

PARENT HANDBOOK



*We, at Bishop Pocock School, belong to a Christian Community.
Our conduct is our response to the invitation to know,
love and serve God and to love, respect and care for each other.*

Bishop Pocock School
227 Avondale Road
Saskatoon, Saskatchewan
S7H 5A5

Phone: (306) 659-7160 Fax: (306) 659-2056

www.gscs.ca/studentsandfamilies/schools/poc

Administration's Message:



We look forward to working with you to provide quality Catholic Education for our children. As a school which approaches all subject areas from a Catholic perspective, we sincerely hope and encourage all parents and guardians to be involved in their child's learning. It is our goal that Bishop Pocock School be a centre of faith and learning for our families. If you have any questions or comments, please contact your child's classroom teacher or the administrative team at the school.

Please pray for our school community as we will pray for you! We wish you all many blessings from God and a wonderful school year!

**** Regarding the COVID 19 pandemic, all schools have been closed since March 19, 2020. Our teachers are providing Supplemental Learning Opportunities online for all students. Please phone the school (306) 659-7160 if you have any questions and we will respond to your message. ****

Andrew Novecosky,
Principal

Jana Lalach,
Vice-Principal



CATHOLIC EDUCATION IS....

ROOTED IN FAITH

Growing in Knowledge

Reaching Out ... to Transform the World

Bishop Pocock

Philip F. Pocock was born in St. Thomas, Ontario on July 2nd, 1906. He was appointed Bishop of Saskatoon in 1944. Then he became Archbishop of Winnipeg in 1952. He continued moving east and closer to home when in 1971 he was made Archbishop of Toronto. He remained Archbishop of Toronto until April 29th, 1978 when he retired. It was in this same year, 1978, that Bishop Pocock School was opened, named after Philip Pocock. Archbishop Pocock passed away on September 6th, 1984.

BISHOP POCOCK SCHOOL 2019 - 2020 STAFF LIST

Administration:

Principal A. Novecosky
Vice-Principal J. Lalach

Classroom Teachers:

Kindergarten C. Thorson
Grade 1/2 J. Wist
Grade 2/3 M. Diehl
Grade 4/5 S. Anderson
Grade 5/6 J. Lalach
Grade 6/7 T. Danchilla
Grade 7/8 K. Wright
Release T. Stadnyk
Release C. Krowchenko



Curriculum Support:

Band S. Scharf
Counselor K. Johnson
E.L.O. P. Kindrachuk
E.A.L. R. Durette/S. Jurgens
L.A.T. S. Figora, C. Krowchenko
Teacher-Librarian T. Raina Stadnyk
Educational L. Bergovich
Assistants C. Busby
J. Ceneno
W. Rogers

Facility & Office Support:

Office Co-ordinator C. Pawluk
Head Caretaker R. Bagsic

DAILY SCHEDULE

8:55 AM	Warning Bell
9:00 AM	Classes Begin
10:30 AM	15-minute recess
12:00 PM	Lunch Break
12:45 PM	Classes resume
2:15 PM	15-minute recess
3:30 PM	Classes end



2019-20 SCHOOL YEAR

Thursday, August 29

Registration for new families (AM)

Friday, August 30 – Division Mass for all staff

Monday, September 3

First Day of Classes – AM only 9 AM - Noon

Friday, October 11

No School – Professional Learning Day

Monday, October 14

Happy Thanksgiving!

Friday, November 8

No School – Professional Learning Day

Monday, November 11

No School - Remembrance Day

Thursday, November 28

3-Way Conferences, 3:45 – 8:30 PM

Friday, November 29

3-Way Conferences, 9 AM – 12:30 PM

Friday, December 20

Last day of classes before Christmas

Monday, January 6, 2020

Classes resume

Monday, January 27

No School – Professional Learning Day

Monday, February 17

Family Day

Tuesday – Friday, February 18-21

February Break for students

Monday, March 9

No School – Professional Learning Day

Thursday, March 19

3-Way Conferences, 4 – 8:30 PM

Friday, March 20

3-Way Conferences, 9 AM – 1 PM

Friday, April 10

No School - Good Friday

Monday – Friday, April 13 – 17

No School - Easter Break

Friday, May 15

No School – Professional Learning Day

Monday, May 18

No School - Victoria Day

Friday, June 5

No School – Professional Learning Day

Thursday, June 25 – Last Day for Students

RIGHTS AND RESPONSIBILITIES

The students of Bishop Pocock School have the following rights and responsibilities:

1. **The students have the right** to effective programming that develops their abilities and skills. **It is their responsibility** to monitor their ways of working and to cooperate with teachers and peers.
2. **The students have the right** to have their voices heard. **It is their responsibility** to be respectful listeners and communicators.
3. **The students have the right** to feel secure and safe in their learning environment. **It is their responsibility** to act in a Christian manner when engaging with others.

