

**St. Teresa of Calcutta Catholic School**

**Name:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_



**St. Teresa of Calcutta  
Catholic School**

Student Handbook

110 Northgate Drive  
Bradford West Gwillimbury, ON L3Z 2Z7

Telephone: 905.778.0617

Fax: 905.778.0595



## PRINCIPAL'S ADDRESS

### Dear Parents and Guardians,

Welcome to the 2019-2020 school year and to St. Teresa of Calcutta Catholic School. As a staff we are excited to embark on a new school year. We have many traditions at our school, but we also have some new ideas to explore throughout the school year. We want to help your child develop spiritually, academically, and emotionally. We offer many extra curricular opportunities for our students to become involved in the life of the school and we hope they will partake in these opportunities.

*Our Board's theme for the year "Called to be our Story" will be our guiding vision throughout the 2019-2020 school year.*

Our school motto is "Sharing the Spirit", and we aim to incorporate this throughout all we do. We are like a family in that we share our strengths, our needs and our desires. Like a family, we don't always agree, but we aim to talk things through, compromise and work together for the good of our students. As a team, together with parents, we are able to support students as they learn and grow.

Thank you for choosing St Teresa of Calcutta Catholic School as a part of your child's academic and faith journey. We look forward to working with you to help our students grow to their full potential.

God bless you and your families. Thank you for your continued support of Catholic education.

Mrs. S. Rego-Newman  
Principal  
[smcdsb.ca.on/mtb](http://smcdsb.ca.on/mtb)

## OUR SCHOOL DAY

|            |                         |
|------------|-------------------------|
| 8:35 a.m.  | Yard supervision begins |
| 8:50 a.m.  | Learning Block #1       |
| 10:50 a.m. | Nutrition Break #1      |
| 11:30 a.m. | Learning Block #2       |
| 1:10 p.m.  | Learning Block #3       |
| 3:10 p.m.  | Dismissal               |

With a balanced day schedule, students will have two nutritional breaks, each 40 minutes in length. The first will begin at 10:50 a.m. and the second

will begin at 1:10 p.m. Half of the school will eat for 20 minutes while the other half is outside for recess. After 20 minutes, there will be a switch so that every student has both an opportunity to eat and go outside for recess. This balanced day schedule will provide larger uninterrupted learning blocks and will cut down on the number of transitions typical of a traditional day schedule.

## FAITH IN OUR SCHOOL COMMUNITY

### Our Parish Partner

We believe in fostering a strong relationship between your home, our school and Holy Martyrs of Japan. Our parish works closely with our school community to provide your child with an education rooted in the Catholic faith.



Throughout the year, there will be opportunities for our students to participate in the sacraments, Mass and prayer celebrations. You will often see our pastor, Father Josh or Father Manny, our associate pastor, visiting classes within our school and celebrating special events with our community.

### Sacramental Preparation

We work closely with our parish community to support students as they get ready to receive their sacraments.



Students in Grade 2 have the opportunity to receive the Sacraments of Reconciliation and First Communion. Parents will work with Holy Martyrs of Japan to prepare for these sacraments. Our school supports and complements what children are learning through classroom teaching.

Students in Grade 7 have the opportunity to receive the Sacrament of Confirmation. Again, arrangements for this sacrament are made through the parish, but the preparation and celebration of the sacrament is an important part of the students' year.

## POSITIVE SCHOOL CLIMATE

### Promoting a Positive School Climate

Maintaining a positive school climate at St. Teresa of Calcutta Catholic School is a key priority because it helps students feel safe, welcome and

secure. Using our mission and Catholic values as a guide, we have developed procedures and guidelines to ensure that our students and staff learn and work in a positive and productive environment.

### **Student Behaviour**

Our school has established some key statements to outline expectations around student behaviour.

