



*Virtue of the month:*

**HOSPITALITY**

*“Whatsoever you do to the least of my people, that you do unto me.”*

**St. Helen Catholic School**

1196 College Street  
Toronto, Ontario  
M6H 1B8

Telephone: 416-393-5208  
Fax: 416-397-6142

Principal:  
Alise Sanborn

Vice-Principal:  
Ida Mandarin

Superintendent:  
Dr. Jim Saraco

Trustee:  
Barbara Poplawski

Parish:  
Father John Cabral  
St. Helen Roman Catholic Church  
1680 Dundas Street  
Toronto, Ontario  
M6H 3M8  
Phone: 416-531-8188

Hours of Operation:  
8:30 am – 3:30 pm

Lunch Hour:  
11:15 am – 12:15 pm

**Year of Charity**

*September 2014*

**St. Helen Catholic School News**

**WELCOME BACK**

Dear Parents and Caregivers,

A heartfelt welcome back is extended to all members of the St. Helen Catholic School community. We welcome back all former students and families of St. Helen's and extend a special welcome to families new to our community as well as to all new Junior Kindergarten students.

We continue to maintain that the most effective partnership that supports student achievement and well-being is one that includes home, school, parish and other community members. Together, we continue to strive to provide our children with learning experiences that will enrich their academic, emotional and spiritual growth.

Best wishes to staff, students and parents for a wonderful and rewarding year ahead!

A. Sanborn                      I. Mandarin  
Principal                              Vice-Principal

**SCHOOL HOURS**

8:30 a.m.	SCHOOL BEGINS
10:12 – 10:27 a.m.	A.M. RECESS
11:15 - 12:15 p.m.	LUNCH
1:40 -1:55 p.m.	P.M. RECESS
3:30 p.m.	DISMISSAL

**2014-2015 SCHOOL YEAR CALENDAR**

Number of School Days	194
Labour Day	September 1, 2014
First Instructional Day	September 2, 2014
Thanksgiving Day	October 13, 2014
Christmas Break	December 22, 2014-January 2, 2015
Family Day	February 16, 2015
Mid-Winter Break	March 16-20, 2015
Good Friday	April 3, 2015
Easter Monday	April 6, 2015
Victoria Day	May 18, 2015
Last day of classes for students	June 25, 2015

**PROFESSIONAL ACTIVITY DAYS 2014-2015**

Number of Professional Activity	6
Parent Teacher Conferences	November 14, 2014
Provincial Education Priorities	December 5, 2014
Assessment & Reporting	January 23, 2015
Parent Teacher Conferences	February 13, 2015
Professional Activity Day	June 5, 2015
Professional Activity Day	June 26, 2015

**REGISTRATION INFORMATION:** Beginning January 8, 2014, the TCDSB is pleased to offer parents an option to complete the Student Application Form online at <https://soar.tcdsb.org>. Upon completion, the parent will be invited to book an appointment with the school. For more information please contact the school at 416-393-5208 or TCDSB Admissions Department at 416-222-8282 ext. 5320.

## **SEPTEMBER ORGANIZATION OF CLASSES AND PLACEMENT OF CHILDREN**

When the children come to school on Tuesday, September 2nd, a tentative class and grade organization is in place. It is important to understand that due to increases or decreases in enrolment, changes may need to be made in grade organization, teacher's assignments and the placement of children during the month of September and possibly October.

If changes are required, it is the responsibility of the principal to ensure that the various abilities, needs and interests of the children are taken into consideration and that each class includes students with a wide variety of experiences, strengths and needs.

## **CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)**

A Catholic School Advisory Council has been established, subject to the requirements of the Education Act and the TCDSB policies, guidelines and Operating Procedures for Catholic School Advisory Councils and shall function in an advisory role to the school Principal and where appropriate, the Board. The Advisory Council is made up of parents/guardians, teachers, St. Helen's Parish representative and a community member. The Council meets regularly and encourages the attendance of all community stakeholders.

**Please join us at the monthly scheduled CSAC meetings. We encourage your involvement.**

**Our first CSAC meeting of the new school year will take place on Thursday, September 18, 2014 at 6:30 p.m. On this date, elections will be taking place for the new CSAC council.**

## **CSAC PIZZA LUNCHES**

Our first scheduled Pizza Lunch will be on **Friday, October 31, 2014.** Adult volunteers are greatly needed. Please contact the school if you are able to assist.

