

**ST. PAUL CATHOLIC SCHOOL
ELEMENTARY SCHOOL**

Name: _____

**2020 - 2021
STUDENT AGENDA**



St. Paul says: *“Be humble, gentle and patient always. Show your love by being helpful to one another.”* (Ephesians 4:2)



**All are Welcome
in This Place**



ST. PAUL CATHOLIC SCHOOL
266 McMahon Avenue, Kingston, Ontario, K7M 3H2
613-542-6101

Principal's Message

At St. Paul Catholic School, students learn about Jesus Christ and attempt to live as He did. Students are encouraged to use their learning, gifts and talents to benefit others whether in the school, family, parish or greater community. Everyone in the school is encouraged to LIVE our faith, each and every day.

Students should use the opportunities offered to them to help develop their talents and skills. Persistence, perseverance and consistent effort create a positive attitude to help make learning happen. Making mistakes is a part of learning, and an active learner looks for ways to be challenged. Teachers and support staff want to help, therefore it is important for students to own their learning and ask for assistance as needed.

Relationships are very important, and everyone deserves to be treated with respect. We can all work together to ensure that our school is a welcoming, inclusive, friendly and safe place. Together, our school becomes a special community where ***All are Welcome in This Place.***

Your partner in Catholic education,

Mrs. Coe





CODE OF BEHAVIOUR STANDARDS OF BEHAVIOUR AND EXPECTATIONS

REGULAR DAILY SCHEDULE

Yard Supervision:	8:15 A.M.
Entry Bell:	8:30 A.M.
A.M. Recess:	10:30 – 10:45 A.M.
Lunch:	11:45-12:45 P.M.
P.M. Recess:	2:45 – 3:00 P.M.
Dismissal Time:	3:00 P.M.



Please note: Dropping your child off before there are supervisors on the yard is unsafe.

Our school community is committed to the following:

- To live our daily lives with a focus on the **SEVEN VIRTUES**, exemplified in the life and teachings of Jesus Christ: **hope, faith, love, justice, fortitude, prudence, and temperance;**
- To improve student learning, focus on the needs and individual abilities of our students, and emphasize high expectations of behaviour and achievement for all students;
- To promote parish and parental involvement and collaboration in the daily life of the school;
- To instill in our students the joy of learning and an understanding of the importance of life-long learning;
- To instill in each student an appreciation of and respect for self, the rights, the talents, the worth, and the property of others;
- To encourage participation in a wide range of activities such as community service in the school, the arts, recreational and interest clubs, and sports teams;
- To develop in each student a sense of stewardship and responsibility for the school, the community, and the country.
- To continue our focus on developing “citizens-of-the-world” who embrace diversity and inclusivity as they strive to **“MAKE A DIFFERENCE”**.

Respect For Faith

- Students are expected to learn about their Catholic faith and heritage through their parents, teachers, and parish. They are expected to practise and live their faith inside the school and within the greater community in which they live.

Respect For Self

- Students are expected, as creations of God, to show respect for themselves, to appreciate their special gifts, and to make an effort to contribute to their school and parish community.

Respect For Others

- Students are expected to treat all members of the school community with understanding, politeness, and courtesy. Students are to play co-operatively, follow the school’s “Hands-Off” rule, and act in a manner that demonstrates courtesy and a concern for the safety of themselves and others. **All playground games are to be non-contact.**
- Students are expected to be respectful, courteous, cooperative, and honest when dealing with school staff and adults in our school. Each student has a responsibility to follow school rules and the expectations of all staff.

Respect For Property/Environment

- Students are expected to treat personal property, school property, and the property of others respectfully. Supplies, equipment, and textbooks should be used with care, keeping conservation in mind. Students have a responsibility to maintain the schoolyard, desks, and washrooms in a neat and tidy manner. Students who deliberately damage property are responsible for replacement.

Response to Inappropriate Behaviour

As students journey toward self-discipline and maturation, there may be occasions when they find themselves in violation of the school's behaviour code. If this occurs, children must learn to take responsibility for their actions. The victim of such a situation must receive the needed support.

"I WAS ONLY KIDDING/HORSING AROUND," or "IT WAS JUST A JOKE," "I DIDN'T REALLY MEAN IT", etc. IS NOT AN EXCUSE FOR INAPPROPRIATE BEHAVIOUR.

