

St. Helen's School

Policy & Procedures Handbook

2024-2025

St. Helen's Elementary School
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SCHOOL PHILOSOPHY

School Mission Statement

St. Helen's School is a Catholic Community of dedicated educators with Christ as our center. It is our purpose to fully develop the spiritual, intellectual, physical, social, and emotional growth of the students with special regard given to the individuality of each child, enabling them as Christians to live, share, and serve in the community while striving for personal excellence in all endeavours.

Structure

St. Helen's School is a Roman Catholic School under the direction of the Catholic Independent Schools of

2. The finished draft approved by the Policy Handbook Committee must be presented to the entire Education Committee, including the Pastor, for evaluation and approval.
3. The acceptance of a new policy requires a 50% plus one vote by the members of the Education Committee.
4. To change an existing policy requires a 75% vote by the members of the Education Committee.

SCHOOL HISTORY

The History of St. Helen's School

"Out here on the Pacific Coast, there are children to be helped. They, too, are the little ones of Christ." (Fr. J.B. McDonald) St. Helen's Church was erected in 1912 followed by **St. Helen's school being built in 1923**. It was a modest three-room frame building which would accommodate 40 students in September of 1923. In search of teachers for the school, the pastor sent many letters to the Sisters of Charity in Halifax, Nova Scotia and spoke of the needs of this little school and parish out west. It was through his persistence and his moving plea, quoted above, that eventually convinced Mother Mary Berchmans, General Superior of the Sisters of Charity and her

The families of St. Helen's School have inherited the educational philosophy and spirit of St. Elizabeth Ann Seaton, the founder of the Sisters of Charity of St. Vincent de Paul, Halifax. The Sisters, along with many other staff members, have shared their knowledge and culture, enriched by faith and love, with the community. Through continued prayer, commitment and sacrifice by all, St. Helen's School will continue to provide Catholic education to the children of this community. Appreciation is extended to those who played a role in establishing St. Helen's and those who continue to contribute to the development of this excellent school and community.

The Story of St. Helen

St. Helen was born in Colchester, England during the time of the Roman Empire. Her son, Constantine, became the Emperor of Rome in 306 A.D. Constantine's reign was threatened by many who felt he should not be the Emperor and he was always at war. One night he dreamed about a flaming cross in the sky with the words "By this conquer". Constantine and Helen were pagans but they had heard about this new religion called Christianity and how it was growing stronger throughout the Roman Empire. Constantine made a vow that if he won the battle for his throne, he would become a Christian and would make Christianity the religion of the Roman Empire. When he was proclaimed the undisputed Emperor of Rome by all people, Constantine kept his promise

ADMISSION

As per the policy of the Superintendent's office for all Catholic Schools in the Vancouver Archdiocese; the following is the priority list for admission to St. Helen's School.

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, "active in a parish" shall mean those who support the parish by using envelopes

TUITION & FEES

Tuition/Registration/Activity fee obligations must be met as outlined in the St. Helen's School Registration Package. Without Special Consideration failure to meet the Tuition/Registration/Activity fee obligations will result in refusal of re-registration for the following school year.

All fees are paid through Pre-Authorized Debit (PAD)

_____ / _____

are _____ paid in advance and will be processed through your _____

The remaining 9 months of tuition are paid monthly through pre-authorized debit from September 1st-May 1st.

~~\$944.00~~ ~~0.00~~ ~~9.96~~ ~~89.28~~ ~~432.72~~ ~~7407.89~~ ~~60.48~~ ~~ref287.76~~ ~~555.88~~ ~~4ETG288.24~~ ~~re2 424~~ ~~re2 424~~ ~~re2 424~~ ~~re2 424~~ ~~re2 444.48~~

	Category 1	Category 2	Category 3 (Non-Catholic)
One Child	\$421.00	\$566.00	\$723.00
Two Children	\$826.00	\$1,101.00	\$1,378.00

Other Fees:

PAD on the date indicated in your acceptance email.

Per family \$150.00

PAD on the date indicated in your acceptance email.

Includes field trips, sports events, basic school supplies & memory book for each child. Extra books are \$15.

