

St. Victor Catholic School



Parent / Student Handbook 2014-15

PRINCIPAL'S MESSAGE

Dear Parents:

Mother Theresa was once quoted by a reporter, "I am a pencil in God's hand." By that she meant that she was an instrument to continue God's work of creation. This statement is relevant to us as teachers and parents. It is our vocation to work along side you, to help your children realize their true potential, as children of God and followers in the footsteps of Jesus.

This booklet is intended to help all of us function effectively in our school, to work together in order to maximize the opportunities for your children. Please don't hesitate to become involved in your child's education. We need your help, your support and your encouragement. As St Victor School's principal, I am your servant and I look forward to serving you and your family. You have an excellent staff, dedicated to providing the best possible Christian education for your children.

Sincerely,

Mrs. Heather Klein

Principal



"When you help someone up a mountain, you'll find yourself close to the summit too"

SCHOOL ADDRESS

800 JOHN STREET WEST

P.O. BOX 520

MATTAWA, ON

P0H 1V0

SCHOOL PHONE

Safe School Phone.....(705) 744-5860

(leave your message)

Fax (705) 744-1477

MISSION STATEMENT

As a school community, we provide learning opportunities that inspire, nurture and celebrate each learner's journey to:

- reach his/her full potential
- be a contributing member of society
- live the richness of his/her faith
- embrace lifelong learning

WHAT TO DO IF.....?

Children are absent from school?

Parents should call the school by 8:30. A note, signed by the parent, should be sent with the child, when he or she returns to school.

Children are late for school?

Check in with the school secretary, and bring a note to the teacher.

Leaving school property:

If you wish to pick up your child, parents are asked to report to the office and we will call your child to meet you there. If children are being picked up by someone other than parents, then a note **must** be sent to the school, signed by either parent. **If a child is leaving school on their own, then a letter to the school is a must.** At home time, if there is no note about changes to the routine, then your child will get on the bus. If students have permission to leave for lunch on a regular basis, **then a note must be on file in the office.** Students will also be required to sign a contract stating that they will abide by the school code of conduct when off school premises at lunch hour. All students are requested to sign out when leaving with reason, and to sign in upon returning.

If my child gets sick at school?

Staff will make your child as comfortable as possible, and we will try to get in touch with you for further instructions. **It is imperative that we have up-to-date emergency numbers.**

My child is having difficulty?

Call the school and make an appointment with your child's teacher, as soon as possible. We work together as a team for the success and happiness of your child.

My child is being harassed or bullied?

The child or parent should contact the teacher and /or the principal as soon as possible. **We take such incidents very seriously and we have a protocol in place to resolve these issues. See also our information on bully prevention on our school website. (svi.npsc.ca)**

My child wants to bring toys to school?

Toys should be appropriate (sand trucks, soft balls, baseball gloves, etc.) However, if they become lost or stolen, the school cannot be held responsible.

What if my child brings valuables?

If money or other valuables are brought to school, they are the responsibility of the parent/child. If electronic games, Ipod, cell phones are brought to school, students are responsible for their safe storage and care.

Items are lost?

We have a lost and found box. Please check here if you think you may be missing something. Clearly label items belonging to your child please. We cannot be held responsible for lost items.

Bussing

The school will be happy to assist or you can call Transportation Consortium - 705-472-8840

Note: The driver must see that an adult is at home to receive JK/SK students. Otherwise the student will be returned to the school or the bus garage and parent will be called. If someone other than the parent is meeting the bus, **they must be introduced to the bus driver by the parents before the driver will drop off the child.**

My child has homework?

The Ontario Conference of Catholic Bishops states, "Parents are the primary educators of their children". Catholic schools can only extend and compliment the educational process which they have begun..."Educational research on excellence in education indicates that the assignment of homework and consistent routines at home for carrying tasks will improve students achievement. Homework consists of out-of-class activities that a student is assigned to support classroom work:

- A) **Creative:** involving research, collecting, building and designing.
- B) **Extension:** continue/complete work begun in class
- C) **Practice:** drill of language, math., and spelling
- D) **Preparation:** study for tests, including reading.

