

GEORGES P. VANIER CATHOLIC SCHOOL

20 CECILE AVENUE
CHATHAM, ONTARIO
N7M 2C3

TELEPHONE: (519) 354-6550

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Ms. Cynthia Vink-Broadfoot
Principal

STUDENT HANDBOOK

2010-2011

This handbook belongs to:

Name: _____

Address: _____

City: _____ **Postal Code:** _____

Phone: _____

Teacher: _____ **Grade:** _____

St. Clair Catholic District School Board Website

<http://www.st-clair.net>

Principal's Message

Dear Families,

It is with great pleasure that I welcome all families to Georges P. Vanier Catholic School for the 2010-2011 school year. Our school is a Christ-centred and child-centered learning environment, where the whole child is nurtured, encouraged and helped to succeed and exceed spiritually, academically and physically. Our school is a partnership of home, school, parish and community. We believe every child is unique, filled with potential and a precious gift from God.

We offer you this Handbook as a tool designed to promote student achievement and improvement. The information in this Handbook outlines the procedures which pertain to many of the day to day activities of our school. It is not meant to be fully comprehensive, but highlights important aspects of various policies and procedures as they apply to the Board and Ministry requirements.

I look forward to a positive and productive year for all students and appreciate your continued support and dialogue.

Cynthia Vink-Broadfoot
Principal

SCHOOL STAFF 2010-2011

Cynthia Vink-Broadfoot Principal
 Darren Bruhlman Teacher
 Bette-Jo Caron Teacher
 Sue-Ann Doher-Squazzin Teacher
 Juli Faubert Teacher
 Linda Haskell Teacher
 Heather Griffioen Teacher
 Deanna Jack Teacher
 Deanna Kaufman Teacher
 Joey Pearson Teacher

Jo-Ann Burton-Couto FSL Teacher
 Licia Dodok Resource Teacher
 Jacquelyn McGlynn I. Music Teacher
 Chris McCarthy I. Phys. Ed. Teacher
 Christine Badder Educational Assistant
 Barb Caron Educational Assistant
 Jennifer Melillo Educational Assistant
 Deb Tilden Educational Assistant
 Mary Allen Cofell Librarian
 Tracy Sutor Secretary
 Richard Stepniak Custodian
 John Quirion Custodian

Patti Arsenault Monitor
 Vivian Deunas Monitor
 Janet Lavoie Monitor

St. Ursula Parish Team:
 Fr. Matthew Kucharski St. Ursula Parish, Pastor
 Sue McMath Co-ordinator of Youth Ministry
 Maureen King Secretary
 The parish team can be reached at 352-8530.

St. Clair Catholic District School Board

420 Creek St.
 Wallaceburg, Ontario
 N8A 4C4
 Phone (519) 627-6762 or 1-866-336-6139

Director of Education: Paul Wubben
 Chair: Anita Labadie
 Superintendent of Education: Deb Crawford
 Superintendent of Education: Dr. Frank Leddy
 Superintendent of Education: Ann Sutton

DAILY ORGANIZATION

8:27 a.m. Warning Bell
 10:10 a.m.- 10:30 Morning Recess
 10:30 a.m.- 11:20 Second Instructional Period
 11:20 a.m.- 12:10 Lunch
 12:10 p.m.- 1:50 Third Instructional Period
 1:50 p.m.- 2:10 Afternoon Recess
 2:10 p.m.- 3:00 Fourth Instructional Period
 3:00 Dismissal

Please note that school starts at **8:30a.m.**
Please be on time!

Teachers are on duty at 8:15 a.m.
 Students wait outside til 8:27 a.m.

