



LONDON DISTRICT
Catholic School
BOARD

2009 – 2010

Mr. G. Pizzuti – Principal
Mrs. R. Esposito -Secretary

St. Marguerite d'Youville Catholic School
170 Hawthorne Rd.
London, Ontario
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(519) 660-2787 - Phone
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MISSION STATEMENT

To serve our students in a community that nurtures a living faith and provides a quality Catholic education that enables the individual to become a contributing member of the Church and society.

The staff at St. Marguerite d'Youville is committed to providing dynamic academic, spiritual, social and physical programs. Clear and open communication within our school community is an important goal.

STUDENT AGENDAS:

The student agenda is a valuable tool. It is our way to improve communication between home and school. By using this daily planner, our students will become better organized and be able to get homework assignments in on time. It will also serve as an excellent means of communication between parent and school. If our students show respect for themselves by keeping organized, then they will improve in their academic success.

Students are to take this agenda home daily and share it with their parents. They will write in it as directed by their teacher and keep it in good condition (with no graffiti or doodling) so it will last until June. **Student agendas must be returned to school on a daily basis. Parents are responsible to look at this agenda daily** and use it as a means for communicating with your child's teacher.

Important information about our school procedures, expectations and Board policy is included in this book. Parents/Guardians are expected to read and discuss this information with their children. Please contact your child's teacher if you have any questions or suggestions.

THE SCHOOL DAY:

Office Hours: 8:30 a.m. to 4:30 p.m.

Supervision of the schoolyard does not begin until 9:05 a.m. **We ask that students do not arrive prior to 9:05 a.m..**

9:25 a.m. Classes Begin

9:25 – 11:00 Classes

10:45 – 11:00 Recess

11:00 – 12:25 Classes

12:20 – 1:20 Lunch

The first 15 minutes of the lunch hour, students eat their lunch in their classrooms. At 12:35 p.m. students are dismissed for lunch recess on the yard. No food is permitted on the schoolyard.

1:20 – 2:40 Classes

2:40 – 2:55 Recess

2:55 – 3:55 Classes

3:55 p.m. Dismissal

All students need to leave the school property promptly at dismissal time. Students are not permitted to stay on the school yard after school without the presence of a parent.

Any changes in the school day (i.e. emergencies) will be broadcast over local radio stations. Please check newsletters throughout the school year for specific information (i.e. inclement weather).

STUDENT RECORDS:

Please assist us in keeping your child's record up to date. Contact the school (660-2787) to report changes in home, work and emergency telephone numbers and addresses. Additional information regarding your child's health is also helpful. It is essential that we have up-to-date information should an emergency arise. Also, if you have moved, it is necessary for taxation purposes that you come and re-register your child. You will also need to redirect your taxes to **Separate School Support** since they automatically revert to public school support when you move.

ATTENDANCE:

Children must be present and on time for class at 9:20 a.m. Being punctual is a life-long skill and should be developed early. Please assist us in the following ways:

- 1) Parents are requested to telephone the school, 660-2787, before 8:30 a.m. if their child will be absent. Messages can be left at anytime on the school's voice mail before or after office hours. Attendance is completed between 9:30 a.m. and 9:45 a.m. daily. As required by our Safe Arrival Procedures, all unaccounted for absenteeism must be followed up with a call to parents/guardian.
- 2) Students who arrive at school after the bell has rung are expected to report to the office for a late slip before proceeding to their classroom.
- 3) Parents will be contacted by the teacher or principal if there are any attendance or punctuality concerns.
- 4) Early-leaving notes (e.g. dentist, doctor etc.) should be brought to the teacher before announcements begin so as not to disrupt the teaching time.
- 5) No child shall leave the school premises at any time other than regular dismissal times unless **written permission of the parent** has been received. Your child's safety and security is our concern.

EMERGENCY CLOSING:

Early in the year, parents will be asked to update your child's information sheet. This contains the necessary information advising the school what should happen with your child in the event of an emergency closing due to weather or an unforeseen circumstance. Please keep us up-to-date of any changes. All students should have an alternate emergency person to contact should we be unable to reach parents/guardians.

