St. Augustine School

"Learning in his Spirit"

330 3rd Street
Brandon, Manitoba
R7A 3C3
Telephone: (204)729-3285
www.bsd.ca/schools/staugustine

Mission Statement

St. Augustine seeks to provide a safe educational environment for all students which will allow growth academically, physically, socially, emotionally, and spiritually. A school environment is created in which a belief in God's teachings is integrated into the school pro- gram and stressed as a way of life.

Learning Beliefs

- Fostering a Christian attitude
- Creating a Catholic School atmosphere
- Promoting respect for others
- Focusing on child-centered education and commitment to changing lives
- Preparing students to engage productively in a democratic society

General Information

Bell Times

8:45 AM	Bell to come into classrooms
8:55	Bell to begin morning classes
10:30 - 10:45	Recess
11:45 - 12:45	Lunch Hour
12:45 - 12.50	Bell to come in and begin afternoon classes
2:20-2:35	Recess
3:30 PM	Dismissal

Transportation

As it is a choice to attend St. Augustine School, parents are responsible for transportation of students to and from school. Many parents car-pool and City Bus transportation is also an option. If a student has Brandon School Division bus access to their neighbourhood/ catchment school due to distance, then they may ride the bus system to St. Augustine School.

Students are to arrive at school no earlier than 8:40am. There is no supervision on the playground: so, if parents leave the students before 8:40am there is not a teacher outside on duty. Also, picking up your child no later than 3:40pm is requested, so that safety is ensured. If you cannot meet this timeline, please register for our before and after school care program.

School Fees

A fee of $65.00 per student is the cost of the religious education program. This fee is used to purchase the student book each child uses, to support purchase of supplementary materials used in the program, and to subsidize religious events. Also included in this fee are the student agendas, which are encouraged for development of organization skills. Remaining fees are used to subsidize field trip transportation costs.

Before and After School Program

St. Augustine School offers a Before and After School care program, operating under the umbrella of the Brandon Catholic School Board. Complete guidelines and costs are available from the school office. Option is provided for mornings only or after school only or both.

Call Back Program

We asked that parents provide a note, email, or phone call when your child(ren) will be absent so the school can monitor attendance. The purpose of the Call Back Program is to ensure the safety of your child(ren) during school hours. Please call the school at 204-729-3286 before 9:00am and 12:45 pm if your child is going to be absent. The answering machine will take your message out of school hours. If we have not heard from you and your child(ren) is/are absent, you will receive an automated call from School Messenger checking on the whereabouts of your child(ren). All student that are late must enter through the front doors of the school and sign in at the office, so we know they have arrived safely at school.

Religious Education Programming

The religious education program is taught by the classroom teaching staff and is offered during the instructional day. The core curriculum used is *Growing in Faith, Growing in Christ* with staff having access to other resources such as the *Formed* interactive, website videos, music and print resources. Our religious education coordinator is available as a resource person for teachers, students, and parents. In addition to the religious education classes, many additional experiences contribute to the overall religious program:

- Morning Prayer and Music Worship
- Teaching of Christian values integrated into the daily activity of the school
- Reconciliation services during Advent and Lenten seasons
- Assemblies with a religious component
- Stations of the Cross
- Student retreats on a religious theme
- Exposition of the Blessed Sacrament.

School Masses

Once a month, a K-8 school Mass is held, with the students participating in the ministries by doing the readings, and altar-serving. On our school's patron saint's feast day, we celebrate an outdoor mass in the school yard. The music worship is participatory, with the students singing songs prepared throughout the month by practice during opening exercises. In addition to the once monthly Mass, classes attend weekday Masses on a rotational basis with each class attending at least one Mass per month.

Sacramental preparation

Sacramental preparation is done in partnership with the parents and the Parish. Students in Grade 2 prepare for and receive the sacraments of First Reconciliation and First Eucharist, with some preparation done at home and at school. The Grade 8 class receives preparation for Confirmation at the school.

Service

Throughout the school, there is the promotion of a strong service ethic, through reaching out to help others. Some examples include the alter serving, church service work, St. Vincent de Paul Society food collection and making food hampers, senior's home visits, and other service within and outside the school.

St. Augustine School Code of Conduct

All expectations outlined in the Brandon School Division Code of conduct are in effect.

