

ST. MARY'S SCHOOL

We would like to welcome you to our St. Mary's School family. We are a Christian community who share the Catholic faith and foster the spiritual, intellectual, emotional and physical growth of our students, that they may bring a greater love and knowledge of God and of one another to the larger Christian community and society.

St. Mary's School aims to be an extension of the home in promoting the child's total and unique growth as a human being and as an active thinking Christian. We are looking forward to working, praying and playing with you and your children this year.

We hope that this parent handbook will provide a useful reference for some of our school policies, expectations and routines relating to you and your children. More detailed information on this year's events and activities will be sent to you with our regular monthly calendar and our weekly "**Wednesday Newsletter**". Please feel free to call the school or stop in the office anytime.

ST. MARY'S SCHOOL PERSONNEL

PARISH EDUCATION COMMITTEE

Pastor	Fr. Pierre Leblond
Assistant Pastor	
Chairperson	Mrs. Michelle Eisner
Vice Chairperson / Treasurer	Ms. Kartika Wisjnu-Lim
Secretary	Mrs. Mona Johannus
School Participation Chairperson	Mrs. Judy Losna-Cavaco
Bingo Participation Chairperson	Mr. Edwardo Tee
Social/Uniforms	Mrs. Sol Hebert
Social/Uniforms	Mrs. Luz Fresnoza
Parent Group Liaison	Mrs. Karlissa Brien

ADMINISTRATION

Principal	Ms Brenda Krivuzoff
Vice Principal	Mrs. Maryann Vukasovic
Office Manager	Miss Nancy Allen

TEACHING STAFF

Kindergarten	Mrs. Louise Paquin
Grade 1	Ms. Jennifer Sawka
Grade 2	Mrs. Susan Diewold
Grade 3	Mrs. Judy Der
Grade 4	Miss Susanne Russell
Grade 5	Mrs. Gail Brooks & Mrs. Maria Stokovac
Grade 6	Mrs. Faith Maier
Grade 7	Mr. Jesse Kuester
P.E.	Ms Maria Ciulla
Special Education/ Vice Principal	Mrs. Maryann Vukasovic
French /Gr. 2	Mrs. Rica Durnin
Music	Mrs. Beverly Ryznar
Computer / Art / Library	Mr. Mark Mogatas
Educational Aide	Mrs. Gail Fancy
Educational Aide	Mrs. Carol Arnold
Educational Aide	Ms. Josipa Zdrilic
Educational Aide	Ms Carmen Herrera
Educational Aide	Ms. Sandra Asic
Educational Aide	Mrs. Sonia Rafael
Educational Aide	Mrs. Silvia Muller

SUPPORT STAFF

School Nurse	Ms Sheila McCallum
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ROUTINE, EXPECTATIONS, SCHEDULES

SCHOOL BELLS

08:50 – Morning session begins
10:30 – Short Recess
12:00 – Recess

12:40 – Lunch
12:55 – Afternoon session begins
3:00 – Dismissal (Monday Dismissal – 2:00)

PUPIL ATTENDANCE

Punctuality and regular attendance are very important to every child's success, and we ask your cooperation in this regard. We will send home a calendar in September with all the scheduled school holidays and early dismissal days for your convenience in planning doctor and/or dentist appointments for your children. If your child is sick or is absent for any reason, **you must call the school office and inform the secretary, or leave a message on our "Call Answer"** before or after school hours; **also send a signed note explaining the reason for the absence to the teacher when your child returns to school.**

UNIFORMS

The wearing of a school uniform is a decision made by the school community. It will be strictly enforced throughout the year. Each student is REQUIRED to be in the following uniform:

Boys:

- Grey Pants
- St. Mary's Crested Polo Shirt
- St. Mary's Crested Burgundy Cardigan
- Grey or White Socks
- Grey Walking Short (Optional for Summer)

Girls:

- Tartan Jumper (Kindergarten – Grade 3)
- Tartan Skirt (Grade 4 – Grade 7)
- St. Mary's Crested Polo Shirt
- St. Mary's Crested Burgundy Cardigan
- Navy Blue Knee Socks or Tights
- Grey Walking Shorts or Grey Skorts (Optional for Summer)

Gym Strip for all:

- St. Mary's Crested Burgundy T-Shirt
- St. Mary's Crested Grey Short
- Running Shoes & Plain White Sport Socks

Shoes:

- Plain Black Low Heeled Dress Shoes
- Plain Black Running Shoes, No contrasting stripes

Summer Uniform:

- Grey Walking shorts or Grey skorts, with St. Mary's Crested Polo Shirt. Plain white ankle socks & running shoes. The principal will designate summer uniform months.

