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CATHERINE

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OF SIENA

Ms. Leslie Smith, Principal

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## **Principal's Message**

Welcome to the 2008-2009 school year. September is always an exciting time as we look forward to what lies ahead of us. We invite you to get involved with our school community. As a Catholic school, we are committed to a Catholic education where our students thrive in an environment that stresses tolerance and acceptance of each other. Our commitment to our Catholic faith provides the learning environment where together we model our Gospel values and teachings on a daily basis. We invite our parents and staff to work together to ensure a strong Catholic education for our children. We will continue to offer a variety of activities and programs both academic and non-academic in nature. Together with our School Council and the many partners involved in education, we will continue to offer many opportunities to enrich student life at St. Catherine of Siena

This school agenda is a valuable tool for academic success this school year. It is meant to be an important communication opportunity and time organizer for our Grade 3 to 8 students. Students should use it daily, to record homework assignments, upcoming tests, classroom activities, etc. Parents should review it daily to keep abreast of classroom work and, if they wish, to send written communication directly to the teacher. Our staff will use it as a teaching opportunity to develop better organizational skills in our students and may also, from time to time, use it to communicate directly to parents. Everyone should benefit and appreciate this Agenda if our students faithfully use it daily.

At St. Catherine of Siena we will continue to **“Celebrate the Spirit”**. On behalf of the staff, we wish everyone a very successful year !

### **Mission Statement**

**With a pioneering spirit we, the Community of St. Catherine of Siena, are dedicated to fostering a learning environment that encourages academic excellence, faith expression leadership and the celebration of our individual gifts.**

## Quick Facts about St. Catherine of Siena

Our patron saint is St. Catherine of Siena, carefully selected by our trustees from a list of suggested saints offered by the school community. St. Catherine of Siena is the patron saint of Italy and was born in Siena in 1347. At an early age she joined the Third Order of Saint Dominic in which she gained a reputation for great sanctity. Recognizing her holiness and wisdom many followed her leadership in her devotion to the poor. She laboured incessantly and with fiery zeal for the unity of the Church and was a devoted champion of the Papacy. She died in Rome in 1380 after a remarkable life, leaving a legacy of outstanding spiritual treatises. St. Catherine was canonized in 1461; her Feast Day is April 29. Our school community embraces her life as worthy model for our own children. St. Catherine's considerable intellectual skills balanced by her strong devotion to her faith, her Church and her compassion for those less fortunate makes her an ideal role model for our students.

## STUDENT EXPECTATIONS

September 2008

### Introduction

We hope that the guidelines in this document will become the model for developing self-discipline and a standard of behaviour that our community can support. It is our goal to help students develop the decision-making and problem-solving skills required to fully participate as Christians in society.

### Rights and Responsibilities

Teachers at our school will do everything in their power to create a Catholic learning community in which students will be able to develop their spiritual, intellectual, physical and social potential.

These guidelines comply with the London District Catholic School Board Safe Schools Policies. These policies can be found at :  
<http://www.ldcsb.on.ca/Schoolservices/programs/SafeSchools/safepolicies.htm>

Students have the right to:

- ✓ Be respected as a child of God, in both person and conscience
- ✓ Experience a sense of self-worth
- ✓ Learn in a safe, orderly and stimulating environment
- ✓ Be conscientiously instructed by staff
- ✓ Have access to the facilities of the school



- ✓ Be taught self-discipline

Students also have responsibilities to become good citizens of our school by:

- ✓ Getting along with one another, treating one another with respect, and resolving conflicts in a peaceful way
- ✓ Displaying respect, obedience and cooperation to all adults in positions of authority in our school
- ✓ Being courteous towards visitors
- ✓ Contributing positively to the Christian climate of our school
- ✓ Cooperating with school expectations and regulations during all school events
- ✓ Using language that is appropriate to students' dignity as Christians; profanity will not be tolerated
- ✓ Respecting the property of the school, fellow students and neighbourhood at all times; gum chewing is not allowed
- ✓ Respecting the environment, throwing garbage into containers, and recycling where possible
- ✓ Treating others the way that Jesus did and applying the teachings of the Scriptures to their everyday lives
- ✓ Getting involved in and helping with special events and sports activities organized

### **Punctuality**

It is the responsibility of each student "to be in attendance at all classes and scheduled activities, on time, and with the proper materials required for full participation." Students who habitually miss class will suffer in the evaluation process because their participation and achievement cannot be fully assessed. Students must remain on school property at all times unless permission is granted to leave the school. Full attendance during recess and physical education activities is expected unless a doctor's note is submitted.



### **Smoking, Drugs and Alcohol**

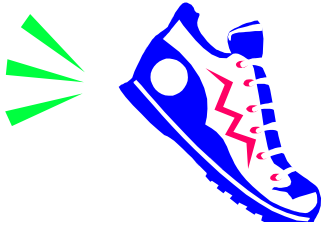
The possession, sale or use of alcohol or illicit drugs, including tobacco products on school property or at all school events is forbidden.