Students at St. Teresa of Calcutta Catholic School:

- Will be active, positive and enthusiastic participants within our Catholic community as we strive towards living the Gospel message.
- Come to school on time and prepared to work with an enthusiastic and positive attitude, while striving to achieve their academic goals.
- Will be familiar with and practise the school procedures as outlined in this school agenda in addition to any policies outlined by administration during the school year.
- Will respect and obey those in authority within our school community. Students will address staff and visitors to our school community in a polite and courteous manner.
- Will respect fellow students as they listen actively, speak honestly and respond positively in the classroom, on the schoolyard and as ambassadors of our school in the community.

### **Dress For Success**

Students will be participating in a wide range of activities – both inside and outdoors – at school, and so it is important that they wear comfortable, durable clothing that is suitable for the weather.

Our school is special because we model ourselves after Jesus Christ. How we present ourselves must reflect our commitment to promoting a safe, positive and respectful learning environment.

### **Appropriate Dress Guidelines:**

- Dress modestly with no undergarments showing
- Full back tank tops that do not expose undergarments
- No spaghetti straps
- No muscle shirts
- Shorts and skirts to mid-thigh
- Proper footwear- no flip flops

Consequences for inappropriate dress include a phone call home so the parent can bring appropriate clothing, a note home or a school gym uniform given to the student to wear for the day. Further inappropriate dress will be dealt with in accordance with our St. Teresa of Calcutta School Code of Conduct.

### **Footwear**

For safety reasons and to maintain cleanliness in the classrooms, students should have slippers or shoes to wear inside their class. Outdoor footwear is not to be worn in teaching areas. Students must have running shoes for gym classes.



## **SAFE SCHOOLS**

### **Safe Arrival and Attendance**

It is important that your child arrives at school safely and on time. This teaches your child the value of being punctual. Our Safe Arrival Program, which includes communicating with our office when your child is late or absent, helps ensure student safety.

### **Reporting Your Child Late or Absent**

Please follow this simple, but critical process when reporting your child as late or absent.

**Step 1** – Phone our school at 905-778-8653 to inform us when your child will be absent or late, there is a voicemail 24 hours per day. You can also report your child's absence online at [smcgsb.on.ca/mtb](http://smcgsb.on.ca/mtb) and fill out our safe arrival form.

**Step 2** – Leave your child's full name, teacher's name and the reason for the absence on the school voicemail.

**Step 3** – When your child returns to class, provide the teacher with a note explaining the reason for your child's absence.

**Step 4** – If your child is late, please bring them to the office where they will check-in and be provided a late slip for admittance to class. The front door of the school will be locked. You may need to wait with your child for a few minutes if we are in the middle of prayers and/or announcements.

**Important Note:** If your child regularly walks to school, it is assumed that he/she will attend class when buses are cancelled due to inclement weather. If you decide to keep your child home



during an inclement weather day, you must use the process listed above to report your child's absence.

Please note we do not call bus students for safe arrival on inclement weather days.

### **Safe Welcome Program**

All of our elementary schools have front door intercom and video technology installed as part of the Ministry of Education's Safe Welcome Program.

The intention of the program is for all elementary schools in Ontario to have doors locked throughout the school day. This means that students who are late for school or return to school after an appointment will need to be buzzed in through the main entrance. This enhanced security measure provides us with one more way to monitor who is visiting our schools and help us ensure that all visitors sign in at the office.

### **Leaving Early**

Students who are leaving school early must bring a note to their teacher stating the need for the early dismissal. Please avoid any last minute early dismissals. We do not want to interrupt the learning environment.

### **Arrival & Dismissal**

School begins at 8:50 a.m. and supervision in the yard begins at 8:35 a.m. Please do not drop your child off prior to 8:35 a.m.

Students will remain outside until the 8:50 a.m. bell, unless there is inclement weather. On rainy mornings or when the temperatures are extremely cold students will be supervised inside from 8:35-8:50 a.m.

