

Parent & Student Handbook



**605 Renfrew Street
Winnipeg, Manitoba,
R3N 1J8
Phone: 489-2115
Fax: 928-7455**

**Website: www.sjbcommunity.ca/school
Email (Principal): carreiro@sjbcommunity.ca
Email (Admin Assistant): schooloffice@sjbcommunity.ca**

School Office Hours: 8:00 a.m.— 4:00 p.m.

Principal's Message

Living, Learning & Serving in Christ is our mission

I would like to take this opportunity to welcome you to the 2011-2012 school year. A special welcome to all new students who have joined our community. The entire staff here at St. John Brebeuf shares your excitement and anticipation in beginning a brand new school year.

St. John Brebeuf School is a place where great things happen and where minds are challenged, friendships are formed, and a family is created in a Christ centered, safe and caring environment. I truly look toward the upcoming school year with much excitement and promise.

The beginning of the school year is always an exciting time for setting personal goals whether it be getting more involved in curricular or extra-curricular activities, walking to school, getting more rest, or committing to nightly review of school work, it is an excellent time for reflection, change and renewal. Setting high expectations for yourself, in a supportive environment, with adults who love you will lead to more confident and capable students who enjoy trying their best. Remember at St. John Brebeuf School, we believe that "effort makes a difference".

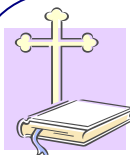
Throughout the year we will focus on the Virtues of Enthusiasm, Helpfulness, Tolerance, Flexibility, Diligence, Friendliness, Commitment, Moderation, Courtesy and Cooperation. These virtues will help us enhance a respectful and caring environment in order to live our mission statement.

In this catholic agenda you will find useful information such as school schedule, staff contacts, important dates, code of conduct, School Uniform, Homework, prayers, reference guide and policies that govern the school. For complete details please check the Parent/Student handbook. Do not hesitate to contact my office if you have any questions or concerns about St. John Brebeuf School. You may call my office at 489-2115 ext 242 or just send an email to carreiro@sjbcommunity.ca.

We fully appreciate that you experience elementary school only once in your lifetime; therefore we strive to make your journey as exciting, rewarding, and successful as possible. A variety of field trips and extracurricular programs will be offered throughout the school year. I look forward to a very successful and rewarding school year.

Yours in Christ,

Mrs. Laura Carreiro,
Principal



Prayer for the Beginning of the School Year

Dear Lord, as we begin this new school year, we gather once again as your community of believers. We thank you for the energy and spirit that you renewed in us throughout the Summer months. We thank you for that time to enjoy our family and friends and to reflect on what is most important in our lives.

Let this year be marked by a new enthusiasm and positive outlook so that, with the inspiration of your Spirit, Lord, we may continue to help all your children and their families in Your name. We ask for Your guidance as we look for new ways of seeing, understanding and communicating. Make us worthy of Your call so that we may reach out to support our colleagues and staff, foster trust with parents and community, and look for the spark of the Spirit in every child's eyes. Help us to fulfill Your wishes with every honest intention and work of faith. Let us be gentle with ourselves and bring laughter and joy to all. We ask this in Your name. Amen

Pastor's Message

The Easter Candle, which starts as a brand new four foot candle lit for the first time on Easter Saturday night, reminds us in a very clear way of the passage of time. Through the Easter Season, at every funeral, all the baptisms and during the month of November we watch this magnificent tall and beautiful candle get smaller and tattered and used up. We see the passage of time, the passage of seasons and days fly by with this subtle shrinkage of this candle.

The start of a new school year can be compared to the new candle of Easter. We look upon the unknown events that are awaiting us, we think of those people who have been with us these past years, we wonder what the new people will be like, and we miss those who have left to go on. This is an act of trust and faith in God's promises. As the year passes, the candle of this experience does not get smaller, show age or need replacing, but it grows, it burns brighter and it illuminates our passage through life.

