

# **ST. JEROME ELEMENTARY SCHOOL**



## **Parent and Student Handbook 2022-2023**

St. Jerome School  
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**- We Love, Laugh, Learn & Pray -**

REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION #81

# CONTENTS

## BUSING

Guidelines for Bus Students .....	6, 7
Safety Patrol .....	6
School Boundary & Busing .....	6
School Boundary Map .....	7

## SCHOOL OPERATIONS

Office Hours .....	2
Parent-Teacher Conferences .....	5, 6
Report Card Dates .....	6
School Hours .....	2
Staff Meetings .....	2

## EMERGENCY

Evacuation Policy .....	5
Fire Drills .....	5
Lock Downs .....	5
Inclement Weather .....	5

## PARENTS

Catholic School Community Council .....	7
Parent Invitation .....	7

## DIVISION

Catholic Education .....	3
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## STUDENT

Absenteeism & Illness .....	4
Agendas .....	6
Bicycles, Skateboards, Scooters, Rollerblades .....	4
Technology .....	3
Dress Code .....	4
Allergen Alert .....	7
Homework .....	4
Junk Foods .....	4
Kindergarten Registration .....	7
Lost & Found .....	4
Lunch Period .....	3
Office Phone .....	3
School Books .....	4

## WELCOME

This information booklet is provided and designed to guide you and your children in your day-to-day involvement with St. Jerome School. However, if a situation occurs that this booklet does not cover, or if you have any questions or concerns, please call or visit your child's teacher, or the school office without hesitation.



The students, staff and parents of St. Jerome School are proud to be involved in Catholic Education. Each year, the Catholic Schools in Saskatchewan select a theme through which our schools can reflect a special awareness as we endeavour to provide a system of education which will meet the educational needs of young people at all levels in an atmosphere enlivened by the Gospel Values of Jesus Christ. This is

accomplished only with the school working in cooperation with the home and the church. This is reflected both through our school's Mission Statement and through our system's theme:

### **"Regina Catholic Schools: Know, Love, Serve"**

As we enter the 2022-2023 school year, may the Lord shower blessings on the St. Jerome families as we, the parents, guardians and staff, continue working together to provide high quality Catholic Education for the children in our School Division and school.

Tina Vollet, Principal

## SCHOOL HOURS

St. Jerome School operates during school days with the following times:

<b>MORNING</b>	<b>AFTERNOON</b>
8:45 am Supervision begins	
8:55 am Warning bell	
9:00 am Classes Start	12:40 pm Classes Resume
10:40-10:55am Recess	2:20-2:35 pm Recess
11:55-12:40 Lunch Break	3:35 pm Dismissal

## OFFICE HOURS

The school office is open during school days from:

8:00 am to 11:55 pm and 12:40 pm to 4:00 pm

## STAFF MEETINGS & PD

Staff meetings, institute days, retreat and any other professional development will be held on the days assigned by the Regina Catholic School Board.

All days when classes are not in session have been coordinated throughout the system so that all schools are dismissed on the same day.

## ST. JEROME VISION STATEMENT & MOTTO

As members in the family of Christ, we believe we are called to model, support and develop within our pupils a positive self-concept and sense of dignity. We also believe that every pupil has the right to a quality education, and that student achievement occurs when students and staff exercise their respective rights and responsibilities.

At St. Jerome School,

***"We love, laugh, learn and pray."***

## CATHOLIC EDUCATION

### *The philosophy behind it.*

To us, each child is one of a kind - and irreplaceable. Created by a loving God, we see each one on a life-long journey back to Him. That is why we want to make sure that all of our children have a chance to enjoy the best education we can give them - a balanced education that:

- \* *inspires high moral and spiritual values*
- \* *encourages them to reach their full intellectual potential*
- \* *helps them to enjoy the best possible physical health and emotional well being,*
- \* *sends them into the world with a keen sense of social responsibility for others.*

That is why we now follow a program approved by our bishops - a program through which students from Kindergarten to Grade 12 can hear and see the teachings of Christ in everything we say and do.

To help our students to know and live the gospel, this teaching is incorporated in all the required areas of study and in the Common Essential Learnings that help our students put into practice what they learn.

