

# **St. Philip School**

## **Handbook**



***Rooted in Faith***  
***Growing in Knowledge***  
***Reaching out to Transform the World***

## **WELCOME**

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A special welcome to all new and returning students to St. Philip School for the new school year. We hope that you will find the information contained in the handbook useful throughout the school year. The staff of St. Philip School look forward to working together with the students and their families on their journey of Catholic Education. We strive to provide an environment for students to deepen their relationship with Jesus through our work with the Gospel Virtues. Please feel free to drop by the office with any questions that you may have. I look forward to our working together.

God Bless!  
Mrs. Domoslai

## **MISSION STATEMENT OF GREATER SASKATOON CATHOLIC SCHOOLS**

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At St. Philip School we strive to live our division mission statement where we nurture faith, encourage excellence and inspire students to serve others, making the world a better place. We do this daily through prayer and our interactions with others. As we carry out our daily work we are reminded of our call to serve others. We will model this and encourage others to do the same through our focus on the gospel virtues and our attention to St. Philip's mission statement.

***We love because He first loved us. – 1 John 4:19***

## **ST. PHILIP SCHOOL MISSION STATEMENT**

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### **We believe:**

- Greater Saskatoon Catholic Schools are to assist students to interpret social and human relationships in the light of the social teachings of the Catholic Church.
- With God as our creator, advisor, and friend, St. Philip School provides a nurturing atmosphere where we as a faith community can grow academically secure, socially just, and spiritually fulfilled.
- Families, who are the primary educators for their children's academic, spiritual, and social growth, appreciate the gift of the schools, and in partnership strive to instill a healthy self-concept and encourage their children to achieve towards their full potential.
- Our school encourages mutual respect, fosters independent and cooperative learning, and models strong Christian values.
- The church proclaims God's greatness. As children of God, we are nourished and sustained, and we are to go forth to love and serve the Lord and one another.

## **Families of Other Faiths:**

St. Philip School is inclusive and welcomes families of other religious faiths. All children enrolled at St. Philip School are required to take classroom religion instruction. Parents must complete the Declaration Status form upon registering their child.

## **CODE OF CONDUCT**

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***Love one another as I have loved you.***

*James 13:34*

Members of the St. Philip community are called to live in God's love. Our mission is to develop the whole person in the Catholic tradition. We endeavor to instill Christian values by instructing the mind, inspiring the heart and fostering character in each child entrusted to us by God.

## **Our Beliefs:**

- We believe that St. Philip School is a community of students, parents/guardians, staff, and parish, each having a role in the development and education of the whole child's mind, spirit, and body.
- We believe in a positive learning environment where everyone feels emotionally, spiritually, and physically safe.
- We believe in fostering a family atmosphere of loving, forgiving, laughing, caring, and sharing.
- We believe in a community respectful of self, one another, and of property.
- We believe in the uniqueness and dignity of each individual.

## **Expectations of Students**

We, the students, are called to learn about Jesus Christ and practice our faith by:

- Participating respectfully in school liturgies and prayer activities.
- Looking for opportunities to practice faith, hope, kindness, and love.
- Exercising good judgment and Christian values in all our relationships.
- We, the students, are called to work to the best of our abilities in all subjects by:
  - Attending school regularly and punctually.
  - Carefully listening to teachers and staff and help others to listen.
  - Willingly participating in all school activities.
  - Completing our assignments on time.
  - Encouraging others and respecting their rights to learn.

We, the students, are called to love as Jesus and Mary love by:

- Respecting and caring for everyone and his or her property.

- Being polite, friendly, kind, and caring.
- Being honest.
- Working for peace through acceptance, forgiveness and reconciliation.
- Dressing and grooming ourselves appropriately.
- Using acceptable language in school, and at school activities.
- Respecting and caring for our building, equipment, materials, and the environment.
- Being responsible for our actions.

### **Expectations of Staff**

We, the staff, are called to model and proclaim the teachings of Jesus Christ and the Catholic faith by:

- Supporting and sharing in all liturgies at the school.
- Teaching, modeling, and reinforcing appropriate social behavior.
- Inviting families and parish to be involved.
- Putting our faith into action.
- Encouraging respect by positively and constructively speaking of students, staff, and parents/guardians.
- Accepting all children as a gift from God.

