



The Parents, Teachers and Students of St. Gregory School foster and promote the development of the whole person ... spiritual, intellectual, physical, social and emotional as a caring responsible individual within the Catholic Christian Community, based on the gospel values of Jesus Christ.

Students at St. Gregory School are expected to be:

Tolerant of others

Cooperative

Positive in attitude

Prepared for class

Appreciative

Hard working

Supportive

Proud

Responsible

Considerate

Honest

Respectful

Polite

Compassionate

Eager to learn

Faithful to the gospel

Helpful

Active participants

Staff members at St. Gregory School are expected to:

Know each individual in our care

Be kind in our interactions

Be motivational and inspiring

Be fair

Be approachable

Invest in your child's uniqueness

Be consistent

Work as a team with you and each other

Be caring in our attitude

Be positive and happy

Be understanding

Be energetic

Be organized and prepared

Set high expectations for everyone

Be flexible

1. SCHOOL HOURS

Opening bell	8:30 a.m.
First Instructional Period	8:35 - 10:15 a.m.
First Nutritional Break	10:15 - 10:55 a.m.
Second Instructional Period	10:55 - 12:35 p.m.
Second Nutritional Break	12:35 - 1:15 p.m.
Third Instructional Period	1:15 - 2:55 p.m.
Dismissal	2:55 p.m.

2. SCHOOL CALENDAR

Sept 1, 2011	Professional Activity Day
Sept. 5, 2011	Labour Day
Sept. 6, 2011	Classes begin
Sept. 23, 2011	Professional Activity Day
Oct. 10, 2011	Thanksgiving Day
Nov. 4, 2011	Professional Activity Day
Dec. 26, 2011 – Jan. 6, 2012	Christmas Vacation
Jan. 9, 2012	Classes begin
Jan. 30, 2012	Professional Activity Day
Feb. 20, 2012	Family Day
Mar. 12- 16, 2012	March Break
Apr. 6, 2012	Good Friday
Apr. 9, 2012	Easter Monday
Apr. 16, 2012	Professional Activity Day
May 21, 2012	Victoria Day
June 11, 2012	Professional Activity Day
June 29, 2012	Last Day of Classes

3. REPORTING STUDENT PROGRESS

Progress Report:	November 2, 2011
First Term Report	February 10, 2012
Final Report	June 26, 2012

4. EMERGENCY FORMS

In the event of an emergency involving your child at school, please ensure that the **EMERGENCY FORMS** sent to you are completed *fully and forwarded to the school office as soon as possible.*

Please ensure that we have your up-to-date e-mail address, home address, telephone number(s), and the name, address and telephone number of another adult who may be contacted if we are unable to reach you. Should this information change throughout the school year, *please notify the school office of these changes promptly.*

5. PARENTS AND VISITORS

Please enter the school through the main door and report directly to the office. For safety reasons, parents and visitors are not allowed to go directly to the classrooms or portables. Please report to the

office and sign the visitor log.

6. ATTENDANCE / SAFE ARRIVAL PROGRAM

Please call the school to let us know if your child will be absent. You can call the school anytime at **724-3482** and leave a message on the answering service.

Regular attendance helps students to succeed. Parents are asked to call the school before 8:30 a.m. when their child is going to be absent. All students are expected to go out for recess except in inclement weather. If your child is too ill to participate in recess, they should stay home to recuperate properly.

If your child is leaving school early for any reason, you must send a **written** note to the classroom teacher, signed and dated.

7. DRESS CODE

Our dress code stresses safety, neatness, cleanliness and modesty from our students. Logos promoting drugs, alcohol or violence are unacceptable. Extremes in personal behaviour or appearance are unacceptable including dying or streaking hair any colour other than a natural colour. Hats are not to be worn in the school. Spaghetti straps and crop tops are prohibited. **Students from grades 4 to 8 are expected to change for gym.**

8. SCHOOL SUPPLIES

As in the past, all textbooks will be supplied by the school. All students will be supplied with most of the basic materials. The classroom teachers will provide students with a list of required materials.

9. HOME WORK POLICY

Homework reinforces what has been taught in class, prepares the student for upcoming lessons and helps students develop self-discipline, responsibility and organizational skills. Homework may differ in content and amount from day to day according to student needs and grade level expectations. How well your child utilizes his or her class time to complete assignments could also be a factor. A general guide is approximately 10 minutes per night per grade. All homework assignments will be recorded in this agenda book and sent home for parent signatures.

