

SCHOOL HOURS

8:30 A.M.	A.M. CLASSES BEGIN
10:30 A.M.	RECESS
11:00 A.M.	KINDERGARTEN DISMISSAL
11:30 A.M.	LUNCH BREAK
12:30 P.M.	P.M. CLASSES BEGIN
2:00 P.M.	RECESS
3:00 P.M.	DISMISSAL

ATTENDANCE AND PUNCTUALITY

Parents/guardians have the obligation to ensure that children attend school. Students are expected to be on time for all classes and events, attend school on a regular basis and be prepared for all classes. Students who arrive after classes have entered the building will require a late slip from the office.

Regular attendance on the part of students is vital to the process of learning. If your child is going to be absent please notify the school. A message can be left at any time on our school answering machine. Please include your child’s name, grade, teacher and reason for absence.

If students are required to leave for an appointment during school hours a note from a parent/guardian must be submitted to their teacher. If you are planning to take your child out of school early please report to the office and sign them out.

LUNCH TIME POLICIES

Students are expected to: consume food and beverages while seated at their desks in their assigned classrooms; talk quietly and courteously; clean up their eating area.

Parents are asked to outline their child’s general lunch routines at the beginning of the year. Any changes must be made in written form to the school. Lunches that are dropped off should be clearly marked with the student’s name and grade and left on the lunch table in the front hall.

MEDICATION AT SCHOOL

Students who must bring medication to school, or who must take regular medication during the school hours, require a **school form to be filled out and signed by parent/guardian and the physician.** It is the responsibility of the parent/guardian to monitor the quantity of medication stored by the school.

All medications are to be kept in the office and administered at the office. .

ALLERGEN AWARENESS SCHOOL

In addition to our Board Policy, the passing of Sabrina’s Law serves as a reminder of the seriousness of anaphylactic reactions. As there are a number of students in our school who have a severe life threatening allergy to nuts we continue to encourage our families to refrain from sending to school any food, etc., that contains nut products, e.g. peanut butter sandwiches, snacks with nuts, etc. Written communication is sent home to parents of children notifying them of the nature of a life threatening allergy when it is specific to their child’s classroom. While we cannot guarantee a ‘nut free’ or allergen free environment, your continued cooperation in support of our efforts to create a safe and healthy learning environment for all is appreciated. If you wish to contribute to special celebrations in your child’s class, please feel free to bring in non-food items such as pencils, stickers, etc.

TRANSPORTATION

Bus safety is important for the safe arrival and departure of eligible students. Students must be at their bus stop **5 minutes prior** to the appointed time, they must go promptly to their seat, remain seated facing the front of the bus and talk quietly to their neighbours at all times.

Students **do not** stand up on the bus until the bus has come to a full and complete stop and they are instructed by the bus driver to disembark.

No food or drink is to be consumed on the bus or while waiting to board the bus.

If a student is uncooperative on the bus, an incident report (pink slip) is referred to the school administration for further action. From time to time, students may be assigned a designated seat.

As transportation is a privilege, students may be removed from the bus for uncooperative or unsafe behaviour.

EMERGENCY SCHOOL CLOSING DUE TO INCLEMENT WEATHER

During the winter months, inclement weather may cause the disruption of regular school operation. This decision is usually made by 7:00 am by the Transportation Department. Please listen to any of the following radio stations for information:

CKFM 99.9	CHUM 1050	CFTR 680
CFNY 102.1	CFTO	Q107/AM640
CJCL 590	CHFI 98.1	CFRB 1010

CHAY 93.1 CJEZ CBC 740
DC103 FM CHEZ97.3 CJMR/CHWO
CHIN 100.7 CHIN 1540

Message 1:

The Dufferin-Peel Catholic District School system is closed.

This message means that due to the severity of the weather conditions, schools and all other Board work sites are closed to students and staff.

Message 2:

The Dufferin-Peel Catholic District School buses are cancelled.

This message means that schools will remain open for students, but **ALL** transportation services are cancelled.

