



Good Shepherd Catholic Elementary School

Mission Statement

The staff of Good Shepherd Catholic Elementary School in Courtice will promote and encourage all students in a caring, Christian environment. We strive for personal and academic excellence and foster positive relationships with students, in order to help each child reach his/her full potential.

Principal: Gerard van den Wildenberg

Vice Principal: Virginia Marini

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This agenda belongs to :

Name : _____

Grade : _____

TOGETHER IN OUR SHEPHERD'S CARE

The staff of Good Shepherd Catholic Elementary School will teach and encourage all students in a caring, Christian Environment. They will strive for personal and academic excellence and foster positive relationships with students, in order to help each child reach his/her potential.

If you have any questions about the information contained in this agenda, please contact your child's teacher or the Principal. Thank you for your support of our Catholic school.

Please sign that you have read the material in the Student Agenda.

Parent / Guardian Signature

Date

FROM THE PRINCIPAL AND VICE-PRINCIPAL

Dear Students:

It's a pleasure to be your administrators at Good Shepherd School this year. The staff and your parents are here to support you in your learning. During the day, you will be asked to write your homework in the agenda along with special announcements and/or instructions. The agenda is a very important part of your school life. It will help keep you organized in your work. It will help you learn an important life skill for your future. Have a great school year!

Mr. Gerard van den Wildenberg
Principal

Ms. Virginia Marini
Vice-Principal

Parental Concerns

We are committed to providing each student with the best educational experience possible. Should there be any questions regarding your child's performance in the classroom please contact his/her teacher to book an appointment to discuss your concerns. Should there be issues on the bus or during recesses please contact your child's teacher, Mrs. Marini or Mr. van den Wildenberg.

Visitors To Good Shepherd

Safety is of the utmost importance at our school. We require all visitors to sign in at the office and wear a visitor's badge when entering the school or the school yard. This allows us to monitor everyone on school property for the safety of staff and students. If you are on school property and are not wearing a badge you will be asked to start your visit at the office and sign in.

INCLEMENT WEATHER

Occasionally during the winter months the buses do not run due to poor road conditions. You can find out if the buses are cancelled by listening to CKDO 1350 AM or 94.9 (Magic) FM or by going on line at www.stsco.ca. **If buses do not run in the morning, they will not run in the afternoon either.** The school is always open and you are welcome to drive your child to and from the school, even when buses don't run.

We Appreciate Our Volunteers

At Good Shepherd School we appreciate the support of parents who volunteer their time assisting within the school, on school trips, community events or committees or on School Council. All Volunteers are required to have a Criminal Background Check and a Declaration needs to be signed at the office. If you are interested in volunteering, please contact your child's teacher or the office. If you are interested in running for school council please notify the Principal Mr. van den Wildenberg.

PARENTS PROVIDING RIDES TO/FROM SCHOOL

Parents are not to drive in the bus circle at the front of the school. This is a designated area for the buses only. If you arrive at bus time, you must park in the designated parking areas at the front of the school, or drop your children off in the area of the parking lot designated as "kiss and ride." **Also, parents are not to park on both sides of Farmington Drive to drop off or pick up their children.**

This is a no parking area and Police can ticket parents that do so. A map will be sent home early in the school year to further explain the drop off/pick up procedures. Handicap spaces are reserved for permit holders only. Thank you for your consideration in not blocking these spaces and ramps. **Please Drive Safely To and From School!**

SCHOOL MASSES

We are fortunate to be able to pray and celebrate together daily as a Catholic community! Parents and guests are encouraged to join us at mass! Each class will take turns to plan the celebrations and students will have active parts as readers, choir members etc.

SACRAMENTS

St. Therese of Lisieux parish community assists in the spiritual development of our students. The classroom, in conjunction with the parish, prepare students for the sacraments of First Reconciliation, First Holy Communion and Confirmation. If you have not yet registered with the parish, you are encouraged to contact the parish office - they will be able to assist you with the registration process.

St. Therese Parish
905.436.2126

Rev. Father Stan Chu Ilo, Pastor
Rev. Father Peter Selvaraj, Associate Pastor

Bernadette Spicer, Secretary
Lyn King, Secretary

An Educational System with a Difference

The ministry of the Catholic Church seeks to invite a personal relationship with God in three persons (Creator, Jesus, and Holy Spirit); to nurture a community which sees its mission as the fulfillment of God's reign on earth; and has a preferential option for the poor and disadvantaged. As a particular ministry of the Roman Catholic Church, Catholic Education applies these three foundational values to our work. We help each person to see themselves as created in the image of God by mirroring that sacredness through our interactions with them and our attentiveness to the processes which support their progress in Catholic schools. We foster Catholic school communities which are holy, respectful, fair, inter-connected, creative, energized, and hopeful about a future filled with possibility and blessing. We are a Church which names itself as inclusive and universal, seeking to honour each person and to ensure that no one is disadvantaged by systemic processes, bias, wealth, or personal attributes. In a Catholic School, "here comes everybody" and it is our ministry to ensure that we support religious faith development and excellence in learning for all members of the Catholic educational community.

