

# Parent & Student Handbook

Effective September 1, 2018



**605 Renfrew Street  
Winnipeg, Manitoba  
R3N 1J8**

**Phone: (204) 489-2115 ext. 241**

**Fax: (204) 928-7455**

**Website: [www.sjbschool.ca](http://www.sjbschool.ca)**

**Email (Principal): [principal@sjbcommunity.ca](mailto:principal@sjbcommunity.ca)**

**Email (Admin Assistant): [schooloffice@sjbcommunity.ca](mailto:schooloffice@sjbcommunity.ca)**

**School Office Hours: 8:00 am - 4:00 pm**

**To Report Attendance - Email: [receptionist@sjbcommunity.ca](mailto:receptionist@sjbcommunity.ca)**

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## September 2018

- 5 Parent/Student/Teacher Triads Gr. 1-8
- 5 Uniform Sale
- 6 First Full Day of Classes Gr. 1-8
- 10 First Full Day of Classes for Kindergarten
- 18 School Pictures 9am
- 26 Mass with the School 9am  
Feast of St. John Brebeuf

## October 2018

- 5 Staff Meeting – Dismissal 2pm
- 8 Thanksgiving (no school)
- 18 Report Card Writing - Dismissal 11:30am  
NO AFTER SCHOOL CARE
- 19 NO CLASSES - MTS PD DAY
- 25 Mass with the School 9am
- 29 Picture Retakes

## November 2018

- 1 P/T Conferences 12:30-6:30pm – Dismissal  
11:30am –NO AFTER SCHOOL CARE
- 2 Staff Meeting – Dismissal 2pm
- 21 Mass with the School 9am

## December 2018

- 7 Staff Meeting – Dismissal 2pm
- 7 Mass with the School 9am
- 19 Christmas Concert Matinee 1:30pm
- 19 Christmas Concert Evening 7pm
- 21 Last Day before Christmas Break  
2pm Dismissal—After School Care Available  
*\*Dec.24-Jan.4 Christmas Break (no school)\**

## January 2019

- 7 School Reopens
- 11 Staff Meeting – Dismissal 2pm
- 17 Mass with the School 9am
- 18 Gr. 7 & 8 Mid-term Exams begin (am)
- 25 NO CLASSES – Report Card Writing
- 30 SJB Open House 7pm

## February 2019

- 1 Staff Meeting – Dismissal 2pm
- 7 P/T Conferences 2:10 -7pm – Dismissal 2pm
- 8 NO CLASSES – P/T Conferences (am)
- 11-15 Catholic Schools' Week
- 14 Mass with the School 9am
- 14 Staff Faith Session – Dismissal 2pm
- 15 NO CLASSES - P.D. Day
- 18 Louis Riel Day (no school)

## March 2019

- 1 Staff Meeting – Dismissal 2pm
- 6 Ash Wednesday Mass 9am
- 22 Last Day of School before Spring Break  
2pm Dismissal  
*\*Mar. 25-29 Spring Break (no school)\**

## April 2019

- 1 School Reopens
- 5 Staff Meeting – Dismissal 2pm
- 8 NO CLASSES - MFIS Educator's Conference
- 11 Mass with the School 9am
- 19 Good Friday (no school)
- 22 Easter Monday (no school)

## May 2019

- 1 Spring Uniform Sale
- 2 Staff Meeting – Dismissal 2pm
- 3 NO CLASSES - Staff Retreat
- 9 Mass with the School 9am
- 20 Victoria Day (no school)
- 29 SJB Carnival

## June 2019

- 7 Staff Meeting – Dismissal 2pm
- 7 Gr. 7 & 8 Exams begin (am)
- 14 NO CLASSES - Report Card Writing
- 21 Farewell Mass 9am
- 27 Last Day of Classes – Dismissal 2pm

The school calendar may be viewed by visiting the school website at [www.sjbschool.ca](http://www.sjbschool.ca).

A detailed monthly calendar is also distributed throughout the school year.

## **From the Principal's Office**



St. John Brebeuf is truly a special community that encompasses all the positive connotations of the word: strength, acceptance, support, friendship, love. It is an educational community that I whole heartedly believe in, and I am grateful and proud to be part of this community.

Our students learn to value many things during their time at St. John Brebeuf School. They learn to value themselves, their education, their call to serve others, and ultimately they value their precious status as unique children of God.

In teaching our students to value themselves, we want our students to feel loved and supported, especially when they make mistakes. The time of childhood should be the most idyllic in their lives, where they are free to make these mistakes and assisted in learning from them, thus improving themselves. We want to build students up and raise their expectations for themselves. When students leave our doors after grade eight, we want them to be confident and articulate, capable of advocating for both themselves and for those who unable. Above all, we want them to be proud of who they are and excited for their future.

Right from the start, we instill a sense of value in and accountability for their education, a privilege that is denied to too many children. A big part of the education we offer is, of course, a spiritual education grounded in the teachings of the Catholic church. Our students do not just learn the faith, we want them to live the faith. We value homework because it helps our students build study skills and endurance, preparing them for the rigours of high school, university, and the workplace beyond. Our children are challenged academically, and they are empowered academically.

At St. John Brebeuf we have an incredibly strong social outreach program based on the tenets of Catholic social teaching. Our students learn to value being of service to others, heeding the call to protect those less fortunate, and working to alleviate hunger and poverty. None of this would be possible without our amazing and dedicated team of professionals, who work tirelessly for our children each and every day. We also count on the support of our parents, without whose partnership and trust we would not be able to achieve as much as we do with our students.

I would be remiss if I did not also mention the parish of St. John Brebeuf and the tireless support that Father Wayne and the parishioners give to the school. We are truly, truly blessed.

Ms. Cara Campbell,  
Principal

## **Our Patron Saint: Saint John Brebeuf**



Jean de Brébeuf was ordained at thirty-three. He was the first Jesuit Missionary in Huronia (1626), and a master of the Wendat language. He worked throughout all the district, founded Mission outposts and converted thousands to the faith. He inspired many Jesuits to volunteer for the Missions of New France.

Massive in body, strong, yet gentle in character, his visions of the cross and of his future martyrdom were fulfilled when he was captured March 16, 1649, and was tortured for hours. He was martyred at St. Ignace, six miles from Ste. Marie at the age of fifty-six.

Brebeuf is said to have had the heart of a giant. He was known as the *Apostle of the Hurons* who called him *Echon*.