EXPECTATIONS OF STUDENTS

Bishop Pocock School is for learning and appropriate behavior is expected.

1. **Students are expected to** attend school regularly, participate willingly, and perform tasks to the best of their ability.
2. **Students are expected to** use appropriate language, and treat others in a fair and inclusive manner. Verbal abuse (name calling, swearing), physical abuse (hitting, punching, kicking, etc.) and bullying will not be tolerated.
3. **Students are expected to** respect others' safety, well-being and property. Safety on the playground is a priority. Therefore, students will need to exercise extra caution and attention to others when playing on the equipment.
4. **Students are expected to** take pride in their personal appearance. They are encouraged to dress appropriately for a Catholic educational setting. For example: undergarments must be covered and shirts need to overlap the tops of bottoms so that midriffs are not exposed.
5. **Students are encouraged to** show pride and respect for the school facility. In an effort to maintain the cleanliness of the building and adjoining property, students are requested not to chew gum or eat sunflower seeds. Also, muddy and wet footwear is to be removed upon entering the building and placed on boot racks.
6. **Students are expected to** be accountable for their behavior. They will be mindful of the consequences for inappropriate behavior, which will be progressive from lenient to severe: quiet verbal reprimands, denial of privileges, school community service, removal from class, detention, alternative out-of-class programming and/or suspension. Parents will be notified by a phone call or letter in regards to more serious situations.

GENERAL INFORMATION

ACADEMIC INITIATIVES

As an educational community, we strive to make improvements that will nurture and enhance school programming and maintain academic excellence. These initiatives include:

- Daily focus on religious education and permeation of the Gospel Values
- Safe & Positive Schools
- In Motion/Nutrition Positive
- Social Skills Programming
- New curriculum implementations

ALLERGY ALERT

This is just a reminder that there are students in our school that have a significant allergy to nuts. The school is already “Peanut/ Nut Safe” but we are asking for just a little more diligence when sending lunches, treats and snacks with your child.

So what does this mean?

- Please refrain from sending anything with nuts, peanut butter, peanut oil, peanut flour or any other nut products.
- The best and only way to really tell if anything store bought has any of these ingredients is to read the label. Many snack items have the “peanut free” label on them and these of course are the safest of all – but the main thing is making sure that none of the ingredients have “peanut” or “nut” in them.
- If preparing/baking your own items please ensure that none of the baking or any sandwiches/food items contain peanut butter, peanut oils or nuts of any kind.

These allergies are a huge challenge and are potentially fatal, so thank you for keeping all our kids safe!

ASSESSMENT AND REPORTING

Educators of the Greater Saskatoon Catholic School Division are committed to providing strong academic, social and religious programs, which foster positive self-esteem and character development. Assessment and evaluation of student achievement are an ongoing and integral part of the learning process and supportive feedback is important between parents, students and teachers. Assessment and reporting will be regularly communicated to parents/guardians and students, via: phone calls, notes, samples of work, student portfolios, progress reports, and three-way conferences. Parental support and feed-back in efforts to make learning meaningful and appropriate for your child/children is greatly appreciated. We encourage parents to share any information with the classroom teacher that may enhance the learning opportunities for their child. If questions or concerns arise, please call the school.

Parent-Teacher Conferences are held in November and March. Parents are asked to book online and will be sent notification when it is time to do so. Please watch for a Broadcast Message.

The PTC Scheduler has been designed to be easy to use. Simply go to <https://apps.gscs.ca/ptc> and log in with the username and password that you used last term. You will see a dropdown list containing the student number for each of your children on the top left hand side. Select the child you wish to schedule interviews for, then select the teacher (if applicable), and finally select from the available times. If you need assistance, please contact Carol Pawluk at (306) 659-7160.

BAND

Our band program is offered to students from Grades 6-8. Students learn to play their instruments in a group setting with a music specialist and receive lessons twice a week during school hours. Performances will take place throughout the school year in our school and community. Parents will be informed of such happenings and will be invited to support the music/band program.

BEFORE AND AFTER SCHOOL PROGRAM

We are pleased to be able to offer a before and after school program for children who require care outside of school hours. This program provides care before school (7:30 a.m. – 8:45 a.m.) and after school (3:30 p.m. – 6 p.m.), Monday through Friday. The service is provided by Kelly's Child Care Program. For more information, please call 306-251-1037.