Religious Education Program

The religion program is approved by the Canadian Conference of Catholic Bishops and it helps children grow as believers in God, Jesus and the Holy Spirit, and as faithful members of the Catholic faith community. It is taught thirty minutes per day for four days a week during the whole school year or for five days per week during an eight month period. The development of faith and lived faith commitment includes memorizing facts and doctrines as well as reading Roman Catholic Church teachings to become a literate Catholic believer. Additionally, students from Kindergarten to Grade 12 are taught through a learning cycle involving real-life experience, information, action, and application. Using these different models, students are encouraged to open themselves to the grace of God by developing their attitudes and behaviours in the light of gospel teaching and evaluating those of the world around them in light of Catholic teaching. The Religious Education Program supports and enhances the values and the education in faith that are part of the child's family at home. Focusing on the inter-woven themes of scripture, profession of faith, sacramental life, prayer, and Christian moral development, the Christian spirit permeates the entire curriculum and daily life of our Catholic schools. In Catechesis, the teacher (catechist) becomes a 'model of faith' for students: a living example who, through the Holy Spirit,

proclaims the teachings and deeds of Jesus Christ by words and actions and encourages students to do the same. The catechist creates a welcoming, nurturing environment where, along with the entire Christian community, students of all ages learn and grow in their faith.

Family Life Education Program

The Family Life Education program is approved by the Assembly of Catholic Bishops of Ontario. It is taught for a period of 30 minutes per day once per week for the whole school year or daily for a two month block. The Family Life program instills Christian values based on the dignity of all persons. Its focus is on developing strong family and personal relationships, healthy sexual attitudes and a commitment to making a positive contribution to the community and the world. For further information on Religious Education and Family Life visit the Board website at: <http://www.pvnccdsb.on.ca/>

Catholic School Councils

School Councils have been created to enhance students learning through the cooperative efforts of parents, students, staff members, and others in the community. As a parent/guardian, please consider joining us for our monthly meetings as we volunteer to make our school a safe and exciting Catholic learning environment.

Rationale for Student Agenda

Student agendas are an excellent learning tool for students. The agendas are faith based and teach students to set goals, improve time management skills, track homework and improve home-school communication. Parents, students and teachers are expected to use the student planner on a regular basis.

Punctuality

Practise the virtue of responsibility. Punctuality and regular attendance on the part of the student is important to the process of learning. Both the individual student and their classmates may suffer as a result of this issue. Parents will be contacted when late attendance and punctuality are a frequent occurrence. Board attendance counsellors become involved if attendance and punctuality do not improve after parent contact has been made by the school.

Medication:

All medication that is being taken by a child at school MUST be held at the office. This includes Tylenol, puffers and all prescription and non prescription medications.

Allergy Alert

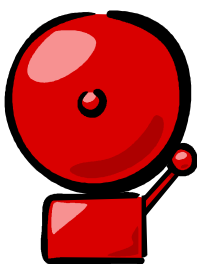
In keeping with the Board Policy number 404 (Anaphylaxis: Reducing the Risks), the best way to provide a safe environment for all students would be to continue to obtain the support of all families as we try to maintain a safe learning environment for all students.

We have students attending our school with a life-threatening allergy to peanut and nut products. Please continue preparing peanut free snacks and lunches. Always check package labels.

Our Allergy Awareness Committee discuss activities that raise allergy awareness and promote the safety of our students. Parents are welcomed to attend and contribute to these meetings. Please refer to the school newsletter for meeting dates. New families, please pick up your Allergy Awareness Welcome Folders at the office when you register.

School Day

8:30 Entry Bell
9:55 – 10:10 Recess
11:35 – 12:35 Lunch
2:00 – 2:15 Recess
3:00 Dismissal



Supervisors are on the yard at 8:15 am. Students should not arrive at school before that time.

LATES: Our school day begins at 8:30. Students are to sign in at the office upon arrival to school when they are late.

Holidays

Labour Day Monday, September 6th, 2010
Thanksgiving Monday, October 11th, 2010
Christmas Dec. 23rd – Jan 5th, 2011 (inclusive)
Family Day Monday February 21st, 2011
March Break March 14th – March 18th, 2011 (inclusive)
Good Friday Friday, April 22nd, 2011
Easter Monday Monday April 25th, 2011
Victoria Day Monday May 23rd, 2011

Professional Activity Days

Thursday September 2nd, 2010
Friday, September 24th, 2010
Monday, October 18th, 2010
Friday, February 4th, 2011
Friday, June 10th, 2011
Friday, June 30th, 2011

Homework

Homework consists of learning experiences which are associated with the in-school program, but are completed outside classroom time. Homework is an integral part of education and will be assigned in all classrooms. The purpose of homework is to reinforce and extend in-school experience through related out of school activities, assist the students to achieve learning outcomes prescribed in the Ontario Curriculum Guidelines, enable students to assume responsibility, appropriate to their age and ability, for their own learning and development, assist students in preparing for subsequent planned learning activities, and enable each student to reach maximum potential as a learner.