SCHOOL YEAR CALENDAR

School Year Begins September 7, 2010
 School Year Ends June 29, 2011
 Thanksgiving Day October 11, 2011
 Christmas **Dec. 20, 2010 - Jan. 2, 2011**
 Family Day Feb. 21, 2011
 Mid-Winter Break **March 14-18, 2011**
 Good Friday April 22, 2011
 Easter Monday April 25, 2011
 Catholic Ed. Week May 2-6, 2011
 Victoria Day May 23, 2011



Professional Activity Days

Thurs., Sept. 2, 2010
 Fri. Oct. 22, 2010
 Fri. Nov. 26, 2010
 Wed., Feb. 2, 2011
 Mon. June 13, 2011
 Thurs., June 30, 2011



RELIGIOUS EDUCATION

In Religion classes, the students study the

Roman Catholic faith by reading, discussing and responding to various scripture readings, stories and activities as outlined in the “Born of the Spirit” and “We are Strong Together” series. As well, students study topics as presented in the Family Life program, “Fully Alive”. We give thanks and praise God, as we grow in Faith, Hope and Love. Our school attends Mass usually once a month. We look forward to these opportunities to celebrate the liturgy of the Word and the liturgy of the Eucharist with our Pastor, Fr. Matt.

We recognize that parents are the first faith teachers of their children. In collaboration with the Parish, sacramental preparations are undertaken in **Gr. 2**, the **sacrament of First Reconciliation** (Confession); in **Gr. 2**, the **sacrament of First Eucharist** (Communion); and in **Gr. 8**, the **sacrament of Confirmation**.

Parents are always welcome to join us for any of these celebrations or activities as participation and example strengthen the faith experience for children.

Each term, the Faith Committee at the school determines the focus for social outreach projects. Participation and generous responses are appreciated, as it is in these activities that we demonstrate our commitment to helping others in need.

Our goal at GPV is to build a Catholic community through the celebration of our faith. Liturgical worship is an essential practice in our Catholic schools. Mass/Prayer Services are celebrated monthly throughout the school year. Masses are planned by classes. Parents and guests are always welcome to our school Eucharist celebrations.

SCHOOL ADVISORY COUNCIL

The School Advisory Council is comprised of the school Principal, parents, a teacher, a non-teaching staff member, and a parish/community representative. (Parent members must constitute a majority of the members of the school Council.) The Council’s authority is advisory to the school Principal and the school Board.

1. The purpose of the school council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

2. A school council’s primary means of achieving its purpose is by making recommendations in accordance with Ontario Regulation 612 to the Principal of the school and the Board that established the council.
3. As well, the role of the School Advisory Council will be:
 - To facilitate communication among home, school, parish and community;
 - To foster positive relations among parents, students, staff and the local community;
 - To co-operate with, and seek assistance from other school related groups such as the P.T.A., where appropriate.

Each year a Council Executive including a minimum of five parent representatives (with children attending the school) is chosen, one of which acts as Council Chairperson. Sub-committees of the Council offer opportunities for all parents to get involved in specific school functions. All Council meetings are open to all parents. The Council Executive has voting privileges on recommendations but generally consensus is used to reach a decision.

Attendance at Council meetings is encouraged and allows parents to be actively involved and informed about school activities, policies, procedures and routines. Notices of meetings will be announced in the monthly school newsletter.

Sub-committees may be formed as the need arises.

BREAKFAST CLUB

Volunteers provide a nutritious breakfast for students from 8:05 a.m. – 8:25 a.m. every morning in the library. Respectful student behaviour is expected at all times during this program. There is no charge for students, but a signed parent permission form (available from the school office) is required.

BUILDING SECURITY

A custodian is on duty from 7:30 a.m. until 5:30 p.m. Monday to Friday. The doors to the school will be unlocked by 7:30 a.m. and locked by 5:30 p.m. each day, unless there is a special activity planned.

All visitors, including parents and former students, are required to **check in at the school office before proceeding to any other area of the school.** We are



most happy to accommodate your requests but wish to **minimize classroom interruptions**. If you have to bring a lunch or book to school, it can be left at the office and the student will be called to the office at an appropriate time so that the classroom instruction is not interrupted.

If you are picking up your child at school before the regular dismissal time, please send a note to the school, and report to the office. Your child will be called down to the office to meet you. Please sign out your child before leaving the building.

*Supervision of all students begins at 8:15 a.m. in the school yard. For safety reasons students should only arrive after 8:15 a.m., unless in breakfast program (8:05a.m.). No indoor supervision unless inclement weather.