CATHOLIC SCHOOL COMMUNITY COUNCIL

The Catholic School Community Council is an elected body of parents (and community stakeholders where applicable) that represent students in the school. Catholic school community councils are intended to strengthen the capacity of schools to improve children's learning. The council's purpose is to develop shared responsibility for learning success, as well as to encourage and facilitate parent and community engagement in school planning and improvement processes.

CELL PHONE POLICY

Students may bring their cell phones to school. They are responsible to keep them secure and out of sight. We know they are a great tool for communication with you, their parents. Communicating with parents is the only time they should have their phones out and they need to ask their teacher for permission to do so. This includes recess and lunch breaks. If students have their phones out without permission, their phone will be taken away and the student will need to pick it up from Mr. Novecosky at 3:30. If the phone is taken away again any time after that, then a parent must come and pick up the phone at their convenience.

EARLY ARRIVAL

We ask that students do not arrive before 8:30 a.m. Childcare is available before and after school through a program run by Kelly's Child Care Program. Registration forms are at the office or for more information, call Kelly at 306-251-1037

EXTRA-CURRICULAR ACTIVITIES

Students in grades 4-8 have the opportunity to get involved in a number of extra-curricular activities. These activities take commitment and effort from staff members and students. The school community appreciates the sharing of their talents and abilities in the following activities:

- Choir
- Cross country running
- Volleyball
- Basketball
- Soccer
- Indoor Relays
- Track & Field
- Student Leadership
- Rosary Club
- House League Intramurals

HEALTHY HUNGER LUNCH PROGRAM

HEALTHY HUNGER provides fun lunches to our students and raises funds at the same time. The website is VERY straight-forward and easy to use! (Most schools in our division are using this program.)

If you are new to Bishop Pocock or didn't participate last year, you first need to create an account. Go to www.HealthyHunger.ca and click "REGISTER STUDENT". After you have created your account, you will be able to view the Fun Lunch Menu, order lunch(es) for your child or children, and pay online with Visa, Mastercard or Interac Debit.

There will be a lunch or snack option every 3-4 weeks. You can order and pay for multiple lunches at once (without paying the small service fee each time) or order one lunch at a time. Once lunches are booked, you can see them on the calendar when you log in. Once your account is set up, you will receive notification of additional lunches or snack days as they are booked. It's very convenient!

Please register and submit orders online. The cut-off for ordering is five days before the lunch day.

** If you would like to order lunch but are not able to order online or if you need assistance, please contact Carol Pawluk at (306) 659-7160 or stop by the school office.

O CANADA, PRAYER & MORNING ANNOUNCEMENTS

We begin our day at 9:00 with prayer and morning announcements and with O Canada at Assembly on Mondays. If you or your children are late arriving at school or if are in the hallways during this time, we ask you to please pause where you are and to respect this quiet and reflective time in our day. Thank you.

PARKING

Please do not park in the handicap and bus areas at the front of the school. Also, for safety reasons, please do not pick up or drop off your children in the staff parking lot.

PERSONAL BELONGINGS

We ask that you please identify your child's personal supplies and belongings with their name or initials. Periodically, we place lost items on display and the "Lost & Found" fills up quickly. Students are encouraged to look there for missing items and parents may check at any time. Remember, expensive items are brought to school at one's own risk. Any unclaimed items will be donated to charity and clothing depots at the end of the school year.

- **Cell phones, ipods, etc.**

The Greater Saskatoon Catholic School Division has mandated that these personal items be turned off during the school day. Schools are not responsible for the theft or loss of these items.

- **Bicycles, scooters, skateboards, roller blades, etc.**

Upon arrival on the school grounds, for safety reasons, students are requested to walk their bikes and scooters and carry their skateboards.

Roller blades are to be taken off at the school entrance. Scooters, skateboards and roller blades are to be carried to the classroom and housed in the student's locker. Bikes are to be locked on the playground and at your own risk.

PRESCHOOL

Wildwood Preschool offers a one, two, or three-morning program for three and four-year old children. This is a cooperative preschool, and offers a wide variety of wonderful experiences for this age group. For further information, please contact the Wildwood Preschool directly at 659-7169.

RECESS/NOON BREAKS

All students need fresh air and are expected to go outside during recess and noon hour breaks. Exceptions are made for extreme weather conditions, (wind chill of -25 or greater, or very wet conditions). Please dress appropriately for all weather conditions. Students who cannot go outside for medical reasons should bring a note from their parent(s) or have their parents e-mail the teacher.

SCHOOL NEWSLETTERS

School newsletters are published and e-mailed the first Thursday of the month, with other reminders sent throughout the month via e-mail SchoolMessenger. The newsletter is also posted on our website, www.gscs.ca/studentsandfamilies/schools/poc.