I pray that as we remember the way, and the truth and the light—Jesus Christ—the faith we have and share in our school community will draw others to this mystery of our faith. That in the way we pray, in the way that we serve, in our kindness, our charity, and our compassion the spark of faith that is in each one of us may be a tall and bright light for the world. *'You are the light of the world. A city built on a hill cannot be hidden. No one after lighting a lamp puts it under the bushel basket, but on the lampstand, and it gives light to all in the house. In the same way, let your light shine before others, so that they may see your good works and give glory to your Father in heaven'.* Matthew 5:14-15

Father Mark A. Tarrant
Pastor



Our Patron Saint: Saint John Brebeuf

Jean de Brébeuf was ordained at thirty-three. He was the first Jesuit Missionary in Huronia (1626), 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*.

www.martyrs-shrine.com/story/martyrs.cfm

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 SJB Parish Community, St. John Brebeuf School provides access to a Catholic education for young parishioners, and has a major influence on the “social” life of the parish through school concerts, barbeques, fundraisers and other community building events. 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.

Parent Advisory Council

St. John Brebeuf Parent Advisory Council is a charring committee of three parents selected from the school community to serve for a one year term. It is legislated by the Government of Manitoba. Council’s actions are governed by Manitoba Education, Citizenship and Youth.

The Parent Advisory Council meets at least once during each school year, as mandated by the Government of Manitoba. The purpose of this meeting is to provide for more effective communication between the community, the students and administration of the school, on matters of common interest. The Advisory Council will offer parents the opportunity to present their views on school policies, programs and activities and will then report their findings to the Principal, on behalf of parents, in order to work toward effective school-community relations. The meeting is open to all parents so as to promote the exchange of information.

Concerns related to individual students and specific school staff do not fall within the mandate of the Parent Advisory Council. They should be dealt with using the existing protocols already established by the St. John Brebeuf School Board.

Parent Council

St. John Brebeuf School has a very active Parent Council made up of parent volunteers. Comprised of parents whose children attend St. John Brebeuf School, the Council identifies the needs and wants of the School and Student Body, and works together toward a common goal of meeting those needs. The role of the SJB Parent Council is to deliver special programs to supplement school activities; to support the School Board in its efforts and to promote school and community spirit. Parent Council supplements school activities by offering a Hot Lunch Program and Cookie Day sale on a regular basis during the year. Parent Council hosts the annual Christmas Pancake Breakfast for all of the students as well as the SJB Carnival. The Parent Council conducts fundraisers throughout the year and uses the money raised to support School activities. In the past, money raised has been used to purchase various items which enhance learning and improves the overall school environment. The SJB Parent Council meets usually every 4-6 weeks. Participation in the group provides an opportunity for involvement in Catholic education and a chance to meet other parents.

Before and After School Program

The Before and After School Program begins the first full day of school. The program runs from 7:30 am to 8:30 am and 3:20 pm to 5:30 pm each school day. There is After School care when students are dismissed at 2:00 pm for Parent/Teacher conferences and Staff Meetings. Costs are outlined and available in the school office. Parents who know they will be late for dismissal time may phone the office 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 3:45 pm. **will be placed in the After School Program and their parents will be charged the After School Program fee.**

Although the After School Program ends at 5:30 pm, the school office is only open until 4 pm. Should you need to contact the After School Supervisors after 4 pm, please dial 489-2115, ext. numbers 239 or 240. Please let the phone ring until someone answers it and you are able to talk directly with the After School Supervisors. **PLEASE DO NOT LEAVE A MESSAGE.**

Volunteer Opportunities

As part of the St. John Brebeuf School community, adult volunteers play a vital role in a variety of school programs such as classrooms, resource, library, co-curricular and extra-curricular. If you wish to volunteer, please contact a member of the school staff or Parent Council.



Student Support Services

Resource Program

A full time resource teacher provides support for all students and staff in a collaborative consultative model to ensure that all 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.

Clinician Support

St. John Brebeuf School participates in a shared services agreement with Winnipeg School Division Child Guidance Clinic. The CGC 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 SJB: Psychologist, Social Worker, Speech Language Pathologist, and Reading Clinician. All referrals are coordinated by the Resource Teacher.

Educational Assistants

SJB 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 time table 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

The morning bell rings at **8:40 am** so that the students are ready to begin opening exercises and classes at **8:55 am**. Students are expected to use this time before the announcements to organize their books and supplies needed for the morning classes, and return permission slips, etc. to their teachers.

Outside supervision for students starts at 8:30 am. 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.

