



ST. JOHN PAUL II  
CATHOLIC SCHOOL

# St. John Paul II Parent Handbook

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## **WELCOME**

This handbook was written to assist you, the parent and/or guardian, with any questions that may arise in regards to the operation of the school. You are asked to carefully read through the handbook and familiarize yourself with the information contained within.

We feel it is essential for the school to communicate regularly with the home. We attempt to keep you well informed of what is happening at St. John Paul II through our annual school calendar, our parent handbook, and through regular newsletters which can all be found on our school website. We have an open-door policy.

If you have a concern or question that is not addressed, please do not hesitate to contact the principal 250-723-0637.

## **MISSION STATEMENT**

St. John Paul II Catholic School is a diverse and inclusive faith-based learning community rooted in Scripture and the traditions of the Church. Our mission is to provide a safe and loving environment, which enables each child to develop spiritually, emotionally, socially, physically, intellectually, and artistically. We are called to celebrate and nurture the God-given talents of each student as we serve with excellence in the light of Christ.

## **VISION STATEMENT**

St. John Paul II Catholic School believes in educating the whole child within a loving environment. Our curriculum integrates the approved BC Ministry of Education learning outcomes with Christian values grounded in the Catholic faith. We provide opportunities for students to develop their potential in all areas. We encourage students to discover their passions and talents while reaching for high standards and developing self-discipline. We foster respect and love for all of God's creation. At St. John Paul II, we "learn, serve, lead and succeed".

## **VALUES**

We are committed to sharing the values Jesus modelled. As a Catholic learning community, we value:

Love

Excellence

Relationships

Community

Well-being

Faithfulness

Diversity

## **CATHOLIC INDEPENDENT SCHOOLS OF THE DIOCESE OF VICTORIA**

The Catholic Independent Schools of the Diocese of Victoria are committed to Catholic Education founded on gospel-centered values and the teachings and tradition of the Catholic Church.

We continue the vision of the founders of the Catholic schools on Vancouver Island based on commitment and dedication and rooted in the belief that school and parish are partners with parents who are the prime educators of their children.

We acknowledge that the primary purpose of Catholic education is to create an environment where young people can grow in love and hope which is reflected in Christ's teachings.

We are committed to the development of the unique gifts of each child in co-operation with parents and the local faith community by providing education which caters to the needs of the whole child; spiritual, physical, intellectual, emotional, social and cultural.

We are committed to serve all members of the Catholic education community on Vancouver Island: students, teachers, support staff, council members, parents, clergy and local parishioners.

We will meet future challenges in the spirit of Christ and continue to promote a Catholic education community that is a beacon of hope for all. We will continue to be models of love and hope as we build a future for our diocesan community and the wider global community.

## **RELIGIOUS EDUCATION**

Christ is the focal point of school life at St. John Paul II Catholic School. We not only come to know about Christ, but come to know Him personally, imitating Him by word and example. Our central purpose is to provide a setting where students will realize the richness of the Catholic faith. The school strives to build on the foundations of faith already established at home, assisting the parents in guiding the students towards a fuller understanding of, and commitment to Christ, our Saviour.

The Eucharist is recognized both as a means of fostering the faith of the individual and of building Christian community. By their weekly attendance at Sunday Mass, families bear witness to their belief in Christ present in the Eucharist. We have a whole school Mass celebration in the school gym and/or at Holy Family Notre Dame Parish once a month, and parents are encouraged to attend.

Prayer is our basic communication with God and is essential to the faith life of both staff and students. As a staff, we pray on a regular basis and before staff meetings. For our students, a spirit of prayer is fostered throughout the day. The school day begins with prayer. Grace is said before lunch. A prayer corner in each of the classrooms is used to lend focus to and help develop various spiritual themes that correspond with the Church liturgical year. Children become familiar with different types of prayer; scriptural, spontaneous, liturgical and formal prayer.

