

Dear Parents, Guardians, Students and Staff:

Welcome to a new year at St. Jude Catholic Elementary School. We look forward once again to a year filled with promise and many learning opportunities for your child. The staff of St. Jude Catholic Elementary School wishes to work co-operatively with you in a partnership between home, school and parish. The growth of each child's spiritual, intellectual and emotional self is at the core of the partnership. At St. Jude Catholic Elementary School, we emphasize care, kindness and respect for self and others as well as providing quality education.

We continue to look forward to your involvement in your child's education. Close communication with the staff is encouraged. Your child's agenda book is only one of the vehicles you may use to communicate with the teachers or the administration. You may also wish to become involved in our Catholic School Council or as a volunteer at the school. Please contact the school for more information or visit our website at: www.stjude.cdsbeo.on.ca

Religion is an integral part of our daily routines. The school day begins with an opening prayer and our national anthem. The gospel values are integrated in all aspects of the educational experience at St. Jude; students and staff partake in monthly school celebrations as well. All children must take part in religious instruction and celebrations and will not be excused from participation. Father Alexis Ruzibiza will celebrate Mass at the school, and on special occasions such as Easter, the students and staff will travel to St. Jude's Church in Hawkesbury.

This handbook was designed for the students to enhance their organizational skills and to help manage time lines efficiently. Use it wisely to record dates, events, deadlines, and more. Parents and teachers may also use it to communicate with one another.

You will find our school philosophy, code of conduct, dress code and other pertinent information in the following pages. Please review the school policies with your child. Details about upcoming events and school activities will be contained in our school's monthly newsletters and/or sent to you by individual classroom teachers.

Christ being our model, we move forward in hopes of creating a truly Catholic environment -striving for new goals and accepting new challenges in the spirit of Christ. We look forward to a blessed school year!

Yours in Catholic Education,

Michelle Brasseur-Robillard
Principal

St. Jude Catholic Elementary School School Philosophy

We are dedicated to providing the best education possible for each and every child in our care. We will endeavour to create an atmosphere that will address the spiritual, intellectual, physical, social and emotional needs of your children while providing them with the basic skills, intellectual honesty and social conscience that will allow them to face the uncertain challenges of the future with hope and confidence. Christ will show us the way and our children will lead. Students, parents and teachers should unite to work as a community for the betterment of all. Our school is your school.

St. Jude Catholic Elementary School believes that the school's main purpose is:

- To provide the learners with a living example of life according to Catholic principles and be a catalyst of Christian formation in the pupils.
- To provide an environment that is innovative, academic and openly Christian and Catholic so that pupils may be encouraged towards a commitment to Christ.
- To promote a Christian community that will involve pupils, parents, priests, and the school as a vibrant living community that integrates the teachings of Christ.
- To implement an educational philosophy and methodology consistent with the guidelines of the Ministry of Education, the Board and the School.
- To develop the following characteristics in the pupils:
 - The spirituality of all pupils in accordance with Catholic teaching
 - The physical potential of each child
 - The self-direction, self-esteem and stability of each pupil
 - A social awareness and responsibility to our fellow beings
 - The basic skills necessary to make each child a contributing member of society

St. Jude Catholic Elementary School
Catholic District School Board of Eastern Ontario

Mission Statement

1. To provide quality education integrating our Catholic faith with culture
2. To create a faith community among students, parents, priests, teachers, trustees and administrators
3. To reinforce the importance of family and family living by strengthening students' respect for the family, its sacramental foundation and its mission of teaching and transmitting values
4. To foster co-operation between home, school and the church in imparting Christian attitudes, beliefs and values
5. To develop the spiritual, moral, intellectual and physical talents of each student in an atmosphere of faith

Our school crest symbolizes the essence of our mission:

- ❖ The dove is a Christian symbol of peace
- ❖ The cross of light represents a focus – a beacon
- ❖ The flight take off signifies growth and elevation
- ❖ The vertical lines represent spirituality



As a student of St. Jude Catholic Elementary School

Rights and Responsibilities

- I have a right to be happy and to be treated with kindness, and the responsibility to treat others kindly.
This means that no one will laugh at me, ignore me or hurt my feelings, and I will do the same.
- I have a right to be myself, and a responsibility to let others be themselves.