LUNCH STUDENTS:

Students remaining for lunch are under the care of adult supervisors. **Students are NOT permitted to leave the school premises.** Otherwise, the expectation is that students will stay on school property and be responsible to the adult supervisor.

OFFICE PROCEDURES:

- TELEPHONE: Only in the case of an emergency will the students be allowed to use the school phone. Arrangements for after school rides or activities should be arranged prior to coming to school in the morning.
- MESSAGES: Messages coming into the school will be forwarded to the teacher or student at an appropriate time. Only emergency messages will be forwarded immediately.
- *Please try to limit phone messages to students to emergency situations only please.**

BUS TRANSPORTATION

Riding the bus is a privilege and not a right. This privilege may be withdrawn if a student is guilty of any misconduct that is a threat to the safety of him/herself or others on the bus. Bus company restrictions and insurance regulations prohibit students who are not regular bus riders from riding the bus.

Unless we receive a note signed by the parent stating otherwise, students who normally take a bus will be placed on that bus at dismissal time.

1. While riding the bus, students are responsible to their principal. The bus driver, under the principal's jurisdiction will have the authority to control and discipline students being transported.
2. Students will observe the following rules of conduct while traveling on the bus:
 - a. arrive at pick-up point early; the bus will not wait;
 - b. keep off the traveled portion of the roadway on the way to the pick-up point and while waiting for the bus;
 - c. be certain that traffic is clear or stopped before crossing any roadway;
 - d. board the bus in an orderly fashion;
 - e. be picked up and discharged only at designated stops;
 - f. take their seats on the bus as directed by the driver and remain in their seats throughout the trip;
 - g. keep books, lunch bags and other items on their lap;
 - h. keep arms and head inside the bus at all times;
 - i. smoking on a school bus is prohibited;
 - j. eating on a school bus is prohibited;
 - k. pupils will be held responsible for any damage done to the bus resulting from improper behaviour;
 - l. where school patrols are on bus duty, the patrol shall be obeyed.

Students failing to obey these rules may be deprived of their bus riding privileges.

BICYCLES/ROLLER BLADES/SKATE BOARDS/SCOOTERS/WHEELIE SHOES:

Encourage your child to ride his/her bicycle safely when traveling to and from school. Although we offer supervision in the schoolyard at specific times during the day, we cannot ensure the safety of the bicycles while they are parked. We strongly recommend a bicycle lock. Bicycles are **not** to be ridden on the school grounds. Please walk them to and from the bike racks. Students that roller blade to school must change to walking shoes upon arrival. Scooters and skateboards are not allowed on school premises, as we do not have the space to store these items safely. Wheelie shoes (i.e. running shoes with wheels in the soles) are not to be used on the school property.

HOMEWORK: **Homework Policy**

Homework completion is integral to student achievement and success. The staff appreciate your continued assistance in ensuring that students come prepared for school, with their homework completed and school materials returned. When a child's homework is not done, it places them at a definite disadvantage. We are most willing to assist students with work they do not understand or need further reinforcement in.

Purposes of Homework

Learning occurs beyond the classroom.

Homework should be a part of a student's routine on a school day.

Homework can involve parents in the schooling process.

Homework reinforces classroom learning but is not a way to introduce new concepts or ensure coverage of The Ontario Curriculum.

Homework provides opportunities for students to develop organizational and other learning skills.

Time spent on assignments in the classroom directly affects time spent on homework which is evaluated on in the Learning Skills section of the report card.

Appropriate Time Allotments For Homework

Family values and family time are important.

There is a recognition of the need for a balance between school and home related commitments.

Time spent on individual homework tasks will vary.

Sustained effort and quality time needed, i.e. Primary (Grades 1 to 3) 15 to 30 minutes per night, Junior (Grades 4-6) 30 to 60 minutes per night and Intermediate (Grades 7 and 8) 60 to 90 minutes per night.

Appropriate Homework Assignments

Homework supports learning and should not be punishment for misbehavior or poor academic performance.

Assignments should be focused, clear and based on classroom experiences.

Assignments should be varied and matched to the skills, developmental level, interests and needs of the student.

