



# St. James' Elementary School

**It is the vision of St. James' Elementary**

**that all students entrusted in our care will develop as well-rounded individuals with inquiring minds, healthy bodies, respect for the environment, a caring attitude and a desire to be productive citizens in an adult world.**

2011-2012

Mrs. Denise Francis, Principal  
Mr. Lockland MacDougall, Vice-Principal

P.O. Box 1060, Port aux Basques, NL A0M 1C0  
(709)695-3186  
www.sje.k12.nf.ca

## *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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### **ADMINISTRATORS' REMARKS**

To our Parents/Guardians: it is a pleasure to welcome you and your child/ren to St. James' Elementary School. The teachers and staff join me in saying we are happy to have you as part of our school family. We hope this will be another successful and satisfying year for everyone.

You will find the information contained in this planner to be very useful since it outlines many of our school policies and procedures. Please read the pages carefully with your child/ren so that you will become familiar with our expectations, procedures and programming. Feel free to call your child's teacher or the administration for any additional information or an explanation of the material in this planner. To our Students: our school motto is "WE CARE". Your teachers care very much about you. It is equally important that you care about your teachers and fellow students. By caring for each other we will ensure that 2011-2012 will be another great year.

We are glad you're here. Have a nice year!

### **MISSION STATEMENT**

The community of St. James' Elementary School Is Committed To Providing A Caring Environment, Developing The Qualities Of Self-Esteem, Creative Thinking, A Love For Learning And Respect For Self And Others Realizing That Quality Education Is An Individual Life-Long Process Involving Physical, Spiritual, Emotional And Social Development To Produce Happy Responsible Citizens.

### **TELEPHONE DIRECTORY**

Main Office 695-3186 ext. 10

Principal 695-3001 ext.11

Vice-Principal 695-7659 ext.12

### **GENERAL SCHOOL INFORMATION**

#### **FOR STUDENTS & PARENTS**

#### **BELL SCHEDULE**

8:30 a.m..... Doors open for all students  
8:50 a.m..... Home Room  
9:00 a.m..... Instruction begins  
10:20 - 10:35..... Recess  
12:00 - 12:45 p.m. ....Lunch  
12:45 - 12:55 p.m. ....Silent Reading  
12:55 p.m. ....Instruction begins  
3:00 p.m. ....All students dismissed

**Students are not permitted in the building until the first bus arrives at 8:30 a.m.** This does not apply to students who participate in Early Morning Sports program. They are to be here by 8:15 a.m.

**Kindergarten students attending the afternoon session must not arrive at school until 12:30**

### **St. James' Elementary Staff**

#### **KINDERGARTEN**

Arlene Clarke, Shelley Whitehorne

#### **GRADE ONE**

Michelle Martin, Joy Seaward

#### **GRADE TWO**

Dorothy Sparkes, Jana Hardy

#### **GRADE THREE**

Audrey Francis, Erin Marche

#### **GRADE FOUR**

Valerie Parsons, Colin Short, TBA

#### **GRADE FIVE**

Shonna Ingram, Lloyd Whitehorne

#### **GRADE SIX**

Holly Wells, Lorraine Griffin

#### **SPECIALISTS**

Wendy Osmond (Guidance), Scott Strickland (Phys. Ed & Technology), Shelley Whitehorne (Music), Denise Anderson (French), Tuesday Seymour (Instructional Resource), Jocelyn Bryne (Instructional Resource) Charlene Kettle (Pervasive Needs/Instructional Resource), Meredith Spencer (Instructional Resource), Vickie MacDougall (Literacy-Numeracy Support)

#### **SECRETARY**

Donna Hancock

#### **MAINTENANCE**

Norman Chaulk, Linda Farrell

#### **STUDENT ASSISTANTS**

Geraldine Billard, Shirley Ford, Roma Billard, Patsy Fudge

#### **CAFETERIA**

Georgie LeRiche, Joanne Battiste

#### **ADMINISTRATION**

Denise Francis (Principal)

Lockie Macdougall (Vice Principal)

#### **Announcements**

Announcements are made at 9:03 a.m. and 12:55 p.m. daily.