We, the staff, are called to encourage a love of learning by:

- Participating in creating a safe, positive learning environment and utilize creative, effective teaching methods.
- Involving students in developing classroom discipline practices, which utilize reasonable, respectful, and related consequences.
- Communicating with parents/ guardians and welcome them to be active participants in their child's education.

We, the staff, are called to love as Jesus and Mary loved by:

- Accepting and respecting diversities within our school community.
- Promoting and supporting the inclusion of all students.
- Supporting and encouraging each other as we strive for excellence in our vocation.

### **Expectations of Parent / Guardians**

We, the parents / guardian, as primary educators of our children are called to value and respect the teachings of Jesus Christ and the Catholic faith, participate in our children's faith development and sacramental life by:

- Modeling our faith, praying with our children, receiving the sacraments, attending Mass, participating in our faith community, and putting our faith into action.
- Supporting one another as we build a Christian community.

We, the parents / guardian, as primary educators of our children are called to reinforce and emphasize the value and love of learning by:

- Communicating with school staff in a positive, caring manner.
- Providing encouragement and an environment for good study habits.
- Encouraging our children to strive to their full potential.
- Participating with our children in school related activities.
- Being enthusiastic in what our children are learning and doing at school.

We, the parents/guardian, as primary educators of our children are called to love Jesus Christ and Mary love by:

- Accepting and respecting diversities within our school community.
- Promoting and supporting the inclusion of all students.
- Support and encourage each other as we strive for excellence in our vocation.
- Encouraging respect by positively and constructively speaking of students, staff, and parents/guardians.

## **ST. PHILIP ANTI-BULLYING POLICY**

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**St. Philip School will not tolerate bullying behavior.** Guided by our Gospel Values and our Division Code of Conduct, bullying behavior will be dealt with in a serious and timely manner.

St. Philip School believes that all students and staff have a right to a safe, caring and respectful school environment. Students and staff also have a responsibility, by their actions, to ensure that everyone is in a safe, caring and respectful learning environment.

### **Definition of Bullying**

*Bullying happens when someone is significantly hurt emotionally or psychologically by the actions of one or more student, fears it will happen again and feels powerless to prevent this. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational or reactive. Bullying involves an imbalance of power, and is not gender specific.*

### **I. Roles and Responsibilities**

The effectiveness of this policy will depend on the level of open and honest communication among everyone involved.

#### **Students are expected to:**

In addition to the expectations outlined in the Division Code of Conduct, all students are expected to:

- Be positive and caring role models

- Refrain from bullying others, refrain from being a bystander to acts of bullying
- Honestly and accurately report all acts of bullying they may experience or observe to appropriate school personnel
- Be active participants in school anti-bullying initiatives
- Be accountable for their actions

**St. Philip School Staff are expected to:**

- Provide a supportive environment that upholds Gospel values and encourages positive relationships between students, staff and parents / guardians
- Address bullying behavior in an age appropriate manner
- Encourage and teach students to report incidents of bullying behavior
- Maintain an anti-bullying strategy comprised of: prevention programs, investigation of reports of bullying, intervention and reporting strategies

**St. Philip Parents/Guardians are expected to:**

- Contribute to a safe, caring and respectful school community
- Learn about bullying behavior and related issues
- Inform the school promptly if bullying is suspected
- Work with the school to resolve identified bullying incidents

## **II. Procedures**

### **A) Prevention**

- Prevention of bullying behavior is the ultimate goal. Prevention strategies are ongoing and will include: a broad range of educational experiences focusing on social skill development; understanding of bullying, bullied, bystander behaviors; teaching the Gospel values; having a common language; open communication and collaboration.

### **B) Investigation**

- All allegations are taken seriously with the safety of all students being the primary concern.
- Students allegedly engaging in bullying behavior shall be separated, given the opportunity to speak, and dealt with individually.
- Information related to bullying behavior shall be gathered and documented from all students involved, including witnesses.
- A Bullying Incident Report may be completed.

### **C) Actions if Bullying Behavior is Evident**

- To address incidents of bullying behavior we shall take into account:
  - a. The developmental and maturity levels of the students involved.
  - b. The levels of physical and / or emotional harm that have occurred.

