

OPEN HOUSE AGENDA 2009

SCHOOL-WIDE PROCEDURES:

Theme: Come, Worship the Lord

Curriculum Goals: Respect, Consistency, Academic Excellence = Sustainability
**Bubble classes will continue to create community among their classes

Uniforms

Girls: St. Helen's kilt, navy blue knee socks or tights.
Navy blue cotton twill pants (optional)
Navy blue skort, navy blue (above ankle) socks, (optional summer uniform)

Boys: Navy blue cotton twill pants.
Navy blue walking shorts, navy blue (above ankle) socks, (Optional Summer uniform)

Girls & Boys:
Light yellow polo shirt
Navy blue St. Helen's sweater.
Black or navy dress type shoes or runners, preferably soft soled
(no stripes, logo's etc.)

P.E. Uniform:

St. Helen's gym uniform consists of St. Helen's shorts and T-shirts
(white socks at the discretion of the teacher) and running shoes.

School Hours 8:00 a.m. until 3:20 p.m.

- School starts at 8:45 a.m. everyday.
- Notes regarding tardiness and absentees are needed for Ministry. This includes sick day, holidays etc.(Principal approval needed).

Comfort Kits / Safety:

- Return Comfort Kit information a.s.a.p.
- Parking: Be aware of all parking regulations and drop off zone procedures.
- Camera & Locked Doors

Outdoor/indoor supervision: Supervision in morning, recess and lunchtime, during nice weather will be outside.

- Special consideration will be given to students if the weather is too cold. Supervision in the Library will be provided.

Cell phones and other electronic equipment are not allowed during school hours.
School Phone is to be used **only in case of emergency with permission.**

Nutrition: Provide nutritious lunch; please remember that **we are a peanut aware** school, so no peanuts if possible. Please do not bring fast food items to school if possible. Lunches are to be dropped off only at the office, with 1st name, last name and grade. Anyone wanting to go home at lunch must have a note from the parents.

Play First: We would like to remind you that we have implemented the "Play First" Lunch Program. Students will be dismissed at 12:00 noon for play time and return to class at 12:30 p.m. to eat their lunch. Classes resume at 12:45 p.m.

Birthdays: No invitations to be passed out at school. Also, no food items to be brought to school due to risk management issues. School would like to encourage creative and innovative ideas (such as grandparent reading a book to the class/games/books/donations to missions).

Band Instruments: Grade 6 and 7 students only. Hours of practice, care of the instruments, etc will be addressed by Mrs. Wai with the Grade 6 & 7 classes. Please consider purchasing the \$30 insurance for the instruments. Cheques are payable to St. Helen's School. (See attached form)

Communication: Updated Calendar on school website

- Make appointments when you need to speak to a teacher about your child's performance at school
- No report cards will be given out early if you choose to leave for a family vacation (teachers/specialists/internet printing)
- Parent Teacher Interviews (1st term) Student Led Presentations (2nd term)
- Homeroom parent – teacher will announce

Discipline, Expectations & Letters (see attached)

What's New:

- Resources: Internet access to Renaissance Learning (Accelerated Reader, Star Reader, Accelerated Math), "Rosetta Stone" French Program for intermediate grades.
- Technology: Smart Boards accessible for every class
- Fieldtrips/Extra-curricular activities:
 - Booster seat policy- booster seats are for children who weigh under 18 kg (40 lbs), under 9 years of age, and under 145cm (4'9") tall. The school has purchased booster seats to accommodate students who may need to travel with a parent on a fieldtrip.
 - Criminal Record Check – All volunteers are required to have a criminal record check prior to any fieldtrips. Criminal record checks are on file in the office and are valid for a total of 3 years. Please come to the office for further information.
- H1N1 Information: Attached to the September Principal's letter was the Ministry of Health and Education's newsletter regarding the H1N1 flu virus. Each classroom will be provided with a hand sanitizer pump. In addition, parents will be asked to assist in sanitizing classrooms. Information to be given by classroom teachers.

CLASSROOM PROCEDURES:

**Student info card – have parents fill-out "Getting to Know Your Child"; return to school with Comfort Kits

Website www.sthelensschool.ca

Homework, Overviews

Agendas

Mass Journal www.catholicmom.com

(100% participation)

Extra-curricular participation (100% effort)

Teachers to discuss expectations in classrooms.

Getting to Know Your Child

Dear Parents,

Please fill out the following questionnaire:

Child's Name _____

I'd describe my son/daughter as _____

I think my child learns best (orally, visually, using hands on materials)

One important thing for you to know about my child is _____

What my child likes best about school is _____

My child's strengths include _____

Activities (hobbies, sports, music, other) that my child is interested in are

Our goal(s) for our child in the upcoming school year is _____

Signed _____



ST. HELEN'S SCHOOL

3894 TRIUMPH STREET, BURNABY, B.C. V5C 1Y7

Phone: (604) 299-2234 Fax: (604) 299-3565

Email: sthelens@telus.net Website: www.sthelensschool.ca

DISCIPLINE LETTER

Dear Parents,

This is to notify you that your child _____ committed a

Minor Infraction

- Inappropriate Language
- Deliberately causing physical harm to another
- Defiance/Disrespect towards (toward a staff member)
- Vandalism (Deliberate destruction of the school's or another's property)
- Fighting/Physical Aggression
- Bullying
- Cheating
- Habitual Classroom Disruption
- Uniform

Serious Infraction

- Serious Bodily Injury
- Leaving school property
- Possession/Use of a Weapon
- Smoking or using alcohol or drugs
- Showing or distributing pornographic material
- Playing hooky
- Other

of the rules requiring special attention.

Location

- Classroom
- Playground
- Gym
- Church
- Hallway
- Learning Center
- Washroom
- Outside School Property

Other Involved

- Peers
- Staff
- Teacher
- Other _____

Possible Motivation

- Attention – Peers
- Attention – Staff
- Avoid – Peers
- Avoid - Work
- Obtain Items
- Other _____

Discipline Action

Previous

- Time Out (another classroom)
- Call Home
- Teacher – Student Conference
- Parent Conference
- Office Referral
- In School Suspension
- Suspension at Home

Current

-
-
-
-
-
-
-

*As indicated in the School Policy in the case of **Minor Infractions** of the rules, the teacher or staff member in authority will issue discipline consistent with the school's philosophy, the child's maturity and the degree of seriousness. The student along with the teachers is involved in the discipline process, which involves discussion, reflection, solution or reasonable consequence and follow up. In the case of **Serious Infractions** of the rules, the Principal, upon being notified, will give the student a formal letter indicating the infraction. They will receive a reasonable consequence, along with one of the following, suspension or expulsion. If you have any questions regarding this matter, please call the school office to arrange an appointment.

Teacher's Signature

Principal's Initials

Parent's Signature

Date