



JEANNE SAUVÉ
CATHOLIC SCHOOL



8 Grange St. Stratford, ON N5A 3P 519 273-3396
<http://jeannesauve.hpedsb.edu.on.ca/>
 FOLLOW US ON TWITTER @ <https://twitter.com/JeanneSauv>

Bienvenue a Jeanne Sauvé Catholic Elementary School! We continue to look to the words from our 2015 Catholic Education week theme; “Walking the Path of Joy” to guide us as we journey together along your child’s educational path. Catholic schools inspire students to reach their full academic, spiritual, social and physical potential so that they can be transformative in their efforts to become the strong leaders of tomorrow. We look forward with joy, in working together along this pathway with you and your child at Jeanne Sauvé Catholic School.

Our staff is proud to provide a faith filled learning experience that is well balanced with opportunities to enrich the mind, body and soul. Please use this handbook to assist your child(ren) in their daily studies. Information about the rules and routines of the school and a calendar of school events are included here. We ask that parents take time to review the rules and expectations of the school and to sign the last page of the information section. The most significant support we can give our children is to co-operate in their learning about the responsibilities that lead to successful lives as Christian adults. Please call your child’s teacher if you have a question or concern.

We hope to have a chance to meet with each of you many times throughout the year.

Sincerely,
 Shona Gracey
 Principal

Jennifer Ritsma
 Vice-Principal

SCHOOL HOURS

8:30-8:45	students assemble in yard
8:45	supervised entry
8:45-10:30	instructional time
10:25-10:40	recess
10:40-11:30	instructional time
11:30-12:15	K-3 lunch recess
12:15-12:30	lunch recess
12:30-1:15	4-8 lunch recess
12:30-2:10	instructional time
2:10-2:25	recess
2:25-3:15	instructional time
3:15	bus dismissal

Please be advised that supervision in the morning begins at 8:30 am and for safety reasons students cannot be arriving prior to this time.

PARISH STAFF

Pastor: Father Richard Bester
 Associate Pastor: Father Seejo John
 (519) 271-6722



SCHOOL YEAR CALENDAR 2015-2016

Important Dates

Mon., September 7 th	Labour Day
Tues., September 8 th	First Day of Class
Mon., October 12 th	Thanksgiving Holiday
Fri., November 6 th	PD Day
Dec. 21 st to Jan. 4 th	Christmas Holidays
Wed. February 3 rd	PD Day
Mon., February 15 th	Family Day
Mar. 14 th to Mar. 18 th	March Break
Fri., March 25 th	Good Friday
Mon., March 28 th	Easter Monday
Fri., April 22 nd	P.D Day
Mon., May 23 rd	Victoria Day Holiday
Fri., June 10 th	PD Day
Fri., June 29 th	Last Day of Classes

VISITORS TO THE SCHOOL

Please note that all visitors to the school are required to use our safe arrival monitor located to the left of our front doors to be allowed entrance into the school and then report to the office. A visitor's log book can be found at the office and is to be used by **all** visitors to sign in: including parents, grandparents, or guardians who are withdrawing their child from the school for a portion of the day. The school's office assistant, Mme Dack, will gladly call your child from his/her class to meet you at the office. We do welcome parents to visit their child's classroom. When you wish to visit, please call the teacher to make arrangements in advance and please be advised that you must have a criminal background and vulnerable screen test done in order to come and volunteer. **No visitors are permitted on the school yard.**

SAFE ARRIVAL AND DISMISSAL

Students are not allowed in the school before classes except during bad weather. The school yard is accessible 15 minutes before classes. Students may arrive at 8:30 am and must leave at 3:15 pm. This is for the safety of the students. There is no supervision available prior to 8:30 am either outside or at the office.

If you require before or after school programs, please contact *the YMCA* at 273-9622

Parents are always welcome at the school. If you wish to meet with your child's teacher, please make an appointment in advance.