- c. The surrounding circumstances and the context in which the incidents occurred.
- d. The nature of behaviors in the past related to similar incidents or continuing patterns of behavior.
- e. The relationship among the parties involved.
  - Everyone involved will be informed that there will be an investigation and a follow-up of the incident.
  - The in-school administration or the classroom teacher(s) shall determine whether it is appropriate to contact the parents / guardians of the students involved in the incident.
  - The in-school administration may request assistance from Student Services personnel, the Police Resource Officer, or other appropriate resources.
  - In-school administration will complete a Bullying Incident Report. Upon completing the Bullying Incident Report, the in-school administration will:
- f. Contact the parents / guardians of each student involved and invite them to participate in a meeting to discuss their child's involvement in the incident(s). In most cases separate meetings will be arranged.
- g. Keep a copy of the Bullying Incident Report and plan of action to be followed by the school, parents / guardians, and all students involved.
  - Consequences for bullying may include restitution, community service, participation in a bullying-awareness program, behavior contract, out of school suspension, or school expulsion (as per Division procedures).
  - Intentionally and falsely accusing another student of bullying behavior shall be considered bullying behavior and be dealt with as such.

#### **D) Policy Communication**

- The in-school administration shall review this policy at the beginning of each school year with all staff and students, and parent council. The policy will be placed in the school newsletter and/or student handbook.

#### **DRESS CODE**

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Students, staff and visitors to St. Philip School, are encouraged to take pride in the personal appearance. Students wearing inappropriate clothing will be asked to change as soon as possible. All clothing needs to be suitably modest for school. Hats are not to be worn unless it is a special day such as a spirit day.

## ST. PHILIP STUDENT TECHNOLOGY – ACCEPTABLE USE POLICY – SEPT 2015

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***St. Philip School has created its acceptable use policy to reflect current practices in technology. This acceptable use policy has been approved by the staff and by the St. Philip CSCC.***

St. Philip School promotes the use and integration of technology into student learning. As a Catholic school we treat everyone with respect and kindness. Our actions, our words and our use of technology should always be a reflection of God's love for us. Our students use technology to learn and it is essential to facilitate creative problem solving, new media literacy and collaboration. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, responsible and to behave in ways consistent with our Catholic teachings. This acceptable use policy (AUP) supports our vision of technology use and promotes a strong sense of digital citizenship. Students found to be in violation of the St. Philip AUP will be subject to regular classroom and school disciplinary procedures.

### **Digital Citizenship**

- **Respect Yourself.** I will select an online name that is appropriate. I will be conscious of the information and images that I view and post online.
- **Protect Yourself.** I will not publish or share my personal details including photos or videos, contact information or a schedule of my activities. Personal information will be based on three guiding principles- accessibility, ownership and erasability.
- **Respect Others.** I will use technology for learning, not for bullying, teasing, causing embarrassment, or damaging the reputation of others.
- **Protect Others.** I will protect others by reporting abuse and by not forwarding inappropriate materials or communications including photos or videos.
- **Protect Intellectual Property-** I will accept and adhere to copyright laws and GSCS Plagiarism rules. I will consult the terms of service to ensure that I am of age to use the online app, website or tool. If I am not, I will discuss with my instructor and follow his/her professional judgement before proceeding. \*
- **Respect Intellectual Property-** I will cite any and all use of websites, books, images etc.

\*Due to legislation in the United States, many websites, apps or tools state in their terms of services that students must be of a certain age to use the website. Many of these same websites will allow the students to sign up even if they don't meet the age requirements of that website. Therefore, teachers will use their professional discretion to choose appropriate, educationally relevant online tools when using them in the classroom. Students will be explicitly taught any



relevant Digital Citizenship skills as they relate to privacy and personal information.

### **Student Personal Electronic Devices**

St. Philip Staff recognize that students are bringing their own personal electronic devices to school. Such devices include; digital cameras, smart phones, tablets, iPad etc. The student use of personal electronic devices is a privilege, not a right, and can be removed if it interferes with student learning, duties or obligations. It is important to note that home devices are not connected to the school wireless.

