



# **PARENT & FAMILY HANDBOOK**



### **Welcome from the Principal**

Welcome to St. Augustine's School. We hope that this handbook will provide you with useful information about our school. It is a ready reference for you to keep, and refer to throughout the coming year. We ask that you read it for the general information that you and your child need to know. This handbook will be supplemented throughout the year by bulletins, calendars and newsletters, as well as website updates with information specific to this year's activities.

We believe that your child will be happy here at St. Augustine's and will find his or her learning years here both positive and growth-filled. In working co-operatively with you as his/her first teachers, we offer our commitment to your child's Catholic Education in the Vancouver Archdiocese.

Our faith is our greatest strength, and we invite you to join in our many school functions, particularly our liturgical programs. Living your faith, as an example to your children, is a gift beyond measure and in journeying together, we provide your children a solid Catholic education.

Sincerely,

Michael Yaptinchay, Principal

## **Mission Statement**

The history of St. Augustine's School dates back to 1911. The original school was both an elementary and secondary school operated by the Oblates of Mary Immaculate and the Sisters of St. Ann. It is currently an elementary school offering instruction from Kindergarten through Grade 7.

As a forerunner of education in the Catholic Archdiocese of Vancouver, we take pride in our history and tradition of service in education. Building on this solid Christ-centred foundation, we aim to bring God into the lives of students, through prayer, liturgy, and example. We offer a program that challenges our students academically, spiritually and culturally. Being open to the Spirit, we look forward with hope and joy to the future in our continuing roles as Catholic educators.

## **Statement of Philosophy**

In co-operation with the parents and parish community, we at St. Augustine's School strive to provide:

- the faith experience of a Catholic community;
- an environment for developing in our students responsible citizenship through self-discipline;
- a positive self-concept;
- sensitivity and respect towards others;
- the opportunity to achieve academic excellence.

Thus, we motivate our students for lifelong growth, according to Catholic ideals.

## **Admissions**

Students are admitted to St. Augustine's School on the following priority:

1. Siblings of St. Augustine's Parishioners
2. Registered, active practicing Catholics supporting St. Augustine's Parish
3. Active, practicing Catholics from other Parishes
4. Children of other backgrounds

Children may enter Kindergarten in September of the year in which they turn five years of age. All prospective students and their parents are required to interview with the Principal prior to admission acceptance. School policies, expectations and philosophy are discussed at this time. All parents are required to sign an Archdiocesan Agreement with the school to support all school-sponsored activities and religious programs of instruction and liturgies.

**Tuition Rates**

**Fee Schedule 2017-2018**

The table below summarizes the school’s monthly tuition fee schedule for the 2015-2016 school year. Please note: fees will increase for the 2016-2017 School Year in accordance with CISVA Policy and with Parish Education Approval.

<b>2015-2016 Monthly Fee Schedule</b>			
<b>Category</b>	<b>1 child</b>	<b>2 children</b>	<b>3 children</b>
St. Augustine’s Parishioners who contribute time, talent, treasure, per Fr. Andrzej Stendzina, OMI*	\$305	\$550	\$770 4 <sup>th</sup> - + 200
All Other Families	\$470	\$840	\$1190 4 <sup>th</sup> - +300

\* Confirmed on the form “Request for Consideration as St. Augustine’s Parishioner”

**REGISTRATION FEE – Non-refundable fee of \$300 is required for every new child. This fee is payable upon acceptance and is non-fundable.**

**REGISTRATION FEE – The Parish Education Committee has deleted the annual \$100 Registration Free for returning students for the 2017-2018 school year.**

**CLASS FEE - \$60.00 per student.** Fee covers class resources, student planners, and field trips.

**GENERAL RESOURCE FEE - \$150.00 per student.** Helps to cover expenses for copying, paper, books throughout the school and other essential resources.

**TECHNOLOGY FEE- \$50**

**EDU-PAC – amount varies by grade and (please see below).** School supplies (acquired from Edu-Pac) will be **required and payment submitted with the registration form.** \*\$3.00 paper fee included.

