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# The St. James School Handbook

## MISSION STATEMENT

“As an essential instrument in strengthening the Catholic Faith, St. James School exists to develop the whole person as a Christ-centred member of our community.”

St. James School provides education to children from Kindergarten through to Grade Seven.



Updated Spring 2018

## **SCHOOL OPERATIONS**

### **Definition of Authority**

### **THE CATHOLIC INDEPENDENT SCHOOLS OF THE KAMLOOPS DIOCESE (CISKD)**

Authority for the operation of the Catholic Schools in the Diocese is vested in the Catholic Independent Schools of the Kamloops Diocese, a society legally incorporated under the British Columbia Societies Act on November 7, 1957.

The CISKD holds the school property in trust for the Diocese of Kamloops.

The CISKD is the society recognized by the Government of British Columbia as the “Authority” within the meaning of the Independent Schools Support Act and as such is solely responsible for relations with the ministry of Education as represented by the Inspector of Independent Schools.

As the Sole legal entity for the schools of the Kamloops Diocese, the CISKD is legally responsible for all negotiations and litigations involving diocesan schools.

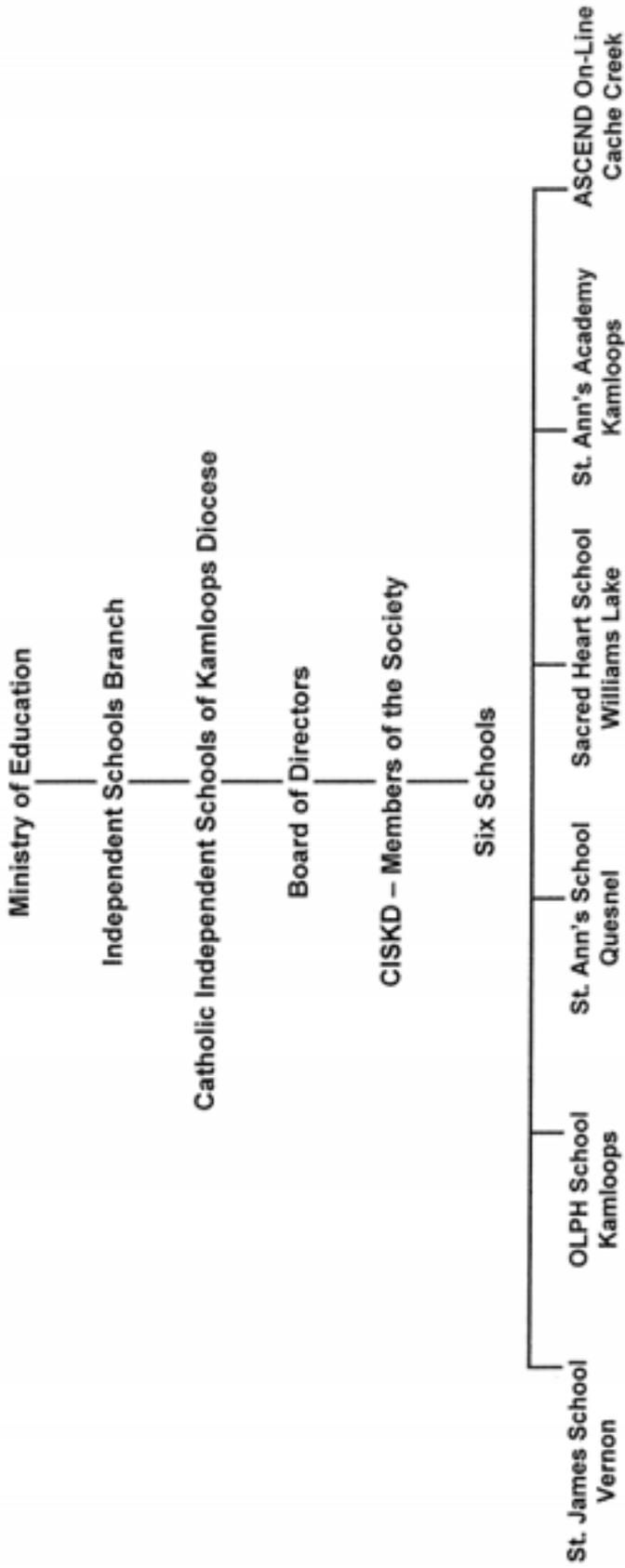
Members of the CISKD(according to the Constitution of CISKD)

- The Bishop
- The Vicar General
- The Chancellor
- The Pastor of the parish operating the school
- One school council member from each school

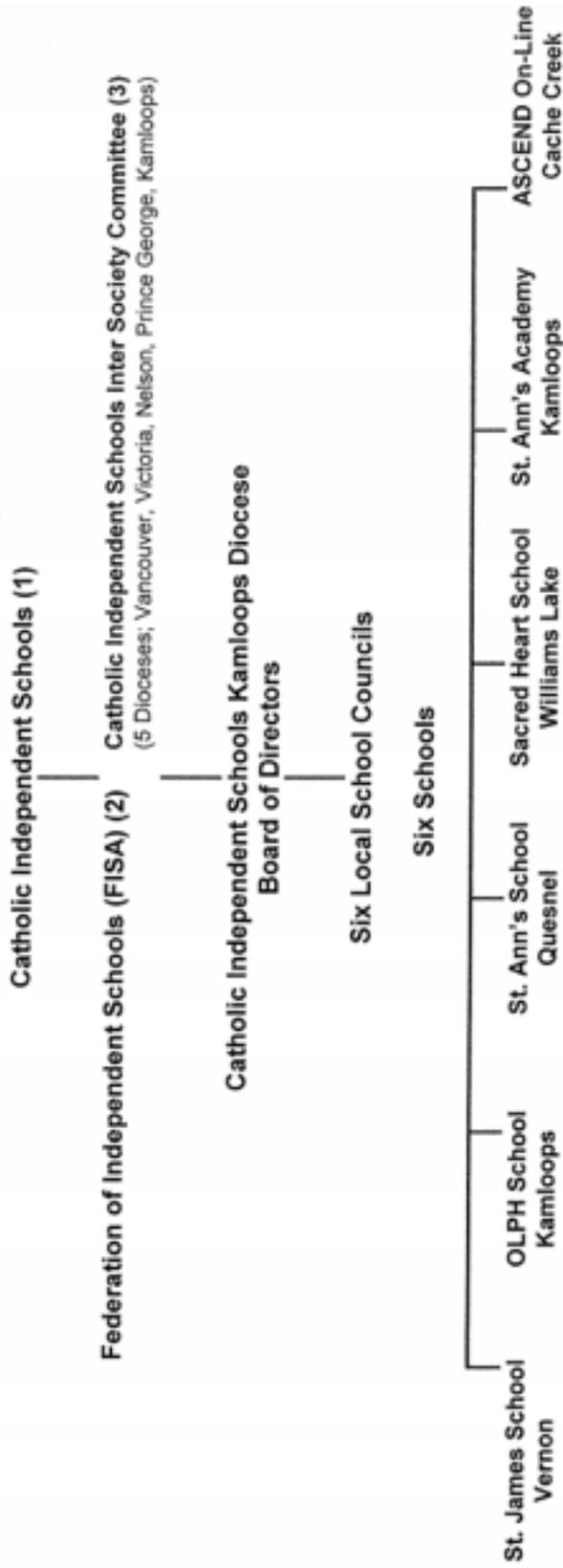
(N.B. Due to the small number of schools in the Kamloops Diocese, two school council members, having one vote, attend all meetings of the CISKD).

(N.B. Local School Councils exercise authority delegated to them by the CISKD and are directly responsible to the CISKD. The authority of the local School Councils is outlined in the Local School Council Constitutions of the Kamloops Diocese).

