

MOTHER TERESA CATHOLIC SCHOOL



PARENT HANDBOOK FOR THE

2008 - 2009 SCHOOL YEAR

MOTHER TERESA CATHOLIC SCHOOL
1035 CONCESSION STREET,
RUSSELL, ONTARIO K4R 1C7

PRINCIPAL'S MESSAGE

Dear Parents:

Welcome to Mother Teresa Catholic School, where we encourage each member of our school community to remember our school motto - "*Hearts to Love, Hands to Serve*". These words, which Mother Teresa emulated through her work throughout the world, offer each of us a guide towards the actions which we demonstrate on a daily basis. In our school we strive to develop a child's full potential with dedicated teachers who believe that each child's pattern of development is unique. We acknowledge similarities and differences, thus creating a learning environment which fosters exploration and discovery. One which supports the love of learning.

A new school year brings with it new excitement, new possibilities, new hope. This year's Board theme is *Called to serve...as disciples of Christ!* With these words we are invited as members of our Catholic school system to live out our Gospel values. As *disciples of Christ*, we are aware that we are both God's children and Church, working to bring about God's reign on earth. By concentrating on one person at a time, we continue our responsibility as a privileged educational community to effect change in the world.

I would like to once again thank all of our parents for their continued support and interest in our school. One cannot over estimate the importance of this ongoing support which helps each and every child in our school to achieve success. As we begin a new school year, we welcome our parents to continue to take an active role in the education of your children with their homework, encouraging reading, attending activities at the school, and becoming a volunteer within the school in some capacity over the school year.

Another constant is the dedicated and caring nature of the school staff at Mother Teresa Catholic School. The time and effort which they put towards the education of the students at our school demonstrates the level of commitment which they believe is important in helping each and every pupil reach their potential.

Finally, the importance of Father Tim McCauley's involvement with our school is critical to the spiritual development of our students. His visits to the school and his welcoming attitude with the students is important both here and at the Church in increasing our students' level of understanding in the development of their Catholic values.

It is my hope that this coming year will be a very positive one for each of our students and their parents. Best wishes for a successful and fulfilling year.

Sincerely,



David Guertin,
Principal.

MINISTRY OF EDUCATION GOALS

The Ministry of Education has set out the following goals so that your child will:

- . develop a responsiveness to the dynamic processes of learning*
- . develop resourcefulness, adaptability and creativity in learning and living*
- . acquire the basic knowledge and skills needed to comprehend and express ideas through words, numbers and other symbols.*
- . develop physical fitness and good health*
- . gain satisfaction from participating and from sharing the participation of others in various forms of artistic expression.*
- . develop a feeling of self-worth*
- . develop an understanding of the role of the individual within the family and the role of the family within society*
- . acquire skills that contribute to self-reliance in solving practical problems in everyday life*
- . develop a sense of personal responsibility in society at the local, national and international levels*
- . develop esteem for the customs, cultures and beliefs of a wide variety of societal groups*
- . acquire skills and attitudes that will lead to satisfaction and productivity in the world of work*
- . develop respect for the environment and a commitment to the wise use of resources*
- . develop values related to personal, ethical or religious beliefs and to the common welfare of society.*

MISSION STATEMENT FOR MOTHER TERESA CATHOLIC SCHOOL

To provide a quality education which integrates faith so that every aspect of the curriculum is taught in light of the Gospel.

To create a faith community which recognizes the interdependence of the members of the Mother Teresa Catholic School community - students, parents, teachers, support staff and priest - in imparting the beliefs and values of our Christian community.

To develop the spiritual, moral, intellectual and physical talents of each student in an atmosphere of faith; to educate each child for life long learning. Individual talents, skills, and abilities are cultivated in such a manner as to instill a sense of personal responsibility to God and to society.

To enhance our community responsibility, to help those around us, especially those with special needs. By giving to those in need, we reflect the values of Jesus, our Saviour.