VOLUNTEER IDENTIFICATION

All volunteers under new legislation are required to undergo a Criminal Check prior to working with students. Check with the school office for further details.*Parent volunteers, need to sign in and wear volunteer I.D.

ILLNESS AT SCHOOL

If a student becomes ill at school, parents will be contacted and requested to pick up their child.

ACCIDENTS AT SCHOOL

Despite our best efforts, accidents are sometimes unavoidable. In the case of an accident, parents will be contacted. In the event of serious injury students may need to be taken to hospital. Please reinforce that students must report all accidents or injuries to the office or to the classroom teachers.

RECESS PARTICIPATION

The school day is comprised of both physical and academic activities. The recess breaks are part of the physical activities. Except when the weather is extremely cold or wet as determined by the school administration, students are expected to go outside during recess times and are to be dressed appropriately for the weather.

Permission for students to stay indoors during recess times will only be allowed with a medical certificate or if a teacher has made specific arrangements to supervise children in the

classroom/school to help them with their work or participate in a specific activity.

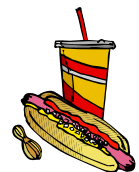
If children are ill or not feeling well, they should not return to school until they are able to participate fully in all school activities including recess.

LUNCH ROUTINES

- Parents will inform the classroom teacher at the beginning of each year whether the student is expected to go home for lunch or whether the student is expected to stay at school for lunch.
- As a safety precaution, only students in Grades 7 & 8 (whose regular routine is to remain at school for lunch) may leave the property at lunch with a signed & dated permission note written by the child's parent. We ask you to do this with discretion since under this circumstance, adult supervision is not available and the safety of your child becomes the parent's responsibility. Younger students whose regular routine is to remain at school for lunch may not leave the property unless adult supervision is provided while off the property.
- Students who remain at school for lunch are to eat their lunch in their classrooms. Please do not send glass bottles or glass containers to school. Unfinished items at lunch remain in the classroom for consumption later in the day.
- The students who stay at school for lunch will be supervised for a twenty minute period each day. While eating their lunches students are expected to:
 - remain seated while eating
 - place all garbage in the containers provided
 - use normal speaking voices
 - be co-operative and courteous to all supervisors
 - put lunch bags away and clean off desks before going outside
- **NUT PRODUCTS** of any kind are **"NOT"** allowed in any classroom.
- The school through parent volunteers offers a milk program daily and food days.

SPECIAL FOOD DAYS

Special Food Days will be offered once a month commencing in September. A variety of different lunches will be offered. A note concerning the cost of food, etc. will be sent prior to each food day. Every effort will be made to keep this day consistent each month. Students are responsible for getting orders in on time.



SNACKS/DRINKS ROUTINES

(No nuts allowed school wide)

Daily snacks/drinks are not to be consumed outside on the playground due to allergies, insect bites (often attracted by food) and to limit garbage outside. Classroom teachers are to schedule snack time in the classrooms. Consider packing healthy snacks as an alternative to processed foods.

ALLERGIES

When considering the safety of children in our school, keep in mind that many students have allergies. We are particularly concerned with children who have nut and seafood allergies. Since this involves many students in classrooms, we are asking all students to avoid bringing nut products or seafood into school. Please keep this in mind when packing lunches.

During social events, we will refrain from serving food which contains nuts. All products sold at the school in the canteen will also be nut free.

At the beginning of the year, each classroom teacher will inform families of **ANY ALLERGIES** that may be in their child's class. It is our goal to have every child feel safe and secure in this environment. We appreciate your cooperation with this request.

BUS SAFETY

Our major concern is for the safety of every child. Riding the bus is a privilege, not a right. Consequences for inappropriate behaviour will be applied based on the severity and recurrence of the inappropriate behaviour. This may include the withdrawal of bus riding privileges for a specified time period.

Any concerns or questions regarding school bus transportation and information should be directed to the following web site:

www.schoolbusinfo.com

SCHOOL BUS REGULATIONS

Students must:

- be at their stop on time.
- follow the directions of the driver the first time given.
- remain in their seat while the bus is in motion.
- keep hands, arms, legs, and objects to themselves.
- not swear, use a loud voice or make unnecessary noises on the bus.