Per Child \$300.00

\$250.00

This fund will help to cover capital

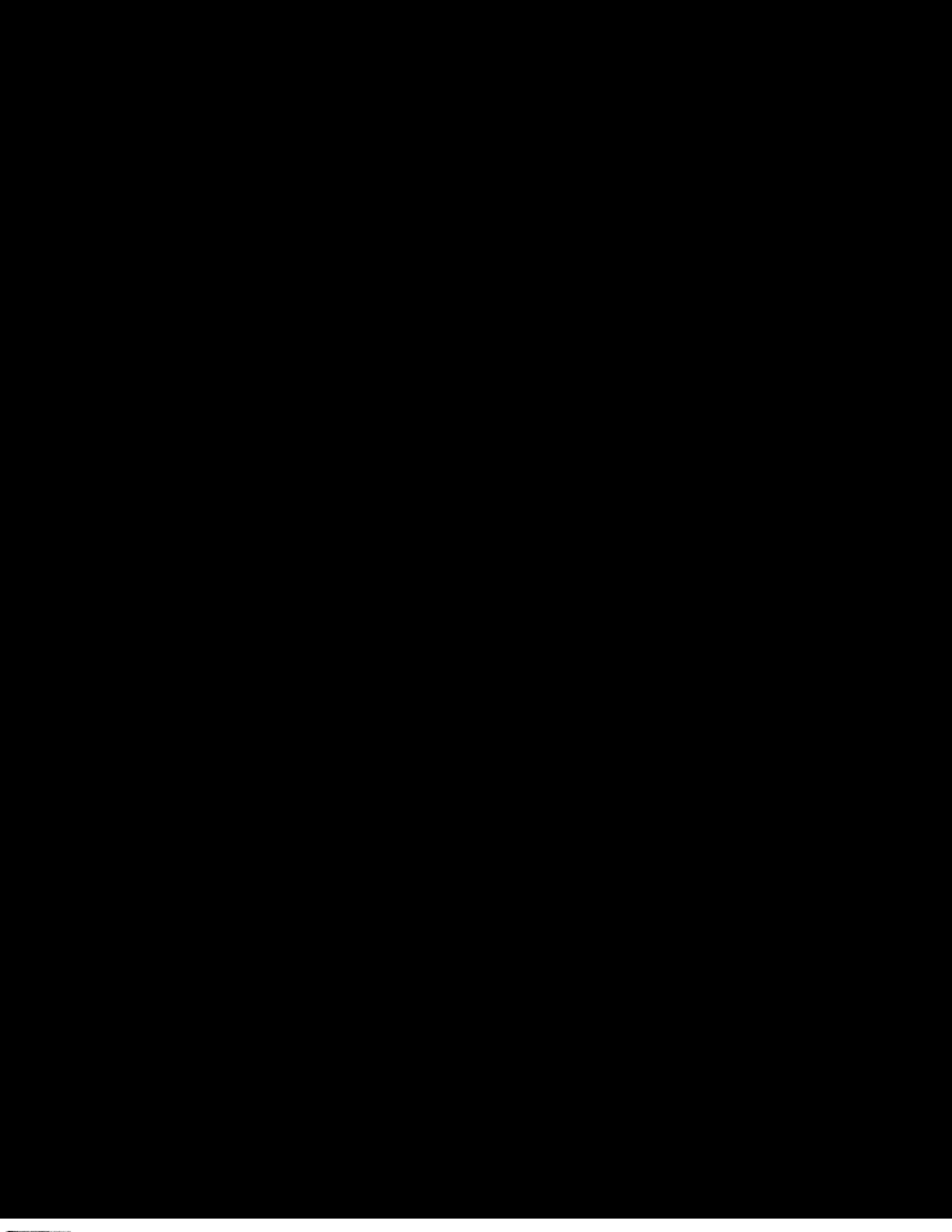
expenses. It will be processed through PAD on the date indicated in your acceptance email.

(optional / PAD one month in advance)

Per Family (both ways) \$70.00

Per Family (one way) \$60.00

Lunch Program: online options are



- A deep commitment to fostering the development of a rich faith life in students, staff and parents.
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OTHER

Responsible for preparing a calendar for the school's use of the gym for athletic and P.E. programs to be given to the Pastor and the Principal.

Responsible for supervising all correspondence to parents regarding practice and game schedules, ensuring that the parents are kept well-informed and up-to-date.

