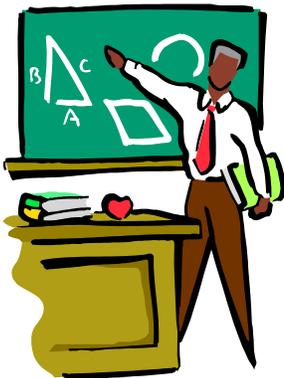


## PARENT HANDBOOK



### “The Partnership”

I dreamed I stood in a studio  
And watched two sculptures there.  
The clay they used was a young child’s mind  
And they fashioned it with care.

One was a teacher – the tools used  
Were book, music, and art  
The other, a parent, worked with a guiding hand  
And a gentle, loving heart.

Day after day, the teacher toiled with touch  
That was careful, deft, and sure.  
While the parent labored by his side  
And polished and smoothed it o’er.

And when at last their work was done  
They were proud of what they had wrought  
For the things they had molded into the child  
Could neither be sold nor bought.

And each agreed they would have failed  
If each had worked alone.  
For behind the parent stood the school  
And behind the teacher, the home.



## Venerable John Merlini Catholic School

Dear Parents,

A warm welcome to parents, students and new staff as we begin another exciting year at Venerable John Merlini Catholic School. A special welcome to the new families in our school community. To all of you we offer a special greeting. We certainly hope your children will enjoy another positive and successful school year.

Once again, we must work together to ensure that our children continually strive for their personal best. In order to achieve this parents and teachers need to instill in our children a strong moral vision: What does it mean to be a good person; an excellent neighbour; a compassionate heart? What does it mean to say that God exists; that He loves us and He cares for us? What does it mean to love and forgive each other? Parents are the primary spiritual teachers of our children. Parents and caregivers must play a primary role in returning our society to a healthy sense of the sacred and moral. We must commit to feeding our children's souls in the same way we commit to feeding their bodies.

This Parent Handbook contains important information that we ask you to read carefully and keep for future reference. Parents will have an opportunity to learn more about our school, staff and curriculum **MEET THE TEACHER/CURRICULUM NIGHT**.

Finally, we encourage you to keep contact with your child's teacher as we strive to serve their educational needs to the best of our ability. Feel free to contact us should you have any questions or concerns. We wish you and your children a most successful school year!

### **ADMINISTRATION OF MEDICATION POLICY**

If your child/children are required at any time to take medication at school, please note, it is Board policy that parents or guardians **must** submit a completed **Request of Consent for the Administration of Oral Medication** form to the school with the medication. This form, which is available through the office, must be signed by **BOTH** the parent and the physician in the case of any prescription medication. In the case of patent medicines, this form may be signed by the parent alone. **No other medication of any kind is distributed through the office.**

### **ALLERGIES**

Parents are requested to inform their child's teacher concerning any food, medicine and other allergies or insect bite reactions. Teachers are not permitted to administer any medication unless proper forms and consultation has taken place with the school in advance. In a related matter, it is helpful for all of us to be aware of the severity of some allergy problems. A wider variety of reactions are more prevalent today. Most sensitivities are outgrown by the time children complete elementary or secondary school, however, some children continue to run the risk of having anaphylaxis shock to such foods as peanuts, eggs, wheat and fish. Even minute amounts are sufficient to cause a severe reaction.

The Canadian Society of Allergy and Clinical Immunology provide guidelines for procedures where children are present in an educational setting. Some of these are provided below. Our hope is that all parents become aware of the precautions and assist teachers in providing a safe environment for children with anaphylactic reactions.

- Medic Alert bracelets are highly recommended.
- There should be no sharing of food, food utensils or containers.
- Food allergic children should eat only lunches and snacks prepared at home. Surfaces where food is consumed should be washed.
- Hand washing is encouraged before and after eating.
- **EPI-PENS** – If your child has an epi-pen we ask that he/she carry it on their person via a fanny pack. A second epi-pen for the office (as back up) is strongly urged.