## School Board

The St. John Brebeuf School Board is responsible for proper governance and mission fulfillment of St. John Brebeuf School. An important part of the overall St. John Brebeuf Parish Community, St. John Brebeuf School provides access to a Catholic education for young parishioners. The school also brings 'spiritual' life to the Parish through School Masses and other Liturgical celebrations, and helps to renew the Parish by attracting young families with children who wish to become parishioners. Members of the School Board are called forth according to the gifts needed in the school community. Working as members of the Board proper, and Board committees, they are responsible for school staffing, marketing and communications, policy making, building and maintenance, and finance decisions. The School Board usually meets on the third Tuesday of each month from September to June.

## Mabel Skelly Library (founded in 1957)



All students have Library class once in the six day cycle. Students have an introduction to libraries and learn library etiquette and basic library skills such as finding a favourite book. They are also exposed to a wide variety of reading material and information finding skills. For checking out books, a due date is stamped on all borrowed library books. Although we do not assess fines for overdue books, please return books promptly. Students will be required to replace books that are lost or damaged. In Library class, a different theme is planned for each month. Library activities include: storytelling, Drop Everything And Read, author visits, contests, book fairs and volunteer opportunities. Volunteers are always welcome.

For more information please contact the librarian at (204) 489-2115 or by email at [library@sjbcommunity.ca](mailto:library@sjbcommunity.ca).



## Volunteer Opportunities

As part of the St. John Brebeuf School community, adult volunteers play a vital role in a variety of school programs. Volunteer opportunities are communicated via email from the school office, and from classroom teachers. Please be aware that volunteers must successfully complete a Child Abuse Registry Check.. Additionally, a Criminal Records Check is required if you are volunteering for coaching, supervising at overnight retreats, and other specific programs. The School may determine the positions and roles to be filled by volunteers having regard for a person's qualifications, experience and abilities and may prohibit a person from volunteering or performing a specific volunteer function if it determines that this is in the best interests of the School.

## Before and After School Program

As a convenience for our working parents, St. John Brebeuf School offers a supervised Before and After School Care program (BASC) to all registered students. This program is optional and begins the first full day of school and runs until the last full day of the school year. The hours of operation are 7:30 a.m. - 8:30 a.m. and 3:20 p.m. - 5:30 p.m. each school day (the program does not operate during Christmas or Spring break or in July and August). These hours are extended only for 2pm early dismissal days. Students participating in the program must be signed in and out by their parent/guardian. Parents who know they will be late for dismissal time may phone the office before 3:20 p.m. and ask to have their child put in the After School Program. For their safety, children in grade K to 8 who are **not** in the After School Program and are **not** picked up by 3:30 p.m. **will be placed in the After School Program and parents will be charged the After School Program fee.**



Although the After School Program ends at 5:30 p.m., the school office is only open until 4 p.m. Should you need to contact the After School Supervisors after 4 p.m., please dial (204) 928-7457. Messages left will only be returned during BASC hours.



## Student Support Services

A full time resource teacher provides support for all students and staff in a collaborative consultative model to ensure that learners meet the outcomes of Manitoba curricula in an inclusive setting. Funded special education students with individual educational programs, students with adapted programs, small groups and/or individual direct service of specific programs for learning challenges, team teaching and work in the regular classroom are all part of the model.

St. John Brebeuf School participates in a shared services agreement with Winnipeg School Division Clinical Support Services. The CSC is a multidisciplinary educational support service that seeks to address the behavioral, social, emotional and educational needs of students who are of concern to their parents, teachers, and/or health professionals. The following clinicians are assigned to St. John Brebeuf: Psychologist, Social Worker, Speech Language Pathologist, and Reading Clinician. All referrals are coordinated by the Resource Teacher.

St. John Brebeuf is able to provide support to special needs students with Educational Assistants who assist funded students with the effective delivery of an individual educational program under the supervision of the Resource and Classroom Teacher team, allowing these students inclusive education in the most optimal setting. Regular students are given additional adult support with Educational Assistants who work in the classrooms under the direction of the classroom teacher. The timetable of these Educational Assistants is based on a priority of needs in the general student population and coordinated and supervised by the Resource Teacher.

## A Typical Day at St. John Brebeuf School

### Morning Routine

**Outside supervision for students starts at 8:15 a.m.** Students arriving prior to this time are not supervised. Please do not send children to school before this time unless they are expected in a supervised activity including the Before School Program.

School begins with homeroom opening exercises at **8:40 a.m.** with Period 1 beginning at **8:55 a.m.** Students are expected to use this time to organize their books and supplies needed for the morning classes, return permission slips, etc. to their teachers. During homeroom exercises, the National Anthem, prayer and announcements also take place. If arriving late, (after 8:40 a.m.) students are required to wait in the foyer until the completion of announcements and check into the office before going to their classrooms.

When the wind chill is  $-27$  degrees Celsius or colder, or when it is raining, students may enter the school at 8:30 a.m. and go to their classrooms (through the front doors—signs indicating ‘indoor recess’ will be posted). Indoor recess will occur under similar conditions.

### School Hours

**Kindergarten - Grade 8: 8:40 am - 3:20 pm**

**Morning Recess Break: 9:55 am - 10:10 am**

**Lunch: 11:30 am - 12:25 pm**

**Afternoon Recess Break: 1:45 pm - 2:00 pm**

### Dismissal

All students not involved in supervised extra-curricular activities must leave the school grounds promptly. The playground is not supervised after school. For safety reasons, access to the school is restricted to the front door (east) where supervision is provided until 3:30 p.m. For their safety, children in grade K to 8 who are not in the After School Program and are not picked up by 3:30 p.m. will be placed in the After School Program and parents will be charged the After School Program Fee.

On 2 p.m. early dismissal days, students must be picked up by 2:15 p.m. Students not picked up by 2:15 p.m. will be placed into the After School Care Program and parents will be charged the program fee.

### Emergency Procedures:

#### **School Closure due to Winter Storms:**

In the event of a severe winter storm all Catholic Schools will close if the Winnipeg Metro School Divisions close their schools. The announcement of school closures will be made on these radio stations in the morning: CBC, 99.9FM, 94.3FM, CJOB, 102.3FM and 103FM. The decision to reopen the school will be made on an individual school basis and will be announced on the above radio stations. When possible, it will also be posted on the school website.

**\*In case of an emergency that requires us to evacuate,** students will go to Ecole J.B. Mitchell. An email or e-blast will be sent to parents with any necessary information. Students can then be picked up at Ecole J.B. Mitchell. Parents should then continue to check the website for any updates.