<b>Kindergarten \$54.39</b>	<b>Grade 4 - \$72.50</b>
<b>Grade 1 - \$60.00</b>	<b>Grade 5 - \$62.45</b>
<b>Grade 2 - \$48.00</b>	<b>Grade 6 - \$60.30</b>
<b>Grade 3- \$53.40</b>	<b>Grade 7 - \$33.50</b>

**PARENT PARTICIPATION LEVY - \$625 per family.** Each family is expected to participate in the Parent Participation Program. All families must submit 2 cheques totalling \$625. If you have fulfill your commitment, cheques will be returned to you. If you do not wish to participate, 1 cheques totalling \$625 must be submitted. .

**FAITH AND FOUNDATION DONATION–** Annual requested donation by each family.

**Insufficient Funds**

Please refer to the St. Augustine School NSF Policy.

## **Parent Participation Program**

The Parish Education Committee is continuing its active Parent Participation Program for the 2017-18 school year. (see Section III). IT IS THE GOAL THAT ALL PARENTS WILL OFFER THEIR SERVICES. Should you be unable to provide your time in this participation program, you will be required to pay \$625.00 in lieu of your time. Of the 45 hours required, 5 hours from each family is given to PASS THE TORCH fundraising dinner.

## **Income Tax Receipts**

Income tax receipts are issued by the end of February for the previous calendar year to the person paying tuition for your child. The amount of the receipt is determined through Canada Revenue Agency approved formula and individually audited calculations and will vary from year to year.

## **I. SCHOOL PROGRAM/SERVICES**

### **Daily Schedule**

8:30 School begins  
10:15 Recess for Gr. 1, 3, 4, 6  
10:30 Recess for Gr. K, 2, 5, 7  
11:45 Lunch Recess for Gr. 1, 3, 4, 6  
12:15 All students eat lunch  
12:30 Lunch Recess for Gr. K, 2, 5, 7  
12:30 Classes Resume for Gr. 1,3,4, 6  
1:00 Classes resume for Gr. K, 2, 5, 7  
3:00 School day ends

### **Please note:**

**2:00 Early dismissal Wednesdays (Staff meetings)**

### **After School Club**

St. Augustine School offers After School support for families who require it. This service is provided at the school and is staffed by members of the support staff from the school. Parents pay a fee for each child's participation. Application for enrolment is available at the School Office. This outlines the criteria and expectations for students and their respective parents and the application form. (For this school year, parents applied in the Spring of 2017 for the 2017-18 year. As spaces are limited, parents may place children on a waitlist.

## **Regular Program**

### **Curriculum**

As a Catholic Independent School, our curriculum is mandated by the Ministry of Education in British Columbia, and the Catholic Independent Schools of the Vancouver Archdiocese. Program development is the responsibility of the Administration and is co-ordinated throughout all grades to ensure a comprehensive education for our students.

Our primary and intermediate programs follow the [Redesigned BC Curriculum](#).

### **Evaluation and Reporting**

Students are evaluated on an ongoing basis and parents are provided with term report cards three times throughout the school year: December, April and June. As well, we have a Student-Led Conference and a Teacher/Parent Conference. Parents are encouraged to contact classroom teachers about any concerns they have with their child's progress. Meetings with the teacher should be preceded by a phone call to arrange for a mutually agreeable time.

The [CISVA Guidelines for Communicating Student Learning](#) provide our schools with the components to be used for the 3 formal written summative progress reports that will be provided to parents this year. Our schools will be exploring a variety of ways to do this and may look different from school to school. New practices in student reporting will ensure that a student's progress continues to be communicated in meaningful and effective ways.

### **Religious Education**

The goals of the Religious Education Program are to increase the students' awareness of God's goodness, presence and action in their lives; to help them develop the ability to make decisions based upon moral values; and to encourage an ever-deepening relationship with Jesus Christ and the Christian (Church) community.