When responding to inappropriate behaviour, those responsible for the implementation and enforcement of a school's behaviour code have a range of options and strategies available to them that consider not only the specific situation but also the needs of the individual student.

The principle of progressive discipline will be followed.

The following is an array of possible consequences that **may** be imposed depending on factors such as (E.g., age, prior infractions, special needs, etc.):

- An informal/formal interview with the student, teacher, or principal;
- Parental contact;
- An apology by the student (oral or written);
- Student safe area/space;
- A written assignment or a performance contract;
- Redo an unacceptable assignment;
- Return home to change inappropriate clothing;
- Restitution or payment, E.g., damaged property;
- Withdrawal of a student from his/her classroom;
- Behavioural Support contract or Action Plan;
- Loss of bus privileges;
- Referral to a youth worker;
- Referral to an attendance counsellor;
- Suspension from school in accordance with Board Policy and the Safe Schools Act;
- Involvement or referral to outside agencies (E.g., community police officer, Pathways);
- Home instruction/alternative setting; and
- Expulsion in accordance with Board Policy and the Safe Schools Act.

BILL 212

MAKING OUR SCHOOLS SAFER

- **The right to discipline includes actions that are off school property and outside of school**

activities which impact on the school climate;

- **Bullying is added to the list of infractions for which suspensions will be considered;**
- **Progressive discipline and restorative justice will be considered to address inappropriate behaviour;**
- **Principal will consider mitigating factors when determining suspensions/expulsions;**
- **Suspensions shall be no less than one full school day and no more than 20 full school days;**
- **Suspension appeals will be reviewed by at least three Board members within 15 days of notice of appeal; and,**
- **Suspended and expelled students have the opportunity to continue their education through board-provided program.**

Making Schools Safer: Important Terms

Restorative Justice focuses on the obligation of the offender to make amends.

Progressive Discipline uses a continuum of interventions, supports and consequences to address and change inappropriate behaviour.

Mitigating Factors are the circumstances and details of the incident and of the **students involved that are considered when determining consequences.**

Bullying, in its many forms, is repeated, persistent and aggressive behaviour against an individual or individuals.

For more information see the Board's Safe Schools Policy,

www.alcidsb.on.ca

SAFETY INFORMATION

1. General School Rules

It is impossible to cover every detail that might arise in day-to-day situations. Thus, it becomes important that all students subscribe to the following general rule: **"Students will treat each other and all staff as they would like to be treated"**. This means that students should keep their hands, feet, and hurtful comments to themselves.

2. Attendance/Absences/Lates

Daily school attendance is mandatory. Students and their families must assume responsibility for the student's absences and recognize that being late or absent will negatively impact the student's achievement in class. Appointments and vacations are best made with school times in mind. **Every school day Counts!**

Safe Arrival Program

In order to ensure the safe arrival of all students to school, please notify the school of absences or lates. Parents/guardians need to inform the school of their child's absence **each day**. If your child will be absent, please call the school at **613-542-6101**. Outside of regular school hours a message may be left on the school voice mail.

Classroom teachers take attendance twice daily at 8:30 a.m. and 12:45 p.m. The school secretary compiles a list of students who have been reported absent from class by their classroom teacher. A follow-up telephone call is then placed to the parent/guardian's home or workplace for each student whose absence has not been previously reported to the school office.

- Students who arrive late must report to the office prior to going to their classrooms.
- Students who leave during the day must be signed out by an adult or with a parent's permission.

3. Illness/Injury

- When a child is ill, the best place for him/her is usually at home. Parents should refrain from asking that students be allowed to remain inside at recess or the noon hour. In addition, most students who are well enough to be at school are well enough to benefit from fresh air and the exercise of outdoor activities.
- There are cases when a child appears well before

leaving for school, but he/she becomes ill during the day. When this happens, parents will be contacted. If we are unable to reach a parent within a reasonable amount of time, we will call the emergency contact person.

- In cases of injury at school, appropriate first-aid will be administered. If the injury appears more serious, we will notify you or your emergency contact in order that your child may receive the necessary medical attention.
- Students will not be excused from any classes (e.g., physical education) without a note from the parents and/or a medical certificate as required.

4. Emergency Contact Numbers

Family information forms are held on file at the school and include emergency contact numbers for each child. **Parents are responsible for ensuring that the information is current and up-to-date.** You may also indicate which number to try first, second, etc.

