



# ST. LUKE SCHOOL

September 2016

Principal: Mrs. E. Bakaic  
Secretary: Mrs. K. Rosati

Parish: St. Andrew Church

Phone: (905) 829-1700

Website: <http://schools.hcdsb.org/luke>

**SAFE ARRIVAL PROGRAM:** A reminder to call in your child's absence or late arrival to (905) 829-1700. Our answering machine is operational 24 hours a day. Messages will be retrieved between the hours of 8:00 a.m. and 4:00 p.m. Provincial protocols require that schools exhaust all emergency contacts prior to calling the police in the event of a child who is unaccounted for. Please ensure that your information is accurate.

## PRINCIPAL'S MESSAGE

It is my pleasure on behalf of the staff of St. Luke School to welcome everyone to the 2016-2017 school year. We extend a special welcome to all of our returning families and those who are new to our community. This year, we will continue to build on the many wonderful programs and traditions that staff, students and parents have worked hard to establish. By continuing to work together as partners, we can establish new goals and open new doors that will further enrich the lives and learning of all students. As a community, we can take pride in the accomplishments of all of our students and in the many ways we share our Catholic faith and values.

The Halton Catholic District School Board and the staff of St. Luke School, in partnership with home and Church, is dedicated to providing excellence in Catholic education by developing Christ-centred individuals enabled to transform society. We are committed to providing your child with the best opportunities to promote their spiritual, academic, social and emotional growth throughout the school year. It is our hope, to work together – home, school and parish – to help all students achieve their potential in an environment that is safe and caring.

St. Luke Catholic School is blessed to have the support of Father Con O'Mahony and the St. Andrew Parish staff. We extend warm wishes to all for a successful school year.

Yours in Catholic Education,

Mrs. E. Bakaic



## ST. LUKE SAFE ARRIVAL PROGRAM

**Please call the school at 905-829-1700 to report all student absences and late arrivals.** Help us to ensure the



safety of all students. Call the school to report **all** absences and late arrivals. Our attendance line is available 24 hours a day. Please leave a message: clearly state your child's name, grade, teacher, the reason and length (if known) of your child's absence. If we do not receive a notification and your child is not at school, our staff will call you home, workplace and emergency contact numbers to determine your child's location. If we are not able to reach you at any of the numbers provided, Safe Arrival protocol will be followed and Halton Regional Police will be contacted. Please be sure to keep contact numbers current.

School yard supervision begins at **8:10 a.m.** For the safety of your children, we request that your children **NOT** be on school property until supervision begins at **8:10 a.m.** Please ensure that your children leave home with ample time to ensure that they arrive to school on time. Encourage your child/ren to use the appropriate crosswalks and walkways. Establish routines at home that will assist your children to arrive on time. The earlier your children arrive, the safer their entry as the volume of vehicular traffic increases significantly just prior to the entry bell.

## 2016-2017 SCHOOL CALENDAR



The HCDSB has approved a School Year Calendar for 2016-2017 and has been approved by the Ministry of Education. For additional information and a complete list of important dates including P.A. days, first and last days of instruction,

secondary examination days, statutory holidays and school break periods, please visit the Board's website at [www.hcdsb.org](http://www.hcdsb.org). *Calendar* tab, followed by *2016-2017 School Year Calendar*.

## FAMILY INFORMATION PACKAGES



A family Information package is being sent to you through the youngest/only student in your family on September 7<sup>th</sup>. Included in the package are the following:

- 1. Student Information Verification Form:** Please carefully review the information provided on these forms for each of your children and make any changes and/or corrections **directly on the form**. We ask that you please provide an email address when completing your forms, as we will send communications to you via email throughout the school year.
- 2. Student/Family information and consent forms:** School Board policy dictates that these forms be completed by all parents/guardians of students in our school each year. Please ensure that all forms are completed **in full and signed where indicated**.
- 3. Emergency School Closure Form.**
- 4. Physical Education Consent & Medical Information Form. (1 for each child –front & back)**
- 5. Volunteer Interest Form.**
- 6. St. Luke School Council Election Procedures and Nomination Forms:** All nomination forms must be submitted to the office **no later than 4:00 p.m. Tuesday, September 20<sup>th</sup>**.

