

St. Columban & St. Patrick's School



STUDENT HANDBOOK 2009-2010

Mrs. Judy Merkel
Principal

St. Patrick's
94 Mill Street
Dublin, Ontario
N0K 1E0

St. Columban
R. R. 2
Dublin, Ontario
N0K 1E0

(519) 345-2033
(519) 345-2809

← Telephone →
← Fax →

(519) 345-2086
(519) 345-9962

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ **PHONE** _____

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

Parent's Signature

Date

Student's Signature

Date



PRINCIPAL'S MESSAGE

On behalf of the staffs of St. Patrick's and St. Columban School, I am delighted to welcome you as we begin an exciting new school year. To parents and students who have joined our community for the first time, I extend a very warm welcome.

A new school year is an exciting time for everyone and I am eagerly look forward to meeting you, building partnerships with you and your children, and fostering an educational environment rooted in Gospel values and Catholic traditions.

As a Catholic Community of Caring St. Patrick's and St. Columban's staff and their students believe that every human being was created by God, and therefore has the right to be respected, and the responsibility to respect others. Our daily activities centre around our relationship with God, and how we display this in word, action, and deed.

I encourage all of you to be actively involved in your child's education and to share your views and concerns as they pertain to continually improving the quality of Catholic education offered to your children.

Students are encouraged to assume responsibility for their decisions, actions and learning. This planner is provided to help students organize their time and efforts for success in the school. Also, it is intended to enhance communication between home and school.

Students are expected to:

- Enter important events
- Mark the due dates for assignments and tests
- Use the agenda book to organize their time wisely and meet due dates
- Take the planner to class and home each night
- Have parents initial the planner to ensure they are aware of what you are learning

Productive and efficient use of the agenda book will help improve student accountability and success.

Please review the contents of the Handbook and together with your child sign the Handbook to indicate that it has been discussed as a family.

I am looking forward serving this faith community with the purpose of improving student learning.

I wish all of you a safe and productive school year.

Yours in Faith,
Judy Merkel



STAFF 2009-2010

Principal	Judy Merkel
Kindergarten	Mrs. Joyce Devereaux
Kindergarten	Mrs. Rosa Ort
Grade 1	Mrs. Linda Kistner
Grade 2	Mrs. Kathy Rowland
Grade 2	Mrs. Colleen Scott
Grade 3	Ms. Mary Willett
Grade 3/4	Mrs. Tracy Klaver
Grade 4/5	Mrs. Andria Brickman
Grade 5/6	Mrs. Deb McCarthy
Grade 5/6	Mrs. Jacquie Timmermans
Grade 6/7	Mr. Sean McDade
Grade 7/8	Mr. Brock Appel
French	Mrs. Wilma Kolkman
	Ms. Jen Hagarty
Music	Mrs. Francine Looby
Resource	Mrs. Mary Kathryn Simmons
	Mrs. Trish Nickel
Library Technicians	Mrs. Marian Van Dooren
	Mr. David Dobson
Secretaries	Mrs. Karen Cronin
	Mrs. Kerri Catalan
Custodians	Mrs. Mary Maloney
	Mrs. Susan Newman
Parish Priests	Father Chris Gillespie
	Father Paul Nicholson
Noon Hour Monitors	Mrs. Norman Kahn
	Mrs. Alice VanBakel
	Mrs. Rosemary Balfour
	Mrs. Ruby Knight-Gaines
	Mr. Earl Gaines

HURON-PERTH CATHOLIC DISTRICT SCHOOL

BOARD STAFF

POBOX 70Dublin, Ontario N0K 1E0

Phone 345-2440 Fax: 345-2449

Director of Education	Martha Dutrizac
Superintendent of Education	JoAnn MacGregor
Superintendent of Education	Dan Parr
Superintendent of Business	Gerry Thuss

SCHOOL HOURS

Please note that the bell rings at 8:55 a.m.
Please be on time!

9:00	Classes Begin
10:30 - 10:45	Recess
10:45 - 11:45	Instruction
11:45 - 12:45	Lunch
12:45 - 2:15	Instruction
2:15 - 2:30	Recess
2:30 - 3:25	Instruction
3:25 - 3:30	Dismissal of Pupils

OFFICE PROCEDURES

The school secretary is available from 8:30 am until 4:00pm., Monday to Friday. At any time when there is no one to take your call, you may leave messages on our 24 hr answering machine.

INFORMATION SHEET

The school must have accurate and up to date home and emergency phone numbers for all students. Please complete the student date information sheet, sent home each September with the general information package. This will facilitate contact with you, should your child require emergency care. **Please notify the school immediately of any changes to your address, phone number, emergency contact, place of employment, etc.**

PARENTS/VISITORS ENTERING THE SCHOOL

We welcome parents and other family members and neighbours to our school for special assemblies, masses and special classroom celebrations. All visitors, including parents and former students **MUST ENTER BY THE FRONT DOORS ONLY** and **MUST 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, please leave it at the office. The student will be called to the office at an appropriate time so that the classroom instruction is not interrupted. **When picking up your child at school before regular dismissal time, please report to the office.** Your child will be called to the office to meet you and the child will sign out of the school.

