

# DRESS CODE IN EFFECT

Our school is special because it is a Catholic School and we have Christ as our example. This gives us the important responsibility of acting in a Christian manner at all times. What we wear speaks volumes and therefore we should all wear appropriate clothing to school. Clothing with narrow strapped tops, crop tops or short shorts and skirts are not acceptable. Hats are **not** to be worn inside the building. The length of shorts should be above the knee for all Gr. 4-8 students. If leggings are worn under a short skirt or shorts the skirt or shorts must be of an appropriate and acceptable length. St. Vincent de Paul also has a no makeup policy for all students.

## APPROPRIATE DRESS CODE (NAVY BLUE & WHITE) JK – GRADE 8

### **Tops:**

- White or navy golf/polo style shirt (collared, long or short/sleeve)
- White cotton blouse or shirt
- White or navy turtle neck sweater
- Navy sweater (with or without hood)
- Navy sweat shirt
- T-Shirt (white or navy)
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### **Bottoms:**

- Navy trousers – **NO JEANS OR DENIM**
- Navy sweat pants
- Navy yoga style exercise pants
- Navy skirts/skorts/shorts at the appropriate length, above the knee
- Navy dresses
- Navy cargo or capri style pants
- Knee socks or tights in white or navy

### **Shoes:**

Running shoes, other soft-soled non-marking shoes, sandals etc.

## **SCHOOL HOURS**

### SCHOOL HOURS

JK/SK	9:00-11:35 am 1:05-3:30 pm
Grade 1 to 8	9:00 – 12:05 am and 1:05 – 3:30 pm
Recess	10:10-10:25 am and 2:10-2:25 pm
<b>Lunch</b>	<b>12:05- 1:05 pm</b>
	12:05 -12:45 recess 12:45-1:05 lunchtime

Outside supervision begins at 8:45-9:00 a.m. and 3:30-3:45 p.m. Students arriving prior to this time in the a.m. are not supervised.

### **School Boundaries**

We know that both parents and teachers share our commitment to the safety of all our students at St. Vincent de Paul Catholic School. To ensure proper supervision of students in our schoolyard, we ask that during the times: 8:45 to 9:00 am and 3:30 to 3:45 pm parents and guardians adhere to the practice of moving away from the centre of the playground and stand on the periphery, closer to the north building, to allow teachers a clear view of the playground.

The parents of the grade 1 and 2 students are asked to stand away from the east south building primary exit to avoid crowding in the door ways and to improve visibility. Parents are asked to stand at the north east corner. The grade 1 and 2 students will be escorted into the school by the classroom teacher and escorted out by the classroom teacher. Each child will be delivered to the parent or guardian at dismissal.

Kindergarten students will enter the school from the south playground and will be dismissed from the south playground to each parent or guardian.

At 3:45 pm the school yard bell will ring a second time; the teacher on duty will stand near the basketball net and bring the students who have not been picked up into the school office. The student(s) will wait there until a parent picks them up.

**Thank you for your cooperation in  
this important safety concern.**

# ATTENDANCE

Our school has established procedures to monitor regular attendance at school. Prolonged absence or sporadic attendance will result in a lack of continuity in learning. It is imperative that your child arrives to school on time every day.

**If your child is habitually late, it is disruptive to the other student's learning. They will only enter the class when the next period begins.**

ALL ACCUMULATED LATES ARE DOCUMENTED AND APPEAR ON THEIR REPORT CARD AND STUDENT RECORDS.

**Parents are required to phone the school if a student will be absent or late.** Please phone **(416) 393-5227** **each day** of your child's absence. Messages may be left on the school answering machine between the hours of 4:30 p.m. and 8:30 a.m. When the student returns to school, a written note explaining the absence is required.

*Students are responsible for acquiring and completing work missed during their absence.*

## EMERGENCY CONTACT FORMS

**An emergency contact form is sent home the first week of school. All parents/guardians are asked to fill it out and immediately send it back to school. If any changes occur during the school year, please notify the office as soon as possible.**

## STUDENT ILLNESS

We do not have facilities at school to accommodate children who are ill. There is no personnel to watch your child during recess and lunch if you request that your child stay indoors. Whenever a child becomes ill, we will telephone home to request that someone pick him/her up. We therefore require an emergency contact number in case no one is available at home.

