



## PRINCIPAL'S MESSAGE

Welcome to a new year at St. Gregory Catholic School. Here at St. Gregory, we are committed to excellence in all that we do. As a Catholic community, we strive to work for peace, truth and social justice. As a school community, we are responsible not only to ourselves, but to the broader community where we model God's message through respect for others and for the environment.

This is a very important time in your child's life. Your student will be developing many skills this year: academic, organizational, and social, as well as self-confidence and responsibility. As a parent, you play a major role in helping your child reach potential; your involvement in your children's learning experiences will be a major factor in their success not only throughout their school career, but also in later life. Together, I believe, we can help your child become the best individual possible.

The staff at St. Gregory endeavours to establish a positive and rich learning environment for your child. If you have any concerns, please do not hesitate to contact us. We will strive to help you in any way we can. With home and school working together, your child will have a positive and successful school year.

### ST. GREGORY SCHOOL MISSION STATEMENT

The mission of St. Gregory Catholic School, in partnership with our church and community, is to develop in our students the skills to be whole in mind, body and spirit. Within a welcoming, nurturing environment, our students will acquire the skills and knowledge required for life-long continuous learning. While growing as Catholics, they will acquire the positive values and attitudes necessary to become responsible, self-confident, motivated contributors to society. At St. Gregory, we believe that *the proof of love is in the works!*

## STUDENT AGENDA GUIDELINES

Agendas are the student's responsibility. With responsibility comes pride of ownership and a sense of accountability. As parents and teachers, we share an obligation to encourage personal responsibility. The agenda is an excellent tool to support students. Please allow your children to take personal responsibility for...

- packing their agenda at home and at school;
- having the agendas signed each night;
- ensuring homework expectations are understood;
- recording homework assignments and weekly activities;
- returning home/school communication such as newsletters, notes and permission forms;
- printing/writing in a neat, organized fashion;
- maintaining the appearance of the agenda.

Parents are asked to look over and discuss the agenda each evening with their child. This way, parents are aware of what is happening at the school and any issues that may have arisen over the school day. It is an excellent communication tool between school and home. **We ask parents to sign the agenda at home every evening and teachers will sign it each day at the school.**

### 2008-2009 School Year Calendar

First Day of School: Tuesday, September 2, 2008  
Thanksgiving Day: Monday, October 13, 2008  
Christmas Break: December 22, 2008-January 2, 2009 inclusive  
March Break: Friday, March 16 to Friday, March 20, 2009, inclusive  
Good Friday: Friday, April 10, 2009  
Easter Monday: Monday, April 13, 2009  
Victoria Day: Monday, May 18, 2009  
Last Day of School: Friday, June 26, 2009

### Professional Activity Days:

September 26, 2008  
November 7, 2008  
December 5, 2008  
January 30, 2009  
February 27, 2009  
April 24, 2009

## SCHOOL POLICIES AND PROCEDURES

### School Hours:

8:20-8:30	Supervised yard
8:30	School Commences
9:45-10:00	Morning Recess
11:15-11:35	Lunch Break
11:35-12:15	Outdoor Play
12:15	Afternoon Classes
1:30-1:45	Afternoon Recess
3:00	Dismissal
3:00-3:15	Supervised Yard



### Appropriate Language:

The language throughout the school and on school grounds will show respect for all staff and students. Name calling, swearing, as well as crude, rude and obscene language spoken, written, implied or gestured is unacceptable. Being able to use appropriate and tasteful language is an important life skill. When language is offensive to others, hurt feelings may lead to further conflict.

### Attendance and Punctuality:

Punctual and regular attendance at school is critical to the proper education of your child as well as to other children in your child's class. Parents will be contacted if either become a persistent problem. We ask you to notify the school by telephone between 8:00 and 9:00 a.m. on the day your child is going to be arriving late or absent. There is also an answering machine to record absences. If a child is absent and the school has not been notified, we will contact the child's parent/guardian. It is important that both the school and the parent know that the child has arrived at school safely. If you know that your child will be absent for several days, please inform the office with written notification. A note in the agenda or a detailed message to the secretary is also acceptable. If leaving on a family trip, please sign the proper forms available in the office. Children who are not feeling well before school are advised to stay home. A sick child is unable to put forward his/her best effort. All children are expected to participate in outdoor recess. In the case of long-term injuries or illness, alternate arrangements can be made upon the request of your child's physician.



