

OPEN HOUSE Parent Information 2017

****Parents, please fill-out "Getting to Know Your Child"; return to school with Comfort Kits.**

SCHOOL-WIDE PROCEDURES:

Theme: Care for Everyone in Our Common Home

- Continued focus on St. Helen's Be-Attitudes: Be Safe, Be Responsible, Be Respectful – Be Like Jesus.

Curriculum Goals: Implementation of the BC Ministry of Education

- Redesigned Curriculum within a Catholic Worldview.
- Websites/Apps such as Code.org are made famous by the "Hour of Code" which provides useful tools to get teachers started.
- Christ-like Respect, Consistency, Academic Excellence = Sustainability.

Uniforms: Uniforms must be purchased from Neat Uniform

Girls: St. Helen's tunic (K-3) & kilt (4-7), 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 and running shoes

Sweats suit is optional P.E. uniform and can be worn for school events like track and field, etc.

School Hours: 8:00 a.m. until 3:15 p.m.

- School starts at 8:55 a.m. everyday. We ask that parents say goodbye to their children on the playground and not enter classrooms as teachers and students are beginning their morning routine.
- All students arriving late are required to **report to the office** for a late slip.

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

- Supervision before and after school will be in the East Field (lower playground).

Comfort Kits / Safety:

- Return Comfort Kit information a.s.a.p.
- **Parking:** Be aware of all parking regulations and drop off zone procedures. Gr. 6&7 students should be dropped off on Pandora Street in front of the West Wing and picked up at the west parking lot.
- Parents are to wait outside to pick up children. Please do not enter school buildings.
- Security Cameras & Locked Doors.

Personal Electronic Devices:

- **Cell phones and other electronic equipment** are not allowed during school hours, unless under the supervision of a teacher.
- **School Phone** is to be used **only in** case of **emergency with permission**.
- **Internet Procedures:** Students are allowed to use the internet during school hours under the supervision of the teaching staff. With regards to improper usage or social networking at home, parents will be informed and resources will be provided to both the student and parent.
 - ***Cyber-bullying** is defined as bullying and harassment by use of electronic devices through means of email, instant messaging, text messages, blogs, mobile phones, pagers and websites. Cyber-bullying is strictly prohibited and consequences are outlined in our discipline policy.*

Lunch Nutrition: Provide a nutritious lunch; please remember that **we are a peanut aware** school, do not send peanut products to school. Please do not bring “fast food” items to school. Students will bring home all containers, wraps and unfinished food as part of our recycling program. Lunches are to be dropped off only at the table across from the office, with 1st name, last name and grade. Anyone going home at lunch must have a note from the parents.

- **Play First:** A reminder that we use the “play first” lunch model. Primary students will be dismissed at 12:00 for playtime and return to the classroom at 12:30 to eat their lunch. Intermediates will be dismissed at 12:30 for playtime and return to classrooms at 1:00 to eat their lunch.
- **New Munch a Lunch Program** – online ordering available. Remember to cancel your order on fieldtrip days.
- **Hot Lunch is every Wednesday**

Library: Students have access to the library during intermediate lunch time only

Birthdays: No invitations to be passed out at school. Also, no food items to be brought to school due to risk management issues.

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Communication:

- Refer to the “**Updated Calendar**” on school website
- Download the St. Helen’s app for updates, social media, teacher contacts and late and absentee notes.
- Notes regarding tardiness and absences are needed for Ministry. This includes sick days, holidays etc.
- Vacations taken during the school session are *highly discouraged* and requires principal approval. Teachers are not responsible for providing in advance work that will be missed while on vacation. It is the parents’ responsibility to check the homework website and ensure assignment completion upon their child’s return to school.
- Permission notes and additional information for school events will be posted on the school calendar as attachments.
- 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
- Parent Teacher Interviews (1st term) Student Led Presentations (2nd term).



Upcoming Fundraising Events:

- Walkathon Fundraiser – September 27th – donations via Chimp
- Family Fun Night Fundraiser – October 27th.

Classroom Procedures and Forms:

- Discipline, Expectations & Letters (see attached)
- Fieldtrips & Extra-Curricular activities:
 - Volunteer Driving Form: All parents who volunteer to drive need to complete this form prior to driving any students to an event.
 - Criminal Record Check: All volunteers are required to have a criminal record check prior to any fieldtrips. CRCs are on file in the school office and are valid for a total of five years. Please apply online – see information under the Parents tab on the school website.