COMMUNICATION

Newsletters will be coming home (only for those who request it) and for most families are posted monthly on the school website <http://stcolumban.hpcdsb.edu.on.ca/> during the beginning of each month. Parents can assist communication by checking with their children daily as to any communication received. Family notes will be sent home with oldest in the family, but each family member will be bringing home notes from time to time. **Student Report Cards** will be sent home three times during the year. Interviews will be scheduled for all parents during the Fall term, with interviews following the winter term upon request, in order that you may formally discuss your child's progress with his/her teacher. It is important to identify your child's strengths, weaknesses and next steps during these interviews.

RELIGIOUS EDUCATION PROGRAM AND CELEBRATIONS OF FAITH

In their religion classes the students study the 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." Every day provides us with a day to give thanks and praise God, as we grow in Faith, Hope and Love.

St. Columban & St. Patrick's Dublin staff and students attend Mass once a month at St. Patrick's Dublin Church. We look forward to these opportunities to celebrate the liturgy of the Word and the liturgy of the Eucharist with the parish community.

We recognize that parents are the first faith teachers of their children. To assist families, during their formal religion classes students are prepared to receive the sacraments: Gr. 2 the sacrament of First Eucharist and the sacrament of First Reconciliation. (Confessions); and in Gr. 7/8, the sacrament of Confirmation.

Parents are always welcome to join us for any of these celebrations or activities as your participation and example can strengthen your child's faith experience.

LUNCH ROUTINES AND HEALTHY SNACKS

We encourage students to bring healthy snacks to school. Daily healthy snacks/drinks are not to be consumed outside on the playgrounds. Due to allergies to insect bites (often attracted by food) and to limit the extent of garbage outside, classroom teachers are to schedule a regular snack time in their classrooms either before or after recess times.

BEHAVIOUR EXPECTATIONS:

OUR SCHOOL COMMUNITY BELIEVES THAT:

- Everyone should demonstrate appropriate Christian behaviour.
- Everyone should be treated, and treat others, fairly, with dignity, tolerance, equality and respect.
- Everyone should be accepted with his or her individual talents and faults.
- Every one has the right to work, play and be educated in a cooperative, safe environment.
- Everyone must collectively assist students develop responsibility for their own behaviour and learning, and foster pride in doing their best.

OUR SCHOOL COMMUNITY WILL:

- Promote respect for self, others and property.
- build Christian values ~ in school ~ on the bus ~ on the schoolyard ~ on school trips ~ at home ~ in Church ~ in the community.
- provide activities that are success orientated and built on individual strengths.
- work together to demonstrate self-discipline, self-evaluation, and appropriate problem solving techniques.
- continue to promote open communication.

DUTIES OF STUDENTS

(from Regulation 298)

1. A pupil shall:
 - a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
 - b) exercise self-discipline;
 - c) accept such discipline as would be exercised by a kind, firm, and judicious parent;
 - d) attend classes punctually and regularly;
 - e) be courteous to fellow pupils and obedient and courteous to teachers;
 - f) be clean in person and habits;
 - g) take such tests and examinations as are required by or under the Act or as may be directed by the Ministry; and
 - h) 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 traveling on a school bus that is owned by a Board or on a bus or school bus that is under contract to the Board.

DISCIPLINE PROCEDURE

At St. Columban and St. Patrick's schools our staff strives to establish a Christ-Centered Community by developing genuine Christian values, discipline and behaviour. We focus on student/parent/teacher communication to deal directly with most student behaviour issues, prior to major infractions occurring. Senior students are asked to be Christian Role Models to younger students and to support the school code of behaviour, understanding their added responsibility to others and to act accordingly.

When infractions do occur within the schools contact home will be made. Additionally, students may be involved in Community Service or other activities that help them understand that energies used in a positive manner will aid in the functioning of the school and their very important role within the school. Our hope is that parents will engage in conversations with their children to support school expectations and appropriate student behaviour. Following are a list of possible infractions for which our in-school letter will be sent:

- playing in non-designated areas
- disrespect for authority
- profane language
- harassment towards others/ bullying
- vandalism/destruction of school property
- fighting/physical aggression
- leaving property
- inappropriate classroom behaviour
- throwing/kicking of dangerous materials

- others as deemed appropriate by principal/designate.

** Please note this is a guideline only, and the principal/designate shall ultimately decide the consequence which will result from each incident.

