

WELCOME MESSAGE FROM PRINCIPAL ALEX BUJACZ

"A Catholic family community working together to nurture and celebrate the hearts, minds, bodies and souls of our students."

On behalf of the entire staff, I would like to welcome all students and parents to the 2009-2010 school year. As Principal, I pledge to always put children first. As Catholic educators, we have been given the privilege and responsibility to help develop all children spiritually, socially, physically and intellectually. Our sense of family will be reflected in all that we do. The partnership between school, home, parish and community must be strong in order that we provide the absolute best environment for our children. Our goal is to have our children reach their full potential. We rely on you as parents to nurture the channels of communication between school and home. This agenda will be our daily link.

WELCOME MESSAGE FROM FATHER AUGUSTINE MENDONÇA

Parish is God's family, where we worship, praise and thank God together; where our children learn about God; where we are nourished and refreshed by the presence of Jesus, especially in the Holy Eucharist. Where it exists, a Catholic school is an integral part of a parish community. For me, a Catholic school is a gift of God to a parish. Therefore, I consider St. Mary School as a God's gift to our parish family. As pastor of the parish, I will make every effort to participate in everything that is going to happen in St. Mary School during the coming year. I am proud of our little school. We are blessed with a great principal, wonderful teachers and excellent support staff. I am grateful to God for this gift. I extend to all teachers, support staff, volunteers and students a very warm welcome and wish you all a very happy and fruitful year. Together, we shall strive to make Jesus the centre of our lives, both in the school and in our homes and shall build a truly vibrant parish family, where children come first! May God bless you all in the new 2009-2010 school year.

WELCOME MESSAGE FROM ST. MARY SCHOOL COUNCIL

St. Mary School Council functions as a liaison between parents, teachers, administration, the community and the Catholic District School Board of Eastern Ontario to encourage communication, involvement and cooperation with the goal of maximizing individual student learning and enhancing school life. School Council will listen to and represent your concerns and work together to the betterment of our school and community. Your insight and feedback help to ensure that we are considering all the various angles of the many aspects and issues that affect our children and our school. Open communication is important and this makes us a better team.

Council meets approximately six to seven times per year in the school library and is comprised of twelve voting members. All parents and guardians are encouraged to attend and participate in Council meetings.

WWW.STMARYSCHOOLCP.CA

2009-2010 School Year Calendar

| | |
|---|--|
| Wednesday, September 2, 2009 | <i>Professional Activity Day</i> |
| Thursday, September 3, 2009 | <i>Professional Activity Day</i> |
| Monday, September 7, 2009 | <i>Labour Day</i> |
| Tuesday, September 8, 2009 | <i>First Day of School</i> |
| Friday, September 25, 2009 | <i>Professional Activity Day</i> |
| Monday, October 12, 2009 | <i>Thanksgiving Day</i> |
| Friday, November 20, 2009 | <i>Professional Activity Day</i> |
| Friday, December 4, 2009 | <i>Early Dismissal/Parent-Teacher Interviews</i> |
| Monday, December 21, 2009 to Friday, January 1, 2010 | <i>Christmas Break</i> |
| Wednesday, January 27 to Tuesday, February 2, 2010 | <i>Secondary Examinations</i> |
| Wednesday, February 3, 2010 | <i>Professional Activity Day</i> |
| Monday, February 15, 2010 | <i>Family Day</i> |
| Thursday, March 4, 2010 | <i>Professional Activity Day</i> |
| Monday, March 15 to Friday, March 19, 2010 | <i>March Break</i> |
| Friday, April 2, 2010 | <i>Good Friday</i> |
| Monday, April 5, 2010 | <i>Easter Monday</i> |
| Monday, May 24, 2010 | <i>Victoria Day</i> |
| Thursday, June 24 to Wednesday, June 30, 2010 | <i>Secondary Examinations</i> |
| Wednesday, June 30, 2010 | <i>Last Day of School/Early Dismissal</i> |

****Please note that the first day of school for the 2009-2010 school year calendar has been revised to Tuesday, September 8, 2009, following Labour Day***

SCHOOL GENERAL INFORMATION

- Yard supervision is provided only from 9:00 a.m. to 9:15 a.m. There is no supervision after school.
- The school day begins at 9:15 a.m. and ends at 3:40 p.m. Lunch starts at 11:55 a.m. and ends at 12:55 p.m.
- The Before & After School Program runs from 6:30 a.m. to 9:00 a.m. and from 3:40 p.m. to 6:00 p.m. For additional information, contact Judy Crispin at 613-257-1375.