Please take a moment to read the newsletters carefully for important notices, reminders, and up-to-date coverage of school events. Also watch for classroom newsletters that highlight special programs, events and projects in your child's class.

STAFF MEETINGS

As a staff, we gather **every Tuesday morning** for prayer and a rotating schedule of staff meetings and professional development at 8:10 AM. Teachers will likely be back in their classrooms by 8:40. However, if there is a delay, or if you need to call and leave a message, please feel free to do so and your call will be returned or forwarded to the appropriate teacher.

STUDENT ABSENCES

If your child will be late or absent from school, please let us know using any of these 3 convenient methods:

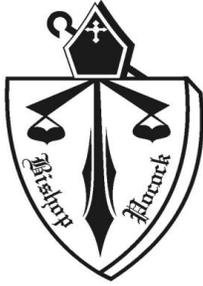
1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the links at <https://go.schoolmessenger.com>). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, <https://go.schoolmessenger.com>. The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-844-425-7221** to report an absence using the automated phone system or call the school at (306) 659-7160 and press "4".

For safety reasons, we need to be notified of your child's absence. If your child is late or absent and we have not heard from you via phone message or SchoolMessenger, Mrs. Pawluk will call you to clear the absence so please report it ahead of time if possible.

STUDENT SAFETY – BACK DOORS

To ensure the continued safety of our students, we will be locking the back doors of the school during the day. The doors will be opened between 8:30 – 9:20 AM and during recess and lunch. Any students arriving after 9:20 AM or after 12:50 PM will need to use the front door.

Bishop Pocock School Code of Conduct



*We, at Bishop Pocock, belong to a Christian Community.
Our conduct is our response to the invitation to know,
love and serve God and to love, respect and care for
each other.*

As students, we respond by:

- ♦ attending school regularly and punctually;
- ♦ dressing and grooming ourselves appropriately;
- ♦ giving our best effort in all activities;
- ♦ attending and participating respectfully in school liturgies and prayer activities;
- ♦ speaking and behaving in a respectful manner;
- ♦ cooperating with other students, staff, parents and volunteers;
- ♦ working together to create a peaceful learning environment;
- ♦ working together to build healthy, friendly relationships;
- ♦ working together to create a safe environment free of physical and emotional harm;
- ♦ respecting and caring for our building, equipment, materials and the environment;
- ♦ sharing our concerns with staff members.

As staff members, we respond by:

- ♦ providing a safe, positive learning atmosphere;
- ♦ modeling and supporting Christian ideals and appropriate behavior;
- ♦ supporting and sharing in liturgies and prayer activities at the classroom and school level;
- ♦ teaching and interpreting the Code of Conduct;
- ♦ establishing and maintaining clear expectations for student behavior;
- ♦ listening to student concerns and providing appropriate support and action;
- ♦ sharing our concerns directly with parents and cooperating toward problem solving;

As parents, we respond by:

- ♦ supporting our children's regular school attendance and punctuality;
- ♦ encouraging cooperation on the part of our children;
- ♦ being involved, informed and supportive of our school's Code of Conduct;
- ♦ modeling and supporting appropriate school behavior;
- ♦ engaging in activities with our children that support their learning and development;
- ♦ sharing our concerns directly with school staff and cooperating toward appropriate problem solving;



Bishop Pocock Statement of Family Values

We, at Bishop Pocock School, are a Christian community.

We seek first to know, love, and serve God.

***We will love and respect each person
in our safe, positive, and caring community.***

As Students, the behaviours we value are:

- *showing a deep faith in God*
- *demonstrating love for one another*
- *being welcoming and friendly*
- *being truthful and making good choices*
- *including all others and standing up for others*
- *being grateful*
- *being helpful*
- *being fair*
- *caring for the environment*
- *being empathetic and following the Golden Rule*
- *forgiving others*
- *doing our best at all times*
- *being responsible and showing good leadership*

As Parents and Staff, the behaviours we value are:

- *demonstrating God's love for one another*
 - *being positive and having a good attitude*
 - *speaking in a calm and respectful way*
 - *doing the right thing and setting a good example*
 - *taking student concerns seriously*
 - *being encouraging and supportive*
 - *accepting everyone for their differences*
 - *being patient and understanding*
 - *creating a welcoming environment*
- 

BISHOP POCOCK SCHOOL ANTI-BULLYING POLICY

Bishop Pocock School will not tolerate bullying behavior. Guided by our Gospel values and our Code of Conduct, bullying behavior will be dealt with in a serious and timely manner.

Bishop Pocock School believes all students have the right to a safe, caring and respectful school environment, free from bullying behavior. Students also have the responsibility, by their actions, to ensure that everyone is in a safe, caring and respectful environment.

