



OUR LADY  
OF SORROWS SCHOOL  
680 COURSOL ROAD  
STURGEON FALLS, ONTARIO  
P2B 3L1  
TELEPHONE (705) 753-2590  
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**STUDENT HANDBOOK**

This Agenda belongs to :

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Teacher: \_\_\_\_\_

“The future belongs to those who believe in the beauty of their Dreams”

**Rooted In Faith. Alive In Spirit**

## OUR LADY OF SORROWS SCHOOL PRAYERS

### Our Father

Our Father, who art in heaven,  
Hallowed be thy name; Thy kingdom come;  
thy will be done on earth as it is in heaven.  
Give us this day our daily bread;  
and forgive us our trespasses as we forgive those  
who trespass against us;  
And lead us not into temptation,  
but deliver us from evil.

Amen

### Hail Mary

Hail, Mary, full of grace,  
The lord is with you;  
Blessed art thou amongst women,  
and blessed is the fruit  
of thy womb, Jesus  
Holy Mary, Mother of God,  
pray for us sinners  
now and at the hour of our death.

Amen

## An Exposition of the Beatitudes

The Beatitudes Mt. 5:3-12

God implanted in us a desire for happiness, eternal happiness. In truth, the things of this world money, athletic or scholarly achievement, fame, possessions – can never satisfy the hungry heart we all possess. Only God's goodness and love, can quench our thirst for happiness. Jesus teaches us what we have to do right now to develop the kind of attitudes that lead to happiness, even in this life. Think of the Beatitudes as Jesus taught us as attitudes for happiness. They will require us to change our lives.

- Blessed are the poor in spirit: for theirs is the kingdom of heaven.
- Blessed are the meek: for they shall possess the land.
- Blessed are they who mourn: for they shall be comforted.
- Blessed are they that hunger and thirst after justice: for they shall have their fill.
- Blessed are the merciful: for they shall obtain mercy.
- Blessed are the clean of heart: for they shall see God.
- Blessed are the peacemakers: for they shall be called the children of God.
- Blessed are they that suffer persecution for justice' sake, for theirs is the kingdom of heaven.

## **OUR LADY OF SORROWS SCHOOL MISSION STATEMENT**

**The Parents, Teachers and Students of Our Lady of Sorrows 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.**

## POLICY STATEMENT

It is the Policy of Our Lady of Sorrows School to:

- provide a **safe, secure, environment** based on our gospel values and an attitude of **non-tolerance for unacceptable behavior**
- offer a “**welcome**” atmosphere which encourages the interaction of family, educators, students and the community at large
- provide an environment that recognizes, appreciates, encourages and allows for growth of all individuals which promotes respect for each other and develops self-esteem
- fulfill their obligation to work to the best of their ability and to behave in such a manner as to promote an atmosphere that allows learning to take place.

## STANDARDS OF BEHAVIOUR

All school members must:

- respect and follow all applicable laws
- demonstrate honesty and integrity
- respect differences in people
- treat one another with dignity and respect at all times, especially when there is disagreement
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, religion, gender, sexual orientation, age or disability
- respect the rights of others
- show care and respect for school property and the property of others
- take the proper steps to help those in need
- respect all members of the school community, especially those in a position of authority
- respect the need of others to work in an environment that encourages learning and teaching.
- seek help from school staff, if necessary, to resolve conflict peacefully
- not swear at a teacher or at another person in a position of authority

## No-Bullying Rules

- I will not bully others.
- I will help others who are being bullied by speaking out and by getting adult help.
- I will use extra effort to include all students in activities.

## TIPS FOR SUCCESS

- Be courteous and respectful to fellow students and staff
- Attend classes punctually, regularly and with all materials needed to begin work.
- Show respect for school property and the property of others.
- Listen attentively in class. Participate in oral discussions. Take an active part in all activities.
- Your child needs your support and involvement .... **Sign up to be a volunteer.**

## ATTENDANCE

**Regular Attendance** helps students succeed. Parents are asked to call the school before **8:50 a.m.** when a student is going to be absent, please send a note in the agenda explaining the absence. All students require a written note to leave School property. All students are expected to go out for **recess** except in inclement weather. If your child is too **ill** to participate in recess he/she should **remain home**.