## **Eucharistic Celebrations**

As a Catholic school community, we participate in a Eucharistic Celebration once a month. When appropriate, students from each grade level are asked to lead the congregation through various ministries such as altar serving, reading, proclaiming God's Word, and choir. Most importantly, everyone in attendance participates as a member of the congregation; the body of Christ. Dates and times of our Eucharistic Celebrations are published in our monthly school calendar and on our website calendar. Everyone is welcome. Please join us as we continue "building a church of communion".

## **Christian Outreach**

As part of its mission to develop the Christian leadership potential of students, St. John Brebeuf School offers a number of programs that "put love into action," within the school community and beyond. With an ongoing focus on social justice, students serve the needs of others both locally and globally through a number of Social Justice Projects which vary from year to year (ie. Our Place/Chez Nous, Disaster Relief, Immaculate Conception Drop-In Centre, Winnipeg Harvest, N.E.E.D.S., Project Love, Empty Bowls, Humankind Academy).

## **The Virtues Project**

As part of its mission to develop the Christian leadership potential of students, St. John Brebeuf School offers a number of programs that put "love into action," within the school community and beyond.

One unique initiative implemented at St. John Brebeuf School in September 2003 is The Virtues Project by psychotherapist and author Linda Kavelin Popov (2000). The program is designed to create an environment of caring and respect so that all may live, learn and serve in Christ. The Virtues Project inspires the practice of virtues in everyday life. Each month, the school community learns a virtue to help inspire faith, hope, love and truth. The school year's virtues are shared with the community at the beginning of each school year.

Each student receives a Virtues Cross, a simple necklace consisting of a wooden cross and beads. The necklace represents monthly virtues and symbolizes God's love and the many gifts he has given. The Virtues Project helps us to better understand what God creates us to be so we can live to our full potential.

***"Put love into action"***

## The House System

The House System began in 2003 as a means to foster community building and inclusion within the whole school and is part of the school plan. The House names, chosen in Latin, are coordinated with the Virtues Project.

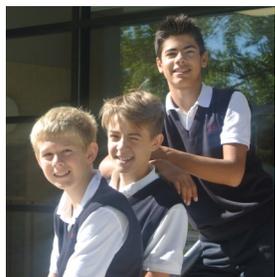
The first Initiation Assembly places every student and staff into the four Houses randomly with controls for gender and grade. This continues for all new students in the early fall where they receive their House t-shirts. Throughout the year, various whole school, classroom and multi-grade House activities occur. House songs are sung and community building continues across the ages culminating in the House Competition in early June.

*Domus Fidei—House of Faith—Yellow—Cross*  
*Domus Spei—House of Hope—Green—Anchor*  
*Domus Caritatis—House of Love—Red—Heart*  
*Domus Veritatis—House of Truth—Blue—Scales of Justice*



## Co-Curricular & Extra Curricular Activities (may vary from year to year)

<b>Community Leadership</b>	Babysitting Course (grade 6); Safety Patrols; School Liturgy; Student Council
<b>Arts</b>	Christmas Concert; Mass Choir; Boys and Girls Choirs; Recitals; Guitar/Ukulele/Violin Ensembles; Junior & Senior Music Ensembles
<b>Other</b>	Drama; Games Club; Dances; Retreats
<b>Outdoor Education</b>	Camp (Grade 6)
<b>Physical Activities</b>	Badminton; basketball; cross-country; intramurals; running club; track and field; volleyball; wrestling; soccer; downhill and cross country skiing
<b>Spirituality</b>	Reconciliation (Reconciliation Learning Stations) and First Eucharist (Friendship Celebration) in Grade 2; Celebration of the Sacrament of Reconciliation for Catholic students in Gr. 3-8; Retreats in Grades 5-8
<b>Technology</b>	Computer Club



## PLAY STRUCTURE

### Safety Rules

1. Middle years students have access to the play structure during their designated lunch recess only.
2. Students will not jump on the slides.
3. Students will slide down the slide one at a time, on their seat and feet first.
4. Tag games and grounders games are not to be played on the structure or matting area.
5. No game that involves a ball or things being thrown are to be used on the play structure or the matting area.
6. Shoes must be worn on the play structure and matting area.
7. Students must not push or pull anyone on any part of the play structure or while waiting in line.
8. Students may not sit or climb on any top part of the structure.
9. Students may use the play structure at 3:20 p.m. if they are supervised by their parent but must leave by 3:30 p.m.