- Students are expected to place their litter in the garbage cans provided if they are allowed to eat on the bus.
- Not bring objects such as baseball bats, hockey sticks, unprotected skate blades, and loose marbles on the bus for safety reasons.

CANTEEN & MILK PROGRAM

A monthly pre-paid milk program will again be put into place this year. A note will be sent home during the middle of the month and it must be returned by the last Thursday of the month.

DRESS CODE

POLICY STATEMENT: It shall be the policy of the Georges P. Vanier Catholic School in conjunction with the Catholic School Community Advisory Council that all students adhere to the following dress guidelines:

1. Students are to be dressed in a neat and well-groomed manner.
2. Appropriate school dress and personal hygiene are most important. Parents and students must use good judgment in selecting clothes to wear.
3. Students from J.K. to Grade 4 will be allowed to wear shorts.
4. Students from Grades 5 to 8 will be allowed to wear modest looking hemmed shorts which are at least mid-thigh in length. Spandex and skin tight clothing is not acceptable.
5. School dress must be free of anything that may be viewed as offensive. Students will not be allowed to wear clothing or accessories with inappropriate slogans, pictures or representation on them (inappropriate meaning anything implying put downs, smoking, drinking, drugs, sex, profanity or other undesirable values).
6. Students will not be allowed to wear inappropriate tops with no straps, spaghetti straps, bare midriff tops, halter tops, tube tops, see through tops or muscle shirts, etc. Tops with at least fist width shoulder straps and both back and front modest necklines are required.
7. Pants/skirts should not expose undergarments.
8. The principal reserves the right to rule on questionable clothing and accessories.

ELECTRONIC DEVICES

All electronic communication devices such as Cell phones, IPODS, walkmans, MP3 players and electronic game gear should not to be brought to school (unless directed by a teacher), due to security concerns and a high chance of theft and breakage.

Off and Away policy is in effect. Items will be confiscated and kept at the office until the end of the day. Repeat offenders will have the item held until a parent picks up the item. Note: We have a phone in every classroom.

The electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, requires parent permission.

EXTRA CURRICULAR ACTIVITIES

Athletics, choirs, clubs, etc. provide important recreational and learning opportunities for our students. Students who are willing to make a commitment to practices and tournaments during after school hours may be selected to play on teams such as cross country running, volleyball, basketball, badminton and track and field. Many students also participate in club activities and/or productions. The focus of such activities is the development of sportsmanship, skill, co-operation and enjoyment. We are very fortunate here at Georges P. Vanier to have dedicated teachers/volunteers who give generously of their time to lead these activities. Since these students will be representing our school, it is imperative that they demonstrate good behaviour and show a willingness to learn and exemplify Catholic values.

FIELD TRIPS

All education cannot take place within the confines of four classroom walls and as a result field trips of an educational and practical nature are encouraged. These learning experiences will be scheduled at various times during the school year. Further information and consent forms will be provided prior to individual field trips. Trips are at the principal and teachers discretion.

KISS 'N RIDE PROGRAM

During the winter season a Kiss 'N Ride Program will be in effect to provide safety to the younger students. Intermediate students will be trained to provide this service. Their role is to greet parents at their vehicles, introduce themselves and escort young children safely either to the playground area or to the classroom. Pylons will mark the assigned area for drop off and the student volunteers will wear special orange vests. Please take advantage of this wonderful service that we are providing.

LATES

All students must report to the office if they are late for school in morning or after lunch recess. Re-admit or late slips will be issued depending on the circumstances. Repetitive lateness requires students to make up time. Persistent lates will result in contact with the parent(s) and disciplinary action (Grades 4 to 8) at the discretion of the principal. Lates equate to lost instructional time and the ministry Attendance Officer will be notified for chronic problems.

LIBRARY

Georges P. Vanier has an abundance of library resources in our school library, and we encourage our students to read. In order to maintain and build our collection of quality reading materials, students are responsible for replacing lost or damaged books, CDs, tapes, etc.