### Regina Catholic Schools Belief Statements:

As a Catholic School community, we believe that:

- We are called to develop and deepen our relationship with God, self, family and community.
- We have a responsibility to strive to exemplify the message and vision of Jesus Christ and promote these gospel values and Catholic teachings.
- We are an instrument of the local Church that evangelizes, educates and fosters the formation of a healthy and morally sound lifestyle.
- All people are interdependent.
- Our community members (parents, trustees, students, staff, clergy and supporters) have a right to input into major decisions that affect our education community.
- All people have a right to an education.
- All people have a moral responsibility to create a better world.
- Education is a personal, lifelong, truth-seeking journey that supports all facets of human development.
- Instructional excellence provides opportunities for all students to reach their potential.

### **MISSION:**

The Regina Catholic School Division is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.

## OFFICE PHONE

With approximately 300 staff and students attending St. Jerome School, the office telephone is restricted for student emergency use. Students asking to phone home to get permission to play at a friend's house is not considered an emergency. Students are only permitted to use the school phone when authorized by a staff member.

## BYOT (Bring Your Own Technology)

Regina Catholic School Division has established a student wireless network to enable students to bring their own personal electronic technologies to school. RCSC provides the following conditions with the use of personal electronic technologies:

- Students must adhere to all Board Policies and the Student Code of Conduct/School Guidelines when accessing mobile services.
- Students are fully responsible for the set-up and maintenance of their device. Technical support will not be provided.
- The school/division does not provide personal property insurance for any personal technology devices which includes, but is not limited to, physical damage, loss or theft of the device.
- Student devices are to be used in class only with the teacher's permission. Devices should be in silent mode when on school property.
- Students may only use audio, video and/or cameras at school with permission from a classroom teacher or administrator and the individuals being recorded.
- Students must demonstrate positive digital citizenship which includes respecting yourself and others, protecting yourself and others, as well as respecting intellectual property.

Technology resources are to be used for educational purposes that serve the school and division mission statements. Adherence to the above policy ensures continued access to the division technological resources.

## LUNCH PERIOD

The school provides supervision during lunch period for students who are allowed by Board Policy to remain at school for lunch at the dinner break. Year K-8 students who stay for lunch are not allowed to leave the school grounds unless written parental permission is given to the school. White or chocolate milk is sold at the school in 250 ml. containers. A milk card can be purchased by cash or by cheque made payable to St. Jerome School.

## **JUNK FOODS**

For reasons ranging from nutrition to cleanliness of the school property, students are not allowed to eat junk food. Although lunches are a parental decision, please consider nutritious items.

## **DRESS & APPEARANCE**

Students are to dress in appropriate clothing suitable for the weather and educational program that they are taking. Shoes are to be worn indoors at all times. Outdoor clothing is not to be worn in the classroom, nor is any clothing to be worn that is not in keeping with the values we express in our Catholic Faith. In general, students will be expected to have an appearance that is reasonable, modest, decent, and respectable.

## **SCHOOL BOOKS**

Students' text books and library books are costly materials that students use throughout the school year. It is the student's responsibility to return materials that they have been assigned or have borrowed. Books that are lost or damaged by a child will result in the school billing that child's family for replacement costs.

### **E-Texts**

Regina Catholic School Division has moved, in some subjects, to e-texts. These resources can be accessed by students, both at school and at home, using the portal information given to students by the teacher.

## **BICYCLES, SKATEBOARDS, SCOOTERS & ROLLERBLADES**

Students who ride bicycles to school shall place their bicycles in the authorized area, and lock them. For the safety of the other students, students are not allowed to ride their bicycles on school property. The school is not responsible for bicycles damaged or stolen while on school property.

At present, students also are allowed to ride skateboards, scooters and rollerblades to and from school, however, like bikes, there is absolutely no riding of these items during the day on school property.

## **HOMEWORK**

As the new year begins, your child may be bringing more or less school work to complete at home than he or she has in the past. This is partly because the nature of the courses will vary as the student progresses through school, there is a specific educational purpose of the assignment, and your child has a different teacher(s).