Religious Education is a vital and integral part of the school. The objective is to help the students develop a deep and life-long love for God, the church, sacraments, and a strong prayer life. This should show not only in a love for God, but also in their Christ-like dealings with one another.

All students attending St. John Paul II Catholic School are required to participate in the Religious Education program and attend all Catholic celebrations. The religion programs, “Call to Faith” and “Fully Alive” are used along with supplemental materials. They follow the liturgical year, incorporating special feasts into the curriculum. Faith is embedded in all we are and in all we do within our school community. A staff member acts as the liaison between school staff and the Office of Religious Education and informs teachers about religious in-service programs.

The school supports the sacramental programs sponsored by Holy Family Notre Dame Parish. Parent evenings are a vital part of the Confirmation, Eucharist and Reconciliation programs. It is the parents’ responsibility to encourage frequent reception of the Sacraments.

## **ACADEMIC CURRICULUM**

St. John Paul II Catholic School follows the approved British Columbia provincial curriculum. Further information about this new revised curriculum can be found at <https://curriculum.gov.bc.ca/curriculum> or by contacting the British Columbia Ministry of Education.

## **ADMISSION**

Parents hoping to register their child at St. John Paul II Catholic School should contact the school office (250) 723-0637 for a registration package.

Following receipt of an application, our admissions practice is in three parts:

- an interview with the parent(s) and the child
- informal and/or formal testing to confirm that the child is in the accepted range for their age, or, if she or he has special educational needs, that we can meet them
- a final review of documents and test results followed by a phone call to parents

New students are admitted by the following priorities:

- a. Siblings of Catholic students currently enrolled in the school.
- b. Siblings of other students currently enrolled in the school.
- c. Children of Catholic families from Holy Family/Notre Dame.
- d. Children of Catholic families from other parishes.
- e. Children of families of other faith traditions.

## **CODE OF CONDUCT**

As Catholic educators, the development of the whole child - spiritually, physically, intellectually, culturally, emotionally, socially, and artistically - is central to our mission. The purpose of this code of conduct is to create safe, caring and orderly school environments.

Our goal is to assist in the creation of both earthy and heavenly citizens. Our focus is on the protection of students' physical safety, social connectedness, inclusiveness and protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity

Key concepts we employ in guiding the behaviour of our students are:

- that each child, as a human, is created in the image and likeness of God and deserves the respect and dignity inherent in their humanity
- that every incident is an opportunity to teach
- that students learn appropriate behaviour from positive models and our response to misbehaviour is with fairness, firmness and consistency

### **At St. John Paul II Catholic School, students will:**

- treat others with respect and kindness
- resolve conflict without physical violence
- act in a manner that is safe to themselves and others at all times
- do as they are asked by teachers, staff members, and other adult



supervisors

- respect the learning environment of the school

**We expect students to demonstrate responsible behaviour by:**

- using good manners
- using polite, respectful language
- leaving expensive toys, water pistols, and other toys banned by the school, at home
- wearing the school and gym uniform properly, with pride
- respecting school, classroom and personal property
- keeping the school environment clean
- demonstrating a responsible attitude toward schoolwork and homework
- participating respectfully in school liturgies and assemblies

**We expect students to follow traffic patterns by:**

- lining up quickly and quietly when the bell rings
- yielding to adults and younger classes at entryways
- walking instead of running in hallways and on stairs
- moving quietly in the hallways

**During recess and lunch breaks, students are encouraged to:**

- use the washrooms on their way outside
- leave the building promptly
- ask the duty supervisor for permission to enter the building before the bell

**DISCIPLINARY PRACTICES**

The principal and staff of the school will use a variety of low key strategies to help students learn appropriate behaviour both in and out of the classroom. If these initial methods of behaviour management are not successful, we may have to resort to more severe measures including:

- phone calls to parents
- interviews with parents
- in school suspensions
- suspensions from special activities or field trips
- out of school suspensions
- expulsions

Expulsions are not considered too severe a measure to maintain high standards of learning and behaviour at St. John Paul II Catholic School (see CISDV Policy 506).