#### **St. Philip provides the following conditions if the devices are to be used in the school:**

- Student owned devices in class may only be used with the teacher's expressed permission.
- If students are accessing wireless mobile services, they are under the same usage guidelines and expectations in the AUP.
- Devices are the responsibility of the student. The school will not be held responsible for loss or damage incurred to student devices.
- Student email accounts are provided by the Division on a network that may be monitored for compliance with school and GSCS policies. Use of these accounts is subject to the conditions of digital citizenship, as outlined above.

#### **Students of St. Philip must agree to the following:**

1. To show appropriate behavior when using and caring for technology.
2. To practice safe, respectable on-line behavior/communication at all times.
3. To respect personal information and the privacy of others.
4. To set my password following the rules set out by GSCS.
5. To open email attachments from known senders only thus ensuring safety from viruses and other malware.
6. To respect GSCS plagiarism and copyright guidelines.
7. To access on-line sites and services, such as email, social media, YouTube, messaging under my teacher's supervision and will tell a teacher if I access a site that is inappropriate.
8. To explain my online behavior to a teacher or supervisor if asked.

### **ST. PHILIP CATHOLIC SCHOOL COMMUNITY COUNCIL (CSCC)**

CSCC meetings are held the second Tuesday of every month. Please consider joining us at 6:00 pm in the library. All parents are invited and welcome to attend any of the CSCC meetings. If you are interested in joining the CSCC please email [ccscc@gscs.ca](mailto:ccscc@gscs.ca).

## **Parents as Community Partners**

St. Philip School creates many opportunities for parents and community members to share talents, skills, and abilities within our school. The St. Philip Catholic School Community Council is an active organization working for the benefit of all. St. Philip School prides itself on its large degree of parental and community involvement. We appreciate your support.

## **HOMEWORK**

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Homework is an extension of the student's daily activities. The amount of time each student will spend on homework may vary according to grade, ability and study habits. It is expected that daily planners will be used by all students in Gr 1 – Gr 8.

### **The Purpose of Homework**

Some of the purposes of homework are:

- to reinforce lessons taught during class time
- to give students extra drill in an area where they may need practice
- to teach students to budget their time
- to help students develop self-reliance and good study habits
- to enable parents to see their child's progress
- to strengthen the ties between home and school, particularly when parents can help with assignments in some way.

### **Parents Can Help**

There are many ways parents can help with homework. This can be achieved by:

- providing a quiet, regular place to work
- having a positive attitude about the school
- being the "audience" for reading and spelling practice
- providing knowledge and information for projects
- helping the student organize his or her time for assignments using student planner calendar

Remember.....You are your child's model! Your support will have a large influence on your child's attitude to home study.

## **NEWSLETTERS**

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To reduce our environmental impact, we will strive to send newsletters as well as other communication home from school though email as well as posting on our school website. Please note there will only be one school newsletter each month. Newsletters will be emailed home the last week of each month (except

for September and January) and will be posted on our website:  
[www.gscs.ca/studentsandfamilies/schools/phi](http://www.gscs.ca/studentsandfamilies/schools/phi).

## **PROGRESS REPORTS**

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Progress Reports are sent home for Gr 1 – Gr 8 three times a year in the fall, spring and June. Kindergarten students receive progress reports in March and June. As part of the assessment process student portfolios are developed at each grade level. A portfolio is a purposeful collection of student work that tells the story of his/her growth and achievement as a learner. Three Way Conferences involving the parent, student and teacher are scheduled for all families during Term 1 and Term 2. Individual contact between parents and teachers is ongoing. Parents are encouraged to contact their child's teacher any time throughout the school year.

## **PHYSICAL EDUCATION**

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Desirable health practices and participation in recreational activities are an important priority in our school. Each child is to receive the equivalent of 30 minutes per day of physical activity, with some activities scheduled indoors and some outdoors. The major objective is to promote a lifestyle that includes physical activity for fitness. Students, therefore, need to come to school prepared to participate in physical education activities (clean, non marking running shoes, gym clothing) basic skills, and practice good sportsmanship.

