



St. Joseph School

SCHOOL HANDBOOK

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Catholic Independent Schools of Nelson Diocese

ST. JOSEPH SCHOOL HANDBOOK

TABLE OF CONTENTS

PHILOSOPHY AND GOALS

- Goals
- Mission Statement
- Responsibility of Catholic Education
- History of St. Joseph School

SCHOOL FINANCES

- Provincial Funding
- Nelson Diocese
- St. Joseph School Council
- Fees

SCHOOL PROCEDURES

- School Hours
- Recess / Lunch-break
- Joey's Out of School Care
- Parent Support Group
- Volunteer Code of Ethics
- Field Trips

STUDENT SERVICES AND ACTIVITIES

- Telephone
- Messages to Students
- Lost and Found
- Illness – including Nut Free Environment
- Medication
- Learning Assistance
- Library
- Extra-Curricular Activities
- School Safety Patrols
- Festival of the Arts
- Science Fair
- School Liturgy

RULES AND REGULATIONS

- Discipline Code of Conduct
- Expectations for Students
- Expectations for Parents
- Expectations for Teachers
- School Dress Code

SCHOOL POLICIES

- Program of Studies
- Homework
- Tests
- Evaluation and Reporting
- Student Awards
- Fire Drills
- Physical Education
- Religious Education

GENERAL INFORMATION

- School Newsletter
- Parental Concerns
- Absences and Safe Arrival Program
- Illness
- Medication
- Environmental Concerns
- Birthday Invitation Guidelines

PHILOSOPHY

GOALS

1. To provide a Christian atmosphere in the daily lives of the children while they are at school.
2. To integrate Christian teachings of Christ into the whole child's education.
3. To instill in our school's environment a feeling of consideration for another's needs, feelings, and rights, and an awareness of the needs and sufferings of others in the whole world community.
4. We believe that every human being has his/her own time, place, method and motivation for the things he or she will learn. We want to create an environment that will help your child by providing many times, places, methods, motivations and materials so as to be ready for the child's moment of learning, so he or she can...
 - ... feel good about himself or herself
 - ... be accepting of other's differences
 - ... be self directing
 - ... act responsibly
 - ... interact actively with others
 - ... deepen his or her faith and share a prayer life with others

MISSION STATEMENT

“We Grow in Christ”

These four words summarize our Mission as Catholic educators and learners at St. Joseph School. We are each of us a unique and multi-faceted gift of God. As such it is our prime concern to promote each others growth in all possible ways: emotionally, physically, intellectually and spiritually. In all that we do at our school, we use Christ as our model.

Catholicism is much more than an academic subject for us. It permeates all we do and say and think. We try to make Christ's point of view our point of view. Student and teacher alike are called daily to give witness to the amazing Good News that we are a “saved people”. We strive to bring out the best in each other, to take responsibility for what we do, to serve and support others, to be hopeful, to become the “fully alive” people God has called us to be.

RESPONSIBILITY OF CATHOLIC EDUCATION

The responsibility for the Catholic school is shared by a large number of people who are entitled to be heard, to have their say and to have active input in the building up and operation of the school. In particular, parents, school councils and teachers are essential for the successful operation of a Catholic school. It is the team approach and the team effort of all individuals, groups and of the entire community that will ensure a healthy and effective Catholic school. Such, in fact, is the vision of a Catholic school as seen by Vatican II: "The school sets up a kind of centre whose operation and progress deserves to engage the joint participation of families, teachers, various kinds of cultural, civic and religious groups, civil society and the entire human community."

HISTORY OF ST. JOSEPH SCHOOL

The Sisters of St. Joseph of Peace were first invited by Bishop Dontenwill in 1897 to open a school in Nelson. A school committee was formed after much debate about a need for a high school in Nelson. Sister Teresa Kiernan and Sister Aloysius were asked to start a preliminary organization to establish and make final arrangements in Nelson for a suitable building for education. The school was to be supported by the Sisters because the parish had its own financial obligation to a new Church. The Sisters taught in a home for the first year. The new school building opened on February 3, 1900 with the enrolment of 84 students. The new High and Boarding School was blessed by Bishop Dontenwill on the Feast of St. Joseph, March 19, 1901.

Tuition for students was \$1.00 per month; for the boarders \$15.00 per month. The sisters went to Balfour, Nakusp, Sandon, Crawford Bay, Grand Forks and Moyie to beg for money. They had permission to raise funds by having socials and bazaars. The school kept on growing under the care of the Sisters of St. Joseph of Peace.