## **RESPECTFUL RELATIONSHIPS AND BULLYING**

St. John Paul II Catholic School defines bullying as a student being exposed, repeatedly and over time, to intentional injury or discomfort inflicted by one or more other students. This may include physical contact, verbal assault, making obscene gestures or facial expressions, and being intentionally excluded in both the physical and cyber worlds. Bullying implies an imbalance in power or strength in which one child is victimized by others.

We have a well-defined practice for dealing with bullying and harassment in both the physical and cyber worlds. We begin with a school norm of treating others with respect and kindness. This is derived from our gospel value to love one another. Instruction is given in the classroom and assembly on bully prevention strategies through our Respectful Relationships Curriculum. We teach students strategies to prevent bullying. Incidents of bullying are addressed through our regular practices of discipline (see CISDV Policy 510).

## **EMERGENCY PROCEDURES**

### **Security**

The front and back doors are always locked. If you need to enter the school during class time, please ring the buzzer located at the front door. The school secretary will let you in. Students are not to be left outside at

school before the supervising staff member is outside. Staff will be outside by 8:15 a.m. and 3:00 p.m. – 3:10 pm as well as during recess and noon hour. To avoid any accidents with cars and children please park along the perimeter of the school grounds.

### **Inclement Weather**

In case of severe inclement weather which would cause a driving hazard to those who commute to our school, the school will be closed. School closure will be announced on the local radio station, The Peak, at 93.3 FM, St. John Paul II's Facebook page, Bright Arrow or our website [www.stjp2school.ca](http://www.stjp2school.ca).

### **Medical**

St. John Paul II Catholic School has staff trained in first aid. Minor emergencies will be dealt with at the school. In case of serious injury, the parent will be contacted to take the child for further care, or an ambulance will be called and the parent contacted. Please ensure emergency numbers are kept up to date.

### **Supervision**

To ensure the safety of our children, attendance is taken in the morning and afternoon. We phone parents in cases of unexplained absence. In the morning, children are supervised from 8:15 to 8:40 a.m. They are also supervised during recess and lunch breaks and are not allowed to leave the school grounds without permission. When removing your child for appointments or other reasons, please sign your child out in the office and sign them in when you return. After school, students are supervised on the playground until 3:10 pm. We do not allow students to wait outside the building unsupervised.

## **Fire**

St. John Paul II Catholic School prepares for fire through regular fire drills each year. In the case of fire, we will contact parents by phone. We will supervise the children until they are picked up.

## **Earthquake**

We prepare for an earthquake through drills which are similar to fire drills but tailored to meet the specific demands of an earthquake. Teaching staff are trained and assigned specific tasks in the event of such a disaster. Annual earthquake preparations keep our preparedness for such a disaster at the forefront.

We are prepared to care for students until they are picked up. This may take up to 72 hours or longer. Students will ONLY be released to those people parents have listed as emergency contacts. Parents are asked not to phone the school following an earthquake; it is vital that lines stay open for emergency use. Please listen to emergency radio stations. If you drive to the school after an earthquake, it is important that your car does not block access routes potentially used by emergency vehicles.

## **Child Abuse**

The Catholic Independent Schools Board of Directors requires all personnel to fully comply with the requirements of the Child, Family and Community Service and to be familiar with procedures for reporting suspected child abuse as outlined in *The BC Handbook for Action on Child Abuse and Neglect*. In responding to relating to student abuse and neglect, staff are expected to follow CISDV Policy 509 and Diocese of Victoria Responsible Ministry and Safe Environment Policy. The appointed school official is the principal and the alternative appointed school official is the teacher in charge.

## **Other Emergencies**

St. John Paul II Catholic School staff is trained to respond to an array of other emergencies and these safety protocols are reviewed annually. In addition, our daily supervision of the students is *vigilant* and we constantly keep the safety and well being of the students foremost in our mind.