## 7. School Cash Online Payment Information Form.

## 8. Welcome Back BBQ & Curriculum Night Flyer.

(Food must be preordered online – late orders cannot be accepted)

## 9. Pizza & Milk Program Information Form.

(Must be preordered online – late orders cannot be accepted)

*Please carefully review the information provided to you in your family package and ensure that all required forms are returned to the office by **Friday, September 16<sup>th</sup>**.*

## CLASS ORGANIZATION SUBJECT TO CHANGE

Each school year start-up often brings some unexpected changes in terms of enrolment. As a result of families moving out of our school community or registering at our school over the summer, class organization is subject to changes within the first few weeks of the school year. Parents will be contacted directly if any change involves their child(ren).

## PARKING LOT SAFETY

**We need your cooperation to ensure the safety of our students - your children - at St. Luke School. We expect all parents and caregivers to observe our safe driving and parking procedures (rain or shine) in the school parking lot and driveways.** For those new to our school, **cars are not permitted to park in the Fire Lane in front of the school – this is a drop-off zone only.** Cars must **never** be left running or parked in this area. If you must get out of your car to assist your child(ren) out of the vehicle, you must find a parking space to do so. **Cars left unattended in this zone may be fined.** Parents who are interested in helping to monitor safety in our parking lot are asked to contact the office.

## SCHOOL SECURITY & VISITORS



To gain entry to the school at anytime during the regular school day, **all parents, visitors and volunteers must enter through the front doors of the school.**

Visitors must proceed to the office, sign in and collect a visitor's badge. Please be aware that all doors are locked during the instructional day. If your child is late, he/she must use the front door to gain entry to the building. With this protocol in place, please make every effort to be punctual. If you have something to drop off to your child, please leave it at the front office where we will be happy to assist. These are safety precautions which also minimize classroom interruptions.

**Please do not enter the yard or visit the playground areas during the school day without signing in at the office.** Remember that you are a stranger to other children, so always sign in at the office. Thank you for your continued support in ensuring the safety of our children.

## SUSPECTED CHILD ABUSE



The Child & Family Services Act requires by law that “members of the public” including professionals who work with children have an obligation to report promptly to the CAS if they suspect that a child may be in need of protection. Teachers/Principals face substantial fines if they don't comply. It is the role of the CAS to investigate such reports. If your child is bruised or marked from an accident, you may wish to let the teacher know about the circumstances. Should a report be made to the CAS, you should understand that we are complying with the law in the child's best interests.

## SCHOOL PROCEDURES

### Playground Safety:

Staff supervisors will continue to wear bright orange vests, so that they are easily identified. Your child's safety is of the utmost importance to us. As such, we ask that parents and caregivers drop off/ pick up students **outside the playground area.** This will make it easier for teachers to supervise the children on the playground without having to look for strangers among the adults in the supervised area. Playground supervision begins at **8:10 a.m.** Students **MUST NOT** be left unattended prior to this time.

### Students leaving school during the day:

Students who are leaving school outside of normal dismissal times must be picked up at the school office. Please send a note to the teacher stating

the time your child is to meet you at the school office. Please be aware that no child will be allowed to leave the school without a signed and dated note from the parent/guardian. The office must be notified in advance if students are to be picked up by anyone other than the parent/guardian.

### Noon hour/lunch procedures:

In the package of Family Information and Consent forms that you are asked to complete, you will be asked to pick your child's regular noon hour routine; whether they will be staying for lunch or going home on a daily basis. For safety reasons please be advised that a note to the classroom teacher or phone call to the office must occur each time there is a change in the routine. “Standing Notes” indicating that a child can leave school property anytime he/she chooses are not accepted. As a school staff it is important for us to know each time a child leaves our care at noon hour, that permission has been given and that parents know the exact whereabouts of their child(ren). Your cooperation and support of this important supervision/safety procedure is appreciated.

**Please note:** there is a “lunch drop off” table just outside the office entrance. If you are delivering a lunch, please ensure that it is **clearly marked with your child's name.** We ask that you instruct your child to check the table if they have forgotten their lunch or were expecting their lunch to be delivered.

### Pick up and Drop off routines:

We ask for your cooperation in making pick up, drop off and lunch arrangements with your children prior to the start of the school day whenever possible. **Any changes to your regular routine should be sent in writing to your child's teacher.**

## SCHOOL HOURS

**8:10 a.m.** Yard Supervision Begins

**8:25 a.m.** Entry Bell

**8:30 a.m.** Instruction Starts

**9:55 a.m. – 10:10 a.m.**

Recess (All Grades)

**11:30 a.m. – 11:50 a.m.** Lunch

**11:50 a.m. – 12:30 p.m.** Lunch Recess

**1:30 p.m. – 1:45 p.m.**

Recess (Gr.7&8)

**1:50 p.m. – 2:05 p.m.**

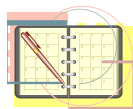
Recess (Gr.1to 6)

**3:00 p.m.** - Dismissal



**All children who arrive at school after 8:30 a.m. or after 12:30 p.m. (lunch) must first report to the office for a late slip before going to their classrooms.**

### STUDENT AGENDAS



On the first day of school, all students in Grades 1-8 received a **student agenda**. Parents who did not pre-pay in June are kindly asked to go to <https://hcdsb.schoolcashonline.com/> to submit the \$5.00 payment online.