On March 18, 1952 there was an agreement between the Mary Immaculate Parish and the Sisters of St. Joseph that the parish would provide for the upkeep of the school, so it became a parochial school. Bishop Johnson, the Bishop of Nelson at that time, would pay the Sisters \$400 a year for their services.

In 1956 the High School was closed because St. Joseph's could not compete with Home Economics and Shop courses being offered to the students in the public school. In the latter years the building was considered a fire hazard.

In 1978, after much preparation and planning, the property between the old school and the church became the location for the new St. Joseph School and Catholic Centre. It was built by financially assessing both parishes; with financial help from the Knights of Columbus and Catholic Women's League and the Lottery Office (which was set up by Peter Klassen). Bishop Emmett Doyle blessed the new school/centre in October 1979.

SCHOOL FINANCES

PROVINCIAL FUNDING

The British Columbia Ministry of Education recognizes St. Joseph School as a Group 1 Independent School. This means we receive maximum provincial funding available to an Independent School. This, however, is only 50% of the per student **operating costs** of the local public school district. St. Joseph School does not receive any provincial funding from the government for capital expenses. Parish subsidy, donations, fundraising, and tuition fees must make up the shortfall for the operating and capital costs.

NELSON DIOCESE

Authority for the operation of the Catholic Schools in the Diocese of Nelson is vested in the society entitled the CATHOLIC INDEPENDENT SCHOOLS OF THE NELSON DIOCESE (CISND), a legal corporation under the British Columbia Societies Act. The Society has been registered since 1957. By its Constitution, the Society is legally responsible for directing operations of all Nelson Diocesan Schools.

The governing body includes the Bishop, Chancellor of Schools, Vicar General, and two directors elected from the Diocese of Nelson parish. The Board of Directors oversees school operations throughout the Diocese. A Superintendent of Schools ensure proper procedure and practice is followed in each of the Catholic Independent Schools of the Nelson Diocese. For further information about CISND and its policies, please look at the website, www.cisnd.ca

ST. JOSEPH SCHOOL COUNCIL

The School Council is responsible for the financing of the school and the establishment of policies and procedures for the efficient and safe management of our school. Meetings of the School Council are held each month. All parents and parishioners are invited to attend these open meetings. The positions of the School Council include Chairperson, Policy Chair, Finance Chair, Education Chair, Maintenance Chair, Public Relations, Secretary and the Pastor.

FEES

The following is a schedule of school fees:

Tuition

2015 / 2016 Standard Monthly Tuition Rate

First Child:	\$240.00 per month
Second Child:	145.00 per month
Third Child:	100.00 per month

2015 / 2016 Parish Subsidized Monthly Tuition Rate for Practicing, Contributing Members of the Cathedral Parish

First Child:	\$210.00 per month
Second Child:	125.00 per month
Third Child:	90.00 per month

Annual Fees

Kindergarten through Grade 3 ~ \$100.00 per student, includes consumable workbooks, agenda and school supply fees.

Grades 4 through 8 ~ \$125.00 per student, includes consumable workbooks, agenda and school supply fees.

Bussing Fee

Those students who travel on the School District #8 busses will be charged a fee equal to the Nelson Public Transit system. St. Joseph School will offset 50% of this charge. This fee is payable to St. Joseph School.

SCHOOL PROCEDURE

HOURS OF OPERATION

All Grades (including Kindergarten)

In session	8:45 am Monday through Friday
Dismissal	3:00 pm

RECESS / LUNCHTIME BREAKS

Primary & Intermediate

Morning Recess:	10:30 am - 10:45 am
Lunch Break/Recess:	12:00 pm - 12:55 pm students eat in their classrooms

Students eat their lunch at their desks in their classrooms and are supervised by their teacher. If weather is too wet, or too cold (temperatures dip below -20 C) alternative indoor activities will be offered.

JOEY'S OUT OF SCHOOL CARE

Joey's Out of School Care Program was created to offer parents and staff of St. Joseph School a nurturing and caring child care program. Parents can have peace of mind that while they are involved in work commitments, education, or personal fulfillment; their children are being provided with quality care by the staff.