- We have a monthly milk/pizza program available to all students and information and order forms will go out monthly.
- Please note, classes will not be interrupted unless it is an emergency.
- Should you and your family require assistance or help for any of our programs (i.e., class trips, etc.), please contact your teacher or the office. We will confidentially ensure that the needs of all of our students are met.
- Please do not send electronic devices (eg., cell phones, Walkmans, Gameboys, etc.) to school, as these are expensive items and the school will accept no responsibility for their loss.
- If your child is a walker, they are to cross with the crossing guard. Please walk with and instruct your child on safety prior to the start of the school year.
- Please note that the student pick-up area is behind the church off of John Street.
- No bikes, roller blades, skateboards are allowed on the yard during school hours.

PEER HELPERS: Children Helping Children

Grade 6 students are chosen and trained to assist students in the school. They help with individual and small groups.

VOLUNTEER EDUCATORS PROGRAM

Volunteers assist in many programs in the school, such as hot lunches, Breakfast Club, classroom helpers, book fairs, fun night, head checks and excursion supervisors.

"HUSKY" PROGRAM

Assembly and awards celebrating students' successes (honouring students who are "Striving to Achieve").

SOCIAL SKILLS PROGRAMS

Social Skills Programs are taught to whole classes, small groups, as well as on an individual basis. Social skills training allows the students to get along with others, to better understand and express their feelings and to cope with their own life experiences. The programs provide steps to help children build self-esteem which leads them to make better choices. Skills are taught through role-playing, discussions and hands-on activities. The students take part in the Social Skills program through a teacher or parent referral.

SCHOOL CHOIR AND GUARDIAN ANGELS

Grade 4 to 6 students performing at school celebrations and special events.

EXPECTATIONS

School staff (principal, teachers, educational assistants, student support worker, secretary, custodians, bus drivers and others in positions of authority) are expected to:

- Promote a Christian community that will involve all partners – staff, students, parents and church.
- Provide students with a program that meets their individual needs.
- Provide help to students when needed.
- Work with students and staff to make our school better.
- Support students to understand homework assignments and skills to be practiced, monitor completion and communicate with parents.
- Communicate student's progress effectively to the student and parents.
- Check student's agenda and sign on a daily basis.
- Treat students fairly.
- Act as role models who demonstrate lifelong learning.

- Act as team members and team leaders in the school working with students and staff.
- Establish management strategies that support learning and respect the dignity of students.
- Supervise classrooms, hallways and playground in accordance with the school's Code of Behaviour (available at office).
- Be prepared and on time.

Parents/Guardians are expected to:

- Respect and support the Catholic nature of the school.
- Communicate regularly with school personnel.
- Become familiar with the student expectations and the Code of Behaviour (available at office).
- Work with the school staff and their child to resolve any issues that may arise.
- Co-operate with the school if their child's program or performance requires special attention.
- Encourage their child to meet learning expectations and to set goals.
- Show support for their child by attending student conferences/interviews and school events.
- Talk with their child about school work and support their child with a routine and a place for homework.
- Read and sign their child's agenda on a daily basis.
- Inform the teacher with a note in the agenda if their child is unable to complete homework on any given night.
- Not send children to school prior to 8:35 a.m., since there is no supervision on the yard.
- Give the school current home, work and emergency phone numbers.
- Provide children with "nut free" snacks and lunches.
- Agree to sign and return completed permission forms.
- Send their children to school prepared to be outdoors for the recesses. Those who are unable to go outdoors due to illness are probably too sick to be at school.
- Sign in and out at the office.
- Pick up their children at the office, if they are leaving early.
- Call the school if their child is going to be absent. Leave a message on the school answering machine.
- Ensure that their child attends school regularly. Student success is linked to their presence at school. Board policy is that parents will be contacted at 7 absences or lates; letters will be issued at 11 absences or lates, and a Ministry letter and notification will be issued at 15 absences and/or lates. It is the guardian's responsibility to ensure that all absences and reasons for absences are reported to the school. Any student arriving late or leaving early will be tracked by the Ministry, as per the regulations of the Education Act.
- Send a note to their child's teacher in the agenda if the child will be absent from school or leaving early for an appointment. Students must sign in at the office if they are late or leave early.