1. To protect the well-being - physical and emotional - of all students, the following behaviors are not allowed:
    a. bullying or intimidating behavior – physical, verbal, or social
    b. harassment – physical, psychological, sexual, or social. Verbally, written or otherwise
    c. gang involvement, bringing weapons / dangerous articles to school
    d. discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of *The Human rights Code*
    e. substance abuse – bringing drugs or alcohol onto school property or being under the influence of such substances
    f. theft
    g. vandalism
    h. littering
    i. throwing snowballs or other articles
    j. conduct that interferes with another pupil's ability to learn

2. Students are expected to respond respectfully to any staff member, which includes all teaching assistants, lunch supervisors, custodial staff, and parent volunteers.

3. Students at all grade levels are not allowed to leave the school grounds without a written note specific to the activity for that day – not a general note of permission. The only exception is the arrangements made for transportation to and from industrial arts and home economics classes.

4. Students attending events or instruction at other school sites (industrial arts, home-ec, band, sports etc.) are to behave appropriately as representatives of our school. Students are required to act in accordance to all rules in effect at St. Augustine School, and all expectations of the receiving school.

5. Food and drink to be consumed in classrooms or outside only.

6. Move promptly and quietly in the hallways – no running.

7. Pick up and place any litter or recycling material in the appropriate container.

8. Early years and middle years students should remain in their own area unless they receive written permission from a supervisor.

9. Students are expected to remove outer footwear at the entrances before proceeding into the school and place them neatly on shelf or in locker.

10. Classroom audio machines may be played during lunch hour or breaks with the following provisions: Supervising staff approval, music must be pre-approved by the teacher and the volume must be at an acceptable level. Personal music players are not to be used without permission.

11. Personal game systems are not allowed at school with the exception of special occasions such as class celebration, for which the teacher gives permission.

12. Neighbours' yards and the church property are out of bounds.

13. Students are required to get phone permission from their classroom teacher or the office staff for use of the student office phone. Calls should be restricted to essential or emergency purposes. **As this access is provided**, **students are not encouraged to have cellphones at school**. **If a cell phone is brought to school with parent permission, it must be kept <u>off and locked in the students' locker</u> from 8:45am to 3:30pm.** As per the Brandon School division policy#7004.3 on use of cell phones – cell phones may not be used during instructional hours including all breaks. Please refer to the policy for consequences for inappropriate use of electronic communication devices.

14. All school property is smoke and vape free.

15. **Due to student and staff allergies, nuts, fish, and eggs are not allowed.**

16. Students are expected to treat school property with respect. Failure to do so may result in removal of privilege to use that area or equipment.

17. Students should leave school promptly after dismissal.

18. Bikes and scooters are to be locked up upon arrival and are not to be ridden on school grounds. Similarly, roller blades are to be removed at the school entrance and stored in lockers. Skateboards are to be carried to lockers for storage.

Dress Code

The Brandon School Division dress code guidelines are in effect as well as the following guidelines:

1. Appropriate clothing is to be worn in the school at all times. Appropriate clothing is:
- Practical for the activity. Change of gym clothes for Phys. Ed class is required.
- Free from inappropriate words, phrases, and images. Must be free from images orslogans promoting use of alcohol or drugs.
- Free from being sexually explicit or revealing in nature. Tops with narrow spaghetti straps or revealing t-shirts for either gender are not to be worn.
- Free from inappropriate accessories that may cause potential harm to self and others (i.e., chains on pants).

2. Headgear
Headgear includes hats, toques, bandanas, kerchiefs, and hoods. All headgear is to be removed upon entry to the school and is not to be worn during indoor school activities. The exception to this policy is school spirit activities, and special medical circumstances.

3. Concealing Clothing and Accessories
Concealing clothing and accessories includes school bags. Containers, such as purses, backpacks, large bags, gym bags etc. not required immediately for physical education, must remain in lockers or designated storage area of the classroom.
Outerwear such as large bulky jackets will not be worn in the school building during the school day. Outerwear is to be removed and left in student lockers or coat storage areas.

4. Students need indoor shoes that are non-marking for the gym, and outdoor shoes for playground use.

5. If a student is wearing something that is inappropriate, they will be approached by a teacher and will be asked to change into a gym t-shirt or wear a jacket. If it is a repeated problem, parents will be contacted to rectify the issue.