## **SCHOOL PHONES**

To avoid disruption of classroom instruction, students will be allowed to use the school phone **in emergency situations only**. **Parents are asked to convey personal messages to their children leaving for school in the morning.**

## **CELL PHONE POLICY**

Cell phones **must be powered off** during school hours (9:00a.m. through to 3:30p.m.) in all instructional spaces, washrooms, halls, school yard and stored out of view. Violation of this rule will result in confiscation of cell phone. The school **does not** assume responsibility for lost, damaged or stolen cells or personal money brought to school.

**NO CELL PHONES ARE TO BE USED IN CLASSROOMS, HALLWAYS AND IN WASHROOMS DURING SCHOOL HOURS.**

## **RECESS**

All students are required to go outside during recess. We will not, of course, send children out during severe weather, but please ensure that your child is always dressed appropriately for the weather conditions. Morning recess is from 10:30 to 10:45 am and afternoon recess is from 2:15 to 2:30 p.m.

## **FIRE DRILLS**

Fire drills are held on a regular basis to ensure that the school can be evacuated in an orderly, panic-free manner in case of an emergency. The wearing of **indoor shoes** is mandatory since fire drills are unannounced and every person must leave the building when the fire alarm sounds.

## **PERSONAL PROPERTY**

Parents are requested to see that their children's clothes, boots, gloves, scarves, running shoes, lunch kits, etc. are marked with the child's name. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing, there is a good chance it will be in the Lost and Found box. Children should look in this box; parents are also encouraged to come to the school and look for lost items.

Every year many excellent articles of clothing are left behind. Twice a year these items are collected and sent to charitable organizations.

**iPODS, iPHONES, video games, electronics and other toys are not permitted in the school.**

## **BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES**

All students are expected to walk their bicycles when on school property. Bicycles must be locked. The school does **NOT** assume responsibility for lost or stolen bicycles. Skateboards, scooters and rollerblades are not to be brought to school, and are not allowed on school property including not physically holding the scooter and/or skateboard.

## **LUNCH HOUR**

Students will go home for lunch or stay at school for their lunch. The expectation is that if they eat lunch at school they come to school with a nutritious lunch and do not leave the school premises to buy their lunch. The students are not allowed to go on Roncesvalles and buy their lunch. Please refrain from sending a note allowing them to do so. This is in the best interest of your child's safety and assists the school in proper supervision of your child.

The exception to this rule is that Grade 7 & 8 students are permitted out to buy their lunch only on Thursdays with a written permission form from the parent. **Please refrain from a phone call permission for your child to go out for lunch.**

Students who leave to buy a lunch at 12:05 p.m. are not allowed back into the school until 1:05 p.m.

Students staying for lunch must remain on the school property and adhere to specific regulations. The authority of the teachers and lunch hour supervisors must be respected at all times. Failure of students to respect the noon hour regulations will result in this privilege being withdrawn for a specified period of time. We encourage all students to bring a nutritional snack and lunch.

## **VISITOR IDENTIFICATION PROGRAMME**

A Visitor Identification Programme will be enforced by all staff members. Who is a visitor?...parents, grandparents, caregivers, volunteers, couriers, delivery persons, board employees who are not staff members, co-op students, teacher candidates, etc. Anyone who is not a student or immediate member of staff is considered a visitor and must report to the office before visiting any other part of the building, whether or not the visit is brief.

## **PROCEDURE FOR VISITORS**

- sign in at the office
- pick up identification badge
- return identification badge when leaving the building

## **SCHOOL COUNCIL**

St. Vincent de Paul has a well organized School Council which meets on a regular monthly basis (usually 1<sup>st</sup> Wednesday of every month @ 7pm). The School Council's main function is to act as an advisory group to the school administration in determining community needs and formulating policies that will meet these needs. The School Council is a valuable asset to the school. All parents are invited and encouraged to become members of the Council. Throughout the year the School Council organizes various fund-raising activities. This money is used to sponsor special events and activities at the school.