Please report to the school any communicable diseases such as pink eye, measles or chicken pox. It is important that the school be aware of such illnesses as they must be reported to the Region of Waterloo Public Health Unit.

Children are not admitted to the class if they are late, until they have reported to the office. Children being picked up by their parents are asked to have a message written in their agendas indicating when and who will be picking them up. Parents are asked to sign the child out at the office when leaving the school.



### Administration of Medication:

Please report to the school any communicable diseases such as pink eye, measles or chicken pox. It is important that the school be aware of such illnesses as they must be reported to the Region of Waterloo Public Health Unit.

Children are not admitted to the class if they are late, until they have reported to the office. Children being picked up by their parents are asked to have a message written in their agendas indicating when and who will be picking them up. Parents are asked to sign the child out at the office when leaving the school.

It is very important to keep pupil information up-to-date in case of an emergency during school hours. In September, each student will be given a Pupil Verification and Allergy Form. Should there be any changes during the year, please notify the office. If school personnel must administer medication, a Request and Consent for Administration of Medication form must be filled out. This form is available from the office.

### Bullying:

There are four types of bullying: physical, social, verbal and cyber bullying. Bullying involves repeated acts of aggression and an imbalance of power. Students involved in bullying will be dealt with appropriately depending on the age of the offender and the seriousness of the act. Anti-bullying messages are in our monthly newsletter.

### Dress Code:

The manner in which we dress can have an influence on how we behave. School is a serious business and needs to be approached in an orderly, disciplined manner if we are to be successful. Part of the role of the school is to prepare students for life beyond the classroom.



Some schools choose standard uniforms to address this issue; others follow a dress code for acceptable apparel. Regardless, students are required to dress in a manner that reflects school as a place of learning. While we recognize the right of parents and children to express themselves through their clothing, we must reserve the right to have the final say regarding the appropriateness of any clothing worn at school. While at school, it is expected that students will dress neatly and modestly. Below are some guidelines to which we would like staff and students to adhere:

- Shirts or blouses will cover the torso completely when arms are raised high overhead.
- No spaghetti straps or halters.
- The straps of sleeveless tops must be 3 fingers wide with modest necklines
- Shorts and skirts need to be modest (mid-thigh or longer)
- All clothing and accessories must be free from anything that promotes sex, drugs, violence/gangs, profanity
- Undergarments shall not be showing at anytime
- No Pyjama pants
- No mesh shirts
- No visible body piercings
- No flip flops. Be aware that flip flops pose a concern in that students feet are not protected and injuries are frequent



While we recognize the right of students to wear clothing accessories, we urge parents and students to keep valuables at home as we cannot be responsible for their loss or theft.

#### **Consequences:**

Failure to comply with the dress code will result in one or more of the following actions determined by severity of the situation:

- Discussion with student leading to change of clothing (oversized T-shirts are available for loan from the office)
- Phone call to parents/guardians if non-compliance continues.
- At all times, the final decision regarding the dress code will be at the discretion of the Principal.

#### **Electronic Devices:**

Parents and guardians are asked to please note that pupils should not bring electronic devices to school. We are seeing pupils with cell phones, listening devices and cameras. .

These devices represent issues of safety, privacy and appropriateness and are problematic for school sites. If a child does bring an electronic device to school, he/she is asked to bring it to the office when arriving at school. It will be locked away for the day and returned to the student at 3:00. If the student chooses not to hand in a cell phone etc. it will be confiscated and kept in the principal's office until a parent or guardian comes to pick it up. Continued disregard for this policy will result in suspension.

As always, the continued safety of our students is our primary concern.

#### **Homework:**

Homework is a time for parents to be involved in the learning of their children. Homework is meant to be an opportunity to spend time in a learning environment at home and is meant to be a positive experience. Work that is sent home is generally work that has not been completed in the allotted class time, or work that needs to be reviewed for a test or quiz. For primary and junior students, there should also be a nightly review of spelling words and math facts as well as a twenty minute "cuddle time" for reading. Intermediate students will have more. Students should spend about ten minutes per grade, per night plus twenty minutes reading.