## SAFE ARRIVAL PROGRAM

Please call the school to let us know if your child will be absent or late. You can call the school at any time at **753-2590** and leave a message on the answering service.

## ASSESSMENT POLICY

Assessments are conducted periodically to ensure that students are learning the materials and achieving expectations. A variety of assessment strategies/tools are used to measure student achievement. These assessments will be sent home for parent signatures. **Grade 3 and grade 6 students** will be involved in the **Provincial EQAO testing** process this year. Most other classes participate in assessment units similar to the provincial tests.

## LUNCH POLICY

All bus students and lunch students **must eat lunch at school** unless arrangements are made in advanced (**written notification to the classroom teacher**). Students who are continuously late from lunch will lose school lunch privileges. Other students wishing to eat lunch at school must request **permission from the principal**. **Junk Food (pop, chips, chocolate bars) is discouraged except on special days which will be announced. Those receiving McDonalds for lunch are encouraged to substitute milk or juice for the pop. Microwaves are not available. Pizza day is on Wednesday, Sub day is Friday. Pizza and Subs must be paid by Tuesday at noon.** You are welcome to pay in advance! **NO LATE ORDERS ACCEPTED.**

## SCHOOL SUPPLIES

As in the past, all textbooks will be supplied by the school. Students will be required to purchase basic supplies each term. Each teacher will provide their students with a complete list of supplies to be purchased during the first week of classes each term.

**Note:** All students require a pair of indoor running shoes and students in grades 4 to 8 require a change of clothes for gym classes. (Shorts/Track Pants & Top)

## HOMEWORK 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.

Parents are the key to making homework a positive experience for their children. We ask that parents check homework from the Agenda and when the student has completed it to **initial the agenda**. Therefore, we ask parents to make homework a top priority, providing a quiet work environment, provide praise and support and contact the school if they notice a problem. If your child has no homework assigned it would be beneficial for them to read for ten minutes or to practice basic addition, subtraction, multiplication or division facts. **Please make sure that agendas get returned each day.**

## DRESS CODE

Policy – All students wear appropriate attire as part of a collaborative effort to establish a safer and more responsible learning and teaching environment and is defined as a standard of student dress agreed upon by school community: School/Parent Advisory Council. Our dress code stresses neatness, cleanliness and modesty from our students. Logos promoting drugs, alcohol, violence or obscenities are unacceptable. Shorts must be walking length. Shirts or tops must not expose chest and midriff and must extend beyond the waistband. No tank tops or shirts with spaghetti straps. Nose rings, body piercing, jewelry, hooped earrings are not recommended, as outlined in the Health and Safety Standards and must be removed for physical education and sport related activities. Inside shoes must be worn for safety reasons. Excessive makeup, extreme hairstyles/colour and clothing that is deemed to be inappropriate or extreme in nature will need to be rectified at the administrations discretion. Hats and caps are recommended for outside protection.

## LOCKERS

All students are provided with a locker. Students from grades 5 - 8 may use a combination lock. The combination must be kept on file with the classroom teacher, otherwise the lock will be removed. Right to search Persons and Property: Lockers and desks are considered school property and that a search of such property is permissible by school administration.

## SCHOOL VISITORS

All parents and visitors must report to the Office. Requests for a parent-teacher conference can be arranged at the office and confirmed at a later time.

## BUS CONDUCT

Bus drivers have a serious responsibility for the safe conduct of passengers on the bus. Students may have their transportation privileges removed if their behaviour is unacceptable. **NOTE:** Authorization for boarding a bus other than the student's regular bus and changing drop OFF must be approved at the board office by the manager of Transportation and Assessment Department 24 hours in advance. Forms are available at the school.

## PERSONAL ITEMS

Please label all your children's personal belongings so that lost items can be returned.

**Please Note:** Expensive items such as jewelry, toys, etc. should not be brought to school as the school cannot be held responsible for same if lost or damaged. Use of cell phones and cameras are not permitted during school hours.