- This means that no one will treat me unfairly because I am big or small, fast or slow, a boy or a girl, or because of the colour of my skin, and I will do the same.
- I have a right to grow in the love of Jesus, and the responsibility to let others grow in the love of Jesus.
This means that I will be free to express my feelings and to act in a way true to the Gospel message, and I will do the same.
 - I have a right to be safe, and the responsibility to keep others safe.
This means that no one will invade my personal space in a hurtful manner, and I will do the same.
 - I have a right to hear and to be heard, and a responsibility to listen.
This means that no one will shout at me or interrupt me, and I will do the same.
 - I have a right to an education, and the responsibility to be a student.
This means that I must take responsibility for my learning. It is my duty to be prepared for class and to respect all of the above rights of others.

Board Theme 2018-2021

Our new Board theme for September 2018 to September 2021 is
Be Holy! Joy Springs from a Loving Heart

Our theme draws its inspiration first from Scripture. In the Old Testament, God tells us clearly: "I am the Lord your God. I am holy, so you must be holy." (Leviticus 19:2) This message is repeated in the New Testament, where we are reminded by Peter of our call to holiness: "As he who called you is holy, be holy yourselves in all your conduct; for it is written, 'You shall be holy, for I am holy.'" (1 Peter 1:15-16). In the next chapter of the First Letter of Peter he states: "You are a chosen people, a royal priesthood, a holy nation." (1 Peter 2:9.)

The theme is also greatly inspired by Saint Pope Paul II when he stated, "Do not be afraid to be holy! Have the courage and humility to present yourselves to the world determined to be holy, since full, true freedom is born from holiness." In addition, Pope Francis stated in 2013, "Do not be afraid of holiness, do not be afraid to aim high, to be loved and purified by God, do not be afraid to let yourself be guided by the Holy Spirit. Every Christian is called to holiness and holiness does not consist especially in doing extraordinary things, but in allowing God to act in us and through us."

Finally, we draw inspiration from Saint Mother Teresa who states, "All of us must be saints in this world. Holiness is a duty for you and me. So, let's be saints and so give glory to the Father."

Our theme will bring to life our Board's vision: **Inspired** by the teachings of Jesus Christ, we **transform** the world with justice and peace through Catholic education. Our theme is a personal call to be inspired and transformed within our intimate relationship with Jesus, and at the same time to move outside of ourselves to acts of love where we respond to the call to let Jesus inspire and transform others, through us.

Each year will be a balance of contemplation and action – the two feet of evangelization – like the heart and head of holiness. Continuous reflection on God's presence in our lives along with revitalization at the well of Scripture and Eucharist, counter balanced by recognition of the needs of others; our response to these immediate needs and our responsibility to go deeper into the issues where we can address the underlying systemic challenges. Through this process we will make lasting changes within ourselves; our neighbours, our communities and the world.

We have three sub themes. Each year a new sub theme will be explored and will build upon one another. In year one, we will explore scripture and experience prayer. We will develop an understanding of our personal call to holiness and through this experience a deeper relationship with God. In year two, we will deepen our understanding of holiness through the study of the Saints. Finally, in year three, we will apply our understanding of our call to holiness through our actions and devotions. This final year will be one exemplified by action – Pope Francis reminds us that, *this holiness to which the Lord calls you will grow through small gestures* (Gaudete et Exsultate 16) - through a loving heart. In this final year, many of the activities will be designed to be carried on as personal practice or as new school traditions.

Our Holy Father, Pope Francis reminds us, "To be holy does not require being a bishop, a priest or a religious. We are all called to be holy by living our lives with love and by bearing witness in everything we do, wherever we find ourselves." He calls us to "Let everything be open to God; turn to him in every situation. Do not be dismayed, for the power of the Holy Spirit enables you to do this, and holiness in the end, is the fruit of the Holy Spirit in your life.

At St. Jude Catholic Elementary School, we are all very excited to experience the joy of loving hearts working together to grow in holiness.