These goals are fostered in a three-fold manner:

1. Through daily prayer and religion lessons from the prescribed resources;
2. Through participation in liturgical and para-liturgical celebrations;
3. Through the daily experience of living in a Christian community.

### **French**

French is taught from Kindergarten through Grade 7. Through to Grade 5, students receive one hour of French instruction per week. Grade 6 and 7 receive 90 minutes per week.

The early primary program concentrates on spoken language and teaching the identification of common objects and simple sentences.

Throughout the intermediate grades, all the language skills acquired in the primary grades are reinforced and expanded. Oral practice is still an integral part of the French program, and vocabulary is used to develop more detailed language skills. Written work is required at this level. The Ministry of Education mandates foreign language instruction beginning at Grade 5.

### **Music**

Each class receives one hour of instruction per week from a music specialist. We have choral singing on liturgical themes on a regular basis and all students participate in choral presentations. Grades 4 to 7 can join the school choir as an extra-curricular activity. Band is also offered as an extra-curricular activity in Grade 6 and 7.

### **Physical Education**

Each class receives three periods of Physical Education per week with a specialist teacher. Daily Physical Activity (DPA) occurs on the remaining days. Parents are also asked to give formal written permission for students to go out of the school on “walking trips” under the leadership of their classroom teachers and Physical Education teachers.

### **Library/Resource Room and Learning Commons**

The Learning Commons is a place where individuals and groups go to foster and nurture discovery. It is a space that is rooted in self-directed, inquiry based learning and enjoyment. Children are engaged in reading, writing, creating, researching and following their passions.

### **Learning Assistance**

At St. Augustine's, we strive to meet the needs of children experiencing difficulty with the curriculum by providing short term, individual or small group instruction. This instruction may be carried out by a Learning Assistance teacher, other teachers, or an aide.

For those children requiring long-term assistance, or for those with special needs, an Individual Educational Program (I.E.P.) is designed with input from all people directly involved with the child's education. In an effort to meet our Catholic responsibilities to educate all children within our community and in response to the Sullivan Commission on Education Report, a Special Needs Program began in 1989. The program includes children of recognised special needs.

## **Extra Curricular Activities**

The Extra-Curricular program exists for the benefit of our students and provides extension activities in areas of interest for a wide variety of students. Children are encouraged to involve themselves in extra-curricular activities, believing that through them, students will broaden their exposure and interest, while developing school spirit.

Currently, we offer a variety of Sports Programs, including volleyball, basketball, and running club and batminton. As well, we offer Chess Club, School Choir, Band and we have an annual Spring Musical.

## **Specialized Programs/Services/Policies**

### **Health Services**

Vancouver Coastal Health provides our school with periodic visits by a school nurse. She provides topical information, and monitors health and immunizations of the students.

### **Child Abuse Prevention**

It is the responsibility of all adults to provide safety and protection of children. As prescribed by the CISVA, our students are taught the "*I'm a Gift from God*" programme in Gr. K-3.

In the event that a child discloses to an adult that they are or might be at risk, the Ministry of Education Independent Schools Branch and the Ministry of Children and Families are notified, as mandated by the Ministry of Children and Families. We follow the protocol for Independent Schools should a situation arise.

### **Smoking and Vaping on School Premises**

In accordance with Section 2.2 of the [Tobacco and Vapour Products Control Act](#), in effect September 1, 2016, the use of tobacco and vapour products is banned on all public and private kindergarten to Grade 12 schools in British Columbia. A person must not smoke or use tobacco/e-cigarettes, or hold lighted tobacco/activated e-cigarettes in or on school property.

This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session. The ban also includes vehicles, parking lots, sports fields, driveways, courtyards, and private vehicles parked on school property.

St. Augustine School believes in providing welcoming, safe and sustainable facilities that enhance the learning and teaching environment and is committed to its fundamental responsibility of enforcing a tobacco and vapour products free environment, as required under the legislation and this policy.



