

PRINCIPAL'S MESSAGE

My name is Glen Palahicky, and I would like to introduce myself to the St. Ignatius Family. I, along with my beautiful wife, Sophia and our two children, Victoria (11) and Jonathan (7), are very excited to move to Winnipeg from B.C. where I grew up. I met my wife while teaching in the Bahamas fifteen years ago. It is nice to have family somewhere warm! My wife, who is already working at the University of Manitoba as an Instructional Designer, has tasted some of the winter cold and isn't intimidated. Some of my hobbies include reading, hiking, and coaching volleyball, basketball, baseball and track. My formal education includes a Masters Degree in Education, Teacher's Certification in BC, Alberta, and Manitoba, a Certified Human Resources Professional (CHRP) designation in process, a Bachelor of Arts Degree from the University of Toronto, a Diploma in Spiritual Theology from the Jesuit Regis College, a five year Capuchin-Franciscan Formation and an Electrical Journeyman Certificate. Yet, D.A.D. behind my name is the one I'm most proud of having. My present work at Veritas Catholic Elementary in Terrace B.C., as principal for the past eight years, has prepared me well in being the next educational and spiritual leader at St. Ignatius School. I am looking forward to meeting all of you, serving the whole school to the best of my ability and helping your children flourish this upcoming school year. with you.

Glen Palahicky
Principal

TABLE OF CONTENTS

COMMUNITY HISTORY AND ORGANIZATION.....	2
Legal Organizational Structure	2
Administration	2
Board of Directors	2
FUNDING	3
STAFF	3
Faculty	3
Support Staff	4
ACADEMIC PROGRAM	4
Reporting on Student Progress	4
Resource Program	5
Promotion/Retention	5
Literacy with Information and Communication Technology (ICT)	5
Core French	5
Physical Education	6
Home Economics/Industrial Arts	6
Music	6
Homework	6
OLWEUS Bullying Prevention Program	7
FAITH FORMATION PROGRAM	7
CO-CURRICULAR/EXTRA-CURRICULAR	8
Field Trips	8
Extra-Curricular Sports	8
COMMUNICATION.....	9
E-Updates.....	9
Ignition Newsletter	9
Complaint Protocol	9
Meeting with Teachers.....	10
E-mailing Teachers	10
SCHOOL SAFETY.....	10
Pickup and Drop Off of Students	10
School Entrances.....	11
Volunteers and Visitors.....	11
Fire Drills	11
Lockdown Drills	11

Emergency Evacuations	12
Tornadoes.....	12
STUDENT INFORMATION.....	12
Attendance	12
Bicycles, Roller Blades, Scooters, Skateboards	12
Dress Code	12
Library	13
Lockers and Desks	13
Photocopying.....	14
Telephones	14
Textbooks.....	14
SCHOOL OPERATING GUIDELINES.....	14
Bad Weather Days – Indoor Recess	14
Emergency Closures	14
Calendar.....	14
School Day Cycle.....	15
Fees	15
Staff Meetings	15
In-Service Days – Teacher Professional Development	15
Administration Days.....	15
Lost and Found	15
Medical Treatment	15
Allergy Management	16
EXTENDED DAY SERVICES.....	16
Before and After School Programs.....	16
After-Kindergarten Program.....	16
Lunch Program	17
PARENT INVOLVEMENT	17
St. Ignatius School Parent Advisory Council (SISPAC)	17
School Community Involvement.....	18
CODE OF CONDUCT	18
STUDENT BEHAVIOUR MANAGEMENT.....	20

Please note: For the purposes of this handbook, the term *parents* is used broadly to refer to parents, guardians, or any other assigned caregiver to the student.

COMMUNITY HISTORY AND ORGANIZATION

Since its inception in 1908, St. Ignatius Parish has been steeped in the tradition of providing a quality Catholic education to all parishioners. Our school's founding administration, the Sisters of the Holy Names of Jesus and Mary, and the Jesuits, are strong proponents of Catholic education. Under their guidance, one of the first missions of the parish was to open our school in 1912. We have continued to uphold this tradition and our mission to promote Catholic education rooted in the spirituality of finding God in the world and in all things. The school has grown from four early classrooms housed on the site of the present Parish Education Centre to the multi-room complex presently used. The present facilities were completed in the late 1950s with the addition of the gymnasium and the Harrow Street wing. In the early 1980s, the school came under the direction of lay administration and this change, in conjunction with limited provincial financial support, resulted in the present operating structure.

St. Ignatius Parish supports the school as its primary mission and believes that all children should be able to access quality Catholic education. This community puts faith into action by supporting our school with its time, talents, prayers and finances.

Legal Organizational Structure

St. Ignatius School is operated as an independent school under the Province of Manitoba's *Education Administration Act* and as a Catholic parochial school under the authority of the Archbishop of Winnipeg. The school is owned by St. Ignatius Parish and incorporated under provincial law as a not-for-profit educational organization. The corporation's membership is comprised of all registered parishioners. Nominations are called for annually to fill vacancies on the Board of Directors, and parents of children in the school are strongly encouraged to consider submitting their name for nomination.

Administration

The Principal is responsible and accountable for the day-to-day operation of the school, in accordance with the strategic agenda (he/she is also the liaison between the staff and the Board of Directors). The Principal as Chief Operating Officer attends all Board meetings and presents monthly reports on the operation of the school. The Principal provides academic, administrative and spiritual leadership in the school.

Board of Directors

The Board of Directors is an advisory board comprised of school parents and/or parish members that deliberate on matters concerning budget, policy, and direction, while always focusing on the school mission.

The members of the volunteer Board of Directors are representative of the diversity of talents within our school and parish community. Parents of school children and parishioners are welcome to become Board members. The St. Ignatius School Board of Directors works collaboratively with the Principal and Pastor.

Our school is grateful to the individuals who provide vision and leadership through their expertise, dedication, time and generosity. The portfolio descriptions and Board members are listed yearly on the school website.