These are some reasons teachers assign homework:

- \* *to reinforce lessons taught during class time;*

- \* *to give students extra drill in an area where they might need some practice;*
- \* *to help students apply budgeting time skills;*
- \* *to help students develop self-reliance and good study habits;*
- \* *to enable parents to see their child's progress;*
- \* *to give experience in applying taught skills;*
- \* *to provide one way of strengthening the ties between home & school, particularly when the assignment calls for parent assistance.*

### **How can you, as a parent, help your child?**

When your child brings home an assignment, the following suggestions are recommended:

- \* *provide a regular place to work;*
- \* *do not allow others to interrupt;*
- \* *encourage your child to organize time and materials;*
- \* *be the "audience" for reading practice and math drills;*
- \* *provide information and materials for project work;*
- \* *help, but not to the point that you are doing the assignment.*

Your support and interest towards this part of your child's school work can influence their attitude towards homework. If you would like more information about what your child's teacher expects, and/or how you can help, please call the school. Please remember that it is the school's responsibility to teach the child, but it is the responsibility of the parent to have the child complete his or her homework.

## **LOST & FOUND**

Articles found in the school or grounds should be taken to the school office. Lost and found articles are placed out to reclaim every couple of months. Unclaimed articles are donated to a charity.

## **STUDENT ABSENTEEISM AND ILLNESS**

In order to care for children under these special circumstances, we ask for your assistance with the following:

### **A) IF STUDENTS BECOME ILL OR INJURED WHILE AT SCHOOL:**

*The school will take action to maintain the safety of the child and will notify the parent(s) or guardian(s) for further direction.*

### **B) IF STUDENTS WILL MISS SCHOOL FOR ANY LENGTH OF TIME:**

*Parents or guardians are asked to phone the school before school begins (morning or afternoon) to indicate that their child will be missing school due to illness, appointments, etc. Our message*

manager is active 24 hours a day. If a child is missing from school without a call from the parent or guardian, the school will attempt to contact the parent's home or business number to insure that the child is safe, and that their whereabouts is known to the parent.

### C) IF STUDENTS MUST LEAVE SCHOOL DURING THE DAY:

A child must have parental or guardian permission to leave school during school hours. This permission may be presented to the school either by a dated note from the parent, or a parent's phone call to the school. Children who normally stay for lunch are not allowed to leave the school yard unless the school has received a note or a phone call giving the pupil permission to leave the school yard at noon hour.

### LATES:

Students who arrive at school after classes have assembled will be considered absent until they report to the school office. It is the parent and pupil's responsibility for prompt attendance. School success depends on being prompt and ready to work when the school day begins.

### ABSENTEEISM:

The attendance of pupils is administered in accordance with The Education Act and regulations. As such, the school will:

- a. Monitor pupil attendance and attendance concerns.
- b. Report pupil absence to parents.
- c. Consult with parents in situations involving planned or unplanned extended pupil absence.
- d. Work with parents in situations involving chronic and/or unaccountable pupil absence or tardiness.

## FIRE DRILLS

Fire drills are held at regular intervals as required by law. It is essential that when the fire drill alarm is sounded, everyone obey the teacher's and supervisor's orders. Everyone is required to evacuate the building promptly by following prescribed routes. Pupils are expected to follow all directions and remain with their teacher until further instructions are given. All children must have a pair of indoor runners that they wear in the event of a fire drill or other evacuation procedure. In the event of a real danger our first priority will be to evacuate the building promptly.

## LOCK DOWNS

In cooperation with our school resource officer, lockdown practises are held throughout the year. Pupils are expected to follow the procedures as prescribed by the school.

## SCHOOL EVACUATION POLICY

If an emergency situation occurs during school hours such as a winter-time power failure, water-line break, or other event that would cause the students and staff to leave the building, the following procedure will be followed:

- 1) If it is not safe to remain in the school, ALL STUDENTS AND STAFF will relocate to their pre-arranged emergency locations. Parents then will be contacted and informed if school is cancelled for the remainder of the day or longer. If necessary, arrangements will then be made to have the bused students transported from the emergency safety location by their regular bus, back to their home or alternate location.
- 2) In the event of an emergency evacuation, the pupils from St. Jerome will go to Centennial School for shelter. If we need to evacuate the northern area, we will go to St. Augustine School.
- 3) If an emergency situation occurs prior to school beginning for the day, the radio announcers will be asked to air a "NO SCHOOL" announcement and the St. Jerome School buses will be cancelled for that morning.