LUNCH HOUR

- Students are supervised in their classrooms.
- Students may order milk or juice on a monthly basis. Due date for orders will be on the monthly calendar.
- Hot Lunches are prepared for our students each Wednesday. A bi-monthly order form is sent home. Prices are kept low, as this is not a fundraising endeavor.

Please make a great effort to send your child with nutritious lunch and avoid delivering lunch during the school day.

If, on the odd occasion, you wish your child to leave school with you during the lunch hour you must speak to the office, and have the teacher notified. Students must be picked up from their classroom and taken out the front – do not pick them up from the playground.

- Students will not be permitted to leave the school grounds to purchase food from neighbouring stores, restaurants, as this is considered extremely unsafe.

PICKING UP AND DROPPING OFF CHILDREN

Parents are expected to drop off or pick up their children in the rear of the school on Clive Street. Clive Street is to be entered from McHardy Street and then exited via the lane out to Vanness, ensuring one-way traffic and the safety of our students. **Do not** use the driveway off Joyce into the schoolyard as this area is **out of bounds** to students. Please note that this procedure **DOES NOT CHANGE ON RAINY DAYS!!** A safety officer is present before and after school to assist with the enforcement of this procedure.

Kindergarten parents are welcome to come into the front schoolyard at 11:30 A.M. to pick up their children as the rest of the students are in class at this time. All students now use the exit doors at the back of the gym, both before and after school.

USE OF SCHOOL PHONE

As our phone is a business phone, we need to have it free for important incoming and outgoing calls. We therefore discourage pupils from using it. We encourage the older students to show responsibility by letting you know ahead of time their scheduled practice times for sports etc. If practices are changed at the last minute, we will allow the children to inform you. **We will not allow calls home to seek permission to go to a friend's home after school. Such arrangements must be made ahead of time.**

If an emergency situation arises where you need to get a message to your child or his/her teacher, please call the school and leave your message with the secretary or on the answering machine. If you dial in to St. Mary's during the school day and all lines are busy, or if you call before or after school hours, your call will be re-routed to our the school voice mail. **If you call during school hours and the matter is an emergency and you get the voice mail, please hang up and try again until you get through.**

All parents and visitors to the school must report to the office before going to a classroom. This will eliminate classes being disturbed unnecessarily, and is also a safeguard for our students' protection.

PERSONAL ELECTRONIC DEVICES

Students are not allowed to use any of the following items during the time they are in attendance at school: Handheld Video Games, Cell Phones, Pagers and Personal Music devices such as CD/Tape/Radio Players, MP3 Players or iPods. If parents want their children to have these for use before arriving on the school grounds or after leaving the school grounds, they may do so, but the school will not be responsible for lost or stolen items. Students choosing to use these items while at school, - despite school rules to the contrary -, risk having the item confiscated and returned at date/time set forth by the principal.

PARENT-TEACHER CONFERENCES

There are two scheduled conferences in conjunction with the first and second term report cards. The first term conference is for parent and teacher only. The second term conference is a student lead conference and is structured to allow the students to talk about and show their work to their parents. Although there are no other "scheduled" conferences during the year, we encourage you to feel free to make an appointment with your child's teacher any time you have a concern. Individual teachers may schedule conferences at the beginning of the school year, or at anytime they feel it necessary.

FIELD TRIPS

Through the use of our "Activity Fee" funds we are able to offer many enriching, curriculum based "trips away from school" (A.K.A. Field Trips). Although many of these trips use our school bus there will be times when we will require volunteers. We really appreciate the time and effort you share with us on these days. Please for your own protection, as well as our children, remember to make sure that all the students use the seat belts.

BULLYING

Bullying in its truest form is comprised of a series of repeated, intentionally cruel incidents involving students. Bullying, which includes acts of physical violence as well as verbal assaults, will not be tolerated in the classroom or on the school grounds. We encourage all students to report all acts of bullying to an adult, teacher, parent or principal. Teachers and the administration will with each case inform parents of actions to be taken. Along with appropriate consequences students will be assigned a learning package to be completed and kept on file. Continued bullying by a student will result in suspension and may lead to expulsion.

MEDICATION FOR STUDENTS

On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be aware that in order to do so, we require a signed, dated note.

SCHEDULES

For those of you whose children sometimes forget what day they need their gym strip, or when they are supposed to return library books etc., we thought you might find the following schedules useful to have on hand.