If you have announcements to be made please ensure that you call prior to these times.

## SCHOOL COLOURS

# Red, White, Black

### Lockers

Lockers are assigned to all students in September. They are to keep them clean and not leave valuable items in them. \*The school will not accept responsibility for lost items. **Students are not permitted to place locks on their lockers. Neither should they place breakable mirrors on their locker.**

### Back-To-School Night

We will be holding a **Back-To-School Night** on the **third Wednesday of September** from **7:30-8:30 p.m.** Your child's teacher will be available for you to meet him or her and for you to learn about the program of studies for the year.

### Care of School Property

Any child who willfully damages school property will be subject to school discipline. This may result in the child paying for the damage(s) and/or being suspended.

### Messages For Students

Please do not call the school to give your child a message unless it is of extreme importance. Students are **not permitted** to use the telephone during instructional time. They are also advised not to use the telephone at other times without permission from teachers on supervision duty or the administration.

### Student Accident Insurance

Student insurance is available with Government paying the annual premium. The school acts only as a service agent. The school receives no proceeds, and is not responsible for payment of individual claims. The school will assist parents in the filing of claims but processing is done directly through the insurance company.

### Student Wellness

If your child has a contagious condition (pink eye, lice, extreme cough, stomach flu, etc.) we respectfully request that you keep the child home until the condition is treated or resolved. It is also advisable to contact the close friends of your child so that they can be on the look-out for the condition as well.

### Accidents or Illness at School

If your child is injured or becomes ill during school hours, you will be contacted. **Please make sure that the school has an emergency number where you or a care-giver can be reached.** Please fill out the form in the back of this section and return it immediately to his/her teacher.

### Lost and Found

All items of clothing or other belongings that are found are placed in the lost and found box located in the corridor near the main entrance. This loss can be greatly diminished if children mark their items with names in ink. At the end of the year all unclaimed items in the lost and found box will be sent to a charity or discarded. **We are not responsible for the loss of any personal items.**

### Extra-Curricular Fee

Students are required to pay a fee of \$10.00 at the beginning of each year. This covers the cost of special events that take place throughout the year such as Theatrical/Musical Groups, Field Trips, Foster Child, etc.

### Leaving School Early

If it becomes necessary for a child to leave school, other than at regular dismissal times, please inform the school secretary, who in turn will inform the classroom teacher.

### School Security

We are fortunate that we live in a society that is still relatively peaceful and where violent incidents have not occurred in our school.

Bearing in mind how rapidly our society is changing, and the overall increase in crime, we must take every measure to ensure that our building is safe and secure for our students and teachers. Towards this end we have a security system in place. This system allows us to press a button at the office to alert everyone that there is an emergency. Teachers will then lock their doors. As well, the only entrance to the building from 9:00 a.m. to 3:00 p.m. for the public is through the main entrance. Please remember that this is a precautionary measure. (An ounce of prevention is worth a pound of cure!) **Any person entering the building during instructional hours is required to alert the office before proceeding in their “business” by signing the Visitor Book.**

### **Emergency Evacuation**

In the event our school has to be evacuated during an emergency, students will proceed to the Bruce II Sports Complex. An announcement will be made on CFSX, OZFM and CBC as early as possible. As well we will activate the parent communication system via School-Connects.

### **Administration of Medication**

Students who are required to take a prescribed medication must do so at the General Office. The appropriate forms must be signed by the parent/guardian and the physician and can be picked up from the Guidance Counselor. We are not permitted to administer over the counter drugs such as Tylenol, allergy medicine, etc.

### **Transfers Out**

Parents should inform the school as soon as possible when their child is transferring to another school in order to facilitate completion of the necessary documents.

### **Student services**

The following professional personnel are available for students: guidance counselor, social worker, psychologist, nurse, speech-language pathologist, itinerant teachers for the visually and hearing impaired, RCMP and the school chaplain. Parents are notified in the event that their children are recommended for any of these services.

### **School Closures**

If a storm, or some other unexpected overnight occurrence makes it necessary to cancel classes, the following procedures will be followed:

- A. Administration will contact school community via School Connects
- B. Contact CFSX/CBC/OZFM by 7:15 a.m.
- C. A further announcement will be made at 11:00 a.m. concerning the afternoon session.