### **Other Dates:**

Thursday, November 13  
Friday, December 19  
Thursday, January 22  
Thursday, February 12  
Thursday, March 12  
Friday, April 17

Friday, May 15  
Thursday, June 4

## **CURRICULUM NIGHT**

**St. Helen's Curriculum Night will be held on Tuesday, October 7th, 2014 at 7:00 p.m.** Parents/guardians are invited to attend this very important evening, as information about Ministry curriculum, assessment measures and teacher expectations for the school year will be presented. We welcome and encourage you to attend.

## **HIGH SCHOOL INFORMATION NIGHT**

We will also be holding a High School Information session on **Tuesday, October 7th, 2014 at 6:00 to 7:00 p.m.** prior to Curriculum Night for parents of students in Gr. 7 & 8.

## **BEFORE AND AFTER SCHOOL PROGRAMS**

### **IMMACULATA CHILD CARE**

**Before and After School Programs** (as well as on P.A. Days and school holidays) are available through Immaculata Child Care for students attending the Full Day Early Learning Kindergarten Program and students in Grades 1 – 6 at St. Helen School. For more information, please contact Fatima Costa at (416) 534-5772.

### **DOVERCOURT BOYS AND GIRLS CLUB**

**60 spots have been filled in the After School Program. Please call 416-536-4102 if you wish to be put on the waitlist.**

### **PORTUGUESE AFTER SCHOOL CLASSES**

**Portuguese After School Classes** are offered here at St. Helen's through Escola Portuguesa Novos Horizontes. For information, call Fernanda at 416-566-4754.

## **PARENTING AND FAMILY LITERACY CENTRE**

The Parenting and Family Literacy Centre invites parents and/or caregivers with children between the ages of 0-6 years of age to attend and participate in play based learning activities. The program operates daily from 9 a.m. to 1 p.m. in the Parenting and Family Literacy Centre located in Room 206 on the second floor. Please enter through the front door/sign in at the main office.

## STUDENT AGENDAS

Students in Grades 1 – 8 will be using student agendas. Once again, we are grateful to our CSAC who, through their fundraising activities, are providing our students with agendas free of charge.

## ME TO WE

We are proud to announce that in the 2013-14 school year, St. Helen Catholic School raised **\$1386.00** for BUILD A SCHOOL IN A DEVELOPING WORLD BRICK BY BRICK (through the organization Free the Children) !!! That means that at \$20.00 per brick, we were able to buy 69 bricks to help build a school. THANK YOU for supporting this important cause through your purchases of freezies and cookies! Together, we are helping to build schools and give the less fortunate the opportunity to receive a good education and to give them a brighter future!

## SAFE ARRIVAL PROGRAM

Again this year, St. Helen will be conducting a Safe Arrival Program. Parents whose children do not arrive at school will be contacted unless the school has been notified in advance of the student's expected absence.

***Please contact the school office at 416-393-5208 before 8:30 a.m., or before 12:15 p.m. for an afternoon absence if your child will not be attending school.***

If your child is absent and we have not heard from you, we will make every effort to contact you. The name and phone number of an emergency contact is **ABSOLUTELY ESSENTIAL**.

If we are unable to determine the whereabouts of your child, the police may be called, so it is imperative that you fully complete the emergency form you receive today and keep us up to date for home or business number changes. With your co-operation this can be a very positive program designed to give parents a measure of peace of mind.

## ABSENTEEISM AND LATES

1. Whenever a child is sick he/she should be kept home to rest and recover quickly and not transmit the illness to others. Please phone the school to inform the secretary of the details of the illness.
2. Often in cold weather parents ask us to keep children inside during recess. If children are

well enough to be at school, they are well enough to go outside.

3. Parents are requested to inform the school of their child's absence as soon as it becomes known. Please advise the office of any absences before 8:30 a.m. and 12:15 p.m.
4. A note should be submitted to the office when a student has been absent or will be absent for 3 days or more. We ask that you also advise the teacher of this absence.

## PERMISSION TO LEAVE SCHOOL

If your child is required to leave school (before normal dismissal times) a note, which is dated and signed by the parent stating the reason for early dismissal, should be presented to the teacher before the student is permitted to leave. A "sign-out" book is located in the office and all persons picking up students or students with written parental permission leaving early must complete the sign-out information before leaving the school. Parents who send friends, neighbours or relatives to pick up their children must inform the school in advance of changes.