Assignments should challenge students to think, to integrate and to apply their knowledge and skills.

Assignments should be completed primarily under teacher supervision and therefore home projects will be evaluated differently than classroom assignments.

CODE OF CONDUCT:

St. Marguerite d'Youville

CODE OF CONDUCT

Philosophy:

- ✓ We believe in the dignity of each person.

DISCIPLINE BEGINS AT HOME. PARENTS HAVE A RESPONSIBILITY FOR THEIR CHILDREN'S BEHAVIOUR.

- ✓ Parents, teachers and students work together to influence appropriate behaviour in each student.

Rationale:

- ✓ To provide a safe environment.
- ✓ Teach positive behaviour and good citizenship.
- ✓ Teach acceptance of and respect for others.
- ✓ For all students, staff and visitors.
- ✓ Every pupil is responsible for his/her conduct to the principal of the school on school premises, on out-of-school activities that are part of the school program, and while traveling on a bus that is owned by or contracted to the board.

Guidelines:

- ✓ Responsibility creates a community of respectful individuals.
- ✓ Members of the school community are expected to use non-violent means to resolve conflict.
- ✓ We are all expected to comply with the rules and expectations of the school. The staff works very hard. They deserve courtesy, consideration and respect.

Proactive School Characteristics:

- ✓ Positive school climate and atmosphere;
- ✓ Clear and high performance expectations of all students;
- ✓ Inclusionary practices throughout the school;
- ✓ Students feeling a sense of belonging and connection to school life;
- ✓ High levels of students participation and parent involvement;
- ✓ Opportunities for the acquisition of social skills and social competence.



Academic Excellence:

The Ontario Curriculum states that students need to take responsibility for their own learning and progress. Being responsible means that students will attend and participate fully in all classes; complete all assignments on time and to the best of their ability; and have all materials necessary. Students will report to class promptly.

Cooperation With Police:

Parents, students, educators and police must work together to support a cooperative partnership aimed at creating and maintaining safe school environments. A protocol has been developed which is available at the school.

Consequences:

When an infraction occurs, students and parents are assured that the school and the Board will use actions and responses which suit the circumstances.

Some of the following actions may be chosen as responses to an infraction:

- Verbal warning
- Change of clothing (if dress code issue)
- School contact with parents
- Involvement with Learning Services personnel
- Detention with special assignments
- Written contracts between the student and the teacher
- School or community service
- Additional assignments
- Loss of privileges (e.g. participation in school teams)
- Class or in-school suspensions
- Out-of-school suspensions
- Involvement of community agencies
- Compensation for damages or destroyed property, up to replacement or repair costs
- Police involvement
- Recommendation of expulsion from school

Violations of Expected Behaviours:

The discipline cycle is our guide to consequences for inappropriate actions. It was designed to be a teaching tool. It helps all staff to treat students fairly. Occasionally the principal/designate may deem it necessary to enforce more serious consequences depending on the severity of a particular incident.

DISCIPLINE CYCLE:

Inappropriate Behaviours:

When serious, the following behaviours will result in a conduct report:

- 1) Physical roughness;
- 2) Throwing objects that may endanger others;
- 3) Defiance of rightful authority;
- 4) Disrespectfulness towards others and/or the property of others;
- 5) Discrimination/harassment;
- 6) Profane language;
- 7) Leaving school property without staff permission;
- 8) Use or possession of illegal or unauthorized substances/objects; and
- 9) Persistent dishonesty.

Step 1 First Occurrence:

30 minute in-school detention and conduct report/action plan.

Step 2 Second and Third Occurrences of a Related Offence:

30 minute in-school detention. Conduct report/action plan, principal and parent involvement.

Step 3 Fourth Occurrence of a Related Offence:

30 minute in-school detention. Conduct report/action plan, principal and parent involvement, and a one day in-school suspension.

Step 4 Fifth Occurrence of a Related Offence:

Same consequence as STEP 3 plus a case conference including parents.

Step 5 Sixth Occurrence of a Related Offence:

Out-of-school suspension.