### ***Food Policy***

In light of the above information, the recent growing prevalent nature of allergic reactions to a variety of foods and the **LIFE THREATENING NATURE** of food allergies a food policy is implemented at Venerable John Merlini School.

It is requested that parents strictly monitor their child's lunches and snacks to ensure **no peanut products are sent to the school**. This policy is being made out of respect for the students who suffer from such allergies and the extreme threat posed by the presence of such foods. **Please consult with the office or classroom teacher about other allergic situations**. We trust we can expect everyone's co-operation and support in this most important matter.

**PLEASE KEEP THIS IN MIND WHEN PREPARING LUNCH/SNACKS and BIRTHDAY TREATS.**



### **ATTENDANCE (Safe Arrival & Departure)**

#### **a) Absence**

If a child is unable to attend on any day, whether due to illness or for any parent-approved reason, the parent is expected to contact the school and leave a message on our voice mail. **Please call the school before 9:00 a.m. at 416 393-5397, and press 1 to report an absence, to advise us that your child will not be attending. PLEASE DO NOT LEAVE ATTENDANCE MESSAGES ON THE TEACHER'S VOICE MAILBOX.**

If a child will not be attending school for the afternoon session, the parent or person delegated by the parent should contact the school before 12:30 p.m. and advise that the child will not be attending school for the afternoon. The reason for such absence should also be provided at this time.

If we have not heard from you, we will contact you at home or at work, so it is therefore **vital** that **all** necessary contact numbers are correct and current. When a child returns to school after an absence, a written note, dated, signed by the parent/guardian and stating the reason for the child's absence from school, **must** be sent to the child's teacher.

**N.B. As a general rule, if a child is well enough to attend school, then, he/she is well enough to take outdoor recess, physical education and participate in all regular programs. However, if there are legitimate reasons why your child should be exempt from certain activities, please send a written request with appropriate medical notification**

#### **b) Early Dismissal**

Should you require that your child leave the school before dismissal time or have an alternate pick up person, please provide us with a **signed and dated note** to this effect. If this is not possible due to

circumstances beyond your control, please call the school office. **Please inform the school whenever the pick-up person for your child is changed – even if it is only for one day.**

**Please do not telephone the school at the last minute requesting a change in where your child should go after school or with whom. At times we cannot confirm the identity of the caller, therefore, we ask that you send a signed, written note to your child's teacher if there is a change in the usual routine.**

**NO STUDENT WILL BE PERMITTED TO LEAVE THE SCHOOL EARLY WITHOUT DIRECT PARENTAL APPROVAL.**

#### **c) Lateness**

Good attendance and punctuality are expected and should be encouraged at all times. If your child arrives late for school he/she will be given an 'admit slip' (computer printout) at the office and the lateness recorded immediately from the Board's system. A child is on time when he or she is in line for teacher pick up for classes. Please **ensure** that you child is on time for classes so that instruction is not interrupted.

A written notice will be sent home for consistent lates. Further parental and/or school intervention may follow as past lates will be referred to in order to determine if a "pattern of habitual" lates appears to be emerging.

**N.B. Although Venerable John Merlini welcomes students from outside the area – these students too are expected to arrive on time by taking steps to allow for the "extra" time (distance, traffic...) to arrive promptly!**

#### **d) Extended Vacation**

Please note that the school year is designed with "built in breaks" allowing parents to plan ahead for vacation time. Days missed due to extended vacation or vacations taken while school is in session impact significantly on your child's education for which you the parent is ultimately responsible.

Please notify the office in writing of any "extended" vacation days to be taken or prolonged absences during school time.

#### **CONTACTING TEACHER**

Should you have any questions or concerns please contact your child's teacher. You may send a note to the teacher or call the school office to leave a message for a return call. Please understand that teachers are not always available to immediately take your call. Supervision and classroom instruction periods are times when teachers **MUST** be with the children. However, we acknowledge and support open communication between the teacher and the home at all times.

#### **CSAC (Catholic Schools Advisory Council)**

The Parent Council is a group of parents working together with the staff to provide the best possible Catholic education for our children. Your support is needed for this association to function at its best.