## PUNCTUALITY

Daily school attendance is important for student progress. Being on time for the start of school is important for students in all grades. The bell rings at **8:30 a.m. and 12:15 p.m.** Children should be in the schoolyard by this time so that they can be included in all lessons from the beginning.

## SCHOOL SUPERVISION

Our children in grades one to eight are supervised in our schoolyard **from 8:15 a.m.** to entrance time. Over the lunch hour, the students remaining for lunch are supervised by staff. For safety purposes, parents and guardians are kindly asked to keep the schoolyard clear by waiting on the other side of the fence from 8:15 a.m. and throughout the school day.

## DISMISSAL

Parents picking up children should be at the school only five minutes before the dismissal bell in order to maintain an uninterrupted learning environment and to ensure the safety of all students. In the interest of safety, parents are asked to meet siblings and other children that they pick up in the schoolyard.

## **INCLEMENT WEATHER**

During cold or inclement weather please send your child to school only a few minutes before the bell rings, so that they will not have to stand out in the cold for long periods of time.

Students will be kept inside on days in which the weather/wind chill factor is significantly cold or raining. Such decisions are made individually respecting local weather conditions.

## **STUDENT INFORMATION FORMS**

These forms were sent home on the first day of school. Please complete and return the form as soon as possible. In case of an emergency, it is imperative that we have an up to date telephone number for your home, work, daytime care provider, day care or family member and family doctor.

## **TELEPHONE USE and CELL PHONES**

Students are to use the office telephone to contact parents/guardians for emergencies only. Students will not be permitted to use the office phone for personal use such as making after school arrangements with friends or to call for verbal permission for school trips.

If your child has a cell phone it must be turned off and out of sight. Cell phones are not to be used during the day when students are on school property. Parents wishing to contact students should do so by contacting the main office at 416-393-5208. Repeated non-compliance will result in the devices being confiscated by school staff, and a meeting with staff and parents may be necessary.

## **VALUABLE ITEMS**

Students are requested to leave valuable items (such as expensive jewelry, media devices, cell phones and other electronics) at home. Rollerblades, skateboards, or hockey sticks, bikes, baseball bats and hard balls are not permitted at school. **The school is not responsible for lost items.**

## **VISITORS TO THE SCHOOL**

All visitors (including parents) must report to the office prior to proceeding to classes. For security and safety reasons, access to the school is available through the front doors only to the school. Please ring the bell to gain access to the school. Please advise the office of any strangers around the school. All volunteers must have a police check. All service providers must be approved by the school board.

## **PARKING**

Please realize that parking on College Street in front of the school at entry and dismissal times causes a potential danger for students. Visibility to oncoming cars is limited; also this is a bus pick-up & drop off area. **THERE IS ABSOLUTELY NO PARKING IN FRONT OF THE SCHOOL DOORS AS THIS IS A BUS LOADING AREA.**

Please refrain from using or blocking the school parking lot. There are limited parking spaces and these need to be available for staff members.

## **MEDICAL CONDITIONS & MEDICATION**

It is imperative that parents inform the school of any medical problems or conditions. If a child requires medication during the school day, parents/guardians will be given a form: **TCDSB REQUEST AND CONSENT FOR ADMINISTRATION OF ORAL MEDICATION** which is to be completed by the parent/guardian as well as the child's doctor before administration of any medication.

## **ANAPHYLAXIS ALERT & EPIPEN**

The school must be informed of any allergy your child may have and if they are anaphylactic. **Students with ANAPHYLAXIS must carry an EPI-PEN with them at all times as well as having a second EPI-PEN stored at the school office. Parents/Guardians will be given a form: TCDSB REQUEST AND CONSENT FOR ADMINISTRATION OF INJECTION OF MEDICATION IN AN EMERGENCY which is to be completed by the parent/guardian as well as the child's doctor.**

**An EMERGENCY ALLERGY ALERT FORM EPI-PEN ONLY will be completed with the student's photo and placed on the Medical Alert Board.**

## **ALLERGIES AND SHARING FOOD**

St. Helen is an allergen aware school. There are children in attendance who suffer from severe and life threatening allergies to certain foods, such as peanuts or other nut products. Exposure to the smallest quantities can cause severe life threatening reactions. The most common allergen triggers are food, insect stings, medications, exercise, eggs and latex. We would appreciate the co-operation of the entire school community in NOT sending any lunches or snacks that contain peanuts or nuts, which could potentially harm a child. Please do not send foods with peanut butter

or Nutella. Please remind your child to refrain from sharing snacks and lunches.