All students are to enter and exit the building through their designated door (the same door they use for recess). Students should only use the main doors (adjacent to the office) when they are being signed in due to lateness or signed out by a parent/guardian prior to the end of the school day.

Our school day ends at 3:10 p.m. Parents of JK and SK students must pick-up their child from their teacher at the JK/SK gate. All other students can be met at the north side of the front of the school. Parking on Northgate Drive is limited; please walk if possible.

### **Bicycles**

Students may ride their bicycles to school, but it is important that they are left and locked in the designated bicycle racks. Wearing a bicycle helmet is mandatory and students must walk their bikes when on school property. Please note that the school cannot accept responsibility for damaged or stolen bicycles.

### **Skateboards, In-line Skates, Scooters and Heelies**

Skateboards, in-line skates, scooters, hoverboards and heelies (shoes with wheels in the heels) are not to be used on school property.

### **Riding the Bus**

Riding the bus should be an enjoyable and positive experience for our students.

In order to ensure the safety of children riding the bus we ask that any changes to the regular bus routine be communicated to the office in a written note.

### **Ensuring Safety on the Bus**

It is helpful to remind your child about the rules and regulations of riding a school bus. Although it is rare, school bus privileges can be suspended if a child doesn't respect the rules and regulations that are in place for the safety of everyone. Here are some basic guidelines to follow:



- Follow the instructions of the school bus driver.
- All students must remain in their seats while the bus is in motion.
- Parents are financially responsible for any willful damage to the bus caused by their children.
- Do not bring any objects onto the bus that may hinder safe operation.
- Students must also refrain from eating or drinking on the bus.
- Heads and arms must stay inside the bus at all times and aisles should be kept clear.

### **Bus Cancellations Due to Inclement Weather**

On inclement weather days we urge you to visit [simcoecountyschoolbus.ca](http://simcoecountyschoolbus.ca), or listen to a local radio station to find out if buses are cancelled. When buses are cancelled in the morning, they are automatically cancelled in the afternoon. Please keep in mind that our school is open for student learning even when buses are cancelled.

Please also note that we do not call for safe arrival for bus students on inclement weather days.

If it is a hot food day and buses are cancelled, the hot food day will be postponed until the following day students are back.

### **Know Your Weather Zone**

Weather zones are used to allow for partial bus cancellations. St. Teresa of Calcutta Catholic School is in the **SOUTH weather zone**.

### **Custody**

We are always concerned about the safety of your child. In some family situations, there may be custody issues, visiting rights and special instructions – it is critical that we be made aware of any such situation. Please ensure that the office staff and the classroom teacher are aware of legal agreements between separated or divorced parents and copies of current legal documents are on file in the office.

### **Emergency Situations**

At St. Teresa of Calcutta Catholic School, procedures are in place so that we are fully prepared for an emergency situation. Staff and students routinely practise these procedures. If it is necessary to evacuate the school, our students will be relocated to Holy Martyrs of Japan Church. In any emergency situation, our school would work closely with the school board and emergency personnel to provide updates via websites and the media.

### **Major Incidents**

We know that being proactive and preparing for the potential of a major incident is a key way to keep our students and staff safe. As part of our safe schools initiative, St. Teresa of Calcutta Catholic School has worked with the local police service to develop a response plan (lockdown) should a violent incident occur. Our staff regularly reviews and practises procedures with the students.

## **GETTING INVOLVED**

### **Communicating With You**

Establishing a positive and open relationship between parents, teachers and students is a critical part of achieving excellence in education.

We regularly send eblasts, newsletters and notes, which



outline programs, activities and opportunities within our school community. Stay current by making sure that you are registered for our e-Newsletter on our website [smcddb.on.ca/mtb](http://smcddb.on.ca/mtb). Make sure to also check our website on a regular basis for important news and information as well as copies of our school newsletters.

### **Online Payment Using School Day**

Our school is excited to offer online payment through a program called School-Day.