### WELCOME BACK BBQ & CURRICULUM NIGHT

The staff of St. Luke School are pleased to invite all families to attend our Welcome Back Family BBQ and Curriculum Night Open House that will be held on **Thursday, September 22<sup>nd</sup>**. The format for the evening will be as follows:

#### 5:30 p.m. -7:00 p.m.

Family BBQ (catered by Fire It Up Catering). **Food must be preordered online by Friday, September 16<sup>th</sup>**. Late orders cannot be accepted.

#### 7:00 p.m. -8:00 p.m.

Classroom visits and presentations. Teachers will be presenting an overview of the curriculum for each individual grade in their classrooms at 7:00 p.m. and again at 7:30 p.m. If you have specific concerns regarding your child, please make a separate appointment to speak to the teacher prior to or after this evening.

We are looking forward to seeing you on what promises to be an informative evening for all. More Details regarding the BBQ and meal packages can be found on the flyer enclosed in your Family Information Package.

### HOME SCHOOL PARISH CONNECTION

St. Andrew Roman Catholic Church  
47 Reynolds Street  
Phone: 905-844-3303  
Fax: 905-844-7353

Mass Times:

Saturday: 5:00 p.m.

Sunday: 9:00 a.m., 10:30 a.m. & 12 noon



### ST. LUKE NEWSLETTER

Our school newsletter is published at the beginning of each month. In keeping with our school's paperless goals, the newsletter will be sent to all families via **email only**. The newsletter can also be found on our school website

<http://schools.hcdsb.org/luke>

A limited number of hard copies will be available in our office should you need to pick one up.

### SCHOOL IMPROVEMENT PLAN

The heart and soul of Catholic education is to provide quality education and bring children to the recognition of Jesus Christ. This year we will continue to focus on developing growth in Numeracy, Literacy, Healthy School initiatives, and increasing our understanding of what defines us as a Catholic school. We will continue to develop increased opportunities for daily prayer, integration of Catholic Social Justice themes across the Curriculum. All members of our community need to feel a sense of being part of something larger than themselves.

**Together, we will Achieve, Believe and Belong.**

### CATHOLIC SCHOOL COUNCIL



We are eagerly awaiting the formation of our Catholic School Council for the 2016-2017 academic year. Please consider becoming involved. If you are interested please make note of the following timelines:

**September 7:** Nomination Forms for Parent Representatives will be sent home to every family in their Family Information Package envelopes. Nomination forms will also be available for pick up at the office.

**September 20:** Nomination forms and a one page information page (optional) due to the office **by 4:00 p.m.**

**September 22:** Elections, if necessary, will take place at school, with details to follow. Candidates will be notified if elections are necessary.

**September 23:** Names of the School Council members will be posted on school website and announced in the October school newsletter.

**October 5 at 6:30 p.m.** School Council meeting will take place in the library.

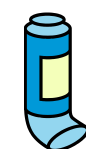
If you require further information about your eligibility or the role of Catholic School Councils within our Catholic schools please contact Mrs. Bakaic.

### CONCUSSION PROTOCOL



Recent research shows that a concussion can have very serious implications on a child's cognitive and physical abilities. Parents and guardians are reminded that a comprehensive protocol, based on current research and best practices, has been developed to help parents, students, and staff prevent, recognize, and respond to a concussion. More information, including a [Parent Fact Sheet](#) and a [Student Fact Sheet](#) can be found on the Board's website at: <http://www.hcdsb.org/Parents/safeandhealthy/Medical/Pages/Concussion-Protocol.aspx>

### ASTHMA PROTOCOL



Please ensure your child's asthma medications are on hand and are up-to-date, particularly if your child is affected by exercise-induced asthma. Please communicate your specific instructions through the Student Asthma Management Plan.

### ANAPHYLAXIS & MEDICAL CONCERNS



Parents and caregivers are reminded that in order to provide a safe environment for your child, we must receive updated and accurate medical information. **If your child has an anaphylactic reaction to bee stings, nuts, seafood, latex, egg products etc., we must be informed as soon as possible.** Please ensure you obtain forms from the office for completion. This information will be distributed as per the HCDSB protocol. For any other medical complications, request the appropriate form from the office.