### **Dangerous Articles and Activities**

Dangerous articles are not permitted at school. Examples include: replicas of guns, knives and other sharp objects, baseball bats, hockey sticks, and toxic substances. Any item intended for use as a weapon is prohibited. Dangerous activities such as snowball throwing, stone throwing or rough play are not permitted.

## Dress Code

Students are expected to dress in a manner that is suitable and appropriate to the school environment. At St. Catherine of Siena we abide by our Uniform Policy as noted in this document. Clothing worn on non-uniform days must be free from offensive or questionable language and pictures. Hats should be removed in the school building. Appropriate footwear must be worn at all times. The following clothing is not suitable for school: pyjama bottoms, tank and halter tops, muscle



shirts, short-shorts, inappropriately tight fitting clothing and mini-skirts. Clothing that is acceptable for a six-year-old student may not be appropriate for a 10 to 13 year old student. Make-up, if worn at all, must be natural looking. Appropriate clothing must be worn for physical education classes (ie. running shoes).

Clothing representing a counter-Christian morality is not permitted. Staff may contact parents regarding

the need for an immediate change of clothing.

## Bullying, Fighting, Harassment and On-line Social Networking

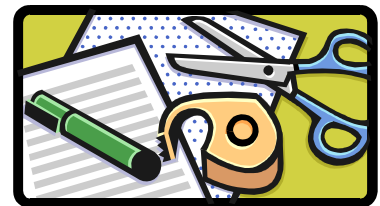
Students are encouraged to resolve disagreements in an appropriate manner, such as using the help of staff and/ or supervisors. In Policy/Program Memorandum No. 144, released by the Ministry of Education on October 4, 2007, bullying is defined as a “form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or be shown to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.”



On-line social networking, which involves any form of harassment which is deemed to be conduct injurious to the moral tone of the school, including comments posted electronically, is not acceptable. Facebook or any sites similar to this, must not be used to harass or demean students or staff in any way, shape or form. Fighting, aggression or any type of violence will not be tolerated.

## Care of School Supplies

The school provides students with a wide variety of consumable materials such as workbooks, pencils, erasers, rulers and art materials. Texts, library books, calculators and sports equipment are provided for student use. We expect the students to treat these learning tools with respect and to replace or pay for items which are lost or damaged while in their care. Students may be asked to acquire special items for specific



projects. If any school purchases are a hardship for you, please call or send a note to the Principal or the teacher.

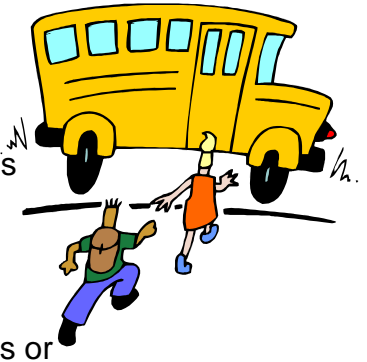
## **Respect for All People (Racism and Abuse)**

At our school, we believe that every student has a right to freedom from harassment with regard to race or colour. In keeping with the Board's Policy, we will not tolerate any expression of physical, psychological, sexual or verbal abuse directed toward any student, staff member or member of the community.

## **Bus Safety**

Students who ride the bus must follow these rules:

- ✓ Wait for and walk to the bus in an orderly manner
- ✓ Remain seated and use a reasonable tone of voice on the bus
- ✓ Obey all instructions of the bus driver
- ✓ Do not eat or drink on the bus



## **Consequences (Board Policy)**

1<sup>st</sup> occasion – The Principal or staff will speak to the student

2<sup>nd</sup> occasion – A letter and/or phone call may be made to the parents or guardians

3<sup>rd</sup> occasion – The Principal may restrict bus privileges

## **Guidelines for Daily Homework (Usually 10 minutes per grade level )**

Grades 1,2,3 up to 30 minutes

Grades 4,5,6 30-45 minutes

Grades 7,8 45-75 minutes



Students should read (or be read to) on a daily basis.  
Regular practice of basic math facts is also required.

## **Lunch Rooms**

Students are expected to consume all food and beverages in their classroom seats and when the bell rings, proceed directly outside in an orderly manner. Facilities must be left clean and tidy. When students remain for lunch, or stay in



for rainy day recess, they are to stay seated, talk quietly and tidy up. Permission is required to leave the classroom for any reason. During inclement weather students are encouraged to engage in quiet activities. Students who regularly eat lunch at school will not be allowed to leave to go to restaurants, stores or friends' houses unless they have written permission or are picked up by a parent or supervising adult.