2008-2009 STAFF - MOTHER TERESA CATHOLIC SCHOOL

ADMINISTRATION:

Principal Mr. D. Guertin
Vice- Principal Ms. E. McHenry

SUPPORT STAFF:

Secretaries Mrs. A. Pharand and Ms. T. Craibe
Student Support Worker Mrs. L. Tingley
Caretakers Mr. E. Brisson, Mr. R. Leroux & Mr. G. Lapensee
Educational Assistants Mrs. G. Achtereekte, Mrs. M. Ekins, Mrs. M. Seguin & Mrs. K. Wasson

TEACHING STAFF:

Junior Kindergarten "A" & "B" Mrs. E. Guertin (English)/Mme. Borer & Mme. Goodman (French)
Junior/Senior Kindergarten "C" Mrs. K. Kennedy (English)/Mme. Borer (French)
Senior Kindergarten "A" & "B" Mrs. K. Kennedy (English)/Mme. K. Dorval (French)
Grade 1 "C" Mrs. T. Clune
Grade 1 "G" Mrs. S. Guillet-Gagnon (English)/Mme G. Laroche (French)
Grade 1 "S" Mrs. C. Gallant-St. Clair
French Teachers Mme. K. Dorval, Mme. D. Gott, Mme G. Laroche and
Mme. N. Goodman
Grade 2"G" Mrs. S. Guillet-Gagnon (English)/ Mme. D. Gott (French)
Grade 2"K" Mrs. J.Kozinski
Grade 2"C" Ms. L. Coleman
Grade 2/3 Ms. K. Shorey
French Teachers Mme. C. Fitzsimons and Ms. L. Coleman
Grade 3"L" Ms. J. Long
Grade 3"T" Mrs. J. Toye
French Teachers Mme G. Laroche and Mme. J. Greggain-O'Brien
Grade 4"G" Mrs. J. Gunton
Grade 4"BD" Mrs. Y. Barretto-Duval
French Teachers Mme. C. Fitzsimons and Mme. J. Greggain-O'Brien
Grade 4/5 Ms. K. McBean
Grade 5"L" Ms. B. LeBlanc
Grade 5"M" Ms. C. Moore
French Teachers Mme. C. Fitzsimons, Mme. N. Goodman and Mme. C. Howland
Grades 6 Mrs. D. Exner, Ms. L. Surch, Ms. K. McAdam, Mme. C. Howland,
and Mme A. Spada (French)
Special Education Ms. E. James
Resource Teacher Mrs. M. Godwin
Ms. E. McHenry
Library Mrs. L. Surch
Computers Mrs. M. Godwin
Parish Priest Father Tim McCauley

SCHOOL TERMS:

First Term:	September 2, 2008 – November 21, 2008 (56 Days)
Second Term:	November 24, 2008 – March 13, 2009 (69 Days)
Third Term:	March 23, 2009 – June 24, 2009 (68 Days)

ANNEX – USE OF MOTHER TERESA CATHOLIC SCHOOL ANNEX

Once again, the original Mother Teresa Catholic School located next to our main building is being used to provide us with additional classroom and gym space. The Grade 2 pupils are located in this building and they are supervised when moving between that building and our main school yard for recesses and the outdoor portion of the lunch hour. The Grade 2 students have access to the computer lab and the library in the main building, and they are involved in all school activities.

There is a secretary at the **Mother Teresa Catholic School Annex from 7:45 a.m. to 10:00 a.m.** each school day, and parents may go to that office to bring their Grade 2 child for a late arrival or to pick their child early during those hours. At all other times, parents must report to the main office, located in the main school building, to drop off for a late arrival or pick up their child early, or when a parent wishes to visit a classroom in the Annex. From 10:00 a.m. until the end of the school day, the Mother Teresa Catholic School Annex will be locked in order to ensure a secure environment for the students.

RELIGIOUS EDUCATION AND SACRAMENTS

On a scheduled basis, Father Tim, will visit our school to talk with the children and participate in religious celebrations. One very important aspect of the Religious Education Program involves assisting the parents in preparing their child(ren) for receiving the Sacraments. Grade 2 students will prepare for the Sacraments of Reconciliation, the Holy Eucharist, and Confirmation. It is necessary to have a copy of the child's Baptism Certificate in order to receive these Sacraments. This is important, since a notation of receiving these Sacraments must be added to the original Baptism record. If you have any questions regarding our school/parish religious preparation, please feel free to contact the school or the parish. **Please note:** Each class participates in a Friday morning mass at the Church once a term.