### **Other School Closures**

If a storm occurs while school is in session or if school has to be closed for any other reason, an announcement will be made on CFSX/CBC/OZFM one-half hour prior to dismissing the students. We will activate School Connects communication system. Students and teachers will also be notified at that time regarding the afternoon session. Parents of out-of-town students will be notified by way of telephone through a contact person, provided there is not a power outage. Students and parents are reminded to check their bus schedules for late openings. **IT IS CRITICAL THAT CHILDREN KNOW WHERE TO GO SHOULD THEIR PARENTS/GUARDIANS BE AT WORK OR NOT AT HOME FOR SOME OTHER REASON. PLEASE COMPLETE AND RETURN THE FORM AT THE BACK OF THIS SECTION AND REVIEW IT REGULARLY WITH YOUR CHILD/REN.**

If there is any reason to suspect a mid-day closure(weather), please check the radio and e-mail often for an alert.

### **Billets for Out-Of-Town Students**

In the event weather conditions are so severe that students from Cape Ray and Margaree cannot return home, arrangements will be made with the approval of parents, to billet them with a relative or friend in Port aux Basques.

### **After School Sports**

An after school sports program is offered to students. The program gives all who participate a chance to get extra physical activity and also a chance to learn about good sportsmanship, fair play and co-operation. This program consists of volleyball, soccer, wrestling, floor hockey, basketball and cross-country running. For this program participants are asked to wear gym clothes and gym sneakers. They are expected to behave in an appropriate manner and parents are asked to pick up their children promptly after the games at 4:00 p.m.

### **Volunteers**

This school encourages every parent/guardian to become a volunteer. There is no pay but the rewards are many. We expect a

Criminal Records Check and have a Code of Conduct for Volunteers that you will sign prior to your first event.

**Assessment Policy**

We adhere to the Western School District’s Policy on Assessment and Evaluation. You may access this on the school website [www.sje.k12.nl.ca](http://www.sje.k12.nl.ca) or [www.wnlsd.ca](http://www.wnlsd.ca)

**Reporting**

At both the primary and elementary levels, there will be four reporting times. These times are:

- A. September: Back to School Night conference with teachers and parents and administration
- B. November: Parent-Teacher conference required for **all** students.
- C. March: Parent-Teacher conference at parent or teacher request.
- D. June: Final Report

**Report Cards will be sent home with the interview forms prior to The Parent Teacher Interviews.**

**ANAPHYLAXIS (LIFE THREATENING ALLERGIES) POLICY**

**SINCE WE HAVE CHILDREN AND ADULTS IN OUR SCHOOL WHO ARE ALLERGIC TO PEANUTS, TREE NUTS (coconut, almonds, etc), AND SEAFOOD PRODUCTS, PLEASE DO NOT GIVE THESE PRODUCTS TO YOUR CHILD FOR HIS/HER SNACK/LUNCH AT SCHOOL.**

**ALSO, WE HAVE CHILDREN AND ADULTS WHO ARE SENSITIVE TO HEAVY SCENTS LIKE PERFUMES AND BODY SPRAYS, ETC. PLEASE AVOID USING THESE WHEN ENTERING OUR BUILDING.**

**Purpose:**

To maximize the safety of all students in the school community who may experience an anaphylactic reaction.

**Parents of children with life-threatening allergies:**

- must assume the responsibility to identify their children to the school principal.
- shall ensure that their child wears a medic-alert bracelet which identifies specific allergies.
- shall ensure that their child is provided with an auto-injection device (Epi-Pen) with an appropriate carrying case.
- shall ensure that the school is provided with an adequate supply of Epi-Pens to meet emergency needs for their child.
- shall ensure that the school is provided with physician’s instructions for administering medication.
- shall review the school action plan with school personnel.
- shall supply information for school publication such as recipes, foods to avoid and alternate snack suggestions.
- must be willing to provide safe foods for regular meals.
- must be willing to provide safe foods for special occasions.