FUNDING

Parish donations are an important part of how we remain a faith community committed to quality education. Unfortunately, the current level of government funding does not adequately cover the operating costs of the school. In order for our community to understand the complexity of the business operations of the school, it is our responsibility to provide the necessary information concerning the costs related to school operations. For the 2011-2012 academic year, the government of Manitoba has determined that the cost to educate a child is \$9,522.00 per year. That amount is provided to public schools by way of grant for each full-time equivalent child enrolled. Catholic Schools receive half that amount. This money is intended for instructional services and does not apply to capital costs, such as building maintenance, renovations, and supplies.

The school Principal and the Board of Directors manage a modest budget based on the following sources of funding:

- The grant from the Government of Manitoba in the amount of \$4,761.00 for each full-time-child enrolled, half of this for kindergarten children;
- School fee assessment (\$175.00/student facility revitalization fee, \$100.00/student instructional supply fee, and \$150.00/family lunch supervision fee);
- Fee charged to non-parishioners in the amount of \$1,400.00 per year for grades 1 - 8 students (\$700.00 for kindergarten students);
- Parishioners' donations. Through these, St. Ignatius Parish covers the deficit related to the costs of operating the school. The current recommended guideline for school parents is a minimum of \$1,400.00 per student (grades 1 - 8; \$700.00 for kindergarten).

The parish recommends that all parishioners make their contributions through Pre-Authorized Contributions (PAC). These are automatic deductions from your bank account. The PAC forms are available at the church or school office.

STAFF

The administration is very proud of the quality of its faculty. We hire dedicated, faith-centered teachers and educational assistants who continually pursue professional development opportunities in order to strengthen and develop their professional skills. All faculty members undergo an extensive interview process prior to being hired.

Faculty

Principal	Mr. G. Palahicky
Vice Principal	Mrs. C. Noonan
Kindergarten	Ms. Krawec-Verma
Grade 1	Mrs. E. Eliasson
Grade 2	Mrs. C. Cenerini/Mrs. Taylor
Grade 3	Mrs. J. Kirby (Mrs. K. Sine on maternity leave)
Grade 4	Mrs. C. Noonan/Mrs. Taylor

Grade 5	Mrs. T. Kolody-McKay
Grade 6	Miss Sawatzky (Mrs. S. Ouimet on maternity leave)
Grade 7/8 ELA/SS/Health	Mrs. B. Probetts
Grade 7/8 Math/Science	Mrs. P. Barnson
Resource	Mrs. C. Bedard
French	Mme. M. Marasco
Physical Education	Mrs. C. Van Dale
Library/ICT	Mrs. N. Hochkievich

Support Staff

Administrative Assistant	Mrs. M. Lampertz
Educational Assistant N/AKP	Mrs. A. Berg
Educational Assistant Grade 1/7	Mrs. Richmond
Educational Assistant Grade 2	Miss P. Greco
Educational Assistant Grade 3	Miss P. Greco
Educational Assistant Grade 4	Mrs. S. Hogarth
Educational Assistant Grade 5	Mrs. S. Hogarth
Educational Assistant Grade 8/6	Ms. D. Saganski
Educational Assistant Resource	Ms. M. Krawec-Verma
Educational Assistant Library	Mrs. G. Plewes
Extended Day Coordinator	Mrs. E. McDonald
Nursery/After-Kindergarten	Mrs. E. McDonald
Before-School Program	Mrs. B. Probetts
After-School Program	Mrs. G. Duenas
Crossing Guard	Mr. B. Sweet

ACADEMIC PROGRAM

Faculty at St. Ignatius School teach the curriculum approved by Manitoba Education and Training. We create a dynamic, challenging environment that respects students differing levels of abilities and motivates them to fully develop their unique talents and skills. Programming is based on the premise that the pursuit of academic excellence fosters a life-long love of learning and active citizenship. In addition to the provincial curriculum, all students are required to participate in the faith development program as taught in daily religion class.

Reporting on Student Progress

Conferences are designed to have students share their work and to enable parents and teachers to discuss their perspectives on the students' schoolwork. Goal review and revision is a key component of these conferences. Report cards provide an update on the student's development and academic progress. In the primary grades, the emphasis is on the development of the student, with a shift in focus to academic performance and product as the student becomes older. Student progress is reported to parents as follows:

Kindergarten – Grade 6

Conferences – October
Report Card – December
Conferences – February
Conferences – April
Report Card - June

Grades 7 & 8

Conferences – October
Report Card – December
Conferences – March
Conferences - April
Report Card - June

The school's goal is to meet the individual needs of all students entrusted to its care; a strong parent/student/teacher relationship is essential for this to be accomplished. Faculty, including the resource teacher and administration, meet regularly to identify students who may require extra assistance. Special programming, outside assistance, or positive remedial measures may be taken to help these students. When students are identified as being "at risk" and in need of additional assistance, the parents will be contacted and invited to take part in the discussion and planning regarding their child's program.

Resource Program

St. Ignatius School offers a high quality resource program. The program is based on a consultative-collaborative model utilizing the resource teacher as a support person for the classroom teacher, the students and the parents. Support is often provided within the regular classroom and varies depending on the needs of teachers and their students. In some cases, the resource teacher may provide specific materials for classroom use. In other cases, individual student testing and/or remedial assistance may be provided.

The resource teacher also serves as the link to speech and language, psychology, and social work referrals made to the Child Guidance Clinic.

Promotion/Retention

Decisions regarding the promotion or retention of students are made in consultation with the resource teacher, classroom teacher, school administration and parents. Factors such as development, maturity, ability level, and attitude are considered prior to making a final decision.

Literacy with Information and Communication Technology (ICT)

Literacy with ICT means choosing and using ICT, responsibly and ethically, to support critical and creative thinking about information and about communication. The goal of this curriculum is to enable all students to solve problems, improve their personal performance, and gain the critical and abstract thinking skills necessary to become lifelong learners and active citizens. Information and Communication Technologies used at St. Ignatius School include computers, laptops, digital cameras, video cameras, scanners, and the Internet. Infusion of ICT across the curriculum will continue to evolve as new technologies emerge. Please refer to Section D of the Code of Conduct for the policy regarding responsible and ethical use of technology.