Joey's philosophy is to provide a supportive and safe atmosphere for children to thrive emotionally, physically, spiritually, and intellectually. Joey's encourages independence, self-confidence, and consideration for others. We provide opportunities to have an awareness of our connections with all life – each other, all living creatures, the earth and our Creator. Children are expected to treat others gently and in a caring manner.

Joey's Days and Hours of Operation

3:00 - 5:30 pm every day

We will be open every Pro-D Day throughout the year. 24 hours notice for drop-ins is required.

We will not be open during Christmas vacation, Spring Break, summer vacation or statutory holidays.

Joey's Manager: Teresa Segstro
Joey's Telephone: 250-352-3334

PARENT SUPPORT GROUP

The purpose of the Parent Support Group (PSG) is, "to function to the advantage of the students, teachers and parents of the St. Joseph School, by financial, educational and social means."

All parents and friends are invited to come and join the PSG. These hardworking volunteers keep active by organizing events which raise money for our school and to improve programs, facilities and equipment for the students. The PSG events include: hot lunches, magazine sales, family BBQ's, Spaghetti Dinner and Silent Auction, Christmas tree sales, to name just a few!

The PSG works hard to support school programs as well as develop and foster friendship and community in our school. Through the help of many interested and devoted parents and friends of the school, St. Joseph School continues to be a vibrant community working together for the best interest of its students.

The School Support Hours System

The Parent Support Hours System, came into effect in 2002, as a way to more equally spread the workload necessary to promote the school's fundraising events. St. Joseph School thrives because its families are so committed. The Parent Support Hours System creates a little work for many rather than a lot of work for a few. It also encourages families to become involved in their child's school community and try something new! As well, it takes advantage of your particular talents or interests.

At the beginning of the year, each family gives the school a postdated cheque for \$120. This represents 12 hours of time. Over the year, one or both parents (grandparents, aunts, etc.) work off the hours by helping out at any of the fundraising events. Any hours worked off are deducted from the \$120. For example, a family that works six hours over the year would receive \$60 back of the \$120. That family would bring in a cheque for the amount owing \$60 and pick up the original post dated cheque at the end of the year.

The beauty of this system is that it respects the differing abilities of each family. If time is tight you may choose not to work off any hours and let the school use your money instead.

At each event, an Event Coordinator will have a sign up sheet where you can write the number of hours you worked. The hours will be collated by a Parent Support Group volunteer, and at the end of the year you will get a letter showing you your balance.

VOLUNTEER CODE OF ETHICS

The safety and security of our students, both in and outside the school is of paramount importance. Extreme care is exercised to ensure their safety when using volunteers in our school. Criminal record checks are required for **all** volunteers. All volunteers are required to complete the mandatory Safe Environment Training.

School volunteers work under the direct supervision of the principal to perform duties in the school. All volunteers are likewise expected to promote the Catholic atmosphere of the school.

If the word or the actions or the attire of any volunteer shows disregard for this important aspect of the operation of the school, such volunteer will not be permitted to continue work in the school.

Volunteer chaperones are to act as caring guardians to the students. All interactions with students should be respectful and require respectful responses from students in kind. Chaperones must be able to participate fully in all activities on the outing, therefore, siblings must not accompany the chaperone on a field trip.

Confidentiality of students is essential. Observance of student behaviour or progress is to be held in strict confidence by all volunteers.

FIELD TRIPS

A blanket form giving permission for all field trips within Nelson City limits will be included in the registration package, to be signed by parents. Written notification should be given to parents by teachers in advance, either by formal note or via student planner, no less than three days before the trip is planned.

- All drivers must be registered in the office with their driver's license and insurance copied, one week prior to the event.
- For overnight trips, a specific meeting is required with teachers and parents to review expectations for the supervisors. This should take place one week before the event, and if all

documentation is not in place, that supervisor will not be able to attend the event. Replacements should be contacted.

- Each driver is to take a sealed (to ensure personal privacy) envelope of student emergency medical information. Attached to the envelope should be a list of the students' names which will be traveling in their vehicle. Drivers are to turn in these envelopes to the teacher or the school office at the end of the field trip.
- Drivers and their student lists need to be recorded in the office in the two days before the field trip begins; in the case of an overnight trip, one week in advance of the event. A fieldtrip will be cancelled if the documentation is not in place, i.e. driver license and insurance, criminal record checks and student lists.
- All volunteers must have a criminal record check (every two years) done by the Nelson City Police or RCMP.
- A list of expectations of the chaperones for overnight trips will be given and signed within two weeks of the event.
- A meeting reviewing activities and schedule and expectations of chaperones will take place at least one week before the class leaves.