Where age appropriate, parents must ensure that their child is taught:

- (i) to recognize the first symptoms of an anaphylactic reaction;
- (ii) to know where medication is kept, and who can get it;
- (iii) to communicate clearly when he or she feels a reaction starting;
- (iv) to carry his/her own auto-injector as deemed appropriate by the parent;
- (v) not to share snacks, lunches or drinks;
- (vi) to understand the importance of hand-washing;
- (vii) to read ingredient lists of products;
- (viii) to take as much responsibility as possible for his/her own safety.

**Children with life-threatening allergies (age applicable):**



attend school.

\* Students whose parents take them out of school for reasons that are not deemed valid by the principal, will be marked absent. Whenever there is cause for you to take your child out of school for reason other than a death in the family, you must request permission from the principal. (*Students who are absent from school for invalid reasons will be reported to the appropriate authorities*).

**The Codes For Absenteeism Are:**

Reason For Absence	Code
Absent due to illness	S
Absent due to other unavoidable cause	O
Absent due to weather (assuming weather to be an unavoidable cause)	W
Absent due to suspension	X
Absent with the written permission of the principal	P
Absent because child is under efficient instruction at home or elsewhere and approval has been given by the Director of Education	H
Absent for any other reason that, in the opinion of the principal, does not constitute neglect or refusal	E
Absent Un-excused	A
Absent due to participation in school sponsored activity	T

**Cafeteria Services**

All students may order from the cafeteria every day of the week. Children in Grades 1 & 2 will eat in the cafeteria every day.

**Students Without Lunches**

Students who come to school without their lunch are to come to the office and notify the administration. We will advise parents of any charges. Please be advised that the cafeteria does **not** allow any credit at any time.

**Lunch Time**

Some parents of Gr. 1 students come in and have lunch with their child/ren. That’s acceptable, but all children have to go to the cafeteria. Parents must alert the office that they are here and then wait in the cafeteria for their child. Also, no student is permitted to return to their classroom prior to the return of all students at 12:20



Parents are advised that if they bring in their child’s/ren’s lunch they must bring it to the office and the secretary will alert your

child's teacher so that s/he can come get it.

**Parents/Caregivers are not permitted upstairs during the school day without express permission from the administration.**

**FUNDRAISING PRACTICES**

SCHOOL COUNCIL WILL APPROVE ALL FUNDRAISING ACTIVITIES PRIOR TO THEIR IMPLEMENTATION.

FUNDRAISING PROJECTS WILL BE PRECEDED BY A COMMUNICATION TO PARENTS/GUARDIANS WHICH WILL STATE A SPECIFIC TARGET AND PURPOSE.

THE FOLLOWING ACTIVITIES CONSTITUTE ROUTINE FUNDRAISING PROJECTS THAT SCHOOL COUNCIL WILL APPROVE AT THE SEPTEMBER MEETING:

- ★ Christmas Concerts
- ★ Lip Sync Nite
- ★ Karaoke Nite
- ★ Little Picassos
- ★ Spring Concert

- Annually and in addition to the routine projects specified above, the school will identify one major fundraiser with proceeds going to an identified school-based project.
- Each year the school will identify one Charity that it will sponsor (ex: Jump Rope for Heart or Janeway Day, Terry Fox, foster child, etc.).
- Individual Teachers/Grades will involve their students in one act of charity to be approved by the School Council (ex: Christmas Stockings - gr.3, Shoe Boxes - gr.5, etc.) since this promotes the value of citizenship and becoming contributing members of society.

**Treats for Students**

The practice of holding celebrations will continue as will our new practice of providing healthy food snacks and physical activity during these. The Healthy School Food guidelines allow us to have "cake" only twice per year and we have chosen Hallowe'en and Christmas for these, with the stipulation that, in addition to nutritious snacks, there is only one cake per class (or set of cupcakes, cookies etc). Individual classes may decide with their teacher to only snack on healthy treats at these times.