**Provincial Structure of Independent Schools**  
(In relation to the schools in the diocese)



## Political Organization of Independent Schools



- (1) Independent School Associates are CIS, ISA, SCS, ACIS-BC, and AMG.
- (2) Board of Directors is composed of an Executive Director and representatives from each ASSOCIATION of Schools.
- (3) This committee consists of 2 representatives appointed or elected from each Diocese.

# History of St. James Catholic School

## **St. James School - Serving our Community for over 60 years!**

As one of Vernon's oldest schools, St. James School is a landmark in our community with a rich tradition of faith and excellence in education.

St. James School was founded in 1956 by Monsignor John Miles, the Catholic parish priest between 1944 and 1971. It was Monsignor Miles who initiated and played the most significant role in the inception of the school and its infancy. There were many hurdles to overcome, including purchasing the land, persuading the Sisters of St. Ann to staff the school, and fundraising challenges. Yet Father Miles persevered with his vision and efforts "for our children". Once he obtained the necessary approvals, he proceeded in an expert fashion with the building of the school. Plans were drawn up by a Kelowna architect and a professional fundraising company from New York was hired. A parish building committee of about one hundred men was established in 1955, chaired by Tierney O'Keefe and Hank Murray. It should be noted that Tierney O'Keefe's father Cornelius O'Keefe, the first white settler in the area, was a Catholic, and the first Catholic Church was built on his homestead. St. James School opened its doors on September 10th, 1956, with 147 children enrolled.

The original structure was built on one level and instruction was provided by the Sisters of St. Ann for Grades 1 through 6. The nuns made up the entire staff of the school in the early years, wearing full habit and providing firm discipline – the sisters earned \$50 per month. In 1960, the first lay teachers joined the staff. In 1962, registration was broadened to accept children of other Christian denominations and increased numbers of First Nations students. The opportunity to attend Kindergarten at St. James School began in 1975. In 1986, the Parish Centre was added on to the south end of the existing school, providing a gymnasium for the school children and a venue for events sponsored by St. James Church, the Knights of Columbus, the Catholic Women's League and others. Grade 8 students were accepted for the first time in September 1994, Grade 9 in September of 1995 and Grade 10 in September of 1996. The Middle School has since been discontinued but Kindergarten and Grades 1 to 7 continue a successful operation.

The school has seen many changes since its beginning in 1956. Sr. Mary Rita Carey, the last nun to teach at the school, retired in 1997. Enrolment has diminished from its peak in the early 1960s – an issue also facing public schools in the region. Funding is an on-going challenge, but a decision by the provincial government in 1987 to give independent schools 50 per cent funding for operations provided a much-needed financial boost. The curriculum at St. James School is provincially recognized and uses many of the same resources as the public schools.

Motivated by a Christ-centred vision of humanity and human history, the school promotes the formation of the whole person. Such formation embraces not only intellectual but also physical, emotional, moral and spiritual dimensions of student growth. This broad education prepares students for the challenges of life as adults in our multi-racial, multi-cultural province. At St. James Catholic School, students receive a strong academic education as well as a solid moral and spiritual foundation.

## **School Crest**

Upon the SHIELD of Salvation, we have a Cross symbolizing our Christianity, three circles symbolizing the HOLY TRINITY (God the Father, Son, and Spirit) and our EDUCATIONAL GOAL (to teach the mind, body, and spirit). Beneath the banner of St. James School, the DOGWOOD represents the province of British Columbia. The crest was designed by Mrs. Sheelagh Winston.



# **PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BRITISH COLUMBIA**

## ***A Policy Statement by the Catholic Bishops of British Columbia***

### **1. THE CATHOLIC SCHOOL SHARES IN THE MISSION OF THE CHURCH**

At the beginning of the third millennium, all those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic school participates in the saving mission of the Church. By evangelization, catechesis and works of service, the Catholic school builds up both the family of faith and human community.

The Catholic school provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel:

- in a world that ignores the human thirst for God, it shares the living waters of our faith;
- in a time when there is little reverence for the image of God in the human person, it gives an unequivocal witness to the dignity of human life;
- in an age marked by relativism and a crisis of meaning, it evangelizes our culture's ways of thinking, standards of judgment and norms of behaviour with the truth of the Gospel;
- in a culture in which communication and relationships are often reduced to utilitarian ends, it proclaims a life of communion with God and others;
- in a world disfigured by poverty, oppression and war, it promotes justice and peace;
- in a society marked by personality cults, it bears witness to Jesus Christ, our Saviour and Lord, as the model for the fullest human life;
- in a time that often seems to be without goals and fearful of the future, it gives an account of the hope that is within us (cf. I Peter 3:15).

### **II. CHARACTERISTICS OF CATHOLIC SCHOOLS**

Christ is the foundation of the whole educational enterprise in a Catholic school (The Catholic School, #34). His teaching and life inform the school's identity and characteristics, which include:

- a belief in the inviolable dignity of every human person;
- a sacramental sense that leads us to recognize God manifested by His creation;
- a recognition of God's sanctifying presence in Word and Sacrament;
- a love for encounter with God in prayer;

- a Gospel spirit of freedom and love;
- a spirituality of communion marked by mutual respect, accountability and caring;
- a concern for justice leading to a critical analysis of society;
- a sense of solidarity and commitment to the marginalized.

These core elements of Catholic faith provide a framework for Catholic Education.

### **A. Teaching the Whole Person**

The Church “establishes her own schools because she considers them a privileged means of promoting the formation of the whole man, since the school is a centre in which a specific concept of the world, of [humanity], and of history is developed and conveyed” (The Catholic School, #8).

Catholic education goes beyond the purely technical and practical aspects of schooling and aims at an integration of all knowledge within a vision of the world and the human person. It focuses on the physical, emotional, moral and spiritual dimensions of human development, leading to a personal synthesis of faith and life in each student. Growth in all areas prepares students for a meaningful life of service as committed Christians, building the Kingdom of God in a pluralistic society.

### **B. Faith Lived in Christian Community**

The New Testament word for Christian community is “koinonia”, which means a communion or life-sharing relationship with Christ and others. Living Christian community means living in relationship with Jesus, the Head of the Church, and the members of His Mystical Body. Communion with Christ and others leads to relationships characterized by mutual love, honest communication and commitment to serve each other’s needs, to rejoice together, to mourn together, and to delight in each other. “A spirituality of communion indicates above all the heart’s contemplation of the mystery of the Trinity dwelling with us, and whose light we must also be able to see shining on the faces of the brothers and sisters around us” (At the Beginning of the Third Millennium, #43).

Catholic education is committed to developing communities of faith. Those involved in Catholic education are called to create a faith community in the school and to link it to the wider Church community.

### **C. Commitment to Justice and Compassion**

Catholic educators nourish in their students a relationship with Jesus that leads to awareness of those Christ loves, namely, all of humanity, and inspires a spirit of solidarity and service.

## **III. PARENTS AS EDUCATORS**

“Parents have a particularly important part to play in the educating community, since it is to them that the primary and natural responsibility for their children’s education belongs” (The Catholic School on the Threshold of the Third Millennium, #20). The school exists to complement the work of parents as the first teachers of their children. Parents should be involved with the life of the school by participating in school councils and committees and through regular collaboration with teachers.

## **IV. PASTORS**

The priest is a necessary and integral member of the school community. He has a specific role and responsibility, particularly in the religious instruction given and in all matters that affect the Catholic character of the school. Pastors should promote Catholic education especially for those who are poor, those deprived of the benefits of family life and those weak in faith

## **V. STAFF AS LIVING WITNESSES**

Catholic educators are called to do much more than share religious knowledge. “Professionalism is marked by, and raised to, a supernatural Christian vocation” (Lay Catholics in Schools: Witnesses to Faith, # 37). It is the personal witness and holiness of the teacher that will have the greatest impact on the students. Catholic educators should model collaboration, love of the faith, communion with the Church and concern for the poor and marginalized. They must be committed to leading their students to encounter Jesus and develop a relationship with Him that expresses itself in witness and service.