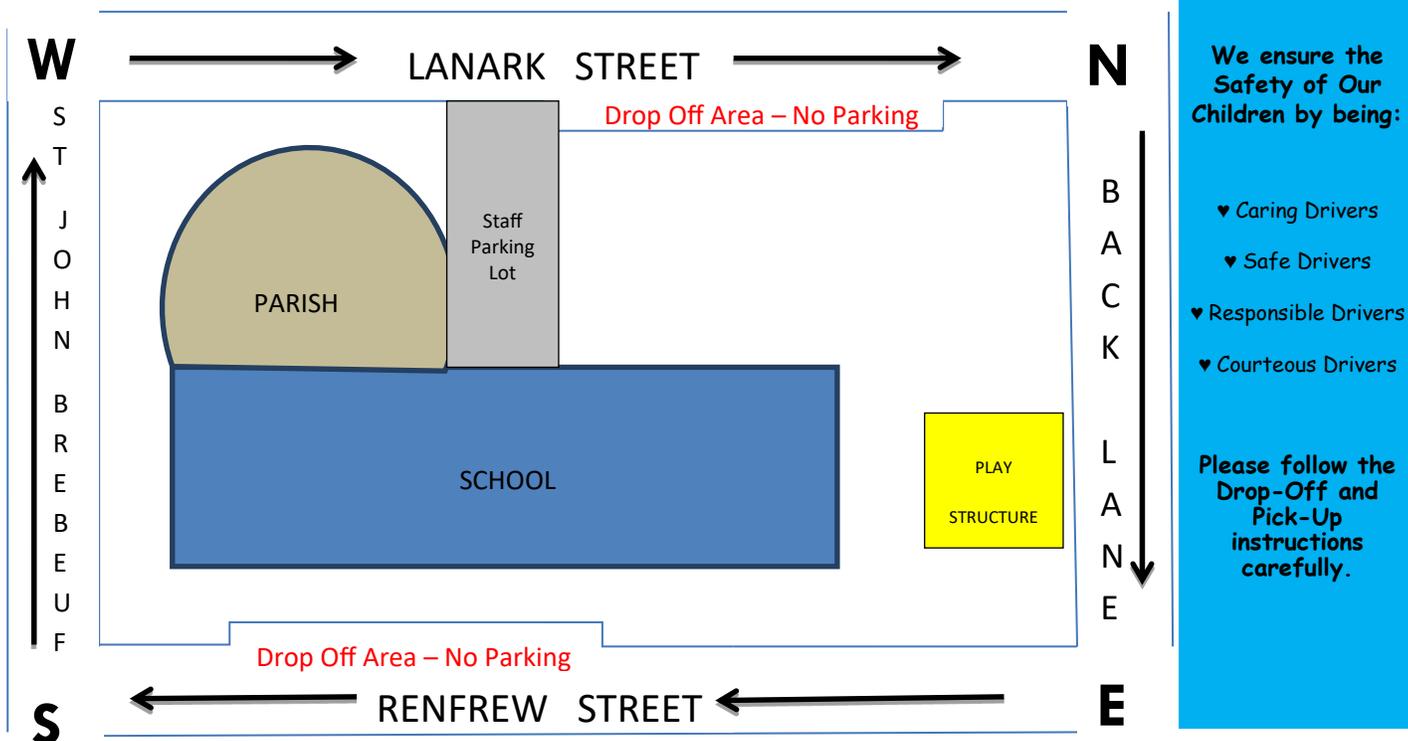


Designated drop-off and pick-up areas **promote the safety of our children** and improve traffic control.

- **NO PARKING** signs are posted in the drop-off and pick up areas:
  1. **Lanark Street** for north bound traffic.
  2. **Renfrew Street** for south bound traffic.
- **NO PARKING is permitted in the staff parking lot or the back lane. Please drive slowly through the back lane.**
- Absolutely **NO DOUBLE PARKING** is permitted at any time.
- Drivers are encouraged to utilize the entire length of Renfrew St. from Corydon to Grant in order to ease the traffic congestion.
- The back lane is for through traffic only. Slow down when driving through the back lane.
- Children should not be dropped off in the staff parking area as there is no entry to the school from this location.
- Please respect and follow the direction of the School Safety Patrols who are volunteers of the Winnipeg Police Service.
- To report any traffic infractions you may witness, please complete the 'Parking Complaint' or 'Manner of Parking' forms found on the school website ([www.sjbcommunity.ca/school](http://www.sjbcommunity.ca/school)) under School Traffic Safety and fax them in to the Winnipeg Police Service.

## FLOW OF TRAFFIC FOR DROP OFF AND PICKUP

Drop off at the playground is between 8:15–8:40 a.m. & pickup is between 3:20–3:30 p.m.





## Winnipeg Police Service \* Service de Police de Winnipeg

“Community Commitment” «Au service de la collective»

# “SAFETY OVER CONVENIENCE”

As a School Education Officer with the Winnipeg Police Service, traffic complaints have been brought to my attention in the vicinity of **St. John Brebeuf School**. Unfortunately, this is an ongoing problem around many schools throughout the City of Winnipeg.

Of concern are vehicles that are picking up and/or dropping off children in the “**No Stopping**” zones in front of the School. I have personally observed the situation at St. John Brebeuf School and have had concerns voiced to me about the safety of the children around the school at drop off and pick up times.

For your information:

“**NO STOPPING,**” This means that your vehicle can not be stopped for any period of time in an area, even if you are sitting in the vehicle.

“**LOADING ZONE,**” This means that your vehicle can be stopped in an area for a short time, for the purpose of dropping off or picking up your children. Stopping in the zone for an extended period either before or after dropping off your child, whether or not you remain in the vehicle, is not permitted.

“**DOUBLE PARKING,**” This refers to parking your vehicle beside another, whether or not you remain in the vehicle. This has been identified as the single most dangerous practice, is illegal at all times, and subject to enforcement action.

I should note that traditionally, these types of offences would be dealt with under the City Parking By-law with fines ranging from \$35 to \$100. In cases where the situation is hazardous, the offence could be dealt with under the Highway Traffic Act Section 122 with fines ranging from \$110 to \$199 plus two-demerits on your driver’s licence.

I would like to remind everyone that it is **RESPONSIBILITY OF EVERYONE**, to ensure a safe environment for our children. Therefore, it is important that all parents abide by the traffic control signs around the School; these traffic control signs were erected for that purpose. Failing to do so may result in a Parking Ticket being issued. Additionally, failure to comply with any request by designated staff monitoring the drop-off zones will be reported to the WPS.

Winnipeg Police Service  
Community Relations Unit  
School Education Section

*Students, parents and staff must behave in a respectful manner and comply with the Code of Conduct.*

## ATTENDANCE AND PUNCTUALITY

### Students:

- Attend school and classes regularly and punctually
- Leave the school grounds promptly when dismissed
- Are responsible for completing work missed
- All students must report to the school office when arriving late

### Parents:

- Encourage and ensure regular, punctual attendance
- Contact the school receptionist (not the teacher) by email or phone prior to 8:40am when the student will be late or absent
- Contact the receptionist by note or phone if the student must leave early
- At least two weeks prior to an extended absence (five school days or more) complete and submit an Extended Absence Notification form to the school office
- Assume responsibility for any time taken away for their child's education

### School:

- Keeps accurate records
- Adheres to attendance and call back policy
- Determines reasons for absence
- Adheres to daily schedule
- Is not expected to prepare the class work that the student will be missing prior to an absence
- May assign some work for the student to complete while away

## READINESS

### Students:

- Have all materials (books, homework, student agenda, etc.) and assignments completed for active participation
- Have supplies ready and be focused to learn in all classes
- Are responsible for completion of missed assignments
- Participate to the best of their ability in class and school activities

### Parents:

- Contribute to the overall well-being of the child
- Prepare students for school, encourage a productive day and prompt completion of assignments
- Remind students of the agenda (and supplies) to ensure proper use of it

### School:

- Provides a clear outline of expectations and required materials
- Assumes the responsibility to deliver the program
- Keeps accurate and appropriate records

## RESPECT FOR PROPERTY

### Students:

- Are respectful and responsible for public, school and personal property
- Encourage pride in the school