***Thank you in advance for avoiding "Loot Bags" for special occasions, not sending pop and "energy/caffeine" drinks to school at all times, for doing the take-out days only once per week and also for observing our peanut, tree nut, seafood allergy alerts.***

***Please remember that every Friday is Fantastic Fruit Friday and all students and staff should bring a piece of fruit each week to earn points for their House Team.***

**Alternative After-School Arrangements**

Students will not be allowed to make changes in transportation without written permission from their parents (planner, e-mail to secretary, note) or by a telephone call to the secretary and then only in case of emergency.



## STUDENT PLEDGE

AS A STUDENT AT ST. JAMES' ELEMENTARY  
I PLEDGE TO  
RESPECT MYSELF AND OTHERS  
I WILL CHOOSE TO LEARN  
I WILL BE RESPONSIBLE  
I WILL ALLOW THE TEACHERS TO TEACH  
I WILL DO MY PERSONAL BEST

## STUDENT CODE OF CONDUCT

### Classroom Behavior

**Expected Behavior** - Every student is expected to obey his/her teacher and help ensure there is an atmosphere conducive to learning.

**Reason for Expected Behavior** - Every student has the right to learn in a happy environment without distraction or undue noise.

**Consequences of Misbehavior** - Detention or parent contact or suspension depending upon the seriousness of the individual incident. Students who disobey school rules or directives from teachers or the administration may, be required to serve detention in the morning before classes commence, during lunch break and possibly after school. Serious offences and repeated breaking of school rules may lead to suspension.

Parents will be responsible for arranging transportation for bus students who have been detained (parents will be contacted).

### Academic Success

**Expected Behavior** - Every student is expected to complete all class and homework assignments to the best of his/her ability.

**Reason for Expected Behavior** - keys to success are hard work and determination. If you don't put forth your best effort and take pride in your work, then it won't be acceptable.

**Consequences of Misbehavior** - If your in-class work and homework are unacceptable, you will complete it or redo it either after class time or at home.

### Extra-Curricular Activities

**Expected Behavior** - On school buses, at extra-curricular activities, on field trips, all relevant school rules apply.

**Reason for Expected Behavior** - You should remember that on these activities you represent your school.

Don't let your misbehavior ruin the opportunity for others. Always let others know that you are proud to be a student at St. James' Elementary School.

**Consequences of Misbehavior** - Appropriate disciplinary action will be taken. A serious offence could result in your removal from participating in the field trip and further action could be taken upon your return to school.

### *School Playground Behavior*

**Expected Behavior** - Students are expected to play without any pushing, shoving, kicking and rough horse-play, etc.

**Reason for Expected Behavior** - We want the playground to be a safe place for all students to play.

**Consequences of Misbehavior** - Fighting, pushing, shoving, tripping, running, rough horse-play, etc. will not be tolerated. Students who misbehave on the playground will be subject to detention. Example: not allowed on playground.

### *Designated Areas*

**Expected Behavior** - You will be in the following areas only if you have the permission of a teacher: gymnasium, library, bathrooms, music room, staff room and classrooms, other than your own.

**Reason for Expected Behavior** - These guidelines are necessary for your own protection and for proper security of specialty equipment which assists in your instruction.

**Consequences of Misbehavior** - You will be reminded of the rule and may have to give a written account as to why you are in the designated area.

### *Care Of School Property*

**Expected Behavior** - You will respect all school property (classroom, halls, stairways, bathrooms, kitchen, playground, gym, library, all equipment, textbooks and supplies). Your desk and the floor area around it are to be kept neat and tidy. When sitting down in class, you should make sure that all four legs of your chair are always on the floor. Tables and desks are for doing your work on, not for sitting on. You are expected to treat the school and equipment with the same care and respect as you would your own valuable personal possessions.

**Reasons for Expected Behavior** - In taking care of school property you display pride in your school. You also help to maintain attractive surroundings and use facilities which are necessary to successful learning for you and your fellow students.

**Consequences of Misbehavior** - If you damage school property, you are expected to pay for repair and replacement costs. If a textbook is destroyed, lost or stolen you or your parents will be requested to pay the replacement cost. Intentional damage is a crime and will be dealt with by the administration. NOTE: It's Your School - Please Keep It Clean and Safe.