## **MEET THE TEACHER NIGHT/CURRICULUM NIGHT**

You are invited to meet your child's teacher and familiarize yourself with his/her programme for students on Thursday, October 4 at 7:00 p.m. We look forward to meeting you. Come and meet the "new" staff and renew acquaintances.

## **REPORT CARDS**

Evaluations are based on a combination of daily work assignments and activities, tests, and the achievement of learning skills. Marks are based on levels which reflect the standards set out by the Ministry of Education. Teachers collect a variety of information, including anecdotal observations. The elementary progress report is sent out in November, and the elementary provincial report card is sent out two times per year, in February and June. **Please return the third and fourth page of the report card.** We encourage parents to discuss these evaluations with their child and teacher. We also ask parents to diligently please **return the Kraft envelope of each report period so that we may re use it.**

## **PARENT TEACHER INTERVIEWS**

Parent-teacher interviews are scheduled twice during the year. If at other times you have questions regarding your child's progress, please feel free to telephone for an appointment to discuss the matter with your child's teacher.

## **SCHOOL PICTURES**

Children will have their pictures taken on **Wednesday, October 24, 2012.**

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

As the children arrive at school on Tuesday, September 4th, a tentative class and grade organization is in place.

It is important to understand that due to a possible increase or decrease in enrolment, changes may need to be made in grade organization, teacher assignments and the placement of children during the month of September/early October.

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

## **FORMS**

Student Accident forms are being distributed. If you are interested in the insurance plan, please complete the form and mail it to the company in the envelope provided. If you have any questions regarding this insurance, please contact the insurance company directly.

Excursion, lunch forms, Health and Safety forms and Information Release forms are included in this package. Please complete these forms and return them to your child's classroom teacher as soon as possible.

## **HOMEWORK**

Any homework that is brought home by the students is work that should have been completed during regular class time, needed practice, or a longer term project. It also includes reading with your child. Children at this age require "play time" after five hours of work at school. A general rule of thumb for homework is 10 minutes X the grade level as a maximum i.e.  $10 \times 3 = 30$  minutes,  $10 \times 7 = 70$  minutes. If your child seems to be doing homework for a prolonged period of time, please contact the child's teacher. A pamphlet explaining TCDSB Homework Policy is available.

## **PHYSICAL EDUCATION**

Fitness and development of Kinaesthetic skills are an integral part of each child's Program. Physical education affects fitness and has a marked influence on healthy attitudes and habits. More active youths have higher fitness scores and lower body-fat levels than their less active peers, better health practices, with fewer of these groups smoking tobacco. These youths tend to eat a regular breakfast and get sufficient sleep.

Therefore:

All students are expected to participate in the prescribed course of study (dictated by the Ministry of Education) except in the case of illness or injury. If such circumstances occur, a note is required and the student will be given an appropriate study task to complete, which will be counted towards their evaluation in physical education.

All students must bring a change of clothing for physical education to promote good healthy habits. When students change into appropriate clothing, we expect them to take care of their belongings and under no circumstances should they leave their valuables in desks, washrooms, etc., as we cannot be responsible for their loss. Non streak running shoes that do not make black marks on the new gym floor are the only permissible running shoes in the gym.

## **COMMUNICATION**

It is our goal to keep all of our families informed of the life here in our schools, whether it be of academic, social, athletic, or other informative matters. To this end we will issue regular newsletters. On average you can expect one newsletter every other month. Information will be sent home regarding special activities, P.A. Days, Mass Celebrations, Sacrament dates and Tournament dates as they become available.

## **SACRAMENTAL AND RELIGIOUS INSTRUCTION**

Religion is integrated within all aspects of the education experience and that is one of the reasons we can say that "Catholic Schools are schools with a difference."

The children of our school, with the help of parents, priest and teachers, are made ready to receive the Sacraments.



## **PARENT RESPONSIBILITIES**

All children must take part in religious instruction and celebrations and may not be excused from participation. We also encourage the children to attend Sunday Mass regularly with their parents, as the Mass is the very centre of our worship. Periodically the teacher will send home information about the program being used with ideas for parents/guardians to use with their child at home. We hope you will use these to make the spiritual development of your child a real joint effort of church, school and home.