## **VI. RELIGIOUS FORMATION IN THE CATHOLIC SCHOOL**

“The special character of the Catholic school and the underlying reason for its existence, the reason why Catholic parents should prefer it, is precisely the quality of the religious instruction integrated into the overall education of the students” (The Religious Dimension of Education in the Catholic School, # 66) This catechesis should be spiritual, liturgical, moral, sacramental and apostolic (The Religious Dimension of Education in the Catholic School, #69), so that the student may experience the transforming power of the Gospel in an integral way.

## **VII. THE CATHOLIC SCHOOL AND NEW EVANGELIZATION**

As the Catholic Bishops of British Columbia, we emphasize the Catholic school’s central role at the beginning of the third millennium in the Church’s work of evangelization, which must be new in ardor, methods and expression (Church in America, # 6). In setting forth principles to direct the Catholic schools of our province, we call for the commitment of students and parents, teachers and administrators, pastors and religious, trustees and committee/council members, and the whole Catholic community to this great work.

## **VIII. REFERENCES**

- Congregation for Catholic Education, Lay Catholics in Schools: Witnesses to Faith, 1982.
- Congregation for Catholic Education, the Catholic School, 1977.
- Congregation for Catholic Education, the Catholic School on the Threshold of the Third Millennium, 1997.
- Congregation for Catholic Education, the Religious Dimension of Education in a Catholic School, 1988.
- Pope John Paul II, At the Beginning of the Third Millennium, 2001.
- Pope John Paul II, the Church in America, 1999.

## **THE ST. JAMES SCHOOL COUNCIL**

St. James School Council has seven elected members. Members have off-setting two-year terms and, when possible, three new members are elected each year. Elections are held at the Annual General Meeting held in May of each year. School Council holds monthly meetings at which the public may attend to observe.

The objectives of the council are:

- 1) to foster the full Christian education and development of our children within the framework of a Catholic environment and philosophy and to encourage the development of true Catholic values as outlined in the Philosophy Statement of Education of Catholic Schools.
- 2) To further the knowledge and appreciation of the aims and objectives of Catholic education and to foster participation of the Catholic Community in the school.
- 3) To encourage the attainment of high academic standards and to promote good citizenship.
- 4) To be responsible for administering the financial operations of the school.
- 5) To establish and ensure the carrying out of policies relating to the efficient functioning of the school in all aspects – physical, educational, and disciplinary.
- 6) To represent the School in all dealings with the public, with other supportive and related organizations, in particular the Catholic community which the schools serve and with constituted Catholic Church authorities.

## **PARENT SUPPORT GROUP**

### **ORGANIZATION POLICIES AND GUIDELINES**

#### **PARENTAL INVOLVEMENT POLICY (CISKD Policy Manual Introduction Part III)**

Parents are an integral part of the parish and school community and should be invited and encouraged to become involved in the activities and endeavours of their child's school. The School Council, however, is to be the primary avenue for involvement of parents with the school. It is the responsibility of the School Council to approve and direct any parent group, working or acting on behalf of the school. Such parent groups and associations will come directly under the authority of the School Council (05.02).

### **MISSION STATEMENT OF THE SCHOOL**

The Parent Support Group supports the following mission of the school. "As an essential instrument in strengthening the Catholic Faith, St. James School exists to develop the whole person as a Christ-centred member of our community."

The name of the association shall be Parent Support Group St. James School.

### **MANDATE**

1. The role of the Parent Support Group shall be to assist the Principal and Local School Council in meeting the needs of the school community. The community includes student's parents/guardians and staff of St. James School, Vernon.
2. These needs shall be met by:
  - Conducting fund-raising functions and programs to aid in providing for additional educational resources, recreational and cultural development for the school community and infrastructure needs specific to building and maintenance of the school facility.
  - Encouraging the involvement of parents or guardians of the students in the school community.

- Fostering a community spirit by organizing and supporting activities that involve the students, teachers, support staff and families of the school.

1. The Parent Support Group will, when possible, work with the school Principal to conduct a program of parent education which may include guest speakers, films, etc. of interest to the parents'/ guardians.

2. The Parent Support Group will work with the Local School Council and the school Principal to promote cooperation between the home, school and church.

## **LIMITATIONS**

1. The Parent Support Group will operate under the following limitations:

- a. The actions of the Parent Support Group shall be in accordance with the policies established by the Local School Council and Board of Directors.

## **PARENTAL INVOLVEMENT POLICY (CISKD Policy Manual Introduction Part III)**

Parents are an integral part of the parish and school community and should be invited and encouraged to become involved in the activities and endeavours of their child's school. It is the responsibility of the School Council to approve and direct any parent or parent group, working or acting on behalf of the school. Such parent groups and associations will come directly under the authority of the School Council.  
05.02

- b. The Parent Support Group shall not obligate or make the Local School Council of St. James School, Vernon liable for expenditures and commitments unless prior approval is obtained from the Principal and Local School Council, except in the expenditure of Gaming funds. Money received from Gaming will be spent at the sole discretion of the Parent Support Group, which follows the current guidelines for Gaming Funds published by the Ministry of Public Safety and Solicitor General Gaming Policy and Enforcement Branch.

- c. The Parent Support Group shall not be involved in the day-to-day operations of the School, which are the responsibility of the Principal and his/her staff.

- d. The general membership, in consultation with the school Principal, shall be free to make suggestions regarding the expenditures of revenue. All fundraising projects and the disposition of funds raised for the school, except money received from gaming, shall be subject to the approval of the Local School Council.

## **FINANCES**

### **A. General Funds**

All PSG fundraising revenue will be coded under a PSG REVENUE ledger account (Central Bookkeeping). All expenses that relate to fundraising will be in PSG EXPENDITURE ledger account. The funds raised by the PSG will be spent in the SCHOOL ledger accounts that were approved by the committee consisting of the Principal, School Council chair and PSG chair (or committee designate).

### **B. Gaming (THESE ARE GRANTS, NOT FUND RAISING MONIES)**

1. Gaming funds include any funds generated through gaming including licensed gaming events, direct access, and certificates of affiliation, gaming fund donations as well as any GST rebates, interest and revenues from the sale of assets purchased with gaming funds.

2. Applications for all gaming licenses and grants will be completed and administered by the Parent Support Group.
3. Funds received through Gaming will be held in a separate account and administered by the Treasurer. The Parent Support Group comprised of parents or guardians of the school will have complete control and management of all gaming funds.
4. The words "Gaming Account" will be imprinted on cheques to be used solely for this account.
5. All disbursements from the Gaming Account will be in accordance with specific grant conditions.
6. The signing authorities, at least one of who must be an officer of the organization, will sign all cheques issued against the Gaming Account.
7. A Gaming Account Summary Report, which reports on all gaming funds received and disbursed, will be submitted within 90 days of the organization's fiscal year end.
8. Records of cheques issued from the Gaming Account will be accessible as part of the organization's gaming records.
9. All forms, records and receipts obtained from disbursement of gaming funds will be retained for a period of five years from the end of the fiscal year in which the funds were received.

## **MEMBERSHIP**

1. Active membership in the Parent Support Group shall be open to any parent, stepparent, or guardian of any student of the School, except for the exclusion listed in 2.
2. The pastor, administrators, can serve as non-voting members of the Parent Support Group.

## **EXECUTIVE**

- 1.) The officers of the parent Support Group shall be the Chairperson, Vice-Chairperson, Treasurer, Secretary, and three to six members' at large assigned to specific tasks.
- 2.) Members' at large shall perform duties as prescribed by the parent Support Group and shall be expected to head sub-committees as required.