## WEATHER (STORM WARNINGS)

During any season the possibility of severe weather arising during school hours is a safety concern. In the city of Regina, schools are usually kept open, and it is a parent's decision as to whether they will send their child to school through storm conditions. Listen to the news and check the system website in the morning for bus cancellations. If the weather (with or without windchill) is -45 degrees, buses will be cancelled. Please advise your children as to all of the following safety precautions:

- A) *Have an older student in the school that you have asked to walk with your child, either walk them to your home or to the home with which you have made prior arrangements for these types of emergencies. Older brothers and sisters should be advised to take on this responsibility.*
- B) *Instruct your child to go directly home, or to the alternate location, so there is no confusion as to their whereabouts and safety.*
- C) *If you are picking up your child, or are having someone else do so, please contact the school office, so we know and can also inform your child.*

## STUDENT LED CONFERENCES

Some believe that a Student Led Conference is an infrequent visit that occurs a couple of times a year when the parents come to the school to see their child's teacher. Conferences should be more than that. First of all, it should happen as often as

necessary, rather than the minimum once or twice a year. It does not have to occur just during the child's progress report, but also during a variety of opportunities (over the phone, etc.) which enable the teacher and parents to share information which will benefit the child.

## PROGRESS REPORT CARDS

Student progress report cards are scheduled to go home two times during the school year.

January, 2023 - First Progress Report  
June, 2023 - Second Progress Report

## AGENDAS

Students in Grades K to 8 are required to have and to use agendas. These agendas are an essential element in your child's education. It allows parents, students and teachers to regularly communicate with each other. Each classroom teacher will advise you as to how the agenda is to be managed.

## SCHOOL SAFETY PATROL

St. Jerome students that wish to serve as members of the School Safety Patrol must complete an application form that has signed approval by their parents.

A Safety Patrol is provided at one location on Rink Avenue. Their role is to help students cross safely at noon hour and after school.

## SCHOOL BOUNDARY & BUSING

The Regina Catholic School Board has established attendance areas for each school. In simple terms, the following applies to St. Jerome School:

- *Children walk to school if they live in the Sherwood Estates subdivision. This applies to all families that currently reside in the area.*
- *Elementary children are bused to school if they are living or attending daycare more than 1.2 km from their designated school*

## OUT OF TOWN STUDENTS

Due to varying enrolments, not all schools in Regina Catholic are able to accommodate out of city students. Students seeking application that live out of city will be directed to the Area Superintendent for direction to the school allocated for reception.

## STUDENT BUSING GUIDELINES

The School Division, in consultation with the bus company and all school administrators, has developed the following guidelines for students bussed to their respective schools.

The privilege of riding on a school bus is contingent

upon a number of factors, one of which is appropriate behaviour. To ensure the safety and comfort of all riders and to promote the highest degree of cooperation between all concerned (driver, student, school personnel, parents) the following will apply:

### 1) WAITING FOR THE BUS

- *Students should be at their assigned school bus stop on time as the bus cannot be expected to wait for late passengers.*
- *Students are asked to wait for the bus on the sidewalk and are not to play or trespass on adjoining property.*
- *Students must wait until the bus has come to a complete stop before approaching the bus to board.*

### 2) RIDING THE BUS

- *Students should board the bus in single file without pushing or shoving. (As a courtesy, the older students should always allow the younger students to get on the bus first.)*
- *Students should sit down immediately and remain seated at all times when the bus is moving.*
- *All seats are to be shared. At no time is a seat to be "saved" for a friend.*
- *Aisles are to be kept clear of all obstructions (feet, books, lunch boxes, gym bags, back-packs, musical instruments, etc.) and passengers will refrain from throwing any and all types of articles while on the bus.*
- *Passengers boarding the bus carrying objects such as musical instruments, skates, etc. are expected to use the utmost care so as not to accidentally injure another passenger.*
- *Passengers will ask the permission of the driver before opening a window. Hands, arms or heads are never to be put out of an open window.*
- *There shall be no consumption of food or drink on the bus.*