### Parents:

- Label all possessions with names
- Label all uniforms including gym clothes

### School:

- Provides a clear outline of expectations

## RESPECT FOR AUTHORITY

### *Respectful Workplace Policy*

*'No one, whether they are a staff member, student, parent, volunteer or visitor should be subjected to discrimination, harassment, bullying, disrespectful or violent behaviour, for any reason, at any time. And no one has the right to discriminate against, harass, bully, show disrespect or violence towards anyone else, at work or in any situation related to employment.'* — Government of Manitoba Labour and Immigration— Workplace Safety and Health Division Regulation #M.R 217/2006—Effective February 1, 2011

#### Students:

- Recognize, accept, and respond to all levels of authority within the school
- Ask permission when required
- Demonstrate behaviour that contributes to an orderly, supportive and safe learning environment

#### Parents:

- Encourage respect for the authority levels within the school
- Adheres to Workplace Safety and Health Division Regulation #M.R. 217/2006 for all emails/phone calls / in-person meetings

#### School:

- Enforces school policies
- Recognizes positive behaviour
- Follows Workplace Safety and Health Division Regulation #M.R. 217/2006

## RESPECT FOR OTHERS

#### Students:

- To actively participate and be responsible learners
- Contribute to the safe, secure learning environment
- Respect the rights of others
- Will not use intimidating gestures, words, or actions that threaten the safety of another person
- Will not tolerate or use inappropriate language against race, religion, ethnic background and gender
- Resolve conflicts and difficulties through discussion or by seeking assistance from school personnel

#### Parents:

- Contribute to the safe, secure learning environment
- Respect the rights of others
- Will not use intimidating gestures, words or actions that threaten the safety of another person
- Will not tolerate or use inappropriate language against race, religion, ethnic background and gender
- Will support all school policies and code of conduct

#### School:

- Contributes to the safe, secure learning environment
- Respects the rights of others
- Will not tolerate or use intimidating gestures, words, actions that threaten the safety of another person
- Will not tolerate or use inappropriate language against race, religion, ethnic background and gender
- Promotes fair and equitable treatment for students
- Provides appropriate role models



## INTERNET AND ELECTRONIC MAIL

### Students:

- Respect appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading, possessing, or distributing materials that the school has determined to be objectionable (see computer user policy on page 21).

### Parents:

- Remind students that access to computers, email, and the Internet is for educational purposes

### School:

- Provides a clear outline of expectations and prohibited content



## SUBSTANCE ABUSE

### Students:

- Are prohibited from possession, distribution and use of tobacco, alcohol, illicit drugs and solvents on school property or any school event (at any location)

### Parents:

- Enforce the laws regarding the possession and use of illegal substances

### School:

- Demonstrates positive health choices



## POSSESSION OF A WEAPON

(any object designed or used to injure, threaten or intimidate another student or staff)

### Students:

- Shall not possess a weapon for any purpose
- May not possess weapons on school property

### Parents:

- Encourage peace in the home, school and community
- Instill acceptable social values and respect for the law

### School:

- Seizes all objects meant to threaten, intimidate or injure

## OTHER

### Students:

- Must store and lock their bicycles in the racks provided
- Must turn off electronic devices and keep them in a locker or backpack during school hours
- Will claim confiscated materials from administration

### Parents:

- Remind students of expectations
- Encourage student to follow the school rules
- Claim confiscated materials from administration

### School:

- Seizes prohibited items
- Returns confiscated items at the end of the school day



## PROPER DRESS

### Students:

- Are well groomed and neatly dressed at all times
- Due to allergies, students must be scent free
- Dress in full uniform daily (Grade K to 8)
- Wear non-scuff shoes at all times
- Wear crested pullover, vest or cardigan at all times
- Dress appropriately for Colour Day
- Limit any visible body piercing to the ears
- Wear moderate jewellery
- Check for lost items in the lost and found frequently\*\*

\*\* The lost and found is located just inside the north door of the school

### Parents:

- Purchase full uniform from St. John Brebeuf School
- Encourage and ensure students to wear daily school uniform
- **Label ALL clothing & footwear including gym clothing**
- Check for lost items in the lost and found frequently\*\*
- Provide student with appropriate and adequate seasonal clothing

### School:

- Provides appropriate role models
- Clearly defines dress code
- Donates unclaimed lost and found items to charity



## SCHOOL UNIFORM

Full uniform is required for picture day, school mass days, and other special occasions throughout the school year.

### ***Girls Full Uniform:***

- Tunic (K-4) with plain, navy socks
- Kilts (5-8) with plain, navy socks
- Crested cardigan or vest with plain white blouse or polo shirt
- Non-scuff black shoes

### ***Boys Full Uniform:***

- Long navy uniform pants with black or navy socks
- Crested pullover or vest with crested polo shirt or plain white shirt
- Non-scuff black shoes

### ***Girls:***

- K to Grade 4: Tunic (from May 15 to Thanksgiving, girls in K - Grade 4 may substitute tunics with skorts); plain navy or white socks or ankle socks
- K to Grade 4: Navy pants (from Nov. 15 until Spring Break); plain navy or white socks or leotards (no ankle socks permitted)
- Grade 5 to 8: Kilt with plain navy or gray knee socks or plain navy or gray leotards
- Grade K to 8: Crested cardigan or vest, plain white blouse or polo shirt
- Non-scuff shoes (black) or runners (black, white or navy—no coloured stripes or laces)
- No sport socks; no patterns, logos, writing on socks

### ***Boys:***

- Crested polo shirt or plain white shirt, crested pullover or vest, navy uniform pants (no cargo pants). From May 15 to Thanksgiving, boys may substitute pants with uniform shorts.
- Plain, navy or black trouser socks with pants (no ankle socks permitted); ankle socks in navy or black are permitted with shorts
- No sport socks; no patterns, logos, writing on socks
- Non-scuff shoes (black) or runners (black, white or navy—no coloured stripes or laces)



### ***Other (Girls and Boys)***

- Hair - Plain hair accessories (black, white or navy) which do not display logos
  - No designs should be shaved into the hair
  - Choose hair colouring within the natural spectrum (will avoid unnatural colours such as blue and green)
- Plain belt (black or navy) for pant, shorts or skorts - optional

### ***Gym (Girls and Boys)***

- Crested gym shirt
- Crested gym shorts
- Gym bag (labelled on outside)
- One pair of non-scuff sole runners (to be worn in gym only)