Amount of Time

Primary

Junior

Intermediate

10-20 minutes

20-30 minutes

50-60 minutes

I heard that..... so and so.....?

Rumours, innuendo, gossip and hearsay are not fact. They are designed to hurt and replace fact. (There are always two sides to every story.) If you or your child are concerned, please contact the school, before it gets out of hand.

What happens in inclement weather?

Cancellation of buses is up to the bus company and the transportation office of the board. Listen to North Bay **FM radio stations by 7:00 am for updates.**

DAILY SCHEDULE: 8:45..... morning classes begin

10:15-10:30..... morning recess

12:00..... lunch (eaten in gym) (JK/SK in classroom)

12:20 pm..... Recess

12:40 pm..... afternoon classes begin

2:00-2:15 pm..... afternoon recess

3:00 pmdismissal

SPECIAL EVENTS: Keep the school calendar, prepared by the School Board, in a prominent place and take note of holidays and Professional Activity Days. Check school newsletters. Special Events such as hot dog days, assemblies, school trips, electives and parents' meetings will be confirmed in the newsletter, sent home once a month. Parent participation is welcomed and encouraged for all school activities. Just let the teacher know of your desire to assist!

Sacraments / Masses

Ste-Anne's Roman Catholic Church

241 2nd Street, Mattawa, ON - 705-744-5391

The sacraments of First Communion and Reconciliation usually take place in the spring. Confirmation is every second year. Please check with the parish for dates each year.

Children's masses at the church will be scheduled with Fr. Moyle. Dates will be found in the newsletters and church bulletins. Everyone is welcome and encouraged to attend with your child.

How can I help my child succeed?

1. Love and encouragement will always be in good standing.
2. Be a partner with the school. We can work together to help your child succeed.
3. Encourage your child to eat 3 healthy meals daily and healthy snacks. Remember breakfast is the most important meal of the day. (Milk, (white and chocolate), is available at the school for \$1.00)
4. Encourage your child to get a full night's sleep. Sleep is a time to grow and a chance to the body to repair itself.
5. Read with your child daily!!!
6. Take pride in his or her many accomplishments. Praise is fuel for growth.
7. Have fun with your children. The joys of childhood do not have an age limit.

“When we do what we can, God will do what we can't”

How to Improve Homework Skills:

- set specific limits/times for homework every day and be consistent
- have a specific place to do homework - quiet area, appropriate study tools (table, desk, pencils):
limit distractions
- understand the organization of your child's school day
- review work to see that it is completed and get ready for the next day (organize items needed etc.)
- encourage your child to take responsibility for completing assignments
- review / talk with your child about the activities covered at school that day

Activities You Can Do With Your Child:

Share learning with you child (watch T.V. together, visit a library, share picture books, albums, draw together, draw together, talk together)

Read stories out loud to your child and have them read to you everyday (magazines, books, newspapers, comics, billboards, signs, package labels, catalogues, etc.)

Spend time together going for walks, talking and sharing

Be affectionate everyday-your child is special

Encourage your child to try new things

Listen to their stories and try to answer their questions

Build your child's self-esteem and self-confidence (specific suggestions are available through the resource teacher at school)

Play games with your child: teach them rules

Encourage hobbies

Teach children how to use the telephone and to take messages

COMMON SENSE SCHOOL RULES!!

1. Treat everyone with respect. Putdowns hurt others.
2. Try to do your best at everything you do. If you make mistakes, try again. Success comes from perseverance.
3. Use class time wisely. You will have more play time. (Some homework may be avoided by wise use of your time.)
4. Be prepared. Have books, pencils, etc. with you. You can't work without the proper tools
5. **Dress Code**: see Code of Behaviour (10-11)
6. Respect the property of other.
7. Vandalism costs everyone. Tell us if you see anything being vandalized. We all know the right thing to do.
If it hurts your school, it hurts you.
8. Take pride in yourself, your family, and your school.