Some homework activities will be completed in one evening, other activities identified as projects and assignments will be completed over an extended time period. Careful consideration will be given to the accommodated or the modification of expectations, and/or quantity of assigned work according to the individual needs of the student. Projects and major assignments will include clear expectations, due dates and criteria for evaluation - all of which will be outlined for students and parents when the assignment is given.

How Parents Can Help

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Ask your child if he/she has homework that day. Be aware that homework is generally assigned every day.



- Become interested in your child's homework. Ask him/her to show the homework to you and to explain what the work completed was about. Sharing your child's work with him/her reinforces the importance of homework and helps the student understand that you are interested in his/her progress.
- Remember that homework is your child's work - not yours. You should not do the work for your child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note in the agenda telling the teacher about the problem.
- Help your child set a regular homework time each day and remain with that commitment.
- Provide your child with a quiet place to work and study; ensure that the computer is where you can see how it is being used.
- Be aware that in the interest of variety and in order to develop different kinds of skills, not all homework assignments will necessarily be written assignments - some will be to read, to interview, to cut out, to collect, to study, to carry out research, or to view a TV program.
- In addition to unfinished work intended to be completed in class, homework is assigned as appropriate to each grade level. This can be monitored by checking the **Student Agenda** on a regular basis.

Personal Appearance - Expectations

Students are expected to dress in clean, neat and practical clothing appropriate for the learning environment. Good judgment is the criteria for acceptable dress; this is particularly true during warm weather months.

- Shorts and skirts must reach the child's mid thigh.
- Sexist, racist and drug and alcohol related clothes or violent slogans are not acceptable.
- Outside shoes are not to be worn in the classroom and are to be left neatly in the hallway.
- Indoor running shoes are to be worn in the classroom and gym.
- It is recommended that items left at school be marked with a form of identification.
- Basketball style tops must be worn with a t-shirt/undershirt underneath.
- All shirts must have shoulder straps three fingers wide.
- Stomach and backs should always be covered. Undergarments should never be visible.
- Jewellery will not be worn during phys-ed classes or during team sporting events.
- Students wearing inappropriate clothes will be asked to change and/or have their clothing turned inside out .
- Students without clothes to change into will be given clothing from the lost and found or from Spirit Wear.

School and Classroom Rules - Expectations

All schools with PVNCCDSB assume the board's Code of Conduct.

All school rules are to be followed by everyone - staff, students and parents.

- You are expected to go in line immediately when the bell rings at all recesses.
- Prompt attendance is expected in the morning and afternoon.
- Stand for O' Canada and prayers.
- No gum chewing
- No MP3/ IPODS or personal gaming devices at school
- No cell phones / cameras at school
- During announcements you are expected to stop what you are doing and pay attention.
- Raise your hand and wait to be acknowledged before speaking during class.
- Listen to others when it is their turn to speak.
- Listen attentively during class lessons.
- Follow all school and class routines.
- Follow the **Acceptable Use Guidelines** for the use of the Internet.
- Respect all school property and treat it with care, including books, desks, chairs, washrooms, etc.
- Do not bring to school the following items: hardballs, baseballs and bats, hockey sticks, cell

- phones, knives or any other form of weapon.
- Do not throw anything in the yard which may cause injury: rocks, sticks, sand or snowballs.
- Rough play is not allowed. We have a “hands off” policy at Good Shepherd.
- Bicycles and scooters are not to be brought into the school. They can be secured at the bike rack. However, the school board is not responsible for damage or theft that may occur.
- Skate boards and roller blades can be stored by the office if they are not able to be attached to the bike rack.

Students are expected to demonstrate Christian values which are fundamental to good behaviour. To a large extent, students are expected to use common sense (i.e. hands to ourselves, feet on the ground and be respectful to one another) in their day-to-day dealings at school.

Consequences

Pupils are disciplined for inappropriate behaviour, disruptive practices in the learning situation, and actions which interfere with the general well being or safety of any or all school members. Frequency and intensity are the two most important factors in assessing a child’s behaviour. Small problems over an extended period of time or serious ones of short duration are both cause for concern. All serious and/or recurring discipline incidents are reported to parents. Progressive discipline may include any or all of the following consequences:

- informal/formal interview with student, by the Teacher, Teacher in Charge, Vice Principal and/or the Principal;
- written account of a plan of actions/contracts;
- exclusion from certain activities;
- withdrawal of privileges;
- phone call home/parent conference/letter;
- in-school or after school detentions (recess, relocation for part or whole day).;
- performance of a school service;
- restitution; restorative practice / mediation;
- suspension and or expulsion;
- intervention of or referral to Student Services personnel;
- involvement of or referral to outside agencies (i.e. Children’s Aid, Police).

Ways that we keep our kids safe

- We teach our students about Catholic Virtues and conflict resolution strategies.
- All members of our community support our Code of Conduct.
- All parents and visitors state their business at the office upon arrival.
- Students are supervised at all times.
- Alcohol, smoking, and illicit drugs are strictly prohibited on school property.
- Medications are distributed and logged according to Board Policy.
- When students are not going home in the usual manner, a morning note or phone call is required.
- The school community works cooperatively with bus operators to ensure safe bus transportation.
- A safe arrival procedure is in place to alert staff to unexplained student absence.
- Emergency Response Plans are in place for at risk students.
- A School Emergency Preparedness Plan for Crisis Response including evacuation is up-to-date.
- Fire drills are conducted each term.
- The school site is inspected regularly.
- WHMIS protocols are followed.
- The Kids Help Line number is included in the student agenda. 1-800-668-6868
- We seek assistance from Board Social Work personnel.
- We seek assistance from Board approved community agencies.

