form indicating that the child has been treated and that there is no evidence of nits or lice.

VOLUNTEERS

Early in the school year, parents/guardians will be invited to participate in our school community as a volunteer. Volunteer candidates are required to supply the Board with a criminal record check dated no earlier than six (6) months prior to the date of the volunteer position, plus two pieces of ID (one photo). Other than that the only other requirement is your enthusiasm and support.

MEDICATION



If your child has a medical condition that requires him/her to take prescription medication at school, please contact the office for further instructions.

Please note that school staff are not permitted to administer any form of non-prescription medication to students at any time.

BICYCLES

Students are welcome to bike to school. However, we cannot be responsible for stolen bikes. Students should use the bike racks and lock their bikes. **By law, students are required to wear bike helmets.** Students are to walk their bike between the church and the rectory while



approaching school property and they are not to loiter around the bike racks. If a student is observed disregarding safety rules, he/she will lose the privilege of keeping his/her bike at school. **Please note:** Students must walk their bikes across the highway, using the crosswalks provided by our community. The use of skateboards, roller blades and in-line skates are not permitted on school property.

LOST AND FOUND

Please clearly mark all personal items with your child's name. A lost and found box is maintained in the school and parents are encouraged to check it throughout the year. Periodically unclaimed items will be donated to charity. The school will not be responsible for personal items brought to school.

SCHOOL SUPPLIES

Students will be supplied with required materials for school. At times, students prefer to purchase specialty items and teachers may provide a list of things that would be helpful for the child to have (i.e. highlighters, etc.) Lost, defaced, or mistreated supplies and textbooks must be replaced at the expense of the students/parents.

LIBRARY



Our school library is open to all students and parents throughout the year. Books must be promptly returned. All library resources should be treated with care and should be protected while in transit. Library books are the student's responsibility and must be replaced if lost or damaged.

KEEPING INFORMED – POSITIVE COMMUNICATION

Regular communication between home and school is a responsibility of parents as well as school staff. By keeping one another fully informed, we can avoid unnecessary frustration and do a better job of educating our students at St. James.

Numerous forms of communications are provided throughout the year:

- Student work samples, reports, projects and tests.
- Teacher calendars, letters of upcoming events
- School bi-weekly newsletter of ongoing and future activities
- School daily public address system informing all students
- Student school agenda book – parents please check and sign your child's agenda **daily**

- Class or school celebrations, masses
- Parent/teacher interviews following first term report cards
- Parent/teacher meetings, letters, telephone calls as deemed necessary
- Parent, principal and teacher meeting as needed to follow up AFTER you have brought the concern to the attention of your child's teacher.

SCHOOL NEWSLETTER

“**St. James’ News**” is our bi-weekly newsletter. **Parents receive it via email unless they request a paper copy.**

This primary communication tool is used to convey information from school to home. It goes home alternate Wednesdays with the youngest child in each family.

Parents are asked to read these newsletters carefully as they contain important information and notices of upcoming events that you may wish to attend. As well, a monthly school calendar is sent home outlining the activities for the month as we know them at the time of publication. If you want something to appear in the newsletter, please have the item into the school office by Monday at noon. The school newsletter and calendars can also be found on our school website: <http://stjames.hpcdsb.edu.on.ca>

USE OF THE SCHOOL TELEPHONE

The school telephone is for business only and our lines must be kept free. In case of emergency, students may use the school phone for local calls only, with permission from a teacher. We encourage all students to **plan responsibly** in order to avoid the need to call home during the day.

TRANSFERS – MOVING

Please notify the secretary when you are moving to another school. In this way the report card and transfer can be arranged. At least two weeks notice is required. Changes in address and telephone information must also be kept updated in the office.

HOMEWORK GUIDELINES



Children in elementary school are at a period when lots of energy is expended in physical development, and consequently they must have time for rest and relaxation.

The school does not wish to infringe upon the rights of children to have sufficient time for sleep, play, or the time to participate in home activities but it must also be recognized by parents and students, that from time to time students will have homework. It should be noted

that effective use of class time can minimize the workload at home.