SCHOOL DAY

During the fall you will be asked to fill out a "Parent Information Update Sheet" telling us new information and where you want your child to go if the school has to be closed during the school day because of an emergency or because of snow conditions. We want to be certain each child can get to a safe place in winter storms, and that someone will be there to receive them. Please be advised that we will always call parents first and that the emergency contact person is contacted only in the event we cannot contact you.

Using the information you give us on the Parent Information Update Sheet, the following procedures will be followed:

1. Students, whose parents have indicated, will go home by bus or walk home when instructed to do so.
2. Students who are to be picked up by their parents will be kept at school until you arrive. If you indicate that you will pick up your child in the event of an Emergency Closure during the school day, you are expected to pick up your child at the early dismissal time, not after your working hours.

The decision to close schools early is made centrally by the Director of Education.

EVACUATION

If it becomes necessary to evacuate the building, the fire alarm will be sounded and all persons will evacuate the building as per a fire drill.

In an extreme emergency, if evacuation from the school property is required, students will transfer

to our local evacuation site: St. Paul's Secondary School.

Parents will be contacted and informed with a specific message, by staff and/or a parent volunteer, if such an evacuation from school property is required.

Because we must be able to contact parents on such occasions and for other emergencies that may arise, *it is imperative that the school be kept informed of any changes that occur in each parent's business telephone number and in each family's emergency contact.*

NO PETS ON SCHOOL PROPERTY

During school hours, pets are not allowed on school property. As per municipal bylaws, pets must be supervised at all times and on a leash.

PERSONAL APPEARANCE

Our school is committed to standards of neatness, cleanliness, modesty and good taste. Students are expected to dress in attire suitable for the occasion and appropriate to the school environment.

Clothing guidelines

- Clothing should be neat, clean and without tears and/or holes;
- Children should be appropriately attired for the seasonal weather conditions;
- Patches, symbols or sayings on clothing shall not be offensive to anyone who might read them, nor should they promote negative messages;
- Halter tops, tank tops, spaghetti strap tops, low cut tops, mesh shirts, muscle shirts, cut-off shorts, midriff tops which do not cover the abdomen, tight fitting clothing and bandanas are inappropriate attire for school (walking shorts are permitted);
- Sunglasses and headwear such as hats/caps/visors are inappropriate in the school building and classroom;
- Students are required to have a dry clean indoor pair of shoes to be worn in the classroom;
- Students are required to dress appropriately for physical education classes. For safety reasons proper running shoes are mandatory.

PROPER LANGUAGE

Students are expected to use language, verbal and written, and gestures that are appropriate to their dignity as Catholics and the dignity of others. Coarse, profane or vulgar language and gestures, or taking God's name in vain is unacceptable.

SAFE ENVIRONMENT (ACCESS TO SCHOOL)

During regular school hours, all parents, visitors and/or volunteers shall report and sign in at the office upon entry into the school. An identification badge shall be worn while in the school. Without such identification all persons are considered strangers to the staff and students and subsequently will be asked to report to the office. Children are expected to walk to their classrooms independently.

- Supervision in the school yard is provided 15 minutes before the school day begins and after the school day is completed, as well as during recesses. To avoid confusion amongst the students, only designated/identified supervisors shall be in the schoolyard during these times;
- At peak arrival times, parents using motorized vehicles are asked to use the Kiss and Ride Lanes; Vehicles are not to be double parked in the parking lot.
- When they arrive at school, students are to walk along the sidewalks to the school yard where adult supervision is scheduled and provided;
- Kindergarten parents are asked to leave their child in the supervised fenced area;
- Skateboards, scooters, and shoes with wheels are not permitted on school property;
- Students are prohibited from using cell phones, pagers, I pods, MP3, game boys and other personal electronic equipment in the schoolyard or in the classroom.

VOLUNTEERS

Parents enrich student life at the school. You can help as a tutor, volunteer driver, etc. Your contribution is valued and appreciated. Each year we ask for volunteers to complete a form to indicate the skills they would like to share with the school. We'd love to see you here! ***Please remember that a Criminal Reference Check is***

required for anyone working with our children. Forms are available in the office.

