



St. Michael Catholic Elementary School

Home of the Angels

Mission of the Waterloo Catholic District School Board:

"As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God's world."

Our Vision:

"Our Catholic Schools: Heart of the community, success for each, a place for all."

Student Name: _____

Classroom Teacher: _____

SCHOOL HOURS

9:00 am Entrance Bell
10:10 – 10:25 am Morning Recess
11:45 – 12:45 pm Lunch
2:05 – 2:20 pm Afternoon Recess
3:30 pm Dismissal

IMPORTANT DATES

September 5, 2023 - First Day of School
October 9, 2023 - Thanksgiving
December 25, 2023 - Christmas Break Begins
January 8, 2024 – Back to School New Year 2024
February 19, 2024 - Family Day
March 8 -15, 2024 - March Break
March 29, 2024 - Good Friday
April 1, 2024 - Easter Monday
May 20, 2024 - Victoria Day
June 27, 2024 - Last Day of School

PROFESSIONAL ACTIVITY DAYS

August 31, 2023
October 6, 2023
November 13, 2023
January 19, 2024
April 19, 2024
May 31, 2024
June 28, 2024

REPORT CARD DATES

November 20, 2023 - Progress Reports
February 15, 2024 – Term 1 Reports
June 25, 2024 – Term 2 Reports



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We believe that:

As a unique creation of a loving God, every human being has inherent value.

Children and youth, our hope for the future, are entitled to first call on our energy and resources.

Human beings, our planet and the universe are interdependent, and all are sustained by God.

Education is fundamental to the development of all human beings in a just society.

Questioning, which seeks the discovery of truth, is the right and responsibility of each person.

Knowing Jesus Christ gives meaning and purpose to our lives.

Diversity in a culture enriches individuals and society.

We are called to be co-creators with God and Christ in the transformation of the world.

Both contribution to the common good and self-determination are vital to a healthy community.

The care and education of our children and youth are the combined responsibility of home, school, parish and local community.

Catholic education aims to transform students in Christ's Spirit within a Catholic faith community.

SCHOOL PARISH COMMUNITY

St. Clement's Catholic Parish
745 Duke Street
Cambridge, ON. N3H 3T7
(519) 653-6123
<https://www.stclementsparish.ca/>

School Masses will be celebrated during the year.
Sacraments celebrated with students include:
Grade 2: Reconciliation & First Holy Communion
Grade 7: Confirmation.

RELIGIOUS INSTRUCTION

Religion is taught formally in all classrooms, but is also integrated with all aspects of the child's educational experience. All students must take part in Religious and Family Life instruction and celebrations.

Non-Catholic children may not actually receive the Sacraments, but will participate in all other aspects of the program.

COMMUNICATION GUIDELINES FOR PARENTS / GUARDIANS

STEP 1

- Speak to the teacher
- Issue resolved

STEP 2

- Speak to the principal
- If you have not spoken to the teacher, the principal will ask you to do so
- The principal will involve the teacher in the discussions
- The principal may request, at any time in the process, that you put your concerns in writing

Please follow the steps above to address all problems that may arise.

The Principal may involve, at any time in the process, others who may be helpful in resolving the concern; supports from the school board, employee group representatives, the local parish, community agencies.

ATTENDANCE EXPECTATIONS

Absence:

The school has a safe arrival program to ensure that all students are accounted for each day. Parents / Guardians are required to notify the school as soon as possible if a student will be absent. An answering machine is available outside of school hours. **Please phone the school at 519-653-3351 and leave a message providing:**

- *child's name, teacher's name, grade level, day(s) absent and reason for absence*

If the school does not know the reason for your child's absence, a phone call will be made after 9:15 a.m. or 1:00 p.m. to your home or place of employment. Please help us limit these calls by notifying us of your child's absence. The safe arrival program exists to ensure your child's safety.

Late Arrival:

When your child arrives late to school, they should ring the bell at the front door and speak to our office staff. They will be asked to state their full name, teacher's name, and the reason for lateness.

Notification of Intention to be Absent :

It is important to let the school know when parents or guardians will be away for an extended time. Please provide the office with written information explaining the time frame, in whose care your children will be, and how that person can be contacted. If your children will be away from school for reasons other than illness (e.g., vacation), the school must be notified and an intent to be absent form must be signed. These forms are available at the office.