Definition of Progressive Discipline

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

Range of Responses to Behaviour

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

- verbal components of our progressive discipline continuum include, but are not limited to:
- Class Meetings
- teacher generated written activities which offer reflection, apology and action plan
- teacher collaboration with our 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 (counselling services, truancy officer)
- restitution, restorative justice
- suspension
- expulsion

On an annual basis, the principal will review the School Code of Conduct with the 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 misbehaviour by students with special needs, will

respond in a manner consistent with the expectation of student's Individual Education Plan (IEP).

DRESS CODE/PERSONAL APPEARANCE

Students are expected to dress neatly to promote a positive learning environment. As a school, we must strive to maintain standards of neatness, cleanliness, modesty and good taste. Our dress code will continue to foster a safe and respectful learning and teaching environment in accordance with our Christian values.

According to Board Policy it is the parent's responsibility to ensure that their children come to school prepared for sun conditions. A hat and appropriate clothing are expected and each student is to have their own bottle of sunscreen (SPF 15 or higher), which they can reapply at school.

Expectations:

The following expectations have been formed in consultation and acceptance by the school staff and School Advisory Council. The issues of appropriateness and safety from the sun formed the basis of our code. We rely on both the parents and students to support the expectations below to maintain our school dress code. This dress code is also in effect during all school related activities, such as trips, excursions, team sporting events, etc.

- Halter tops, tube tops, mesh shirts, muscle shirts, spandex bicycle wear, cut-off shirts & shorts, tops that expose the midriff, tops that are cut low in the front and/or back should not be worn.
- Shorts and skirts should be no shorter than the end of the fingertips with arms extended at sides.
- Should sleeveless tops be worn, the straps should be three to four finger-widths wide and fit snugly around the shoulder and under the armpit.
- **Suggestive or inappropriate language or symbols, which are contrary to Catholic values, are not permitted on any clothing or personal belongings.** Clothing promoting alcohol, sex, violence, rude expressions, drugs or tobacco is not appropriate.
- Sunglasses, sun hats are encouraged to be worn outdoors. No hats, sun visors, or outdoor headgear are to be worn in the school.

- Outside footwear that is wet, dirty, or muddy is to be removed before entering the classroom.
- Students will have separate indoor footwear for the fall, winter and early spring months. Shoes with black soles that mark the floor are not to be worn. Proper indoor footwear keeps the school and the classroom neat and clean for all and reflects a pride in one's environment.

Students who disregard the above code will be asked to change into more suitable clothing. Parents will be contacted if alternate clothing is not available.

Notwithstanding the above, any final decision on the suitability of student dress rests with the school administration.

A copy of this dress code will be kept at the board office and will be reviewed annually.

GYM CLOTHING



The school requests that parents provide clean running shoes with non-scuff soles in the gym. Gym shoes, shorts and a T-shirt are required for gym classes and athletic events and are mandatory for grades 5-8.

SAFE ARRIVAL PROGRAM

When your child is absent:

- Please call the school (St. Patrick's 345-2033 or St. Columban 345-2086) and leave a message either with the secretary during school hours or on the answering machine.
- Provide a written explanation for the absence either when the child returns or with a sibling on the day of absence. If the message is sent with a sibling, it should be delivered to the secretary at 9:00 a.m.
- If the student is to be away for an extended absence that is known in advance, the request should be made in writing.

ILLNESS AT SCHOOL

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

EARLY SCHOOL CLOSING/ INCLEMENT WEATHER

SCRUTON ENTERPRISES LTD.

BUS LINES - 345-2470

On occasion it may be necessary to delay or cancel the buses and close the school due to winter storms, fog, etc. Please listen to radio station CKNX 920, Wingham or CJCS 1240, Stratford for announcements of school closures. <http://www.ourschoolbuses.ca/>



SCHOOL BUS SAFETY

School bus safety is a joint responsibility, which rests with the school bus driver, the pupil and the parent. The Board wishes to emphasize its concern by acquainting pupils [and parents] with safety procedures and orders of conduct to be observed at all times. Parents are kindly requested to review these "instructions" carefully with their children and particularly with Kindergarten children prior to their first school day.

SCHOOL BUS RULES TO BE OBSERVED:

- There shall be no consumption of food or beverage.
- Smoking is prohibited and illegal by law.
- Improper or profane language/conduct will not be tolerated.
- Skates or other athletic equipment shall not be permitted on the bus unless properly guarded or in equipment bags. Skateboards are not to be brought to school on the bus.

** Pupils will be dropped off at the pickup point only, except where prior approval has been granted, in which case the parent shall notify the Principal in writing, in advance, stating reason(s) and length of time for such change. The bus driver will be authorized accordingly.