### ***Colour Day***

- A Colour Day may be announced on occasion
- Students are expected to dress appropriately on Colour Day
- Students are not required to wear their school uniform and may wear regular clothing
- Examples of inappropriate clothes are gang-related clothing, offensive t-shirts, revealing clothing, pyjamas, hats, bandanas and hoods



## LUNCH ROUTINE

### Expectations:

- Recognize, accept and respond to the levels of authority within the school
- Ask permission when required
- Contribute to the safe, secure learning environment
- Respect the rights of others
- Be respectful and responsible for public and personal property

### Students Grades K to 3 - 11:30

#### a.m. to 12:00 p.m.\*

- Eat lunch in lunchroom
- Stay seated
- Ask permission to leave the room
- Clean tables and line up when instructed
- Leave lunchroom promptly when dismissed

### Students Grades 4 to 8 - 12:00

#### p.m. to 12:25 p.m.\*

- Eat lunch in lunchroom
- Stay seated
- Ask permission to leave room
- Clean tables and line up when instructed
- Leave lunchroom promptly when dismissed
- Provide a note if leaving the school for the lunch period (only students in grades 7 & 8 are allowed to leave during the lunch period)

### Parents:

- Send items that are ready to eat
- Are aware of allergy concerns
- No nut products
- Inform classroom teacher if you are taking your child out of the school during the lunch period
- Provide healthy food choices
- May volunteer for lunch period supervision (needed for early years only) but must first complete the Parent Volunteer form and have a Child Abuse Registry check done. These forms are available in the school office.

### School:

- Provides supervision
- Provides a clear outline of expectations
- Demonstrates healthy food choices



**\*Staggered Lunch: Students in K to 3 will eat lunch first while students in Grade 4-8 will have outdoor recess and attend extra curricular activities.**

### Milk Program:

The school operates a milk program for the students.

It is a pre-paid ticket system. Sheets of tickets can be purchased through the school office .

## HOMEWORK

**Expectations:** Have all materials (books, homework, student agenda, etc.) and assignments completed for active participation.

### **Students Grades 1 & 2:**

- Approximately 30 minutes daily
- Will complete home reading, spelling and practice basic math facts
- Will complete classroom work

### **Students Grade 3 & 4:**

- Approximately 45 minutes daily
- Are expected to record their homework in their student agenda books daily
- Will complete home reading, spelling and practice basic math facts
- Will complete classroom work
- Will complete special projects
- Will study for quizzes and tests

### **Students Grades 5 & 6:**

- Approximately 60 minutes daily
- Are expected to record their homework in their student agenda books daily
- Will complete home reading, spelling and practice basic math facts
- Will complete classroom work
- Will complete special projects
- Will study for quizzes and tests

### **Students Grades 7 & 8:**

- Approximately 90 minutes daily
- Are expected to record their homework in their student agenda books daily
- Will complete classroom assignments
- Will review class notes
- Will complete project assignments
- Will study for tests and exams

### **Parents:**

- Will ensure that their student keeps up with homework assignments
- Will designate a regular homework time and place
- Will contact the classroom teacher regarding any homework concerns

### **School:**

- Classroom teachers outline the homework expectations daily
- Assigns homework which reinforces skills taught at school



## ACADEMIC HONESTY

**Principles:** Students must understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work and that cheating and plagiarism will not be tolerated.

Aspects of academic dishonesty include: cheating (e.g., copying others' work, using cheat notes), lying (e.g., misrepresenting contributions to group work, lying about circumstances to obtain extensions), and plagiarizing (submitting or representing someone else's work as one's own).

*Manitoba Catholic Schools—Student Assessment, Retention/Promotion and Academic Honesty Policy—Effective April 27, 2017*

### **Students:**

- Submit only their own work as evidence of learning
- Report evidence of academic dishonesty to their teacher

### **Parents:**

- Encourage students to complete all work with academic honesty
- Enforce academic honesty when students are completing work from home

### **School:**

- Communicate, teach and reinforce expectations of academic honesty with students
- Teach and provide examples to reinforce academic honesty
- Respond appropriately to academic dishonesty which may include: have students redo the work honestly; deduct marks; document the incident in the student's file

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## RANGE OF CONSEQUENCES (alphabetical)

- Behavioural/Performance Contract: In some instances, the student will be required to meet specific behavioural standards. Such behavioural action plans are documented, with copies provided to all concerned parties.
- Conference: A conference may be held with the student, teacher, administrator and appropriate staff to develop a plan for action. Parents may be notified/involved.
- Detention of Student: The student will be detained at the school from 3:20 p.m. to 3:50 p.m. on the following school day and are supervised by the teaching staff. Parents will be notified of the detention in advance. If students have commitments, alternate arrangements may be made.
- Expulsion: At the discretion of administration.
- Formal Administrative Interview: Incidents will be documented and parents will be notified. If required, a meeting will take place with parents, administration, and appropriate staff. The student must commit to a written plan of action designed to modify the underlying behaviour. Behaviour will be monitored and documented over a period of time, after which a follow-up conference will take place. Under extreme cases the student will be suspended.
- Informal Discussion: All concerned parties will meet with the student to reach an agreement regarding the student's behaviour.
- Outside Agency: Whenever necessary, the appropriate outside agency will be notified. Some examples include Pastoral, Child and Family Services, Police, Truancy Officer, and Clinical Support Services.
- Parental Involvement: The parent will be contacted to discuss the specific behaviour of the student and steps that must be undertaken to change the behaviour. The nature of the contact could vary from a telephone conversation to a formal conference at the school involving the parent, student and school personnel.
- Removal of Privileges: Access to playground, lunchroom, and participation in field trips, extra-curricular activities, and special events will be removed. The school will notify the parent when such privileges are removed.
- Restitution: The student or parent may be required to compensate for damages incurred. Such restitution may be monetary in nature but could take alternate forms.
- Suspension: In-school or out-of-school suspension from school is a serious consequence that is imposed subject to administrative discretion.
- Withdrawal from Classroom Setting: The student will be temporarily withdrawn from the classroom setting and relocated to a supervised alternate location.

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## PARENT CODE OF CONDUCT

The following **Parent Code of Conduct** is in place out of respect for your child's learning environment, their teachers and all the staff of St. John Brebeuf School. Please read the following to familiarize yourself with the expectations.

### *Children learn by example:*

- If you are in the building when 'O Canada' is being played, please stop what you are doing until it is finished and announcements are completed.
- Students are not allowed to use cell phones or electronic devices during school hours. Please refrain from using your cell phone when volunteering.