Students Leaving School Early:

Any student leaving school early MUST be signed out at the office by a parent or legal guardian. Please come to the office to pick up your child. A staff member will contact the classroom teacher to have your child meet you at the office when you arrive. All students require a dated note signed by a parent/guardian to leave the school property at lunch if they usually stay at school for lunch. This note is only for one day at a time and should not be written as a blanket permission to leave school property for lunch.

Inclement Weather Procedure:

The Safety of your child(ren) is paramount. In the event of an emergency or inclement weather, appropriate procedures need to be taken to ensure the safety of the students. Cancellation information is posted on the Boards website at www.wcdsb.ca as well as radio announcements and twitter.

TRANSPORTATION TO SCHOOL

Many students ride the school bus to and from school each day. To ensure their safety, parents are required to obey the NO STOPPING signs at the front of the school, and the parking restrictions indicated. Staff members supervise unloading and loading of school buses. Responsible students are assigned as bus patrols to assist the driver in ensuring safety enroute. Please respect the crossing zone area in front of the school

Bicycles and scooters are permitted, but students are reminded that they are personally responsible for their bicycles and scooters, and must walk them on school property, and lock them in the designated area. The school is not responsible for loss or damage to bicycles. Rollerblades and skateboards are permitted at school. However, they are not permitted to be used on school property. It is strongly recommended these items be left at home to avoid theft risk.

Parking Lot Safety:

The school parking lot is closed during drop-off / pick-up times. Please park on side streets and walk to meet your child(ren). If you must park your car during the day outside these times, you can only do so on school property in the designated visitor spaces. All parents/guardians should use caution when driving in any school areas (e.g., parking lot, kiss and drop) as children walk in these areas.

At no time should any vehicle be parked in the bus drop-off and pick-up zone at the front of the school. If you do so, your car may be ticketed.

JK/SK students can be dropped off at school in the "kiss and drop" area (front parking lot). This area is intended for quick stops, **not for parking**. All families who use this service must have a Kiss and Drop pass that they can get from the front office.

We appreciate that we have more families wishing to park their cars than can be accommodated. We encourage families to walk to and from school to alleviate the parking congestion.

ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS

Learning in Catholic Schools ... is not merely an intellectual quest, but a spiritual one as well.
In Catholic education, all of life is viewed as an affair not only of the mind, but also, of the spirit.
The expectations of graduates, therefore, are described not only in terms of skills,
but in terms of values and attitudes as well.
(Educating the Soul)



Catholic Curriculum in all program areas and at all grade levels must directly contribute to our Catholic students' achievement of the Ontario Catholic School Graduate Expectations:

- **A discerning believer** formed in the Catholic faith community who celebrates the signs and mystery of God's presence through liturgy, sacrament, prayer, reflection, and moral thinking.
 - **An effective communicator** who communicates honestly and sensitively and responds critically in light of gospel values as reflected in church teachings.
 - **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with informed moral conscience.
- **A self-directed, responsible, lifelong learner**, who develops and demonstrates their God-given potential, influences change in a discerning manner for the service of the whole community, the church, and society.
 - **A collaborative contributor** who finds meaning, dignity and vocation in work, which respects the rights of all and contributes to the common good.
 - **A caring family member** who ministers to family, school, parish, and community
 - **A responsible citizen** who witnesses Catholic social teaching by promoting peace, justice and the sacredness of human life.

CREATING COLLECTIVE RESPONSIBILITY & ACCOUNTABILITY

As a caring community, the staff at St. Michael Catholic Elementary School will always strive to instill skills in our students that promote a positive learning environment free from physical or emotional intimidation. The Waterloo Catholic District School Board and St. Michael School recognize the inherent dignity and worth of all individuals. At St. Michael, we believe that the school must be a community whose values are communicated through positive interpersonal relationships. One of our primary goals at the school is to assist our students in learning, accepting and living Christian values. When dealing with conflict or harm, we believe in using a restorative justice approach that involves all relevant stakeholders and focuses on building community, relationships, and accountability.

SCHOOL BEHAVIOUR EXPECTATIONS

Code of Conduct:

All individuals within the school system (trustees, staff, students, parents and visitors to the school) are subject to following the code of conduct; a code of conduct that will be implemented within the Christian faith life experience of our school community and which is consistent with the Ontario Catholic School Graduate Expectations, and the School Safety provisions of the Education Act and Regulations.

Standards of Behaviour:

- Respect and comply with all applicable federal, provincial, and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions
- Treat one another with dignity and respect at all times, and especially when there is disagreement
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, sex, creed religion, gender, gender identity, gender expression sexual orientation, age, family status, marital status or disability
- Refrain from any behaviour that could be construed as bullying (Bullying is: a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.)

- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- Respect all members of the school community, especially persons in positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching; including by ensuring that personal mobile devices are only used during instructional time for the educational purposes as directed by an educator, for health and medical purposes and to support special education needs

We believe our code of conduct represents our highest aspirations for all our students. We believe that as a staff, we see discipline as positive and proactive, not negative and punitive. Our staff members act as guides and facilitators rather than referees.

We believe students come to St. Michael Catholic Elementary School to learn and achieve to their fullest potential, and in times of trouble we, whenever possible, keep the emphasis on learning rather than punishment. We believe the word discipline is an umbrella for positive skill development.

We believe the more students are engaged in high-level, meaningful, developmentally appropriate, and challenging tasks, the more apt they are to be positive learners who devote their energies towards learning and achieving, and not toward making poor choices regarding their behaviour.

We believe school discipline creates a culture of the school which is distinct from the culture "of the street, student's homes, and the media". We all behave with specific expectations in mind when we visit a library, hospital, and Church. St. Michael Catholic Elementary School is the same. We don't behave at school the same way we do at the mall, a concert, or a sporting event.

We believe St. Michael Catholic Elementary School is a caring, Catholic community and we are committed to learning and growing together. As a caring community, we will always strive to have our students interact with others in a caring and respectful manner. Our entire staff will promote social skills in our students that will foster a positive learning environment, free from bullying, harassment and intimidation.

We believe for students to achieve the high expectations we have set for school discipline they need not only be told of the school and classroom rules, but they need time to practice and reinforce the skills as well; it's about following procedures and routines automatically so students can save their most important thinking for what matters the most at school- in the classroom on challenging learning tasks.

We believe all students strive for independence, and as a staff, we strive to foster and develop this independence in a structured, safe, caring, and supervised environment. This is part of the culture of St. Michael Catholic Elementary School!

We believe that as a St. Michael staff we not only teach classroom, school, and yard rules, but also the language of respect: body language, expressions, language that is effective and assertive, tone of voice, self-talk, disagreeing respectfully, using words to solve problems and conflicts, presenting and supporting differing points of view, and honouring and recognizing others. We do so through classroom lessons, Religion and Family Life program, classroom meetings, guest speakers, monthly umbrella skills, and assemblies. We model respectful behaviour.

We believe that students' positive behaviour should increase as they get older. Therefore, we expect our oldest students to not only be the best-behaved students in the school, but to be role models to each other and the younger students as well. Many of these ideas relate directly to the Ontario Catholic School Graduate Expectations, and provide opportunities for our oldest students to gain leadership skills and maturity. There are many ways our older students can develop their leadership and maturity. Some of these ways may include:

Interventions

We believe that students learn in different ways and at different rates. Because the goal of school discipline is always about learning, the interventions used for inappropriate behaviour depend upon the individual student. Many students may just need a reminder that they have broken a rule and be given the opportunity to demonstrate how they can uphold the rule in the future. Some students may require a more detailed plan for success. Staff always endeavours to consider the individual student and the circumstances, including mitigating factors (age of the student, cognitive ability of the student, mental health needs of the student). Staff also considers the nature and severity of the incident and the impact of the incident on the climate of the school. Ensuring that St. Michael is a safe place to learn and grow for all students is our number one goal.

To assist the student get back on track we may:

- Interview with the student(s)
- Withdrawal of privileges
- Recess/lunch in an alternate location
- Reflections
- Contact with parents
- Restorative Justice practices
- Payment for damages / restitution
- Removal from special activities
- Out of school suspension with a re-entry plan
- Involvement with support agencies
- Referral to In School Team/Collaborative Team
- Referral to community supports i.e. counselling

Supporting Discipline through Positive Relationships

At St. Michael, we believe that it is through our partnerships (students, parents and staff) that we will encourage and ensure success for our students.