### *Appropriate Language*

**Expected Behavior** - Your language will be such that it shows respect for staff and students. Name

calling, swearing, crude, rude and obscene language spoken, written, implied or gestures are unacceptable.

**Reason for Expected Behavior** - Being able to use appropriate language is a valuable life skill. When language is offensive to others, hurt feelings may lead to a further conflict.

**Consequences of Misbehavior** - If you use inappropriate language, you will be given an immediate time out and be required to write an account of the incident.

### **Personal Appearance**

**Expected Behavior** - You are expected to dress in clean, neat, appropriate attire. As well, any clothing that promotes alcohol, drugs, or tobacco products, or that contains an unacceptable slogan or phrase, is inappropriate in school. Hats are to be removed while you are in the building. Coats and outdoor footwear are to be removed and placed in your locker upon entering the school. Inside footwear is to be worn at school.

**Reason For Expected Behavior** - Your appearance reflects your good judgment and your respect for yourself and others.

**Consequences of Misbehavior** - If you wear inappropriate clothing, your parents will be contacted to help resolve the matter.

### **Honesty**

**Expected Behavior** - Lying, stealing and cheating are forms of dishonesty and as such are unacceptable behaviors. Be honest with fellow students and your teachers.

**Reason for Expected Behavior** - You will benefit as a student by being open and honest. It will have a positive effect on your reputation.

**Consequences of Misbehavior** - In the case of lying, stealing and cheating, a meeting will be arranged with you, your parents and your teacher, to discuss the situation.

### **Tobacco, Alcohol and Drugs**

**Expected Behavior** - You should not partake of any tobacco, alcohol or illegal drugs.

**Reason for Expected Behavior** - In your formative years, we want to help you develop a good self-esteem and a healthy lifestyle. The use of alcohol, tobacco and illegal drugs is dangerous, both to you and those that work with you. The law forbids you to use these items, for your own protection.

**Consequences of Misbehavior** - Parents and the proper authorities will be immediately notified to investigate the incidents.

### **Attendance, Absenteeism & Tardiness**

**Expected Behavior** - You shall report to class on time each day, ready, willing and able to work.

**Reason For Expected Behavior** - Punctuality is a form of courtesy towards your teacher and classmates. Punctuality is a learned skill in making good use of your time at home and at school. If you are late you disrupt your class when you enter. Students who miss a great deal of time are certain to encounter difficulty in keeping up in their school work. In order for you to achieve to your maximum potential, Regular Attendance Is Essential.

**Consequences of Misbehavior** - On some occasions lateness and absences are unavoidable. However, if habitual lateness and absenteeism appear to be a problem, they will be investigated as discipline problems. Your parents will be consulted and you will be required to make up work that you missed. Repeated and un-excused absences may lead to detention and reported to the Department of Social Services.

### **STUDENT CONDUCT ON SCHOOL BUSES**

The Western School District is required to provide transportation for students who are not in close proximity of the school. This does not mean that parents are relieved of the responsibility of supervision prior to students being picked up and dropped off at their respective bus stop. Once a child boards the bus, and only at the time, does he or she become the responsibility of the School Board. Such responsibility shall end when the child is delivered to his/her stop at dinner time or after school.

In view of the fact that a bus is an extension of the school, the school shall require children to conduct themselves on the bus in a manner consistent with established standard for classroom behavior.

The driver of a school bus shall report to the administration any misconduct of children while entering, leaving or being conveyed in a vehicle under his/her charge. The administration has disciplinary authority over all pupils of his school in their conduct towards one another on their way to and from school, and bus transportation is included in this jurisdiction.

***Children who do not adhere to the rules outlined may have their privileges suspended.*** In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

### **School Bus Rules**

1. Be on time and never stand in the street or highway while waiting for the school bus.
2. Pupils shall be picked up and discharged only at bus stops approved by the Board.
3. Obey the driver promptly and avoid any unnecessary conversations with him/her while the bus is in motion.
4. Do not cross the road behind the bus. Crossings are to be in front of the bus, not nearer than 3 metres and only after looking in both directions.
5. Sit quietly in your seats.
6. Do not open the Emergency Door or bus windows. Do not throw anything out the windows or extend hands, arms or legs through openings.
7. Eating or drinking is not permitted on the bus.