## **EXTRA-CURRICULAR SPORTS**

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Students are encouraged to join the following extra-curricular sport activities: Gr 3 – Gr 8 Cross Country, Gr 7 – Gr 8 Volleyball, Gr 4 – Gr 8 Indoor Track Relays, Gr 7 – Gr 8 Basketball, Gr 4 – Gr 8 Track & Field

## **BAND**

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Our band program is open to students from Gr 6 – Gr 8. Students learn to play their instruments in a group setting in which they work together towards their common goal to create music. Instruction is offered twice a week during school time. Performances will take place through the year in our school and community.

## **STUDENT LEARNING CENTRE (LIBRARY)**

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This center will assist student learning. It plays an important role in the development of research concepts and other resource-based learning skills. With the support of the CSCC, the student learning centre was renovated to better support the inquiry process and to foster student engagement. **This center**

**depends heavily on parental volunteers to ensure orderly management. Please consider assisting us in the library.**

## **RESOURCE BASED LEARNING**

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Our Learning Resource Centre, as part of the total school program, is designed to assist our students to become independent, life-long learners. To achieve this, the teachers along with the teacher-librarian cooperate in the planning and teaching of units of study which will help students learn the skills necessary to find, assess, organize and present information from a variety of sources.

## **LEARNING ASSISTANCE PROGRAM**

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Learning Assistance Teachers (LAT) are part of a team of professionals whose task is to assist the classroom teacher in providing services. The type of service provided will vary with the needs of the child.

## **RELIGION**

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Religion is an integral part of the Greater Saskatoon Catholic Schools Program. Each grade level receives the equivalent of 150 minutes per week of religious instruction including virtues/character education. St. Philip Neri Parish serves our school. Parish staff will be visiting our school on a regular basis this year. We shall celebrate Mass at the parish throughout the year. Mass and Liturgy dates are listed in the newsletter and parents are most welcome to attend. Faith development and religious education is the foundation to our existence as a Catholic school. Fr. Mike Dechant serves St. Philip Parish as well as Pastoral Associate, Shirley Hyshka. We look forward to working with them this year.

## **FIELD TRIPS**

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Visits to interesting places and activities outside of school enhance our school program. Written permission by the parent/guardian will be required before a student is permitted to partake in most excursions. In some cases, the classroom teacher will inform you of the upcoming trip, not requiring specific permission. Transportation to and from these places will usually require the use of public conveyance. In some cases, parents may be requested to drive students. Greater Saskatoon Catholic Schools requests all parents driving students have a valid driver's license and a package policy. Parents who are volunteering must have a criminal record check completed prior to the fieldtrip. Inappropriate behavior at school could preclude a student from participating on a field trip.

## **TRANSPORTATION**

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Students from the Varsity View, Grosvenor Park and South Corman Park areas receive free bus service to school since they attend a school outside their home area.

## **SCHOOL HOURS**

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Classes in the morning are from 8:40 am until 10:25 am and then from 10:40 am until 11:40 am. In the afternoon, classes resume at 12:40 pm until 2:10 pm and continue from 2:25 pm until 3:30 pm.

## **SCHOOL ATTENDANCE/PHONE BACK POLICY**

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Regular attendance is necessary if a student hopes to get the best results from their schoolwork. To ensure your child's safety we request that parents are diligent by informing the school if their child will be absent for any reason prior to the absence. Please call the office at 306-659-7450 if your child is going to be absent even if you previously communicated with the teacher for homework and missed work purposes. This will ensure proper recording of absence. Please leave their name, grade, teacher's name and a reason for the absence. If we do not hear from you, we will contact you regarding your child's whereabouts using our computerized dialer Synrevoice.

The school telephones are business telephones that are constantly in demand. It is for this reason that students must first seek permission from their classroom teacher in order to use them. Making after school play arrangements is not considered suitable use of the telephone.

## **LATE ARRIVALS**

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Students who come late have a tendency to disrupt classes and, of course, miss the gist of the announcements and the lessons being taught. Students who arrive late must check in at the office and receive a late slip. Parents will be notified if their child is continually late.

## **INDOOR/OUTDOOR RECESS POLICY**

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After consultation with the St. Philip Catholic School Community Council (CSCC) and our St. Philip Staff, please be advised that we will follow the recess weather policy outlined below during the winter months:

-25 degrees and warmer - all are outside.