When the wind chill is -27 degrees Celsius, or when it is raining, students may enter the school at 8:30 am 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 to Grade 8 8:40 a.m.—3:20 p.m.

Bells (New Schedule)

8:40 am— 8:55 am	Homeroom
8:55 am — 9:15 am	Period 1
9:15 am — 9:55 am	Period 2
9:55 am — 10:10 am	Recess
10:10 am — 10:50 am	Period 3
10:50 am — 11:30am	Period 4
11:30 am — 12:25 pm	Lunch
12:25 pm — 1:05 pm	Period 5
1:05 pm — 1:45 pm	Period 6
1:45 pm — 2:00 pm	Recess
2:00 pm — 2:40 pm	Period 7
2:40 pm — 3:10 pm	Period 8

Students are required to go outside for recess and are supervised by staff.



*Due to the number of teaching minutes required for students in grades 7 & 8, they will not be going out for recess.

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 3:45 p.m.

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, BOB 99.9, Q94FM, CJOB, CKY 58, 92 CITI FM and HOT 103. The decision to reopen the school will be made on an individual school basis and will be announced on the above radio stations.

***In case of an emergency that requires us to evacuate,** students will go to Ecole J.B. Mitchell. The parent in charge of each class will call the other parents using the *Emergency Response Phone Tree*. Students can be then picked up at Ecole J.B. Mitchell.



Eucharistic Celebrations

As a Christ-centered 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, lector, and music. 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 web site 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 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, Earthquake Relief, Immaculate Conception Drop-In Center, Project Love).



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 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.

The House System



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

<i>Domus Fidei</i>	<i>House of Faith</i>	<i>Yellow</i>	<i>Cross</i>
<i>Domus Spei</i>	<i>House of Hope</i>	<i>Green</i>	<i>Anchor</i>
<i>Domus Caritatis</i>	<i>House of Love</i>	<i>Red</i>	<i>Heart</i>
<i>Domus Veritatis</i>	<i>House of Truth</i>	<i>Blue</i>	<i>Scales of Justice</i>

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.

Co-Curricular & Extra Curricular Activities

Students have many opportunities to participate in a variety of co-curricular and extra-curricular activities at St. John Brebeuf which vary from year to year. Some examples:

Community Leadership	Babysitting Course (grade 6), Safety Patrols, School Liturgy and Student Council
Drama	Christmas Concert, French Fashion Show, Talent Show
Music	Choir, ORFF Club, Recitals
Other	Chess Club, Origami Club, Knitting Club, Math & Science Club, Dances, Retreats
Outdoor Education	Camp (Grade 6)
Physical Education	Badminton, basketball, cross-country, intramurals, running club, track and field, volleyball, wrestling
Sacramental Preparation (Grade 2)	Reconciliation (Reconciliation Learning Stations) and First Eucharist (Friendship Celebration)
Technology	Computer Club

PLAY STRUCTURE



Safety Rules

1. Only one student at a time will use the circular spinning monkey bars.
2. Students will wait on the platform in turn to use the spinning monkey bars.
3. Students **must be 8 years old** to use the spinning monkey bars.
4. Students will not jump on the idle or the end spinning monkey bar while students are waiting to come across from the platform.
5. Students will slide down the slide one at a time, on their seat and slide feet first.
6. Students will go down the spiral one at a time.
7. Tag games and grounders games are not to be played on the structure or matting area.
8. No game that involves a ball or things being thrown are to be used on the play structure or the matting area.
9. Shoes must be worn on the play structure and matting area.
10. While in line waiting to go on any part of the structure, students must not push or pull anyone.
11. Students must not push or pull anyone on any part of the play structure.
12. Students may not sit or climb on top of any part of the structure.
13. Students may use the play structure at 3:20 p.m. if they are supervised by a parent.
14. Students must immediately follow the directions of supervisors while on the play struc-



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 and for more information please contact the librarian at 489-2115 ext 239.