Students are expected to:

- Respect and follow the teachings of our Catholic Faith and be an example
- Treat others in a courteous way.
- Use appropriate language befitting a Christian.
- Respect prayer time and O Canada.
- Respect and maintain the learning environment within the classroom by participating in the formation and maintenance of a "CLASSROOM COVENANT" (discussed in classroom in September).
- Follow the instructions of teachers/support staff.
- Show courtesy and consideration for others.
- Always try their best.

- Accept the consequences of their actions and decisions.
- Be peacemakers and exercise self-discipline.
- Remove hats upon entering the school.
- Walk quietly through the school.
- Wear indoor shoes at all times while in the school.
- Remain on school property during the school day unless a note is provided by parent/guardian.
- Respect property and take pride in the school.
- Represent the school favourably in extra-curricular activities (i.e. sports, outings).
- Be punctual and in regular attendance.
- Respond to bell promptly and enter school quietly.
- Be cooperative and attentive in class.
- Remain on task during class time.
- Be attentive and focused during school assemblies/liturgies.
- Complete all assigned work.
- Have school reports/correspondence signed and returned.
- Prepare their supplies for the next school day.
- Keep their work area and lunch area clean and organized.
- Remain at their assigned seat for the lunch period.
- Remain "in good standing" to ensure that they -can be included in sporting events, trips, etc.
- Be helpful and respectful when supply teachers and other guests are in the school.

DRESS CODE

- Students are expected to dress in a manner appropriate for school. The following items are not acceptable: boxer, cut-off or short shorts, short or crop tops, muscle shirts, ripped/torn jeans, monogrammed clothing/jewellery promoting sex and/or the use of drugs or alcohol. If you can't tuck it in, you can't wear it. All tops, shirts and dresses must have a minimum 5.0 cm wide band over the shoulder and must fit appropriately under the arms. Skirt and short lengths must be at least to the end of the fingertips with arms at the side and all necklines must be appropriate. Clothing should always reflect modesty and good taste.
- Jewelry that may cause injury, including wristwatches and rings, may not be worn in gym class and when on the play structures.
- Soft-soled, non-slip, non-platform shoes designed for safe play must be worn in gym class.
- A hat is recommended to be worn outside on very sunny days.

BUS EXPECTATIONS

Transportation by school bus is a privilege and not a right. Behaviour that interferes with the safe operation of the bus or the safety of the other students riding on the bus will not be allowed. The driver of the bus is in charge of the operation of the bus and of the safety and welfare of all students and he/she must be given each student's cooperation and support. Any inappropriate bus behaviour will be dealt with by the Principal**.

** See Bus Handbook** (available in the office)

VISITORS/VOLUNTEERS POLICY

Visitors/Volunteers are always welcome at our school. For student safety, after 9 a.m., all entrances will be locked with the exception of the Hawthorne Avenue door by the office. All visitors must sign in at the office and pick up an identification badge before proceeding into the school. This year students and staff have been directed to identify visitors in the school without badges. To avoid embarrassing requests to return to the office, please ensure that you stop first for an identification badge.

SAFE ARRIVAL POLICY

If your child is going to be absent/late for school, please call the office and leave a message on the voice answering system at any time. If a child is absent and the school has not been informed, the secretary will be calling home/work to check with you. It is essential that the Student Information Form be accurate and up to date.

EMERGENCY EVACUATION POLICY

During September, staff and students work diligently on evacuation procedures in case of emergency. The Fire Department will help in this regard. Please ensure that your child has a pair of indoor shoes. This makes gym activities safer and also allows for speedy exit from the building in emergency situations.

ANAPHYLAXIS POLICY

Our school has a number of children who suffer from anaphylaxis, a potentially life threatening allergic reaction to an allergen (primarily peanut products). Through education, dialogue and a cooperative spirit, students, teachers and parents can strive to make this a peanut safe school. In September of every year, staff and students will view films on anaphylaxis, review emergency protocols and inform parents regarding classroom procedures. Although this policy may not affect your child's class directly, **PLEASE** choose to send foods to school that are free from peanuts or nut products. Where a classroom has a student with a peanut or nut allergy, it will be designated as a "Peanut Free" classroom. For safety reasons, children in these classrooms are asked to refrain from bringing any items that contain peanut products. Should you forget and your child arrives at school with peanut or nut products, he/she will be required to eat in another classroom or area.