Please be prompt when picking up your children

at the end of the day. Also, please let us know early in the day if you need to change your plans for picking up your children. Some days it is very difficult to pass on last minute messages.

If you are picking up your child after school we ask that you wait outside. There is a lot of congestion in the hallways and it also helps children to develop independence. Please make sure your child knows who will pick him/her up. Please be advised: students are not permitted to cross between the buses.

It is the parent's responsibility to update the office when they change jobs, phone numbers, caregivers, move, etc.

MASSES/LITURGICAL CELEBRATIONS

The most essential aspect of Jeanne Sauvé Catholic School is exposure to Catholic values. Children in our school take part in religious instruction in English and bilingual celebrations. We encourage the children to attend Sunday Mass regularly with their parents as Mass is the very centre of our worship. Our goal is to build a community through the celebration of our faith. Liturgical worship is an essential element in our Catholic Schools. We observe regular school masses. The students help to plan these Masses. As well, students in grades 2 receive the Sacraments of Reconciliation and First Holy Communion. Grade 7 students receive the Sacrament of Confirmation.

ABSENCES OR LATE ARRIVALS

We ask that you contact the office at **(519) 273-3396 by 8:45 am** that day so that the student's classroom teacher can be notified. Please feel free to leave a message on the school's voice mail as it is accessible 24 hours a day. If a phone call is not possible, a note in a sibling's agenda would be very much appreciated prior to the day of the late arrival or absence. If a student arrives at school after the morning bell has gone, s/he must obtain a late slip from the office. This is a safe school policy that students must follow under all circumstances. Adherence to it avoids unnecessary calls to alarmed parents.

THERE'S NO PLACE LIKE HOME

Do not send your child to school if he/she is feeling ill. Students showing any of the following symptoms should be kept comfortable and resting at home: earache, vomiting, diarrhea, fever, severe cough/runny nose, etc.



ACCIDENTS

In all cases of serious accident, the parents/Guardians will be notified immediately.

NO NUT PRODUCTS & FRAGRANCE-FREE

Our school is a "peanut safe school." This includes; almonds, peanuts, walnuts, pecans, hazelnuts, etc. Please check ingredients carefully before sending food to school with your child. Please let us know if your son/daughter has an allergy (e.g., peanuts, bees, citrus fruit, etc) or medical need. We keep up-to-date, detailed records on hand for all staff. Also, due to allergies, we ask you to refrain from wearing any fragrances. Your co-operation in this area is most appreciated.



MEDICATION

The school will administer prescription medication providing all requirements of the Board policy are met. Medication must be in the original container supplied by the pharmacist, and written authorization from the parent/guardian and physician must be on file at the school (forms are available through the office). All medication will be kept in the office in a secure location. Students may not self-administer medication

PERSONAL BELONGINGS

Please do **NOT** send any valuable items or toys to school. This includes trading items like cards or objects as **trading is not permitted at the school**. Make sure that **all** clothing, and other items are **labeled**. For safety and privacy reasons, the following are not allowed for use by students on school property: roller blades, skateboards and scooters. The school will not be responsible for lost or stolen items.

INCLEMENT WEATHER

The following operators serve students at Jeanne Sauvé: First Student, Newry, and Murphy. The bus operators make the decision to run buses late or cancel them. The closing of the school due to inclement weather conditions is determined by the Board of Education. Generally speaking, our buses may be cancelled but Jeanne Sauvé remains open to those staff and students who can get to and from school safely. In the event of inclement weather, please check the following venues for information:



<https://twitter.com/1240CJCS>

www.cjcsradio.com then select the Bus Cancellations link

<http://www.ourschoolbuses.ca/delaysandcancellations.htm>

**Remember the school is open unless a public announcement indicates otherwise. Bus cancellations do not mean the school is closed. If your child's bus is cancelled and you choose to drive them in, you must pick them up promptly at 3:15pm.