St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

Attendance and Punctuality
Students:

- Attend school and classes regularly and punctually
- Leave the school grounds promptly when dismissed unless parents are on site supervising
- Are responsible for completing work missed during an absence

Parents:

- Encourage and ensure regular, punctual attendance
- Contact the school by note or phone prior to 8:40 a.m. when the student will be late or absent
- Contact the school by note or phone if the student must leave early
- Notify the classroom teacher **and** administration before taking their child out of school
- 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

Range of Consequences:

- | | |
|--------------------|--------------------|
| • Informal contact | • Outside agency |
| • Parent interview | • Repeat the grade |
| • Detention | |

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

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

Range of Consequences:

- | | |
|-------------------------------------|-------------------------|
| • Informal contact | • Student Conference |
| • Parental involvement | • Removal of privileges |
| • Withdrawal from classroom setting | • Behaviour contract |
| • Suspension | |

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations
Respect for Authority
Students:

- Recognize, accept, and respond to the levels of authority within the school
- Ask permission when required

Parents:

- Encourage respect for the authority levels within the school

School:

- Enforces school policies
- Recognizes positive behaviour


Range of Consequences:

- | | |
|-------------------------------------|------------------------------------|
| • Informal contact | • Behaviour contract |
| • Parental involvement | • Formal administrative procedures |
| • Withdrawal from classroom setting | • Suspension |
| • Student Conference | • Expulsion |
| • Removal of privileges | |

Respect for Property
Students:

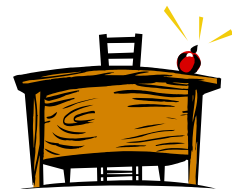
- Are respectful and responsible for public, school and personal property
- Encourage pride in the school

Parents:

- Label all possessions with names

School:

- Provides a clear outline of expectations


Range of Consequences:

- | | |
|-------------------------------------|------------------------------------|
| • Informal contact | • Behaviour contract |
| • Parental involvement | • Formal administrative procedures |
| • Withdrawal from classroom setting | • Suspension |
| • Student Conference | • Expulsion |
| • Removal of privileges | |

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations
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 20).

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

Range of Consequences:

- | | |
|------------------------------------|-------------------------------------|
| • Informal contact | • Withdrawal of computer privileges |
| • Parental involvement | • Suspension |
| • Formal administrative procedures | • Expulsion |


Respect for Others
Students:

- 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 use inappropriate language against race, religion, ethnic background and gender


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 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

Range of Consequences:

- | | |
|-------------------------------------|------------------------------------|
| • Informal contact | • Behaviour contract |
| • Parental involvement | • Formal administrative procedures |
| • Withdrawal from classroom setting | • Suspension |
| • Student Conference | • Expulsion |
| • Removal of privileges | |

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

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

Range of Consequences:

- | | |
|-----------------------------------|------------------|
| • Confiscate materials | • Suspension |
| • Withdraw student from situation | • Expulsion |
| • Parental involvement | • Outside agency |



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
- Instil acceptable social values and respect for the law

School:

- Seizes all objects meant to threaten, intimidate or injure

Range of Consequences:

- | | |
|-----------------------------------|------------------|
| • Confiscate materials | • Suspension |
| • Withdraw student from situation | • Expulsion |
| • Parental involvement | • Outside agency |

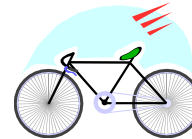


St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations
Other
Students:

- Will not bring skateboards, scooters and rollerblades to school
- 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

Range of Consequences:

- | | |
|------------------------|--------------|
| • Confiscate materials | • Suspension |
| • Parental involvement | • Expulsion |

Proper Dress
Expectations:
Students:

- Are well groomed and neatly dressed at all times
- 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 except with shorts/skorts
- Dress appropriately for Colour Day
- Choose hair colouring within the natural spectrum (will avoid unnatural colours such as blue and green)
- Limit any visible body piercing to the ears
- Wear moderate jewelry
- Check for lost items in the lost and found frequently**

Parents:

- Purchase full uniform from St. John Brebeuf School
- Encourage and ensure students to wear daily school uniform
- Label students' 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

Range of Consequences:

- | | |
|----------------------|------------------------------------|
| • Informal contact | • Formal administrative procedures |
| • Parent Involvement | • Detention Grade 5—8 |