#### **Lunch Hour Policy:**

Students may not leave school property over the lunch hour without written consent from their parents. Students are encouraged to go home for lunch or remain at the school rather than go to the plaza for lunch, where they are unsupervised. A note will be sent home to the parents of junior and intermediate students at the beginning of the year outlining lunch hour options.

#### **Nutrition:**

It is important that our students come to school properly nourished. Please ensure that your child has a good breakfast in the morning and is provided with nutritious satisfying lunches. We encourage food such as fruits and vegetables, and juice as opposed to pop/sugar drinks. Homemade sandwiches are far more nutritious than lunchables and other store bought convenience foods. We also offer a daily cold breakfast and afternoon fruit and granola bar program.

#### **School Newsletter:**

School events, classroom news and student achievements will be communicated to you through our school newsletter at the beginning of each month.

Please make note of the events that directly affect you and your children. Newsletters and other pertinent school information can also be found on our school web site at

[www.wcdsb.ca](http://www.wcdsb.ca). Go to: "Our Schools", "Alphabetically", and click on "St. Gregory".

### **School Property:**

Any personal or school property must be treated with respect and care. It is the child's responsibility to look after his/her books etc. If any school materials, text or library books, are wilfully damaged or lost, families will be responsible for replacement of the item. Students will not be issued textbooks or be allowed to take out library books until the lost or damaged books have been replaced.

### **School Trips and Extra-Curricular Activities:**

School trips and extra-curricular activities are an extension of the curriculum, and as such, students are expected to participate. However, school trips and activities are also a privilege. Students who wish to participate on teams, in clubs or go on trips need to be working hard at school and demonstrating proper behaviour. Students who represent St. Gregory on trips or school teams are ambassadors for our school and need to present a positive image.

Students must return permission forms in order to participate in any activity that requires them to leave school property.



### **St. Gregory Parish:**

The pastor of St. Gregory Church, Father Bob, as well as our pastoral assistant Janet Goncz and Deacon Terry, will be working with the staff and pupils to prepare and celebrate liturgies and the Sacraments of Eucharist, Reconciliation and Confirmation. Specific information regarding the preparation of students for the Sacraments will be communicated via the parish bulletin or school newsletter.

### **Student Drop Off and Pick Up:**

Please drop students off in the church parking lot or on Osborne Street in front of the school. Please do not pull into the staff parking lot as this poses a safety risk for students and pedestrians walking past.

We ask that parents do not pick up their children from the classrooms because these areas become congested with students and it is difficult for teachers to ensure that students have safely left the building. Parents are requested to wait outside of the school by their child's dismissal door or in the Church parking lot.

Please do not go directly to your child's room when entering the school. Report to the office where you can sign in and be given a visitor's badge, or where Mrs. Godin can call your child down to the office. For parents of JKK students, please use the upper door by the JKK room. This keeps traffic through the school at a minimum and it ensures the safety of our students.

Thank-you in advance for your co-operation.

### **Volunteers:**

Volunteers can contribute a great deal to the school. The time commitment can be once or twice during the school year or on an on-going basis. Both are important to the vitality of the school. Volunteering at the school provides additional resources for the students, promotes cooperation between home and school and enhances learning opportunities. Please contact your child's teacher or the office if you can assist.

Volunteer opportunities are available through School Council, Strong Start, assisting in the classroom or library or in the upkeep in the gardens. We look forward to hearing from you.

## **A SHARED RESPONSIBILITY**

**As a Catholic School, the whole essence of our being revolves around an adherence to the teachings of Jesus Christ.**

- Each student will assume increasing responsibility for him/her self.
- No one can make another student learn; a person has to want to learn.
- No one can control a person's behaviour; it is up to the individual to exercise good judgement and self-control and to take ownership of one's actions.
- It is expected that all students will come to school prepared to learn.
- All members of our school community are expected to treat each other with respect and to contribute positively to the Catholic climate of the school.

**Working together: school, home and church, we will make the school year of 2008-2009 a positive one for all families and staff.**

**Remember, one person does make a difference!**

**At St. Gregory we believe we must live our mission:**

**"The proof of Love is in the Works!"**