Internet Access

The PVNCCD School Board is committed to ensuring that the Internet is used to support learning in a manner that is consistent with the Board Mission statement and guiding principles. Our school computers are connected to the Internet by means of the School Board's Wide Area Network. The School Board recognizes that there may be concerns related to Internet usage and has developed an Internet Acceptable Use Agreement. Once a student has signed the document, he/she will be granted access to the Internet within the scope of the Internet Acceptable Use Agreement. Students must sign a separate Internet Acceptable Use Agreement form for each division of their education at PVNCCDSB: Primary (J.K.-3), Junior-Intermediate (Grades 4-8), Intermediate-Senior (Grades 9-12). For further information, please visit the Board Website for the Safe Surfing Document at <http://www.pvnccdsb.on.ca/library/Publications/surf.pdf> or contact your local school.

Leaving School Property

Students who will be going home for lunch daily, are required to supply a note to the school at the beginning of the school year. Other occasions of leaving school property require the following:

For intermediate students (grades 7 & 8)---A signed and dated note from a parent/guardian indicating that they have permission to leave school property during the lunch hour.

For primary and junior students---A parent/guardian must come into the office to sign the student out for lunch.

Bikes, Scooters, Skate Boards and Roller Blades on School Property

The safety of pedestrians, students, and staff, and those on bicycles, scooters, skateboards, and roller blades is a huge concern for staff, parents and bus operators. The rule that skateboards, scooters, roller blades, and bicycles must be walked on and off of school property has been in place for many years. This has been discussed with the student population on numerous occasions.

If students choose to ride their bikes, scooters, skateboards and roller blades on school property, they are compromising the safety of other students, parents, and staff. Parents will be notified.

Should a second infraction occur, students will have their bike/skateboard/ scooter/roller blades confiscated until the end of the next school day. A third infraction of this rule, will result in your child not being allowed to ride to school for a determined number of days. Please support the school in trying to provide a safer environment for all.

Accessibility

The purpose of the *Ontarians with Disabilities Act, 2001* (ODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal, and prevention of barriers to their full participation in the life of the province. To this end, the ODA requires each school board to prepare an annual accessibility plan; to consult with people with disabilities in the preparation of this plan; and to make the plan public.

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is committed to the continual improvement of access to school board facilities, policies, programs, practices and services for students, staff, parents/guardians, volunteers, and members of the community with disabilities.

The Board plan, prepared by the Accessibility Committee, describes the measures that the Board has taken in the past, and the measures that the Board will take during the year 2010-2011 to identify, remove, and prevent barriers for people with disabilities. This report further outlines the process which is used to establish the Accessibility Committee and includes its recommendations to the Board.

Immunization

Public Health Departments are required by law to keep immunization records of all school-aged children. The review of immunization records is a routine process mandated by the Immunization of School Pupils Act, 1990. Under the Act, students under the age of 18 must provide proof of up-to-date immunization against: diphtheria, tetanus, polio, measles, mumps, and rubella. **The Act also requires Public Health Departments to issue orders to suspend children whose records are incomplete.**

The school collects and forwards immunization records to the Public Health Department only at the time of initial registration to school. After registration, you are responsible to update your child's immunization record with the Public Health Department each time your child is vaccinated. As your child gets older, there are additional doses of vaccine required for them to be completely immunized for their age. Also at registration to school, the information you provided may not have included all the infant doses and booster doses, and these are required for your child's immunization record to be complete.

Your doctor does not report your child's immunizations to the Public Health Department. Your child may have received all the routine immunizations; however, the Public Health Department may not have all the updated immunization information for your child. It is important that you notify the Public Health Department every time your child is immunized.

If your child has been immunized outside of Ontario or Canada, additional immunizations may be needed to meet the requirements in this Province.

If you do not wish your child to be immunized for medical, or religious, or sincerely held beliefs, you may request an exemption from the Public Health Department. Your physician or registered nurse in the extended class must complete the medical documents. A lawyer, justice of the peace, or notary public must complete the legal documents (affidavit) as required for your exemption request. To be exempted, you must return all these completed documents to the Public Health Department.

In case of an outbreak of a vaccine-preventable disease, students who have not been immunized for the above reasons may be excluded from school.

Vaccinations against these diseases are free, and your family doctor should not charge you for providing updated immunization records to avoid suspension from school.

For more information, please contact your family doctor or the Public Health Department in your area. Please see the contact information listed below:

Durham Region Health Department

605 Rossland Road East
P.O. Box 730
Whitby, ON L1N 0B2

Tel: 905-668-7711
Fax: 905-666-6214
Toll Free: 1-800-841-2729
Web: www.region.durham.on.ca/

Pandemic

The Peterborough Victoria Northumberland and Clarington Catholic District School Board is well prepared for a pandemic. During the 2009-2010 school year, the Board developed a pandemic preparedness plan for its schools and worksites. In developing the plan, the Board worked closely with District Health Units and the Ministries of Education and Health as well as its own staff federations and unions.