Core French

All students in kindergarten through grade 8 receive basic French instruction from a language specialist. By learning a second language, students develop a new network of references through which they can better understand the world around them. The study of a second language also helps students acquire a better understanding of the principles of language as a medium of communication. Furthermore, research indicates that students who have studied a second language possess more cognitive flexibility and abstract thinking capabilities. Knowing a second

language can also help students in reading, writing, and math. Students in kindergarten – grade 6 will receive language instruction using AIM: Accelerative Integrated Methodology. Students in Grade 7 and 8 will be using a combination of the AIM Program and the Tout Ados Series.

Physical Education

The physical education program at St. Ignatius School endeavours to enhance the health of all students: mind, body, and spirit. An array of opportunities (competitive, developmental, team and individual) is designed to promote student learning and success. Skill development is balanced to develop the knowledge, skills, and attitudes for physically active and healthy lifestyles. Student feedback is also solicited for program enhancement. The curricular outcomes are as follows:

Movement – Skill development in a variety of sports such as volleyball, track and field, and low-organized games.

Fitness Management – The development and follow through of a personal fitness plan.

Safety – The development of safe and responsible decision making in order to manage risks and prevent injuries in daily living.

Personal and Social Management – The development of self-understanding and strategies necessary to build positive relationships with others.

Healthy Lifestyle Practices – The development of informed decision making in personal health, active living, and nutritional practices.

Home Economics/Industrial Arts

Students in grades 7 and 8 attend home economics and industrial arts classes at Churchill High School through the provision of a shared service agreement with the Winnipeg School Division. Classes take place one afternoon of each six-day school cycle (day 4). Parents are responsible for the transportation of their child to and from Churchill High School and may select either public transportation or self-arranged car pooling. **On each day 4, students will be required to eat their lunch at school and will be dismissed at 12:30 p.m. to either use city transit or be picked up by a parent.**

Music

Students in grades one through three receive music appreciation and exposure classes two periods per cycle. This subject falls under the umbrella of the Arts Curriculum.

Homework

The goals of assigning homework are to reinforce basic skills, to supplement classroom experience, and to develop organization and time-management skills. Research indicates that when students complete homework, the level of engagement in their studies increases thereby fostering a positive attitude about learning. The amount of homework assigned varies from grade to grade as does how efficiently each student uses class time.

The role of the parent in homework is a significant one, and depending on the age of your child, your involvement may be more or less hands-on. Parents play an invaluable role in the monitoring of homework completion and assessment dates. Take time to dialogue daily with your child about time management, task definition, resources needed, and workload. Ask to see your child's assignments on a regular basis and continue to communicate with your child's

teachers in order to share your concerns or to seek clarification on assignment expectations. If you are unclear about how to support your child with his/her homework, please contact your child's teacher. All staff are accessible by e-mail as listed on our website.

Please note: Study Hall will be available to grade 7 and 8 students from 8:00 – 8:35 a.m., Monday to Friday during which students may work quietly on individual or group assignments in a supervised room. At 8:35 a.m., students will be asked to go outside to the supervised school yard until the bell rings at 8:50 a.m. Students who are at school, but do not want to use the Study Hall, must be in the Before-School program. There is no fee for the Study Hall.

OLWEUS Bullying Prevention Program

For the past three years, the Board of Directors and the staff at St. Ignatius School have been working hard to identify effective ways to play an active role in supporting our students and demonstrating our disapproval of bullying in all forms: physical, verbal, relational, and electronic.

With the help of Dr. Mary Hall from Safe Schools Manitoba, our school-based Bullying Prevention Committee has been trained in the Olweus Program, a comprehensive, school-wide program designed to be implemented over a three-year period. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children and improve the social climate of classrooms.

The official launch of the program took place on February 1, 2008. This consisted of a half-day of presentations and activities to introduce our school's four bullying prevention rules. A significant part of the initial activities and discussions have focused on educating students about what does and does not constitute bullying, outlining the role and responsibilities of the bystander, and helping students to know that our school is a safe place to report any concerns about bullying. Following the launch, consistent language and responses to reported and witnessed incidents were employed. Regularly scheduled class meetings are also an important component of this program. A no-tolerance policy for bullying is ultimately the driving force behind of all of these efforts.

At St. Ignatius School, we have a renewed commitment to ensuring that *all* students are free from the negative effects of bullying by encouraging and promoting positive behavior, valuing differences and promoting sensitivity towards others. We continue to focus on cultivating a warm, welcoming faith-based school climate that enables students to focus on academic excellence and character development.

FAITH FORMATION PROGRAM

We recognize that parents are the primary faith educators of their children. We encourage families to continue to develop and deepen their faith through family prayer, participation in parish masses and sacraments, and community outreach.

Religious Education

St. Ignatius School employs the Canadian Conference of Catholic Bishops' full catechetical program as a daily component of the school's academic life. In addition to regular catechetical instruction, the school responds to the mission of Catholic schools by integrating the values and beliefs of the Catholic faith into all aspects of the school's academic program.

Sacramental Preparation

Sacramental preparation for First Communion (grade 2), First Reconciliation (grade 3) and Confirmation (grade 8) are included in the school's educational mandate. The preparation for receiving these sacraments is a joint undertaking involving parents, the school, and the parish. Your child will receive instruction in the classroom and you will assist in preparing them at home. Information about this process will be distributed by the classroom teacher.

Prayer

Each school day begins with prayer. We encourage families to develop rituals around daily prayer such as grace at meals, bedtime prayers, or praying for special intentions.

Participating in Sacramental and Liturgical Celebrations

Mass/liturgical celebrations are scheduled throughout the school year as identified on the school calendar and parents are welcome and encouraged to attend. There are also opportunities throughout the school year for students to participate in the sacrament of reconciliation as identified on the school calendar.

Community Service/Social Justice Initiatives

We believe in putting faith in action through community service experiences and social justice initiatives. We teach our students to research, discuss, and respond to needs within our community.