### **St. Vincent de Paul School Code of Conduct**

St. Vincent de Paul has established a Safe School Committee made up of parents, teachers, support staff, community members and students. All pertinent safety issues and the School Code of Conduct may be brought to the Safe School Committee for discussion.

This year, I will try my very best to be:

**RESPECTFUL OBEDIENT RESPONSIBLE** (at home, on the way to and from school, and at school)

#### STUDENTS WILL BE RESPECTFUL

1. I will wear only clothing/accessories that reflect Christian values, which are emphasized at our school.
2. I will not deface, damage, or steal any school property or the property of others at the school.
3. I will use only proper language. I will never swear, make racial or sexist remarks, tease, put down or ridicule others. My words and my actions will show that I respect all staff, students, neighbours and visitors in the school.
4. I will never use intimidation, harassment, extortion, assault or threats, all of which I know are hurtful to others.
5. I will \_\_\_\_\_

#### BE OBEDIENT

1. I will be at the right place at the right time. I will never leave the school grounds without a properly dated and signed permission note from my parent/guardian.
2. I will be punctual. I will come to line immediately when the bell rings. I will not be late or truant (skip class).
3. I will obey all staff at school and on excursions.

4. I will not disrupt others so that students can learn, teachers can teach and other staff can carry out their duties.
5. I will obey all bus safety rules.
6. I will obey all lunchtime rules. I will remain seated while eating, speak quietly, place all garbage in the appropriate containers (inside and outside) and be co-operative and courteous to all supervisors.
7. I will \_\_\_\_\_

### BE RESPONSIBLE

1. I will be responsible for my safety and the safety of others. I will never bring to school or use at school the following items: gum, rollerblades, skateboards, knives, matches, lighters, tobacco products, stink bombs, laser pointers, drugs, alcohol, iPods, water guns, weapons or replicas of weapons and other items not allowed at our school.
2. I will walk on the right hand side of stairs and hallways or as staff may direct. I will never run in the school (except in the gym).
3. I will be prepared for class. I will have the proper books and equipment. I will keep my books and desk tidy.
4. I will complete my agenda book, have my parent/guardian sign it as required, and complete my homework.
5. I will work diligently to complete all classroom assignments to the best of my ability.
6. I will \_\_\_\_\_

### **Roles and Responsibilities**

Our school, in partnership with parents and community, has the responsibility to:

- Provide a safe school environment
- Teach positive behaviour and good citizenship
- Teach acceptance and respect for others
- Foster open and honest communication

### **Principals**

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership role by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment
- Holding everyone accountable for their actions
- Communicating regularly and meaningfully with all members of their school community

## **Staff**

Teachers and school staff, under the leadership of their principal, maintain order in the school and are expected to hold the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- Help students work to their potential and develop their self-worth
- Communicate regularly and meaningfully with parents
- Maintain consistent standards of behaviour for all students
- Demonstrate respect for all students, staff and parents
- Prepare students for the full responsibilities of citizenship

## **PARENT RESPONSIBILITIES**

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents are partners in the education of their children. Parents agree to fulfill their responsibilities.

## **STUDENT RESPONSIBILITIES:**

- Students are accountable for their actions.
- Students agree to accept, from the school, discipline as exercised by a kind, firm and judicious parent.
- Students are expected to act as responsible members of the Catholic Community.
- Students agree to respect property.
- Students are responsible for attending classes.
- Students are responsible for putting a strong, consistent effort into their studies.
- Students are expected to abide by the Code of Behaviour.

## ***Code of Behaviour***

1. ***BE proud.*** We are proud of our school.  
We respect staff, students and school property.
2. ***BE on time.***  
We are on time. We are prepared to learn.
3. ***BE ready to learn.***

We do our best to learn at all times.

4. ***BE respectful.*** We engage in appropriate behaviour while on school property.
5. ***BE polite.*** We are proud of our school.  
We are polite and respectful in the way we talk and behave.
6. ***BE responsible.***  
We are responsible for our words and actions.
7. ***BE peaceful.***  
We solve problems in a peaceful way.