Responsible for displaying and updating trophies.

Responsible for maintaining the trophy case in good condition.

Responsible for maintaining order in the sports room.

Responsible for maintaining equipment and team uniforms in good order and to purchase necessary new equipment and team uniforms. All purchases require the advance permission of the Principal and, in the case of larger purchases, the Education Committee.

BUDGET

Responsible for administering the athletic budget.

Role of the Fine Arts Director

The role of the Fine Arts Coordinator at St. Helen's School is as follows:

ACADEMIC FINE ARTS PROGRAM

Responsible for coordinating a Fine Arts Program for the entire school that is balanced, sequential and monitorable.

In cooperation with the Principal, be responsible for organizing the Fine Arts Teaching Schedule for the school year.

EXTRA-CURRICULAR PROGRAM

- Responsible for organizing a schedule of extra-curricular Fine Arts activities in the school.
- Responsible for organizing and supervising

BUDGET

Responsible for administering the Fine Arts Budget.

Role of the Director of Learning Resource Teacher (L.R.T.)

The role of the Director of Learning Resources (LRT) is as follows:

- Special Education funding, working closely with the CISVA & Ministry of Education to ensure the proper funding and resources are allocated and used for the required students.
- Plan, draft and lead Individualized Education Plans, their meetings and dialogue with the parents.
- Meeting with specialists regarding students that require their time (auditory, speech, etc.)
- Implementation, facilitation and reviewing of testing. (Dibels)
- Provide learning resource time and resources to students in a small group setting.
- Lead, plan and oversee the Educational Aids (Special Education & non-contracted)
- Meet with the Educational Assistants bi-weekly and School directors monthly.

Role of the Catholic School Teacher

The Catholic Elementary School Teacher strives to create a Christian environment which promotes Gospel values and Catholic Church teachings.

The teachers in St. Helen's School must not only teach the Faith, they must be living witnesses to it. The teachers must be dedicated to the Philosophy of Total Education and to creating and maintaining a Philosophy of Education which has Christ as its center and as a part of all endeavours. They must strive to assist the students to grow as Christians, living, sharing and serving the parish, civic, and national community.

Note: Details of Standards for the education, competence and professional conduct of Educators in B.C. are found on the Teacher Regulation Branch (TRB) website.

PARENT RESPONSIBILITIES

The parents of St. Helen's School, as the primary educators of their children, are called upon to be living witnesses to the Catholic Faith. The parents, supporting the Philosophy of Total Education, are expected to participate as fully as possible in the community of St. Helen's and to share their individual talents with it. They must strive to support the policies of the school, its administration, staff, and student body.

St. Helen's, as a community school, believes that parent involve2.7 (y)1vo(p)21a.6 (u)2 telo of c27 (r)-3.9 ()12.9 (i)-2prmv6

Parent Guardian Statement of Commitment

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God's plan for creation." From **Philosophy of Education for Catholic Schools in the Province of B.C. by Catholic Bishops of B.C.**

God with all your heart, with all your soul, and with all your mind” and “You shall love your neighbour as yourself.”

The foundation of Catholic teaching about life and relationships is respect for the human person. Through the school’s Religious Education programs, as well as academic, athletic and fine arts clubs, we provide our students with opportunities that promote:

- Safe and respectful environment for all members of the school community
- Better understanding of appropriate and inappropriate social interactions
- Clear stems and actions followed by teachers, administration, parents and students

Definition of Bullying

Repeated verbal or physical actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person.

Action Plan

Prevention:

- Raise awareness of acceptable and unacceptable behaviour in our school community
- Empowering all students with strategies for developing positive social interactions

Intervention:

- Investigate, report, and record incidences of bullying behaviour
- Apply appropriate consequences to behaviour (i.e. letter, team meetings, parent/teacher meetings, suspension, counselling, transferring etc.)

NOTE: IEP (Individualized Education Plan) to support students to develop positive social interaction

Suspensions & Expulsions

In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student’s being suspended or expelled from school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behavior which, if continued, would ultimately result in an expulsion.

The principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school’s decision to suspend and/or expel.