MEDICATION POLICY

As per Board Policy, all medication provided to the school for administration to students must be prescribed by a doctor and a "Request for Administration of Medication" form, fully completed and appropriately signed by both the parents/ guardians and the doctor, must accompany the medication. This includes "over the counter" medication. All medication is to be left in the office. Students are not to have medication on their person or in their backpacks, with the exception of EPIPENS for students who suffer allergic reactions.

TELEPHONE POLICY

As anyone who has tried to phone the school knows, the telephone lines are extremely busy. As such, it is important that they are reserved for school business. Students, therefore, need to make their travel, lunch and social arrangements on their own time. **Students are allowed access to the school phones only on an emergency basis and only with the permission of staff.** Likewise, parents are asked to contact students at school **only in cases of emergency.** Classroom interruptions disrupt important student learning. Agendas should be used as the primary means of communication between home and school.

RECYCLING POLICY

It is our role as members of this community to keep our environment clean, safe and beautiful and each one of us must do our part. Although we do recycle pop cans and paper products at our school, all students and staff members are expected to bring home all waste or uneaten food that he/she brings to school. "Litterless" lunch bags, containers and drinking vessels are ideal solutions in assisting with the three "R's" – Reduce, Reuse, Recycle. We have also instituted a composting program.

TEXTBOOKS/LIBRARY BOOKS

Students are responsible for the textbooks/library books issued to them. If you lose or damage a book, you must pay to replace it.

VALUABLES

It is strongly recommended that no item of value be brought to the school, especially expensive electronics or toys. If items are lost, the school cannot be held responsible.

NEWSLETTERS

Newsletters will be sent home with youngest and only at the school. If you do not receive information from us on a regular basis, please check your child's school bag or agenda or phone the office to request extra copies. Information will also be available at www.stmaryschoolcp.ca.

BREAKFAST CLUB

Beginning at 9:00 each morning, St. Mary students can attend the Breakfast Club for toast, juice and socializing in the school gymnasium. We gratefully acknowledge the parish volunteers for sponsoring this event.

SNACK BINS

There will be snack totes in every classroom that will be available to any student who forgets his/her lunch or is short of food.

LOST AND FOUND ARTICLES

Please assist your child by labelling clothing and footwear. Articles that are lost can be found in the Lost and Found box. This box is emptied and articles donated at the end of every month. Parents are asked to check during the last two days of every month.

EARLY SCHOOL CLOSING

Schools may be closed due to severe weather conditions or other emergencies. Working parents are advised to have a contingency plan for their children in the event that students are sent home early without advance warning. Please advise your children of where they should go in this event or send a note to advise the teachers. Local radio stations (101.1 FM) will broadcast news of emergency closing and will be posted on the board website - www.cdsbeo.on.ca. During the winter, certain buses may not run due to road conditions. In this case, the school would normally be open.

PRAYER

Prayer is considered an integral aspect of our daily school program.

TEAM FOOTPRINT

If you have concerns, here is our "Team Footprint":

- Evaluate the problem by talking to your child
- Talk to your child's teacher
- Phone/meet with the Student Support Worker
- Phone or meet with the Principal

Only when parents make full use of their opportunities to provide information and feedback to the school team can the school provide the best possible program for each pupil.

INCLEMENT WEATHER

Announcements regarding the cancellation of school bus and special vehicle transportation will be broadcast on your local radio stations, beginning at 6:15 a.m. If transportation is cancelled in the morning, afternoon transportation will not operate. Please do not call the bus companies. Parents/guardians and students can verify if buses are cancelled by accessing the Board's website at www.cdsbeo.on.ca and clicking on the "School Bus Cancellations" icon. Ultimately, each parent has the right and legal obligation to protect their child. At your discretion, you may decide to keep your child at home at any time if you feel that it is too risky to have him/her transported to school.

