

# St. Martin Catholic School



*Home of the Hawks!*

*(2009-2010)*

St. Martin Catholic School  
140 Duchess Avenue  
London, Ontario, N6C 1N9  
Tel./Fax (519) 675-4422

Principal: Mrs. B. Broome

Secretary: Miss B. Kipp

***This agenda belongs to:***

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## PRINCIPAL'S MESSAGE

The 2009-2010 school year promises to be an exciting year here at St. Martin. This is our second year with our school uniform and we trust that it will continue to provide a focus for what we hope is another productive year of working together to build upon our rich history which spans more than 100 years! St. Martin Catholic School is a place where we strive to create inclusion and celebrate diversity. It is a place where we nurture belonging and an understanding that all people are of equal worth. St. Martin, in partnership with the home and the parish, is a place where all students can learn and grow to their fullest potential. This agenda is a wonderful tool to help promote and sustain our partnership through constructive and consistent communication between the home and the school. Use it well!

Mrs. B. Broome  
Principal

### School Hours:

**8:55 a.m. - School Entry Bell**

**10:20-10:35 a.m. - Recess**

**11:55-12:55 p.m. - Lunch**

**2:15-2:30 p.m. - Recess**

**3:30 p.m. - Dismissal**

- Students are expected to be at school before the 8:55 a.m. and 12:55 p.m. bells.
- We ask that all parents and students remain outside on the schoolyard prior to the morning bell. (Kindergarten parents and students may enter school and go to their classrooms after 8:40 a.m. each day.)
- Yard supervision begins at 8:40 a.m. each morning.

## DATES TO REMEMBER

P.A. Days- Oct. 3, Nov. 14, Dec. 5, Jan. 30, Feb. 16 (Family Day), April 24, June 26

Christmas Holidays - December 22 - January 2

Winter Break - March 16-20

Last Day of Classes - June 25

## ATTENDANCE

Children must be present and on time in order to achieve expected results. Please assist us in the following ways:

1. Please inform the school as soon as possible if your child will be absent. The school's answering service is available during non-school hours for your convenience (675-4422).
2. When students are required to leave early, notes are to be given to the teacher before classes start (e.g. dentist, doctor appointments).
3. No child may leave the school premises at any time other than regular dismissal times unless written permission from the parent and the office has been given.
4. Late arrivals must report to the office to receive an admit slip to class.

At St. Martin we have a Safe School Arrival program. This means that if your child is absent and we do not hear from you, we will contact you to ensure your child's safety. Your child's safety is OUR number one concern.

## NO PLACE LIKE HOME

Students showing any of the following symptoms should be kept comfortable and resting at home.

~Earache      ~Vomiting

~Diarrhea      ~Fever

~Severe cough/runny nose

There is often no place for students to lay down at school if they are feeling unwell. If a child is ill they should recover comfortably at home until they are able to participate in all school activities. (Please notify the office of absences due to illness.)

## UNIFORM POLICY:

### Preamble

By choosing to attend St. Martin Catholic School, students and their parents have made a serious long-term commitment to Catholic Education. Our school seeks to promote inclusivity and participation in a faith community, as stated in our Mission Statement. In making this decision, parents and students accept the school uniform as an integral part of the school community life. Though we recognize our individuality, the uniform at St. Martin Catholic School is part of what unites us as one community.

### Uniform Components

Note: As stated below, uniform components may be purchased from **McCarthy School Uniforms** or from any retailer provided they are of the colour and style similar to those described in this policy. (i.e. The specific shade of navy blue and khaki must comply with the clothing colours provided by the supplier.)

- A light blue collared oxford shirt. A navy or white short-sleeved or long-sleeved collared golf shirt or a white long or short sleeve blouse or long sleeved turtle-neck shirt, either plain or crested with approved school logo only; All items may be purchased from the supplier or must be of the style and colour similar to those provided by the supplier. Note: items not purchased from the supplier must be free of logos and or writing.
- Navy or khaki pants. Capri pants for girls, cargo pants for both boys and girls, walking shorts, cargo and "zip-off" shorts which may be purchased from the supplier, or of a style, length and colour similar to those provided by the supplier.
- Additionally, optional navy items (skorts, kilt, tunics, etc) as may be made available and accepted by the School Uniform Committee, will be deemed to comply with the school uniform policy. (A rugby shirt has been specifically designed for St. Martin and is available from McCarthy School Uniforms.)
- In addition, navy sweat pants and a navy or white t-shirt will be deemed to comply with the school uniform policy as it applies to students in junior or senior kindergarten.

Modifications to the components of the school uniform will be deemed to comply with the school uniform policy where necessary to accommodate the needs of students with special needs.

The school will respond to families who may require financial assistance in obtaining uniform items. Affected parents will be encouraged to directly contact the school principal.