A suspension is decided upon by the principal or vice-principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the principal or vice-principal and the Pastor/Archbishop’s representative and/or the Chairperson of the Education Committee. A written notification of suspension must be

given to the parents or guardian. The letter must contain the school's expectations of the student if re-admission to the school is granted.

If the principal has determined that the incident is serious enough to warrant expulsion, the principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

Parents may appeal a suspension or expulsion decision. (Refer to "*CISVA Policy for Dealing With Major Complaints*")

UNIFORM

It is expected that all uniform items will be those supplied by Neat Uniforms. Exceptions will be made only on an individual basis for reasons such as fabric allergies, size availability, etc.

RULES

All students from Kindergarten through Grade Seven are expected to be in full uniform at all times. If for unforeseeable circumstances, the child/children are unable to be in uniform, they must bring a note to their teachers giving the reason. Parents are strongly advised to put their child's name, on ALL uniform items, in some permanent fashion.

On the first occasion, a child is not in uniform without a note, or if the child's appearance is determined as unacceptable, a note will be sent home to the parents outlining the problem. If the problem is ongoing, and no

It is the responsibility of the teacher:

1. When issuing a project, to provide the students with a clear and concise outline of the project, his/her expectations, the due dates, as well as mark expectations.
2. When issuing a project, to teach the necessary research skills and make sure that all students are able to acquire the research materials needed.
3. When issuing a project, to be aware of the homework being issued by all other teachers of these students and in the case of a major project, to reduce the amount of everyday homework.
Note: During the school year teachers may issue one major project and three minor projects per term.
4. When issuing any homework, to be aware of extra-curricular events, club responsibilities etc. so as not to make unreasonable demands upon the students.

Note: Involvement in extra-curricular activities is not considered an excuse for not completing a normal amount of homework.

Time Guidelines:

Parents will be contacted, by the Teacher and/or the Principal, if your child is consistently forgetting to do their homework. If homework assignments are not completed for the week, the child will be responsible for making sure that previous homework is completed and handed in the following week. If the problem persists, the school

Teacher and the appropriate classroom teacher will then be formed for each special needs student. These IEP teams will develop the individual education programs for the students accepted by the Placement Committee.

Assessment

When the classroom teacher finds that a student is not meeting the instructional objectives that have been set for the class, and there are not obvious reasons from external influences, the teacher will ask the Principal that an IEP Team be formed to work with that student.

In most cases, the Learning Assistance Teacher will then use diagnostic tests to assess the student's reading ability and general grade level in the core subject areas. Using this information the IEP Team will explore alternate teaching strategies to establish a program that will enable the student to experience success.

If after observing the student, the team feels that his/her progress is not sufficient, the Learning Assistance Consultant will be contacted. The Consultant will either provide further testing or recommend referral to an outside agency for psycho-educational assessment.

Psycho-educational Assessment

It must be remembered that this step would be taken only after the school has exhausted its resources in terms of assessment and remediation. The school will establish a written policy requiring:

- a) written parental consent
- b) confidentiality of student records

FIELD TRIPS

The School supports the concept of Field Trips which are relative to and compliment the school's goals. School trips are defined for this Policy as trips in which pupils are away from their rre, (e)3.4 (i)11.25cbu68 ()1ype3.4 (iA;c)10.9 (a).

St. Helen's Elementary School believes that the following outcomes are desirable for players participating in a competitive athletic program, and should be developed as a result of membership on a school team.

1. An improved attitude and enjoyment toward the sport in particular and physical activities in general
2. A realization of the responsibilities a player has to a team. For example, regular attendance at practices, acceptance of team rules, pride in appearance and behaviour on buses and in the dressing room are important concepts, particularly for younger team players.
3. Knowledge of the rules of the sport and of the game official(s). Players should realize the importance of accepting an official's decision in a sportsmanlike manner and the appropriate means for asking the official for an interpretation of a decision. In addition, players should understand and appreciate the volunteer nature of the contribution which game officials offer.
4. An understanding of the fundamental skills associated with the sport and an improved capacity to execute these skills in a game situation.
- 5.