**We respect the HANDS OFF POLICY  
at St. Vincent de Paul School**

**St. Vincent de Paul Catholic School Progressive Discipline Plan**

Progressive discipline is a whole-school approach that utilizes a continuum of:

1. Prevention Measures and Initiatives,
2. Early and Ongoing Intervention Strategies
3. Strategies to Address Inappropriate Behaviour

A positive school climate is a crucial component of prevention. A positive climate exists when all members of the school community feel safe, comfortable and accepted. Programs and activities that focus on the building of healthy relationships provide the foundation for creating a positive school climate. Our St. Vincent de Paul School Progressive Discipline Plan is embedded with Gospel teachings and reflect our Catholic values.

<p><b>Part 1 Prevention Measures and Initiatives</b></p>
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These include programs and strategies that reflect prevention measures and initiatives that contribute to a positive school climate.

**St. Vincent de Paul proactive school-wide initiatives:**

- all members of the school community model Catholic attitudes and behaviours

- dedication to the achievement of Catholic Graduate Expectations
- clear communication of our School Code of Conduct in the agendas/and September Bulletin
- direct teaching of behavioural expectations
- consistent application of school's code of conduct by all staff
- effective classroom management
- implementation of the school's Safe School Plan
- establishment of a confidential reporting system
- identification of high risk areas: playgrounds, washrooms, hallways...
- documentation/data analysis
- targeted presentations for bullying
- anxiety in service for staff
- progressive discipline evening for our parent community
- student leadership opportunities-student council, Me to We
- poster contest
- peace/social justice initiatives
- virtue of the month
- photo exhibition that promotes monthly virtues
- daily gospel readings over the P.A.
- weekly recognition of acts of kindness and honesty over the P.A.
- establishing a Safe School Committee that meets 4 times a year

## Part 2

### Early and Ongoing Intervention Strategies

Classroom teachers and support staff rely on a variety of measures and strategies in order to:

- promote and sustain positive student behaviour
- prevent unsafe or inappropriate behaviour
- address underlying causes of inappropriate behaviour

It may be necessary to consult with and obtain additional support from the administration, school support staff, outside agencies, etc.

#### **Examples of early and ongoing interventions at the classroom level:**

- teachable moments
- embedded curriculum links, e.g., Religious Education and Family Life programs

- verbal reminder of appropriate behaviour
- a variety of classroom-level responses, e.g., quiet area to work, loss of privilege, behaviour contract, positive reinforcement of improved behaviour
- application of formative consequences, e.g., reflective activity
- support for the building of healthy relationships, e.g., peer mentoring
- social skills programs
- social problem-solving training, e.g., negotiation, mediation, compromise, responding to criticism, dealing with losing and failure, responding to peer pressure
- anger management training
- setting clear goals and action plans
- documentation of incidents
- identification, interventions and supports for students with special education needs, e.g., refer to behavioural modifications and accommodations in IEP
- referrals to guidance , social worker or school support team

### **Part 3**

### **Strategies to Address Inappropriate Behaviour**

When student behaviour does not respond to early and ongoing interventions, strategies and consequences that focus on improving behaviour must be applied. School administrators provide an additional level of support, when behaviours escalate in severity and persistence beyond the classroom level.

Interventions must continue to be developmentally appropriate and to align with expectations in the student's IEP.

In serious cases, consequences may include a suspension or an expulsion.

**Examples of strategies to address inappropriate behaviour listed below:**

#### *Teacher/School Staff*

- immediate verbal intervention/reprimand/warning
- social contract/behaviour plan
- contact with parents
- detention
- loss of privilege
- parent/teacher/student conference

- consultation with administration
- consultations with school-based support team

### *Administration*

- parent/teacher/student/administrator conference
- formative consequences, e.g., reflection paper
- contact with parents
- meeting with school support team
- referral to support staff and/or community agencies
- supervised withdrawal from class
- restitution: clean up/repair/replace
- school contract/behaviour plan
- suspension/expulsion

## **ANAPHYLAXIS ALLERGIES / MEDICATIONS**

Each year more and more students are diagnosed with severe life threatening allergies. **St. Vincent De Paul is an allergen aware school.** We have many students who suffer from Food Allergy to Peanuts (and products that contain them), Chickpeas, Seeds (sesame, tahini/tachini, cottonseed, caraway, mustard, flaxseed, poppy seed, psyllium, sunflower) Tree Nuts (can include almonds, brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts, shea nuts, hickory nuts, pinion among others) Shellfish and Fish (shrimp and fish products).