STUDENT SERVICES AND ACTIVITIES

TELEPHONE

Students may use the telephone to make "emergency" calls, but must obtain a phone pass from their teacher. Students are encouraged to make social arrangements for after school at home rather than by phone.

PHONE MESSAGES

To Students

Parents wishing to contact their children at school may phone 250-352-3041 and leave a message. Children will not be called out of class to take a telephone call.

To Teachers

Teachers cannot leave their classrooms for telephone calls. Please contact teachers by telephone before or after school, or during the lunch break from 12:00 to 12:35 pm. Teachers may be contacted directly via email. Attendance or an emergency message should not be communicated via email to a teacher as they are unable to check messages regularly throughout the day.

LOST AND FOUND

Articles found in the school are placed in a "Lost and Found Box" outside the office. All found articles are kept until the Christmas Break, Spring Break and then at the end of June, at which time the articles are taken to charitable organizations around the community. Please check lost and found regularly. Labeling all your child's belongings is a great way to avoid loss.

LEARNING ASSISTANCE

The purpose of the Learning Assistance program is to provide support to students so that they may achieve success in their classroom. The Learning Assistance teacher provides resources, individualized or small group instruction to meet the needs of individual children who may be struggling. Students are generally referred to learning assistance by the classroom teacher. Parents will be informed of their child's participation in Learning Assistance and will receive a Learning Assistance report attached to their child's regular report card.

LIBRARY

St. Joseph School Library has a collection of materials chosen to support curricular needs and to provide enjoyment for students. Materials are loaned for a one week period. Some resource materials are only to be used in the library. The Library schedule is established and published early in the school year.

EXTRA CURRICULAR ACTIVITIES

St. Joseph School offers an active extra-curricular activities program. School cross-country running, volleyball, and basketball teams compete against teams from other elementary schools in the area. The school also has intramural games during the lunch hour. Other activities include Art Club, Choir and opportunities for free time in the Computer Lab. Students also have the opportunity to participate in Sand Sculpture Day, Fun Day, skating parties, skiing (Grades 4-6) and recreational swimming and other special events.

Destination Imagination is a whole school activity which provides multi-aged teams a chance to participate in creative problem solving challenges throughout the school year. Students are placed in multi-aged teams early in the year. These teams participate in many events and develop special friendships and support for each other. Events include theme days, Sandcastle Day to celebrate Pentecost, as well as Fun Day!

SCHOOL SAFETY PATROLS

Our school safety patrols are comprised of volunteers from the community. We are grateful to these community minded citizens who help ensure the safety of our students. Encourage your children to follow road safety. Please keep Mill Street clear from parked vehicles to keep students safe at our crosswalks before and after school.

The School Safety Patrols supervise the intersections nearest to the school in the mornings only. When students leave the school grounds, they are expected to obey the rules and regulations of the patrols, and not cross the street, unless the patrols indicate it is safe to do so.

FESTIVAL OF THE ARTS

All students at St. Joseph School have the opportunity to participate in the Kootenay Festival of the Arts. Students may enter individual categories such as spoken poetry, bible reading, singing, or participate as members of a choir in singing or choral speaking. Students are ably coached by the teachers and have always performed very successfully in the Festival. Generally our school enters the festival every second year when it is hosted in Nelson.

SCIENCE FAIR

Students in the intermediate grades participate in a school Science Fair alternate years with the Festival of the Arts. This participation is part of the science curriculum and students receive a mark which is included in the second science term report. Students are given in-class support and class time to prepare for this exciting event. Primary students are welcome to participate, if they wish.

SCHOOL LITURGIES

School liturgies are celebrated on a monthly basis. Students take an active part in preparing the celebration for us. Each grade takes a turn in preparing a Mass. Parents and friends are always welcome to attend. All students and teachers attend these Masses as part of the school program.

Receiving the Eucharist, or Communion, is the most sacred part of our Mass. It is a time of deep prayer, connecting us with the nearness of Christ. Only Catholics who have received sacramental preparation and are in communion with the Church may receive the host. Other participants of the Mass are most welcome to go up to the altar to receive a blessing from the priest. Crossing one's arms across the chest indicates the desire for a blessing. We encourage everyone to make this part of the Mass an occasion of deep prayer according to their tradition. If you have any questions about the liturgy, we are most happy to find an answer for you.