8. Be courteous to the driver and fellow passengers. Rough or boisterous

## **Bullying**

### **What is Bullying?**

**Bullying is when someone keeps doing or saying things to have power over another person.**

Some of the ways they bully other people are by: calling them names, saying or writing nasty things about them, leaving them out of activities, not talking to them, threatening them, making them feel uncomfortable or scared, taking or damaging their things, hitting or kicking them, or making them do things they don't want to do.

### **Why do people bully?**

They may see it as a way of being popular, or making themselves look tough and in charge.

Some bullies do it to get attention or things, or to make other people afraid of them. Others might be jealous of the person they are bullying. They may be being bullied themselves. Some bullies may not even understand how wrong their behavior is and how it makes the person being bullied feel.

### **Why is bullying harmful?**

Some people think bullying is just part of growing up and a way for young people to learn to stick up for themselves. But bullying can make young people feel shy, lonely, unhappy and frightened. It makes them feel unsafe and think there must be something wrong with them. They lose confidence and may not want to go to school any more. It may make them sick (Stomachaches, Headaches, Panic Attacks, Not being able to sleep, Sleeping too much, Being exhausted, Nightmares).

Stress and anxiety caused by bullying and harassment can make it more difficult for kids to learn. It can cause difficulty in concentration and decrease their ability to focus, which affects their ability to remember things they have learned.

### **What can you do if you are being bullied?**

Coping with bullying can be difficult, but remember, you are not the problem, the bully is. You have a right to feel safe and secure. And if you're different in some way, be proud of it! Stand strong.

- Spend time with your friends - bullies hardly ever pick on people if they're with others in a group.
- Try ignoring the bully; tell him/her to stop and walking away whenever the bullying starts.
- If someone is bullying you, you should always tell an adult you can trust. This isn't telling tales. You have a right to be safe and adults can do things to get the bullying stopped.
- Even if you think you've solved the problem on your own, tell an adult anyway, in case it happens again. An adult you can trust might be a teacher, school principal, parent, someone from your family or a friend's parent.
- If you find it difficult to talk about being bullied, you might find it easier to write down what's been happening to you and give it to an adult you trust. At St. James' Elementary you can place your note in a reporting box outside the Guidance Office.

### **What can you do if you see someone else being bullied?**

If you see someone else being bullied you should always try to stop it. If you do nothing, you're saying that bullying is okay with you. ***It's always best to treat others the way you would like to be treated.***



## HOMWORK POLICY

An important part in the education of our students is homework. It has been an essential part of education since the beginning of formal schooling and no doubt will continue to be an integral component. We are expected to give homework, therefore, it is important that homework be meaningful, well planned and carefully assigned. Oftentimes, homework is geared towards individual differences. It is also important that students not be burdened with too much, for if they are, they may become frustrated and resentful.

### 1. Rationale For Homework

- (a) To help students formulate good study habits.
- (b) To reinforce concepts covered in school.
- (c) To enrich some concepts covered in school.

### Guidelines For Homework

#### (a) **Primary Grades (Kindergarten to Grade Three)**

It is recommended that 10 to 20 minutes be assigned to Kindergarten and Grade One students and 25 - 30 minutes for Grade Two and Three students. Since reading is a primary focus of our school, only a small percentage of homework should be comprised of written work (work would consist of formal and creative writing). This would allow students more time to read or have someone read to them and review work covered or prepare for new work.

#### (b) **Elementary Grades (Grade Four to Grade Six)**

It is recommended that approximately one hour each night be assigned to Grade Four, Five and Six students. Some form of written work should be assigned for a maximum of four nights each week. Because reading is so important, students should be encouraged to read every night.