REPORTING PUPIL PROGRESS

We consider it important that parents be kept aware of their child's progress. Three term reports are sent to parents during the year, and parent-teacher interviews take place twice within the school year. Parents are encouraged to contact the teachers whenever a question of concern occurs, and teachers ensure that parents are contacted when they feel information should be provided to the parents immediately. Each of the term reports contain comments by all of the pupil's teachers, and the reports are reviewed by the Principal.

If a pupil is not progressing well, it may be necessary for the pupil to be retained in that grade level. Parents are told at the March interview if the possibility exists for the child. A further interview is scheduled for early June to confirm a holdback. We do not permit conditional promotions.

PARENT-TEACHER COMMUNICATION

A cooperative approach between home and school is the most effective way of assisting your children. From time to time an issue may arise at school or in your child's classroom that you feel strongly about. Our experience has shown that when parents and teachers approach each other as partners in the educational development of the child and when matters of concern are dealt with in an atmosphere of mutual trust and respect, that most concerns can usually be clarified quite easily. Please feel free to call the school and arrange an appointment if you have any concerns.

HOMEWORK

The Homework Policy which was developed for our school in collaboration with parents and staff will continue to be followed this school year. Details of this homework policy "Mother Teresa Catholic School Homework Policy" brochure which will be sent home during the first week of school.

PUPIL BEHAVIOUR-SELF-DISCIPLINE

Self-discipline and responsibility for one's actions are necessary for the success of any school. Students are taught to be aware of their responsibilities. They are also encouraged to respect the rights, opinions and feelings of their peers and elders. Polite language is expected at all times (please and thank you will become part of the student's vocabulary). Racial remarks, put downs, swearing and rude remarks spoken, written, or gestured are unacceptable.

SUSPENSIONS

It is the duty of a Principal to suspend any pupil guilty of persistent truancy, persistent opposition to authority, habitual neglect of duty, the use of profane or improper language, or conduct injurious to the moral tone of the school. The parent or guardian of the pupil, and the School Board and the Superintendent of Education will be notified of the suspension. The parent may appeal against the action of the Principal to the School Board which has the power to remove, confirm or modify the suspension.

CHILD CUSTODY

Please inform the school if a dispute arises in your family over custody of your child(ren). All information received by the school will be kept confidential. In the case of one parent custody, we must have a copy of the court order giving sole custody of the child (ren). Without the legal custody paper, we cannot prevent either parent from having access to the child(ren).

SPECIAL SERVICES

We may refer students with difficulties in academic or social areas to one of our resource teachers for assessment and possible program modification. If program modification is necessary, the child may spend a period of time with the resource teacher for direct instruction. We will advise parents that this is going to happen. Classroom teachers are also involved with remedial activities on a daily basis with small groups of students. Students who experience serious academic or behavioural difficulties may be referred to the school psychologist for assessment and possible program modification. We require written parental permission before the psychologist can work with your child.

Students experiencing speech or language difficulties may be referred to our speech consultant for assessment and program recommendations. The program recommendations are implemented either at home by the parents or at the school. We require written parental permission before a child receives this program.

Our Student Support Worker provides services in the area of behaviour and social development. These services are provided through classroom programs, small group programs, as well as support of an individual nature where required.

FRENCH AS A SECOND LANGUAGE

Students in Grades 5 to 6 receive instruction in French for 75 minutes every day. Formal reading and writing in the French language is introduced in Grade Two with even and continuous progression in the level of difficulty developing in each subsequent grade. In the Junior and Senior Kindergarten programs, French is offered on a 50% basis and an informal approach is taken. Games, songs, poems, stories and mimes are just some of the methods the teachers use to encourage the use of French in the classroom. Grade 1, 2, 3 & 4 students may continue their study of French in an Extended Program (25%) which includes Language Arts and Social Studies taught in French, or an Immersion Program (50%) which includes Language Arts, Social Studies, Science, Physical Education and Health, Visual Arts, Drama, and Dance being taught in French.