Any changes in mailing addresses and parental or emergency contact numbers need to be reported to the office in a timely manner.

5. Storing and Dispensing of Medication

- School personnel are not authorized to dispense non-prescription medication; however, any student bringing medication to school must report it to the classroom teacher who shall turn it in to the office.
- On occasion we have been asked by parents to ensure that their child receives a prescribed medication. Please be aware that in order to do so, we require the completion of a **Medical Information and Consent Form signed by the parent and the physician prescribing the medication**. These forms are available in the office. All such medication should be clearly labelled, dated, and stored in the office area.
- Parents are welcome to come to the school to administer medication to their child that is prescribed for a short period of time.

6. Personal Appearance

At our school there are several considerations regarding the types of clothing deemed acceptable for school. Personal modesty, weather, and our Catholic academic setting help to determine the types of clothing acceptable for school.

- Students not following the dress code will

be required to change, cover-up, or parents/guardians will be called to arrange for acceptable clothing to be brought to school.

- Please note: pajama bottoms or hats are not considered appropriate clothing unless it is a designated "Spirit Day".

Appropriate school dress is essential to maintaining a positive and stimulating learning environment.

7. Use of Telephone

A student may be given permission to use the office telephone after obtaining written permission from his/her classroom teacher and only in the case of an emergency. **Making arrangements to visit with friends after school needs to be done beforehand, not through last minute phone calls home** (except in extreme circumstances).

8. Student Entry, Exit, and Pick-up

At all times, students should enter and exit by their assigned door.

Parents are to wait outside of the school building, at the designated exit door, to pick-up their children) at dismissal times. Parents are not to pick-up children directly from the classrooms, portables, or hallways. Waiting outside of the school building at dismissal time ensures that parents will not be disturbing the classroom learning environment.

Unless students are participating in a supervised school activity, **they should not arrive prior to yard supervision in the morning OR stay after school** unsupervised. Even if an elder sibling is participating in an after-school activity, those who walk home should leave the yard promptly at dismissal time. It is the responsibility of parents to make alternative arrangements for their child's supervision walking home and after-school care.

9. Digital Citizenship

Digital citizenship refers to the responsible behaviour related to the appropriate use of technology. Students are expected to report any inappropriate use of email, data or unauthorized technology to a teacher or administrator immediately. Personal electronic devices (E.g., phone, camera, iPod, light pen, D.S., Gameboy, etc.) should not be used during school hours unless with the permission of school staff and/or administration. Cell phones should be left in book bags. The only exception might be if the device was being used

as an instructional tool with teacher supervision. There are many reasons for these measures: inappropriate use can interrupt learning; could be a safety issue and, these items are usually costly items.

10. Internet Acceptable Use Policy

Access to the Internet is available to students through our school computer network for educational purposes only. All students and parents will be required to complete an Internet Acceptable Use policy form each school year.

11. Participation in Extra-Curricular Activities

On school trips, buses, and during all school related activities, all school rules continue to apply.

12. Field Trips

Field trips are a responsibility taken on by willing teachers. We ask our students and families to appreciate the extra organization and planning which are part of field trips.

Process: A permission form will be sent home prior to any field trips. Forms must be signed and returned to the school before the trip, along with any associated fees, in order for the child to participate.



13. Lunch and Snacks

We strive to maintain a safe environment for ALL our students. **In order to provide as safe an environment as possible for those children who are severely allergic to peanuts and nut-products, your assistance AND diligence is required.** Students are not to bring snacks or lunches to school that contain peanuts or nut by-products. This requires an extra effort from all of us to ensure the safety of our students.

While eating lunch in the classroom, students must follow the directions of the supervisor, remain seated during this period and ask permission of the supervisor before leaving the classroom. Students are expected to clean up the desks and classroom before leaving for recess and should leave quietly when dismissed by the supervisor.

All staff will be on alert and will intercept anyone whom we do not recognize in the school or on



school property. All non-school personnel are required to **report to the office and sign in** when arriving on school property or entering the main school building.

All visitors, parents, and volunteers who are in the school will be required to wear an identification tag obtained at the main office.

14. Parking

The beginning and end of the school day are very busy times.

Parents are not to use the staff parking lot.