CO-CURRICULAR/EXTRA-CURRICULAR

Field Trips

Throughout the year, classes may attend various field trips, requiring students to leave the school. Off-school site education programs are appropriate to the age, developmental level, and learning goals of the students. Risk assessment, staff expertise, staff/student time away from school, and cost to both students and the school are contained within reasonable limits.

The objectives addressed in planning and implementing off-school site programs are to provide educational experiences that:

- are sound and developed in concurrence with the mission and goals of the school, and
- complement the regular curriculum of the school;

Information, such as the purpose and destination of the trip, date and time of departure, estimated time of return, and the costs will always be provided to parents before a field trip. Parents will also be informed of foreseeable potential risks involved in the off-school site program and must provide written informed consent and permission in order for their child to participate in off-school site programs. A general permission form will be distributed at the beginning of the year for community-based off-site outings that do not require transportation.

Planning for field trips is completed in accordance with local school policy and the guidelines provided by the *Safety Guidelines for Physical Activity in Manitoba Schools*. The student/adult ratio is determined based on the age of the students, behavioural concerns, and the nature of the activity. Staff also has the necessary information and tools to conduct the activity safely.

Extra-Curricular Sports

St. Ignatius School is involved in inter-school competitions in order to give those students

interested in competitive events the opportunity to further develop their athletic skills in a competitive atmosphere. The basis of all activities will be grounded in the fundamentals of fair play and are conducted in accordance with the Manitoba Catholic Schools Athletic Association.

School team members are selected by criteria established by the coach at the beginning of the activity. Coaches endeavour to provide every team member with the opportunity to play a fair share of the time allocated within the rules of the Association.

The school endeavours to provide the opportunity for students less interested in this level of competition to play on teams during intramural activities or through the developmental league. These teams are based on the same fair play principles established for competitive teams but are open to all students who choose to participate. The main focus of these activities is the joy of participating in a group activity, just for the fun of it.

COMMUNICATION

In order to promote a safe and healthy school community, all communications that relate to the school must be approved by school administration (bulletin board notices, announcements, school newsletter articles, posters, etc...). All bulk e-mail communications will be sent by the principal. In order to be sensitive to the miscommunication and misunderstandings that can so often occur in e-mails, parents are asked to speak directly to teachers or parents with whom the subject could be of a sensitive nature. If your communication is, by nature, a complaint, please refer to the complaint protocol below.

E-Updates

In order to maintain effective communication with parents, notices will be sent home or e-mailed every second Friday, as indicated on the school calendar. E-Updates are also available on our website.

Ignition Newsletter

The *Ignition* is published monthly and provides parents with information about school activities. The newsletter welcomes materials from all members of the school community and is edited by parents. The *Ignition* editorial staff welcomes parents who wish to help with production. Recent publications of the *Ignition* are also available on our website.

Complaint Protocol

From time to time, parents may have concerns they wish to raise. **The correct procedure is to deal directly with the individual staff person involved.** If the matter involves a teacher, the classroom or other students in the room, the concerned parent/guardian should speak directly with the classroom teacher. If the matter cannot be resolved at this level, then it should be drawn to the attention of the Principal. If the matter remains unresolved, it is then referred to the Board of Directors.

Parents are not advised to deal directly with other parents' children regarding a concern. Actions may not be interpreted as intended.

Matters concerning the general operation and administration of the school should be directed to

the Principal.

Meeting with Teachers

Parents are asked to call ahead to set up a meeting with a teacher. This avoids conflicts with other conferences, meetings and supervision duties.

E-mailing Teachers

Communication between teachers and parents can be expedited by the convenience of e-mail technology. However, **e-mail is not an appropriate avenue to engage in the complaint process with a staff member because of the miscommunication that can occur.** At St. Ignatius School, we take pride in the collaborative partnership that is fostered amongst parents, teachers, students, and staff, and we endeavour to be proactive about meeting the needs of our students. Parents with a concern are asked to make an appointment with a teacher to discuss the details of their concern. E-mail is an efficient tool that can be used to set up a meeting time, not to outline the particulars of the concern.

Please keep in mind that teachers' days are focussed on student learning, and they often check e-mail only once daily. The response time will vary dependent upon the teacher's availability; every effort will be made to respond in a timely manner. If you require an immediate response, please call the school office and leave a message for the teacher.

SCHOOL SAFETY

Pickup and Drop Off of Students

Students should not arrive at school prior to 8:35 a.m., when adult supervision begins in the school playground. **Students are expected to be picked up promptly at 3:30 p.m.**, or otherwise, (11:30 a.m./2:30 p.m.) as indicated on early dismissal days in the school calendar).

Students should *never* remain for extended periods of time waiting for rides in an unsupervised situation. Parents must make alternate arrangements or register their children in the Before and After School Programs if they will be regularly unable to drop off or pick up their children on time.

Students who are involved in extracurricular activities or have been detained by a teacher should be in the school and under the supervision of the teacher concerned.

In order to facilitate the safe and orderly transportation of our students to school please consider that protection of our students is our highest priority. Please pass this information on to grandparents or other family members who transport your child to school. Please observe the following during peak drop off and pick up times (8:30 – 8:50 a.m. and 3:25 – 3:45 p.m.):

- think of Jessie Avenue as a **one-way west**. Please do not attempt to turn east from Harrow onto Jessie Avenue;
- remember that the spots on Jessie Avenue between Harrow Street and the driveway are for loading only; please do not leave your vehicle unattended in that area – if you need to come into the school, please park elsewhere;
- if there is no space on Jessie in front of the school to pull into, please proceed across Harrow to the other side of Jessie to help us reduce the congestion that backs up to

Stafford Street. Patrols are on duty daily at Harrow and Jessie to help students cross the street;

- do not double park (stop beside a parked car on Jessie Ave) while your child gets out of the car because this encourages children to walk between idling cars that may unexpectedly pull away from the curb;
- do not try to turn your vehicle around in the driveway as students are instructed to proceed up the driveway to the playground to line up each morning;
- do not stop in the handicapped parking spot, even for drop off.