CLOTHING/DRESS CODE

Chewing gum **will not** be allowed at any time. Caps/hats are **not** to be worn inside the school. During warm weather, students are permitted to wear shorts, however, students from Grades 4 to 6 are allowed to wear shorts only if they are knee length and loosefitting (no spandex shorts). Tank/midriff/halter/strapless type tops will not be allowed and T-shirts must be loose fitting. T-shirts or sweatshirts with questionable slogans or pictures will also not be allowed. Should a concern on the part of the school arise regarding the attire of a student, the parent will be contacted immediately. Weather permitting, outside play is encouraged each day for the children. Due to this, we ask that parents ensure their children are dressed appropriately for the weather in order to ensure the safety and well-being of every student. Items of clothing (i.e. boots, mitts, hats, scarves, etc.) are to be labelled with the child's name to facilitate in items being received when misplaced. It is recommended that students have a pair of indoor shoes and outdoor shoes. Student safety and cleanliness of our school are priorities.

PHYSICAL EDUCATION CLASSES

Physical Education classes are held in the gymnasium or the school yard. Proper dress for Physical Education classes will be discussed with the pupils by their teachers.

INDOOR SHOES

We take pride in the cleanliness of our school and we ask your support in this regard by ensuring that your child(ren) has a pair of clean indoor shoes which will remain at the school throughout the school year. Shoes with rubber soles are recommended in order that they can be worn in the gym as well.

POLICE SECURITY CHECKS—PARENT VOLUNTEERS

Our parent volunteers are an integral part of our school community and without them, we would be unable to provide many extras to our students. As part of a new School Board policy, it is **mandatory** that all parent volunteers obtain a police check in order to work within the school. A copy of the two-sided security check form is available from the school office. If you require a police security check, please complete a form **in our office** and we will submit it to our local O.P.P. detachment in Embrun. It's free!! The O.P.P. is not charging our volunteers to have this service done. Please keep in mind there is usually a wait of three days to receive the completed Police Check. Thank you for helping to ensure our school provides a safe environment for our school and for helping to make our school so special.

LUNCH

Lunch for all Jr. & Sr. Kindergarten to Grade 6 classes, lunch will be from 10:55 to 11:15 a.m. in their classroom. Lunches are eaten in the classroom with teacher supervision. Students are responsible for eating their lunches within the given time allotted. Recycling bins are available to show kindness to our environment. Students share in the responsibility of a clean and tidy classroom. Milk and food programs are offered by our School Council throughout the school year. More information regarding these programs will be available in mid-September. Healthy lunches are strongly recommended for your child(ren) to encourage good eating habits.

SAFE ARRIVAL/ATTENDANCE PROGRAM

It cannot be stressed enough that **regular attendance is essential for academic success**. We are depending on the full cooperation of parents in this matter. **All parents are asked to contact the school office (613-445-3788 or 1-888-263-2715) prior to 8:00 a.m. in the event of their child's absence from school.** If you know of this absence in advance, please let the teacher know by sending a note with your child. If your child must leave during school hours (e.g. dentist/doctor appointments) please send a note or telephone the school so that we may give your child permission to leave the school grounds. Please note that the school does have an answering machine and we encourage you to leave your message on the machine when you can't get through. If a call or note (prior to the absence) is not received, the school will contact a parent or legal guardian to confirm the absence.

MONITORING STUDENT ABSENCES

The purpose of monitoring student absences is to provide some assurance that your child(ren) have arrived safely at the school in the morning/afternoon. If parents do not inform the school by telephone or note that their child will be absent and the child does not arrive at school, the school initiates a check procedure.

Procedure:

- . Parents are asked to telephone the school by 8:00 a.m. if their child is to be absent from school that day.
- . Parents may send a note with another child in the family that morning instead of telephoning the school. The note will be given to the teacher of the child who is in attendance who in turn will forward it to the office following roll call.
- . Teachers will submit to the office by 8:30 a.m. a list of students absent that morning.
- . The school secretary will compare telephone calls and notes received by the office to confirm students who are absent.
- . If parents have not confirmed their child's absence with the school, the school **will attempt** to contact the parent by telephone.