Meetings are held in the school approximately once every month to discuss issues related to the school and the community. **Our first meeting of the year is an election one scheduled in September (date to follow).**

**N.B.** This is an important meeting as a new council will be formed. This council will be made up of 11 members (7 parents and 4 designates which include a teacher rep, a community rep, a non-teaching rep, a parish rep,) as well as the principal.

Eleven members have voting privileges and they themselves will elect the members of the executive council. The principal, although also a member of the council, does not vote since the council recommends to the principal. The principal considers the recommendation and then renders a decision on that recommendation.

Detailed information as to the election and nominations has already gone out and it is hoped that we can attract many interested parents.

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

It is very important that we, teachers and parents, establish a positive working relationship early in the school year. To this end, and on behalf of the Venerable John Merlini staff, and Parent Council, we cordially invite and encourage you to attend (date to follow).

### **DAILY ROUTINES**



**Note:** Parents please review these carefully with your child/children.

- Students come to school in clean, neat & practical attire.
- When the bell rings students line up quickly and quietly in their line. **Students, either on their own or accompanied by adults, ARE NOT TO ENTER VIA THE FRONT DOORS.** These are for school visitors or parents who have specific business at the office.
- Students come into the school quietly, hang up their coats, go to their seats and get ready to learn.
- Students listen to the teacher. They put up their hand when they wish to speak during a lesson. They never interrupt. They do not laugh at others' mistakes.
- Students ask permission to go to the washroom.
- Students refrain from foul or improper language.
- At recess students dress warmly and go outside. They remain outside until the bell rings.
- Students use tennis, soft or nerf balls **only**.
- At lunch time students sit in their seats, eat their lunch quietly, tidy up their desk, empty garbage in the garbage can and line up to go outside. (They **DO NOT** leave school grounds unless parental notification has been given.)



- If it is cold or rainy students stay in their seats and work on a quiet activity.
- When leaving their classes either for the library/ gym/washroom etc... students walk quietly through the halls. Students never run.
- Students are courteous to adults and peers at all times
- When given an instruction by a teacher or staff member students listen carefully and follow the instructions. They always speak politely.
- Students always strive to do their best work.
- At dismissal, students go straight home (No loitering or wandering around the school.). **If the pick-up person is late or absent or if a student is afraid to go home for any reason, the student will come to the office.**

**Parents, please pick up your child/children at their appropriate exit doors or designate a pick-up place on school grounds. At all times when visiting the school we ask that you please check in at the office. Your support in these matters will help enforce our daily routines and maintain SAFETY in our school.**

### **DISCIPLINE/BEHAVIOUR CODE**

*Train a child in the way  
He should go  
And when he is old  
He will not depart from it*

Proverb 22:6

As of September 1996, all school boards in Ontario were mandated by the Ministry of Education to ensure that all schools have a fully functioning discipline code as outlined in their Violence-Free Policy.

The purpose of any school behavior code is to develop in our children a sense of self-discipline that comes from a healthy respect for themselves and those around them. We teach the students that reasonable obedience and conformity to the rules and regulations of the class and school lead to productive and harmonious integration with others.

Our Code of Behaviour is not meant to be punitive but it is intended to make clear to everyone that we care deeply about our students and want all of them to be free to learn in an environment which is able to focus on academic pursuits imbued with the message of the gospel values.

You, of course, are the first teachers of your children and have a very powerful effect on their lives. We can only support the efforts of the home and ensure that, while at school, your children learn how to operate in the world outside the home.

Furthermore, at Venerable John Merlin, we expect the students to treat each staff member and each other with courtesy and respect at all times. Teachers view all the students as their own and will look out for their well-being at all times, as well as deal with inappropriate and/or unacceptable behavior as it arises. At Venerable John Merlini, we are a family where Christian values, respect and courtesy are cherished. We ask you, the parents, to assist us in this endeavour.