### **BIRTHDAYS**

Birthdays are announced over the P.A. and children are invited to the office to choose a small token in celebration. Sending something for your child's birthday for the class is not necessary: however, if you wish to do so, we encourage non-food items (e.g. pencils, erasers, stickers, etc.) Any food treat to be shared must be pre-approved by the teacher, once known class allergies have been reported by the parents/guardians. With caution, any food shared must be **certified peanut-free** by the manufacturer. **As safety is our first priority, we thank everyone for their understanding and cooperation.**

### **PUBLIC HEALTH-IMMUNIZATIONS**

All students are required by law to be immunized. Children who are not fully immunized may not be allowed to attend school.

### **SAFETY AND ACCIDENTS**

Please take a few minutes to review basic safety rules with your child. This will reinforce the lessons taught by the teachers regarding safety and rules at school. Please see the enclosed Safety and School rules. Despite the constant reminders and attention given to students regarding safety, occasional accidents do happen. In case of a minor accident i.e. cuts, scratches, etc., first aid will be administered by the school staff. If the child continues to be uncomfortable or is in distress, it is the school's practice to notify the parent/guardian. In case of serious accidents, the parents/guardians will be notified as soon as possible to request direction from them. In the absence of such direction, the school will determine the appropriate use of 911 and the parent will accept responsibility. The principal will take the appropriate action as directed by the Board of Education if attempts to contact you are not successful.

In case of an emergency, it is imperative that we have an up-to-date telephone number for your home, work, daytime care provider, day care or family member and family doctor. Please inform the school of any changes in contact information throughout the year.

### **EXCURSIONS**

During the school year, excursions are planned in conjunction with the curriculum to enrich the student's comprehension and appreciation of the topics and concepts presented in the classroom. It is hoped that you will allow your child to participate in these special events. Also, your assistance as a supervisor on excursions is encouraged. For out of area excursions, parental permission must be sought in a letter approved by the principal which explains all the details, costs, and timelines. Neighbourhood trips are those within walking distance. Consent forms for this purpose will be given out at the beginning of the year so that permission will not have to be obtained each time a class takes a walking tour within the school neighbourhood.

### **PEDICULOSIS (HEAD LICE)**

Pediculosis is a common occurrence in school. Parents/guardians should check their child's hair. Students who have live lice will be sent home to complete the course of treatment.

### **ACCIDENT INSURANCE**

Forms are given out to the students at the beginning of the school year. Parents mail the forms directly to the insurance company. We encourage you to keep a record of the plan purchased. Claim forms, should they be needed, can be obtained at the school. Please inform the school if you did not receive an insurance form.

### **FREEDOM OF INFORMATION**

As part of the normal ongoing curriculum activities, samples of student work will be displayed or published within and outside the classroom for public appreciation. From time to time, student achievement is publicly acknowledged in newsletters and newspapers. This is a valuable and enriching process. In the event of special publication, e.g., videotaping, newspaper publications, etc. forms will be sent home. If you have any objection to the disclosure of the identifying information check off NO on the form provided.

## DRESS CODE

### APPROPRIATE DRESS CODE



The "Appropriate Dress Code" consists of any combination of solid white and navy blue garments. (i.e., plain white top, navy blue bottom; navy blue top and bottom; no denim).

**Any sweaters or hoodies to be worn in the school should conform to the blue/white dress code. Thus any articles of clothing with writing/pictures other than the school crest are not appropriate**

**wear. This also means any articles of clothing in colours other than blue and white are not appropriate. Clothing with stripes and checkers are also not appropriate school wear.**

The school will contact parents when their children are not adhering to the school dress code.

Please ensure that your child is equipped with appropriate wear.

**SUMMER:** In warm months, students should dress modestly. Tops with spaghetti straps, short shorts and torn clothing are not appropriate wear for school. Students are to be dressed properly for a safe physical education class. Running shoes for gym use should not be black soled as they mark up the gym floor. Makeup and jewelry are not appropriate for elementary students. Excessive make-up is not allowed.