**EXPOSURE TO EVEN THE SMALLEST AMOUNT CAN CAUSE SEVERE LIFE THREATENING REACTIONS THAT REQUIRE IMMEDIATE INTERVENTION WITH MEDICATION OR HOSPITALIZATION.** Please refrain from sending any treats on special occasions such as cookies, cupcakes, donuts. Instead send fruit or vegetables or non-edible treats such as stickers, pencils, erasers etc.

We appreciate the co-operation of all parents/caregivers in the community in **NOT** sending any lunches or snacks that contain these items, which can potentially harm one of our children.

**EVERY CHILD WITH A LIFE THREATENING ALLERGY MUST CARRY AN EPI-PEN AT ALL TIMES ON THEM AND HAVE AN EXTRA EPI-PEN TO BE HELD AT THE SCHOOL OFFICE.**

# STAFF LIST FOR 2012-2013

JK/SK	S. Fantetti	a.m./p.m.
JK/SK	K. Dix	a.m.
Gr. 1	K. Eckert	
Gr. 1/2	R. Temor	
Gr. 2	C. Goncalves	
Gr. 3	S. Hewitt	
Gr. 4	T.B.A.	
Gr. 4	E. Wiktorczyk	
Gr. 5	K. Dix	p.m.
Gr 5/6	T.B.A.	
Gr. 5 F.I.	J. Kundakci	a.m.
Gr. 6 F.I.	L. Ciampa	a.m.
Gr. 7	K. Rajca	a.m./Gr. 6 p.m.
Gr. 7 F.I.	J. Kundakci	p.m.
Gr. 8 F.I.	J. Skoreyko	p.m.
Gr. 8	T. van den Heuvel	a.m./Gr. 7/8 p.m.
L.I.	H. Mahabir	
Sp. Ed.	M. Amaral	
Ed. Assts.	M. Cumbo, G. Vieira, J. Walker	
Vocal Music	M. Janus	
Instr. Music	G. Gutsol	
Guidance	F. Amato	
Library	G. Respecio	
F.S.L.	C. Vanderlinden	
F.S.L.	M. Pavesi	
PhysEd.Spec.	S. Giovinazzo	
Principal	K. Schneider	
Secretary	A. Krol	
Hd. Caretaker	H. Janusz	
Ev. Caretaker	A. Toma	



ST. VINCENT DE PAUL CATHOLIC SCHOOL

2012-2013 SCHOOL YEAR CALENDAR

Labour Day	September 3, 2012
<b>Fall Term Commences</b>	<b>September 4, 2012</b>
Curriculum Night	October 4, 2012
Thanksgiving Day	October 8, 2012
Picture Day	October 24, 2012
Parent/Teacher Interviews	November 15, 2012 (evening)
P. A. Day	November 16 & December 7, 2012
Christmas Vacation	December 24, 2012 to January 4, 2013
<b>Winter Term Commences</b>	<b>January 5, 2013</b>
P. A. Day	January 25, 2013
Parent/Teacher Interviews	February 14, 2013 (evening)
P. A. Day (P/T Interviews)	February 15, 2013
Family Day	February 18, 2013
Mid-Winter Break	March 11- 15, 2013
Good Friday	March 29, 2013
Easter Monday	April 1, 2013
Catholic Education Week	May 6-10, 2013
Victoria Day Holiday	May 20, 2013
P. A. Day	June 7, 2013
<b>LAST DAY OF SCHOOL</b>	June 27, 2013
P. A. Day	June 28, 2013

# **Important Notice**

Please keep a copy of this September booklet for the policies, rules and Code of Conduct at St. Vincent de Paul Catholic School.

Please refer to it with your child throughout the year.