## **II. STUDENT GUIDELINES** (Guidelines for Pupil's Safe and Responsible Behaviour)

### **Attendance**

The major source of revenue for St. Augustine's School is Government funding. In order to receive full funding, the Ministry of Education requires that we have a 'student attendance audit' at the end of each school year to determine the level of funding support. Days absent for illness or medical reasons are not deducted from hours of instruction, but other days away from school for trips, competitions, etc. are deducted. A note of explanation is required for each absence and can be submitted through the school's website link, [www.faihandfoundation.com](http://www.faihandfoundation.com).

It is, therefore, the responsibility of the parents to ensure that their children attend school to meet the Ministry requirements. Travel during the school year is highly disruptive to student learning and classroom activities, and is to be scheduled at other times. ***The Parish Education Committee has approved a policy requiring parents to cover the cost of in-school tutoring for students who take extended holidays during regular school time.***

Should a pupil not meet the necessary requirements for the full Government grant, ***parents will be required to make up the difference of the reduced grant in the form of direct payment to the school.***

### **Discipline**

St. Augustine's School believes that discipline is a cornerstone to learning, and, as part of the growing-up process, is taught and reinforced through the efforts of the classroom teacher, the staff and the administration.

Students are challenged to accept responsibility for their own behaviour in all aspects of their lives. Children are taught general school rules and are involved in the process of determining classroom rules. Students are encouraged to assist one another as they grow in the process of self-discipline. Refer also to our School Code of Conduct for a comprehensive understanding of discipline across varied aspects of school life.

<b><u>SCHOOL RULES</u></b>			
1.	<b>Be on time</b>	3.	<b>Do your best</b>
2.	<b>Be prepared</b>	4.	<b>Respect yourself and other's life space</b>

### **Emergencies**

Fire and earthquake drills are practised throughout the school year to establish the routines necessary for safe evacuation of the building.

In order to minimize student injury, we attempt to keep the school building and grounds as safe as possible and guidelines have been established dealing with expected pupil behaviour, both in the school and on the playground. If an accident should occur, this is the procedure:

- Student's immediate needs will be attended to.
- Parents will be contacted (in their place, their emergency contact person).
- If necessary, students will be taken by a staff member or accompanied in an ambulance, to the local hospital where they will meet parents.

### **Field Trips**

All classes participate in field trips, which enrich and extend the curriculum. Parent permission forms must be signed and returned for the child to go on a trip. To encourage personal responsibility, *students are not allowed to call home on the day of field trips to obtain oral permission*. No child goes off the school premises without signed permission forms. In addition, the CISVA makes use of [Youth Safe Outdoors](#), a comprehensive, research-based risk management program for schools, to also cover out-of-province and international field trips, as required.

### **Homework / Home Study**

Homework is an integral part of the learning process here at St. Augustine's. It is assigned throughout the school to ensure that children:

- have the opportunity to share their growing knowledge with their parents;
- learn time management skills and practice them consistently;
- practice basic skills;
- reinforce skills being taught in the classroom;
- (in the intermediate grades:) review daily work, complete project assignments and prepare for tests;
- learn how to plan to ensure that long-term projects are completed on time.

Primary children are assigned approximately 20 minutes of home study daily and intermediate students receive 30-60 minutes.

### **Late Arrivals**

Once the bell has rung at 8:30, our day begins. Being on time is an important social and communal responsibility and shows respect for the school, the staff and the students in the class. Arriving late also causes children to miss needed instruction and learning, and may cause stress and embarrassment for the student.

***\*Parents should allow sufficient travel time so that children arrive on time and are ready to settle into the day's work.***

## **Leaving the School Grounds**

No student may leave the school grounds without prior written permission from his/her parents. This includes the time immediately following being dropped off by parents and prior to actually entering the grounds. If parents pick up their child during the school day, they are asked to sign their child out and back in, in the binder at the office counter.

## **Student Supplies**

Within each class, the teacher determines what supplies are required for students for the year. This required list is provided to parents in the spring of the year for their information and the order is placed Edu-Pac Services. The essential package is paid with the registration in the spring. *An additional list of required items such as dictionary and calculator is given to grade 5, 6, and 7, and may be supplied from home or ordered through Edu-pac.* When the children arrive for school in the fall, the supplies are here waiting for them. It is the responsibility of the family to ensure that the children have their additional supplies in place for Grades 5, 6, and 7.