All school related activities shall be governed by the dress code. Students are expected to dress in a manner that demonstrates respect for God, self and others.

***If students are not adhering to the dress code, parents will be notified and students may be requested to go home to change.***

## INTERNET SAFETY

The **TCDSB Acceptable Use Policy (AUP)** governs the proper use of technology and electronic communication in our schools. The purpose of the AUP is to provide students and their parents with a set of guidelines that outline the safe and appropriate use of technology within our Catholic School system. Included in the AUP is a definition of **electronic communication** to include social media, website publishing, and the use of **personal electronic devices (PEDs)**. In addition it addresses expectations surrounding the **Bring Your Own Device (BYOD)** policy effective as of September 2012. While these devices are not mandatory for classroom activities, they may be included when there is a clear educational purpose that has been identified by the teacher.

**Definition: Electronic communication** includes but is not limited to Internet use, e-mail, and social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices.

The use of an electronic communication system within the Board has an educational and professional purpose. The term **educational and professional purpose** includes classroom activities and limited high quality, self-discovery activities.

All parents and students are encouraged to familiarize themselves with the AUP. For parents, the full text of the TCDSB AUP can be found at:

<http://www.tcdsb.org/board/policies/aup>

A summary of the AUP expectations for students in the TCDSB:

**Behavioural Expectations:** It is a privilege, not a right, to use the Board's network and devices. Privileges may be restricted or taken away if the AUP is violated. Students must use their own student account and keep it private when using the board network or devices. Students must use the network and electronic communication for educational purposes only. All students and their parents must sign the "Student Access Agreement" before they will be allowed to use the Board's network and devices.

### **Personal Safety & Privacy:**

A student should tell the school principal or teacher immediately if they feel uncomfortable or not safe because of a message they received from an electronic communication such as an email, text message or photo.

Parents should discuss with their children the importance of protecting their personal information and privacy when using any electronic communication such as the internet.

### **Unacceptable Activities:**

- Trying to access or "hack" parts of the Board network or any other computer network is prohibited.
- Purposely breaking, destroying and intentionally abusing Board computers, network, hardware, software, or electronic devices.
- Installing, accessing or sharing unauthorized equipment, software or media files such as games.
- Engaging in any bullying or threatening behaviour such as cyberbullying, making threats, or posting inappropriate material about another student to a social media site is unacceptable and will be dealt with according to the Education Act or school codes of conduct.
- Impersonation or using a false identity

·Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publically, privately, or on any websites

### **Plagiarism and Copyright Infringement**

Students must not plagiarize and must obtain permission for any copyright materials they use.

### **Bring Your Own Computer / Personal Electronic Device (PED):**

The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning.

Students can bring Personal Electronic Devices (PEDs) such as cell phones and laptops to school, but are not allowed to use them during class time unless allowed by the teacher. Students are responsible for securing their own devices and MUST keep them turned off and put away during regular school hours.

The teacher may send a student to the office if a PED is used inappropriately during class time. The administrator may confiscate the device and store it securely until the matter is resolved.

The school principal may decide when and where PEDs are allowed in the school.

Students can use PEDs to connect to the school network for internet access only. PEDs are NOT permitted in examination rooms, unless the teacher has granted permission.

Board Technical support will not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licensed software, unless the software has been licensed for home use.

All student PEDs must have anti-virus protection on them before they can connect to the Board's network.

Students cannot take pictures or capture video with their PEDs in private areas such as washrooms or change rooms.

Any pictures or videos published electronically and taken on school property or at a school event must have the permission of the individual(s), their parents or the principal/designate.

Any images or videos that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

### **Disciplinary Consequences:**

In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.

A school administrator/designate may deny, restrict or suspend a student's access to the Board's network upon any violation of this policy or other rules of the school.

Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.

The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's system.