Curriculum:

Homework procedures & policy is available on the school website www.sthelensschool.ca and in student agenda books. The website will also provide you with information regarding class homework assignments and curricular overviews.

- French Program: The Rosetta Stone French Language Program was purchased so that students can continue to practice online at home. Individual passwords will be given to the Grade 6 & 7 students by their teacher.
- Math Program: The IXL Math online program is also available for student use at home to reinforce basic skills in mathematics.
- Renaissance Home Connect: Parents can also follow their child’s progress in Accelerated Math and Accelerated Reader from home. Logins and passwords will be provided by your child’s teacher.



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 _____

Comfort Kit: STUDENT EMERGENCY FORM

PLACE PHOTO HERE

Student's Surname 1st Name Middle Name

Birthday MM/DD/YYYY Grade Teacher

Street Address City Postal Code Phone #

Resides with: ☐ Both Parents ☐ Mother only ☐ Father only ☐ Other (guardian)

Parent/Guardian Name: _____ Home # _____
Cel # _____ Work # _____

Parent/Guardian Name: _____ Home # _____
Cel # _____ Work # _____

Medical Alert: _____ Care Card # _____

My child has an EpiPen and he/she wears it around their waste: ☐ Yes ☐ No ☐ Not applicable

Allergies: _____
(Foods & Drugs)

Medications & Dosages:

Are any of your child's medications located at the school? ☐ Yes ☐ No ☐ Not applicable

Emergency Contacts:

Name	Relationship to the Child	Phone #	Alternate Phone #

My child should not be released to:

Name

Relationship to the Child

Included with this form...

1. Fill in the form (include a photo of your child) and return it in a small Zip Lock Bag.
2. Include 1 or 2 SMALL comfort items in the Zip Lock Bag (family photo, a small toy, letter, NO food/snacks).

Getting to Know Your Child

Dear Parents

Please fill out the following questionnaire:

1. Child's Name _____
2. I'd describe my son/daughter as _____

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

4. One important thing for you to know about my son/daughter is _____

5. What does your child like best about school?

6. Her/his strengths include _____

7. What are some activities your child is interested in or involved in (hobbies, sports, interests) _____

8. What hope or goals do you have for your child in the upcoming school year?

Signed _____

Feel free to add an additional comment or information
you'd like to share. Thank You!

READING AT HOME WITH PRIMARY

Reading at home is a vital step in the reading development of young children. Both the process of reading aloud and listening to someone read aloud can help a student build both their reading and listening skills. Research shows us that when a parent reads with their child, even 10 minutes a night, the child make huge gains in their reading vocabulary, as well as their reading fluency. Although it seems easy, there are a number of tips that can make this process more effect.

1. MODEL THE STORY TO YOUR CHILD BY READING ALOUD AND GETTING YOUR CHILD TO FOLLOW ALONG WITH THE TEXT.

Hearing a story and seeing the words that are read increases the connections that a child makes when reading. It also increases a child's exposure to reading vocabulary that they may not be able to read themselves. Pre-reading a story not only provides a student with a good example of how to read, it also allows them to read the passage themselves more fluently.

2. REPEATED READING HELPS WITH READING FLUENCY

When reading at home, one great exercise to do after you have pre-read with your child is to get your child to read the same paragraph, or page, one or two more times. This practice of reading the same words works the same way as practicing a free throw for basketball. The more exposure to the same passage, or words, allows a child to get better at reading those words when they see them again.

3. MAKE A SCHEDULE TO READ EVERYDAY FOR 10 MINUTES

Research shows that reading with a family member or a parent every day for 10 to 15 minutes a day makes a huge difference in a child's reading fluency. If everyday is not an obtainable goal, start with two times a week and increase to four once you have the hang of it. A few tips that work: Have your reading material in the same spot so it is easily accessible and keep the reading time consistent everyday (before bed, after dinner etc).

4. PICKING READING MATERIAL FOR HOME

Picking reading material for your child at home can sometimes be difficult. Reading material at home should be at a child's independent level so they can not only read it with a family member, but they could also read it on their own. A good rule of thumb is to pick material in which your child can read approx 50 words with only making one or two errors.