*Exceptions will be made for culturally specific reasons

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

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

Girls: Full uniform

- Grade K to 4: Tunic
- Grade 5 to 8: Kilt
- Grade K to 8: Crested cardigan or vest, plain white blouse or polo shirt, plain navy socks or leotards
- Navy pants may be worn with plain navy socks (from Nov. 15 until Spring Break)
- Non-scuff shoes (black) or runners (black, white or navy—no coloured stripes or laces)

Optional:

- Hair—Plain hair accessories which do not display logos (black, white or navy)
- Plain belt for pants or skorts (black or navy)

Boys: Full Uniform

- Crested polo shirt or plain white shirt, crested pullover or vest, navy pants (no cargo pants or shorts)
- Plain navy socks
- Non-scuff shoes (black) or runners (black, white or navy—no coloured stripes or laces)
- Hair—Boys are expected to wear their hair in a traditional hair style. No designs should be shaved into the hair. When combed forward, hair will not fall over the eyes.

Optional:

- Plain belt for pant or shorts (black or navy)

Gym (Girls and Boys)

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

Colour Day

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

Range of Consequences:

- Informal contact
- Parent Involvement
- Formal administrative procedures
- Detention Grade 5—8

As of May 15, girls in K-Gr. 6 may substitute pants or tunics with skorts and boys may substitute pants with shorts. Shorts and skorts can be worn from September 9 until Thanksgiving.

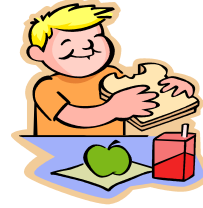
*Exceptions will be made for culturally specific reasons.

Lunch Routine

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

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 4 - 11:30 a.m. to 12:00 p.m.

- Eat lunch in classroom
- Stay seated
- Ask permission to leave the room
- Clean desk and put lunch kits away when instructed
- Leave classroom promptly when dismissed

Students Grades 5 to 8 - 12:00 p.m. to 12:25 p.m.

- Eat lunch in classroom
- Stay seated
- Ask permission to leave room
- Clean desk and put lunch kits away when instructed
- Leave classroom promptly when dismissed
- Provide a note if leaving the school for the lunch period (only students in grades 7 & 8)

Parents:

- Send items that are ready to eat
- Are aware of allergy concerns
- Inform classroom teacher if you are taking your child out of the school during the lunch period
- Provide healthy food choices (no nut products)
- Volunteer for lunch period supervision for all grades

School:

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


Range of Consequences:

- | | |
|-----------------------------|------------------------------------|
| • Informal contact | • Parental involvement |
| • Withdrawal from classroom | • Removal/Suspension of privileges |

***Staggered Lunch: Students in K to 4 will eat lunch first while students in Grade 5-8 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 between 8:00 a.m.—8:30 a.m. and 11:30 a.m.—12:00 p.m.



Thank you for the food we eat,
Thank you for the world so sweet,
Thank you for the birds that sing,
Thank you God for everything.

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

Expectations:

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

Students Grades 1 & 2:

- Approximately 10 to 20 minutes daily
- Will complete Home Reading Program, Spelling and practice basic Math facts
- Will complete classroom work
- Will attend Resource (if identified)

Students Grade 3:

- Approximately 30 to 45 minutes daily
- Are expected to record their homework in their student agenda books daily
- Will complete Home Reading Program, Spelling and practice basic Math facts
- Will complete classroom work
- Will complete special projects
- Will study for quizzes and tests

Students Grades 4 to 6:

- Approximately 45 to 60 minutes daily
- Are expected to record their homework in their student agenda books daily
- Will complete Home Reading Program, 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 60 to 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

Range of Consequences:

Grades 1—4

- Teachers will contact parents

Grades 5—8

- Withdrawal from classroom setting
- Informal contact
- Student conference

- Parental Involvement
- Detention of student
- Removal of privileges
- Removal of privileges
- Suspension
- Expulsion

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

Expectations:**Student Phone****Students:*

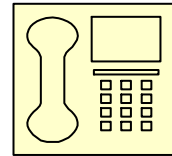
- Use student phone* **for emergency purposes only** (is also used as Emergency Phone for the After School Program and should not be used after school hours unless absolutely necessary)
- Obtain a phone pass from the teacher before using student phone*

Parents:

- Update contact information promptly
- Arrange after school plans prior to students' arrival

School:

- Monitors use of student phone*



*The student phone is located outside the main office.