DELIVERIES/DROP OFFS

We ask that labeled lunches, book bags, clothing etc., be brought into the office for delivery to the students. This really helps to minimize interruptions in the classrooms and to maximize the learning time. We appreciate your co-operation.

COMMUNICABLE DISEASES

Parents/guardians are asked to contact the school if your child has a communicable disease (e.g., head lice, pink eye, measles, and chicken pox). This will assist us in taking prompt action to control the spread.

FIRE DRILLS

In order to ensure that the school will be quickly and safely cleared, fire drills will occur from time to time. Students are to follow these guidelines:

- ❑ Acquaint yourself with the exit route from your classroom, the library & gym
- ❑ When the alarm rings, leave the building by the specified route, in silence
- ❑ Move quickly, but do not run
- ❑ Once outside, please move to your class's safe zone.
- ❑ Return to the building once the bell has rung three times



HOMEWORK

Students are expected to complete some work at home. Aside from the dictionary, there are many resources that can help you to help your child with homework that is in French even if you do not speak French. The following websites are excellent homework helpers:

www.dictionary.com (French/English translation)

www.sosdevoirs.org

www.tfo.org/eureka

www.radio-canada.ca/jeunesse

INTERNET USE

Internet access through our school network is a privilege and will be granted only to students who follow our guidelines. At no time are students permitted to transmit unacceptable material, use offensive language, download or display inappropriate material, or provide personal information about themselves or others through the internet.

FIELD TRIPS

Throughout the year, classes plan excursions outside the school environment to extend and enrich units of study. The Ontario Curriculum encourages and supports this practice. Educational research shows learning is more meaningful when reinforced by a variety of experiences. Teachers review community programs and select ones that offer an excellent learning experience at a reasonable cost. Students/parents/Guardians shall be advised of the trip's objectives and made aware of the

expectations prior to leaving the school. It is crucial that the original written permission form be received by the teacher prior to the outing. Verbal or telephone permissions are not accepted for insurance reasons. For safety reasons, it is understood that the Principal may refuse participation in a field trip because of a student's prior or anticipated risk. In such a case, the Principal will notify the student's parent/ guardian of the decision. In the event of serious student misconduct during a field trip, the teacher in charge shall have the authority to contact the parent/guardian who will be responsible for picking up their son/daughter at the field trip site.

PETS & ANIMALS

Pets and animals are not allowed in the school unless authorized by the Principal. This is a health and safety restriction.

REPORTING STUDENT PROGRESS

We continue to follow the more recent Provincial format for reporting. Initial progress will be reported in the Fall using the Elementary Progress Report Card. Following this all achievement will be reported using the Elementary Provincial Report Card; two times a year for students in grade 1-8. Reporting for kindergarten students for first term is oral. SK students receive 2 written reports throughout the school year (February/June) and JK students receive one in June. Marks for all students are based on levels which reflect the standards set out by the Ministry of Education. Teachers collect a variety of information, including anecdotal observations. Teachers want to hear your ideas, concerns and answer your questions. Direct contact with your child's teacher is the best approach.

STUDENT SUPERVISION

No student will be left unsupervised in any room. All students need to go outside for the recess break. During recess periods, house league activities are designed to foster co-operation and co-ordination skills.

RECESS

For safety and environmental reasons, eating outside is not permitted. When the bell rings, students are asked to line up promptly, holding

on to all play apparatus. Classroom teachers meet their students at designated entrance points. Our school is a:

NON CONTACT ZONE. Failure to abide by the rules may result in a loss of recess time or other consequence as outlined in the School Code of Conduct.

Remember – recess is a time to have fun outside! **BE SAFE!**

DRESS CODE

The dress code is established to provide an atmosphere that enhances learning, promotes health and safety, avoids disruption and advances our values as a Catholic School. This applies to all school functions on and off school property (including graduation). Clothing should be neat, clean, modest, and labeled. All necklines must be appropriate and modest. Student t-shirt straps should be at least three finger widths wide. Visible undergarments, bare midriffs/backs, and exposed buttocks are examples of inappropriate dress. All shorts and skirts must be **no shorter than one hand width above the knee**. Shoes must be worn at all times. Indoor shoes are required. Non-marking running shoes (all grades) are mandatory.