If a case of pandemic is confirmed in Ontario, the Board will activate its pandemic plan. During a pandemic, the Board will follow the advice and guidance of provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.

Our priority during a pandemic is to keep schools open as long as it is safe to do so or unless otherwise advised by Ontario public health authorities. If the health and safety of staff and students become concerns, the Board will consider school and site closures.

Transportation

The PVNCCDSB is committed to providing students with a safe environment while travelling on school buses and school transport vehicles.

In order to keep our transportation system as safe as possible, Rules of Conduct on School Buses have been established for your child's protection.

Rules of Conduct on School Buses

Rules of conduct shall be established at each school to provide guidance to students regarding the Board's expectations of acceptable behaviour while being transported. These rules will form the basis for the submission of the Student Behaviour Report Form (Appendix A of Administrative Procedure AP-TRAN-1004) to be used when dealing with inappropriate conduct.

School Bus Discipline

Riding on the Bus is a privilege not a right. A student guilty of misconduct may lose this privilege. Restoration of the privilege will be at the discretion of the principal after consultation with the student, his/her parent or guardian and where necessary, the respective school superintendent

Video Camera and Digital Video Recording Devices on Buses

To assist with the monitoring of safe practices on school buses, the Board endorses the practice of videotaping of passengers while riding the bus. Video cameras or digital video recording devices are considered tools to assist drivers and staff in dealing with misconduct on buses.

For further information on the PVNCCDSB Transportation Policy, visit the Board website at <http://www.pvnccdsb.on.ca/board/policies-procedures.asp> (See Alphabetical Index - Bus Operator Contracted Services - Policy 1004 Safety and Conduct on School Buses) or contact your local school.

Safe School: An Overview

On June 4, 2007, Bill 212 - An Act to amend the Education Act in respect of behaviour, discipline and safety, was passed into law. The law came into effect on February 1, 2008. The Board passed four policies to reflect the new law and the Ministry of Education Policy and Program memoranda. The four new policies are:

- Suspension, Expulsion and Appeal
- Progressive Discipline and Promoting Positive Student Behaviour
- Bullying Prevention and Intervention
- Code of Conduct

These four policies along with their administrative procedures can be found on the Board website.

The legislation is rooted in progressive discipline to support positive student behaviours; a safe learning environment; emphasis on the school as a learning community; and intervention to assist students to remedy their behaviour where necessary.

Code of Conduct

All Catholic schools within the jurisdiction of PVNCCDSB will follow the Board Code of Conduct and said Code of Conduct will apply as the school Code of Conduct. The Code of Conduct sets standards of

behaviour which apply not only to students, but also to all individuals involved in the publicly funded school – parents, volunteers, teachers, and other staff members – whether they are on school property, on school buses, at school-related events or activities, or in circumstances that could have an impact on the school climate or reflect poorly upon the mission of Catholic education. The Board will ensure that Catholic schools uphold the Board Code of Conduct through the measures of positive redirection, direct instruction, intervention suspension, expulsion and exclusion as progressive means to ensure a safe and purposeful learning environment.

The PVNCCDSB Code of Conduct is as follows:

Purposes of this code of conduct:

- To promote the development of faithful Catholics who seek to model their behaviour with consideration for the common good and models of faith.
- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.
- To ensure alignment with the teachings, traditions, and principles of the Roman Catholic Church.

Standards of Behaviour

Respect, Civility, and Responsible Citizenship – All members of the Catholic school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws including the teachings and laws of the Roman Catholic Church;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of (for example) race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching; and not swear at a teacher or at another person in a position of authority.

Safety

All members of the Catholic school community including volunteers and visitors must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;

- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school; and
- Use electronic devices during instructional activities unless such equipment is deemed necessary to achieve curriculum expectations of a Catholic school.

Roles and Responsibilities

Principals

Under the direction of the PVNC Catholic District School Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in their school and community; and
- Communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff Members

Under the leadership of the principal, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classroom, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- Prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. 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;
- Refrains from bringing anything to school that may compromise the safety of others; and
- Follows the established rules and takes responsibility for his or her actions.
- Refrains from bringing anything to school that may compromise the safety of others; and
- Follows the established rules and takes responsibility for his or her own actions.

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 fulfil 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 the Provincial Code of Conduct, the Board code of conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour; and
- Assist school staff in dealing with disciplinary issues involving their child.

Community Partners and the Police

In keeping with the mission and tradition of the Catholic school, partnerships are already in place with home and parishes; and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that schools can use to deliver prevention or intervention programs. These partnerships must respect all applicable collective agreements.

The police play an essential role in making our Catholic schools and communities safer. The police investigate incidents in accordance with the protocol developed with PVNCCDSB and police services within the jurisdiction.