### 2. General Rules

- (a) No form of written homework, other than recreational reading will be assigned on long weekends or on a night when there is a special event taking place at our school such as Back-To-School Night or a community sponsored event that a significant number of our students/parents might want to attend.
- (b) No written homework will be assigned on a night when a student has to study for a test. It is recommended that teachers not schedule exams on Mondays or on the first day back after a long weekend. Again, recreational reading and spelling may be assigned.
- (c) Vary the subject matter of assigned work as much as possible unless there

- is a specific need in a particular subject area.
- (d) Homework is to be done at home - not in school.
  - (e) Homework must be well planned so that the child gets a sense of satisfaction. However, some homework will be to complete unfinished work so that the child does not fall too far behind in meeting curriculum outcomes.
  - (f) It is important that written homework include a maximum of 1 task per night to a maximum of 4 times per week. Written work should primarily consist of finish up work.
  - (g) Teachers will accept only a high standard of homework. They are to encourage students to:
    - 1. Use some form of identification of the work at the top of the page.
    - 2. Write in pencil.
    - 3. Erase, not cross out mistakes.
    - 4. Be neat and use good penmanship.
    - 5. Be original and use good expression.

4. **Correcting and Grading**

Teachers are to collect and grade all homework and return it to the student as soon as possible with appropriate comments for feedback.

5. **When Students Are Negligent With Homework or Assignments**

No student is exempted from doing homework or assignments. Teachers have to let students know the quality of work expected. For those who are negligent with work, teachers are to adhere to the following procedures.

- (a) Try to determine the cause and if the reasons are unacceptable, give students the opportunity to complete work either at home, during lunch time or after school, if possible.
- (b) If there are repeated occurrences, you may wish to note it in the child's planner where applicable. If the problem continues, contact the home and discuss the problem with parents, seeking their cooperation.
- (c) If any contact is made with parents, the desired results are not obtained, the teacher should report to the administration for further action.

**IN THE EVENT YOU FEEL YOUR CHILD IS BURDENED WITH HOMEWORK or ASSIGNMENTS, CONTACT YOUR CHILD'S TEACHER TO TRY TO RESOLVE THE MATTER.**

**STUDENT/PARENT  
COMMITMENT**

Name: \_\_\_\_\_

I have read the St. James' Elementary School Discipline Code and I will do my best to uphold the honor and reputation of my school.

\_\_\_\_\_  
Signature of Student

I have read the St. James' Elementary School Discipline Code with my child and will do my best to ensure my child upholds it.

\_\_\_\_\_  
Signature of Parent or Guardian

**FOR CAPE RAY AND MARGAREE STUDENTS ONLY**

In the event weather conditions are so severe that your child cannot return home from school, please fill out the form below so that a billet is arranged.

My child/ren \_\_\_\_\_ is/are to stay at

\_\_\_\_\_  
Name Address/Phone Number

I authorize the school to find a billet for my child. \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature



**Student Information**

**Student Information**

Student's name: _____	Grade level _____	Gender: F M
Home Phone # _____		
Address _____		
Date of Birth _____	Place of Birth _____	
MCP Number _____	Expiry Date _____	
Health issues the school should be aware of: (Example: allergies, respiratory, diabetes, etc.)		
_____		
_____		
Other siblings in the school:		
Name _____	Grade _____	
Name _____	Grade _____	



- television
- newspaper
- magazines

Interviews with news media when covering/filming school activities which may be aired/published

After school programs which may be offered if your child is interested

Intramural sports programs

- lunchtime
- afterschool

After school sports programs such as basketball, soccer, volleyball, etcetera

Provision of appropriate medical treatment in emergency situations (as necessary and/or as directed by medical personnel). Whenever possible, a parent/guardian will be contacted immediately.

Signature:

\_\_\_\_\_  
*Parent/Guardian(s) signature*

\_\_\_\_\_  
*Date*

This consent will be in effect September, 2011 – June, 2012 ending on June 22, 2012. I understand I may withdraw my consent for all or specific activities at any time by contacting the school principal,

\_\_\_\_\_  
*Principal Name /School Phone number*

*This information is being collected for the purposes of ensuring parental consent is on file for routine school activities, the provision of safe and caring school environments and student programming. This information is collected under authority of the Schools Act (1997). If you have any questions regarding data collection or use, please contact the School Principal. It is the responsibility of the parent (or the student if they are over 19 years of age) to ensure this record is updated for accuracy in the event circumstances change.*

*You are encouraged to keep a copy of this document for your personal records.*