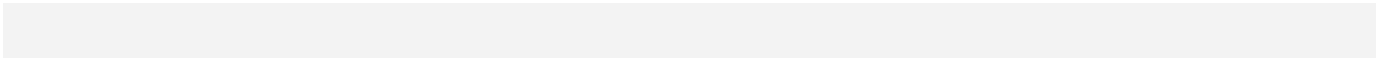
2. To arrange an adequate amount of practice as required by the activity
3. a) To provide a schedule of programs, practices and events to the administration, parents, and students well in advance of the activity. All last-minute changes must be communicated immediately

3. In accordance with the school philosophy, punishment should be issued to the individual responsible rather than the group.

Outside Staff / Volunteers

If you remain unsatisfied with the decision you may contact the Pastor. As a member of the Education Committee, he will be aware of your appeal and you may ask for a reassessment of the decision.

Should you remain dissatisfied, a final appeal, in writing, may be made to the Superintendent of the Catholic Schools of the Vancouver Archdiocese.



Grades K-6: A simple award will be presented to the deserving students at the Awards Day Ceremony

Note: This award may be presented to a non-Catholic if he/she is found deserving of it. The degree of responsibility for each grade level will be taken into consideration when observing the criteria for this award.

GRADE 7 CHRISTIAN WITNESS AWARD

An individual award and a religious keepsake, will be presented to the deserving male and female students in the Grade Seven Class(es). Their names will also be inscribed on the permanent Christian Witness Perennial Plaque in the school. This award will be presented at the Graduation Mass.

Note: This award may be presented to a non-Catholic if he/she is found deserving of it. The degree of responsibility for each grade level will be taken into consideration when observing the criteria for this award.

ACADEMIC

An award will be given to the three students in each class who attain the highest average in academic subjects during the school year.

Procedure

The teacher will compile the results of all tests, class marks, projects, and homework to attain the three highest averages among the students of each grade. Art, Music and Physical Education are not included when totaling the marks. The final nominee for this award will be presented to the Principal for the final decision.

Presentation

Grades K-6: A simple award will be presented to the three students at the Awards Day Ceremony.

Grade 7: An individual award will be presented to the deserving students at the Graduation Ceremony. They will also receive a bursary and their names will be inscribed on the permanent Academic Excellence Plaque in the school.

TEACHER CHOICE - GRADES K - 7

In order to provide recognition for those children who exhibit extra-ordinary commitment or effort yet whose talents do not meet the requirements for excellence, there is a Teachers' Choice award. This award may be given for a variety of reasons including, hard work, improvement, etc.

Procedure

THE STEPIE BLESCH TRACK & FIELD AWARD

This award is given to recognize graduating students who have contributed to the Track and Field Program in a manner which is exemplary of hard work, reliability and talent.

THE ST. HELEN'S SEARCHER AWARD

This award is given to the **Grade Seven Student(s)** who best personifies the Philosophy of Total Education at St. Helen's School. This student would exemplify St. Helen's in the field of Christian Witness, in Citizenship and Service, in Academic proficiency, and in achievement in Extra-Curricular Activities. This student would show above average accomplishment in many areas and above average commitment and attitude. This student would

- a) demonstrate commitment by attending and participating in all practices, major performances and Special School/Parish Masses.
- b) demonstrate Christian witness through his/her attitude and actions towards adults, fellow students and during competitions.
- c) demonstrate qualities of leadership and hard work in all activities.
- d) demonstrate growth in musicianship.

Procedure:

The Fine Arts Coordinator will recognize a deserving student(s) based on the above criteria. The final decision will be made in consultation with other teachers, Principal and the Pastor.

Presentation:

The recipient(s) will receive an individual award and bursary in recognition of his/her achievement. His/her name will also be inscribed on the permanent perennial plaque in the school. The award will be presented at the end of the school year during the final awards assembly or at the Graduation Ceremony if the recipient is in grade 7.

THE EMILIO PICARIELLO CHORAL AWARD

name will also be inscribed on the permanent perennial plaque in the school. The award will be presented at the Graduation Ceremony.

THE ABENANTE FAMILY: CORE COMPETENCIES DEVELOPMENT AWARD

This award is given to a graduating boy and girl that shows communication, thinking, personal and social competency evidence in every aspect of learning along with a consistent illustration of the Principles of Catholic Faith. These students have manifested themselves uniquely in each aspect of the discipline. The core

David Schollen

CISVA through St. Helen's School

Mima Bosa Handbell Recognition