RULES AND REGULATIONS

DISCIPLINE CODE OF CONDUCT

To make St. Joseph School a happy and safe place, all school behaviour must reflect respect. Mutual respect will be demonstrated by students, teachers, parents and other adults. We encourage everyone to speak and behave in a positive manner. To encourage the development of self esteem and an attitude of respect towards others in our school and community, we have established clear expectations for students, parents and teachers.

Our students are expected to demonstrate respect for self and others. Commitment to learning and achieving success are an integral part of student conduct. Students are expected to take personal responsibility for their behavior, including their academic responsibilities, treatment of others, use and care of school facilities, equipment and supplies.

Should a student fail to exhibit his best, he/she will follow a sequential discipline process, with an emphasis on consistent and fair consequences and open communication with parents. This is a process involving teachers, parents, students, and the principal which may incorporate several steps towards the resolution of discipline issues.

Expectations for Students

- To participate attentively and reverently in all religious events.
- To arrive punctually, attend regularly and behave appropriately on the school grounds and when visiting other schools and other community events.
- To be respectful and considerate of the rights of others: peers, staff, visitors.
- To respect and follow school regulations.
- To be prepared and take care of books, materials and assignments.
- To make a sincere effort to do his/her best in all subject areas.

Expectations for Parents

- To take the initiative and leadership in the religious education of their children and to support the religious program of the school.
- To set a good example for their children by practicing their faith.
- To familiarize themselves with the school policies and to abide by them.
- To support the teachers for the welfare of their children.
- To ensure that their children attend school dressed appropriately in a neat, clean manner, conscious of the fact that as a Catholic School we dress modestly. Graphic logos, bare mid-ribs, halter tops, spaghetti straps, etc. are not allowed.
- To attend all meetings called by the school.
- To participate and support school activities as far as possible.
- To attend parent-teacher interviews as scheduled
- To support the school financially through tuition, and support of the parish.

Expectations for Teachers

- To teach the BC curriculum with special emphasis on the Catholic Faith
- To provide a learning environment that is safe and nurturing
- To provide for each child's learning needs
- To respect the dignity and uniqueness of each child
- To keep parents informed of the progress and performance of their children
- To be fair and just when responding to discipline issues
- To maintain an organized and meaningful program through careful planning
- To be a role model for their students

SCHOOL DRESS CODE

Students are expected to dress appropriately in relation to their activities at school. (Gym strip for gym, runners, etc.) We rely on the good judgment of parents in determining what kinds of clothing the children should wear. Students should dress appropriately for the weather and it is expected that a person's manner of dress will not be offensive to others; modesty is expected. A few specific rules follow as examples:

1. Boys are expected to wear shirts or T-shirts at all times. (No muscle shirts)
2. Halter tops, tube tops and spaghetti straps are not appropriate.
3. Midribs must be covered at all times.
4. Shorts and skirts should be no higher than fingertips on a student when arms are held close to the body.
5. Risqué quotations on T-shirts not allowed.

It is a fire regulation that students wear shoes inside the school at all times. Since we do not allow shoes that were worn outside in the snow or muddy weather to be worn inside, we do encourage students to have two pairs of shoes or slippers on hand at all times. Please avoid flip flops to prevent foot/toe injury.

ENTRANCES

All students are to use the lower playground level entrance to enter the school. The Kindergarten students are to enter the school through the Kindergarten door on the upper playground level. Students are to remain outside until the morning bell rings, allowing teachers to prepare for the day's activities. Students will be allowed to come in for quiet activities if rain is excessive or if temperatures dip below -20C.

To ensure the safety of our student the entrances on the lower floor of the school are locked from the outside. Parents must enter and leave the building from the playground entrance or the main entrance on Mill Street.

USE OF BICYCLES, ETC.

Bicycles, scooters, and skateboards are not to be ridden on the schoolyard during school hours and they must be stored on the porch of the Mill Street entrance.

EDUCATIONAL INFORMATION

PROGRAM OF STUDIES

St. Joseph School offers a Catholic Education for children in Kindergarten through Grade 6. The program of studies offered follows the curriculum prescribed by the Ministry of Education of the Province of British Columbia. The Catholic faith is taught through use of the Faith First series. In addition, French as a second language is taught in all Grades and the computer lab is utilized throughout all grades. Our Music program is instructed by a Music specialist.