Reading and or keeping a daily journal are recommended when your child does not have any specific homework assignments. Parents are the key to making homework a positive experience for their children. Therefore we ask parents to make homework a top priority, providing a quiet work environment, provide praise and support and contact the school if there are any questions or concerns. A copy of our Homework Policy is available on request.

10. TESTING/ASSIGNMENT POLICY

Tests are given periodically to verify that students are learning the materials and concepts that are studied. These tests, on occasion, may be sent home for parent signatures. Grade 3 and grade 6 students will be involved in the EQAO provincial testing process this year. Students in grade 8 will participate in the CAT3. (Canadian Achievement Test) All classes participate in assessment units similar to the provincial tests.

10. BUS CONDUCT

Bus drivers have a serious responsibility for the safety and conduct of all passengers on the bus. Students may have their bus transportation privileges removed if they engage in unacceptable behaviour on the bus.

Any child who arrives to school by bus shall be returned home by the same bus. Students **MUST** board the bus to which they are assigned. ***Boarding a different bus to visit a friend cannot be accommodated within the Board's busing policy.***

12. LOST AND FOUND

A box of lost and found articles is kept in a central location. Parents and students are invited to check this box when something is missing. **Please label** all of your child's belongings and clothing items so that lost items can be returned. At the end of each term, remaining items are donated to church or service groups.

13. PERSONAL ITEMS

The school will not be held responsible for loss or damage to personal items such as jewellery, toys and/or electronic devices. Cell phones are not to be used at school. Digital audio and or video recording devices are not to be used other than for teacher approved activities.

14. MEDICATION

According to Board Policy, a special authorization form must be filled out and signed by the doctor and parent/guardian when a child requires administration of medication at school. These forms may be obtained at the school office. The same policy applies to children requiring the use of an Epi-Pen due to severe allergies.

Note: The transportation of prescribed medication to replenish the supply at the school is strictly prohibited and parents must deliver the medication to the school themselves for this purpose. The school, the bus driver and Student Transportation Services must be made aware of any medication being transported in cases of emergencies.

15. INTERNET USAGE

The following draft internet use policy was developed by the

intermediate students:

Only students who have the permission of their parents/guardian, in the form of a signed Internet Use Policy, may use the school Internet. Students will use the school Internet only under the supervision of a teacher. The use of the school Internet is for educational purposes only. Students are required to use the Computer Lab and the Internet in a responsible manner at all times. Students are not to download or save any files from the Internet without the prior permission of the classroom teacher. Students are not to upload or post materials onto the Internet without the prior permission of the classroom teacher.

Students in contravention of this policy may lose their internet privileges.

16. NUTRITION

St. Gregory School maintains a high standard of nutrition for food served within the school. We constantly strive to meet the criteria set forth by the Ministry of Education in their Healthy Schools initiative. A copy of our Nutrition Policy is available upon request. It is most important to remember that ***St. Gregory School is a nut free school and that all lunches and snacks must be nut-free.***

17. PARENT INVOLVEMENT

Parents are the prime educators of their children. We encourage you to be involved as much as possible in the development of your child(ren) and we promise to be good partners with you. If you would like to extend your participation in education and give your talents for the benefit of all our students, you are invited to join in any of the following activities.

St. Gregory Parent Council – CSAC :The St. Gregory Parent Council is comprised of a team of dedicated volunteers. We are a group of parents and educators who gather together once a month to promote parent involvement in our school, through a variety of means such as book fairs, hosting family events and volunteering. Classroom Volunteer: There is both a need for regular help, and special occasions.

Library Volunteer: Our library is open daily and is designed to promote reading. Due to the fact that the library is run solely by volunteers, considerable help is needed each year with circulation, book processing and book repairs. If you would like to help, we will provide training and a friendly environment for you to work.

18. Notification of the Collection and Use of Student Personal Information

Over the course of the school year as part of its mandate to educate its students, the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act, (R.S.O. 1990 c. E. 2) ss. 58.5, 265 and 266 as amended, will collect personal

information about each student. The information collected may be written, oral or visual.

