

GOOD SHEPHERD CATHOLIC SCHOOL



Name: _____

"Together In Our Shepherd's Care"



Student & Parent Handbook 2007-2008

Mrs. Debbie Ford, Principal
Mr. Guy Charette, Vice-Principal

20 Farmington Drive
Courtice, Ontario
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School Website: <http://schools.pvnccdsb.on.ca/goods35>

TOGETHER IN OUR SHEPHERD'S CARE

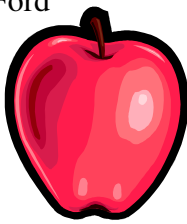
The staff of Good Shepherd Catholic Elementary School will teach and encourage all students in a caring, Christian Environment. They will strive for personal and academic excellence and foster positive relationships with students, in order to help each child reach his/her potential. School Curriculum Goals for the 2007-2008 year include a focus on Literacy, Numeracy, Religious Education and Family Life and Technology.

FROM THE PRINCIPAL AND VICE-PRINCIPAL

Dear Students:

It's a pleasure to be here 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!

Mrs. Debbie Ford
Principal



Mr. Guy Charette
Vice-Principal

SCHOOL YEAR CALENDAR 2007-2008

September 4	School begins
October 5	P.A. Day
October 8	Thanksgiving
November 2	P.A. Day
December 7	P.A. Day
December 24	Christmas Break Starts
January 7	Return from Christmas
February 1	P.A. Day
March 7 - 14	Spring Break
March 21	Good Friday
March 24	Easter Holiday
June 26	Last day of School
June 27	P.A. Day

SCHOOL DAY

8:30 am	School Starts
9:48 - 10:03 am	Recess
11:21 - 12:21 pm	Lunch
1:39 - 1:54 pm	Recess
3:00 pm	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.

STUDENT ABSENCE

We have a Safe Arrival Program in place at the school. *If your child has to miss school or be late, please call the school. An answering machine has been installed for your convenience.* The parents of students who do not arrive at school will be called to make certain their children are safe. This is a huge task for our secretaries, so please telephone in any absences right away.

It is important that every child attends school faithfully; however, do not put others at risk by sending an ill child to school. If your child has a fever, a bad cough, or has vomited, he/she are most likely contagious and need rest. **It is not possible to keep children in at recesses.** The general rule is: if they are too ill to go out for recess, they are too ill to come to school.

If a child becomes ill while at school, the parents or the emergency contact person will be phoned so that the child can be picked up. Thank you for helping to keep our school healthy!

ACHIEVING SUCCESS AT SCHOOL

Recently the Ministry of Education and Training has developed a new initiative entitled Building Pathways to Success. This initiative lists several factors that influence student success at school. Factors effecting student success are:

- Attendance is very important. More than an average of 2 days per month is a risk factor.
- Student involvement in school activities enhances student success.
- Positive behaviour and attitude add to student success.
- Communication between home and school improve student achievement.
- High standards are set by both the school and parents.
- Regular and consistent homework routines are established.

Students and parents are encouraged to fully use the agenda as a means to enhance the success of all students at our School.

INTERNET ACCESS

The P.V.N.C.C.D. 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 web site for the Safe Surfing Document at: <http://www.pvnccdsb.on.ca/library/Publications/surf.pdf> or contact your local school.

FAMILY LIFE EDUCATION PROGRAM

Using five basic themes repeated in each grade level, the Family Life program instills Christian values based on the dignity of all persons. Its focus is on developing good 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 web site at: <http://www.pvnccdsb.on.ca/library/Publications/religious%20education.pdf> or contact your local 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. Two masses are scheduled each month on the same day so that all students from grades one to eight can attend.

RELIGIOUS EDUCATION PROGRAM

The religion program helps children grow as believers in God and Jesus, and as faithful members of the Catholic-Christian community. The development of faith and commitment goes far beyond memorizing facts, doctrines, and moral standards. Students from Kindergarten to Grade 12 are taught through a learning cycle involving real-life experience, information, action and application. Using these different modes, students are encouraged to evaluate and develop their own attitudes and behaviours — and those of the world around them in light of Christian teaching.

The Religious Education Program supports and enhances the values and the education in faith that are a 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 their own words and actions - and encourages students to do the same.

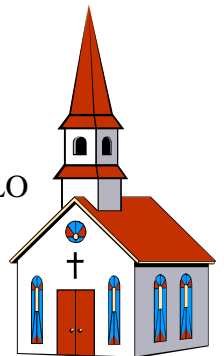
Catechists create a welcoming, nurturing environment where, along with the entire Christian community, students of all ages learn and grow in their faith.

SACRAMENTS

St. Therese 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
Pastor: Fr. Ken Rae
Associate Pastor: Father Stan CHU ILO
Phone: (905)436-2126
Website: st.therese@bellnet.com



“SPOT IT ... HELP STOP IT!” CHILD ABUSE & 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 on 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 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.