In the case of serious infractions and/or behaviours that require mandatory suspensions, the principal and teacher may assign a suspension at any point of this cycle.

After a one month, incident free period for a particular offence, the student would return to a STEP 1 status.



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in a community that nurtures a living faith
and provides a quality Catholic education
that enables the individual
to become a contributing member
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FIELD TRIPS:

Field trips are an extension of the classroom and are planned as an instructional activity. Students are expected to follow all school rules during field trip activities. Field trips are a privilege not a right. Students' past behaviour may result in their participation on field trips being restricted or withdrawn. Parents must give written consent on an authorized consent form before a student can take part in a field trip. Students who do not have written consent on the appropriate form may not take part in the trip and will be reassigned to another classroom.

No student will be denied participation in field trips because of their inability to pay. Information is available at the office and will remain confidential.

FIRE ALARM:

The signal for a fire emergency is the ringing of the fire alarm: a continuous bell. Whenever this alarm goes off, it must be assumed that there is an emergency and students are to do the following:

- go with their teacher in single file to the designated area **in a silent and orderly manner**
- if not in their class, leave by the nearest exit and rejoin their class outside
- only re-enter the school building under the direction of their teacher

Fire drills will be conducted in the fall and spring. When the fire bell sounds, everyone is expected to evacuate the building. It is very important that students have shoes on their feet at all times. Please supply your child with in-door shoes.

MEDICATION:

The principal shall provide a copy of Board provisions to any parent or guardian who requests assistance in the administration of medication to their child. A Request for the Assistance of Medication Form shall be completed and submitted to the principal for approval **prior** to any assistance in the student's medication. Parents of students requiring medication while on field trips or at sport events are required to notify/remind staff on the Field Trip Consent Form.

ALLERGY AWARENESS

Anaphylaxis or "allergic shock" is a severe, life-threatening allergic reaction. It is sudden, violent and frightening. It may begin with severe itching of the eyes or face, then other symptoms such as vomiting, diarrhea, and difficulty with breathing may develop. If the reaction is not stopped at this point, the symptoms may become more severe leading to a drop in blood pressure, loss of consciousness and even death. All of this may happen within a few minutes. Parents, teachers and students need to be aware that there are students at St. Marguerite d'Youville School with these allergies.

The most common causes of anaphylaxis are:

- *foods – often peanuts, tree nuts and seafood
- *other – insect venom

It is the responsibility of the parents/guardians to ensure that the specific information about their child is made available to the school. Parents will be informed of the presence of a student with life threatening allergies in their child's class and will be asked to avoid including the allergen in school lunches and snacks.

ACCIDENT INSURANCE:

Early in the school year, a form to purchase Student Accident Insurance will be sent home. The Board strongly encourages all students to participate in this coverage. Insurance rates are very reasonable and coverage is excellent. Education activity programs such as athletics, field trips and even recess activity expose children to increased risk of injury through no fault of the school board or facility. The London District Catholic School Board does not provide any accident, death, disability, dismemberment or medical expenses insurance on behalf of students participating in school-related activities. While we hope to avoid serious injury and ensure careful supervision according to board policy and procedure, one can never be too cautious and "accidents will happen". This warning will be issued on every field trip/student activity form which is sent home. Insurance rates are very reasonable and coverage is excellent.

SCHOOL PROPERTY:

The textbooks, supplies and furniture are on loan to the students without charge. If books or furniture are lost or damaged beyond usual wear, the student will be billed by the school for the same. This is in accordance with School Board policy and procedures.

CELL PHONES AND OTHER PEDs.

PEDs are Wireless and/or portable electronic handheld equipment that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

To promote and maintain respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of a PED is strictly prohibited on school premises or during school-sanctioned events, except under limited conditions as authorized by the principal.

TELECOMMUNICATION AND INTERNET ACCESS:

Computer use and Internet access is a privilege and will be granted only to students who agree to follow the guidelines established by The London District Catholic School Board. Anyone who fails to follow the guidelines will face penalties ranging from denial of access for a limited time to permanent denial of Internet access and to criminal action for illegal activity and suspension. Computer and Internet usage contracts will be sent to each new family for parent signatures.