**The Venerable John Merlini Code of Behaviour Booklet is available as an insert in the Students' agendas. Please ensure that both you (parent) and the child have signed it.**

### **DRESS and GENERAL APPEARANCE**

All students are expected to come to school appropriately dressed i.e. neat, clean and in a manner that reflects the aims and atmosphere of a Catholic School. Students are asked to take *pride* in their personal appearance. Make up or short tops exposing midriffs will not be permitted for grades 6 to 8.

Parents are reminded to have their children dress appropriately for outdoor play, especially during the colder months (mittens, hats, and coats) as everyone is expected to go outside. **Please do not ask that your child be kept inside during the recesses:** on rainy days, and when the weather is severe, the children will remain in their classes and engage in quiet activities during the recess period.



### **ENTRY & EXIT PROCEDURES AND GENERAL SAFETY MEASURES**

Venerable John Merlini's students will continue to enter and exit through designated doors and **not** through the main doors. The main doors are reserved for those visitors (parents & others) who have specific business at the office.

The safety of our students at Venerable John Merlini Catholic School continues to be of paramount importance to us all. To this end, we will continue the measures designed to increase our safety level. (i.e. asking parents to meet their children at designated exit point, asking parents and visitors to report to the office, signing your child in and/or out during the school day, and often communicating these same to the community via newsletters and other communiqués.)

We ask both parents and staff to frequently review safety rules and routines with their respective students.

Access to school and school property is set out in detail in both the Education Act and School Board Policy. Authorization to be on school premises does not automatically entitle one to have access to all areas of the school premises. **Once the school day has begun, anyone (parents included) coming to the school MUST report to the office.**

Keeping our halls free of traffic requires much vigilance.  
Please note:

- 1. All visitors to the school especially *while school is in session* (parents, caregivers, guests, etc.) are asked to report to the office, state their business and if visiting, sign in, receive a VISITOR'S PASS, and return the VISITOR'S PASS at sign-out.**
- 2. All doors other than main ones will lock at 9:00 a.m.**
- 3. Students from Kindergarten to grade 4 go to the bathroom and office in pairs.**
- 4. Lunch Students** – These are students who, because of distance are either bused or driven to school or have no one at home to provide supervision, and they eat their lunch at school. **Lunch students are to bring their own lunch to school. Please plan in advance and do not drop off lunches unless an emergency.**

In an **emergency** or for a very **special event**, should a parent bring the lunch to school, he/she is asked to **enter by way of the main doors and ‘drop it off’ at the office. Please do not go directly to the classroom. Make sure the lunch bag bears the child’s name and teacher’s name.**

#### **5. Early Pick-up or Return** (during the school day)

If picking up a student early or returning the student, please do so at the main office and sign in or out.

Parents, please review these procedures with your child/ren as well as the Code of Behaviour which contains more detailed information regarding visitors, lunch procedures, entry and dismissal etc.

**Needless to say, parents play a crucial role in forming the behaviour and attitudes of their children through modeling and example. It is vital that we teach them good citizenship, e.g. that there sound reasons for routines and regulations and that when applied they should in all fairness, and barring exceptional circumstances, - BE APPLIED TO ALL.**

**Please note that caps are not permitted to be worn inside the building.**

#### **EXCURSIONS /EXTRA- CURRICULAR (IE) SPORTS ETC...**

Excursions/sports events are a valuable learning experience and an important part of the school program at Venerable John Merlinii. Signed **parental permission** must be obtained before any child participates in an excursion/or sport event. No child may attend **without** parental permission.

- The teaching staff reserves the right to hold the student(s) back from such activities if pre-set criteria have not been met.

#### **PHYSICAL EDUCATION CLASSES**

It is required that all students participate in Physical Education classes, unless otherwise excused by a **medical certificate**. It is essential that students be properly attired for these classes: **T-SHIRTS, SHORTS/TRACK PANTS AND RUNNING SHOES (with non-scuff soles)**. Please encourage your children to dress accordingly and be prepared for classes at all times.

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

If you should discover that your child has been infected with head lice, we would ask that you advise either the school secretary or principal about the problem in order that various classes can be checked to prevent further spreading.