**Please ensure your child is dressed appropriately for the weather.**

## **SCHOOL EXTERIOR DOORS**

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All outside doors (with the exception of the front main doors) will be locked by 9:00 am and remain locked during instructional time. This will help to ensure that all visitors enter through the front doors of the school and report their arrival.

## **NOON LUNCH**

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If it is impractical for students to go home for lunch, they may stay for lunch. Students who stay for lunch may not leave the school grounds for any reason unless the parents notify the principal or the teacher. Students will eat in classrooms. Those students who stay for lunch are supervised and they must follow the expectations that we have set out for them. If the expectations are not followed, the parents of the student will be notified and alternate lunch arrangements may be necessary. Lunch period ends at 12:10 pm at which time the students are dismissed for free time.

## **MILK PROGRAM**

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We will be selling milk in the beginning of the lunch break. Milk Cards can be purchased at the office for \$10.

## **NUT/SEED ALERT**

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We have a number of students at our school that are **highly allergic to peanuts and nut products**. Anaphylaxis is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. We ask that you do not send these foods or foods containing them to school. Thanks for your understanding and cooperation.

## **COMMUNITY HEALTH**

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Our Community Health Nurse is Leanne Poncelet. She will perform immunizations, health assessment, and follow-up. She may also function as resource person/counselors in Health, AIDS Education, and Family Life. Leanne can be reached at the Saskatoon Health Unit (306)655-4166.

## **COMMUNICABLE DISEASES**

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Communicable diseases can spread rapidly through a classroom. To control the spread of these diseases, children who have fever, diarrhea or rashes should not attend school until they are well and/or have been treated by a doctor. We encourage all students to wash their hands frequently and to use the hand sanitizer often. If you have any questions regarding Communicable Diseases

and their control, call your Community Health Nurse at Southeast Health Centre, 3006 Taylor Street East/Telephone: (306)966-4686

## **MEDICATION POLICY**

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Greater Saskatoon Catholic Schools attempt to provide a safe and secure school environment for all students. There are policies that outline appropriate procedures dealing with a variety of emergencies. This includes administration of emergency medical assistance or medication. As well, there are policies that govern administration of medications on a regular basis. Parents should contact the principal when their children require medication.

## **FIRE DRILLS**

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Eight fire drills will be held throughout the year. Each room has a designated exit route along with a designated meeting place outdoors. Students are expected to wear footwear at all times.

## **EMERGENCY/EVACUATION**

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There are number of causes that could potentially lead to the evacuation of the school building, for example: a major gas leak, fire or total loss of utility services. In the event of an evacuation, the students and staff would relocate to St. Philip Neri Parish.

## **LOCK DOWN**

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In the event of a serious situation in the school/community and/or the notification has been given by the Saskatoon City Police, a school lock down may be necessary. Lock downs will be practiced at the school two times in the school year with the support of our School Resource Police Officer.

- A **school lockdown** is implemented when the threat is inside or thought to be inside the school.
- A **perimeter lockdown** is implemented because a threat or potential threat outside of the building.
- **Shelter in Place**- Alerts staff and students that the outside atmosphere is hazardous due to suspected chemical, biological or radiological incident. A general announcement (repeated twice) is made: **"A shelter in place lockdown is in effect. No one is permitted to leave the building."**
- Use of cell phones is strictly prohibited during emergency situations.

## **LOST AND FOUND**

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Small items such as keys, rings, pens, etc., should be returned to the main desk at the office. Articles of clothing may be deposited in a lost and found box located by the gym doors. Good citizenship demands that we make every effort to return anything that does not belong to us to its rightful owner. **Parents are urged to label all student belongings.** The school is not responsible for damage or loss of personal items. We encourage parents to discourage child(ren) from bringing items of value to school.

## **BICYCLES**

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Bike racks are provided next to the school. This area is out of bounds, except when getting or parking bikes. All bikes should be locked. Bikes should not be parked by entrances to the school. Bikers are expected to follow proper safety guidelines, including using the crosswalk to cross Taylor Street. We cannot and do not assume financial responsibility for damaged or stolen bikes. Bicycles are not to be ridden on the school grounds or parking lot during the school day, which is defined as 8:00 am - 4:00 pm. **The use of bike helmets is strongly encouraged.**

## **SCOOTERS, SKATEBOARDS, ROLLER BLADES, HEELYS**

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Students must dismount their scooter boards/skateboards outside the school. Scooters must be folded outside before entering the school. Roller blades and Heelys are not permitted in hallways, classrooms or on the playground during the school day. Scooters, skateboards and roller blades must be safely stored in student lockers and are not to be used at recesses or noon hour on school property.