## **COMMUNICATION**

St. John Paul II Catholic School communicates with parents through:

- The Family Handbook
- report cards in November, March and June
- parent/teacher/student conferences
- monthly school newsletter
- letters to parents and phone calls as required
- Parent Support Group meetings and minutes
- radio announcements for emergencies
- Bright Arrow
- informal conversations on school grounds

## **Assemblies, Masses and Celebrations**

We welcome all parents, grandparents, other family members, community partners and other members of the St. John Paul II Catholic School Community to our weekly assemblies. Special assemblies, liturgies, masses and classroom celebrations are announced in the calendar, newsletter or notices home. Whatever your faith background happens to be, you are welcome to join us for all regular and special celebrations.

## **Report Cards**

Report periods for the current year are listed in your school calendar. It is our philosophy that communication is essential to any reporting system.

Teachers and parents are encouraged to stay in close contact regarding student progress.

### **Grievance Procedures**

In a situation where a parent has a conflict with a person or decision by the school, St. John Paul II Catholic School will ensure that parents have the right to be heard and appeal decisions by the school. In doing this we reflect the principles described in the paper entitled, "*Procedural Fairness: Best Practice Guidelines for Independent Schools*" ([http://www.bced.gov.bc.ca/independentschools/is\\_resources/welcome.htm](http://www.bced.gov.bc.ca/independentschools/is_resources/welcome.htm))

Our practices are clarified in CISDV Policy #313 as follows:

#### **CISDV Policy #313**

- Parents must address the concern directly with the person with whom the concern lies.
- If no resolution is arrived at, the complainant may within 7 days refer their concern in writing to the school Principal together with any relevant written material.
- The school Principal will gather any relevant information about the concern and meet with both parties. At this meeting, the Principal will review all available information, refer to any relevant school or CISDV policies, document the proceeding and assist the parties to reach a resolution or adjourn the meeting and seek further consultation.
- After considering all the relevant information, the Principal will provide a resolution to the issue. The decision is to be conveyed to both parties orally and in writing.
- If the complainant is not satisfied with the decision of the Principal, they may within 7 days of receiving the decision of the Principal, refer their concerns in writing to the Local School Council who will review the available information and form a sub-committee. The sub-committee will meet with both parties to review available information, listen to presentations and responses from both sides.

- The sub-committee will reach a decision on the issue and present it to the Local School Council in an in-camera session. The Local School Council will provide a resolution and notify both parties of the decision including a notification of the right of either side to appeal the decision within 7 days of receiving the decision of the Local School Council to the Catholic Independent Schools Board of Directors. If disciplinary action is recommended the Local School Council must consult with the Superintendent.
- If the complainant files an appeal within 7 days, the Board of Directors will form a sub-committee of 2 members and the Superintendent of Schools. They will gather all relevant information and if required invite presentations from both sides. The sub-committee will reach a decision and inform both parties in writing. They will notify the complainant of their right to appeal within 7 days of receiving the decision of the Board of Directors to the Ombudsperson appointed for the Catholic Independent Schools on Vancouver Island.

*\*All CISDV policies can be found on our school website [www.jp2nd.ca](http://www.jp2nd.ca)*

## **OUR SCHOOL DAY**

### **Hours of Operation**

8:15 a.m.	Playground supervision begins
8:40 a.m.	School begins
10:10 a.m.	Recess begins
10:25 p.m.	Recess ends
11:55 a.m.	Lunch recess begins
12:30 p.m.	Students eat lunch
3:00 p.m.	Dismissal
3:10 p.m.	Playground supervision ends

### **Pick Up and Drop Off**

Please drop your children and pick them up again at the back of the school. A staff member will be on duty at the back at 8:15 a.m. until the

bell and after school until 3:10 p.m. Students are not supervised outside at the front of the school at any time and therefore should not be using the front door to arrive or leave unless accompanied by a parent or guardian. Students should not be in the hallways before or after school either unless they are with their parent or guardian. The staff at St. JP II believe that safety for our children is a high priority. It is essential that students follow these rules so that they are safe and supervised at all times. On rainy days, children should still come through the **back** door into the school and then go quietly to their classrooms.