PHYSICAL EDUCATION

Kindergarten	Wednesdays and Fridays (Gym shoes needed daily)
Grade 1	Tuesdays, Thursdays and Fridays
Grade 2	Tuesdays, Thursdays and Fridays
Grade 3	Tuesdays, Wednesdays and Thursdays
Grade 4	Tuesdays, Wednesdays and Fridays
Grade 5	Tuesdays, Thursdays and Fridays
Grade 6	Tuesdays, Wednesdays and Fridays
Grade 7	Mondays, Wednesdays and Thursdays

LIBRARY

Our Library program has two purposes: firstly, to instill in students a love of literature and secondly, to teach the necessary library and research skills to become life-long learners. Books are loaned for one week at a time and may be renewed for one week. Please check the date slip in the library pocket in the front of the book to help students get their books back in on time. After a certain period of time students are required to pay for the book(s) that they lost. Each grade has a scheduled book exchange time.

[We hold one "Book Fair" per year to coincide with our Three Way Conferencing date. This is an excellent time to purchase Christmas gifts as 50% of the Book Fair profits return to us in the form of free books your child can enjoy.](#)

COMPUTER PROGRAM

The information technology program aims to have children be comfortable using computers and other technology as a tool to enhance learning. Students begin with 'keyboarding' skills and develop the ability to use the computer to gather, process and present information. Students are encouraged to be critical in evaluation the role of information technology and see the positive and negative effects in our world. As students progress through the grades and develop their Information Technology skills, they will have the opportunities to explore and create multi-media presentations and art.

All grades from Kindergarten to seven have schedules times every week in our lab. The lab is equipped with a full class set of 30 computers.

EXTRA-CURRICULAR ACTIVITIES

VOLLEYBALL

Sept - Nov

CISVA League

Open to students in Grades 5 – 7
involves morning & after school practices
After school games (sometimes to 5:00 or 6:00 pm)

BASKETBALL

Jan – Feb

CISVA League

open to students n Grade 5 – 7
involves morning & after school practices
after school games (sometimes to 5:00 or 6:00 pm)

BADMINTON

Mar – Apr

CISVA League

open to Grade 5 – 7 students (Gr. 4 practice only)
morning, lunch hour and after school practices
after school tournaments at end of season

TRACK & FIELD

May – early June

open to Grade 3 – 7
morning and/or lunch hour and after school practices
weekend meets and 2 school day meets
(Catholic Schools)

GRADE 7 BAND

Begins Oct

open to Grade 7
afterschool practices
This is an introduction to concert band instruments

CHOIR

Nov - Dec

Feb - June

Junior – open to Grade 2 – 4 (Gr. 1 Feb-June)
Lunch hour practices
Assembly performances, Parish commitments

Senior – open to Grade 5 – 7
Lunch hour practices
Assembly performances, Parish commitments

Church Choir – open to Grade 3 – 7
sings at variety of Liturgical celebrations throughout year
both in and out of school hours

COMPLAINTS POLICY

RATIONALE:

The CISVA Board recognizes that in a Catholic school parents, students, teachers and support staff form an integral part of the Christian school community. From time to time, issues may arise where members of the community may differ in their perspectives.

POLICY:

Within the CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

PROCEDURES:

1. The issue must be dealt with first by the persons directly involved.
2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.
4. Determine what policy/policies of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson and a representative from the Superintendent's Office etc., to help provide a resolution to the issue.
5. The Principal having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
6. If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.
7. Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal. This committee must always include the school's Pastor/Archbishop Representative. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.
8. After this, the subcommittee shall, in camera, present its *decision* to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committee's decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors.
9. The Education Committee shall notify the parents and the principal of its decision within seven days of the meeting. The decision shall be communicated in written form.
10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.
11. The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision.
12. The decision of the Board of Directors shall be final. Refusal of the Education Committee or employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Board

of Directors and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.

13. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

POLICY APPROVED: March 1, 2005 - Board of Directors Meeting
PROCEDURE DISTRIBUTED: March 9, 2005

SUSPENSIONS AND EXPULSIONS POLICY

- 1.1 In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.
 - 1.1.1 An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour which, if continued, would ultimately result in an expulsion.
 - 1.1.2 The Principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.
 - 1.1.3 A suspension is decided upon by the Principal or Vice-Principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the Principal or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted.
 - 1.1.4 If the Principal has determined that the incident is serious enough to warrant expulsion, the Principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the Principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.
 - 1.1.5 Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.
 - 1.1.6 Parents may appeal a suspension or expulsion decision. (See "**Complaints Policy**" – Mar 1/2005)