The system will enable parents to:

- Approve permission forms and pay online instantly
- Register your child for extracurricular activities
- Order and pay for hot lunches
- Reduce the amount of paper sent home in backpacks

If you haven't done so already, please obtain your family's secure key code from the school and visit [www.school-day.com](http://www.school-day.com) to register. Once you have registered you can pay for items and approve permission forms by clicking on the "School Day" quick link on our school website or logging in directly on the school day website [www.school-day.com](http://www.school-day.com).

### **Contact Information**

Please inform the school office if your address or any other pertinent information such as home or work telephone numbers change throughout the year. We need to make certain that our records are accurate.

### **Making the Most of the School Day**

In order to promote the best learning environment possible, we ask that parents keep school day interruptions to a minimum. Planning in advance and maintaining regular communication through this agenda will help maintain a harmonious and smooth day at school.



**Dropping off items** – Parents/guardians are not permitted to go to their child's classroom to drop off items, check-in, etc. If you need to see your child for some reason or would like to drop something off during the school day, you must check-in at the office.

**Speaking with the teacher** – If you have questions, we encourage you to speak to your

child's teacher, but we recommend that you arrange discussion for either before or after school hours. In addition, if you are making a change to your child's regular routine, please make these arrangements well in advance and communicate changes with your child's teacher in writing.

**Last minute messages** – Our office is quite busy during the day and so we urge you not to rely on us to get last minute messages to your child, unless it is an emergency.

**Using the telephone** – Students will not be permitted to use the office telephone unless they have permission from their teacher. If a phone call is necessary, an adult will make it.

### **Catholic School Community Council**

Our Catholic School Community Council is composed of parents, a teaching staff representative, a non-teaching staff representative, a parish representative, a representative from the community and the principal. Members are elected each fall and serve as an advisory body to the principal on many significant school issues throughout the year. Anyone is welcome to attend the meetings. Dates will be sent out in our school newsletter and are available on our website. Please join us!

### **Child Care in Our School**

Progress Day Care is an outside agency that provides before and after school child care within our school building. If you require child care, please call them at 905-778-0176.

## **HEALTHY SCHOOLS**

We know that parents want us to promote a healthy environment at school. This includes promoting healthy food options, opportunities for physical activity as well as minimizing exposure to illness – all of these contribute to better learning.

### **Scent-Safe Schools**

Please be advised that a Scent-Safe Schools program is now in place for all schools and board office locations. This means that we are asking for the cooperation of students, staff and visitors in not using scented products in our working and learning environments.

We know that allergies and sensitivities to scents can have severe health implications and so we must do everything possible to make sure that all

students, staff and visitors with scent allergies and sensitivities are safe and fully included.

A scent is a smell or odour from products and it can be natural such as flowers or synthetic such as perfume. Examples of products that may have scents include shampoos, deodorant, hairspray, soap, detergents, perfumes, lotions, candles and cleaning products.

Not using scented products is a simple thing to do and it will help ensure a safe and comfortable environment for all of our students and staff.

### **Accident or Illness**

If your child becomes sick or gets injured while at school, we will contact you as soon as possible. If you are not available, or unable to be contacted, we will call the emergency contacts that you have listed in your child's record. It is essential that parents/guardians notify the school of changes to phone numbers or contacts.

### **Communicable Diseases**

The *Health Promotion and Protection Act* requires that children with certain communicable diseases remain at home. Unfortunately, we do not have the space or staff supervision for children who are not well enough to go outside at recess.

For more information we encourage you to contact the Simcoe Muskoka District Health Unit or visit their website at [simcoemuskokahealth.org](http://simcoemuskokahealth.org).

### **Head Lice**

Any situation related to head lice will be dealt with in a discreet manner, which protects the dignity of the children and privacy of families. Our school will educate students about preventative measures and we will also send current information from the Health Unit home to parents.

We are asking parents/guardians to help us prevent incidents or the spread of head lice by doing the following:

Examine your child's head for possible infestations at regular intervals.