This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

For questions about this collection, please contact your school Principal.

Please join us for monthly **Celebrations of the Eucharist**. Watch for the monthly **Tiger Talk** Newsletter for important dates and information. Please see our school website at www.npsc.edu.on.ca/schools/stgregory/index.html

Dear Parents,

The climate of our school is very important to all of us. At St. Gregory School, we expect each member of the school community to:

1. Participate fully in the religious activities offered by the school and to show, in the daily routines of the school, the values and attitudes that are fundamental to the Catholic way of life.
2. Be courteous and considerate in their dealings with others, to respect the rights of others and to treat each other with dignity and respect. ***Bullying or violence in any form, will not be tolerated.***
3. To respect each others' property including showing care for school facilities, equipment and resources.
4. To fulfill their obligation to work to the best of their ability and to behave in such a way as to promote an atmosphere that allows learning to take place.

Our **CODE OF BEHAVIOUR** is designed to ensure that a positive climate will exist in our school. Each student has the right to a serious education without risk of harm or interference by unacceptable conduct or behaviour. A physical, verbal, sexual or psychological abuse; bullying; discrimination on the basis of race, culture, religion, gender, language or disability; and vandalism is totally unacceptable and will not be tolerated. Each student is responsible for his or her own conduct to the principal on the school premises, during out of school activities that are part of the regular program, and while travelling on the school bus. Progressive discipline will be applied in all situations to help ensure that all children have opportunities to succeed.

If you have any questions, concerns or suggestions, please don't hesitate to call the school at your earliest convenience.

Sincerely,

Mr. Michael Courchesne
Principal

CODE OF BEHAVIOUR

1. **MINOR OFFENCES:**
 - are dealt with by the classroom teacher or supervisor at the time of the incident;
 - may result in parent contact;
 - include the following types of behaviour:
 - disruptive behaviour
 - not following routines
 - antagonizing other students
 - rough play

Consequences: (any of the following)

- withdrawal of privileges, time outs
 - writing of lines
 - book reports
 - recess detentions (only in appropriate weather)
 - school chores
 - apologies when appropriate
 - related projects
 - removal from field trips
2. **SERIOUS OFFENCES:**
 - are reported to the office by the classroom teacher;

- result in parent contact;
- include conduct injurious to the moral tone of the school or conduct injurious to the physical or emotional well-being of others including but not limited to:
 - bullying
 - rudeness
 - rough behaviour
 - intimidation or fighting with other students
 - disruptive behaviour in class
 - use of inappropriate language
 - inappropriate use of the internet

Consequences: (any or all of the following)

- withdrawal of privileges
- detention
- school chores
- appropriate project
- time out ... student sent to the office immediately

3. MAJOR OFFENCES:

- are reported immediately to the office;
- result in parent contact in writing;
- include the following types of behaviour:
 - a pattern of inappropriate behaviour
 - abuse or bullying, in any of its forms, including cyberbullying
 - throwing objects including snowballs, rocks, etc.
 - defiance of authority
 - disrespectful and abusive language and gestures
 - leaving school property without permission
 - smoking or possession of cigarettes
 - willful damage to school property including graffiti on the building or books
 - theft

First Major Offence could result in:

- an in-school program of related activities
- written contract to avoid a suspension;
- other appropriate consequences as determined by the principal and parent.

Second Major Offence could result in:

- suspension of student from 1 to 10 days;
- suspension of out of school activities for the rest of the year;
- other appropriate consequences as determined by the principal and the parent.

4. SEVERE INFRACTIONS:

- are reported to the office;
- result in parent contact;
- include the following types of behaviour:
 - use, possession or sale of explosive devices including fire crackers;
 - physical assault or fighting;
 - possession of a dangerous weapon, including knives;
 - possession, sale or use of pornographic materials;
 - persistent opposition to or defiance of authority, abusive language and gestures and willful damage of an extreme nature; including swearing at a teacher
 - possession, sale or use of alcohol or drugs

Any offence of this type could result in **IMMEDIATE SUSPENSION**. The principal may seek board approval for an extended suspension or expulsion from school. The **police** may be called if appropriate.

I acknowledge that I have read and understand the student agenda.

Signature of Parent/Guardian:

Student: (print first and last name)