## **DUTIES OF THE EXECUTIVE**

1. Chairperson:
  - a. is Chief Executive Officer of the Parent Support Group and shall supervise the other officers in the execution of their duties;
  - b. shall convene and preside at all general, special and executive meetings;
  - c. shall ensure that an agenda is prepared and presented at meetings;
  - d. shall be an ex-officio member to all committees;
  - e. shall maintain contact with all Committee Heads to ensure communication between Parent Support Group and the Principal;
  - f. shall be the official spokesperson for the Parent Support Group;

- g. shall be a signing officer on the PSG Gaming Account;
- h. shall submit an Annual Report at the Annual General Meeting.

## 2. Vice-Chairperson:

- a. shall assume the responsibilities of the Chairperson in the Chairperson's absence;
- b. shall assist the Chairperson as required;
- c. shall be a signing officer on the PSG Gaming Account.

## 3. Secretary

- a. shall record the minutes of all general, special and executive meetings;
- b. shall distribute the minutes to the Executive Officers, Principal, Local School Council, and the school Secretary;
- c. shall issue and receive correspondence on behalf of the Parent Support Group;
- d. shall ensure that notice of all general meetings be included in the school newsletter;
- e. shall ensure that notification of all regular, special and Annual General Meetings are posted on the school bulletin board and in the school newsletter prior to these meetings taking place;
- f. shall be responsible for communicating with class representatives;
- g. may be a signing officer on the PSG Gaming Account.

## 4. Treasurer

### A. General Funds

- a. shall be responsible for and provide a written report on the general accounts of Parent Support Group at all general, special, Executive and Annual General Meetings;
- b. shall be a signing officer on the PSG Gaming Account;
- c. shall submit an Annual Report at the Annual General Meeting;
- d. shall maintain an up-to-date ledger regarding all fundraising monies and fundraising expenditures;

### B. Gaming Funds

- a. shall be responsible for and provide a written report on the gaming accounts of Parent Support Group at all general, special, Executive and Annual General Meetings;
- b. shall, with the assistance of the Executive Officers, draft a yearly budget and plan of expenditures as per our gaming license conditions;
- c. shall submit an Annual Gaming Report at the Annual General Meeting;
- d. shall maintain an up-to-date ledger regarding all gaming monies and expenditures;
- e. shall ensure that at all times Parent Support Group is in compliance with the current gaming license, direct access grant and/or bingo affiliation grant, and the conditions as set by the Gaming Policy and Enforcement Branch.

## **ELECTION OF PARENT SUPPORT GROUP EXECUTIVE**

1. All members shall be elected for a two-year term. If a member of the executive leaves before the two-year term is complete the executive may appoint a new member.
2. Elections should be held in May of every second school year.
3. Candidates for election must be a legal guardian of a child attending the school and not be a staff member or member of the school council.

4. Voting shall be by secret ballot with the names of the candidates listed in alphabetical order. The candidate(s) with the largest number of votes shall be declared elected to the Parent Support Group Executive. In the event of a single person nomination, the nominee will win by acclamation. In the event of a tie vote, new ballots shall be issued for the tied candidates and the candidate on the second vote with the largest number of votes shall be declared elected.
5. A meeting overlap with dual executive positions shall occur in June prior to the newly elected members assuming office at the regular monthly meeting of the Parent Support Group in September of the following school year.

## **MEETINGS**

Meetings shall be conducted respectfully, efficiently and with fairness to the members present and will follow Roberts Rules of Order.

### **1. Executive Meetings**

- a. Executive meetings shall be held as required but at least three (3) times during the term of office. Three (3) Executive Officers present constitute a quorum.
- b. The first Executive Meeting is to be held within four (4) weeks of their election and before the regular meeting.
- c. Questions arising at any Executive Meeting shall be decided by a majority of votes.
- d. In the event of a tie, an unresolved issue or an unsatisfied Executive Officer, the issue would then be brought to the next general meeting of the Parent Support Group for discussion and voting.
- e. Administration and/or school council may be invited to an Executive Meeting.

### **2. General Meetings**

- a. General meetings shall be held, if possible, once a month during the school year. Five (5) voting members, who must include at least two (2) Executive Officers, constitute a quorum.
- b. Notice of general meetings shall be given to parents and/or guardians by means of the school newsletter.
- c. In the event of an extraordinary meeting, the time and place shall be made public through the school newsletter or a flyer prior to such meeting.

### **3. Annual General Meeting**

- a. The Annual General Meeting is to be held by the end of May and will include the Chairperson's report, the Treasurer's report and the election of the new Executive.

## **VOTING AT A GENERAL MEETING**

1. For general meetings, five (5) voting members, including two (2) Executive Officers, constitute a quorum.
2. Unless otherwise provided, questions arising at any meeting shall be decided upon by a simple majority vote.
3. In the case of a tie vote, the Chairperson shall vote.
4. Voting of members on all matters must be given personally – voting by proxy shall not be permitted.

## **GUIDELINE REVISIONS**

The Guidelines of the Parent Support Group may be amended with approval of the Superintendent of Schools in consultation with the CISKD Board of Directors. Suggested amendments shall be forwarded to the Superintendent of Schools three months prior to any changes being considered for implementation.

## **DISSOLUTION CLAUSE:**

Should the St. James School Parent Support Group, which receives charitable gaming funds from licensed charitable gaming and/or direct charitable access, at any time dissolve or cease to exist, all gaming monies or assets purchased with gaming funds shall be held at the date of dissolution or cessation of existence. All gaming monies or assets purchased with gaming funds shall then be distributed by the SJS Parent Support Group to such eligible charitable organizations in British Columbia having similar charitable purpose. The foregoing clause is unalterable.

## **ADMISSIONS**

### **ADMISSION POLICY FOR NEW STUDENTS**

A. When necessary, new inquiries for admission will be processed by an admission committee (the Pastor dealing with religious aspects, the Principal with academic, and a member of the School Council with administrative and financial aspects). Admission will be based upon the policies outlined in the local School Council Policy Manual.

If Pastor is not available, a Pastor's Reference form for Student Admission may be used.

B. In accepting students, priority will be given to children from Parish Supporting Catholic families, i.e.

- those attending Sunday Mass with regularity
- those receiving the Sacraments with regularity
- those involving themselves in the life of the Parish
- those supporting the Parish financially according to their means

The Family Statement of Commitment may be used when admitting students of new families.

C. Any Catholic family not residing in the supporting Parish/es wishing to enroll students in the school shall be considered on an individual basis. There shall be consultation with the Parish School, where the family resides, and prior to admission into another school.

D. Non Catholic Students may be admitted to the school. Students from such families will be expected to participate in the entire educational program of the school, including the religious instruction program.

## **SCHOOL FINANCES**

### **Provincial Funding**

The British Columbia Ministry of Education recognizes St. James School as a Group 1 Independent School and is regulated by the Independent School Act. The B.C. Ministry of Education, Office of the Inspector of Independent Schools, is responsible for administration of the Independent School Act, and classification and funding of all independent schools.

As a Group 1 school, St. James School receives 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. James School does not receive any provincial funding for capital expenses. Parish subsidy, donations, fundraising, and tuition fees must make up the shortfall for the operating and capital costs.

### **Tuition Fees**

Tuition fees are a necessary part of our operational and capital budget. Fee schedules are developed and approved by School Council and are revised annually. As per CISKD policy, St. James School Council uses a formula for tuition based on the operating cost per student.

The Parish Supporter Tuition Rate is for those families who are practicing and contributing members of one of the local parishes who in turn subsidize the school.

The Non-Parish Supporter Tuition Rate is in place for those families who are not members of one of the local parishes and therefore are not contributing financially to the church. This financial contribution is made up through an additional tuition amount to the school.

We believe strongly in a Catholic education for all children of our faith and pray that financial hardship should not stand in the way of them receiving a faith-based education. Should you experience financial difficulty, you may make application to the pastor for further tuition support. These forms may be obtained from the Pastor of St. James Church.