HOMEWORK

Students from Grade 4 - 8 usually have homework during the week. This is generally work that has not been completed in class in certain subjects, or studying for tests, etc. Study habits have to be encouraged at home; so please help your child - check each evening in your child's homework agenda if he or she has any homework to do, look at your child's work, see how well it is done. A general rule for homework is to expect 10 minutes per grade per night on average. Grade 3 students might expect 30 minutes per night. If you have concerns regarding homework, contact your child's teacher immediately.

EVALUATION AND REPORTING

Evaluation of student's work is an ongoing process at St. Joseph School. We look upon evaluation as a very important and integral part of the learning process. Student progress is reported four times throughout the school year:

October: Parent/student/teacher interviews
December: Progress report cards
March: Progress report cards
April: Parent/student/teacher interviews
June: Progress report cards and placements for the coming year.

** Parents are asked to sign the report card envelope and then the reports are to be returned to the classroom teacher.

This will be supplemented by frequent informal communications between home and school in the form of phone calls, notes to parents, and samples of work sent home, etc. We consider the informal communication just as important as the formal conferences. Parent concerns are important.

STUDENT AWARDS

We work hard to build esteem in each of our students and regularly acknowledge the children's successes. Each child in the school is identified for a special talent, or for demonstrating leadership. During our Monday morning assemblies students are recognized for their specific accomplishments. Each child will be acknowledged in this way, at some point during the school year.

On the last day of school, we culminate the year's accomplishments with awards in the classroom. Each student will receive an award certificate in his or her classroom which will recognize that child's accomplishments in several study areas. On that same certificate, Music, French, and Computer awards will be acknowledged. Our goal is to make each child feel special and honour his or her unique set of achievements.

FIRE DRILLS - EARTHQUAKE - LOCKDOWN DRILLS

Fire, earthquake, and lockdown drills will be held at various times throughout the year. Exits to be used in fire drills are indicated in each classroom, and fire drill procedures and earthquake and lockdown drill procedures are explained to each class early in the school year.

It is essential that the evacuation of the building be quiet and orderly. Students should move quickly - but not run. Classes will line up outside so that attendance can be checked. It is also important that students be prepared for building evacuation at all times. Students are not permitted to get jackets and shoes upon exiting, therefore, shoes must be worn at all times.

SUPERVISION

Supervision is provided for students at our school beginning at 8:20 am. Students should not be dropped off at the school before this time. Students are supervised by two staff member during recess at 10: 30 – 10:45 am, and during lunch recess; 12:00 – 12:35 pm. The Principal will provide after school supervision on the top playground from 3:00 – 3:15 pm.

Parents who choose to visit on the playground once students have been dismissed are responsible for supervising their own children and need to be in close proximity to them. If you see a problem on the playground during that time please refer the situation to the staff member on duty.

Supervision after school ends at 3:15 pm. Students must leave the school grounds unless supervised by their parent. If a child is left on the playground unsupervised after 3:15 they will be brought into the school, and sent to Joey's After School Care at the cost of the parent.

PHYSICAL EDUCATION

Physical education is a regular course of study at St. Joseph School. Teachers attempt to plan a variety of activities to develop physical fitness and skills. The same types of rules that apply to the regular classroom also apply to the physical education classroom (gym).

For health and safety reasons students are expected to wear appropriate gym clothing for Physical Education:

1. Shorts and St. Joseph School t-shirts are mandatory in Grades 4-6
2. Running shoes are required for all students, please ensure they are non-marking soles.

Students will not be permitted to participate in physical activity without appropriate gym-wear. It is expected that all students participate in physical education classes in relation to their own ability. If a student is ill, a note from a parent will excuse the student from physical education on a short-term basis.

Student expectations for excellence in physical education:

- participate regularly with appropriate gym strip
- follow rules, routines, and procedures of safety
- show respect and fair play
- be a leader by demonstrating positive example of skills and attitude

RELIGIOUS INSTRUCTION

Prayer is considered vital to the spiritual development of all Christians. Therefore, prayer is integrated into daily routines and programs.

Father Conrado Beloso, our parish priest, works closely with the staff to support the religious program.

While religious instruction is an integral part of the instructional program at St. Joseph School, the school cannot and should not assume full responsibility for the spiritual development of students. Our efforts are minimized if the home is not prepared to undertake a major part of this responsibility.

