

# St. Victor Catholic School

I am proud to be  
At  
St. Victor School!!



Parent/Student Handbook  
2011 - 2012

# PRINCIPAL'S MESSAGE

Dear Parents:

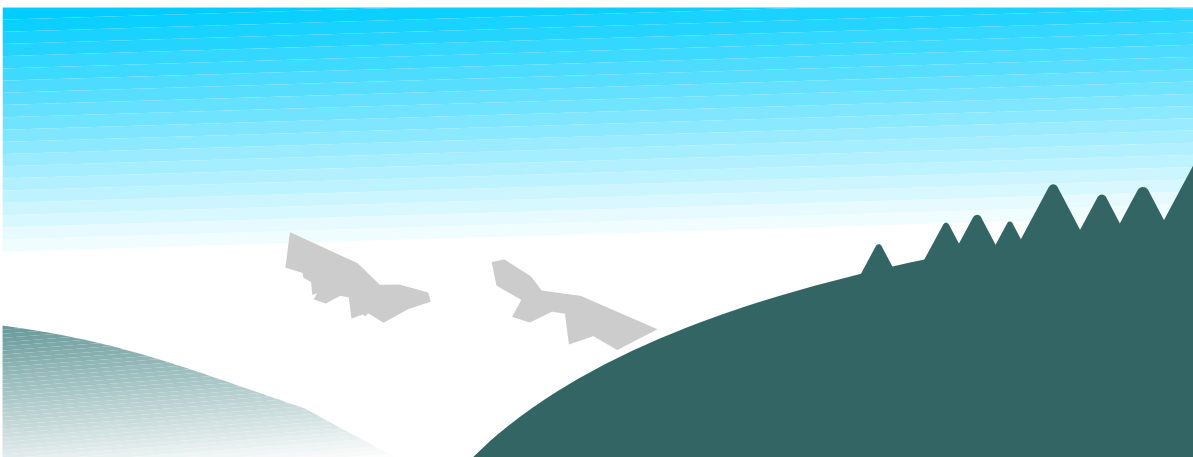
Mother Theresa was once quoted by a reporter, "I am a pencil in God's hand." By that she meant that she was an instrument to continue God's work of creation. This statement is relevant to us as teachers and parents. It is our vocation to work along side of you, to help your children realize their true 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 environment. We will try to answer all of your questions about the routines and rules that make our school a safe and pleasant place to work and play.

Finally, education is a partnership of home, school and church. It is imperative that we 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 your 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,

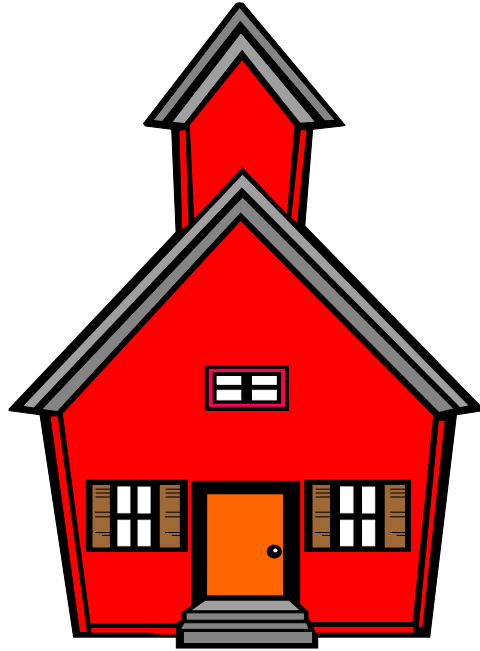
Ms. Karen Houston, Principal



"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  
POH 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 their full potential
- be a contributing member of society
- live the richness of their faith
- embrace lifelong learning

## THE STAFF

Principal: .....	Ms. Karen Houston
Secretary: .....	Mrs. Chantal Whalley
Custodian .....	Mr. Robert Lefebvre
Teacher's Assistant: .....	Ms. Connie O'Grady Ms. Corinne Wilson
Primary Teachers: .....	Mrs. Angela Cotnam Mr. Gilles Dupuis Ms. Carolyn Warman
Resource/Spec. Ed: .....	Ms. Karen Houston
Junior Teacher: .....	Mrs. Shelley Dumont
Intermediate Teacher: .....	Mr. Peter Murphy
Extended French Program: .....	Mr. S. Zimbalatti (0.3)
Lunchroom Supervisor: .....	Mrs. Denise Lemure Mr. Ernie Lamirante
Pastor St. Anne Parish.....	Fr. Tim Moyle
Director of Education: .....	Ms. Anna Marie Bitonti
Superintendent of Education: .....	Ms. Joanne Benard Ms. Paula Mann
Belanger Bus Line: .....	705-744-2685

**Remember: It's not what you have, it's what you do with what you have that makes all the difference.**

## 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 to that effect **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 the child will go on the bus.

If students have permission to leave school for lunch on a regular basis, **then a note must be on file in the office.** All students are requested to sign out when leaving and reason, and sign in upon returning.

### **If my child gets sick at school?**

Staff will make your child as comfortable as possible, and will try to get in touch with parents in order to be taken home. **It is imperative that we have emergency numbers.**

### **My child is having difficulty?**

Call the school and make an appointment with your child's teacher, as soon as possible. Remember, that you and the teacher have the same goals ... 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. **This behaviour will not be tolerated.**

### **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 will be asked to turn off and leave them in their backpacks till home time. (Unless special trip (7/8 to MSB).

**Items are lost?**

We have a lost and found box. Check here. 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.

**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 out tasks will improve student 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.

<u>Amount of Time</u>		
<u>Primary</u>	<u>Junior</u>	<u>Intermediate</u>
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 am ..... morning classes begin
- 10:15 - 10:30 am .....morning recess
- 12:00 am ..... Lunch (eaten in gym)(JK/SK in classroom)  
(Friday lunch is 11:50 am - 12:40 pm)
- 12:20 pm .....recess
- 12:40 pm ..... afternoon classes begin
- 1:55 - 2:10 pm .....afternoon recess
- 3:00 pm ..... dismissal

**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 hotdog days, assemblies, school trips, electives and parents' meetings will be confirmed in the school 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**

St. Anne's Roman Catholic Church  
241 2nd Street, Mattawa - (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.)  
**NOTE:** We have a snack program! All children are welcome.
4. Encourage your child to get a full night's sleep. Sleep is a time to grow and a chance for 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 your child (watch T.V. together, visit a library, share picture books albums, 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. Only cowards and bullies put people down.
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 Behavior (10-11)
6. Respect the property of others. If it doesn't belong to you, don't touch it. Keep your hands off others, it usually ends in a fight - and violence will not be tolerated.
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.