St. Jude Catholic School Council (CSC)

The members of the St. Jude Catholic School Council serve to represent our community. The CSC assists the principal by making recommendations in order to create a caring environment and improve student learning at St. Jude Catholic Elementary School.

Our council includes:

- 10 elected or acclaimed parents (for quorum, parents must be in majority)
- 1 teacher
- 1 non-teaching
- 1 parish representative
- 1 community representative
- School Principal

The CSC meets a minimum of 4 times a year. Meetings are open to all parents and guardians. The minutes of the meetings are kept in the school library and may be accessed by parents and guardians on the school website as well.

The parent representatives are elected on an annual basis. Nominations and elections are held in September. Information is sent home during the first week of the new school year.

School attendance

Regular attendance at school is important for children to achieve their full potential. The attendance pattern of each child is reviewed periodically. Parents will be promptly notified if there is a concern that the child's absence is threatening his/her academic success.

Attendance is recorded twice daily. If your child is going to be absent or late, please contact the school **(613.678.5455)**. To ensure each student's safety, the school secretary will telephone parents to verify unmotivated absences.

Students who are dropped off in the morning or arrive at school after the 9:00 a.m. bell must be signed in by a parent/ guardian / adult at the front office.

St. Jude Catholic Elementary School Hours

8:50 a.m.	Bus Arrival
9:00 a.m.	Commencement of classes
10:20-10:30 a.m.	Morning Recess
11:40 a.m.	Lunch break
12:00-12:40 p.m.	Lunch Recess
1:50-2:00 p.m.	fternoon recess
3:20 p.m.	End of classes
3:25 p.m.	Bus Departure

Please note:

Student supervision is available from 8:50 am. While teachers and staff are in the school building before and after these times, they are not available to supervise students.

Visitors to the school

To ensure the safety of all individuals, all doors into the school are locked. Upon arrival, a visitor must identify himself/herself at the intercom by the front door and state his/her business. Individuals without proper authorization and identification will not be admitted. Upon entering the school, all visitors must report to the office and sign in. If the visitor is to remain in the school for a determined period of time, a visitor's tag will be issued. No visitor is allowed in the yard at recess unless accompanied by a staff member.

Parking

Parents dropping off or picking up students from the school, must park their vehicles in the school parking lots either in front of the school or on the north side of the school. Please respect the designated parking spaces for the disabled. **The bus unloading zone is reserved for buses.**

Library

The library is a special place at our school. Teachers accompany their students to the Library on a regular basis. Students may borrow both English and French books from the Library; they are responsible for the return of all borrowed items. There is a fee of \$10.00 in the event that a book gets lost. We thank the volunteers who keep the library organized. In order to support the purchase of new books, the school has been hosting annual book fairs.

We have a wireless computer lab with access to Internet in all classrooms of the school. All new students to St. Jude Catholic Elementary School must complete the Computer and Internet Access form.

School Newsletter

We believe strongly and value your role in your child(ren)'s education. A monthly newsletter is created and sent home to inform you of school events and activities. A monthly calendar with upcoming events is included, along with the Trustee's report. Information is usually sent home prior to the commencement of the month. Newsletters can also be obtained from the school's website: www.stjude.cdsbeo.on.ca

Homework

Homework is assigned to meet the needs of the students, to reinforce concepts that have been taught during the school day, to develop study skills / work skills / work habits, and to enrich school experiences.

Parents can help with homework by:

- providing a quiet, regular workplace
- helping the student organizing his/her time for completing and prioritizing assignments
- providing an "audience" for oral reading and other practice
- offering helpful hints about where and how to locate information
- proofreading written work

- giving encouragement and praise
- minimizing interruptions
- contacting teachers with questions or concerns about homework
- reading nightly and reviewing Math facts

Recess / Playground Expectations

Being active is part of living a healthy life. All students are encouraged to take full advantage of their recesses by being involved in physical activities. Students are to engage in fair play practices. Fair play is respecting others, including others, respecting rules, and taking turns.

All playground equipment is to be used according to the manufacturer's specifications.