RECESS POLICY

Children who come to school are expected to participate fully in all aspects of the school program. This includes taking recess breaks outside with the class. If a child is well enough to come to school, they are considered to be well enough to participate in outdoor recess breaks. If a child has a condition, which requires them to remain indoors over recesses, a doctor's note will be required. In the event of severe inclement weather conditions, all the children are kept indoors.

PLAYGROUND

Yard Rapport (Bullying, Fighting)

Students are encouraged to involve themselves in activities that promote:

- Physical fitness;
- Positive attitudes towards sports/games;
- Leadership qualities;
- Examples of good personal behaviour including appropriate language.

Students are encouraged to participate in activities that:

- Involve clear rules;
- Use appropriate equipment that will promote safety (no hardballs, hockey sticks, laser pointers);
- Will not be injurious and/or harmful to others (no play fighting, rough play or wrestling; no throwing snowballs rocks sand; no sliding on ice patches or down hills).

Students who find themselves in a disagreement with another student or students in the playground are expected to use peaceful problem-solving strategies including:

- Telling the other person what the concern is in a quiet, respectful voice;
- Asking the person to stop;
- Leaving the immediate presence of the other person;
- Asking the lunch supervisor or teacher on duty for assistance.

Students are required to request permission and acquire a pass from a yard supervisor to enter the school for any reason during recess times.

RESPECT FOR THE PROPERTY OF OTHERS

Students, staff and visitors are to treat school grounds, buildings, contents, and the personal property of others with respect.

ACADEMIC HONESTY

Plagiarizing, cheating, copying or knowingly and deliberately presenting the language, ideas or thoughts of another individual, as one's own work is not permitted.

LIBRARY BOOKS / TEXTBOOKS

Students, who lose or damage school library books or textbooks will be required to pay for lost or damaged books.

LITTERING

All persons are expected to help keep the buildings, grounds and neighbourhoods clean and are expected to deposit all garbage into the wastebaskets or recycling containers.

THEFT

Theft of any of the following: school equipment, educational materials and personal belongings of staff and students will be treated as a serious offence.

VANDALISM

Anyone, who destroys, defaces, or otherwise damages property, including school supplies, will be required to make payment where appropriate.

PERSONAL ELECTRONIC DEVICES (PEDS) ON SCHOOL PROPERTY

As part of our efforts to promote and maintain a positive Catholic climate in our schools, the board recently approved a new policy regarding Personal Electronic Devices (PEDS) on school property. In this regard, effective immediately, all PEDs must be kept out of sight, turned off and not used within school premises or during school-sanctioned activities. To prevent the loss or damage of PEDs, we **strongly** encourage students to leave their PEDs at home as the school cannot be responsible for their safe keeping.

USE OF TECHNOLOGY

The School Board policy supports the use of the local and wide area networks for electronic communication and the School board believes this to be an integral part of the school curriculum. Any student using the school

network is required to adhere to the following rules:

- The student is responsible for his/her actions while using the computer;
- The student will not assist others in breaking these rules or be party to others breaking these rules;
- The student must not intentionally seek information, browse, obtain copies, modify files or passwords belonging to others, whether at the school or elsewhere;
- The student will not share his/her login and password with others, nor attempt to learn or use logins and passwords which are not his/her own;
- The student must not intentionally seek inappropriate information that is offensive to the dignity of others;
- The student will not access their personal e-mail accounts or engage in on-line chats at school;
- The school will be the arbiter of what constitutes a violation of the rules of conduct for the electronic network.

Parents are asked to read the network User Application and Computer User Agreement with your son/daughter and return the application signed to the school annually.

CATHOLIC CODE OF CONDUCT

“The current Catholic Code of Conduct is under revision. Schools will continue to operate with the current policies and procedures including suspensions and expulsions. When the revised Catholic Code of Conduct and information on suspensions and expulsions are available they will be posted on the Board Website and copies will be sent home to parents. At that time the revised Catholic Code of Conduct will replace the current Catholic Code of Conduct”.