## **FAMILY INVOLVEMENT**

### **St. James “S. O. S.” Program ~ “Saints of Service”**

As always, St. James School encourages all parents to participate in the life of St. James School. One of the keys to the success of our school is Parental Involvement. Studies show that the students feel more secure and have greater success in school whenever parents are supportive of their children’s school. Service is defined as; “an act of helpful activity,” or “works done by one person or group that benefits another.” As St. James School serves our community, our goal as parents is to participate in the community of the school, enabling it to function more efficiently and effectively because of our service. We are the role models for our children, their primary teachers. The school spirit we demonstrate shows the importance of active participation in our community which benefits the spiritual, moral, and intellectual growth of our children. They become contributing members of our society because they witness the example of their parents’ self sacrifice, and they witness the goodness that comes from their service.

As an effort of “Service Renewal” St. James School Council is piloting a parent incentive program that will track the service parents participate in during the school year. We hope this will also serve to remind us that we, too, are like the Saints before us who gave so freely of themselves for the betterment of their communities.

Families submit a \$300 cheque with their registration forms. Families are then required to complete 20 hours of volunteer work within the school year. Upon completion of these hours, the cheque is either returned or destroyed. Families unable to complete the hours will be given the opportunity to complete them over the summer, or their cheque will be cashed.

### **Optional Participation Fee**

If you would prefer to contribute a fee of \$300 instead of service hours, please submit payment with your registration. If you choose this option, your family will not be included on a participation team. We do ask that you still remain involved with the school by attending information meetings and participating in school events as often as possible.

### **Service Opportunities**

Opportunities for service and parent involvement are abundant at St. James School! They include fundraising activities, school maintenance, classroom helpers, School Council, Parent Support Group....just to name a few. A listing of the opportunities is included with the "S.O.S." form included in the student registration package or available at the school office. Also, if you have a special skill area that you'd like to offer to help in, please contact the school principal.

## **AN ENVIRONMENT FOR LEARNING**

We are convinced that there are specific, definable attitudes and behaviours of students, parents, and teachers which help to build superior schools. In order for us to maintain the excellence that we desire at St. James, we ask you to read and support the expectations indicated below.

### **Expectations for Pupils**

- To arrive punctually, attend regularly, and behave appropriately
- To be prepared with books and materials
- To be considerate of the rights of others
- To make a sincere, concentrated effort
- To respect and comply with school regulations
- To participate attentively and reverently in all religious observances

### **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 attend all meetings called by the school
- To participate in school activities (Religious, academic, social, sportive)
- To attend parent-teacher interviews as scheduled
- To support the school financially

### **Expectations for Staff**

- To provide a school and classroom environment conducive to learning
- To teach the B.C. curriculum with special emphasis on our Catholic faith
- To provide for each child's special needs
- To respect the dignity and uniqueness of each child
- To keep parents adequately informed of the progress and performance of their children
- To provide fair and just disciplinary treatment as needed

- To maintain order, plan properly, teach meaningfully, and present a role model which will be an inspiration to the youngsters

## **SCHOOL EDUCATIONAL & EXTRA CURRICULAR PROGRAMS**

### **Curriculum**

St. James School teaches the required British Columbia curriculum as specified in the Ministry of Education's New Curriculum. Subjects that are taught throughout the grades include Language Arts/English, Mathematics, Science, Social Studies, Visual Arts, Music, Drama, Physical and Health Education, Career Education, Applied Design, Skills and Technology, French, and Religious Education. French as a Second Language is mandated by the Ministry of Education to begin at the Grade 5 level. At St. James School, students receive instruction in French as a second language from Kindergarten to Grade 7 from our French specialist. St. James School also provides students with an array of curricular and extracurricular opportunities including educational field trips and athletic activities.

The approved religious education program for the Catholic Independent Schools of the Kamloops Diocese is the "Call to Faith" program. The "Alive in Christ" series is used as a supplementary text. The current resource for the family life program is "Fully Alive". Daily prayer, prayer assemblies, and monthly masses are an important part of developing the faith life of our students.

Learning Assistance for students who have been identified as requiring this support is available. These programs are school-based programs which assist the classroom teachers in meeting the needs of their students. When a child is referred for the learning assistance program, the parents are first notified by the classroom teachers. The Integrative Support Coordinator, classroom teacher, administration, parents and child form a team to identify learning needs and how they can best be met. Regular reports will be provided. Notification will also be given when the program ends.

### **Report Cards and Pupil Progress**

Formal report cards are issued once a school year.

In addition to the end of year formal report, parents are provided with two informal reports throughout the year. By definition, these can be phone call interviews, informal interviews (at the parent or teacher request throughout the year as need arises) or form parent/teacher/student conferences scheduled by the school or parent. Parents may request an interview with their child's teacher at any time throughout the year.

At SJS, in place of term report cards, we have implemented the use of a continuous reporting model via FreshGrade. This allows students, parents/guardians, and teachers to communicate student learning in realtime without the need to wait for end of term dates etc.

### **Library & Computer Lab**

St. James School Library and Computer Lab are intended to be a central component to student learning. They are both considered to be valuable resources to help students create, discover, and succeed. The Library is fully automated with an extensive collection of materials intended to support curriculum needs and to provide enjoyment for students. The collection is updated annually. A part-time Library technician works in the library. Classroom teachers take their students to the library on a regular basis for book exchange and to access the resources. Most materials are loaned for a one-week period.

St. James School Computer Lab includes 30 individual computers fully networked with internet access and a good variety of software programs for student use. Each classroom has at least one computer for student and teacher use that is also networked within the school and has Internet access.

St. James School is pleased to be able to offer our student's access to the Internet. Learning can be enhanced through the opportunities available through the many educational sites. Although the use of Internet can have a negative effect if not handled properly, we believe that the benefits of the Internet outweigh the potential risks. The responsibility for appropriate use lies mainly with your child within the context of adequate supervision by school staff. If a student intentionally accesses information that is inappropriate, disciplinary action will be taken by the school and may result in loss of privilege to use the Internet at St. James School.

### **Homework & Study**

Homework is an integral part of the education process. It is a continuance of the classroom experience. It helps the student to reinforce material that has been taught at school. It is a means of preparing the student for tests, enables students to work on subject areas where they are experiencing difficulty, or to prepare material for the next day's class.

Research tells us that regular homework results in improved achievement and better study habits.

Families are encouraged to implement regular homework routines and practices.

- Establish a scheduled time to do homework that best suits your child's needs. If possible – at the same time every day.
- Provide a special place to do homework. Set up a homework environment that suits your child's needs and learning style. Minimize the noise level around the area. Consider lighting, comforts, distractions, materials, resources and proximity to parent supervision.
- Let your child work independently but be available to help, consult, encourage and praise. Parents should not do the assignments for their child.

Below are some general homework expectations for students at St. James School:

#### **PRIMARY (K-3)**

- Usually a maximum of 20 minutes – 3 to 4 times per week
- This homework time will generally be reading for ten minutes and practicing math facts and spelling for five minutes each.
- Reading each night is most important.
- Parents should use their own judgment if there is other assigned work as well (for example, studying for a test on Canadian provinces in Gr. 3 could take the place of reading for that evening).

#### **INTERMEDIATE (4-7)**

- Suggested guideline is approximately 45-60 minutes per night.
- Generally, all students have to read each night, as well as practice spelling and basic math facts.
- In addition, there may be "work completion" from the school day, studying for tests, and special projects on occasion.

#### **Extra Curricular Activities**

Throughout the year, school staff and parents volunteer their time to run extra-curricular activities for the students of St. James School. We appreciate their efforts and the support shown by parents.

Extra Curricular activities include sports, choir & music activities, reading extravaganza, liturgies, Holy Childhood, intramurals, fundraising, concerts, celebrations, etc. Some of the activities are carried out at recess and noon breaks. Others take place after school and on weekends. When students are participating in school activities they are expected to follow school expectations, policies, and procedures.