ARRIVAL, RECESSES, LUNCH HOUR & DISMISSAL

All students, with the exception of those in the walking areas, are bused to Mother Teresa Catholic School unless parents have indicated otherwise to the school in writing. The general rule is that all pupils from Senior Kindergarten to Grade Six should be outside between bus arrival time and 8:10 a.m., during recesses and at the lunch hour. The school yard is supervised between 8:00 a.m. to 8:15 a.m., lunch hour, recesses and from 2:40 p.m. - 2:50 p.m. The Board is responsible for the safety of its pupils only during school hours or during authorized out-of-school activities. Pupils arriving prior to 8:00 a.m. and staying after 2:50 p.m. will not be supervised by school personnel. As an added safety precaution, all walkers and bikers will be dismissed before all of our school buses have left the bus loading zone. Walkers and bikers must always leave the school yard promptly so that the bus loading area is clear prior to the movement of the buses from the school yard.

The Principal, in consultation with the staff, on days of rain, ice and snow, will determine in the best interests of the students' safety, whether the students will go outside for recesses and lunch hours or remain inside, with an inside supervision schedule in effect. On days of extreme cold, when the temperature is below -15C and with a significant wind chill factor, the students will remain inside.

Junior Kindergarten students are supervised at all times by their classroom teachers and/or an Educational Assistant and will have an outdoor recess (weather permitting) at a time separate from the other students. Junior Kindergarten students have a play area separate from the older students at noon and all recesses.

LEAVING DURING SCHOOL HOURS

Students will remain on school property at all times during the school day. Should it be necessary for a student to leave, a written note of permission **must** come from a parent or legal guardian. Students arriving late **must** obtain a "LATE SLIP" from the office upon their arrival.

VISITORS TO THE SCHOOL

In an effort to continue to provide a "safe school environment" for our students, we will continue to use our "Sign In/Sign Out" Book. This book is located just inside the school office and is to be signed by all visitors to the school (parents, parent volunteers, special visitors, etc.) As well, a visitor's badge is required to be worn prior to going past the office area. In addition, we ask that you check in at the office when arriving/departing at/from the school.

PUBLIC HEALTH SERVICE - HEALTH OF PUPILS

A nurse from the Eastern Ontario Health Unit visits our school on an occasional basis. If you feel your child may have a problem do not hesitate to contact the Health Unit at **1-800-267-8260**. If there is any suspicion on the school's part that your child may have a communicable disease, you will be contacted to arrange to pick up your child immediately. You will be requested to set up an appointment with your physician to check your child before he/she can be admitted back in school.

Should your child become ill or injured while at the school, you will be contacted by the school to arrange to pick up your child. We thank all our parents in advance for their cooperation and promptness in this area.

PLEASE keep your child at home if he or she is ill. This prevents the spread of illness and thus benefits all other children and staff.

ADMINISTRATION OF MEDICATION

School staff **will not** administer either **prescription** or **non-prescription** drugs to any child unless:-

- . the medication to be administered has been prescribed by a physician
- . a "Request and Consent for Administration of Medication" form **must** be filled out and signed by **both** the physician and the parent/guardian (form available through the school)
- . all medication **must** be in the **original** pharmacy container, labelled by the Pharmacist
- . any changes to medication - it is the parent's responsibility to notify the school using the aforementioned form. **Changes will not be affected without this newly complete form.**
- . the school **must** be notified of **all** drugs being administered to the child as they may affect his/her behaviour.
- . all medication is kept under lock and key and administered under staff supervision.

EMERGENCY SCHOOL CLOSURE

In the event of an emergency school closure (e.g. fire, lack of water or toilet facilities etc.) your child should know exactly where you expect him/her to go. They should also know what to do in the event that they are ill, but cannot contact their parents/guardian, or when the guardian is unexpectedly absent. A form has been attached to this handbook where this information can be stated. Please ensure that you forward this to the school as soon as possible.

AWARDS NIGHT

Each June, Mother Teresa Catholic School holds an Awards Night. On this evening, children (Grades 4 - 6) are acknowledged for their achievements and/or their excellence in many of the facets of school life. Academic and other awards are presented by local sponsors to the deserving pupils. An element of entertainment is provided by our children during the evening.