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. We are fortunate to have our own Allergy Awareness Committee that meets monthly. Call the school for more information.

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. Good Shepherd School will be publishing their own brochure in the Fall. Presently an Allergy Awareness Information Kit is available to all families.

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.

MEDICATIONS

Any Student who needs medication for any reason during the school day will be assisted at the office by a supervised staff member. An authorization for Administering Medication form must be completed for regular long term use signed by a physician and parent(s) (Policy 401). The administering of short term or a one-time use of medication requires a note from the parent. This note will be given to the principal or vice-principal. Medication must be stored in a locked cupboard safely in the office. A Daily Medication Log is completed by a supervised staff member authorized to give the medication.

IMMUNIZATION

Under the Immunization of School Pupils Act, parents are responsible to ensure that their children are vaccinated against diphtheria, tetanus, polio, measles, mumps and rubella. If your child required immunization against one of these dangerous childhood diseases, you will receive notification from the Durham Region Health Department. Please follow their instructions carefully as failure to provide immunization information may result in suspension from school if so ordered by the Health Department

As proof of immunization, have your doctor complete a yellow immunization card and have it updated after each vaccination. For additional information, call the Durham Region Health Department at (905) 723-8521 or 1-800-841-2729.

TRANSPORTATION

The PVNCCDSB is committed to providing students with a safe environment while traveling 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 video taping 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 web site 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.

If you need assistance with transportation, please contact Mr. Guy Charette, Vice-Principal

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 canceled by listening to CKDO 1350 AM or 94.9 (Magic) FM, the Oshawa stations. **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.



CODE OF CONDUCT

As a Catholic Community of Parents, Teachers and Students, it is our aim to foster feelings of self-worth and self-discipline within each child. We strive to develop an awareness of a child's personal responsibility to society.

Our Code of Behaviour includes the following basic expectations of students:

1. Respect yourself, others and all property.
2. Play safely and cooperatively.
3. Come to school ready to learn – bring your books and learning materials, have your homework completed, and eat a good breakfast.

At Good Shepherd School we do not tolerate violence of any kind. Fighting, play-fighting, touching another student in anger, hurting another person's feelings, and using bad or disrespectful language is not allowed. Items such as toy guns, play swords, knives, and weapons of any kind are not allowed. Hard balls, hockey sticks, skate boards and roller blades may cause injuries and are not allowed on the yard or on the bus.

We appreciate the support of staff, parents and guardians in assisting our students in making responsible, safe and caring choices of behaviour. Students are encouraged to discuss with their teacher promptly concerns regarding bullying, conflict resolution and/or unsafe situations.

If parents have any questions regarding our Code of Conduct, please contact Mrs. Ford or Mr. Charette.

**PETERBOROUGH VICTORIA
NORTHUMBERLAND AND CLARINGTON
CATHOLIC DISTRICT SCHOOL BOARD
(PVNCCDSB)
ASSESSMENT, EVALUATION AND
REPORTING GUIDELINES**

1. 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.
2. Students shall be assisted so they can achieve the distinctive expectations of the Ontario Catholic School Graduate.
3. 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.
4. 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.
5. 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 the Board web site: www.pvnccdsb.on.ca under 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 the Board web site: www.pvnccdsb.on.ca under 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/abc123/eng/>

TVOntario Parents

<http://www.tvoparents.com>

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. A copy is filed at the office. If you are interested in volunteering, please contact your child's teacher or the office.

SWIMMING LESSONS

Students from grades one to seven will take part in swimming lessons as part of the phys-ed program. This parent-funded activity has been very successful over the past years. Information as to when your child(ren) will have lessons will be forthcoming.

HEALTHY ACTIVE LIVING & 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 COACHES

- Treat officials, players and coaches with respect and dignity. Teach your players to do the same.
- Communicate in a positive and calm manner.
- Teach players to strive for success while playing fairly, following rules and displaying the highest level of sportsmanship.
- Remember - Be a positive role model for your students.
- Promote fun and enjoyment of the game for athletes.
- Be generous with praise for players of all teams.

CODE OF CONDUCT FOR SPECTATORS

- Always display good sportsmanship and respect for all players, coaches, officials, and fellow spectators.
- Communicate positively with players, coaches, officials and other spectators.
- Promote fun and enjoyment of the game for all athletes.

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's 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's 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 changerooms if the coach is not of the same gender as the student athletes.
- Ensure that athletic equipment is not used in the changerooms, on stage, or in the halls.
- Ensure that changerooms 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's 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.



PARENTS PROVIDING RIDES TO/FROM SCHOOL

Parents are not to drive in the 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." 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!