## SCHOOL ADVISORY COUNCIL

**School Advisory Council meetings are held once a month. See newsletter for details. Everyone welcome!**

## STUDENT INFORMATION FORM

Each student will receive a Student Information Sheet which must be completed and returned to the school as soon as possible. This information is required in case of an emergency. If any changes take place throughout the year, please notify the school immediately. It is very important that you include your P.O. Box Number if you have one.

## **ROLES AND RESPONSIBILITIES**

[www.ontario.ca/safeschools](http://www.ontario.ca/safeschools)

### **Principal**

- Demonstrate care for the school community and commitment to academic excellence in a safe teaching and learning environment
- Hold everyone under their authority responsible for their behaviour and actions
- Empower students to be positive leaders in their school and community
- Communicate regularly and meaningfully with all members of their school community

### **Teachers/Staff**

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

### **Students**

- Come to school prepared, on time and ready to learn
- Participate fully in class activities and routines and to complete assignments and homework as required
- Be polite, courteous and respectful to everyone including those in authority.
- Resolve differences through non-violent and peaceful means. Abusive or foul language, fighting and physical violence will not be tolerated.
- Show care and respect for personal and school property and the property of others.
- Show care and respect for personal and school property and the property of others.
- Display positive behavior, comply to all school rules and take responsibility for his/her actions
- Obey the School Board issued School Bus Rules. participate in religious activities including prayers, celebrations and masses

### **Parents and Guardians**

- Show an active interest in your child's school work and progress.
- Communicate regularly with school.
- Make sure your child is neat, properly dressed and prepared for school
- Ensure your child attends school regularly and on time.
- Inform the school promptly about your child's absence or late arrival.
- Become familiar with the Provincial Code of Conduct, School Code of Conduct and School Rules.
- Encourage and help your child follow the rules of behavior.
- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Make sure their child is neat, properly dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Inform the school promptly about their child's absence or late arrival
- Become familiar with the provincial code of conduct, the board's code of conduct and school rules
- Encourage and help their child follow the rules of behaviour
- Help school staff deal with disciplinary issues involving their child

### **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.

## **REPORTING STUDENT PROGRESS**

Interim Progress Report / Interviews

- November 3<sup>rd</sup> 4:30 – 7:00

November 4<sup>th</sup> – 9:00 – 12:00

Dates for release of First and Second Term Report Cards will be published in the school newsletter.

## **SCHOOL HOURS**

Opening Bell	8:45 a.m.
Morning Recess	10:20 - 10:35 a.m.
Lunch	11:50 a.m. - 12:45 p.m.
Afternoon Recess	2:05 - 2:20 p.m.
Dismissal	3:10 p.m.

Parents are reminded that dismissal is at 3:10. Please wait until that time to pick up your child unless special circumstances dictate otherwise.

## **SCHOOL CALENDAR**

September 1, 2011	- PA Day (staff only) – No school
September 2, 2011	- Board Holiday, No School
September 5, 2011	- No School – Labor Day
September 6, 2011	- School Begins
September 27, 2011	- No School – PA Day
October 10, 2011	- No School - Thanksgiving Holiday
November 4, 2011	- PA Day - No School
Dec. 24, 2011– Jan.8, 2012	- Christmas Break
January 9, 2012	- Classes Begin
January 30, 2012	- PA Day - No School
February 20, 2012	- Family Day – No School
March 12-16, 2012	- March Break
April 6, 2012	- Good Friday - No School
April 9, 2012	- Easter Monday - No School
April 16, 2012	- PA Day – No School
May 21, 2012	- Victoria Day – No School
June 11, 2012	- PA Day – No School
June 28, 2012	- Last Day of School for Students & Staff

## **Student Code of Behaviour**

The Catholic School community of Our Lady of Sorrows gratefully acknowledges the contribution of parents and guardians, students, staff and community members who have contributed to the development of our student code of conduct.

### **RATIONALE:**

The Ministry of Education and training in Safe Schools Legislation – Bill 212 (Progressive Discipline and School Safety – 2007) requires that each school develop a clear code of student behaviour. This code has been developed in accordance with the Anti-racism and Ethnic-cultural Equity Policy 327, The Education Act and Regulation 298, Section 23, “Requirements of Pupils”.