Students of the Catholic faith receive instruction and preparation for three sacraments - Reconciliation, receiving of the Eucharist, and Confirmation. Students in Grade Two will be taking First Communion instruction as well as participating in a program called "Making Things Right" in preparation for Reconciliation. Our Grade 6 students prepare for the Sacrament of Confirmation. Non-Catholic students are excused from partaking of the sacraments but FULLY participate in the sacramental preparation.

GENERAL INFORMATION

NEWSLETTERS

St. Joseph School newsletters are emailed at the end of the month or are available on the school website. (www.stjosephnelson.ca) Included in the newsletter is information on school activities and upcoming events. We welcome submissions.

PARENTAL CONCERNS

Open communication is essential for a caring school. A simple phone call may often help to clear up misunderstandings. Please feel free to call the school whenever you have concerns that you think we may be able to help you solve. Teachers may receive calls before school until 8:05 am, at lunch hour between 12:00 and 12:55 pm, and after school. Teachers are unable to take calls during their teaching time.

- A parent with a concern should contact the person in question first, whenever possible.
- If no solution to the problem is found, the parent can contact the principal
- If the parent is not satisfied with the action taken, he/she can bring the matter in writing to the Superintendent of Schools and the School Council Chairperson will be informed of the matter

Should no satisfaction be found on the behalf of a parent, please refer to the CISND Policy manual for further procedures.

ABSENCES, SAFE ARRIVAL PROGRAM

Parents are asked to telephone and report if their children will be away. These calls are recorded in the office and then cross-checked with attendance records. Any unreported absences are followed up with a phone call to the home or work of the child's parent/guardian or the emergency contact if parents are not available. Please contact the school if you child is absent (250-352-3041).

ILLNESS

Should students become ill at school or have an accident, it would be reported to a teacher or school secretary. Parents will be phoned to come and pick up their child if he/she becomes ill or injured at school. The school does not have facilities to supervise medical situations.

Two first aid attendants are on staff. If an injury warrants immediate medical attention, an ambulance will be called at the discretion of the first aid attendant. Parents will be notified immediately.

- Please be considerate: if your child is too sick to participate in school activities or remain inside during recess or lunch, or he/she may spread a cold, cough or the flu, please keep them home!
- Please be sure to notify the office if your child has any particular medical concerns or allergies.
- Please be sure to have an up-to-date name and phone number (in the school files) of the contact person to be called when your child is ill.
- Please call the school and leave a message if your child will be late or absent.
- If your child is late or absent, please make sure they have a written explanation for their teacher.
- Teachers require a full school day to prepare homework for a sick student. Homework can be picked up at the end of the school day at 3:00 pm.

Nut and Sesame Free Environment

We have several students in our school who have severe allergies to peanuts and other nuts that could result in a life-threatening situation. Any contact with even a small trace of nuts, tasting, touching or smelling, could be **life-threatening** to these children. Because of the seriousness of this allergy, please **DO NOT** send peanuts, peanut butter or nut products or anything containing sesame seeds or oil in your child's snacks or lunches. We want our school to be a safe place for all children. Thank you for cooperating in this matter. Please feel free to contact the classroom teacher or school principal any time should you have any questions or concerns.

MEDICATION

If medication or emergency treatment is required during school hours, parents are requested to contact the school office with all of the necessary information. It is extremely important that parents provide this medical information early in the year, at the time of registration or as soon as a medical condition is identified. Information is updated on an annual basis and parents are asked to review information given to the office from previous years.

Medication will not be administered by staff at any time.

ENVIRONMENTAL AWARENESS

Students are not allowed to eat their lunches in places other than the classrooms. Wrappers and leftovers should be returned to home. Papers should be put in recycling baskets separate from garbage. We are trying to reduce garbage and garbage disposal fees. We have recycling containers available for each classroom. However we ask families to use reusable containers to support our efforts to reduce refuse at school!

The school will not fund the purchasing of plastic, styrofoam, or paper cups, dishes etc. for use in the school. The school is working hard to educate our students to respect the environment and to be conscious of reducing waste products and promoting recycling.

BIRTHDAY INVITATIONS

Birthdays are special times to celebrate. When your child celebrates a birthday, consider different ways to celebrate rather than sending treats for the class. Always check with your child's teacher before sending anything for the class to eat. **PARTY INVITATIONS** are not to be distributed at school, as it makes it very difficult for those students who do not receive an invitation. Your sensitivity is appreciated!