ALTERNATE BUSSING ARRANGEMENTS

The Huron-Perth C.D.S Board has a policy, which states that the Board provides home-to-school and return transportation for eligible students. Students must ride home on the bus assigned. In the case of a short-term need, due to child care arrangements, the school principal may permit a change in transportation route when a request in writing is presented in advance (minimum 1 day). This request will usually be approved

as long as there is room on the alternate bus. If a long-term exemption from regular transportation is required due to childcare arrangements, a request form (available from the school) must be completed by the parent and returned to the school to be forwarded to the Transportation Supervisor at the Board Office. The Board is very clear **NO EXCEPTIONS** will be permitted for other reasons such as parties, sleepovers, etc. Parents are asked to arrange their own transportation for all such activities.

SCHOOL EVACUATIONS

Should the school need to be evacuated, the students will proceed to St. Patrick's Church and St. Columban's K of C Hall. Notification will be via radio and the school website.

INCLEMENT WEATHER

Pupils are to remain indoors during inclement weather as determined by the weather reports. They are to play or work quietly in their classrooms. Students will be supervised when indoors.



FOOD DAYS/MILK

Food days will be offered on alternate Wednesdays. This year food day tickets will be **ordered by the term**. Each school will send home an order form to be filled out, per family, **for each school**. Milk will also be purchased using the Food form. The price of milk will be 60¢.

HEAD LICE

The Health Unit no longer provides any school service where cases of head lice are involved. There will be classroom screening providing there are enough volunteers to carry out the task. If head lice are detected in a classroom, your child will receive a letter outlining procedures. Parents are encouraged to establish regular routines to minimize this problem. A child who is found to have head lice cannot be readmitted to the school until all the nits have been removed from the child's hair. Arrangements will be made to re check the student's hair upon re-admittance to the school.

MEDICATION

Our Board has a medication policy stating that you cannot send medication to school to be administered unless a medication form has been completed. Please contact the school for a copy of the form.

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 will be taken to the hospital. Please reinforce that students should report all accidents or injuries to the office or to their classroom teacher.

PEANUT SAFE SCHOOL(S)

St. Patrick's and St. Columban Schools are a "nut aware" facility.

- Foods/drinks containing nuts or nut products are not permitted in the school(s).
- If students bring such food/drink items to class, the items will be removed. Parents will be contacted and asked not to send such items to school in the future.
- Food/drink is not permitted in the hallways, gym, library or playground.
- The nut safe policy continues on field trips and excursions where eating is a component.

CATHOLIC SCHOOL ADVISORY COUNCIL

The School Advisory Council is comprised of parents, teachers, non-teaching staff, student council representative, and parish community residents. The primary purpose of the School Advisory Council is to engage the home and the community with the school in order to re-assume some of the non-academic obligations presently placed on teachers. Each year a Council Executive is chosen. One of these Reps is the Council Chairperson. Sub-committees of the Council offer opportunities for all parents to get involved in specific school functions. Our Fund-raising sub-committee works hard to enhance the materials we are able to acquire at the school and programs we are able to offer. All Council meetings are open to all parents. Your attendance at Council meetings is encouraged and allows you to be more involved with and informed about your child's school. Notices of meetings are posted in the school newsletters and on our school website.

VOLUNTEERS

St. Patrick's/St. Columban students benefit greatly from the support of the voluntary services provided by parents, grandparents, high school students, and members of the community. Volunteers help by providing support to all curriculum areas, as well as

Maintaining the library, earth-friendly gardens and sport programs. If you are available to help please call your child's teacher or school secretary to offer your services.

SCHOOL CONSTITUTION

- Everyone has the responsibility to accept others for their unique gifts from God.
- Everyone has the responsibility to be respectful of others, their belongings, and their beliefs. Everyone should be treated with dignity and equality.
- Everyone has the responsibility to do their best and be the best they can be.
- Everyone has the responsibility to help create an environment where everyone can learn, feel safe, and be celebrated.
- Everyone has the responsibility to nurture friendships and be inclusive.
- Everyone has the responsibility to judge people in fair and equal ways.

PARTNERS

I dreamed I stood in a studio
and watched two sculptors there.
The clay they used was a young child's mind
and they fashioned it with care.
One was a teacher; the tools she used
were books, music and art
One a parent who worked with a guiding
hand and a gentle loving heart.
One a parent who worked with a guiding
hand and a gentle loving heart.
Day after day the teacher toiled
with touch that was deft and sure,
while the parent laboured by her side
and polished and smoothed it o'er
And when at last their task 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 agreed he would have failed
if he had worked alone,
for behind the parent stood the **school**
and behind the teacher, the **home** .



THE ONTARIO CURRICULUM

The Ministry of Education and Training provides the school boards of Ontario and the teachers with the specific curriculum documents that outline the learning expectations for each grade and the way these expectations will be evaluated and reported to parents. The documents are available on the Ministry website: <http://www.edu.gov.on.ca>