Notify the school of any infestations

Ensure that proper and full de-infestation takes place within a reasonable length of time.

The major signs and symptoms of head lice are: intense itching, frequent and persistent head scratching with scratch marks, or an apparent rash on the neck and scalp. Further information regarding head lice is available through the school

office or by visiting the Health Unit website at [simcoemuskokahealth.org](http://simcoemuskokahealth.org).

### **Immunizations**

In Ontario, under the *Immunization of School Pupils Act*, you must provide proof that your child's vaccinations are current. When you register your child for school for the first time, you will be asked for a record of your child's immunization. Students, who don't have up-to-date immunization or a valid exemption on file at the Health Unit, may be suspended from school. You can find out more about immunization programs on the Simcoe Muskoka District Health Unit website at [simcoemuskokahealth.org](http://simcoemuskokahealth.org).

### **Administering Medication**

There are some students who require regular or special medication. We all want to be sure that your child receives any medication he or she needs. Our board has a medication administration policy, which states that no medication can be administered by staff without written permission from parents. Students may not carry medication with them at any time, with the exception of an EpiPen and/or inhaler. Informed consent must be provided from parents should a child be required to carry it with them. If a child requires medication we will gladly administer it, but only by assigned staff.

For medication to be administered, a consent and instruction form must be filled out. These forms and our board's policy are available at our office or on the board's website at [smcdsb.on.ca](http://smcdsb.on.ca). Please note that medication must be sent to school in its original container.

## **HEALTHY FOOD AND BEVERAGE**

### **Hot Lunches**

Hot lunches are provided on Wednesdays and Fridays. Orders are done online through School Day and in advance so we ask that parents pre-order. Please send a cheque payable to the school (we only accept payment in cheques or money orders). If buses are cancelled, hot food days will be postponed to the following day when students return to school. In our second newsletter there will be more information about how to order hot food.

### **Nutritional Breaks**

Students will eat their snacks/lunch at their desk and will remain on school property, unless special permission has been granted. Students who walk

to school may go home for lunch during the second nutritional break if they have written permission from a parent/guardian. For the safety of your child, we ask that a consistent routine be established with regards to staying at school or walking home during lunch.

### **Allergies**

We are a nut safe school. Many children have allergies, but for some students an allergy can be life threatening. For example, even minimal exposure to peanuts can prove fatal within minutes. Some other common allergens include tree nuts, shellfish, eggs, milk and latex – all of these can cause severe reactions. If there are other allergies in your child's classroom you will be advised. We ask that all food sent to school be nut free – lunches and snacks alike.

If your child has a severe allergy, it is critical that you let us know. With your help, we will do our best to reduce risk and make sure all our students are safe, healthy, and able to concentrate on learning.

Our staff is instructed on how to deal with anaphylactic shock. However, our best course of action is to prevent exposure to potentially life-threatening allergies. As a school community, we must work together to ensure the safety of our students.

Here is what we are doing to reduce the risk of allergic exposure:

All food and beverage are consumed in the classroom – students are not allowed to have snacks in the schoolyard.

Please do not send food for birthday or special occasions. Please ask the classroom teacher for alternative gift ideas.

Informing parents through school and classroom newsletters that we are a nut safe school.

### **Selling Food and Beverage**

We know that making healthy food choices while in school supports learning. The Government of Ontario has a school food and beverage policy, which has impacted the kinds of food and beverages we can sell at our school. The policy encourages selling lunches, snacks and drinks that follow the principles of healthy eating in *Canada's Food Guide*.

We have a Tuck Shop that sells the following items for \$1 each:

White and chocolate milk  
Juice & frozen yogurt

Popcorn and cookies

All of these items meet Ministry guidelines and are nut free.

## BEYOND THE CLASSROOM

### Recess

Getting some fresh air and participating in physical activity at recess is important. Unless the weather is unsuitable, students are expected to be outside during recess. We cannot leave children unsupervised inside the classroom and so they must go out to the yard where supervision is provided.