### *Children learn while being focused:*

- If picking up your child during school hours please report to the school office. The office will notify your child to meet you in the foyer.
- If dropping off anything for your child (lunches, clothing, homework, etc.) please leave it in the office. It will be delivered to your child's classroom.
- If needing to speak to your child on the phone, please leave your phone number with the school office. Unless it is an emergency, your child will be asked to call you back during their next recess or lunch break.

### *Children learn patience and respect from observing the behaviours of the world around them:*

- If needing to meet with a staff member, please email them to set up a suitable appointment time so that they can give you their full time and attention.
- All classroom based matters must be discussed with the teacher and a reasonable effort made to solve the problem at that level before administration will become involved.
- If you witness any issues with your child, please contact the teacher. Do not approach other children involved. Students are to contact a supervisor or teacher if they should witness any issues that need reporting.
- Please give staff adequate time to investigate/solve issues that may arise with your child. All efforts are made to hear all sides of the story from our students and this can sometimes take a few days.
- Email is to be used as a tool for reminders and clarification. If you have concerns, you should arrange a meeting with the teacher. When sending emails to staff, please refer to the 'Respectful Workplace' Policy - Workplace Safety & Health Division Regulation # M.R. 217/2006 to be sure you are adhering to the criteria outlined.

*Thank you for being the best example for your child.*

## COMMUNICATION

### Student Phone\*

**Students:**

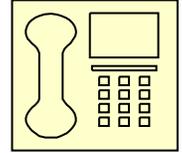
- Use student phone\* **for emergency purposes only.**
- Obtain a phone pass from the teacher before using student phone\* or ask permission from the office to use the phone

**Parents:**

- Update contact information promptly
- Arrange after school plans prior to students' arrival.
- Notify the school office of any changes to student after school care arrangements

**School:**

- Monitors use of student phone\*



\*The student phone is located outside the main office.

\*The use of cell phones/tablets or similar electronic devices are **prohibited at all times throughout the school day (8:40 a.m.—3:20 p.m.)**. If it is necessary to bring them to school, they must be turned off and kept in the student's backpack.

### Student Agenda

**Students:**

- Utilize student agenda

**Parents:**

- Encourage student to utilize student agenda
- Communicate with teachers through student agenda,

**School:**

- Promotes use of student agenda
- Communicates with parents through student agenda

### Interpersonal

**Students:**

- Immediately report problems to supervisor present
- Report problem to classroom teacher if not satisfied after speaking with supervisor

**Parents:**

- Encourage student to immediately report problems to supervisors

**School:**

- Contributes to the safe, secure learning environment
- Promotes fair and equitable treatment for students

## COMMUNICATION—cont'd

### Expectations: Bullying Prevention

**Students:**

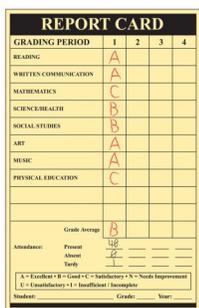
- Report incidents of bullying according to the school's reporting system

**Parents:**

- Encourage students to report problems to staff

**School:**

- Educate students of the effects of bullying behaviour and actions which will be taken for bullying.



### School Publication (including newsletters)

**Students:**

- Take home materials published by the school

**Parents:**

- Intercept and read materials published by the school

**School:**

- Publishes newsletters on website, teacher wikis/portals and home communication via email

### Academic

**Students:**

- Engage in and complete assignments

**Students Grade 7 and 8:**

- Will write exams in January (mid-term) and June (final)

**Parents:**

- Encourage and support academic learning
- Attend parent/teacher conferences

**School:**

- Implements curriculums prescribed by Education Manitoba
- Sends home full report cards twice per year
- Holds Parent/Teacher conferences twice per year

### Illness and Medication

Whenever a student becomes seriously ill, parents will be contacted to request that the student be picked up. Please be sure to keep the school receptionist updated on all emergency contact numbers. If a student requires medication at school, the Permission to Administer Medication/ Authorization by Doctor to Administer Medication form must be completed and presented to the office where the medication will be kept (form available on the website or in the school office). All students who have an Epi-Pen are required to wear them on their person at all times.

Children should be kept at home when they are ill. An ill child has a difficult time concentrating on school work and may pass their illness to other students or staff. There are times when students are unable to take part in outdoor recess because of injuries they have experienced. Children unable to participate in recess due to illness however, should stay at home to recover.



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## TECHNOLOGY ACCEPTABLE USE POLICY FOR STUDENTS

### Introduction

This document outlines the expectations that St. John Brebeuf has adopted with regards to the use of school computers and the Internet. This Acceptable Usage Policy (AUP) is meant to cover student activity with respect to use of the St. John Brebeuf on-site computers, and is meant to lay a foundation of understanding between staff, parents and students. It is also intended to educate parents regarding the measures that St. John Brebeuf is taking to ensure that the Internet and computer technology is being used in a responsible manner.

### Student Use of the Computers

The use of computer technology shall be consistent with the purpose, mission and goals of St. John Brebeuf School and used only for educational purposes. The purpose in providing computer and technology services for your child is to facilitate their learning experience through access to electronic resources and tools.

Access to computers is provided in three locations: the St. John Brebeuf computer lab, library and individual classrooms.

Students must be given permission from a teacher or staff member before using any computer at St. John Brebeuf.

**Students are not allowed to use any computer in the school unless such permission is granted.**



### General Guidelines

- Treat computers with respect and care at all times.
- Students, or their parents, may be held financially responsible for damage to any computer or school technology item should it be deemed intentional. Students from grade 5 up are assigned login IDs and passwords. It is expected that students will keep these IDs and passwords confidential at all times.
- Do not attempt to install software on any St. John Brebeuf computer.
- Do not change system settings of any computer at St. John Brebeuf.
- Do not reveal personal addresses or phone numbers of students or staff.
- Do not create or distribute a computer virus over the Internet.
- Protect our computer hardware. Do not eat or drink near computers. Follow the proper shut down procedures and shut off the computer only when instructed.
- Do not save or store music files on your network account. MP3 or other types of music files copied to the network or hard drive of any computer and determined not to be part of, or intended for, a school project will be deleted upon discovery.
- Do not use school computers to copy and distribute music CDs.
- Do not enter, or attempt to enter, any account for which you do not have permission.
- Do not attempt to access personal files for any account which is not your own, or any files that have not been created by you, without permission. This includes files which live in the “share folder” on the network which you do not own.
- Respect the workspace of those around you. Do not under any circumstances interfere with the keyboard, mouse, monitor or any other part of a computer which is in use by someone else.