### **Dogs on School Property**

The presence of dogs on school property is restricted due to health and safety concerns:

- Dogs must be kept off the school playgrounds and playing fields
- Dogs must be kept on leash in other areas of the school property

### **Nutrition**

St. John Paul II promotes healthy nutrition. Chips, pop and candy will not be allowed in school lunches or for snacks.

The Parents' Auxiliary will offer the opportunity to purchase a hot lunch throughout the school year. Every effort will be made to ensure that these lunches are nutritious and promote healthy living.

### **Rainy Days**

As we live in a rainy area, students are sent out to play unless it is pouring rain or bitterly cold. It is most important for children to have fresh air and the opportunity to run around in order to experience optimal learning. We ask that students are sent to school appropriately dressed with boots and umbrellas if required. On days when there is heavy rain, students will be kept inside to work on quiet activities, such as board games which teachers have prepared beforehand.



## **Absences**

If your child is ill, please phone or email the school. After morning attendance, we phone parents to confirm that their child is safe at home if their child is absent and the parent has not contacted the school.

## **Illness**

For the health of all in the class, children who are not well should be kept at home. Colds and flus spread quickly in enclosed areas.

In dealing with a communicable disease, the school will follow the directives given by the VIHA. Please refer to our Communicable Disease Prevention Plan.

It is the parent's responsibility to supply the school with a current emergency number. If a student takes ill during the course of the school day, the parent will be notified. While the student may need to use the medical room, it is expected that a parent, or other designated adult, will pick up the sick child.

## **Late Arrivals**

Parents are expected to get their child to school on time. Students who arrive late are to report to the office to receive a late slip. This will allow us to update our attendance records.

## **Leaving the School During the School Day**

Students must be signed out by parents and/or guardians to leave the school during the school day. The sign out book is located in the school office.

## **Field Trips**

St. John Paul II Catholic School encourages field trips which are educational in nature. Parents will be provided with a permission form to

allow them to give informed consent before each field trip. Students who have neglected to bring their forms will not be allowed to go on the field trip. To avoid disappointment, please get your permission form in promptly.

## **PARENTS**

### **Volunteers**

Our school is your school. You are encouraged to volunteer in the school in any one of the following ways: classroom volunteer; library volunteer; hot lunch day volunteer; field trip volunteer; fundraising. If you are able to volunteer, please contact the school, your child's classroom teacher or the Parent Support Group.

All volunteers are required to complete a Volunteer Form, a Covenant of Care Form, and a criminal record check in order to volunteer in the school or on field trips. Once we receive the Volunteer and Covenant of Care form, you will receive the code to do the CRC online. Volunteers are also required to attend an information session prior to volunteering.

### **Rights and Responsibilities of Parents**

Parents have the right and responsibility to:

- be recognized as the first educators of their children
- participate in the religious, social and academic education of their children
- visit the school
- elect Local School Council members
- participate in parent-teacher interviews
- require excellence in religious and academic instruction
- express their views on any subject including curriculum and activities
- set a good example for their children by living their Christian faith
- be knowledgeable regarding the Family Handbook
- maintain good relations with the Principal and Teachers
- participate in school activities, meetings and events

- support the school financially through the Parent Auxiliary and/or the Local School Council

### **Custody and Related Court Orders**

If a custody or court order exists, a copy of this order needs to be placed in the child's file. The guardian is responsible for providing accurate and up to date information concerning the legal guardianship of the child. Without a custody or court order on file, school staff cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list, the policy on unauthorized persons will be implemented. The guardian must provide all consents.