## **Supervision of Students**

St. Augustine's School provides supervision before, during and after school to ensure the safety of the students. Supervision is provided by a member of the staff; parent volunteers assist through the lunch hour, and before and after school.

### **Supervision Hours:**

Morning:	8:00 - 8:30am
Recess:	10:30 – 10:45am
Lunch:	12:15 – 1:00pm
After School:	3:00 - 3:20pm
Wednesdays:	2:00 - 2:20pm

***Being on time to pick up your children adds to their sense of security and well-being. It also shows respect for the school staff.***

## **Uniforms**

St. Augustine's School students are expected to wear the approved school uniform at all times. The uniform includes:

**GIRLS:** Primary - Blue plaid tunic – or - Intermediate - Blue plaid kilt, white Peter Pan blouse or crested white golf shirt, navy blue socks or tights, navy blue or black dress shoes and school cardigan with crest. Navy skorts may be worn in Spring and Fall (before Thanksgiving, after Easter).

**BOYS:** Navy blue dress pants, white crested golf shirt, navy blue socks, navy blue or black dress shoes and school pullover sweater with crest. Walking shorts may be worn in Spring and Fall (before Thanksgiving, after Easter).

**GYM:** Navy blue uniform crested shorts, grey T-shirt with school name, indoor runners.

Rugby pants, jogging suits, jean jackets and other casual wear are not acceptable as part of the school uniform. Pins and badges are not allowed on the school uniform, other than the school crest. Girls may wear simple hair bands, barrettes only (blue/black/white). Jewellery of any kind is highly discouraged for simplicity, safety and security.

Uniform information is made available at the end of each year. Articles can be purchased throughout the year at the school store on Fridays from 2:30 to 3:30pm, in the school uniform store on the lower floor of the school building.

Monthly inspections will be held to ensure all are complying with the uniform code.

### **III. PARENTAL INVOLVEMENT**

Involvement in your child's education takes many forms: providing support for school programs and policies; being responsible for paying fees when required; providing reinforcement of homework responsibilities; and participating in our PARENT PARTICIPATION PROGRAM. (PPP)

Parent participation plays an integral part in the operation of St. Augustine's School. Our community grows with each person's skills and talents being added together and it is vital that we augment limited available resources with the willing donation of services, which pays back directly to our children. As well, the program fosters a feeling of community, as families contribute to the creation of a strong St. Augustine's. Parents can sign up online to our [Parent Participation Portal](#) via the [St. Augustine School website](#).

We recognize that some people are unable to commit their time to the Parent Participation Program. In lieu of time, a monetary contribution (\$625) is required. These funds will be allocated to the areas most requiring attention.

### **IV COMMUNICATIONS**

#### **Enquiries and Procedures**

Should you wish to make any enquiries pertaining to school, or to make an appointment with anyone on staff, please notify the school secretary at (604)731-8024. If parents have a specific concern, we ask that it be addressed to the proper person in an honest and direct way, in order to be resolved without harmful gossip. Our goal is to provide all

parties the opportunity to settle a problem in a polite, respectful manner that upholds the Christian dignity of all involved.

### **Informal Meetings**

These may arise when parents meet their child at school, or during special events.

### **Meet the Teacher Night**

In the first weeks of school each school year, parents are given the opportunity to meet their child's new teacher and to learn about the school program with his/her teacher. Also, general school plans are outlined on that evening. ***Attendance at this meeting by all parents is required.***

### **Reporting to Parents**

As required by the Ministry of Education and the Catholic Independent Schools of the Archdiocese of Vancouver, there are three formal reporting periods in each school year: Winter, early Spring and at the conclusion of the year. Our school follows the prescribed formula for reporting which includes both a checklist for skills acquired, as well as anecdotal comments in subject areas. We also host Parent/Teacher Conferences at scheduled times, usually following the First Term.