A "uniform swap" will be established for the donation, sale, purchase and exchange of gently worn items in good condition by, for and with other parents.

Parents are encouraged to clearly label all items to ease the return of lost items.

**One non-uniform day will be scheduled for the last Thursday of each month.**

#### **Non-Uniform Dates for 2009-2010:**

Thursday, September 24, 2009

Thursday, October 29, 2009

Thursday, November 26, 2009

Thursday, December 17, 2009

Thursday, January 28, 2010

Thursday, February 25, 2010

Thursday, March 25, 2010

Thursday, April 29, 2010

Thursday, May 27, 2010

Thursday, June 24, 2010

## **UNIFORM POLICY:**

### **Strategy for Compliance:**

The London District Catholic School Board's policy states "Expectations will be stated for student compliance with the school policy and will take into consideration local circumstances and the principal's authority under the Education Act." The following represents the school's strategy for compliance:

1. Copies of the school's uniform policy will be published annually to the school community.
2. Brochures from McCarthy School Uniforms will be provided to all students' families and to the families of all new students to acquaint them with items that may be purchased from the supplier. Names and locations of suggested alternate suppliers will also be provided.
3. Regular sales at the school will be held by McCarthy.
4. Information will be conveyed to parents regarding the return and exchange process provided by the supplier to enable parents to make returns or exchanges from the school.
5. The Fundraising Committee will solicit a donation from the supplier, as financial support for community uniform needs.
6. School staff and administration will be able to purchase items from the supplier.
7. A "uniform swap" will be held for parents who wish to donate, sell, purchase or exchange gently worn items in good condition to, from or with other parents.
8. Brochures from the supplier will be available in the school office.

## **MEDICATIONS**

ALL MEDICATIONS that children take during the school hours MUST be kept in the school office. In rare instances (e.g. epi-pen) a second container of medication may be kept with the child or in his/her classroom. When your child needs to receive medication at school, please contact the office and we will send home the appropriate form for you to complete. Children taking medications will be supervised, and this will be recorded. This procedure is necessary to provide for the safety of all students.

## **SCHOOL BUS TRANSPORTATION**

The School Board provides school bus transportation for students who reside more than 1.6 kilometres from our school. Children will be required to walk a reasonable distance to their bus stop. Children are expected to behave on the school bus as they would in the family car. Students who misbehave on the bus are responsible to the principal. If problems arise on the bus, we will contact parents, and if they persist, it may be necessary to withdraw bus-riding privileges of a child for a time. Children must get on and off at their assigned stop. **"Bus notes" for an alternate stop or non-bus students riding to the home of a friend are not allowed.** These are Board regulations, which we must follow. Please direct all inquiries or concerns about busing to the principal (675-4422).

## **EMERGENCY PROCEDURES**

In case of medical emergency, these procedures will be followed:

Parents (or emergency person) will be contacted and, if necessary, requested to pick up the child at school (e.g. illness).

1. If contact cannot be made and medical attention is needed, an adult from the school or an ambulance will take the child to the hospital.
2. PLEASE INFORM THE SCHOOL OFFICE IMMEDIATELY IF YOUR CHILD HAS NEED OF ANY EMERGENCY HELP IN CASE OF BEE STINGS, DIABETIC CONDITIONS, SEVERE ALLERGIES, ETC.

## **EMERGENCY CLOSING**

Early each school year we will ask you to complete the necessary form advising the school what should happen with your child in the event that the school is closed early because of emergencies (e.g. weather, furnace breakdown, etc.). Please keep us up-to-date of any changes. Please go over these instructions with your children regularly. This procedure is necessary to provide for the safety of all students.

## **SCHOOL VISITORS**

We welcome parents, guardians, and other family members who would like to become involved in our school community, either as an observer at our special events, or as a volunteer for special events, classroom help or field trips. **All visitors are asked to report to the office.** This allows the school to be aware of who is in the school in case of emergency.

## **SCHOOL TELEPHONE USE**

School telephones are **not** available for students to make personal calls. If a call to parents is required, the office staff or teacher will assist in making contact. We would ask that all other circumstances requiring phone access be pre-arranged prior to the school day.

## **PERSONAL ELECTRONIC DEVICES**

**(iPods/MP3s/CELL PHONE/CAMERAS)**

PEDs are portable electronic handheld equipment that can be used for the purpose of communication, entertainment, word processing, wireless Internet access, image recording, sound recording and information transmitting and/or receiving. **All forms of PEDs are not permitted on school property unless authorized by the school principal.** If contact must be made between students and parents during school hours it must be done through the school office.

## **LOST & FOUND**

There are times when items are misplaced or forgotten. We encourage all of our students to hand in all articles to the Lost and Found located on the bottom floor under the stairwell. These are placed near the general office. At the end of each term, we sort the remaining items that have not been claimed and send them to a charitable organization. To help relocate items, it is important to label all personal belongings and discourage your children from bringing valuable items to school.