### **Local School Council**

The Local School Council is comprised of 6 - 9 elected members, each serving a three-year term to a maximum of two terms. Ex-officio members include the Pastor and School Administration. The role of the Council includes:

- to further the goals and objectives as established by the CISDV Board of Directors
- advising the Superintendent of local issues and concerns
- developing local policies relating to the functioning of the school and to evaluate the effectiveness of these policies
- develop plans in consultation with members of the school community to meet current and future needs of the school
- to be responsible for the financial operations of the school in accordance with financial policies and procedures of the Board of Directors
- to be responsible for issues relating to school property, grounds and transportation
- to consider formal grievance appeals on matters affecting staff and students in accordance with approved policies and procedures
- to direct issues and concerns from parents and parish community through the proper channels

Parents and/or guardians at St. John Paul II Catholic School and members of Holy Family/Notre Dame Parish are eligible to become school councillors. Two-thirds of the elected members must be Catholic and a participating member of a Catholic parish community.

Although the Local School Council is not a regulatory body like a Public School Board and School Councillors do not have any authority personally, they do aid and advise the School administration in the management of St. John Paul II Catholic School. They are valued and appreciated for the important work that they do. Tasks typically undertaken by the Local School Council include planning, financial management, maintenance, public relations, marketing, fundraising, and personnel.

### **Parent Support Group (PSG)**

The Parent Support Group assists the Principal and Local School Council in meeting the needs of the school community by encouraging the involvement of parents or guardians in the school community, and by fostering a community spirit by organizing and supporting activities that involve the students, teachers and support staff of the school. They also raise funds to provide for additional educational resources, recreational and cultural development, and specific building and maintenance needs of the school facility. All parents and guardians are de facto members of the Parents' Auxiliary and are welcome at all the meetings. Participation in Parents' Auxiliary activities is the best way for new parents to become part of the school community and to work with other parents and teachers to ensure that St. John Paul II Catholic School is a place of excellence.

### **Privacy**

Safeguarding personal information of employees and volunteers is a fundamental concern of Catholic Independent Schools, Diocese of Victoria. CISDV is committed to meeting or exceeding the privacy standards established by British Columbia's *Personal Information Privacy Act* (PIPA) and any other applicable legislation.

Student records which contain information that affects the decisions made about their education, will be maintained in strictest confidence. Parents of students have the right to access student records and this access shall be provided at the earliest opportunity convenient to parents, students and staff.

## **STUDENTS**

### **Academic Standards and Expectations**

Primary:

1. Instill pride and respect.
2. Expect the students' best work on all handed-in work and assignments.
3. No scribbling or doodling on notebook covers or work papers.
4. Writing begins within the top space (first ruled line) in the following format: name on the left, date on the right. The title is centered on the next line.
5. Write letters and numbers properly spaced out. Use a finger space between words.
6. Numeric date will be as follows: month, day, year.
7. Margins are used for numbers or single letters.
8. All underling is to be done with a ruler.
9. Personal areas, desks, cubbies, lockers, etc. are to be kept clean and organized.
10. If a student has an overdue library book then he/she will not be permitted to sign out another book until the overdue book is returned.
11. Homework assignments and reminders are to be written in student agendas.

Intermediate: All of the above standards apply, as well as:

1. Handwriting will be in effect from Grade Four.
2. All math work is to be done in pencil.

3. Agendas must be filled out properly with assignment pages and due dates. Printing and writing should be legible and spelling should be correct.
4. Use blue or black ink for all written work. Red ink is to be used for underlining.
5. In Division 3 and 4, the title will be underlined. In Division 5 and 6, the title, name, and date will be underlined in red ink.
6. No doodling is allowed on workbooks, or textbooks.
7. Labels and titles will be printed in pencil on all maps and diagrams.
8. Any lost or damaged school materials must be paid for.

### **Homework**

Students should expect to spend some time every day doing homework.

This may include:

- completing unfinished work
- making up work missed through absence
- reviewing work, learning and studying for tests
- strengthening skills
- working on long term projects
- providing time for reading

Students are required to have their homework agenda signed each night by their parents when homework is complete.