**School Hours and bell times:**

7:45 am	Student Supervision
8:30 am	Morning Classes begin
10:00-10:25 am	Recess (Students supervised on the playground)
12:00-12:25 am	Lunch – indoors (students supervised in classrooms)
12:35-12:55 pm	Outdoors-playing
12:55 pm	Afternoon classes begin
2:45 pm	Dismissal
2:45-4:30 pm	Student Supervision

**School Office:**

Our school office is generally open from Monday to Friday from 8:00 am to 4:30 pm. If your telephone call is not answered immediately, we may be on another line, or temporarily away from the office. Please leave a message and we will return your call as soon as possible.

**Staff Prayer**

Our staff gathers together for prayer on a regular basis. We also celebrate Mass together in the chapel once a month.

**Absences**

Please telephone the school (250-542-4081) or use the SJS App if your child is ill or will be absent. Someone will be in the Office to take your call between 8:00 a.m. and 4:00 p.m. If your child is away and we have not heard from you, someone from the School Office will call you. We expect your child to bring a written, signed note explaining the reason for his/her absence upon returning to school or again, a note submitted via the SJS App.

**Tardiness**

Continual tardiness is disruptive to the start of the day, not only for the student, but also for the class. We understand that morning can be a challenge for both students and their parents. We appreciate your efforts to arrive on time.

**School Telephone Procedures & Messages**

Students will be permitted to use the phone only if they have the permission of their classroom teacher. Students will not be given permission to use the phone to arrange social dates. Please make every effort to finalize arrangements with your child before they leave for school. If you telephone to have a message given to your child, please call before 2:00 pm.

**Student Confidentiality**

Any person that volunteers in the school (classroom, library, office, field trip, etc.) is reminded to respect the confidentiality of the students in the school. Any information regarding the student that is acquired

through volunteering in the school must be held in confidence to ensure the protection of the students' privacy.

### **Bussing**

Some bussing services are contracted from our local public school district. The school bus service is designed to assist the students attending St. James School to get to and from school and for some field trip transportation. Efforts are made to provide bus transportation to as many students as possible provided that they live within our route areas and that space is available on the bus. For further information regarding bus service, please contact the school office.

Safety is the first concern and must always remain at the forefront of all transportation requests. Students are required to behave appropriately at all times when riding the school bus.

#### **Bus Behaviour**

- Always remain seated when the bus is in motion
- Talk to your friends in a quiet, conversational tone
- Face forward in the seat
- Do not eat or drink on the bus without the bus driver's/teacher's consent
- Keep arms and head inside of the bus at all times
- No rough or horse-play – keep hands to yourself
- Leave the bus in an orderly fashion

Students will be issued a “pink slip” for infractions of the bus rules. The slip must be signed by the parent, acknowledging that he or she is aware of the situation, a returned to the bus driver or administration before the student will be permitted to ride the bus again.

- On the first offence, the student will receive a warning and suitable disciplinary action may be taken.
- On the second offence, the student may lose their privilege to ride the bus for a period of one week.
- On the third offence, the student may lose their privilege to ride the bus for the remainder of the school year.

### **Dress Code**

All St. James students from Kindergarten to Grade 7 will be expected to comply with the uniform policy (see end of Handbook) as established by St. James School Council.

### **First Aid Procedures**

In order to avoid undue parental alarm and / or concern about injuries which occur during school hours St. James School Staff will communicate with parents promptly and calmly when an accident occurs. Staff will inform parents about the extent and type of injury. For injuries considered to be more serious than cuts, bruises and minor abrasions, the following procedures will be followed:

- Emergency (but temporary) treatment implemented.
- Parent or emergency contact person will be phoned and informed and requested to take child to family doctor or emergency if treatment is required.

- If both parent and the alternate emergency contact person are not available, the staff will arrange to have the student taken to Emergency. The secretary will continue to try and contact the parent or emergency person.
- Students who become sick during school hours are asked to lie down in the sick room near the secretary's office. The parent will be contacted and asked to take the child home if necessary.
- Emergency procedures, list of all students with medical problems and medical supplies are kept in the sick room/time out room and copies are given to each teacher.

### **Medication**

If medication is required during school hours, parents are requested to contact the school office with all of the necessary information. All medications are stored in a locked facility and are administered by a school staff member. Students are not permitted to keep medications with them at school or school activities. It is extremely important that parents provide this medical information early in the year, or as soon as a medical condition is identified. Information is updated on an annual basis and parents are asked to review the information given to the office from previous school years.

### **Illness**

In the case of illness, students will be sent to the sick room and if the illness is such that we think is serious, the parents will be contacted to pick up their child.

There are three important issues in determining when a child is too ill to attend school: 1) the protection of other children and staff from communicable disease. 2) The comfort and safety of the child who is ill. 3) The lack of facilities to look after an ill child at school.

With these issues in mind, please keep your child home from school:

- With suspected, or know, communicable diseases (i.e. measles, mumps, rubella, and chickenpox) they should be excluded from school until non-infectious.
- With chronic symptoms such as persistent cough or fever which warrant medical evaluation.
- With new symptoms of illness, or present symptoms becoming progressively worse.
- If your child is too ill to participate in normal activities. (Normally children who are too ill to go outside for recess are encouraged)

### **Lunches**

Elementary Students who bring lunches are to eat in the classroom. They must remain in the classroom from 12:00 pm until 12:25 pm to eat their lunch. Students wishing more time will certainly be allowed to eat longer. No student may mistreat, handle, or conceal food belonging to another. If students forget to bring their lunches; the student will phone home to make arrangements to have a lunch supplied. If this is not possible, the school will help out.

SJS also offers a full-time Hot Lunch Program that families may sign up for.

### **Procedure for Concerns**

Open communication is the key to a successful relationship. We encourage you to contact us as soon as possible if you have any concerns. The procedure is as follows:

1. A parent with a complaint should FIRST contact the person in question. Ex. Teacher or aide involved. (Please make an appointment to address serious concerns.)
2. If no solution to the problem is found, the parent should contact the principal for solving the problem. (Please make an appointment.)

3. If not satisfied with the action taken, the parent should bring the matter in writing to the School Council. (Individual persons or delegations wishing to make a presentation must state the purpose of the presentation, in writing, three days prior to the school council meeting.)
4. If the parent does not receive satisfaction from the parties, an appeal in writing may be made to the Board of Directors of the Society.
5. The decision of the Board of Directors of the Society on the matter shall be final and binding on everyone involved.

### **Volunteer Driving checks**

In the event that parents wish to attend school field trips, and wish to drive students; St. School requires a minimum of \$ 3,000.000.00 third-party liability car insurance.

The paper work that the office must receive before any volunteers leaves on the field trip is as follows:

This information must be completed annually.

- 1.) BC Access Driving abstract
- 2.) Volunteer Driver Authorization application
- 3.) Copy of vehicle insurance indicating the coverage for Third Party insurance

### **Criminal Record Checks**

To ensure the safety of students, a current (annual) Criminal Record Check is required to be on file at the school for every adult wishing to participate in any school activity involving contact with students. These can be easily obtained free of charge through the school office.

### **Personal Information Privacy Policy**

On January 2004, the Provincial Government enacted the Personal Information Privacy Act. The Catholic Independent Schools of Kamloops Diocese was required to formulate a policy that outlines how personal information of students, staff and volunteers is used and disclosed in our five schools.

A complete copy of the policy is kept at the school office.

### **Updating Information**

Please keep the School Office informed of any changes in your address, home phone numbers, emergency contact person and phone number, and health information regarding your child.

### **Weather Conditions**

Fresh air and exercise are important for your child's good health and sense of well – being. All students are encouraged to be outdoors before and after school and during the recess and lunch breaks. During severe storms or when the temperature is very cold, students will be allowed to stay indoors.