School Entrances

We value the involvement of parents and volunteers in our school and endeavour to be a welcoming community. Keeping track of who is in the building and ensuring adequate supervision at all times is a safety measure that we take seriously. All school entrances are locked during the day. Access is through the Jessie Street main entrance via a camera/buzzer system. **Please do not knock on the Corydon/Harrow entrance as we have instructed students not to let anyone in at that door.**

In order to decrease classroom disruption, we ask that parents leave lunches or other items being dropped off for students throughout the school day in the office. This way, we can call the student to the office during a natural break which keeps classroom interruptions to a minimum. If you are picking your child up during the school day for an appointment, please ask Mrs. Reed to page into the classroom and the student will meet you at the office.

Students in kindergarten to grade 8 are asked to line up in their assigned spots in the school yard at 8:50 a.m. where they will be met by their teachers. If weather is inclement, students may go to their classrooms at 8:35 a.m. Supervision is not provided on the school yard before 8:35 a.m.

Volunteers and Visitors

All volunteers and school visitors are asked to sign in and pick up a Visitor's Badge at the school office. When picking up your child/ren at the end of the day, please remain in the front foyer until the bell rings so as not to disturb classes.

For safety reasons, and in order to decrease classroom disruption, we ask that parents leave lunches or other items being dropped off for students throughout the school day in the office. This way, we can call the student to the office during a natural break which keeps classroom interruptions to a minimum. If you are picking your child up during the school day for an appointment, please ask Mrs. Reed to page into the classroom and the student will meet you at the office.

Fire Drills

All schools are required to practice 10 fire drills per year. Parents are asked to participate in the evacuation if they are in the school at that time.

Lockdown Drills

We will be holding two lockdown drills per year. Staff will prepare students in an age-appropriate way for the purpose of such a drill, and parents will be notified prior to the practice. There are two types of lockdowns: a *partial lockdown* is designed to secure all school entrances, reduce visibility to the outside, and minimize movement within the school; essentially, students and staff continue with their school day. Parents may or may not be permitted to enter and/or exit

the school depending on the circumstance. A *full lockdown* is designed to minimize access into the school and to shelter students, staff, and visitors in secure locations. In the event that you arrive at the school during a full lockdown, a notice will be placed on the front door indicating that a lockdown is in progress, and no school entry or exit will be permitted.

Emergency Evacuations

In the event that students are required to be evacuated (toxic spill, school emergency), the church basement will be used as the emergency location (telephone: 474-2351). The alternate location is Crescentwood Community Centre at 1170 Corydon Avenue (telephone: 452-9844). Students will not be dismissed in an evacuation until parents have been contacted.

Tornadoes

We have received an *All Hazards Alert Weather Radio* that will inform us of weather-related emergencies. In the event of a tornado warning in the area, students will be assembled in the lower level of the school, or time-permitting, in the church basement.

STUDENT INFORMATION

Attendance

Students are expected to report promptly each day, ready and willing to work. Attendance will be taken twice daily and an ongoing record of student attendance maintained. Students will be considered late if they are not present in their classroom when the final bell rings. Students who are late will be sent to the office for a late admission slip.

From time to time, students may be absent from school. Parents are asked to inform the school when and why students are away and when they will return. Teachers will report absences to the office and parents who have not reported the absence will be contacted.

Parents are strongly urged to arrange their holidays around the school schedule. If students must be taken out of class for an extended period, the office should be advised in writing and the classroom teacher should be contacted to make arrangements for assignments during the absence.

Bicycles, Roller Blades, Scooters, Skateboards

Students who choose to bring their bicycles to school should ensure they have a good quality lock enabling them to secure the bike to the fence on Harrow in front of the school. This area is the most open and visible area around the school. Bikes are not allowed in the playground at any time. Roller blades, scooters, bikes and skateboards are not allowed on the playground at any time.

Dress Code

All students and staff at St. Ignatius School should be dressed in neat and clean clothes and be well groomed. Dress or grooming which is too casual or which draws too much attention is not appropriate. Specific guidelines when representing the school in the community at large must also be adhered to:

A. Daily Dress Requirements:

1. Tops must have fronts, backs and be long enough to tuck into bottoms.

2. Tops that have spaghetti straps, or are cropped, halter, tube, tank, or muscle shirts are not acceptable.
3. No exposed midriff is allowed.
4. Bottoms can include shorts or skirts that are no shorter than mid thigh, pants or capris.
5. Jeans and jogging pants are acceptable providing they are neat, clean, hemmed and not cutoffs.
6. Pajama pants or other sleepwear are not allowed.
7. Children are required to have a separate pair of running shoes for gym/indoor use.
8. Clothing graphics must be appropriate, must not contain any obscene language, or advertise such products as alcohol or cigarettes. Other items are left to the discretion of the Principal.

B. Physical Education Dress Requirements:

1. The physical education uniform (P.E. uniform) is mandatory for all students in grades 1-8.
2. The physical education uniform consists of white socks, non-marking running shoes and the St. Ignatius School t-shirt, shorts and/or St. Ignatius School sweatpants.
3. All P.E. uniform items with the exception of socks and running shoes will be purchased at the school.
4. For intramural or sports teams practices, track and field events and running club, students must wear the St. Ignatius School P.E. uniform.
5. For athletic team games, students must wear St. Ignatius School shorts with the team jersey.
6. Student athletes on school teams may wear their sports uniforms to class on game days.
7. The P.E. uniform t-shirt and shorts may not be worn to regular classes except as specified above.

Library

Students are encouraged to make use of the school's library for research and recreational reading. Books may be signed out for the time allowed by library staff and must be cared for. Students will be responsible to pay for lost or damaged library books.

Encyclopaedia and reference texts may not be removed from the school. Students are expected to work quietly in the library to ensure a pleasant atmosphere conducive to learning. Times are arranged for classes to visit the library to select and return books each cycle. The library is open from 9:00 a.m. to 11:45 a.m. and 12:45 p.m. to 3:45 p.m.

Parents wishing to assist in the library should see the school's librarian. Students are encouraged to obtain a library card for the local public library to facilitate reading and research.