Students in the primary grades may be expected to spend 10-20 minutes doing homework Monday through Thursday night while intermediate students should plan to spend 20 - 45 minutes in homework each night. If your child is spending significantly more time than this in *focused* application to homework, please contact the teacher for advice. Homework should provide disciplined practice, but not cause undue hardship.

Parents can assist their child with homework by:

- providing a designated, quiet place and time to work
- helping your child organize assignments

- being an audience for reading practice and drills in math and spelling
- assisting in finding information and resources for projects

A homework practice that has proven successful for some parents is to designate a regular time each night to do homework. If the child has no homework from school they can read, write or research a topic related to course work at school. This can eliminate the “I don’t have any homework” excuses and teach a child to take initiative and responsibility for their own learning.

### **Personal Belongings**

The school cannot take responsibility for the personal property of the students and we ask students to leave electronics, expensive toys, water pistols, and other toys banned by the school, at home. If students are missing any other personal belongings, we would urge them to notify the appropriate teacher or administration immediately.

Please label all student property and uniform items. Jackets, vests, and gym strip find their way back to children when they are labeled and protect the investment you have made in these items. Untagged items are stored in a “Lost and Found” area at the office for reclaiming and are disposed of in December and June. When you are in the school, please visit the “Lost and Found” to see if anything there belongs to your child.

### **Bicycles**

Students who bring their bicycles are to lock their bicycles using the rack provided. The bicycle is not to be used during school hours. Please wear appropriate equipment such as helmets and reflectors when riding your bikes and please walk your bike while on school property. Skateboards and scooters are not allowed at school.

## **Telephone Privileges**

Students may use the phone to contact parents, but they must have a good reason and the permission of the classroom teacher to do so. Frequent use of the phone is not encouraged. Some parents wish their child to have a cell phone for emergency contact, especially if they are required to bus or take some other alternative transportation home. This is fine, but cell phones/smart watches must only be used for an emergency and must be shut off and stored with the teacher during school hours. Students will not be allowed to use school phones to make after school playtime arrangements with friends. Please arrange these activities at home.

## **Uniform Policy**

Please note that any crested item (golf shirt, sweater, vest, cardigan, hoodie, zipper hoodie, and gym shirt) are to be purchased through Cambridge Uniforms [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com) only.

### **Girls (mandatory)**

- White golf shirt with the school crest
- K - Grade 3: choice of navy pants, navy skort, walking shorts, or tartan tunic
- Grade 4 – 7: choice of kilt, navy tennis skort, navy pants, or walking shorts
- Navy knee-high socks, navy ankle socks to be worn with pants, navy leggings (closed foot)
- Plain black shoes

### **Boys (mandatory)**

- White golf shirt with the school crest
- Choice of navy pants or walking shorts
- Navy socks
- Plain black shoes



### Additional Choices for Girls and Boys

- Crested navy sweater, vest, zip hoodie, hoodie and cardigan sweater

### PE Strip for Boys & Girls

- Navy shorts or navy track pants
- Grey crested T-shirt
- Proper running shoes with non-marking soles (any colour)
- Gym bag

**All uniform items**, excluding shoes, are available through Cambridge Uniforms [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com). For approved navy bottom options see attached list.

Uniforms are to be clean and in good repair at all times.

Jewelry should be modest. Earrings should be studs or small hoops. Colours should compliment the school uniform. Hair colour is to be in natural shades. Hair accessories should be white, blue, or black. Nail polish and make-up are not permitted.

### Physical Education Uniform

- grey crested t-shirt
- solid navy shorts or solid navy sweat pants (no stripes, logos, etc.)
- proper runners with non-marking soles (low cut runners are the best)
- white crew socks

Students should have a gym bag for storing their gym strip. Personalized fabric bags are available at a nominal price through the office.

Parents are to write a note in the event their child does not have his/her complete gym uniform on P.E. days.