## **LONDON SCHOOL CONNECTION**

The London School Connection operates a before school and an after school program at St. Martin,

and is run by certified personnel under the authority of the London School Connection. This is a private service and registration is limited. For more information please call Alan at 471-4300.

## **PARISH INVOLEMENT**

Serving such a large catchment area, our students are drawn from several parishes, principally: St. John the Divine, St. Justin, St. Peter's Basilica, various national based churches and St. Martin of Tours. This has implications for the first reception of sacraments, which the diocese has made the responsibility of the home parish as opposed to the Catholic School. Nevertheless, we prepare students for the initial reception of the sacrament. We will follow the timelines of St. Martin of Tours Parish. Students are invited to receive the sacrament at St. Martin if that is their (and their parents') wish. In any case we are in communication with all parishes regarding school life at St. Martin Catholic School and we invite those parishes to involve us in their programs as well.

## **VOLUNTEERS**

Volunteers are a very important resource at St. Martin Catholic School. Many of our students have benefited from the many hours of dedication put in by our volunteers. Volunteers can do a variety of activities at St. Martin which include: Reading Programs, English as a Second Language, Physical Therapy, Printing/Writing Programs, Classroom Helpers, Hot Lunch Helpers, Arts/Craft Clubs, Chess Club, just to name a few.

## **COMMUNICATION BETWEEN HOME & SCHOOL**

Each week on Tuesday, we will send home a school newsletter, and will also send home a monthly calendar. In addition, some teachers will send home a class newsletter occasionally. Children in grades 1 - 8 receive report cards in December, March, and June. Senior Kindergarten children will receive their first report in March and Junior Kindergarten in June. Parent-teacher conferences are held in conjunction with these and we strongly urge both parents to attend these. You have very valuable information to share with us, and we can communicate with you about your child at school. Anytime you have questions or concerns please contact your child's teacher. If you need to speak further on an issue that is school related please contact the principal.

## **St. Martin Catholic School - Mission Statement**

St. Martin Catholic School strives to provide an educational atmosphere that fosters a positive self-concept and directs the academic, spiritual, social, aesthetic and physical growth of all students. Every individual at St. Martin Catholic School has the right to a safe and secure environment in which to learn and work.

## **Progressive Discipline & Promoting Positive Student Behaviours**

To meet the goal of creating a safe and accepting school environment, St. Martin Catholic School supports the use of positive practices as well as consequences for inappropriate behaviour, including progressive discipline, which includes suspension and expulsion where necessary.

Progressive discipline is an approach that makes use of a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours.

### ***Early and Ongoing Intervention Strategies***

Early and ongoing interventions strategies will help prevent unsafe or inappropriate behaviours in a school and in school-related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behaviour and that would result in improved school climate. Early interventions may include, but are not limited to:

- contact with parents;
- detentions;
- verbal reminders;
- review of expectations; and/or
- written work or assignment with a learning component.

Ongoing interventions may be necessary to sustain and promote positive student behaviour and/or address underlying causes of inappropriate behaviour. For example, ongoing interventions may include, but are not limited to:

- meetings with parents;
- volunteer service to the school community;
- conflict mediation;
- peer mentoring;
- sensitivity programs;
- safety plans; and/or
- referral to counseling.

**"We must create a culture where the weakest among us is honoured."**

~Jean Vanier, *When Faith Meets Pedagogy* (2007)

## ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

Catholic education views all human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of Catholic graduates, therefore, are described not only in terms of knowledge and skills, but in terms of values, attitudes and actions.

All students in a Catholic school community are called to be:

- **discerning believers** formed in the Catholic Faith community who celebrate the signs and sacred mystery of God's presence through sacrament, prayer, forgiveness, reflection and moral living.
- **effective communicators** who speak, write and listen honestly and sensitively, responding critically in light of gospel values.
- **reflective, creative and holistic thinkers** who solve problems and make responsible decisions with an informed moral conscience for the common good.
- **self-directed, responsible, lifelong learners** who develop and demonstrate their God-given potential.
- **collaborative contributors** who find meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- **caring family members** who attend to family, school, parish and the wider community.
- **responsible citizens** who give witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

Institute For Catholic Education, 1998

## CODE OF BEHAVIOUR

Schools are places of learning. Students, their families, school staff, volunteers and the community have the right to expect that schools will be safe and free of violence. We at St. Martin Catholic School are committed to this goal and it is our conviction that every student that enters St. Martin will grow in goodness, discipline and knowledge with a positive school climate. Both home and school share in the development of our children's behaviour. We all need to work together in promoting Catholic attitudes and practices throughout the school community.

**Expectations of Students at all times (including off-site activities):**

~Be proud

~Be on time

~Be ready to learn

~Be respectful

~Be polite

~Be responsible

~Be peaceful

~Be healthy