- go down the slides only, feet first, on your seat
- wait at the top of the slides until you are sure no one else is at the bottom
- keep hands and feet to yourself
- walk away quickly from the base of the slide
- take turns

Sports

The Junior and Intermediate students have the opportunity to participate in a number of varsity sports. Students compete against other schools in our community and our school board. Participation in these sport activities is a privilege and offer students great opportunities to make new friends, develop skills, and be ambassadors for the school. Being on a school team does require commitment, but the rewards are many.

Field Trips

Students may be involved in field trips during the school year. These trips are designed to reflect the curriculum and support student learning. Though field trips enhance learning they are not required by the Ministry of Education. At times, parent volunteers are needed; a vulnerable sector check is required to volunteer on school field trips.

Electronic Games and iPods/MP3/Cell Phones, etc...

These electronic devices are expensive and do not encourage physical activity. Students are not permitted to use these devices during the school day, unless otherwise stated by the teacher or if we are spending recess indoors due to inclement weather. The school will not be held responsible for the loss or damage of these electronic devices.

Bus Cancellations due to Inclement Weather (Winter Storms)

The safety of students is the primary consideration when the decision is made to cancel buses. When buses are cancelled and schools remain open, it is expected that parents will determine whether it is safe to bring their child(ren) to school. It is also understood that, should parents decide to bring their child(ren) to school, it is the responsibility of

parents to deliver them (not prior to 8:50 am) and pick them up at the end of the day at the scheduled dismissal time (no later than 3:20 pm). Bus cancellations are announced on local radio stations as well as on the CDSBEO's website.

Students who arrive at school on days when the buses have been cancelled will be met by teachers in the library. In cases of low attendance, classes may be combined. All students in attendance on an inclement weather day must have their own lunch. On hot lunch days, if buses are cancelled, hot lunches are rescheduled.

Illness while at School or Injuries

If your child becomes ill or is injured while at school, the classroom teacher or office staff will call the parent / guardian at home and/or at work. If we are unsuccessful, we will then telephone the emergency contact person whom you have designated on your contact sheet.

If your child is seriously injured, an ambulance will be called. A staff member will travel with the child by ambulance.

Medication

The CDSBEO and the school recognize that on occasion there may be the need for students to receive medication during the school day. In order for prescribed medication to be administered, parents/guardians must provide the necessary authorizations by completing appropriate forms. School administrators must follow the guidelines as outlined in the Board's policy. Forms may be obtained by contacting the school, or they can be downloaded from the school's website.

Volunteers

Volunteers are an important resource in supporting educational programs. The school is committed to promoting and supporting the involvement of volunteers within our school. At St. Jude Catholic Elementary School, parents are involved in: the CSC which includes the Parent Resource Centre, organizing the library, reading programs in the Primary grades, organizing hot lunches, the Art Club, and class trips.

We recognize the need to ensure the safety and well-being of all students and staff. All volunteers who have contact with the students must have a vulnerable sector check completed by the Ontario Provincial Police before starting to volunteer at the school. Anyone interested in becoming a volunteer should speak with the school Principal. Volunteer opportunities vary upon the needs of the school and the volunteers available.

Cold Weather

Clothing: Please be sure that your children are warmly dressed for the outdoors, with warm mittens, hats, jackets and boots. They are outside for 40 minutes at lunch time. When the temperature is -20 Celsius or colder, a decision is made about having an indoor recess. During an indoor recess, students will participate in games, puzzles, and quiet activities within the classroom.

School Dress Code

The St. Jude Catholic Elementary School dress code reflects the Dress Code policy of the Catholic District School Board of Eastern Ontario. Students are to be dressed in a neat, modest and well-groomed manner. All clothing should be appropriate for the business of attending school.

Our Dress Code states that no clothing may be worn to school or at school organized activities, which has pictures, symbols or slogans that do not reflect Catholic values.

As well, the following items of clothing and accessories are not permitted:

- bare midriff, halter or otherwise revealing tops or dresses
- short shorts/skirts (the bottom of the short leg should be at the students fingertips when arms are along the student's body)
- low-slung pants that show underwear
- chains, jewelry depicting pictures, symbols or slogans that do not reflect Catholic values

Proper footwear (running shoes) must be worn during Physical Education classes and physical activities. Flip Flops are not safe footwear for sports.