Vehicles are not to be parked in the bus-loading zone or at the front door area. Parents are encouraged to park along side streets and walk to the school property to pick-up their children. It takes extra time, but the safety of our students is worth far more than that.

Transportation/Bus Expectations

In the interest of safety, young children should be met at their bus stops. The school **must** be notified by a parent, in writing, of any change in a student's regular transportation. **Unless written notification is received, students will not be allowed to make changes in transportation schedules.**

Bus transportation is a privilege and is considered to be part of the school day. Students who receive "Bus Incident Reports" for inappropriate, and therefore unsafe, behaviour on the bus may be removed from the bus for a period of time at the discretion of the principal.

INCLEMENT WEATHER

From time to time, due to inclement weather, it may be necessary to send students home prior to the regular dismissal time.

The following procedures will apply:

- Only those students who are bussed will be dismissed early **after contact** with the parents/guardians or their alternates as identified by parents/guardians on the family information forms;
- Students whose parents/guardians are not expected to be at home **will be kept at school** until they are picked up or the parent gives the

- school direction regarding their care;
- If the weather/road conditions are hazardous, please listen to the morning radio broadcast to see if your child's bus has been cancelled. Schools will remain open even if buses are cancelled. If the buses are not running and you decide to drive your child(ren) to school, **parents need to make arrangements to pick-up their child(ren) at dismissal time, or earlier, if the weather conditions become worse during the day;** and,
- When a bus is cancelled in the morning, it will not run in the afternoon. It is cancelled for the day.

PARENT INVOLVEMENT

We welcome your participation! Please remember that this is **our** school and we all share the responsibility for meeting the academic, spiritual, social, and emotional needs of the children. When you volunteer at the school we thank you for:

- Checking in at the office and recording your presence at the school by signing in/out and by wearing a volunteer/visitor tag;
- Respecting the confidentiality and rights of teachers and students;
- Being on time;
- Not disturbing the learning environment of others; and,
- Serving as a good-will ambassador to the community-at-large.

A key ingredient in an outstanding school is the degree to which all parents and guardians support the school staff and become involved in their child's school community. Board policy requires all volunteers have a current CPIC (police check which is good for 3 years) on file at the school office before any volunteering can take place (in the classroom or on field trips).

Preparation For Class

Students are expected to arrive prepared for each class, having with them all notebooks, textbooks, and related materials and supplies as indicated by the teacher. **It is the parent's responsibility to check the student Agenda nightly; if the work is complete and "best work", the parent needs to sign the Agenda to indicate that he/she has checked the work. If the work is incomplete or not "best work", then the parent needs to contact the teacher, either by calling the school or leaving a note in the student's Agenda.** Being prepared for class includes proper dress, especially gym shoes, for Phys. Ed. Classes and D.P.A.

7. Homework

Many parents ask how they can assist their children at home. A parent's/ guardian's role is critical in helping students accept responsibility for homework. When you show interest in your child's school work, you are reinforcing a respect for learning. **THE USE OF THE AGENDA IS CRITICAL TO THIS PROCESS.** Homework is one way to teach children responsibility. To complete assignments they must learn to organize, plan, and complete tasks on their own. Some teachers have Teacher Home Pages on the school website. Parents and students should check these links on a regular basis.

Average Homework Times

Grades 1–3: 15 - 20 min./evening.

Grades 4–6: up to 40 min./evening.

Grades 7–8: up to 60 min./evening.

Homework assignments are for the purpose of reviewing and reinforcing classroom content and skill development. Incorporating the following tips into your child's routine at home can help your child have a more successful school experience.

Agree with your child on homework rules, such as

- Where and when it must be done and consequences if homework is not done;
- Schedule homework time for when you are at home so that you can supervise and help your child;
- Set up a quiet place for homework completion;
- Parents/guardians should work with the child when they need help and encourage them to complete as much as possible on their own;
- Be sure all homework is finished and in your child's backpack before he/she goes to bed; and,
- Praise your child for a job well done when he/she completes homework and you see improvement.

If homework is repeatedly not completed, parents will be contacted by the classroom teacher.

Parent/Guardian please review, with your child(ren), the expectations and responsibilities outlined in this handbook on a regular basis throughout the school year.

Thank you.

Please sign to indicate that you have reviewed these expectations with your child.

parent's signature

(September)

parent's signature

(January)