The decision to cancel or alter transportation services will be broadcast on the following radio/TV stations:

| | |
|------------------------------------|--------------------------------------|
| <i>A Channel TV News</i> | <i>CBOF-Radio-Canada 90.7 FM</i> |
| <i>A Channel Banner Television</i> | <i>ROCK - Cornwall 101.9 FM</i> |
| <i>CFRA - Ottawa 580 AM</i> | <i>Variety - Cornwall 104.5 FM</i> |
| <i>MAGIC 100.3 - Ottawa</i> | <i>Cornwall 1220 AM</i> |
| <i>BOB FM-Ottawa 93.9 FM</i> | <i>CKON - St. Regis 97.3 FM</i> |
| <i>TEAM 1200 AM - Ottawa</i> | <i>Wild Country - Malone 96.5 FM</i> |
| <i>CKBY - Ottawa 101.1 FM</i> | <i>OLDIES WICY - Malone 1490 AM</i> |
| <i>CHEZ - Ottawa 106.1 FM</i> | <i>Hits 94.7 FM</i> |
| <i>Y-101 - Ottawa 101.1 FM</i> | <i>CIMF-Hull 94.9 FM</i> |
| <i>KISS - Ottawa 105.3 FM</i> | <i>CHPR - Hawkesbury 102.1 FM</i> |
| <i>Oldies - Ottawa 1310 AM</i> | <i>CJLA - Lachute 104.9 FM</i> |
| <i>Ontario Morning 95.5 FM</i> | <i>CKTF - 104.1 FM</i> |
| <i>CBC - Ottawa 91.5 FM</i> | <i>CJRC - Hull 1150 AM</i> |
| <i>CJOH - TV News</i> | <i>Hull 104.7 FM</i> |
| <i>JACK FM 92.3 FM</i> | <i>Talk 1400 AM</i> |
| <i>WFRY 97.5 FM</i> | <i>WBDB 92.7 FM The Border</i> |
| <i>The Bear 106.9 FM</i> | <i>The Weather Network</i> |

GENERAL RUBRIC SAMPLE

| L1 | L2 | L3 | L4 |
|--|--|--|--|
| D - Still Learning | C - Good | B – Very Good | A – Exceptional |
| - needs lots of help | - some help given | - very little help given | - independent (done on own) |
| - many errors | - some errors | - few minor errors | - almost no errors |
| - no detail, irrelevant and unclear work | - basic work with some clarity | - mostly detailed, clear and relevant work | - very detailed, clear and relevant work |
| - messy and unorganized work | - some neatness with a little organization | - neat, tidy and organized | - very neat, tidy and well-organized |

HOMEWORK GUIDE

Research shows that “homework” is beneficial to your child. Children whose parents take an active role in their education are more successful. Nightly reading is highly recommended. This is especially important in the junior grades and is considered necessary for approximately 30 to 45 minutes per night. All parents need to check their child’s agendas daily.

GUIDING QUESTIONS FOR READING

Listed below are a few guiding questions that might prove useful when a parent is helping their child with his/her reading:

1. Praise your child whenever possible.
2. Teach your child to identify and comment on different points of view in texts.
3. Offer comments and questions of your own. Encourage your child to share his/her opinions about a reading.
4. Review challenging and new words. Try to use them in discussions.
5. Ask questions before, during and after reading:
 - What do you think the reading will be about?
 - Why do you think the author described the character in this way? How would you describe the character?
 - Did the story remind you of anything (eg., your own experiences, other stories you have read, the world around you)?

EDUCATIONAL WEBSITES

For information on school activities, etc., please visit: www.stmaryschoolcp.ca

For additional educational information, please visit the following websites:

- <http://school.discoveryeducation.com>
- <http://familyeducation.com>

CALLED TO CARE - CALLED TO ACTION - CALLED TO REBUILD

ST. MARY SCHOOL DISCIPLINE POLICY

Called to Care:

Reminder, Reflection ...

- Teacher redirection
- Verbal reminder/reprimand by teacher
- Time for personal reflection (oral or written)
- Time out in classroom
- Quiet area to work
- Teacher reviews Code of Conduct with student and/or parent(s)/guardian
- Expectations reviewed with student and/or parent(s)/guardian
- Loss of recess or other privileges
- Short in-class detention (i.e., 20 minutes)

****Documentation process should begin if repeated behaviours.***

Called to Action:

Resolution, Restitution ...