DEFINITION OF BULLYING: A student is bullied when he or she is exposed to negative actions on the part of one or more students causing emotional, psychological and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational or reactive. Intentionally and falsely accusing another student of bullying behavior shall be considered bullying behavior. Bullying involves an imbalance of power, creates fear and is not gender specific.

1. ROLES AND RESPONSIBILITIES

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

In addition to the expectations outlined in the Statement of Family Values:

1.1 Bishop Pocock students (regardless of their role – bully, bullied or bystander) are expected to:

- promote a positive and caring environment
- refuse to bully others or to be a bystander to acts of bullying
- actively participate in school-wide and classroom anti-bullying initiatives and social skills programs
- report all acts of bullying they may experience or observe to appropriate school personnel

Bystanders are expected to:

- honestly and accurately report bullying behaviors
- support the bullied in positive ways

The bullied are expected to:

- honestly and accurately report bullying behaviors
- learn and apply respectful strategies to counter bullying behaviors

1.2 Bishop Pocock School staff are expected to:

- provide stewardship that upholds the Gospel values and promotes positive relationships between students, staff and parents/guardians
- address bullying in an age appropriate manner
- implement the school's anti-bullying initiatives in conjunction with our school Family Values
- investigate and document reports of bullying, apply interventions and follow-up
- keep lines of communication open between the home and the school
- encourage and teach students to report incidences of bullying

1.3 Bishop Pocock parents/guardians, parish and community members are expected to:

- be active contributors to a safe, positive, caring and respectful school community
- learn about bullying behavior and related issues
- inform the school if bullying is suspected
- work with the school to resolve identified incidents of bullying

2. PROCEDURES

2.1 Prevention

Prevention of bullying is the ultimate goal. Strategies are ongoing and include the use of our own Statement of Family Values in conjunction with: social skills programs such as Second Step, classroom rules, open communication and common language.

2.2 Investigation

The safety of all students is always the primary focus. Students involved shall be made aware of the situation and dealt with individually using age appropriate interventions. Information shall be gathered from all students involved. An Action Plan will be completed. A Bullying Incident Report may be completed.

3. **ACTIONS**

- i) **Actions to address incidents of bullying behavior shall take into account:**
- the developmental and maturity levels of the students involved
 - the levels of physical and/emotional harm that have occurred
 - the surrounding circumstances and the context in which the incidents occurred.
 - the nature of behaviors in the past related to similar incidents or continuing patterns of behavior.
 - the relationship among the parties involved
- ii) All those involved will be informed individually that there will be follow-up of the incident. The behavior of each student involved (regardless of role) is to be monitored to determine further actions.
- iii) Consequences **may** include:
- discussion, problem solving and reviewing behavioral expectations as outlined in the Code of Conduct
 - loss of privileges, detention
 - action plan
 - removal from class, suspension, expulsion
 - restitution
 - behavioral contract
 - referral to school counselor
 - referral to Student Services to discuss alternative programming, alternative placement
 - involvement of community agencies
- iv) The in-school administration or the classroom teacher(s) will contact the parents/guardians of the students involved. Parents and school staff will continue to monitor the situation and communicate with each other.
- a written record shall be kept of the plan of action and strategies to be undertaken by the school, parents/guardians and students involved. Such records shall be kept in a confidential file by the principal or the designate and reviewed annually.
- v) The in-school administrator may request assistance from Student Services personnel, the Police Resource Officer, school counselor or other appropriate resources.
- vi) In the event that efforts expended by the staff with the students involved are unsuccessful and further bullying behaviors are found to occur, the formal procedures detailed below shall be followed:
- in cases where it is determined that bullying behavior has occurred and is a part of a continuing pattern, an in-school administration or a designate shall complete a Bullying Incident Report.
 - the in-school administration shall contact the parents/guardians of each student involved and participate in meetings to discuss their child's involvement in the incident(s). In most instances separate meetings shall be arranged for the parents/guardians of each student involved.
 - if the plan involves suspensions or alternative placement, the division procedures shall be followed.

4. **POLICY COMMUNICATION**

The in-school administration shall review this policy at the beginning of each school year with all staff members and all students.

The in-school administration shall review this policy at the beginning of each school year with parents/guardians.

In review, the course of action to follow is:

1. Parent or students speak to a teacher or an in-school administrator.
2. Teacher and in-school administrator will speak to – each other – students involved – parents of students involved.
3. Teacher and in-school administrator will – check with students on a regular basis – invite parents to keep them informed – if necessary, elicit help from: Board Office Personnel, Counselors, Police Officers.