Student Agenda*Students:*

- Utilize student agenda

Parents:

- Encourage student to utilize student agenda
- Communicate with teachers through student agenda, email, phone or by appointment

School:

- Promotes use of student agenda
 - Communicates with parents through student agenda, email, phone or by appointment
-

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
-

Questions or Concerns Regarding Consequences*Students:*

- Speak with person who gave a particular consequence if they have questions

Parents:

- Speak to person who gave a particular consequence if there is a question or concern
- Speak with administration if not satisfied after speaking with person who gave consequence

School:

- Communicates with parents through student agenda, email, phone or by appointment

St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

Expectations:

Bullying Prevention

Students:

- Utilize Bullying Prevention forms and box to report recurring problems

Parents:

- Encourage students to report problems to staff

School:

- Checks Bullying Prevention box frequently

School Publication (including newsletters)

Students:

- Take home materials published by the school

Parents:

- Intercept and read materials published by the school

School:

- Publishes important information regarding the school community

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 report cards in November, March and June
- Holds Parent/Teacher conferences after the first term and second term report cards

REPORT CARD				
GRADING PERIOD	1	2	3	4
READING	A			
WRITTEN COMMUNICATION	A			
MATHEMATICS	C			
SCIENCE/HEALTH	B			
SOCIAL STUDIES	B			
ART	A			
MUSIC	A			
PHYSICAL EDUCATION	C			
Grade Average: B				
Attendance:	Present	100%		
	Absent	0%		
	Tardy	0		
<small>X = Excellent • B = Good • C = Satisfactory • N = Needs Improvement U = Unsatisfactory • I = Inadequate/Incomplete</small>				
Student:		Grade:		Year:

Illness and Medication

Currently, we do not have facilities at school to accommodate children who are ill. Whenever a student becomes ill, we will phone home to request that the student be picked up. Emergency contact numbers are required. If a student requires medication at school, a signed note must be presented to the office. All medication will be kept in the school office.



St. John Brebeuf School Technology Acceptable Use Policy-Student AUP

Introduction

This document outlines the expectations that SJB 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 SJB on-site computers, and is meant to lay a foundation of understanding between staff, teachers, parents and students. It is also intended to educate parents regarding the measures that SJB 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 SJB computer lab, library and individual classrooms. Students must be given permission from a teacher or staff member before using any computer at SJB.

**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 SJB computer.
- Do not change system settings of any computer at SJB.
- 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.



Failure to comply with this policy will result in a range of consequences.

- | | |
|--|-----------------------------------|
| • Suspension of computer privileges | • Out of School Suspension |
| • Parental involvement | • Expulsion from school |

Access to the Internet is provided to each classroom at SJB as well as to the computer lab and library. We at SJB 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.

SJB 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 SJB with the tools to selectively add and remove access to websites and services.



For students:

SJB 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 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 SJB 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.

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. All of us at SJB School are 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.

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 promote 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.

Bullying Prevention

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” (Olwens, D.).

***Bullying can be physical, verbal, social, or emotional.
Bullying is not acceptable!***



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

If all students refuse to be a part of bullying and have the courage to speak out if they witness bullying, or are being bullied, we will have a bully-free school.

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 to not 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:

- Watch their child for signs of distress that may be due to bullying at school
- Take an active interest in what their child is learning at school in the Bullying Prevention Program
- Take an active interest in their child's social life and promote their child's positive social interactions with others at school
- 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 student will report bullying incident to their classroom teacher, the principal or another staff member.
2. Students may choose to report bullying behaviour they have experienced or witnessed at school in writing. The report must be signed and may be placed in the "School Information Box" in the library.