All parents are reminded that we are required to provide a "Minimized Allergen Environment" for all children. We have a number of students who suffer from life threatening food allergies. Anaphylaxis is a medical condition that causes a severe reaction that can result in death within minutes. Although this may or may not affect your child's class directly, we remind you that your child's lunch and snacks



must be free from peanuts or nut products. Please reserve all food treats for birthdays, etc. (purchased or homemade) for home celebrations. Let's avoid disappointment by carefully checking ingredients. Thank you for your support.

## MEDICATIONS

School staff are not permitted to administer medication, including Tylenol and aspirin, without a **Request and Consent for the Administration of Medication** form completed by a parent/guardian. A properly labeled container is required with instructions and conditions that are to be followed for the administration of such medication.

**ALL MEDICATIONS AND EPIPENS MUST BE SECURED IN THE MAIN OFFICE, AS WELL AS A SECOND EPIPEN WHICH IS CONCEALED IN A FANNY PACK ON THE STUDENT.**

## MEDIC ALERT – NO CHILD WITHOUT PROGRAM

The *No Child Without* program offers a free MedicAlert membership to students who attend our school and are between the ages of 4 up to their 14<sup>th</sup> birthday. If your child has a medical condition, allergy or is required to take medication on a regular basis then you should consider a MedicAlert membership through this program. Medic Alert is your child's voice in an emergency.

### MedicAlert Membership:

- Gives emergency first responders immediate access to a your child's medical information on their Medic Alert bracelet or necklace.
- Enables first responders to quickly obtain up to date medical information by means of the child's Electronic Health Record through the **24 Hour Emergency Hotline**.
- Communicates with the parent or emergency contact upon activation of the **Hotline** information, call Medic Alert at 1-866-679-3220 to update your child's file.
- Allows free updates of the child's medical record as needed.

MedicAlert identification can alert school staff, friends, coaches and others about your child's medical condition should an emergency occur. For further information go to

[www.nochildwithout.ca](http://www.nochildwithout.ca)

If your child is already part of the *No Child Without* program and there have been changes to their medical condition, medications or emergency contact information, call Medic Alert at 1-866-679-3220 to update your child's file.

## STUDENT ACCIDENT INSURANCE

The Halton Catholic District School Board does not provide accident insurance coverage for student injuries that occur on school premises or during school activities. Since accidents can happen, and some injuries result in medical, dental or other expenses that are not covered by provincial health care or employer group plans, as a parent, you may wish to consider purchasing student accident insurance. Student accident insurance can provide you with financial piece of mind against the possible expenses that can be incurred if a child is injured at school. The Board makes available an Accident and Life Insurance Program for students exclusively through *Reliable Life Insurance Company*. Participation is voluntary and the costs for the program are paid by the parent or guardian. The program offers a variety of plans and benefits, which can be tailored to suit your needs. The insurance agreement is between the **parent or guardian and Reliable Life Insurance Company**. If you wish to subscribe or for more information, please visit: [www.insuremykids.com](http://www.insuremykids.com) or call **1-800-463-KIDS (5437)**.

## VOLUNTEERS IN OUR SCHOOL 2016-2017



Each year St. Luke School actively appeals to the Parent Community for volunteers. We currently have a very active and involved group of parent volunteers in our school. Their tireless energy, enthusiasm and support are greatly appreciated by all our staff and students. It is through their efforts that we can offer students special events and activities. We invite and encourage you to please give consideration to becoming actively involved in the school as a parent volunteer.

**Remember:** New volunteers must submit a *Criminal Reference Check* (dated within one year). Continuing volunteers, for whom we already have

a *Criminal Reference Check* on file at the school, received a purple "Volunteer Criminal Offence Declaration" form to complete and return last May which is valid for this 2016-2017 school year. If you still have not returned this Declaration form, please do so as soon as possible.

## STRANGULATION HAZARDS

Loose clothing, hoods and scarves can get caught on playground equipment or fences and strangle a child. Please teach your child to tie up or remove drawstrings on hoods and jackets, check mitten cords, tuck in scarves and zip up jackets.