- Teacher contact with parents (agenda, note, telephone call)
- Behaviour contract between student and teacher
- Reward/monitoring system for desirable behaviour
- A member(s) of the school team will meet with teacher(s) and students(s)
- A member(s) of the school team will review Code of Conduct with student and/or parent(s)/guardian
- Program of support initiated (small group or individual)
- Written reflection by student (may be signed by parent)
- Conduct Report is issued by teacher/SSW/administration, signed by administration, and signed by parent
- Supervised withdrawal from playground and/or classroom
- Referral to Special Education Resource Teacher
- Phone call to parents from administration
- Letter to parents from administration

Major Infractions

(includes repeated minor infractions)

- School Team meeting (all/some of the following as applicable: Student, Parents, Teacher, SSW, Administrator, SERT, Board Staff)
 - Mediation with victim(s)
 - Loss of bussing privileges
 - Student success plan (ideally involves parent/guardian)
 - Regular school team meetings (see above for participants)
 - Documentation of student history may take the form of a more in-depth history with regular updates (i.e., weekly)
 - Referral to community agency and/or family physician
- *Documentation of student history is required.**

Called to Rebuild:
Removal, Reconciliation...

Serious infractions that jeopardize the safety and/or impact severely & negatively on the Learning Environment (includes repeated major infractions)

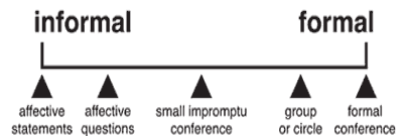
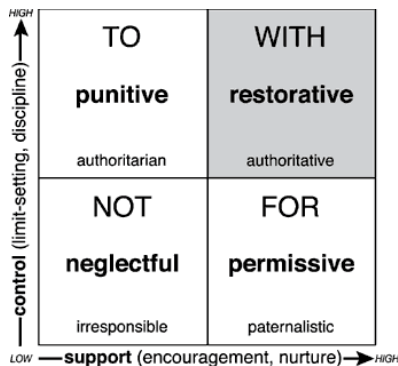
- Suspension by administration [Ed. Act, 306.(1) & 310.(1)]
 - Expulsion by the board [Ed. Act, 311]
- *A variety of progressive discipline measures are documented (unless this is an isolated, serious offence).**
***A full investigation has been carried out. [Ed. Act, 311.1(1)]**
***All mitigating factors have been considered. [Ed. Act, 306.(2)]**
***In the case of a suspension that > 5 days or an expulsion, an education plan must be provide for the student. [Ed. Act, 312.(1).**
***In the case of a suspension that > 5 days or an expulsion, a reentry plan must be provided for the student. [Ed. Act, 312.(2)(c)]**

Restorative Practice

Our society’s fundamental assumption is that punishment holds offenders accountable. However, for an offending student punishment is a passive experience, demanding little or no participation. While the teacher or administrator scolds, lectures and imposes the punishment, the student remains silent, resents the authority figure, feels angry and perceives himself as the victim. The student does not think about the real victims of his offence or the other individuals who have been adversely affected by his actions. So, are we holding the student accountable?

Doing things to an offending student merely alienates him. We must do things with him. We must engage him in an active way to truly hold him accountable. Simultaneously, we want to build positive relationships between the student and those affected by his behaviour.

A few key words—NOT, FOR, TO and WITH—were recently identified as a shorthand method to help clarify these approaches. If staff members were neglectful toward the students, they would NOT do anything in response to their inappropriate behavior. If permissive, staff members would do everything FOR the youth and ask little in return. If punitive, the staff would respond by doing things TO them. But responding in a restorative manner, staff members do things WITH the young people in their care and involve them directly in the process. A critical element of this restorative approach is that, whenever possible, WITH also includes victims, family, friends and community—those in the school, group home or wider community who have been affected by the offender’s behavior.



The CDSBEO has been working closely with the International Institute for Restorative Practices and this information has all come from their website – www.iirp.org

Restorative practices is not limited to formal processes, such as restorative and family group conferences or family group decision making, but range from informal to formal. On a restorative practices continuum, the informal practices include affective statements that communicate people's feelings, as well as affective questions that cause people to reflect on how their behavior has affected others. Impromptu restorative conferences, groups and circles are somewhat more structured but do not require the elaborate preparation needed for formal conferences. Moving from left to right on the continuum, as restorative processes become more formal they involve more people, require more planning and time, and are more structured and complete. Although a formal restorative process might have dramatic impact, informal practices have a cumulative impact because they are part of everyday life.