Range of Consequences

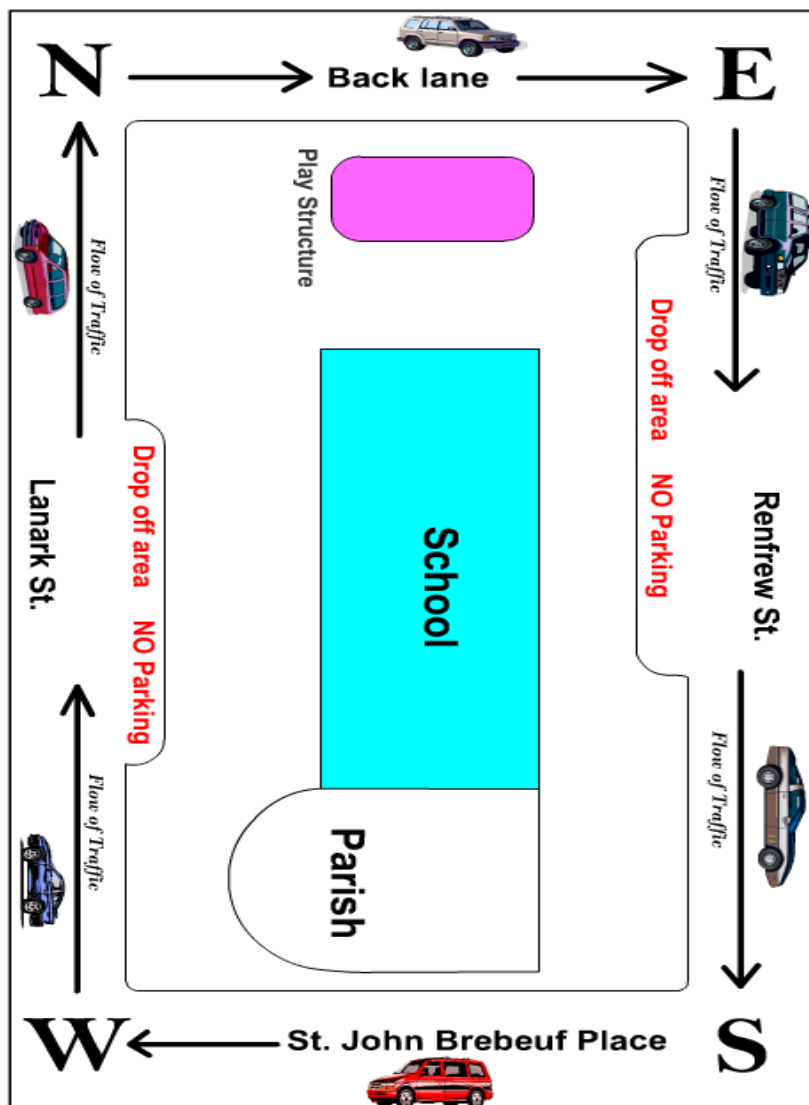
St. John Brebeuf School Code of Behaviour, Responsibilities and Expectations

1. Informal Contact: All concerned parties will meet with the student to reach an agreement regarding the student's behaviour.
2. 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.
3. 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.
4. 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 will be made.
5. Withdrawal from Classroom Setting: The student will be temporarily withdrawn from the classroom setting and relocated to a supervised alternate location.
6. In-School Suspension: the student will be withdrawn from a classroom setting to a supervised alternate location. Parents will be notified.
7. Removal of Privileges: Access to playground, lunchroom, canteen, vending machines, 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.
8. 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.
9. 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.
10. Formal Administrative Procedures: 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 case the student will be suspended.
11. Suspension: In-school or out-of-school suspension from school is a serious consequence that is imposed subject to administrative discretion.
12. Outside agency: Whenever necessary, the appropriate outside agency will be notified. Some examples include Pastoral, Child and Family Services, Police, Truancy Officer, Child Guidance Clinic.
13. Expulsion: At the discretion of administration.

Drop-Off and Pick-Up

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 back lane and please drive slowly.**
- 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.



Drop off at the playground is between 8:30—8:40 a.m. & pickup is between 3:20—3:45 p.m. For your child's safety, students not picked up by 3:45 p.m. will be placed in the After School Program

We ensure the Safety of Our Children by being:

- ♥ Caring Drivers
- ♥ Safe Drivers
- ♥ Responsible Drivers
- ♥ Courteous Drivers

Please follow the Drop-Off and Pick-Up instructions carefully.



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 \$20 - \$65. In cases where the situation is hazardous, the offence could be dealt with under the Highway Traffic Act Section 122 with fines ranging from \$107.50 to \$190.80 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.

Constable Henry Burzynski
Winnipeg Police Service
Community Relations Unit
School Education Section