The following are prohibited:

- Clothing that promotes or makes reference to violence, drugs, tobacco, offensive language or messages, and any other inappropriate behaviour
- Any clothing that has holes above the knee or reveals any area which would otherwise be covered in this policy

Students who do not meet dress code requirements will have their parents called to bring in appropriate clothing for the student

LOST & FOUND

Items not claimed are placed in the lost and found cupboard located in the front entrance. Any valuables found (e.g., ipods, phones, jewelry, keys, watches) will be kept in the main office. Lost and found items are displayed during our parent-teacher conference evenings.

Eventually, unclaimed items are donated to various charities and missions. In an effort to reduce loss, please ensure that personal items are labeled.



PLAYGROUND EQUIPMENT SAFETY

We ask that students use the playground equipment in the way that it was designed to be used. Sit while sliding, feet first; no walking up the slide; no playing on the top of the slide; before sliding, be sure that the landing area is clear; respect the rights and space of others playing on the equipment; avoid unsafe behaviour (pushing, running, perching) while on the equipment; do not throw stones, sticks or other objects; leave the gravel on the ground. Do not hang upside down on any school equipment. Reminders: Long scarves and clothing with drawstrings must not be worn on the play equipment. The playground equipment is inspected regularly. Equipment may be off limits in rainy, snowy or icy weather. Students who ignore safe practices on the play equipment will lose the privilege to use.

BUS SAFETY

Riding the bus is a privilege not a right. The privilege of riding the bus will be refused for misconduct, violation of the rules or endangering the safety of others. All students are expected to conduct themselves in a safe and orderly manner while on the bus. Specific expectations include:

- Always be courteous and follow the instructions of the bus driver
- Remain in the seat
- Keep hands, legs & objects to yourself
- No eating or drinking

Note: School board policy does not allow non-bus students to ride the bus. **NO EXCEPTIONS.**

CATHOLIC SCHOOL ADVISORY COUNCIL

The Catholic School Advisory Council is a vital part of our school family. Members assist with home/school communication. One of the primary goals of this council is to support school improvement. They work with the staff to make your child's experience at school a very positive one. In addition, involvement in CSAC can provide opportunities for networking, socialization and good citizenship. Elections are held in September. Meetings are announced in the newsletter/calendar. Everyone is welcome!

VOLUNTEERS

Volunteers are always needed for school activities, fundraising and to support learning. Requests for volunteers are noted in newsletters and the website. We also have a Volunteer Reading program. We provide training to help you work on specific reading skills with our students. You are welcome to call Madame Dack at any time should you wish to lend a hand. All volunteers in Ontario schools are required to submit a Criminal Background Check and a Vulnerable Screen Check. We thank you advance for considering this vital role.

SCHOOL CODE OF CONDUCT & PROVINCIAL CODE OF CONDUCT

Purposes of the Code

Jeanne Sauvé School is committed to working with families, our parish, and community partners in maintaining a safe and orderly Christ-centered learning environment. A format of progressive discipline will be implemented in our school and we will endeavor to build a safe and caring school environment through appropriate interactions between all members of the school community.

Roles and Responsibilities (as found in Provincial Code of Conduct, Oct. 2007):

Students

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 himself or herself, for others, and for those in authority;
- refrain 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 (3B:5) specifically 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, is prohibited.

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 led by our faith and a conscious 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 misbehavior, 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.

Student & Parent Agreement



Student: I have read the information and rules in the student planner and I agree to follow the rules. I understand it is my responsibility as a student to follow the direction of my teacher, principal, vice principal and all staff at Jeanne Sauvé School.

Signed: _____

Parent: My child and I have reviewed this information and agree that these guidelines will be followed during the coming school year.

Signed: _____