The [CISVA Guidelines for Communicating Student Learning](#) provide our schools with the components to be used for the 3 formal written summative progress reports that will be provided to parents this year. Our schools will be exploring a variety of ways to do this and may look different from school to school. New practices in student reporting will ensure that a student's progress continues to be communicated in meaningful and effective ways.

### **Complaints, Problems and/or Difficulties**

We all experience times when we have differing opinions or perspectives in different areas of our lives. This may also occur in relation to school. As members of a Christian community, following Gospel values, all parties involved in a dispute should be treated with dignity and respect. If and/or when problems do occur, please follow the outlined procedures. These procedures apply to anyone wishing to make a complaint. As parents and staff we have a set of common goals, the development of children in our care spiritually, intellectually, physically, emotionally and aesthetically and artistically.

### **Academics**

If the difficulty is in the area of academics (subjects studied), then the teacher involved must be contacted first, the problem carefully outlined and discussed, and a resolution attempted. If, after this, you feel that the matter has not been satisfactorily resolved, the problem may be brought to the attention of the Principal.

If the difficulty is with classroom policies, (i.e., those set by the classroom teacher regarding behaviour, homework, expectations, etc.) then this must be resolved with the classroom teacher. If you are unable to resolve it, then you may bring it to the attention of the Principal.

### **Discipline**

If the difficulty is in the area of discipline, the teacher or the person who took the disciplinary action should be contacted first to discuss the problem. If this has been done and the problem is still unresolved, the Principal may be approached. Having approached the Principal and the problem is still unresolved; the third step is to contact the Parish Education Committee (PEC) Chairperson, in writing.

If the difficulty is with a non-teaching staff member the staff member involved must be approached first to discuss the matter. The classroom teacher or the Principal may be contacted if the matter remains unresolved.

If you have difficulty in a confidential area, please, contact the Principal or Pastor.

Families experiencing temporary financial hardship may contact the Pastor.

If you have difficulty in the area of administrative policy, (any area of school life that is not covered by the above-mentioned areas, e.g., fee structure, uniforms, programs, etc.), please, contact the Chairperson of the PEC.

The Principal is required by law to inform a teacher when a complaint has been made against him or her, and the nature of the complaint.

St. Augustine School adheres to the [CISVA Major Complaints Policy #302](#) and references the [Federation of Independent Schools Procedural Fairness and Best Practice Guidelines for Independent Schools](#).

## **Newsletters/Calendars/Notices**

Website: [www.faithandfoundation.com](http://www.faithandfoundation.com)

Email: [office@staugustineschool.ca](mailto:office@staugustineschool.ca) or [principal@staugustineschool.ca](mailto:principal@staugustineschool.ca)

**Newsletters:** We keep our parents informed on school events through the medium of notices from the office, e-mails, and newsletters published online. Occasions to celebrate and events in the future are outlined. The monthly [Newsletter](#) is posted on the school website.

**Weekly Updates:** A [weekly update](#) is communicated and posted by email and on the website. These updates communicate both current and upcoming events and notifications.

**Calendar:** A yearly calendar is made available on the first day of school that lays out the entire year and those events already scheduled. This comes in two formats: a [monthly calendar](#) and a [year snapshot](#). Each month, a detailed calendar is sent home.

**Notices:** Parents will be advised of field trips and other activities requiring parent signatures by notice of each event, and accompanying parent permission slip. (see **Field Trip** details) or Google Form

**Parent Information Board:** General community information for parents is posted on a board at the entranceway of the school.

# ST. AUGUSTINE SCHOOL

2154 West 7<sup>th</sup> Ave.  
Vancouver, BC  
V6K 0E3

PHONE: 604-731-8024

FAX: 604-739-1712

Email: [office@staugustineschool.ca](mailto:office@staugustineschool.ca)

[principal@staugustineschool.ca](mailto:principal@staugustineschool.ca)

Website: [www.faithandfoundation.com](http://www.faithandfoundation.com)

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2017-2018