LOST AND FOUND ARTICLES

Items not claimed are placed in the Lost and Found. We will display the items and invite all students to claim their belongings. We urge the parents and students **to label** their belongings. Unclaimed items are taken to St. Vincent de Paul.

NEWSLETTERS

Newsletters will be sent home monthly and will be available on our school website. The content of these newsletters is to keep you informed about school activities and highlighting the achievements of the members of our GVP school community.

OFFICE PROCEDURES

The school secretary is available from 8:00 a.m. to 3:30 p.m. Monday to Friday. If the secretary is out of the office a student volunteer or voice mail system will take your telephone call. Every effort will be made to answer your message quickly. If there is an emergency, please let the secretary know and immediate action will be taken. Please send notes regarding changes in routine as we cannot guarantee the delivery of last minute messages nor will we interrupt the learning and instructional block for minor items.

PHYSICAL EDUCATION

Physical Education is a compulsory subject in our school. Students may be excused from taking classes ONLY by providing a note from the doctor or one from the parents in case of short term/or less serious health problems. All students, Junior Kindergarten to Grade 8 are required to have gym shoes. Students in Grades 5-8 are encouraged to wear a T-shirt and shorts. Please label all clothes. Each classroom teacher will provide more information on this.

PLACEMENT OF PUPILS

Tentative class lists for September are developed in June. The principal, in consultation with classroom teachers and resource teacher(s), reserve the right to make final placements. Classes will be structured according to the following criteria:

- 1) Balanced classrooms
- 2) Range of academic abilities
- 3) Pupil Relationships- benefits to be gained by either placing certain pupils in the same class or by separating them
- 4) Blood relationships- separating siblings

REPORTING OF CHILD ABUSE

The Child and Family Services Act (2000) requires that every person in the province of Ontario, who believes on reasonable grounds, that a child may be in need of protection to report the belief and the information upon which it is based to the Chatham-Kent Integrated Children's Services.

For most citizens, the duty to report is a moral duty and there is no penalty for failure to report. However, the law places a different responsibility on persons, who in the course of their "professional or official duties" have reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse. Principals, teachers and Educational Assistants are bound by this law.

ASSESSMENT & EVALUATION

Assessment and evaluation is an essential part of the learning process that enables students to learn about their achievement and the possible need for change if growth is to take place. A major aim of the assessment and evaluation process is to develop the student's ability to make effective and responsible decisions based on their ability. Another aim is to diagnose the level of understanding and skill development that students have in order to assist them in achieving the expectations outlined by the Ministry of Education and Training. The assessment of the student's progress is continuous and ongoing. Assessment Strategies may include anecdotal comments, daily seatwork, oral reports, class participation and other productive work as assigned by the teacher. At the end of each term, a standardized provincial Report Card is sent home to summarize each student's progress to that point. Following the issuing of Report Cards in November and March, time is provided for parents, students and teachers to meet to review results of the completed term and to set goals for the coming term. These important meetings help keep communication open. The more the teachers know about a student's special talents, interests and activities, emotional upsets or physical problems; the more the teacher can help. Conferences with teachers, however, can be arranged at any time throughout the school year and parents are encouraged to contact a teacher whenever there is a concern, academic or otherwise.

ROLE OF SUPPORT SERVICES

Members of the Support Service Team work with the classroom teacher to provide assistance to children with special needs. In addition to a Resource Teacher, many schools have additional personnel, such as Educational Assistants, Child and Youth Workers, Social Workers, Speech and Language Workers, Cooperative Education Students

from local high schools and College on program placements (DSW, ECE, CCW), who help children to achieve success.

STUDENT RECORDS

Please assist us in keeping your child's information record up to date. Contact the school to report any changes in home, business, and emergency telephone numbers and addresses. Additional information regarding your child's health is also helpful to us.