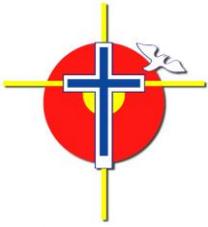
Code of Conduct

St. Jude Catholic Elementary School's discipline policy is based on a consistent, progressive, firm approach based on Restorative Practices. Students are clearly made aware of school policies and regulations, and therefore are made accountable for their actions. Self-discipline and responsibility for one's actions are necessary for the success of any school.

The discipline policy of the school is in keeping with those of the Ontario Ministry of Education and the CDSBEO. We wish to create a positive school environment based on the Gospel values and respect. We aim to develop responsibility and self-discipline in the students entrusted to our care. We feel that the attainment of these aims is best gained through dealing justly and consistently with others.

To achieve these aims each student at the school will:

- Respect the hands-off policy
- Respect the feelings, beliefs and abilities of other people
- Respect the rights of others to a conducive learning environment
- Attend the school on a regular basis, be punctual, and be responsible for any assignments missed while absent
- Seek the assistance of the staff, teachers or principal when unable to solve a problem
- Work, study and play constructively
- Participate to the best of his/her ability in all curricular activities
- Refrain from practices that may intimidate or endanger themselves or others
- Refrain from using profanity
- Be responsible for any damage that he/she cause to personal or public property



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO: THREAT/RISK ASSESSMENT PARENT/GUARDIAN NOTIFICATION AND FAIR NOTICE

The Catholic District School Board of Eastern Ontario and community partners are committed to making our schools safe for students and staff. As a result, schools will respond to all student behaviours that pose a potential risk to other students, staff, and members of the community.

The risk and threat assessment process is designed to be proactive in developing intervention plans that address the emotional and physical safety of those involved.

- A Risk or Threat Assessment will be initiated by the school administration when behaviours have been identified by staff or students that pose a potential risk to self and/or others.

Behaviours include but are not limited to:

- Possession of weapon/replica, bomb threat/plan, verbal or written threat to kill or injure, internet website threats to kill or injure self/others, setting fires, and threats of violence.

Each school has a Risk/Threat Assessment Team which is multi-disciplinary and includes the school administration, designated board regional leads, and school based support staff. The Community Threat Assessment team may also include police, the Children's Aid Society, youth justice, and children's mental health practitioners. See Community Violence Risk/ Threat Assessment Protocol at www.cdsbeo.on.ca.

An assessment will be completed to:

- ensure a full understanding of the context and the level of the risk/threat,
- better understand the factors that contribute to the threat maker's behaviours
- plan for a supportive response for all those involved.

It is important for all parties to engage in the Risk/Threat Assessment process. However, if for some reason there is a reluctance to participate in the process, by the threat maker or parent/guardian, the threat assessment process will continue in order to ensure a safe and caring environment for all.

Information shared throughout the risk/threat assessment process will respect the individual's rights to privacy and the safety of all. Intervention Plans will be developed and shared with parents, staff and students as required.

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.

CDSBEO Schools: Supporting a Strengths-Based Approach to Building Resiliency, Positive Mental Health and Well-Being



Resiliency is an ability to bounce back and adapt to life's challenges while maintaining an attitude of hope and optimism.

All schools in CDSBEO are working to develop a strengths-based culture of practice where whole schools, classrooms and students are nurtured towards positive change. In order to accomplish this, students are asked to participate in a Resiliency, Mental Health and Well-Being Survey to better understand their perceived level of resiliency, well-being and positive mental health.

Information from the survey is used to empower school teams to better understand the strengths and needs of students to create positive changes in their schools and classrooms. In doing so, our goal is to support students in developing those skills that are essential for navigating life's challenges and becoming healthy adults.

Should you have any questions regarding this survey, or would like more information, please contact your school's Principal.

Our Parish: St. Jude's

St. Jude's Parish is located at
372 Genevieve Street
Hawkesbury

613-632-2464
www.stjudesparish.ca

Pastor: Father Alexis Ruzibiza