### 3) DISCIPLINE ON THE BUS

- *The driver is responsible for the safety of the bus and the passengers, and should always be addressed in a courteous manner. Students must listen to and respond to the driver's instructions.*
- *For safety reasons, and to allow the driver to concentrate on driving the bus, passengers are asked to behave at all times and to keep noise levels to a minimum (i.e., no loud talking, shouting or singing).*
- *Passengers are to treat each other with respect. Teasing, name calling and foul language are not acceptable and will not be tolerated.*
- *The driver will report all disciplinary problems to the principal. The principal will determine the disciplinary measures to be taken and will advise the student and parents accordingly.*
- *Continued misbehaviour by a student may result in the temporary or permanent withdrawal of riding privileges.*

#### 4) DEPARTING THE BUS

- Students will wait until the bus comes to a full stop and will leave in an orderly fashion.
- Students should anticipate their stop and have all their belongings ready.
- When getting off at school, students should move directly to their assigned entrance to the school.
- Homeward bound students should remain on the sidewalk (after getting off the bus); wait until the bus has departed, then look both ways to ensure it is safe before crossing a street.

#### 5) GENERAL

- General inquiries related to bus service should be directed to the principal. Major problems or persistent difficulties should be brought to the attention of the School Division's Transportation Officer: **Ms. E. Rockabar at 791-7214 or to First Student personnel at 306-721-4499.**

## KINDERGARTEN REGISTRATION

Children who will be five years old, on or before December 31, in 2022 are eligible for admission to Kindergarten in the 2022-2023 school term.

Catholic schools exist to provide an education based on faith and Gospel values for Catholic students. The Religion and Family Life programs emphasize spiritual and religious knowledge based on the teachings of the Catholic church. In the spirit of Ecumenism and Evangelization, non-Catholic students may be eligible for admission to the school. The Admission Policy of Regina Catholic Schools provides for this possibility under specific conditions and regulations. These will be explained by the school principal.

To register your child, we will need to complete a registration form. This form is found at the top of our school website, [www.rcsd.ca/school/stjerome](http://www.rcsd.ca/school/stjerome). Please bring in or send the birth certificate, baptismal record and Saskatchewan Health Services card. If these records are not all available, please register your child for school and try to obtain the records later.

## ALLERGEN-ALERT

- Please refrain from applying scents and other personal care products when visiting our school.
- Please refrain from bringing nuts or nut-related products to school with your child's lunch or as a special treat. Any food brought to the school as a special treat must be labelled with a list of ingredients used in the making of the product.
- Do not use life-threatening allergens such as peanuts, eggs, and feathers in arts and crafts activities.
- Pets are not allowed in the school.

## PARENT INVITATION TO PERFORMANCES, PLAYS, MASSES, LITURGIES, ETC.

Parents are welcome to attend any activities that are held at school or at the church. A list of activities for the following week will be sent home by our school messenger system at the end of each current week. Individual classroom teachers will send home invitations for events that are applicable only to their classroom.

## ST. JEROME CATHOLIC SCHOOL COMMUNITY COUNCIL (CSCC)

St. Jerome has a long history of parental involvement with the school. The St. Jerome Catholic School Community Council has been active in supporting the school since it has been opened.

The purpose of the St. Jerome Catholic School Community Council will be to participate in the School community by assisting in curricula and extra-curricular activities and coordinating other activities to further enhance the school community experience. All families are invited to become Council Members. All fund raising monies are directed to student and school activities.

Executive meetings shall be held at the discretion of the current Executive Committee. They are open to all members to attend as a lobby group or as observers. Only the Executive Committee has voting privileges at the Executive Meetings. General Meetings are held two times per year. All questions and motions are decided by a simple majority vote of those present. Elections for the CSCC Executive are held in spring of each year.

## SCHOOL BOUNDARY MAP