Please ensure that your child is wearing clothing suitable for the weather – jackets, toques, mittens, boots, and rain gear.

### **Newsletters**

School newsletters are sent home the last Wednesday of each month via email. The newsletter will include pertinent and important school information with a monthly calendar identifying major school events. If you don't receive an issue, please ask your child to request one at the office, or phone the school office to have another one sent home. The school newsletters are also available on our school website – [www.stjamesvernon.com](http://www.stjamesvernon.com) and via the SJS App.

## **Child Abuse Reporting**

St. James School follows policy and procedures regarding child abuse as outlined in the Catholic Independent Schools Policy Manual, using the Supporting our Students: A guide for Independent School Personnel Responding to child Abuse booklet as reference, and working together with Ministry for Children and Families' policy and all other relevant authorities. By law, any staff member who has reason to believe that a child is in need of protection must promptly report the matter to the appropriate authorities.

## **STUDENT BEHAVIOUR AND DISCIPLINE**

### **St. James School Code of Conduct**

In order to achieve the mission of St. James Catholic School, students are expected to behave according to this Code of Conduct. All students have the right to a safe, happy, orderly environment in which they can reach their maximum potential.

### **Rights**

1. Parents have a right to expect that:
  - their children are safe from physical and emotional harassment
  - their children are receiving the best instruction in a positive learning atmosphere
  
2. Students have a right to expect:
  - fair and consistent treatment
  - an opportunity to learn to their maximum potential
  - that personal property is safe from theft or damage
  - an environment free from physical and emotional harassment
  
3. School Staff have a right to expect:
  - respect, courtesy and consistent effort from students
  - support from parents in their efforts on behalf of students
  - that school and personal property is safe from theft or damage
  - an environment free from physical and emotional harassment

### **Responsibilities**

1. Parents have a responsibility to:
  - provide spiritual guidance
  - ensure students are consistently and properly fed, clothed and rested
  - ensure students arrive at school on time and attend regularly
  - teach responsible behaviour
  - teach socially acceptable values such as honesty, respect for others, work ethic
  - show concern for their child's progress
  - be supportive of the school
  
2. Students have a responsibility to:
  - make a consistent effort in all their work
  - treat students, adults, and property in the school with respect
  - behave responsibly and appropriately

3. School Staff has a responsibility to:

- provide spiritual guidance
- treat students fairly, consistently, respectfully
- provide the best possible learning environment for each student
- act on behalf of child's well being
- adequately inform parents of progress, performance, and behaviour of their children
- be a positive role model for students
- be supportive of the home

### **Jurisdiction**

This Code of Conduct applies in a wide range of circumstances, including:

1. In any school building and on any school grounds at any time
2. In the community, if the conduct directly impacts on the reputation or integrity of the school
3. At any time during the school day, including on the way to and from school
4. On field trips organized by the school
5. Towards school staff and their property at any time or place

In general, students whose conduct adversely impacts on the welfare of staff, parents, others students, or the learning atmosphere of the school will be subject to discipline.

### **Discipline**

#### **Classroom Discipline**

- classroom teacher is responsible for classroom management
- students must be supervised at all times
- If a child has a discipline problem in the classroom, the teacher may have the student complete a Minor Discipline Report/SHARP referral form.
- The parent and/or administration may be contacted for notification or further action.
- in the event that administration becomes involved, the parents may be contacted to discuss an action plan

#### **Playground/Hallway Supervision**

- supervisor on duty is responsible for playground/hallway discipline
- if a child has been involved with a minor infraction, at the discretion of the supervisor, the student may be required to complete a SHARP Referral or Minor Discipline Report
- the supervisor will fill out the Report
- a logical consequence may be administered by the supervisor and/or administration
- if the bell rings and the problem has not been dealt with, the student is sent to class or is seen by the principal, depending on the circumstances.

#### **Minor Discipline Procedure**

- 1.) The student/teacher may complete the Minor Discipline Report/SHARP referral
- 2.) The report will be signed by the student, teacher, and/or administration.
- 3.) Copies will be made of this Report for administration and classroom Teacher.

- 4.)If necessary, the student will take the original copy of the Report home to have it signed by parent/guardian
- 5.)The signed Report will be returned on the next school day and given to the Teacher and/or the principal.
- 6.)Administration will ensure that all involved parties (i.e. supervisor and/or classroom Teacher have been informed of the incident and will retain the parent's copy with the administration file.
- 7.)In the event that the Report is not signed and returned the following school day, at the discretion of the Teacher/Administration the parent may be contacted, or the student may be required to remain in a time out until the signed report is recovered.

### **Serious Discipline Procedure**

1. If a child has been involved in a serious offence he/she is immediately reported to administration.
2. The administration will meet with the child and complete the first page of a Serious Discipline Report.
3. Administration will attempt to contact parents/guardians as soon as possible after a serious incident.
4. Police may be notified if an incident warrants their involvement.
5. This report will be taken home and given to the parent by the child.
6. At the discretion of the administration, a warning may be issued to the child, or an in-school or out-of-school suspension for 1 to 5 days may be administered.
7. Copies will be made of this report; one to be mailed to the parents; one to the classroom teacher; and one to be retained in administration files.
8. In the event a suspension of any type is administered, parents will be required to meet with the administration prior to the student's return to school.
9. The teacher and/or other team members may also be present.
- 10.The parent must be present at the meeting regarding this Serious Discipline Report.
- 11.The bottom portion of the report (Behaviour Agreement) will be completed by the student and parent at the school meeting.
- 12.Once all requirements have been met, the student will be allowed to return to school.

### Examples of Types of Offences (Not Necessarily Complete)

<b>MINOR</b>	<ul style="list-style-type: none"> <li>▪ Interruption/Disruption in class</li> </ul>	<ul style="list-style-type: none"> <li>▪ Harassment/Bullying</li> </ul>
<ul style="list-style-type: none"> <li>▪ Late for class</li> </ul>	<ul style="list-style-type: none"> <li>▪ Interfering in play activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willful disobedience</li> </ul>
<ul style="list-style-type: none"> <li>▪ Eating in class</li> </ul>	<ul style="list-style-type: none"> <li>▪ Breaking rules of play activity</li> </ul>	<ul style="list-style-type: none"> <li>▪ Defiance</li> </ul>
<ul style="list-style-type: none"> <li>▪ Running in halls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pushing/Shoving</li> </ul>	<ul style="list-style-type: none"> <li>▪ Insubordination</li> </ul>
<ul style="list-style-type: none"> <li>▪ Littering</li> </ul>	<ul style="list-style-type: none"> <li>▪ Rough/Hands on play</li> </ul>	<ul style="list-style-type: none"> <li>▪ Leaving grounds without permission</li> </ul>
<ul style="list-style-type: none"> <li>▪ Inappropriate Clothing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dispute resulting from rough play</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use of foul language, profanity/gross swearing</li> </ul>
<ul style="list-style-type: none"> <li>▪ Disrespect of property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Throwing food/rocks/snowballs</li> </ul>	<ul style="list-style-type: none"> <li>▪ Smoking</li> </ul>
<ul style="list-style-type: none"> <li>▪ Riding Bikes on grounds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Spitting</li> </ul>	<ul style="list-style-type: none"> <li>▪ Truancy</li> </ul>
<ul style="list-style-type: none"> <li>▪ In building without good reason or permission</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dishonesty</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vandalism</li> </ul>
<ul style="list-style-type: none"> <li>▪ Excessive noise in halls</li> </ul>	<ul style="list-style-type: none"> <li>▪ Graffiti</li> </ul>	<ul style="list-style-type: none"> <li>▪ Possession or use of alcohol, drugs, or weapons</li> </ul>
<ul style="list-style-type: none"> <li>▪ Rudeness to others</li> </ul>	<b>SERIOUS</b>	<ul style="list-style-type: none"> <li>▪ Other criminal acts</li> </ul>
<ul style="list-style-type: none"> <li>▪ Teasing/Name calling</li> </ul>	<ul style="list-style-type: none"> <li>▪ Repeated minor offences</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Arguing with school mates/Teacher</li> </ul>	<ul style="list-style-type: none"> <li>▪ Violent behaviour</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Rude or inappropriate language/slang or actions</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fighting/Assault</li> </ul>	