CODE OF CONDUCT



A province-wide Code of Conduct sets clear provincial standards of behaviour. It specifies mandatory consequences for student actions that do not comply with these standards. These standards apply not only to students, but also to all individual (parents, guardians, volunteers, teachers, other staff) whether they are on school property, on school buses or at school authorized events or activities. This code, in its entirety, is available on the Ministry website at <http://www.edu.gov.on.ca>

Our school community is made up of many people working and learning together – Students, Teachers, Parents/Guardians, Priests, Bus drivers, School Board Administration, Custodians, Volunteers & Visitors, Trustees, Cross, Lunch Monitors, Educational Assistants, School Council Members, Principal. We believe all students have the right to receive quality Catholic Education to develop:

Catholic Values, Knowledge, & Skills

Our School Community must be responsible for providing an environment that is: **spiritual, nurturing, positive, caring, and safe.**

To achieve this, our school community respects: **God, Oneself, Others, Property, Nature. The welfare of our children is the shared responsibility of the home, school and church."**

SCHOOL CODE OF CONDUCT & PROVINCIAL CODE OF CONDUCT

A format of progressive discipline will be implemented in our school and we will endeavour to build a safe and caring school environment

through appropriate interactions between all members of the school community.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others through acceptable behavior. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for self, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.
- Uses technology according to the expectations and rules of the board.

Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with school routines and expectations
- encourage and assist their child in following these routines and expectations
- assist school staff in dealing with disciplinary issues involving their child

Definition of Progressive Discipline

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. In everything we do at our school we are lead by our faith and a conscience effort to model the Beatitudes while responding as a Caring Catholic Community. We continue to employ a range of responses to misbehaviors that foster learning opportunities which reinforce positive behaviors, while helping our students make good choices in the future.

Range of Responses

The components of our progressive discipline continuum include, but are not limited to:

- verbal or non-verbal messages from a teacher or adult in authority
- Class Meetings
- teacher generated written activities which offer reflection, apology and action plan
- teacher collaboration with parent or guardian (orally or in writing – Incident letter)
 - peer mediation
 - referral to principal
- detention, loss of privileges
- re-location within the classroom or learning environment
- referral to out-of school personnel (counseling services, truancy officer)
- restitution, restorative justice
- suspension
- expulsion

On an annual basis, the principal will review the School Code of Conduct with School Advisory Council members and with all staff members. Annually, the Code of Conduct will be communicated to all students, parents and staff. All staff, in dealing with incidents of student misbehaviour, will act in accordance with the definition of progressive discipline and its range of responses. All staff, in dealing with incidents of misbehavior by students with special needs, will respond in a manner consistent with the expectations of the student’s IEP.

REQUIREMENTS PUPILS/PARENTS

from Regulation 298

1. A pupil shall:
 - be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
 - exercise self-discipline;
 - accept such discipline as would be exercised by a kind, firm, and judicious parent;
 - attend classes punctually and regularly;
 - be courteous to fellow pupils and obedient and courteous to teachers;
 - be clean in person and habits;
 - take such tests and examinations as are required by or under the Act or as may be directed by the Ministry; and
 - show respect for school property.

2. When a pupil returns to school after an absence, a parent of the pupil shall give the reason for the absence orally or in writing, as the principal requires.

3. A pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent of the pupil.

4. Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends:

- a) on the school premises;
- b) on out-of-school activities that are part of the school program;
- c) while travelling on a school bus that is owned by a Board or on a bus or school bus that is under contract to the Board.

Parents/Guardians:

Guarantees for student success as illustrated by various proven studies:

- Become involved in your child’s education.
- Be a friendly critic.
- Support a broad and balanced curriculum.
- Learn about the Ontario Curriculum and how it can benefit your children
- Encourage your children to co-operate fully and to join in school activities, taking pride in themselves, the school building, grounds and community as a whole.
- Spend time with them. Read, play, share activities, express feelings, talk about successes, difficulties, uncertainties, plans.
- Have high expectations – of conduct, as well as achievement.
- Praise specifically. Recognize and name strengths and achievements; discuss next steps.
- Give moral guidance. Know your values and demonstrate them clearly, both in what you say and in what you do.

My son/daughter and I have reviewed the contents of this school handbook and discussed it.

Parent’s Signature

Student’s Signature

Date