**Civvies Days/Spirit Days:** On these days, students may wear civvies. These days are often based on themes. Parents will be advised of these days through the newsletters and the school calendar. Clothing on these days must be clean, tidy, and appropriate. Students who arrive wearing inappropriate clothing will be sent to the office. Parents will be called and requested to bring appropriate clothing for their child.

**Outerwear:** It is the responsibility of parents/guardians to ensure that their child has adequate outdoor clothing for the weather, i.e. rain. Students should wear rain boots and an appropriate jacket, and bring an umbrella. In the winter children should wear hats, gloves or mitts. Boots will not be worn in the classroom and the children must have their black school shoes to change into.

**Uniform Infractions:** When a student is not in proper uniform and/or does not follow the dress code, he/she may be issued a school uniform letter. Parents must inform the classroom teacher and/or the Principal in writing if a student is unable to meet the uniform requirements on a given day. It is the responsibility of parents/guardians to ensure all uniform items are clean and in good repair.

**APPROVED NAVY BOTTOMS.** Parents have the option of either purchasing our navy bottoms through Cambridge Uniforms [www.cambridgeuniforms.com](http://www.cambridgeuniforms.com) or the approved items at the following approved locations. Thank you.

**Girls Navy Pants:**

Children's Place – Skinny Chino Pants Navy (regular; slim; and plus sizes available) <https://www.childrensplace.com/ca/p/Girls-Uniform-Woven-Skinny-Chino-Pants-2045419-IV>

Gap – Skinny Chinos Pants Navy (regular; slim; and plus sizes available) [https://www.gapcanada.ca/browse/product.do?pid=469241003&cid=1061826&pcid=1061822&vid=1&grid=pds\\_9\\_14\\_1#pdp-page-content](https://www.gapcanada.ca/browse/product.do?pid=469241003&cid=1061826&pcid=1061822&vid=1&grid=pds_9_14_1#pdp-page-content)

**Girls Navy Skort:**

Children's Place – Pleated Skort Navy (regular; slim; and plus sizes available) <https://www.childrensplace.com/ca/p/Girls-Uniform-Woven-Pleated-Skort-2043300-IV>

Gap – Twill Skort Navy (regular; slim; and plus sizes available) [https://www.gapcanada.ca/browse/product.do?pid=469239003&cid=1061826&pcid=1061822&vid=1&grid=pds\\_29\\_133\\_1#pdp-page-content](https://www.gapcanada.ca/browse/product.do?pid=469239003&cid=1061826&pcid=1061822&vid=1&grid=pds_29_133_1#pdp-page-content)

**Boys Navy Pants:**

Children's Place – Chino Pants Navy (regular; slim; and husky sizes available) <https://www.childrensplace.com/ca/p/Boys-Uniform-Woven-Chino-Pants-1101084-NN>

Gap – Straight Khakis Navy (regular; slim; and husky sizes available) [https://www.gapcanada.ca/browse/product.do?pid=461042013&cid=1060995&pcid=1060990&vid=1&grid=pds\\_1\\_7\\_1#pdp-page-content](https://www.gapcanada.ca/browse/product.do?pid=461042013&cid=1060995&pcid=1060990&vid=1&grid=pds_1_7_1#pdp-page-content)

**Boys/Girls Navy Shorts:**

Children's Place – Chino Shorts Navy (regular; slim; and husky sizes available) <https://www.childrensplace.com/ca/p/Boys-Uniform-Woven-Chino-Shorts-2045110-NN>

Gap – Straight Khakis Navy (regular; slim; and husky sizes available) [https://www.gapcanada.ca/browse/product.do?pid=461045013&cid=1060995&pcid=1060990&vid=1&grid=pds\\_0\\_7\\_1#pdp-page-content](https://www.gapcanada.ca/browse/product.do?pid=461045013&cid=1060995&pcid=1060990&vid=1&grid=pds_0_7_1#pdp-page-content)