## **TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2014-2015**

### **Wards**

1.	Peter Jakovcic	416-512-3401
2.	Ann Andrachuk	416-512-3402
3.	Sal Piccininni	416-512-3403
4.	Patrizia Bottoni	416-512-3404
5.	Maria Rizzo	416-512-3405
6.	Frank D'Amico	416-512-3406
7.	John Del Grande	416-512-3407
8.	Garry Tanuan	416-512-3408
9.	Jo-Ann Davis, Chair	416-512-3409
10.	Barbara Poplawski	416-512-3410
11.	Angela Kennedy	416-512-3411
12.	Nancy Crawford, Vice-Chair	416-512-3412
	Christopher MacDonald, Student Trustee	416-512-3413
	Hannah McGroarty, Student Trustee	416-512-3417

## **Parents/Guardians**

**Kindly read and review the following school rules and information with your children in order to ensure student safety and consistency.**

## **CARE/RESPECT FOR SCHOOL PROPERTY**

Care and respect for school property including school grounds, school buses and learning materials as well as other students' belongings is a must at all times. Students are expected to treat school property and supplies with the same respect given to their own personal property. A well-ordered graffiti free school should reduce acts of vandalism and other misbehaviour.

All cases of vandalism are to be reported to the office. If school property is damaged or lost, students are expected to reimburse the school. Parents will be informed of vandalism caused by their child.

A single incident of willful destruction of school property may result in suspension. Intentional

damage is a crime and will be dealt with by the proper authorities.

### **GENERAL RULES**

1. Keep hands, feet and objects to yourself.
2. Any game involving pushing, shoving, tripping or any other dangerous activity will not be tolerated.
3. Foul language will not be tolerated.
4. Students who are unable to peacefully resolve issues are asked to present them to a teacher/principal.
5. **ONLY** playing balls approved by the teacher/principal are allowed to be used in the school yard.
6. Students may not play ball during snowy, rainy and icy conditions.
7. Students are to remain in the playground during recesses and lunch hour.
8. Students are expected to line up promptly when the bell rings and enter or exit the school in an orderly fashion. All students are to enter and exit the school by the school yard doors.
9. Students are required to maintain a safe and positive learning environment.
10. The following items are not permitted on school property:  
sunflower seeds/chewing gum/  
CD players/radios/computer  
games/Ipods/MP3 Players/  
hockey sticks/Baseball bats/  
skateboards/scooters/  
roller blades/bikes/  
pagers/collector cards/  
items with inappropriate sayings  
(e.g. on hats, t-shirts, etc.)

Under no circumstances will the school accept responsibility for loss or damage of prohibited items brought to school.

11. Weapons or items that can be construed as weapons are absolutely not allowed on school property i.e. knives, nails, sharp objects, laser lights, sling shots, elastic bands used to fire missiles, chains, large metal rings, etc. This is to ensure the safety of all students.
12. Students are expected to demonstrate respect for all staff members, visitors and other students.
13. Students are to follow teacher's instructions and carry out all pupil duties.
14. Upon dismissal students are to leave the school grounds promptly and go home.
15. Students are not allowed in the parking lot area for safety reasons.

### **PLAYGROUND RULES (PLAY SAFELY)**

Games involving pushing, shoving, tripping or other dangerous activities are prohibited.

1. No body contact sports. No play fighting (wrestling).
2. No ball playing in snowy, rainy and icy conditions. Small *Nerf*-type balls are allowed. Bicycles are not permitted in the schoolyard.
3. If you are hit or bothered by someone, you are not allowed to hit back. Your duty is to tell the teacher/principal.
4. Remain in the playground during recess and lunchtime (if you eat lunch at school).

### **LUNCHTIME PROCEDURES**

Students staying for lunch may not leave the school grounds unless they have written permission from their parents. Students staying for lunch must complete the signed permission form distributed at the beginning of the year.

It is the policy of the school to allow students to stay for lunch for the following reasons:

- when no one is at home to provide lunch
- when distance is considered too great to cover during lunch hour.

If behaviour becomes a constant problem with any child during lunch hour, we will ask the parents to make other lunchtime arrangements.

On rainy days children who go home for lunch should not arrive back at school until 5 minutes before the bell at which time they will be allowed to go directly to their classrooms.

When dropping off lunches at the office please ensure the following:

- lunches are clearly labelled with the child's full name and room number/teacher's name
- please ensure that your child is aware, in the morning, that his/her lunch will be in the office.

### **LUNCHTIME RULES**

1. All students must remain in their assigned seats until the lunch period has ended.
2. Students are to keep all garbage until they are dismissed for lunch recess.
3. Students may use the washroom only with the permission of the teacher or supervisor on duty. They will go directly to the washroom and then return directly to the lunchroom.
4. Students should speak in a conversational tone, with respect for others.