### Dressing for the Weather

We ask that students dress in clothing that is suitable for the weather – this is especially important during the winter months. Durable and warm clothing will help ensure that your child's outdoor experiences are enjoyable. It is also advisable to label clothing, i.e., mitts, hats and indoor shoes with your child's first and last name.

### Yard Safety

While outside at recess, we expect students to play safely and respect the rules of the schoolyard at all times.

During the winter months, throwing snowballs or kicking snow is not allowed.

### Bringing Personal Property to School

We request students not bring valued personal property to school including mobile devices, trading cards, etc. These items can easily be lost or damaged. Please note that the school is not responsible for lost, stolen or damaged items.

Students should not bring money to school unless they are purchasing something from the Tuck Shop. If your child is required to bring money for school events or activities, please ensure it remains in your child's school bag until the teacher collects it first thing in the morning.

### Lost and Found

We encourage our students to check the lost and found for any misplaced items. If you know your child is missing something, you are welcome to check the lost and found yourself (please check-in at the office first). Unclaimed items will eventually be donated to a local charity.

## Field Trips

Students enjoy going on trips outside of the school. Field trips are a fun and informative way of providing your child with a new learning experience. Our board has a field trip policy, which you can find in the policy and procedures section of the website at [smcdsb.on.ca](http://smcdsb.on.ca).

Prior to the field trip, the teacher will discuss the purpose of the field trip and learning outcomes for students. All field trips are paid through School Day.

The classroom teacher will inform parent volunteers of responsibilities and expectations as well as appropriate strategies for dealing with misbehaviour. Any parent volunteers must have a current Criminal Background Check (CBC) and Vulnerable Sector Screening on file in order to accompany students on a field trip.

## Co-Curricular Activities

There are various clubs and sport teams offered at our school. Many take place during recess, as well as before or after school. These co-curricular activities provide opportunities for students to learn new skills and form friendships. They help to teach teamwork, co-operation and demonstrate school spirit.

In order to participate in co-curricular activities, students must make a sincere effort in their academic endeavours, and demonstrate acceptable levels of trust-worthiness. Students must conduct themselves in an appropriate manner both in and out of the school. It is important for students to represent our school community by showing good sportsmanlike qualities. It is recommended that any student planning to participate in co-curricular activities purchase student accident insurance.

## SUPPORTING YOUR CHILD'S LEARNING

### Homework

Homework is an integral part of a student's learning experience. In order to get the most out of school, students will be required, at times, to finish or continue their studies outside of the classroom. Research clearly shows that students who successfully complete homework achieve greater academic success in school.





On occasion, parents become concerned with the amount or content of homework assigned by the classroom teacher. If this is the case, please take the time to contact your child's teacher. It is recommended that all students take the time to read each night, and if possible, be read to by a parent or older sibling.

### **Your Child's School Supplies**

During the course of the year, students will need a variety of items to ensure that they are able to complete their work and to support their learning. We will provide the basic necessities. At the beginning of the school year, you will be advised of the items your child may bring to school for their own use, to enhance their learning.

### **Library Resources**

Our school is fortunate to have a library and a teacher to help students develop, refine and master research, computer and reading skills. Your child will be visiting the library in our school this year.



Students will have the opportunity to sign out books and/or resources. It is the student's responsibility to take care of books after they have signed them out. If a book is lost or damaged, it is expected that the student or parent will replace it.

Once your child has signed an Internet agreement, they will be able to access the Internet. All time spent on the Internet will be closely supervised.

### **Wishing You a Successful Year**

We hope you found the information in this agenda informative and useful. If at any time throughout the school year, you have questions or concerns, please don't hesitate to contact your child's teacher or our office staff. We know that each child will grow tremendously – both in learning and in faith. We look forward to working with you to make this a fulfilling year.