Restorative Questions

When things go wrong:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think you need to do to make things right?

When someone has been hurt:

1. What did you do when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?

Progressive Discipline Steps (typical steps taken, depending on the nature and severity of the incident):

- Staff redirect student
- Classroom teacher redirects student
- Classroom teacher assigns consequences
- Classroom teacher notifies office, parents and assigns consequences; SSW involved
- Classroom teacher notifies office, office assigns community service (2 to 5 days); parents notified; SSW and Principal involved
- Student loses "Student in Good Standing" for 5, 10, 20 days (ability to practice or be on any school team) and community service of 5 to 10 days; parents notified; possible meeting with Principal and SSW and begin developing a Plan for Success
- Student gets an in-school detention; works in the office area; not in class or with peers for half to one full day; parent meeting requested; SSW and Principal involved and implement a Plan for Success
- Student suspended; re-entry meeting with SSW and Principal, review Plan for Success

BULLYING PREVENTION

This year we are placing special emphasis on bullying prevention in our school community. We will be taking the school climate approach to addressing the issue of bullying. This approach is based on sound research and practice and is supported by the Catholic District School Board of Eastern Ontario.

Soon, your child's class will be learning about bullying prevention. Students will learn how bullying happens and will learn and practice skills that will help them deal with bullying behaviour. Specifically, they will be learning:

- how bullying is different from other conflicts between students
- how to tell an adult when they need help
- how a child who is bullied might feel
- ways of helping others deal with bullying
- rules for how to treat others at school
- the school's plans for dealing with bullying behaviour
- assertive responses and other ways to deal with bullying behaviour at school

Students will also complete anonymous surveys so that the school can collect information about their experiences with bullying. This information will be used to modify the school-wide bullying prevention plan.

You can support your child's learning by:

- talking with your child about bullying and about what she or he is learning
- role-playing and practicing the skills learned at school
- participating in the school's parent activities about bullying prevention
- talking to the principal or other school staff about questions or concerns you may have about bullying behaviour

FRENCH AS A SECOND LANGUAGE

- 1. Aim of Core French:** To develop a basic usable command of the French language that can be expanded through further study or contact with French-speaking people.
- 2. Aim of French Immersion:** To develop strong fundamental skills in oral communication and develop an understanding of the cultures of French-speaking societies. The program includes the study of French as a second language and the study of several other subjects taught in French for a total of 150 minutes of instruction per day (50% of the day).

Canadian Parents for French is a non-profit organization for FSL students and their families in communities across Canada – www.cpf.ca

OUR CATHOLIC FAITH

The Roman Catholic Church is over 2,000 years old. It is a church in the Christian tradition, with Jewish roots. Jesus Christ was the founder and St. Peter was the first leader. The Pope is St. Peter's successor in our day.

There are beliefs, practices and devotions unique to the Catholic Church. They include the Mass, the Sign of the Cross, the Seven Sacraments, the Rosary and other forms of devotion. The Ten Commandments and the Beatitudes teach us how we can live our lives in the best way possible.

What follows on these pages are some explanations and examples of rituals and prayers used in our Catholic Faith.

The Church Year

Did you know that the Church has its own calendar? Advent, Christmas, Lent and Easter are the most important parts of the Church Year.

The Church Year begins on the First Sunday of Advent. The First Sunday of Advent is four Sundays before Christmas (December 25th). Lent begins on Ash Wednesday (forty days before Easter) and ends on Good Friday (two days before Easter).

Easter is celebrated for fifty days and ends on Pentecost Sunday. During this time, we celebrate the new life of Christ. After the Easter season, there is a return to Ordinary Time until the end of the Church Year.

The Mass

The Mass, often referred to as the Eucharist, is the centre of Catholic communal worship. Catholics are invited to participate in Mass every Sunday, in keeping with the commandment to keep holy the Sabbath. The mass was celebrated in Latin until 1963, when the Second Vatican Council approved the use of the language of the people.