Lockers and Desks

Lockers and desks are the property of the school and contents may be inspected by the administration in order to maintain a safe and healthy school environment. Locks are provided by the students and lockers should be kept closed and locked to prevent theft.

Special attention should be paid to the condition that desks are left in on Friday afternoons. St. Ignatius Sunday School uses our classrooms on weekends, so care should be taken on the part of students to ensure that their personal possessions are put away.

The school is not responsible for lost or stolen articles, but every effort will be made to investigate cases of theft and to deal firmly with those caught stealing. Students are encouraged to report items they believe stolen to their classroom teacher and to the principal.

Photocopying

The school photocopier is not available for student use.

Telephones

Student use of the telephones is not encouraged. If students must make telephone calls, they should ask the classroom teacher for permission. In urgent cases, students may use the office telephone with the permission of the principal.

Parents needing to contact their child during the school day should call the school office and leave a message. The child will return the call at the next recess break.

Student use of cell phones is not permitted inside the school or on the playground during school hours. Student may keep cell phones in their lockers during the school day, but they must be turned off. The school is not responsible for lost or stolen cell phones. Cell phones that are confiscated during school hours can be picked up from the school administration.

Textbooks

Students are provided with provincially approved textbooks for all curricular areas and are required to take care of them. Replacement fees are assessed for lost or damaged books.

SCHOOL OPERATING GUIDELINES

Bad Weather Days – Indoor Recess

On bad weather days, the principal will determine if students are to remain in the building for recess breaks. The cut-off for cold weather days is -27°C with the wind chill factor. Students may enter the school through the back door if the *Indoor Recess* sign is posted; for severe cold weather days, the Jessie Street front door will be unlocked until 9:15 a.m. Additional indoor supervision will be provided as required.

Emergency Closures

Should the city experience a storm, the decision to close the school in the early morning will be made by the principal in consultation with the pastor and the Board of Directors chairperson and in conjunction with the director of Catholic schools; it will close in conjunction with The Winnipeg School Division. An announcement will be aired on CJOB 680 AM.

Calendar

An extensive amount of planning goes into the school calendar published and distributed annually in June. The administration follows the planned calendar as much as possible. During the year, however, revisions to the calendar may become necessary. **All revisions are made on the monthly calendar are included on the website calendar, in the monthly *Ignition* newsletter, and/or in the biweekly E-Update.** Parents are asked to keep track of important

dates, especially those relating to in-service days and early dismissals.

School Day Cycle

The school operates on the same six-day school cycle as The Winnipeg School Division.

Fees

At the beginning of the school year, families receive the assessment form for school fees. These fees include a per child facility revitalization fee, a per child instructional supply fee, and a per family lunch supervision fee. There are several payment options available for these fees.

Throughout the school year, various fees are also collected for field trips, special projects, and other services. The monies collected go directly to offset the costs incurred. No family suffering undue financial hardship should be burdened by these incidental fees. If your family is unable to pay a fee, please speak to the Principal or Pastor, in confidence, so alternate arrangements can be made.

Staff Meetings

Staff meetings are held on the second Tuesday of each month beginning at 2:30 p.m. as noted on the school calendar. Parents are expected to pick up their children early on these days, or register them in the After-School program.

In-Service Days – Teacher Professional Development

St. Ignatius School prides itself on its competent teaching staff. In order to keep its teachers current on information relating to teaching and learning, the school is closed on selected dates for teacher in-services. These dates are identified on the calendar and follow the provincial guideline; five in-service days are included in each school year. As well, teachers will attend individual sessions relating to topics that will improve their practice as identified in their Professional Growth Plans. When a teacher is absent, classes are covered by qualified substitute teachers.

Administration Days

St. Ignatius School is closed five days per year in order for faculty to attend to administrative tasks such as report card writing, parent-teacher-student conferences, and meetings.

Lost and Found

Lost and found items are stored near the primary wing, where students are welcome to look through them. Periodically, items will be placed on display in the hallway. Unclaimed items are donated to charity at Christmas and at the end of the school year. Parents are strongly encouraged to label items.

Medical Treatment

The health and safety of students is of utmost concern. Parents are asked to assist in the following areas:

1. **Records:** The school is required to maintain up-to-date student health records. Significant changes in a student's health should be reported to the administration.
2. **Medication:** Medication, including pain relievers such as ibuprofen and acetaminophen, may not be taken at school without written permission from the student's parent/guardian. The

permission slip and medication must be handed in to the office where the medication will be dispensed.

3. **First Aid:** In cases of minor abrasions, wounds will be washed and a bandage applied. In more serious cases, parents will be contacted and asked to take the student for professional medical attention. In the case of an accident when parents cannot be contacted, the student will be taken to the Children's Hospital by the principal or a designate. Every effort will be made to contact the parents. When the injury is serious enough to raise concern about moving the student, an ambulance will be called. In all cases, the well-being of the student is the determining factor guiding the decision-making process.

Allergy Management

Several of our children have a life-threatening, medical condition called Anaphylaxis – a severe allergic reaction that can result in death. Parents of all children are **requested to not pack any foods containing nut products in their children's lunches**. A letter outlining the parameters of this policy is sent home at the beginning of September.

EXTENDED DAY SERVICES

Before and After School Programs

St. Ignatius School offers 30 spaces for students in the Before and After School Programs. The Before-School Program is available from 7:30 a.m. to 8:35 a.m. After this time, students are released onto the school playground, where adult supervision is provided until the bell rings at 8:50 a.m.

The After-School Program begins at 3:30 p.m. (2:30 p.m. on early dismissal days) and ends at 5:30 p.m. Students in the After-School Program report directly to the program co-ordinator upon dismissal from their classrooms. The After-School Program is run by two qualified staff and includes a nutritious snack, outdoor play (weather permitting), indoor activities, movie Fridays, and quiet time for homework. *Please note: this is not available on 11:40 a.m. early-dismissals.*

After-Kindergarten Program

The After-Kindergarten Program operates between the hours of 11:30 a.m. and 3:30 p.m. Qualified staff, with a maximum 1:10/teacher: student ratio, encourage the development of the whole child, with activities and experiences aimed at providing a strong foundation for the early developmental years.