### Suspension and Expulsion of Students

1. Suspension and expulsion for “serious cause” are possibilities. “Serious cause” includes but is not limited to such things as:

- possession or use of firearms and weapons
- possession of or use of drugs or alcohol
- theft within school environment
- gross insubordination
- serious willful damage to the school
- physical violence
- emotional/physical/sexual harassment - bullying
- disruptive behaviour
- truancy

2. Normally, procedure shall be as follows:

**Warning:** Any students whose actions are judged to be seriously detrimental to the school will be given a first warning in the presence of the principal. A suitable consequence will be discerned and the parents will be informed. If there is no improvement, an interview will be held with the parents and the child at which time the consequences of the child's behaviour will be explained. This interview will be recorded in writing with one copy filed in the principal's office and one copy sent to the parents.

**Suspension:** A second formal warning will be kept on file and will result in the parents being called and asked to take the student home. The maximum period of suspension shall not exceed one week. Readmission to the school will be allowed only after a meeting with parents, student, teacher, and principal. Any readmission of a student after a suspension also requires a commitment from the student, supported by his parents, to behave in a manner acceptable to the school.

**Expulsion:** In the event of a third offence, the principal, and school administration will expel the student/s. The School Council will be informed of this decision.

3. In extraordinarily serious situations the procedure shall be as follows: A principal has the right to suspend summarily a student in an extraordinarily serious situation. Before the child leaves the school, the parents must be notified to pick up the child at the school.

Upon notification of the School Council, a principal will take immediate appropriate action to expel a student. A written notification must be given to parents or guardians within twenty four hours of the expulsion.

### **Dealing with Major Complaints**

In a Catholic school, parents, students, teachers and support staff form an integral part of the Christian school community. The administration, teachers and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with, accept and support the philosophy and policies of the school. Parents indicate this by signing the Statement of Commitment as teachers do when they sign their contracts.

From time to time issues may arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Christian manner respecting each other's point of view. All parties involved must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate an amicable resolution of issues of conflict, the concerned parties will abide by the following guidelines. Schools may develop a local policy that details more explicitly the steps to be followed.

However, the following minimum procedures must be followed.

1. The persons directly involved must deal the issue with first.

It is essential that meaningful communication be established right from the beginning. Both parties must clearly identify the issue being discussed. There must be open discussion and an honest attempt to settle the issue at this level. It is important to recognize that the resolution of an issue usually involves some compromises. Both parties should be aware of this and must be open to compromise, at the same time understanding that policies must be followed.

2. If the issue cannot be resolved using the strategies above, the matter must be brought to the attention of the Principal of the school. The Principal will:

- Clarify the issue of disagreement. This will involve hearing both sides, reviewing relevant documentation, and meeting with any witnesses to determine the exact nature of the problem. All side issues that arise from the initial problem must be identified and removed from future discussions. It is the responsibility of the principal to document all matters pertaining to the issue and its resolution. It is also recommended that both parties keep documentation to present to the Principal or investigative committees.
- determine what policy/policies of the school or CISKD can be applied to resolve the issue.
- apply the above policies so that a judgment may be made to resolve the issue. The Principal should seek advice concerning any precedents and/or other issues of a similar nature that have been successfully resolved. Advisers might include the Pastor, Chair, Superintendent, etc.
- provide a resolution to the issue. The Principal having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification the parties must be informed of the available appeal procedures. (ref. to Process for Appeal)

3. If the Principal's resolution is not accepted, the matter may be appealed to the School Council. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.

- Upon receiving the complaint the School Council will form a subcommittee, which must always include the Pastor. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.
- After this, the subcommittee shall, in camera, present its recommendation to the School Council. The School Council will then provide a resolution to the issue. If the resolution requires disciplinary action, the School Council must consult with the Superintendent before implementing the recommended action.
- The School Council shall notify the parents and the principal of its decision within seven days of the meeting. The decision shall be communicated in written form.

When the complaint is about the Principal the process should start with step # 1. If the issue cannot be resolved using the strategies in # 1, the matter is referred to the Office of the Superintendent.

The Board of Directors may consider an appeal of the School Council's decision for reasons which the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the School Council's decision. The decision of the Board of Directors shall be final. Refusal of the School Council or employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Board of Directors and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

## **ST. JAMES SCHOOL STUDENT UNIFORM REQUIREMENTS**

St. James School Council has a mandatory uniform policy for all students. The further listed items must be purchased through our uniform supplier. Please read the uniform information and requirements that are listed below.

### Uniform Supplier

Advertising Works has been chosen as the uniform supplier for St. James School. The following uniform items must be purchased through our uniform supplier: hoodies, long and short sleeved golf shirts, turtlenecks & mock turtlenecks, vests, cardigans, athletic uniform (gray t-shirt & navy shorts, sweatpants).

### Uniform Selection

Selected uniform items for each of the grades are listed on the school uniform order form. Please refer to this form for item selections and ordering information.

### Outerwear for all Grades

Each St. James student is required to have one item of crested outerwear. Parents and students may choose from the following items:

- Microfleece vest ( with logo)
- Knit Cardigan (with logo)
- Zip-Front Hooded Sweatshirt (with logo)
- Crewneck Sweatshirt (with logo)
- Pullover Knit Vest (with logo)

Outerwear items will not replace a coat or winter snow wear, but may be worn over top of the uniform shirt for extra warmth in school or outside.

### Athletic Uniform – Kindergarten to Grade 7

The St. James School Athletic uniform is mandatory for all students in Kindergarten to Grade 7. It is available for purchase through Advertising Works, our uniform supplier. The athletic uniform will consist of the following items:

- St. James grey t-shirt (with logo)
- St. James navy short (with logo)
- St. James navy sweat pants (with logo)

Students may choose to wear either the shorts OR sweat pants for gym classes.

Pants, walking shorts, skirts, skorts & tunics can be purchased elsewhere. However, they must follow the following criteria:

- All items must be dark navy blue
- Pants must be a “dress” pant, that are nicely fitting, no cargo style pants with huge pockets (cords are permitted)
- Skirts length must be just above the knee
- Sweatpants are not permitted to be worn other than for physical education class & sporting events.
- Plain white blouses and dress shirts can also be purchased elsewhere. However, they must be plain crisp white in colour with no logos or designs on them.

- All uniforms must be kept clean and in good repair

### Summer Uniform

The athletic t-shirt and shorts will be accepted as summer uniform for all students during the months of May, June, September and October. Because of hot weather, students may wear these uniform items during class times for these designated months. Parents may wish to purchase more than one set of the t-shirt & shorts for this purpose. (This does not include the athletic sweatpants, which may be worn during gym time only.)

### Mass Dress

“Mass Dress” will be required for all students during school liturgies. This will include First Friday masses, Ash Wednesday mass, and any other school liturgies or special occasions. There may also be other times or events when mass dress will be required. Students will be informed of these times.

Mass Dress will include any uniform pieces designated for specific grades EXCEPT FOR any of the St. James Athletic uniform pieces (t-shirt, jersey shorts, and sweat pants). Athletic uniform items will not be allowed for Mass Dress at any time.

### Uniform Infractions

We appreciate your support in helping us to successfully implement this school uniform policy. Parents of students who are not wearing the required uniform will be contacted and asked to provide proper uniform items for their child.

If you have further questions regarding the St. James School uniform requirements, please contact the school principal.