SCHOOL PICTURES

Every fall our school photographer (Studio Berube) takes both individual and class pictures of the students. The photographer guarantees satisfaction and you will receive the pictures before Christmas. We recommend that you follow the directions printed on the envelope that accompanies the pictures to reduce the confusion that we experience each year with so many pictures to process.

PICTURE DAY WILL BE HELD - TUESDAY, OCTOBER 7, 2008 AND WEDNESDAY, OCTOBER 8, 2008.

Our photographer is Berube Studio of Russell. **PLEASE NOTE:** Picture Retakes will be held at The Berube Studio, 277 Castor Street, Russell (445-2181). The dates will be announced as soon as they become available.

CATHOLIC SCHOOL COUNCIL

The Catholic School Council will hold their meetings on the first Wednesday of each month. Their next meeting will be held on **WEDNESDAY, SEPTEMBER 3, 2008 AT 7:00 P.M.** in the library at Mother Teresa Catholic School. The contact person for our School Council is Mrs. Patricia Clement (613-445-4537). **ALL PARENTS ARE WELCOME TO ATTEND THE SCHOOL COUNCIL MEETINGS.**

SCHOOL BUS TRANSPORTATION RULES

In order to protect the safety and well being of all concerned, it is the responsibility of Mother Teresa Catholic School to see that School Bus Rules, as set up by the Catholic District School Board of Eastern Ontario and the Ministry of Transportation, be observed. Our aim is to stress pupil responsibility towards acquiring acceptable behaviour on the buses. We are depending on the parents for support should problems arise.

Bus transportation is a privilege. It may be necessary to suspend a pupil if all else fails. However, our aim is not to suspend but to improve the situation. Parents must see that their child displays good citizenship, punctuality and prudence (example: avoid running towards or away from the school bus). The School Board assumes responsibility for the pupil from the moment he/she boards the school bus.

The pupil should be prepared to board the bus immediately, once the bus has come to a complete stop and its signals are flashing. Each pupil shall then immediately occupy the seat designated by the bus driver:-

To ensure security:-

a) It is forbidden on the school bus to:-

- . push
- . eat or drink
- . smoke
- . speak loudly or to yell
- . leave one's seat
- . use a radio
- . stick one's head or limbs outside the windows
- . obstruct the aisle or the front of the bus
- . carry unwrapped skates

b) Once the destination is reached, the pupil:-

- . waits for the bus to stop completely before leaving his/her seat
- . waits for the signal before crossing the road, **ALWAYS** passing in front of the bus
- . goes immediately towards his/her home or towards the appropriate area before entering the school
- . must not leave the school grounds without permission from the principal or designate.

Unless the parents have obtained permission from the principal or designate, the pupil must return home by the same means of transportation. The bus driver must report to the principal or designate, any pupil who persists in breaking the rules.

The following is the procedure that we must follow when a child is disorderly on a bus. This procedure also applies to conduct at the bus stops. We must advise parents in writing at each stage of the procedure. Riding on a school bus is a privilege, not a right. Improper conduct may result in the withdrawal of this privilege.

1. FIRST INCIDENT:

Driver reports student to the Principal or Vice-Principal in writing, stating the reasons. Principal/Vice-Principal communicates with the parents.

2. SECOND INCIDENT:

Driver reports student to the Principal/Vice-Principal in writing, stating the reasons. Principal/Vice-Principal may withdraw students' transportation privileges up to three (3) days. Principal/Vice-Principal communicates with the parents.

3. FURTHER INCIDENTS:

Driver reports student to the Principal/Vice-Principal in writing, stating the reasons. Principal/Vice-Principal may remove bus riding privileges for a period of time not to exceed five (5) days. The Principal/Vice-Principal will notify the School Superintendent and the parents.

4. MAJOR INCIDENTS:

Driver reports student to the Principal/Vice-Principal in writing stating the reasons. The student may have transportation privileges withdrawn for an extended period of time (up to the balance of the school year). This will be determined in consultation with the School Superintendent and the Manager of Transportation. Principal/Vice-Principal communicates with the parents.