5. Students are to line up for dismissal when the lunch period is over.
6. Students will be dismissed under the supervision of the teacher or supervisor on duty.
7. Students will walk in a quiet, orderly manner and go directly into the schoolyard at dismissal time.

## STRANGERS AND SAFETY

Please review safety rules with your children on a regular basis.

1. During inclement weather, wait for traffic to come to a full stop before crossing. Do not cross between parked cars. Streets are to be crossed only at traffic lights and where there is a crossing guard.
2. Never hitchhike or accept a ride from a stranger.
3. Never take money, candy or gifts from a stranger.
4. Never invite strangers into the home when alone.
5. Never play in empty or deserted buildings.
6. Never be lured into a house, car, washroom or isolated area.
7. Never play alone in alleyways.
8. When in doubt, run and scream!!!!
9. Scatter your books or belongings if you are forced towards a building or car. These will make people aware that something wrong has occurred.
10. Remember what the person looks like: size, colour of hair, eyes, clothes, car description.
11. Copy the licence plate if a friend enters a strange car; write it in the dirt if nothing else is available.
12. Parents/guardians, check all potential babysitters, and be knowledgeable about older friends your child may have.
13. The police officer serves and protects. Rely on him/her if in trouble.



**Filipe Ferreira**  
Broker

**Direct: 647-298-9299**  
filipe.realtor@gmail.com

Office: 416-535-8000  
Fax: 416-539-9223  
www.realestate2buyandsell.com

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TORONTO, ON M5H 2A6  
INDEPENDENTLY OWNED AND OPERATED

*Please contact the school if you would like to advertise in this publication.*

ST. HELEN SCHOOL STAFF – 2014-2015		
NAME	ASSIGNMENT	ROOM
Sanborn, A.	Principal	
Mandarino, I.	Vice Principal	
Andrusieczko, D.	ELP/1	223
Salvato, A.	ELP/2	202
Almada, J.	ELP/3	224
Buczal, M.	Gr. 1	209
Ciarrocchi, M.	SK – Gr. 1	219
Andrade, S.	Gr. 1 - 2	208
Carinci, P.	Gr. 2	220
Hewitt, M.	Gr. 2 - 3	317
Debono-Nesci, J.	Gr. 3	318
Hzina, E.	Gr. 3 - 4	308
D'Costa, F.	Gr. 4	315
Carnovale, T.	Gr. 4 - 5	307
Uncao, T.	Gr. 5	412
Iglio, T.	Gr. 6	411
Oliveira, S.	Gr. 6 - 7	417
Andrade Marco, S.	Gr. 7	407
Sousa, N.	Gr. 7 - 8	416
Rebelo, E.	Gr. 8	410
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Michael, S.	Special Ed	414
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Addesa, J.	Special Ed.	221
Remondini, M.	Special Ed - (DD)	107
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Di Leo, A.	ESL – 0.5(PM)	314
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Moreira A.P.		
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Galloro, M.	French	406
Vitale Rebelo, J.	Phys. Ed.	Gym
Mironenko, N.	Phys. Ed.	Gym
<b>Support Staff</b>		
Amaral, F.	EA	
Andreacchi, J.	EA	
Figliuzzi, T.	EA	
Freitas, H.	EA	
Glinska, A.	EA	
Garcia, M.	EA	
Maine, A.	Health Care Worker	
Manuel, B.	EA	
Yong, J.	EA	
So, K.	EA	
Viveiros, J.	ECE - RM 202	
Furtado, L.	ECE - RM 223	
Ciofani, F.	ECE - RM 225	
<b>Secretaries</b>		
Strods, J.	Secretary	
Furlano, I.	Clerk Typist	
<b>Caretaking Staff</b>		
Cornacchi, A.	Head Caretaker	
DiMatteo, A.	Caretaker	
Accettura, F.	Night Caretaker	
Citter, W.	Night Caretaker	
Lee, P.	Night Caretaker	
<b>Community Support</b>		
Early Learning Centre (Immacolata)	F. Costa	
Parenting Centre	A. Totino	
Lunch Supervisors	D. Linhares/T. Medeiros	
Snack Program	D. Linhares	