Morning Expectations

Students are to arrive at the school no earlier than 8:40am. If this is not possible, you will be asked to register your child for the Before School program. Students will be expected to remain outdoors under the supervision of the duty teacher until the 8:45am bell. On days of extreme weather, (wind chill -27degrees Celsius or pouring rain) the following procedure will be observed:

1. All students remove outdoor footwear and carry their boots, backpacks, and outdoorclothing with them to the ramp hallway by the gym.

2. Students must sit quietly until the bell goes to enter their classroom at 8:45am.

3. No running, chasing or play fighting in the hallway by the gym.

4. Gr. 5-8 students are not allowed to enter and work in their classrooms but must remain in the hallway area by the gym.

** NOTE: If a student is found to be frequently disobeying these expectations, parents may be contacted and asked to make arrangements for the child to arrive just prior to class beginning.

Noon Hour Expectations

All students are extended the privilege of staying at school for the lunch hour. Lunch supervisors provide supervision on the playground and in the building, and the principal is also on duty each lunch hour. The following expectations are in place:

1. Students are to eat in their own classrooms.

2. Students are to remain seated while eating and to clean up the desk area prior to leaving the classroom.

3. Students are to remain in their classrooms until the bell rings.

4. Primary students are to proceed outside to play, or unless assigned by the classroom teacher to remain indoors to complete work.

5. Students in Grade 5–8 may participate in one of the following:

- open gym sessions if available
- scheduled intramural activities as available
- assigned homework activities with arranged teacher supervision
- outdoor playground activities

6. Students are not to be in the music room, multi-purpose room, kindergarten room or any of the office areas – resource, counselling, or reading recovery, without written permission and/ or supervision of a teacher.

7. Canteen is sometime available.

Noon Hour Expectations

8. Students are expected to use the washroom before heading outside for recess.

9. Students are expected to respond to direction from the lunch supervisors, and to do so promptly and respectfully.

Note: If students show frequent difficulty following the expectations for lunch hour the following procedures are in place:

1. Student will be given appropriate consequence such as time–out on the playground or will be sent to the office to spend the remainder of noon hour.
2. If behavior is repeated, a second warning will be given.
3. Upon a third incident, parent will be contacted for consultation.
4. If behavior does not improve, lunch privileges will be removed for a week and parent must make alternate arrangements.
5. If behavior difficulty persists once lunch privileges are reinstated, long-term planning will be completed with the parent regarding alternative arrangements.

Internet Acceptable Use

The Internet provides a valuable learning resource through access to a wealth of information. Students must learn appropriate skills for accessing this resource and for protecting their safety. For this reason, Internet access is allowed only under direct teacher supervision. The student and parent are required to sign a release form indicating awareness of the Brandon School Division policy. This form will be provided to your child by his/her classroom teacher and must be signed each year. Students within St. Augustine School who are found to be misusing Internet privileges will have their access removed by our school system operator for a specified period. If the offense is more serious, Internet privileges may be removed for the remainder of the school year. Students are not allowed to access private email accounts or private social media at school.

Intervention Procedures

Discipline is a teaching process designed to create positive behavioral alternatives for students. The nature and severity of the consequences will vary based on seriousness/nature of the behavior, age level, history of the student, and other relevant factors.

Logical consequences are the first level of response. This may include some of the following consequences:

- Warning
- Informal interview
- School Social worker involvement
- Formal interview with teacher and/or principal
- Mediation
- Detention of student – to be served at noon hour or recess breaks
- Withdrawal from classroom setting – working in an alternate location
- Removal of privileges
- Restitution
- Behavioral or performance contract
- Student services or clinical services involvement
- Outside agency involvement including the Brandon Police Service

For more serious behaviors, additional consequences may be considered by the principal:

In-school suspension: The student is placed in alternative setting for a specified period (half-day, full day, etc.) Breaks are supervised at an alternative time from other students and the student is expected to complete all work assigned.

Out–of–school suspension: The student is withdrawn from school attendance for a specified period of time. The parent is informed by verbal means for suspensions of one day, or by verbal followed by a letter for suspensions of two or more days. Suspensions of three days or more require a formal re-entry meeting with the parent, student, and principal, before returning to class. All work assigned must be completed and brought to school upon completion of the suspension.

Suspension will be enacted for conduct injurious to the welfare of self or others including assaultive behavior, drug and alcohol use, or any serious inappropriate behavior as deemed by the principal.