The Sign of the Cross

The Sign of the Cross is a very short prayer. It shows our faith in the Holy Trinity – the Father, the Son and the Holy Spirit – and it shows we understand that Jesus died on the cross to save us. Make this prayer using a gesture with your hand against the forehead (the Father), the navel (the Son), and then the left shoulder and the right shoulder (the Holy Spirit).

The Seven Sacraments

Baptism

- Baptism initiates new members into the Church. Catholic parents usually baptize their children when they are babies.

Eucharist

- The Eucharist celebrates Jesus' last supper with his apostles, when he shared his body and blood for the salvation of the world.

Confirmation

- Confirmation is the completion of Christian initiation. After a period of instruction, the bishop or priest anoints the candidate and "lays on hands" to bestow the gifts of the Holy Spirit.

Reconciliation (Penance, or Confession)

- Reconciliation is when people seek God's mercy by confessing their sins to a priest, who gives counsel and grants them absolution (forgiveness) in God's name.

Anointing of the Sick

- The sacrament of Anointing brings comfort to the sick through the blessing of the priest, who uses a special holy oil.

Marriage

- Marriage gives grace to the relationship between a man and a woman who have promised to live life together in union with Christ.

Holy Orders

- Holy Orders is a sacrament offered to men who choose to become a deacon, a priest or a bishop.

The Ten Commandments

1. You shall worship the Lord your God, and Him only shall you serve.
2. You shall not take the name of the Lord your God in vain.
3. Remember the Sabbath day, and keep it holy.
4. Honour your father and your mother.
5. You shall not kill.
6. You shall not commit adultery.
7. You shall not steal.
8. You shall not bear false witness against your neighbour.
9. You shall not covet your neighbour's wife.
10. You shall not covet anything that belongs to your neighbour.

The Beatitudes

1. Happy are the poor in spirit; theirs is the Kingdom of Heaven.
2. Happy are the gentle; they shall have the Earth for their heritage.
3. Happy are those who mourn; they shall be comforted.
4. Happy are those who hunger and thirst for what is right; they shall be satisfied.
5. Happy are the merciful; they shall have mercy shown to them.
6. Happy are the pure in heart; they shall see God.
7. Happy are the peacemakers; they shall be called the children of God.
8. Happy are those who are persecuted in the cause of right; theirs is the Kingdom of Heaven.

SCHOOL PRAYERS

Hail Mary

Hail Mary, full of grace.
The Lord is with you.
Blessed are you among women
and blessed is the fruit of your
womb, Jesus.
Holy Mary, mother of God, pray
for us sinners
Now and at the hour of our death.

Amen.

The Apostles' Creed

I believe in God, the Father almighty,
Creator of Heaven and Earth.

I believe in Jesus Christ, His only Son,
our Lord.
He was conceived by the power of the Holy
Spirit and was born of the Virgin Mary.
He suffered under Pontius Pilate, was
crucified, died and was buried.
On the third day he rose again.
He ascended in Heaven and is seated at
the right hand of the Father.
He will come again to judge the living and
the dead.

I believe in the Holy Spirit, the Holy
Catholic Church, the communion of saints,
the forgiveness of sins, the resurrection of
the body, and life everlasting. Amen.

Board Prayer

God of mercy and wisdom we give
You praise. You have given us
many gifts so that we may do Your
will and proclaim and celebrate our
Catholic faith.

Nurture Your life in our hearts,
minds, bodies and souls so that we
may grow in faith, live in hope, and
learn in love.

The Lord's Prayer

Our Father, who art in heaven,
hallowed be thy name;
thy kingdom come, thy will be done
on earth as it is in heaven.
Give us this day our daily bread;
and forgive us our trespasses
as we forgive those who trespass against us;
and lead us not into temptation,
but deliver us from evil.
For thine is the kingdom, the power and the glory,
forever and ever. Amen.

Guardian Angel

Angel of God, my guardian dear
to whom God's love commits me
here, ever this day, be at my side,
to light, to guard, to rule, to guide.
Amen.

Act of Contrition

O my God, I am very sorry
For having offended you
Because You are all good
And deserving of all my love
I will try to be faithful to Your Spirit
And sin no more. Amen

Transform this work in Your image,
that it might be a world of justice and
Grant that we may learn and
together in Christ who lives and
Reigns with You in the unity of the
Holy Spirit, One God forever and
ever. Amen