## **SKATING RINK**

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The Adelaide Park Churchill Community Association has a rink available for the students to use during school hours. Shinny may be played on the rink during the lunch break; however, it is important to note that **all students on the ice must wear approved helmets.** There will be no exceptions to this rule. No helmet means no access to the rink! Some helmets are available for student usage; however; students are encouraged to bring their own from home for sanitary purposes.

## **CARETAKING STAFF**

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The caretaking staff is responsible for maintaining the school in good order – that is, the maintenance of temperature, cleanliness and repair. These duties



can be best fulfilled if the caretakers have the cooperation and assistance of all students and staff.

## **SCHOOL PICTURES**

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Individual pictures and classroom group pictures are taken by Lifetouch Canada Inc. Purchasing pictures is optional. If you have any questions or concerns about your pictures, you may call Lifetouch Canada Inc. at (306) 956-3040.

## **PARENT COOPERATIVE DAYCARE (PCDC)**

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The Parents Cooperative Daycare (PCDC) opened here at St. Philip in September of 2011. Please phone (306)659-7106 should you require more information.

## **PCDC BEFORE AND AFTER SCHOOL PROGRAM**

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The Parents Cooperative Daycare (PCDC) have set up a before and after school child care program. The program provides children with a safe, creative start and end to their school day allowing parents to rest assured that their children are being well looked after. The time of operation is from 7:30 am to 8:30 am and 3:30 pm to 6:00 pm. The charges are modest and are arranged through the PCDC. Parents who drop off their children before 8:25 am must register their children with the Program by calling (306)659-7106. Supervision of students by staff begins at 8:25 am. During the program operation hours, the supervisors can be reached at (306)659-7106.

## **GENERAL BEHAVIOUR AND STUDENT EXPECTATIONS**

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In the fall of 2008, students, staff and parents worked together to create The St. Philip Behavior Matrix. This matrix encompasses **our vision** for our school. We thank you in advance for your support of this vision. As mentioned earlier, we are partners in education and we are partners in ensuring that all of our staff and students feel safe, respected and valued. Please note the three key areas:

- Respect Self, Others and Property
- Be Responsible
- Choose to Learn

**St. Philip School Behavior Matrix**

**SOAR LIKE A FALCON**

**S - SPIRITUAL**

I WILL STRIVE TO BE LIKE JESUS BY  
BEING KIND, HONEST & FORGIVING

**O - ON TASK**

I WILL BE RESPONSIBLE FOR  
KNOWING WHAT MY JOB IS

**A - ATTITUDE**

I WILL HAVE A POSITIVE ATTITUDE TOWARDS  
OUR SCHOOL EXPECTATIONS AND ALL PEOPLE  
WITHIN OUR SCHOOL COMMUNITY

**R - RESPECT**

I WILL RESPECT AND VALUE MYSELF AND  
OTHERS WITHIN OUR SCHOOL COMMUNITY

*St. Philip Catholic School*

## **THE FAITH EXPRESS – ST. PHILIP SCHOOL SONG**

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### **Chorus:**

Saint Philip, we say the name with pride.  
Like our Saint, God is our guide.  
Like the falcon we soar above the rest,  
as one happy family, we strive for the best.

Saint Philip was a teacher  
and truly kind hearted,  
that's where the legend  
of St. Philip started.  
In thought, word and deed  
he would always exceed.  
We walk in his footsteps  
and follow his lead.

### **Chorus**

The falcon is graceful  
and flies at great speed,  
with powerful vision  
we will succeed.  
With wings open wide  
we fly side by side,  
soaring with courage  
from fear, we won't hide.

### **Chorus**

Our school is a place  
where the doors open wide.  
With students and teachers  
so come on inside.  
No other comes near it,  
St. Philip let's hear it.  
Raise up your voices  
and show 'em your spirit!

### **Chorus**