- Everyone has a responsibility to promote a safe environment.
- Everyone should be aware of their rights, as active and engaged citizens. More importantly, everyone should also accept responsibility for protecting their rights and the rights of others. Responsible citizenship involves taking part in the civic life of the school.
- All members of the school community are to be treated with respect and dignity, especially those in positions of authority.

### **EXPECTATIONS:**

The Catholic Community of Our Lady of Sorrows School shall ensure a violence free environment, living our Gospel values through our everyday actions and Catholic Graduate expectations.

## **PROGRESSIVE DISCIPLINE**

Progressive discipline is an approach that promotes positive student behaviour and enables the principal to choose the appropriate consequences to address inappropriate student behaviour. Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. It has several important elements, including:

- contact with parents, detentions, withdrawal of privileges, withdrawal from class, restitution for damages, verbal reminders, review of expectations, or a written work assignment with a learning component.

Ongoing interventions may be necessary to sustain and promote positive student behaviour and/or address underlying causes of inappropriate behaviour. For example, ongoing interventions may include, but are not limited to:

- meetings with parents, volunteer service to the school community, conflict mediation, peer mentoring, behaviour plans, referral to counseling, suspension
- Recommend expulsion from school or all schools within the Board

Positive student behaviour is promoted at school through programs like character and citizenship development.

- Schools help prevent inappropriate behaviour through programs like bullying prevention (second step)
- Early and ongoing intervention can also help prevent inappropriate behaviour from escalating.

## **DEFINITION OF BULLYING**

In Policy/Program Memorandum No. 144, released by the Ministry of Education on October 4, 2007, “bullying” has been defined as:

**“a form of repeated, persistent and aggressive behaviour that is 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.”**

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumors). It may also occur through the use of technology (e.g., spreading rumors, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).

### **MINOR OFFENCES:**

... are dealt with by the classroom teacher/supervisor  
at the time of the incident.  
... may result in parent contact

### **Include:**

- disruptive behaviour
- not following routines
- antagonizing other students and rough play
- Bullying/ Cyberbullying

### **Consequences-(any of the following)**

... withdrawal of privileges, writing of lines, book reports, recess detention, school chores, apologies when appropriate, related projects, removal from field trips

### **SERIOUS OFFENCES**

... are reported to the office by  
the classroom teacher  
... result in parent contact

### **Include**

- ... any minor offence that occurs 3 times
- ... rudeness
- ... rough behaviour and play
- ... intimidation/fighting with other students
- ... bus offences reported by the bus driver
- ... disruptive behaviour in class
- ... Bullying/Cyberbullying

### **Consequences-(any of the following)**

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

## **MAJOR OFFENCES**

... are reported immediately to the office

... result in parent contact

... include the following types of behaviour

- 2 serious offences in the same term, abuse, in any of its forms, of another student,
- throwing objects including snowballs, books, etc.
- defiance of authority / swearing
- 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
- bullying / cyber bullying
- habitual neglect of duty
- physical assault
- harassment (sexual, racial)
- fighting
- inappropriate use of electronic communications/media

## **FIRST MAJOR OFFENCE RESULTS IN:**

- progressive discipline / consequences
- an in school suspension
- written contract to avoid another suspension
- other appropriate consequences as determined by the principal and parent

## **SECOND MAJOR OFFENCE RESULTS IN:**

- progressive discipline / consequences
- suspension of student from 1 to 20 days
- suspension of out of school activities for the rest of the year
- other appropriate consequences as determined by the principal and the parent

## **SEVERE INFRACTIONS:**

... are reported to the office

... result in parent contact/Police

... include the following types of behaviour

- use, possession or sale of explosive devices including fire crackers
- physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- possession/use of a dangerous weapon, to cause or threaten bodily harm to another person
- possession, sale or use of pornographic materials
- defiance of authority, abusive language & gestures and willful damage of an extreme nature
- possession, trafficking in weapons, illegal or restricted drugs/alcohol
- committing robbery
- trafficking in weapons
- sexual assault
- uttering a threat

Any offence of this type is 'IMMEDIATE SUSPENSION' pending possible expulsion

- The principal may seek board approval for an extended suspension or expulsion from school. The Police may be called if appropriate.

- If you have any concerns regarding our School Code of Conduct, please join us at our School Advisory Council monthly meetings to address concerns.