Bullying Prevention and Intervention

“Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.” It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to provide safe, disciplined, respectful, and purposeful learning communities within the Catholic schools under its jurisdiction. The Board requires all its Catholic schools to use bullying prevention and intervention strategies which foster a positive learning and teaching environment for all students to help them achieve their full potential. A Bullying Prevention program is implemented in the school. Anti-bullying intervention will follow the guidelines of progressive discipline up to and including consideration of suspension. Conduct off of school property or outside of school hours might have a related impact on the Catholic school community and become a matter for disciplinary measures by the school. If you have a concern related to bullying, report it to your child’s teacher and/or Principal. Bullying prevention and intervention is a shared community responsibility.

Progressive Discipline and Promoting Positive Student Behaviour

It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to maintain respectful and purposeful learning communities within the Catholic schools under its jurisdiction. The Board supports the use of progressive discipline and the promotion of positive student behaviour outlined in Board policy, Roman Catholic Church teaching, and the Education Act and its Regulations. Progressive discipline is a whole-school approach that utilizes a continuum of intervention, supports and consequences to address inappropriate student behaviours. Catholic schools will implement early and ongoing intervention strategies as a measure to prevent unsafe or inappropriate behaviours in school or school-related activities. Catholic schools will address student misbehaviours with a range of interventions, supports, and consequences including short-term suspension, long-term suspension, or expulsion that are developmentally appropriate with consideration of the particular student and circumstances, the nature and severity of the behaviour and the impact on the principles and mission of Catholic education.

Students who disobey school rules or directives from the staff will be dealt with in accordance with the School Code of Conduct. Parents will be informed by telephone, letter, and/or through action plans that outline poor choices made by students.

Phone calls, notes, and action plans are not official correspondence and are NOT filed in a student’s OSR. Suspensions from school are used for more serious infractions and for persistent misbehaviour or behaviour that may potentially harm the student or others. Suspensions are used as per the Ministry of Education Code of Conduct. Suspensions are official documentation for a student, and are placed in the

student's OSR. Violent Incident Reports may accompany serious, harmful behaviours in accordance with Ministry of Education policy.

Assessment, Evaluation and Reporting Guidelines for PVNCCDSB

- Administrators and teachers shall honour the dignity and uniqueness of students and enhance their formation as disciples of Jesus Christ; encourage a standard of excellence for each student's learning; and communicate the joy and hope of our Catholic faith throughout the learning process, through prayer, reflection, fellowship, and celebration of the giftedness of the children and staff in our schools.
- Students shall be assisted so they can achieve the distinctive expectations of the Ontario Catholic School Graduate.
- Provincial *Ontario Curriculum* expectations shall be addressed in light of our Catholic faith tradition. The development of values and attitudes is integrated with the teaching of the knowledge and skills of all program areas.
- Assessment shall be used to find out what students already know and can do; to help students improve their learning; and to let students and parents know how much they have learned within a prescribed period of time. Assessment and instruction are inseparable because effective assessment informs learning. Assessment shall be a collaborative process that involves self-, peer, and teacher assessment. Assessments shall be balanced, including oral, performance, and written tasks, and be flexible in order to improve learning of all students. Performance standards shall be an essential component of effective assessment.
- Differentiated instruction and assessment, including layered curriculum allows students the opportunity to both learn and demonstrate that learning in a variety of ways. This can include traditional methodologies though student interest and learning styles may be taken into account throughout the unit. With teacher guidance and support, choice in content, process and product, is a crucial aspect of differentiating instruction. Students typically have greater engagement in activities they choose to do. Research demonstrates that an increase in engagement increases student achievement.
- To ensure that assessment and evaluation lead to the improvement of student learning, assessment and evaluation strategies within the Board shall respect students as active participants in their own learning; foster opportunities for students, teachers, and parents to plan for improvement; and be an integral part of the instructional process based on the expectations of the Ontario Curriculum.

Further information regarding the PVNCCDSB Assessment, Evaluation and Reporting Policy can be found at www.pvnccdsb.on.ca in the Parent section. Copies of the policy and procedures are also available at your child's school.

The Provincial Curriculum Expectations for each grade and subject can also be found at www.pvnccdsb.on.ca in the Parent section.

The Ministry of Education provides a wealth of information for parents and students at the following Web sites:

- Ministry of Education Parent section <http://www.edu.gov.on.ca/eng/parents/>
- Ministry of Education Student section <http://www.edu.gov.on.ca/eng/students/>
- Ministry of Education Homework <http://edu.gov.on.ca/abc/eng/>
- TVOntario Parents <http://www.tvoparents.com>

Protecting Anaphylactic Students SABRINA'S LAW – BILL 3

On January 1, 2006, legislation was enacted to protect anaphylactic students in a school setting. Anaphylaxis is a serious allergic reaction that can be life-threatening.

Food is the most common cause of anaphylaxis, but insect stings, medicine, latex, immune therapy, or exercise can also cause a reaction. Ninety percent of serious food allergy reactions are caused by peanuts, milk, egg, food additives, shellfish, fish, wheat, tree nuts, soy, and sesame.

It is the duty of each school to develop and implement a School Prevention and Management Anaphylaxis Plan that fulfills the school's obligations through information sharing; creating awareness; reducing risks; and executing emergency procedures.