Students in the After-Kindergarten Program will remain in the Kindergarten classroom for lunch and for the afternoon. Student in the Nursery program (4 years olds) will join the After-Kindergarten students at 1:00 p.m. to create a combined class with up to a maximum of 20 students on any given day. Parents are responsible for providing lunch and snacks for their children participating in this program.

The After-Kindergarten Program is available for a fee of \$17.00 per student, per day. Registration for spaces in this program must accompany your school application form. Casual use of this program is accommodated, space permitting.

Lunch Program

Lunch supervision is provided, in addition to our regular academic services, for a yearly fee of \$150.00 per family. Parents are asked to pack nutritious lunches in accordance with our School Nutrition Policy.

The school participates in the *Milk Producers Marketing Board* School Milk/Juice Program. Parents will receive a form to purchase milk from the program each month. The milk is delivered to the students daily, or as ordered. Parents are required to submit milk order forms and payment by the monthly due date.

The school discourages parents from giving their children permission to leave the school grounds to purchase lunch. All students under 12 years of age must be accompanied by an adult when leaving the school property during the time they would ordinarily be in the charge of the school.

PARENT INVOLVEMENT

St. Ignatius School Parent Advisory Council (SISPAC)

It is the goal of SISPAC to have all parents volunteer in some capacity, given the variety of events and opportunities that we sponsor and the fundraising to which we are committed.

St. Ignatius School is a nurturing, faith based environment where school staff, parish, and parent partnerships flourish. The education of our children is a shared responsibility that we value; positive outcomes for our students are reaped from the contributions of time by parents. SISPAC has a wide range of volunteer opportunities that allow parents to choose how often or how little they become involved.

Every parent is automatically a member of the St. Ignatius School Parent Advisory Council (SISPAC). SISPAC strives to build community in the organization of activities in the school and parish. SISPAC also acts as a Parent Advisory Council to the Board of Directors.

SISPAC meetings are scheduled at 7:30 p.m. on the third Tuesday of each month. See E-Update for changes. The meetings take place in the school staffroom. The SISPAC annual general meeting is held each year in June in the Parish Hall. All members (i.e. all parents) are welcome and encouraged to attend.

The main objectives of SISPAC are to:

- build spirit and community;
- interact with parents of other students, the Board of Directors and the parish council;
- support school activities through fun and fundraising;
- organize special lunches and bake sales;
- host receptions for school and liturgical celebrations;
- host the annual family barbeque;
- host an annual parent community building event;
- co-ordinate class representatives who liaise with classroom teachers to ensure communication of needs and endeavors being undertaken in each classroom;
- be aware of joyful and stressful situations occurring for families and recognize them with cards, support and prayers.

School Community Involvement

Our school values a collaborative partnership amongst parents, teachers, students, staff and the parish community. The faculty welcomes the support and assistance of parents.

Parent volunteers serve the school community in numerous ways: in the resource room, the library or directly in the classroom. Many also choose to support the school through their involvement in the Board of Directors or SISPAC. Parents are encouraged to become involved as much as they can. Please refer to the school website for a list of all volunteer opportunities and to refer to our Volunteer Handbook.

For the safety of our staff and students, volunteers in the school during school hours **must wear identification at all times** (please pick up the volunteer I.D. badge at the school office). All volunteers are also required to have a Child Abuse Registry (CAR) check completed every three years. Please refer to the *Volunteer Handbook* (available online) for more information about volunteering at St. Ignatius School.

CODE OF CONDUCT

The *Code of Conduct* outlines the responsibilities that students, parents and staff must accept to maintain a safe, secure, productive and faith-based learning environment.

All members of the community must behave in a respectful manner and comply with the *Code of Conduct*.

Section A

Expectations and Responsibilities

Staff shall:

- create a positive faith-based learning environment where all students are accepted and encouraged to develop self-esteem and respect;
- encourage the involvement of parents in educational decisions involving their children;
- operate on the premise that school, parish and home work together for the benefit of all students;
- treat students and parents with courtesy, respect, consistency and fairness;
- teach and model by positive example.

Students shall:

- respect the rights and safety of others by:
 - developing self-discipline;
 - demonstrating behaviour that contributes to an orderly, supportive and safe learning environment;
 - respecting and demonstrating consideration for other cultures;
 - complying with the school's dress code;
 - resolving conflicts and difficulties with others through discussion or by seeking assistance from school personnel.
- make a commitment to promote their academic success by:
 - attending school regularly and punctually;
 - coming to class on time with all necessary materials, e.g., texts, pens, notebooks, etc.;

- completing assignments and handing them in on time;
- participating to the best of their ability in class and school activities.

Parents shall:

- ensure regular and punctual attendance and encourage completion of all school assignments by their children;
- attend school meetings and events to support the school;
- maintain open communication with staff by addressing concerns through proper lines of communication;
- treat all staff with dignity and respect;
- assist their children to establish positive attitudes towards achievement as well as respect for peers, school personnel and property;
- inform the school of problem areas or areas of behavioural concern;
- discuss with their children and support the school's *Code of Conduct* and policies.

Section B

Bullying or abusing physically, sexually, or psychologically – verbally, in writing or otherwise – of any person is unacceptable.

Bullying is harmful and hurtful. Staff and students have the right to be safe at school. Bullying is any physical act, verbal comment, gesture, facial expression or action that would intentionally hurt someone physically or emotionally. It also includes leaving people out. Bullying is a deliberate and typically repeated attempt to hurt a victim, resulting in gratification for the aggressor.

Types of bullying may include, but are not limited to:

- physical – gesturing, slapping, hitting, choking, poking, punching, pinching, kicking, scratching, spitting, defacing property, physical acts that are embarrassing, locking in and out of space, physical violence against family or friends, threatening with a weapon, or inflicting bodily harm.
- verbal – name calling, gossiping or embarrassing another, spreading rumours, ethnic slurs, setting up to take blame, taunting, teasing, threatening, phone calls, threats of violence against family or friends.
- social/relational – rejecting, excluding, manipulating, setting up to humiliate in person or through the use of technology.
- cyber-bullying – using information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites and defamatory online personal polling websites that support deliberate, repeated and hostile behaviour by an individual or group, that is intended to harm others.