Staff	Students	Parents
<ul style="list-style-type: none">• Foster positive relationships with students by encouraging mutual respect• Watch for signs of bullying and intervening when it happens• Respond quickly and supportively to reports of bullying or other behaviour• Taking parent and student concerns about incidents and bullying seriously• Progressive Discipline consequences for inappropriate behaviours• Provide a safe environment for students who report bullying• Model positive ways of getting along with others	<ul style="list-style-type: none">• Treat each other respectfully• Refuse to bully others• Refuse to let others be bullied• Do not stand by as other students are teased or bullied• Include everyone in play, especially those who are often left out• Report bullying to a trusted adult	<ul style="list-style-type: none">• Model positive ways of getting along with others (i.e. during a disagreement)• Help their son/daughter find ways to express anger that do not involve hurting others physically or emotionally• Teach problem solving skills• Inform school staff if their child tells them about a bullying incident• Support the schools bullying-prevention efforts• Help their son/daughter understand the value of accepting and celebrating individual differences• Be alert to signs their child is being bullied or may be bullying others

SCHOOL SPECIFIC PROCEDURES and EXPECTATIONS

MEDICATION

It is always preferable for parents to administer prescribed medications at home. If school staff is called to do so, a form must be completed by parents or a physician and maintained at the school. Where a student requires an inhaler or EpiPen, they are always to be carried by the child and one will be stored at the office. Again, a note from the parents and doctor is required for our files.

ANAPHYLAXIS

As you may know, a number of children and adults at St. Michael Catholic Elementary School have extreme allergies to peanuts, other nut products, etc. and are susceptible to Anaphylaxis. The allergy is so severe that it could be life threatening. It is imperative that parents or guardians notify the school if your child has any allergy and/or has an EPIPEN. Appropriate forms must be completed. Prevention, of course, is the best approach and therefore, we ask that parents support us by NOT sending nuts or nut products to school with your child. Children are also told of the situation and have been asked not to share their recess snacks or treats. All staff members are aware of this situation and have been instructed in the procedures regarding anaphylactic shock.

PERSONAL PROPERTY

At times, students bring personal belongings to school (toys, footballs, hats, ball gloves). Parents are requested to mark their children's belongings with the child's name. Lost or misplaced articles of clothing, lunch bags, backpacks, etc. are placed in the Lost & Found. Students must take full responsibility for personal items that are brought to school. Unclaimed items are donated to a charity several times during the school year.

SCHOOL PROPERTY

Books, computers, tools, equipment, and other items are made available for student use during the year. These items remain the property of the school and must be used in a proper manner. Students will be expected to pay for lost or damaged items.

EMERGENCY SAFETY DRILLS

To help our students become familiar with proper evacuation procedures, school and fire department officials conduct fire drills throughout the school year. During these drills, students are directed by staff to leave the school in an orderly and quiet manner, using their designated exit. The exit signs are posted in each room and students are informed of these. Any other individuals who are in the building must also evacuate the premises when the alarm sounds.

The purpose of a lock down is to safely confine all students and staff from potentially dangerous intruders. A lock down will almost always be initiated by police, but, in some situations may be initiated by the principal or staff member. St. Michael School has an established procedure which is updated and shared with all staff. At least twice a year, the school community practices the lock down procedure.

BUS EXPECTATIONS

It is the responsibility of each student to follow bus safety procedures. **Remember, riding the bus is a privilege - not a right.** Students who consistently disregard the bus rules put everyone's safety at risk and they will receive a bus suspension. Parents are asked to review these expectations with their children.

Students will:

- ONLY ride the bus to which they are assigned
- Board the bus in a single line, without pushing or shoving
- Sit where directed by the driver/Principal
- Remain seated until the end of the trip
- Talk quietly
- Keep arms and head inside the window
- Cross the street in front of the bus and wait for the driver to signal before crossing
- Leave the bus at the regular stop unless permission is granted by the principal upon a request from the parent/guardian

LUNCH

Students who remain at school for lunch will eat in their own classroom and will be supervised by a teacher or Lunch Hour Supervisor. Students are then dismissed from the classroom and then go outside to the supervised play areas between 12:05 and 12:45 p.m. Students who remain at school for lunch are not allowed to leave the school property at any time. During inclement weather, students are supervised inside the school. Children who have gone home for lunch must return by 12:45 p.m. We encourage all students to bring garbage-free lunches to support our commitment to the environment. Please try to use reusable containers (not glass) whenever possible so we can reduce the amount of garbage created at lunchtime. Students and staff are encouraged to use recycling containers available throughout the school. Students do not have access to refrigerators or microwaves. Food and drinks are not permitted outside.