Outbreaks of pediculosis are common among school children and are not considered a health problem. Any person, however clean, may become infected by exposure to other infected persons or their belongings, particularly clothing (hats, coats, combs, hair brushes, etc.)

Parents are advised to look for pediculosis when their children are observed to excessively scratch their heads.

Suggested Treatment – When infestation occurs, effective preparations can be obtained without a doctor’s prescription from most pharmacies.

**Once all lice and nits have been removed from the head, children may return to school.**

## **HEALTH INFORMATION**

The telephone number of the North York Public Health Department for general enquiries is 416 338-7600.

Parents are reminded of the LEGAL REQUIREMENTS that children of school age in Ontario MUST BE IMMUNIZED against diphtheria, polio, tetanus, measles, mumps and rubella (German measles).

**N.B. Some children have allergies which can be life-threatening. If your child is allergic to foods, perfumes, etc. please let us know.**

## **HOMEWORK**

Many parents ask teachers about the amount of homework the student should be doing. Homework involves reviewing the work of the day, completing work not finished through the day, doing special assignments, reviewing for tests and generally being confident that the student is “on top of” the work at all times.

Generally speaking, homework reinforces and extends daily class work. It encourages the development of independent work habits and provides communication between school and home. It further develops self-discipline, time management and organizational skills.

The agendas (specifically designed to meet the different divisional needs and filled with great tips and ideas) when used in conjunction with teacher guidance and parental support, would help our students meet increased academic success. The Toronto Catholic District School Board Homework Policy is basically 10 minutes per grade level. What follows tends to be the more prevalent practice as well as the format our teachers support.

### **Junior/Senior Kindergarten Division** (approx. 15 min.)

At this stage children begin to acquire the skills of listening and remembering. They also begin to assume responsibility for the next day’s events. Daily routines both at school and in the home environment assist in fostering this. **Daily reading out loud to your child in any language, is highly beneficial to language acquisition and development.**

### **Primary Division (Grades 1 and 2)** (approx. 15-30 min.)

Students must understand that the completion of assigned tasks is just as important as the process of doing them. Therefore, at this level, students will be expected to complete unfinished schoolwork. Teachers may also assign any other appropriate skill-building activities according to individual needs. At this level, parental involvement can act as a powerful tool in advancing children’s readiness and ability to learn, especially in the area of reading.

### **Primary Division (Grade 3)** (approx. 30-45 min.)

The Grade 3 level may be considered a transitional year during which more formal homework will be given with expectations approaching those outlined under the Junior Division.

### **Junior Division (Grades 4,5,6)** (approx. 45 min. – 1 1/2hrs.)

At this level, students can be working towards independent study with expectations increasing according to individual ability. Homework may be assigned on two levels:

1. On-going weekly homework to include:
  - Completion of in-school work
  - Specific curriculum-related assignments arising from major units of study.
  
2. Preparation for long term projects and tests.

### **Grades 7 and 8** (1 ½ to 2 ½ hrs.)

At this level, the expectation is adequate preparation for entry into the secondary years. Again, the student assumes an increased responsibility as he/she begins to consolidate the skills needed for the next level, (i.e.) organizational and independent study skills.

### **Please note:**

Clearly stated guidelines/routines will be communicated by the teacher to both the students and parents for regular homework, tests, projects and other special assignments. Daily work should be neat, dated and underlined where applicable.

Assignments, which are promptly graded and returned, serve to reinforce the students' learning process and to enhance communication between teachers, parents and students with regard to the students' progress.

**N.B.** (1) When homework is not specifically assigned, your child is expected to review, research and read, read, read! The encouragement of reading (for pleasure) at any level cannot be stressed enough. **Furthermore, please remember parents, we are never too old to be read to!!**

(2) For 2005-2006 agendas have been substantially subsidized by the 2004-2005 CSAC members. We thank them on your behalf for their \$5.00/student contribution.

### **LUNCH**

The lunch period is scheduled from 12:00 p.m. to 1:00 p.m. **As many pupils as possible are encouraged to go home for lunch especially if they live in the neighbourhood and one of their parents is at home during school hours.** Students who stay for lunch eat in their classroom from 12:00 – 12:20 p.m.