**\*Note: These guidelines apply to ALL technology equipment in the school (i.e. computers, iPads, etc.)**



### Internet Guidelines

Access to the Internet is provided to each classroom at St. John Brebeuf as well as to the computer lab and library. We at St. John Brebeuf acknowledge that there is a great deal of content on the Internet which is objectionable. In response, we have taken precautionary measures to ensure that the chance of students being exposed to these kinds of websites is minimal.

St. John Brebeuf School receives content filtering services through its relationship with Merlin. Through its content filtering tool Merlin provides the following protection:

- Blocks websites based on a categorized database.
- Provides St. John Brebeuf with the tools to selectively add and remove access to websites and services.

### For students:

**St. John Brebeuf provides Internet access to students as an educational resource only. Students may only use the Internet for school, class, or homework related activities.**

- The Internet may only be used with permission from a teacher or staff member.
- The Internet is not to be used for online communication, including but not limited to, email messaging or online chat without permission of a teacher.
- Students will not access personal accounts online with websites that provide personal web hosting, web mail, chat, Facetime, iCloud or any other similar services without the permission of a teacher.
- Students will not use technology to harass, insult or bully others.
- If accidental viewing of offensive content takes place the student must notify a staff member immediately.

We at St. John Brebeuf believe that the best insurance we can provide to you as a parent/guardian is direct teacher/staff supervision with your child when accessing Internet based resources. It is not possible to guarantee with absolute certainty that your child will never be exposed to questionable material, but we can assure you that the utmost care and attention has been taken to minimize this risk. The combination of Merlin content filters, along with direct teacher supervision, makes our students' Internet experience as safe as possible.



*Materials on the Internet can be considered part of a vast digital library. Electronic database and information search tools to access the Internet are becoming part of school media centers and libraries. Thus, access to the Internet via St. John Brebeuf School is a privilege, and not a right. This privilege may be restricted at any time for use not consistent with the educational goals of the school.*

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## **BULLYING PREVENTION POLICY**

### **School Statement for Bullying Prevention**

At St. John Brebeuf School part of our character education includes teaching our students that any form of bullying is not acceptable. St. John Brebeuf School is committed to providing a learning environment that is safe, caring and provides our students with every opportunity to grow to their full potential—physically, socially, emotionally, intellectually and spiritually.

### **What is Bullying?**

Bullying is not normal peer conflict. “Bullying is a pattern of **repeated aggressive behaviour over time**, directed from one child to another where there is a power imbalance.” (Dr. Dan Olwens, Norwegian researcher and psychologist). Bullying can be carried out physically, verbally or socially/emotionally, in writing or otherwise. It is behaviour intended to create a negative school environment for another person.

### **What are Some Effects of Bullying?**

The child being bullied may experience: lowered self esteem, self blame, anxiety, depression, headaches, stomach aches, avoidance of school, absenteeism, disrupted academic achievement.

### **Prevention Education Program**

All members of the school community are committed to preventing bullying at St. John Brebeuf School and promoting a safe school climate.

#### **Staff will:**

1. Be role models in word and action.
2. With the assistance of students, identify areas in the school where bullying occurs.
3. Educate students through a Bullying Prevention Program which teaches pro-social skills, attitudes and behaviours and which clearly establishes that bullying behaviour will not be tolerated.
4. Communicate to students the effects of bullying behaviour and actions which will be taken for bullying.
5. Acknowledge pro-social behaviour among students.
6. Maintain a vigilant level of student supervision.
7. Maintain a high level of awareness when bullying is suspected.
8. Educate students to report bullying behaviour according to the school’s reporting system.
9. Implement the process to investigate reports of bullying.

#### **Once a bullying situation has been identified the school will:**

1. Intervene with the student(s) responsible for bullying.
2. Intervene to support the child who has been bullied.
3. Notify the parents of the child who has been bullied and the parents of the child who has exhibited bullying behaviour.

#### **Students will:**

1. Participate in the school-wide Bullying Intervention Program
2. Learn to distinguish between tattling and reporting bullying behaviour
3. Learn and apply conflict resolution skills to resolve disputes
4. Take their role as a responsible by-stander seriously when witness to bullying
5. Report incidents of bullying according to the school’s reporting system

## **BULLYING PREVENTION POLICY—cont'd**

### **Parents will:**

1. Allow and encourage their child to report and deal with peer conflicts at school and issues related to the school's code of conduct
2. Advise their child to report incidents of bullying according to the school's policy
3. Inform staff when their own child feels too intimidated to report a personal problem related to bullying
4. Be willing to inform the school if any bullying is suspected
5. Help their child understand that parental reporting is appropriate for any bullying situations at school even if their own child is not directly involved
6. Encourage their child not to retaliate if bullied
7. Refrain from speaking to someone else's child regarding bullying behaviour but rather speak with school personnel unless they witness a possibility of injury to a child

**\*\*\* Parents and Students have an important role to play in combating bullying by supporting the school's policy for bullying prevention.**

### **The school recommends that parents:**

1. Watch their child for signs of distress that may be due to bullying at school
2. Take an active interest in what their child is learning at school in the Bullying Prevention Program
3. Take an active interest in their child's social life and promote their child's positive social interactions with others at school
4. Establish clear rules against bullying at home

### **Intervention Process for Bullying Behaviour:**

1. Immediate intervention by a school staff member who witnesses bullying
2. The staff member who receives a report of bullying behaviour will begin the investigative process to gather additional information.

### **Once bullying behaviour is identified:**

1. The teacher or principal will intervene with the child who has bullied to reinforce the expected behaviour and intervene with appropriate action
2. The teacher or principal will intervene to support the child who has been bullied
3. The parents of the child who has bullied will be informed by the teacher or principal. The parents will be involved in the intervention and resolution.
4. The parents of the child who has been bullied will be informed by the teacher or principal and parents will be involved in the support process of their child.
5. If the bullying behaviour is repeated, the parents of the bully will be informed and the bully will have a further consequence. Depending on the age of the child, and at the discretion of the principal, a suspension may be given with a review of the desired social skills.
6. If the bullying behaviour continues, further suspension will be given at the discretion of the principal and in some cases students may be expelled.

### **Reporting Bullying:**

1. All students will report bullying incidents to their classroom teacher, the principal or another staff member.