## HEAD LICE

Get a head start to reduce the spread of head lice. By checking your child's head regularly, you will catch it early and treat it before it has a chance to spread. For more information on what to look for, call the Halton Region of Health (905) 878-8113 X 5423. **It is very important that if you find your child has head lice that you let the school office know.**

## NO PETS ON SCHOOL PROPERTY

No pets are permitted on school grounds at any time. If you wish to walk your dog, please arrange to meet your child(ren) off of school property. Seeing eye dog users and/or trainers are asked to make prior arrangements with the Principal. Thank you for your continued support in ensuring the safety of our children.

## SKATEBOARDS, SCOOTER & BIKES



A reminder to students who ride their bikes to school that they are to walk their bikes to the bicycle racks once they reach school property. At dismissal, bikes are to be walked to the property line before being mounted.

**It is the parents' responsibility to ensure that:**

1. Your child knows the Bicycle Safety Rules.
2. Your child's bicycle is roadworthy.
3. Your child is physically capable of riding a bicycle in a safe manner.
4. Your child wears a protective helmet

Under Board Policy No. IV-5C, Playground Safety, skateboards and scooters are prohibited for use during

the instructional day. Students are permitted to ride their skateboard or scooter to school as they would their bike, however the same rules apply.

Students may ride them to school property, then walk once on school grounds. Thank you for your support!

### S.E.A.C.

#### KEEPING YOU INFORMED



Students with special educational needs often require teaching interventions that differ from the average population.

In education, these children are referred to as “exceptional” and there are a number of different categories of exceptionalities. Special Education Services is responsible for providing programs and services for exceptional students in the Board.

Advising this department is the Special Education Advisory Committee (S.E.A.C.). The Superintendent of Special Education Services is part of S.E.A.C, as are Board Trustees. In addition, local community agencies and members of the community are represented on SEAC. Specific information about SEAC is available at Board’s Website at: <http://www.hcdsb.org/community/seac/pages>

#### YOUR CHILD’S RELIGIOUS DOCUMENTATION

In keeping with privacy legislation, HCDSB schools will no longer keep individual student documentation such as birth certificates, baptismal certificates, immigration status papers, immunizations, etc. on file in a student’s record. Once registration of a student is complete, any copies taken of these documents will be destroyed. As such, we ask that parents have ready access to their original documents (i.e. baptismal certificates, first communion certificates) which will be required by the church when your child undertakes the sacraments of First Communion (Grade 2) and Confirmation (Grade 7). **These can no longer be provided by the school.** Please note that children who have not been baptized Catholic cannot receive these sacraments, even if one parent is Catholic.

### MILK AND PIZZA ORDERS



We are pleased to offer these lunch programs again this year at St. Luke School. These programs are completely optional and will be offered for purchase online until **Friday, September 16<sup>th</sup>**. Please see the Lunch and Milk Order information enclosed in your Family Information Package. **Please note that late orders cannot be accepted.**

### SCHOOL PHOTOS



School photos will be taken on **Wednesday, October 19<sup>th</sup> for all students K-8.** Picture retake day is **Tuesday, November 22<sup>nd</sup>.**

### STUDENT SUCCESS

Each month staff will recognize students who demonstrate a positive attitude towards learning and who exemplify the Christian values and our **Catholic Graduate Expectations** (see the student agenda for each month’s virtue). These initiatives promote and recognize the positive behaviour and interactions of our students. Students will be recognized for demonstrating *Respect for God, Respect for Self, Respect for Others and Respect for the Environment*

### PROFESSIONAL ACTIVITY DAYS

The **Professional Activity (P.A.)** days for the first term are:  
October 7 & November 25

**Follow St. Luke on  
Twitter at  
@StLukeOakville**



### STAFF LIST 2016 - 2017

J. Sephton	Kindergarten
L. Matute	Kindergarten
C. Holowatsky	Grade 1
L. Kilyk	Grade 2 (LTO)
N. Commisso	Grade 2/3 (LTO)
S. DiNardo	Grade 3 /4
M. Leahy	Grade 4/5
B. Kwiatkoski	Grade 5
M. Simon	Grade 6
L. Chong	Grade 7
L. Kellner	Grade 8
M. Mule	SERT
S. Fulton	PTM
L. D’Elia	FSL
S. DaSilva	ARTS
M. Puma	Library
S. Pitcher	EA
C. Resendes	EA
P. Crepinsek	EA
L. Tomas	EA
C. Dupuis	EA
M. Young	DECE
M. Lipko	DECE
S. Runstedler	CYC
D. Stemmler	Custodian-Day
D. Sikorska	Custodian – Night
M. Vrucaj	Custodian – Night
K. Rosati	Secretary
E. Bakaic	Principal



*We look forward to a successful and faith-filled year for everyone!*