Please plan lunches in advance. Lunches **SHOULD NOT** be continuously dropped off at school unless in an emergency. In case of emergency, please do not go directly to the classroom. Please leave the lunch on the designated table in the front foyer. Indicate clearly your child's name, and teacher's name. Children will pick up their lunches following the 12:00 bell.

For our good and the good of our environment we encourage the children to think "Litterless". You can help your children by:

- Encouraging them to eat all their food
- Making more use of re-usable containers



10



- Using a thermos for drinks

**N.B. We have several children in the school who have a severe peanut and nut allergy. If they are exposed to peanuts or their derivatives (peanut butter, peanut butter cookies, nutella etc. ) or nuts, they could have a fatal allergic reaction. Some students have allergies to certain foods ie. wheat, fish....If such a student is in your child’s class – the teacher will notify the parents of that class via a letter.**



***In order to provide as safe an environment as possible for these children, we encourage our school community to be sensitive to this problem and, if at all possible, not to use these products in your child/ren’s lunches.***

The students go out to the school yard at 12:20 p.m. where they are supervised by staff and an adult supervisor hired by the Board. Students engage in play activities and games in the school yard until the bell rings at 1:00 p.m. The students are required to stay in the schoolyard and in their designated areas during this time.

### **PERSONAL ITEMS**

Students are discouraged from bringing items of a personal nature or monetary value to school (e.g., toys, jewelry, video games). These may be lost, damaged or stolen and the school is not responsible for them. Items such as cell phones, portable radios, skateboards, baseball bats and hardballs **are not** permitted in school.

### **SAFETY**

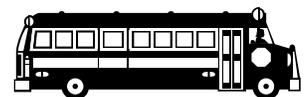


Please remember that there is a **bus-loading zone in front of the school.** We are asking for your support in this matter.

Please remind your child/ren to cross streets only where there are lights, crossing guards or pedestrian crossings. Children should also be made aware of not leaving the school grounds. The yard is supervised at 8:25 a.m., during all recesses and when children finish lunch and go outside. Children **should not** be arriving at school before 8:30 a.m. as there is no supervision on the grounds and entry **inside** the school is not permitted.

**N.B. Parents, when picking up your child/ren at the end of the day – please remember that the bell rings at 3:45 p.m. so please arrange to be at school only a few moments ahead. YOU ARE ASKED TO WAIT AT THE APPROPRIATE EXITS. This allows for the halls to be free of unnecessary traffic and further enforces Safety and Fire Drill Rules. Your cooperation in this matter is vital and much appreciated.**

### **Bus Students**



### **Bus Loading**

For safety reasons we strongly urge all parents/guardians **not** to park their cars in the areas designated as school bus loading zones.

**We also urge everyone NOT to drive through or park in the school parking lot when dropping off or picking up children as this is most unsafe.**

### **Bus Rules**

If your child uses the school bus, it is understood that certain safety procedures are necessary:

1. Line up in a single line, at the bus stop, on the sidewalk and avoid neighbouring property.
2. Go on the bus in a single line, do not push and walk to the first available seat.
3. Sit down facing the front and remain seated until the bus comes to a complete stop.
4. Do not shout; high noise levels can distract the driver.
5. Do not lean out of the bus window.

### **Non-Bus Students**

These students will exit at the bell. Students being picked-up by older siblings or parents must have a designated pick up area (usually the exit area of the youngest child).

If the pick-up person does not show, be it an older sibling or parent then the child is required to come to the office.

**Please review these safety rules with your child and note that, if your child misbehaves on the bus, the child will not be allowed to ride the bus for a fixed period of time.**

### **SCHOOL ILLNESS/INJURY**

#### **If Your Child Becomes Ill at School**

It is the policy of the school to make a sick child as comfortable as possible while you are being contacted. In a case where an injury appears to be serious, the principal or designate may take the child to the hospital emergency or an ambulance may be called where appropriate. **Please ensure that the school office is updated at all times with your business numbers and persons you have indicated as alternate.** In all cases, we shall do our best to contact you or the person you have indicated in case of emergencies.