Parents must inform the school about their child's life threatening allergies; complete an Emergency Response form; and ensure their child carries an EpiPen® Twinjet™ at all times. In addition, an additional emergency EpiPen® must be provided to the school.

All staff receive anaphylaxis training on an annual basis. A brochure on Protecting Anaphylactic Students is available at the school, or on the Board web site: www.pvnccdsb.on.ca under Parents/Publications.

Healthy Active Living and Sport

Mission Statement

The Mission of the Peterborough Victoria Northumberland and Clarington Catholic District School Board Healthy Active Living and Sport is to provide for all students an education that offers a variety of year-round sports training and athletic activities providing them continuing opportunities to: build self-confidence; develop physical fitness; learn movement and fair play skills; demonstrate courage and commitment; experience success; and participate in a sharing of talents by way of a fun and safe environment supporting the Catholic School Graduate Expectations and Curriculum. Participate in a Sharing of Talents by Way of a Fun and Safe Environment.

Guiding Principles

All PVNC administrators, teachers, and coaches are encouraged to commit themselves to follow these guiding principles:

- To provide balanced school Healthy Active Living and Sport programs which offer significant opportunities for all students to benefit from their involvement with sport and physical activity in schools.
- To recognize the existence of barriers to participation which exist for our students, including issues related to gender, physical development, and accessibility to programs. We strive to take action to alleviate these barriers through conscientious programming.
- To provide fun, safe, and positive environments for the optimal realization of Ontario Catholic Graduate Expectations.
- To ensure that ethical conduct governs all forms of physical activity. This standard of behaviour includes abiding by the rules and the spirit of the game. Teacher coaches model this behaviour and communicate the expectations.
- To ensure that the environment for physical activity excludes drugs, tobacco, and alcohol.
- To support professional development opportunities for all teachers and coaches in the areas of Healthy Active Living and Sport.

FAIR PLAY IS ... SHOWING RESPECT • PLAYING SAFELY • FOLLOWING RULES • HAVING FUN

Code of Conduct for Players

- Treat officials, players, and coaches with respect and dignity.
- Communicate with players, coaches, spectators, or officials respectfully.
- Strive for personal best, following the rules and displaying the highest level of fair play.

- Strive for success, following the rules and displaying the highest level of fair play.
- Be supportive of all players.
- Be gracious regardless of the results.
- Play for the love and enjoyment of the game.

Code of Conduct for Referees

- Review and follow tournament rules and league play guidelines.
- Control the game effectively and respectfully by being courteous and considerate without sacrificing firmness.
- Be loyal to fellow referees and consult with other referees in a timely fashion.
- Conduct yourself honourably at all times and maintain the dignity of the game and its players

Responsibilities and Guidelines for Athletics

Administrative Guidelines

- Ensure adequate supervision to accompany each team to events.
- Ensure supervisory practices are gender appropriate.
- Ensure the Healthy Active Living and Sport Document is distributed to all staff.
- Ensure that the coaches and athletes are aware that they are ambassadors of the school and their behaviour should reflect the school Code of Conduct.
- Address the breaches of Code of Conduct that arise at activities caused by student athletes, coaches, parents/guardians, and spectators. Principals of the schools involved will investigate and resolve the issue.
- Principals have the option of withdrawing a student athlete, coach, parent/guardian, and/or spectator from any activity.

Responsibilities of Coaches

- Conduct themselves in an exemplary manner demonstrating Catholic values and adherence to the school Code of Conduct.
- Ensure all participants are made aware of the Healthy Active Living and Sport document and have completed an appropriate participation form for activities.
- Coaches will communicate their philosophy with regards to playing opportunities to student athletes prior to the start of the season.
- Ensure that student athletes selected for a team have an opportunity to play and develop skills during the season.
- Ensure that students are made aware of the event expectations.
- Read the event rules/guidelines carefully for information regarding the schedule and tie-breaking procedures prior to the tournament.
- Bring a first aid kit; have an emergency action plan; and fill out the appropriate injury report form.
- Must attend all required coaches meetings prior to competition.
- Establish procedures where necessary.
- Establish a procedure to monitor the change rooms if the coach is not of the same gender as the student athletes.
- Ensure that athletic equipment is not used in the change rooms, on stage, or in the halls.
- Ensure that change rooms are restricted to student athletes and coaches only (no spectators, parents, or other students).
- Remind student athletes that safety is a priority for all participants.
- Ensure that participants treat officials, players, and coaches with respect and dignity.

Responsibilities of Parents/ Guardians/spectators

- Show respect for the safety and well-being of the student athletes, coaches, teachers, referees, parents/guardians, and spectators. These behaviours are reflective of our Catholic values.
- Obey and abide by the rules and regulations of the event.
- Direct any communications regarding your student athlete to the appropriate coaching staff.
- Read thoroughly, sign, and return the appropriate participation forms.

Responsibilities of Student Athletes

- Conduct themselves in an exemplary manner demonstrating Catholic values and adherence to the school Code of Conduct.
- Demonstrate respect for the safety and well-being of self and others.
- Exercise self discipline at all times.
- Show respect for school and personal property.
- Report all incidents of injury or vandalism.
- Be a cooperative team member and a good sport at all times.
- Read thoroughly, sign, and return the appropriate participation forms.