## Playground

1. Students are to stay within the school boundaries and away from the parking lot and the front of the school. Students should also stay back from neighbours' fences.
2. No throwing of stones, snowballs or ice is allowed. Hard balls and baseballs are not permitted.
3. Students are to request permission from the teacher on duty in order to enter the school.
4. Students should wear suitable clothing for weather conditions as they are expected to take part in outdoor recess on most days
5. Students must be accompanied by an adult after school to retrieve balls, etc. on private property.
6. Snacks and drinks are not allowed in the yard. Teacher swill give time for snacks and drinks in classrooms.

## Use of School Phones

School phones may be used by students for emergencies or unforeseen circumstances. Students should get the written permission of the teacher before coming to the office. Students should pre-arrange to be picked up after extra curricular activities, etc.



### ***Bicycles, Skate Boards, Valuables, Jewelry, Money***

Students who bicycle, skate or skateboard to school are required to dismount before coming on to school property. Please be aware that the theft of these items is possible, and the school is not responsible if they are lost, damaged or stolen. Skateboards and skates need to be stored so that they are not in the way, in halls or classrooms.

It is also recommended that items such as jewelry, money or any other valuables be left at home.



### **Personal Electronic Devices (LDCSB Policy J.3.7)**

In April 2008, the London District Catholic School Board passed a policy pertaining to the use of personal electronic devices at school. 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 except under limited conditions as authorized by the Principal. It is now the policy of the Board that students keep all personal electronic devices (PEDs) out of sight, turned off and not used at any time during the school day. PEDs are 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 or receiving.

They include but are not limited to: existing and emerging mobile communication systems and smart technologies (cell phones, smartphones, I-phones, walkie-talkies, pagers, etc.), portable Internet devices (mobile managers, mobile PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, IPODS, Walkman TM etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.) and any other convergent communication technologies that do any number of previously mentioned functions.

PEDs also include any current or emerging handheld technologies or portable IT systems.

“Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action as outlined in the Education Act. The school and the London District Catholic School Board assume no responsibility for the theft, loss, recovery, repair or replacement of any PED brought onto school property, whether the item is lost, stolen or confiscated.”



### **Absent, Late and Leaving Early Procedures**

Students are encouraged to have excellent school attendance. If students are absent from school, parents are requested to telephone as soon as possible before entry in the morning or afternoon. If you know of an upcoming absence, a note to the teacher will suffice. Parents who drive students to school in the

morning are reminded to ensure that their child arrives at school **on time**. This will minimize disruptions to classes preparing for announcements and the start of the day. Students who are late should report to the office. Repeated lateness will result in an interview with the Principal and possible consequences. Students leaving early must have a note from their parents and must sign out in the office before leaving.


## **Behaviour Interventions and Consequences**

To meet the goal of creating a safe and accepting school environment, the London District Catholic School Board 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.

School staff must have sufficient latitude to meet the individual needs of students, while at the same time assuring a minimum consequence for each behaviour. This latitude is especially important when dealing with students having special needs.

Some students may refuse to abide by the rules established for the benefit of all. A specific behaviour may lead to one or more of the following consequences being used to help students to change and improve their behaviour. In all cases, the partnership and support of parents/guardians is vital in promoting long-term improvement. *(This list is not all-inclusive nor does it imply that each consequence must be exercised before applying subsequent consequences. The Board and school administrators must consider all mitigating circumstances and other factors, as required by the Education Act.)*

- ✓ The teacher may speak with a student
  - ✓ The teacher may temporarily remove the student from class activities to another location in the classroom
  - ✓ The parents/guardians of the student may be contacted by telephone or correspondence, or they may be asked to attend a meeting with the teacher
  - ✓ The student may be given a detention at recess or after school *(parents/guardians will be notified in advance if the detention is to be served after school)*
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- ✓ The student may be referred to the School Team for specialized assistance
- ✓ The student may not be allowed to participate in certain school activities, if behaviour indicates an inability to participate cooperatively
- ✓ The student may be required to do community service within the school (e.g. assisting a teacher)
- ✓ The student may be required to make restitution (e.g. replacement of a lost book, vandalism)
- ✓ A contract to promote improvement in behaviour, attendance or performance may be implemented
- ✓ A referral to outside agencies may be required (e.g. Children's Aid Society, law enforcement agency)
- ✓ A meeting with the Principal/Vice-Principal may take place
  
- ✓ The student may be removed from the classroom to a supervised, alternate setting within the school, such as the office or another classroom
- ✓ It may be appropriate for the Principal/Vice-Principal and parent/guardian to mutually agree to a temporary withdrawal of the student from school for a period of time
- ✓ Severely inappropriate behaviour may result in the student being suspended from school for a designated period of time, under the Education Act, Safe Schools Act and Board Policy. In the event a parent wishes to appeal a suspension they should contact the Principal of the school for information regarding the process
- ✓ Expulsion may be necessary as a result of extremely serious behaviour problems, under the Education Act, Safe Schools Act and Board Policy
- ✓ Severe violent incidents will require that the Principal notify the Police, under the provisions of the Safe Schools Act