### **Emergencies**

A school may be closed or classes cancelled for a temporary period in case of an emergency arising out of inclement weather, fire, flood, breakdown of heating system, the failure of an essential utility or other similar emergency. These situations may occur before school begins for the day or after classes have begun.

#### **A. If Schools Are Closed Before Beginning of Classes:**

In this case there will be an announcement made on the following radio stations:

**CBC, CKFM, CFTR, CHUM, CKEY, CHIN, CFRB.** Please remember that the station will announce **ONLY** the name of the school. For your information, our school board is called: Toronto **CATHOLIC** District School Board.

If for some reason you miss the announcement and bring your child to school, it will remain your responsibility to ensure your child's safe return home since, in all likelihood, no one will be at the school to receive your child.

#### **B. If Schools Are Closed After Classes Have Begun:**

- In this case, we have to dismiss the pupils and send them home early. Therefore, it is important that we have direction from you as to where you wish your child to go in case of early dismissal. It is your responsibility to inform the school of any changes. You must also inform your child about the choices you have made.
- No telephone calls will be made en masse to parents about emergency early dismissal since telephone lines are overloaded with in-coming calls.
- All children who have brothers or sisters with whom parents have chosen to permit their children to walk home, will be dismissed directly from the gym in family units.
- Children who have no brothers or sisters may be picked up from their own regular class.
- Although children may be dismissed early, the school will remain open until regular dismissal time if conditions permit.

**NOTE: In the event that the school has to be evacuated immediately, we have arranged with St. Roch Church/School to go there.**

#### **STUDENT ACCIDENT INSURANCE**

Despite teacher vigilance, accidents will occur. Parents are strongly advised to mail their completed application form which was sent home on the first day of school **directly to the company**. **DO NOT RETURN THE FORM TO THE SCHOOL.**

#### **VISITORS ENTERING SCHOOL**

All visitors **MUST REPORT TO THE OFFICE** when entering the school building. Please do not go directly to the classroom. Any messages, books, lunches, etc. will be passed on to your child/ren via office personnel. Parents picking up children from school early are asked to **sign them out** at the office.

**All visitors to the school *while school is in session* (parents, caregivers, guests, etc.) are asked to report to the office, state their business and if visiting, sign in, receive a VISITOR'S PASS, and return the VISITOR'S PASS at sign-out.**

Please adhere to this request as this is a safety issue, particularly where your child is concerned as well as security for the school. In addition, this will also minimize any unnecessary disruptions to

classroom routines. The children are expected to learn the necessary entrance and dismissal procedures, which include proper line-up and entire class dismissal by the teacher. Instilling independence and self-reliance is imperative.

If you have any questions, please do not hesitate to call.