Discriminating on the basis of any characteristic set out in subsection 9(2) of the *Human Rights Code* is unacceptable. Using, possessing or being under the influence of alcohol or illicit drugs at school or on school related activities – inside or outside the school – is unacceptable.

Section C

Gang involvement will not be tolerated inside or outside the school. Possessing a weapon, as defined in section 2 of the *Criminal Code of Canada*, will not be tolerated at school.

Section D

Students and staff must adhere to school policies respecting appropriate use of e-mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school determines to be objectionable. **Access is a privilege and not a right.**

To gain access all students must obtain parental permission and must have their parents sign and return the school's Acceptable Use Policy (AUP). Staff must also complete and return the staff AUP.

Section E

Disciplinary consequences for violating the school's *Code of Conduct* include, but are not limited to:

Minor infractions

- warning by teacher or principal
- telephone call to parents by teacher or principal
- detention
- restitution

Major infractions

- formal meeting with parents
- in-school suspension
- out-of-school suspension
- expulsion/non-re-admittance

Parents have the right to appeal the disciplinary consequences by submitting a written request for a meeting with the Board of Directors. A copy of the full policies and procedures regarding suspension/expulsion is available in the school office.

STUDENT BEHAVIOUR MANAGEMENT

St. Ignatius School cultivates a nurturing, safe environment based on discipline and structure in order to help students reach their fullest potential. Students will be supported and called to develop a sense of self-discipline in order to grow academically, spiritually and emotionally within a positive and encouraging environment. Through teaching and example, opportunities are provided that lead students to look beyond themselves to principled living, as exemplified by Jesus Christ.

Management of student behaviour flows from the belief that each student is created in God's image. It is this fact that calls faculty and administration to respect the dignity and rights of each and every student. Students are therefore respected as individuals who have the ability to make choices about their behaviour. The following guidelines have been formulated to guide student behaviour and create a learning environment that is **supportive, positive and consistent**.

GENERAL BEHAVIOURAL STATEMENTS

1. All students are expected to display appropriate behaviour.
2. Behaviour is expected to always be respectful of other people and their property.
3. The faculty and volunteers will treat students fairly and with respect at all times.

Specific School Behaviour Guidelines

To ensure the safe and efficient operation of the school, students will

- remain on the school grounds during school hours;
- walk quietly in the hallways;
- chain their bicycles to the front fence;
- not chew gum in the school;
- remove hats when in the school;
- use the playground doors unless they are on crossing guard duty, entering for team practice or in the Before and After School programs;
- only be in a classroom between instructional times when directly supervised by a teacher;
- participate in all outdoor recesses unless a note or telephone call is received from the parent/guardian.

Playground expectations

Students will:

- stay in assigned areas (may not leave the playground without permission);
- follow directions of duty supervisors;
- not throw dangerous objects (e.g., stones, snowballs, etc.);
- treat all community members with respect (i.e. not tease, swear, push, fight or bully);
- line up promptly at the sound of the buzzer.

Lunch-time expectations

Students will:

- remain seated at all times;
- not throw objects;
- speak quietly;
- follow directions of duty supervisor;
- ask the supervisor's permission to use the washroom facilities;
- only leave the room then they have cleaned up and are dismissed by a supervisor.

Classroom Behaviour Expectations

Teachers will communicate the behavioural expectations of their classroom community and ensure that these expectations are clearly stated, taught and modelled. Plans will be communicated to the principal in order to ensure consistency of action (both positive and disciplinary). Whenever possible, teachers will work proactively to support students through behavioural issues. In these instances, the Principal and parents may act as supports.

Principal's Behaviour Management Plan

The Principal's philosophy in dealing with all behaviour is based on the belief that as educators, we have a responsibility to teach, support, and guide students towards **self-discipline** and **appropriate decision-making**.

Positive Affirmation

When a student is sent to the office as a part of a teacher's plan for exceptionally good behaviour or work, the student will receive positive reinforcement such as verbal praise, a sunshine call to the parents and/or a written note affirming the behaviour. *Teachers are encouraged to send students to the office for positive affirmation.*

Disciplinary Processes for Minor Inappropriate Behaviour

When a student is referred to the office as part of a teacher's classroom plan for minor inappropriate behaviour, one of the following processes will occur:

- i. An explanation of the expectations and review of how they were not met. Student articulation of appropriate behaviour. A plan to ensure appropriate decisions in the future.
- ii. Student or Principal call to the parents with explanation of the situation. Conversation with the student which serves to correct the mistake by emphasizing positive solutions (including addressing others that were affected by the inappropriate behaviour.) i.e. – *How can you fix this situation?*

These referrals are time sensitive (number of incidences per term or short time period). The severity of the infraction(s) will also have an effect on when the parents are contacted.

Disciplinary Processes for Severe Misbehaviour Referrals

When a student is referred to the office for severe misbehaviour involving disrespectful, dangerous or illegal activities the student will be dealt with on an individual basis. Referrals for severe behaviour will always result in the parent/guardian being notified.

Severe misbehaviour is defined as

- i. Disrespect: abusive and/or profane language to faculty or other students and refusal to obey reasonable directives from the faculty.
- ii. Dangerous: intended or actual physical injury to the student, another student or a faculty member; this includes intimidation, throwing objects, threatening or striking and fighting.
- iii. Illegal: intended or actual behaviour contrary to the public law and school policy; this includes theft, smoking, drugs, alcohol and truancy.

The principal's goal in dealing with serious behavioural concerns is to create a situation where learning and forgiveness can grow. Disciplinary actions may range from requests for the intervention of outside professional services, in or out-of-school suspensions, and/or removal from school.

Suspension and Expulsion of Students

The Board of Directors will support the teaching staff in the maintenance of proper conduct and a safe Christian learning environment. To this end, the Board of Directors authorizes the principal to suspend or expel students whose conduct, upon investigation, is considered to be injurious to the welfare of the school or other persons within the school.