We ask that parents check the Student Planners **daily** and encourage their child(ren) to complete all homework assignments to the best of their ability in a quiet area where the student can concentrate on the task. It is a reasonable expectation that as children grow in age and grade, the length of time spent on homework will increase. Children should also be encouraged to read for enjoyment on a daily basis at home. Your interest and positive support will give your child the message that their schoolwork is important and finishing a job well is an important skill for life.

SCHOOL EVACUATIONS and SAFETY DRILLS

- Should the school need to be evacuated, the students will proceed to **St. James Church or the Seaforth Arena** depending on the circumstance.
- The phone network in place for Early School Closing/Inclement Weather will be activated.
- Throughout the year the students will participate in fire drills, inclement weather drills, and intruder drills.

EDUCATIONAL EXCURSIONS AND FIELD TRIPS

The Huron-Perth Catholic District School Board believes that well organized educational excursions are of significant value to the participants. Educational excursions are to be consistent with the school board's mission, Catholic Graduate expectations, and curriculum expectations as outlined in the Ontario Curriculum documents.

Educational excursions will be expected to:

- enhance the spiritual, academic, cultural, social or athletic components of the school program
- address the programs of those students who are not involved in the proposed activity to ensure that they will not be affected adversely
- provide a proportional educational value in relation to the time spent traveling, the time spent on the activity, and the cost to each student
- provide evidence of adequate preparation and follow-up
- be as inclusive as possible
- include adequate supervision under the direction of a teacher or employee of the Board and comply with educational health and safety standards.

St. James School abides by the policy of the HPCDSB. The staff gives thoughtful consideration to planning field trips that are relevant, engaging and connected to curriculum expectations. Since all field trips are extensions of the curriculum, it is expected that **ALL**

students will participate fully in these excursions. No child will be denied participation due to financial considerations. Please contact the principal in confidence if you have any concerns about field trips.

CATHOLIC GRADUATE EXPECTATIONS

The Huron-Perth Catholic District School Board...believes that learners in a changing world must be:

- witnesses to the truths and values of the Catholic faith
- responsible citizens in a global community
- informed decision-makers
- confident problem-solvers
- self-motivated, life-long learners
- capable users of technology
- appreciative of the arts
- responsible for living a healthy lifestyle
- co-operative and collaborative participants

A SPECIAL NOTE TO PARENT(S)/GUARDIAN(S)

To help your child succeed at school:

- Become involved in your child's education.
- Be a friendly critic.
- Support a broad and balanced curriculum.
- Learn about the Ontario Curriculum and how it can benefit your children
- Encourage your children to cooperate fully and to join in school activities, taking pride in themselves, the school building, grounds and community as a whole.
- Spend time with them. Read, play, share activities, express feelings, and talk what is happening in their lives; talk about their successes, their challenges, their hopes, dreams, plans, and uncertainties
- Have high expectations – of conduct, as well as achievement.
- Praise specifically. Recognize and name strengths and achievements; discuss next steps.
- Give moral guidance. Know your values and demonstrate them clearly, both in what you say and do.



THE GIFT OF CATHOLIC EDUCATION

Huron-Perth Catholic Schools are **PLACES OF BELONGING.**

We all need to belong, to feel that we are appreciated. Our Catholic Schools work in partnership with the parish to build communities of belonging, where all students and staff feel welcomed, valued and safe.

Huron-Perth Catholic Schools are **PLACES OF RESPECT AND JUSTICE.**

Justice and Respect are values at the heart of Catholic Schools. Our schools are places where all people are held in high regard, and where all are encouraged to speak and act with justice and respect towards each other.

Huron-Perth Catholic Schools are **PLACES OF HOPE.**

Our students are a source of hope for many. In Catholic Schools we call our young people to move towards a hope filled future. As well we invite them to be people of hope for other members of the community.

Huron-Perth Catholic Schools are **PLACES OF CELEBRATION.**

We celebrate our rich history, the beauty and sacredness of each other within our school community and the love of our God for all. The human heart loves to celebrate and we have much to celebrate about in our schools.

Huron-Perth Catholic Schools are **PLACES OF QUALITY LEARNING AND TEACHING.**

Catholic Schools are places of quality learning and teaching, where young people are supported in developing their awareness and acceptance of their personal strengths and limits. We honour the wisdom of teacher experience and try to create authentic opportunities to nurture that wisdom for the good of the Huron Perth Community. All within the Catholic School are invited to live life to the fullest.