Sincerely,

E. Gilfillan

Principal

**Venerable John Merlini School**

**(416) 393-5397 Fax: (416) 393-5947**

**e-mail: [edmonda.gilfillan@tcdsb.org](mailto:edmonda.gilfillan@tcdsb.org)**

**S T A F F                    R O S T E R                    2 0 0 5 - 2 0 0 6**

<b>NAME</b>	<b>VOICE MAIL #</b>	<b>ROOM #</b>	
Gilfillan, Edmonda (Mrs.)	<b>06517</b>		Principal
Conte, Daniela (Miss)	<b>84721</b>	111	JK/SK
Pedinelli, Toni (Mrs.)	<b>83281</b>	107	JK/SK
Suppa-Tari, Maria (Mrs.)	<b>82599</b>	125B	1
Agrippa, Cathy (Mrs.)	<b>82880</b>	125A	1/2
Davis, Anne (Mrs.)	<b>03868</b>	126C	2
Damiano, Rosemary (Mrs.)	<b>82588</b>	126D	3
Ferzoco, Armida (Mrs.)	<b>82593</b>	126E	3
Carrocetto, MaryAnn (Mrs.)	<b>82825</b>	209	4/5
DiPaolo, John (Mr.)	<b>82899</b>	210	4
Hawes, Lorraine (Ms)	<b>82828</b>	215	5
DeFulvis, Loretta (Mrs.)	<b>80408</b>	217	6
Ierullo, Vince (Mr.)	<b>82594</b>	216	6
Malfara, Castodia (Ms)	<b>84725</b>	124	7
Cronier, Danielle (Ms)	<b>84722</b>	122	7/8
Drascic-Gaudio, Angie (Mrs.)	<b>82591</b>	210	8
Pallikaras, Anna(Mrs.)	<b>84726</b>	126F	Sp.Ed.
Pecile, Tuta (Mrs.)	<b>83281</b>	126F	Fifth Block
Caranfa, Fernanda (Mrs.)	<b>84720</b>	116	Sp. Ed.
Park, Maria (Ms)	<b>84727</b>	133	D.D.
Paties, Paul (Mr.)	<b>82598</b>	132	Beh. Prog.
DeMarco, Sonia (Mrs.)	<b>82589</b>	207	French
Ball, Enza (Mrs.)	<b>83272</b>	207	French
Virdo, Palma (Mrs.)		207	Heritage Italian
DePaulis, Luisa (Mrs.)		207	Heritage Italian
Lawrence, Patricia (Mrs.)	<b>82213</b>	201	Library Tech
Palenik, Iveta (Mrs.)	<b>84894</b>	115	Vocal Music
Pincente, Frank (Mr.)		115	Instrumental Music
Olinyk, Rose (Mrs.)	<b>83278</b>	133	E.A.
Gallucci, Maria (Mrs.)	<b>84723</b>	133	E.A.
Iaboni, Tanya (Ms)	<b>84724</b>	133	E.A.
DiCarlo, Rachele (Mrs.)		133	E.A.
Dalla Rosa, Rosanna (Mrs.)		133	E.A.
Caputo, Miranda (Mrs.)	<b>86165</b>	210	E.A.
Mangan, Pat (Mrs.)	<b>86167</b>	209	E.A.
Santamaria, Amy (Mrs.)	<b>85946</b>		E.A.
DiGerlando, Faustina (Mrs.)	<b>86166</b>		E.A.
Orsini, Cinzia (Ms)			E.A.
Wallace, Arlene (Ms)			E.A.
Pincivero, Darryl (Mr.)	<b>84728</b>	132	E.A.
Capasso, Mary (Mrs.)	<b>86397</b>	132	YW
Mastropaolo, Anna (Mrs.)		Office	Secretary
Pincivero, Silvana (Mrs.)		Office	Secretary
Sciortino, Domenic (Mr.)			Custodian
Martins, Fernando (Mr.)			Custodian
Agyemang, Doris (Mrs.)			Custodian

# **2005-2006 School Year Calendar**

## **TORONTO CATHOLIC DISTRICT SCHOOL BOARD VENERABLE JOHN MERLINI SCHOOL**

<b>First Instructional Day</b>	<b>September 6, 2005</b>
<b>School Year Ends</b>	<b>June 29, 2006</b>
<b>Thanksgiving Day</b>	<b>October 10, 2005</b>
<b>Christmas Break</b>	<b>Dec. 26 to Jan. 6, 2006</b>
<b>Mid-Winter Break</b>	<b>March 13 to 17, 2006</b>
<b>Good Friday</b>	<b>April 14, 2006</b>
<b>Easter Monday</b>	<b>April 17, 2006</b>
<b>Victoria Day</b>	<b>May 22, 2006</b>
<b>Professional Activity Day</b>	<b>November 4, 2005 December 2, 2005 February 10, 2006 March 10, 2006</b>

## SCHOOL HOURS

**ENTRY**                    **8:45 a.m.**

**RECESS:**                **10:30 – 10:45 a.m.**

**LUNCH:**                **12:00 – 1:00 p.m.**

**RECESS:**                **2:30 – 2:45 p.m.**

**DISMISSAL:**            **3:45 p.m.**