Pediculosis (HEAD LICE) in Schools

The Board believes that communication and education is essential for dealing with the problem of pediculosis. Pediculosis may become a school issue when nits or lice are detected on students attending school. The treatment and eradication of pediculosis is ultimately the parent's responsibility.

Students having pediculosis shall be excluded from school for the purpose of receiving a head lice treatment. Students must be lice and nit free before returning to school.

Each school has an action plan to respond to cases of pediculosis that includes education, prevention, screening, exclusion process, re-admission procedure, confidentiality, and communication.

A brochure on Pediculosis (Head Lice) in Schools is available at the school or on the Board web site: www.pvnccdsb.on.ca under Parents/Publications.

SPOT IT ... HELP STOP IT!"

Child Abuse and Neglect Reporting

Staff are required by law and Board policy to report promptly any suspicion of child abuse or neglect, and the information upon which it is based, to a Children's Aid Society. As well staff cannot call the parent before calling the Children's Aid Society.

This means that information about possible physical, sexual or emotional abuse, neglect or risk of harm must be taken seriously by all Board employees. Staff who fail to report a suspicion that a child under the age of 16 years is, or may be, in need of protection is liable upon conviction to a fine.

The policy also applies to any suspicion of abuse or neglect by Board staff, service providers, volunteers, and visitors to the school.

If a student is 16 years or older and experiencing potential abuse or harm, employees may report their suspicion to local Police Services.

All staff receive training on Child Abuse and Neglect on an annual basis.

A brochure on Child Abuse & Neglect Reporting is available at the school or on the Board web site: www.pvnccdsb.on.ca under Parents/Publications.

Sharing Information Between Elementary and Secondary Schools Notice to Parents/Guardians and Students Over the Age of 18 Years

As students progress from elementary to secondary school, important information is shared between the schools. Information from an elementary school is provided to a secondary school in advance of the student's arrival and eases a student's transition to secondary school. Sharing information between schools also improves the School Board's ability to program effectively to the benefit of all students. This sharing of information is in addition to the transfer of each student's Ontario Student Record (OSR). Information used for the transition process is limited, secure, and protected at all times. In addition, information about a student's performance in secondary school can be provided to the former elementary school for the purpose of statistical analyses and program planning. This process has been approved by the Office of the Information and Privacy Commissioner of Ontario and is considered a normal part of the provision of educational services at the PVNC Catholic District School Board.

Ontario Student Record (OSR)

- The OSR is the ongoing, confidential record of a student's progress throughout school. It is filed in the school office. All students and their parents (if the student is under 18 years of age) have a right to review the contents.
- The OSR file may include:
 - Identifying information such as name, address, telephone numbers, and emergency contacts as well as a picture of your child.
 - Report Cards
 - Any additional information considered relevant for improving the instruction of the student
- If, in examining your child's OSR, you feel that certain kinds of information are not relevant, you may submit a written request to the principal asking to have it removed.

Resources: Complete information on the OSR is available on the Ministry of Education website at: www.edu.gov.on.ca/eng/document/curricul/osr/osr.html

Fire Drills

In the event of a fire or a fire drill, both teachers and students have specific responsibilities.

Teachers:

Ensure students evacuate safely and proceed to a safe area away from the scene
Close all doors and windows
Keep a copy of the current class list, and take attendance
Report unaccounted absences to the school administration
Return to class when it is safe and take attendance again

Students:

Move quickly and quietly to the safe area
Remain there with their teacher until directed
Return promptly to class when directed

Fire drills are held over the course of the year to ensure familiarity with the procedures.

Lock Downs

In the event of an external or internal emergency, it may be necessary to keep all students in their classrooms for an extended period of time. A lock down will be called for the safety and security of all members of the school community. Students are expected to remain in their classrooms and comply with

teacher directions. Failure to do so may jeopardize their personal security and that of other students. On the advice of local policing authorities, cell phone use is prohibited during a lock down as it interferes with police communications. Lock Down drills are held over the course of the year to ensure familiarity with the procedures.

CLARINGTON SCHOOLS ONLY

Emergency Preparedness – Clarington Schools

Catholic elementary and secondary schools in the Municipality of Clarington are within the evacuation zone for the Ontario Power Generation – Darlington Nuclear Generating Station. In the unlikely event of a nuclear incident or if an emergency is declared at the Power Plant, students and staff of our Catholic schools will be evacuated and bused to Peterborough. The students will be cared for at a shelter until parents arrive.

Peterborough has been designated as a Reception Centre because it is located outside the 10-mile emergency planning zone. Parents will be informed by radio announcements where your children will be taken to, how to pick up your children, and emergency telephone numbers to call for information.

In an emergency situation, parents are urged to listen to local radio and television and follow the instructions of police and emergency personnel.

Note to Parent/Guardian(s):

- Pick up children at their designated Reception Centre, not their schools.
- Turn on your radio or television to an emergency broadcast station and listen for official information.
- Make sure you know your Emergency Response Planning Areas (ERPA) for both work and home.

The entire evacuation plan is available at your local Catholic school.