PLAYGROUND

- Be Kind & Be Respectful
- Play in your designated areas of the school property.
- Do not play rough, aggressive games. "Play fighting" usually leads to "real fighting".
- Equipment judged by the school to be dangerous to student safety is not permitted (e.g., no bats, hard balls, hee-lies).
- Skateboards, scooters, and bikes must be walked on school property and helmets should be worn.
- Report any injuries or incidents to the teachers or supervisors on duty.
- Ask permission from the staff on yard duty before entering the school during recess breaks and the lunch hour.
- Objects such as stones, sand, ice, sticks, and snowballs are not to be thrown.
- Inappropriate verbal and body language are not acceptable in a school environment.
- Always play with safety in mind.

COMPUTER TECHNOLOGY AND INTERNET

All students at St. Michael from JK – Grade 8 have access to the computer(s) in their classroom and the Library. Students whose parents/guardians have completed "Acceptable Use of Computer Technology and Internet" via School Cash Online also have access to the Internet. Our school is equipped with wireless network access. Access to the wireless network will expand learning opportunities for students and will provide access to thousands of interactive learning websites, educational videos and current information. If a teacher sees the use of personal devices as beneficial for learning, they will provide the students with the option to bring in their devices. This will be communicated to you by the teacher.

CELL PHONES/ELECTRONIC EQUIPMENT

Administration strongly encourages that cell phones not be brought to school. Students are only allowed to use mobile technology devices when directed by a staff member for learning. All cell phones and other devices should be kept in backpacks. **Students are not allowed to use their mobile technology devices on school premises or at school-related events.** Should a student bring a cell phone and/or ear pods to school *and they are using them without permission* they will be directed to the office and a call home will follow as well. The school is not responsible for damaged, lost or stolen items. Using cell phones or other electronic devices to text parents during school hours is not permitted. All communication must come through the office to ensure student safety and safe arrival/departure policies are followed. Hand-held video games and other personal music players are not to be brought to school.

THE LEARNING COMMONS

Our Learning Commons is open to all students throughout the year. In order to allow all students a wider selection of material, we ask that all books be promptly returned. All resources should be treated with care and should be protected while in transit. There are additional resources available for use in the library only (e.g. encyclopedias, etc.) as they are in limited supply. Lost materials are the student's responsibility and must be replaced if lost or damaged. Students will not be allowed to borrow items until outstanding items are either returned or a replacement fee is paid. Students will be required to sign and follow procedures outlined in the Board Computer and Technology contract. Restrictions apply regarding access to the Internet.

EXTRA-CURRICULAR ACTIVITIES

A variety of extra-curricular activities are offered to enrich your child's experience at St. Michael. Your help, support, and encouragement of your child's involvement in these activities are greatly appreciated. Students are required to have a form signed before they can play in these clubs. In addition, our teams have other forms to be signed. All students at St. Michael should be proud of their school and of their accomplishments. Students are encouraged to take advantage of the many opportunities provided to them which occur beyond the classroom. Students, who have difficulty meeting school expectations may have the privilege of participating in extracurricular activities suspended until such time as they are able to be "responsible citizens". School jerseys will be provided for students to use. If they lose all or part of the uniform, it will be the student responsibility to pay for its replacement. Any activities occurring before or after school will require written parental consent.

EXCURSIONS

We are very fortunate to live in an area which has an interesting history and varied places of interest in our immediate surroundings. Please notify the principal or your child's teacher should you require financial assistance for a field trip. Every student will be provided with the same opportunities and no one will be left behind due to financial reasons. We ask for your co-operation and support in completing required permission forms for excursions promptly and payment via School Cash Online.

FOOD AND NUTRITION

We continue to follow and implement the directions and expectations contained in the WCDSB Food and Nutrition policy. The purpose of this document is to ensure that a variety of nutritious foods and beverages are promoted and provided in our school. Highlights of the policy outline "healthy special food days", "healthy student rewards" and "healthy snacks that are appropriate during instructional time." The full policy can be found and read on the WCDSB website. We offer school lunch days (e.g., Pizza days, etc.) Our school also has a Nutrition for Learning Program and healthy snacks are always available if needed.

REPORTING STUDENT PROGRESS

Evaluation and assessment of student progress is an ongoing process requiring effective communication between home and school. Teachers assess and evaluate students based on how the child independently demonstrates the skills and knowledge in the school setting. Parents are encouraged to contact their child's teacher throughout the year to keep informed of their child's progress. We at St. Michael Catholic Elementary School believe that a balance between school, homework, family time and outside interests is very important to the cognitive, social, spiritual, and affective development of each of our students. We look forward to continuing to work with you in a partnership which provides the best learning environment for all students.

Parent and Student Contract:

We have read and discussed the school expectations outlined above.

Parent Signature

Student Signature

Date