BUSING CHANGES

Transportation for our students is provided by **ROXBOROUGH BUS LINES (1-800-663-1599)**; **BERGERON BUS LINES (443-1483)**; **BRANNEN BUS LINES (448-3325)**; **CUERRIER BUS LINES (913-4789)**; **417 BUS LINES (764-2192)**; and **(McHUGH BUS LINES (445-5531))**. Any changes in busing arrangements are to be made through the school. This is just an added safety precaution for your child(ren). If you are not going to be home for your child at bus time, **PLEASE** ensure that you have made arrangements with the school for your child to be dropped off at a home nearby or that someone is there in your place. A child cannot be dropped off at a home where there is **no** supervision. Your cooperation in this regard would be appreciated. **PLEASE NOTE:** Unless we have received written verification from you, your child will be placed on the school bus to go home at the end of the day. We cannot take the word of your child only, a note **must** be received. Please remember that we have the safety of your child(ren) at heart at all times. If you are experiencing problems with the bus, please contact bus company or the school as soon as possible so that the situation can be resolved before it gets out of hand.

It should also be noted that due to limited space on the buses no bus changes will be allowed unless it is on the route that your child is on (i.e. one day home, one day babysitter). In addition, buses should not be considered as a means of transportation to accommodate social visits, this is something that should be arranged by the parents.

SCHOOL INFORMATION TO HOME

At the end of each month, the school sends home a School Newsletter. This newsletter provides our family with information on upcoming events, special activities, school council information etc. As well, there will be letters, memos, handouts, etc. which will be sent home with your children for your information and appropriate attention. This year, information of this nature will be going home with the **YOUNGEST FAMILY MEMBER** in your family. Should you have a problem with this distribution, please call the office to make arrangements for this material to go home with another family member.

CAMPBELL SOUP LABELS

We are continuing to collect labels and proofs of purchase from Campbell's soups and Pepperidge Farm crackers in order for our school to be eligible for FREE educational resources and equipment. Please send your labels to the school to help our school get much needed equipment and resources. Thank you.

OFFICE HOURS

PLEASE NOTE THAT THE OFFICE WILL BE OPEN BETWEEN THE HOURS OF 7:45 A.M. AND 3:30 P.M.

OFFICE TELEPHONE: (613)445-3788 OR 1-888-263-2715

OFFICE FAX: (613)445-3789

TYPICAL SCHOOL DAY AT MOTHER TERESA CATHOLIC SCHOOL

SR. KINDERGARTEN, PRIMARY & JUNIOR DIVISION

- 8:10 A.M. - Classes Begin
- 9:25 - 9:40 - Morning Recess
- 10:55 - 11:15 - Lunch in Classroom
- 11:15 - 11:55 - Outside Recess
- 2:25 - 2:40 P.M. - Afternoon Recess
- 2:40 P.M. - Dismissal for First Wave of Buses
- 2:50 P.M. - Dismissal for Second Wave of Buses
- 3:00 P.M. - All buses should have left school premises

NOTE: Junior Kindergarten classes have independent recess times but have the same lunch time as the Primary and Junior Divisions.



STUDENT RESPONSIBILITIES

“WE DO NOT TEACH CHILDREN HOW TO TAKE ON RESPONSIBILITY AS LONG AS WE TAKE ON RESPONSIBILITY FOR THEM.”

Rudolph Dreikers

1. To attend school regularly.
2. To accept such discipline as would be exercised by a kind, firm and judicious parent.
3. To exercise self-discipline
4. To do all assignments to the best of your ability and to complete all homework.
5. To take tests and examinations as required.
6. To maintain notebooks in a neat and legible manner following the instructions of your teacher.
7. Students are encouraged to bring reading material home each night.
8. To dress in a manner appropriate for school and for the weather.
9. To be clean in person and habits.
10. To protect text books, library books and your work books.
11. To observe school bus rules that have been issued by our School Board.
12. To always respect the rights, feelings, beliefs and abilities of others in all situations.
13. To be courteous to fellow pupils.
14. To be courteous and obedient to their teachers.
15. Refrain from using profanity.
16. Seek the assistance of the teachers or principal when unable to deal with a problem.
17. To care for equipment and furniture as you would the contents of your home.
18. To observe rules regarding your play area on the playground and the care of our sports equipment.
19. To never forget the reason or purpose for our living - that is to love and serve the Lord by living and serving all the people around us.