

**St. Michael the Archangel Catholic School**

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

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



**St. Michael the Archangel  
Catholic School**

Student Handbook

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## ST. MICHAEL THE ARCHANGEL CATHOLIC SCHOOL

### Dear Parents and Guardians:

Welcome to the 2019-2020 school year.

The staff at St. Michael the Archangel Catholic School would like to welcome you and your child to the new school year. We are looking forward to another successful year – filled with many opportunities for learning and growth both academically and spiritually.

We hope you will find this student agenda helpful. There is a wealth of information related to how our school operates on a day-to-day basis. We have established guidelines, in consultation with our parents, to ensure the health and safety of your child. By taking the time to familiarize yourself with our expectations, you can help us maintain a positive learning experience for all students and staff.

This agenda also contains useful information from our board office. Please take the time to read about some of the initiatives and programs taking place in all of the Catholic schools in Simcoe County and the Districts of Muskoka and Parry Sound.

Please use this agenda as a tool to communicate with your child's teacher throughout the course of this year. The pages of this book provide opportunities to share information between your home, our school as well as your child's classroom teacher. If you can't find the information you are looking for in this agenda or on our website at [smcadsb.on.ca/mac](http://smcadsb.on.ca/mac), please feel free to contact any of our talented staff.

Once again, we are excited about a new year of faith-filled learning.

### FAITH IN OUR SCHOOL COMMUNITY

#### School Mission Statement

We as a Catholic community believe in fostering unique and responsible individuals who aspire towards life long learning, in keeping with the teachings of Jesus Christ.

### Our Parish Partner

We believe in fostering a strong relationship between your home, our school and St. John Vianney Parish. 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 Biju Kannamphuzha, visiting classes within our school and celebrating special events with our community.



St. John Vianney Parish is located at 13 Baldwin Lane in Barrie. Please see [stjohnvianney.ca](http://stjohnvianney.ca) for more information about the parish and parish activities.

### Sacramental Preparation

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

Each year, students in Grade 2 have the opportunity to receive the Sacrament of Reconciliation and First Communion. Parents will work with St. John Vianney Church to prepare for these sacraments. Our school supports and complements what children are learning at the parish through classroom teachings.



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. Michael the Archangel 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.

### **Appropriate Dress Guidelines:**

All students and visitors are expected to dress respectfully at school and school-sponsored activities. The following choice of dress is not permitted:

- Slogans or images on t-shirts, hats or any other accessories must not take away from the dignity of any individual or conflict with Christian values. Images portraying alcohol, sexual connotations, racism and violence are not acceptable.
- The torso is to be covered. Clothing is to cover the upper back, chest and stomach. Sleeveless tops must cover the shoulder area and undergarments cannot be exposed. This applies to all students regardless of age or grade.
- Shorts, skirts, skorts, and dresses must be no shorter than mid-thigh and of a fit that permits freedom of movement appropriate for the setting.
- Net, sheer, or muscle shirts are not allowed.
- Cut-off, ripped or torn jeans are not permitted.
- Hats, toques, hoods, and sunglasses must be removed upon entry into the building or classroom.
- No gang-related clothing or accessories are permitted, i.e., bandanas, chains.

A student's appearance is primarily the responsibility of the student and his/her parents. It is expected, however, that students will wear appropriate clothing that is not offensive or distracting to others.

A student referred to the office for non-compliance of the Dress Code will phone his/her parent and will be given the opportunity to change into other clothes (i.e., gym clothes, clothes provided by office). The student may return to class once they are wearing appropriate clothing.

If a student is referred to the office a second time for non-compliance, the student will phone his/her parent and will remain in the office until the parent provides a change of clothes. A review of

the Dress Code will be provided to the parent and student by administration. If necessary, subsequent referrals to the office for non-compliance will result in further disciplinary action that may include, but is not limited to, suspension.

### **Footwear**

For safety reasons, and to maintain cleanliness in the classrooms, students should have shoes to wear inside their class. Sandals and flip-flops are not recommended footwear inside and outside of the school. Outdoor footwear is not to be worn in teaching areas. Boots or shoes equipped with wheels in the heels are not permitted.



## **SAFE SCHOOLS**

### **Safe Arrival and Attendance**

It is important that your child arrives at school safely and on time. Not only does it make things easier for our office administrator and classroom teachers, it also 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 before 9 a.m. at 705-733-9611 to inform us when your child will be absent or late (our voicemail is available 24 hours per day).

**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 direct them to the office where they will check-in and be provided a late slip for admittance to class.

**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.

### **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. At the time of dismissal, your child will proceed to the office to be signed out by a parent/guardian.

### **Morning Drop-off**

School begins at 8:55 a.m. and supervision in the schoolyard begins at 8:40 a.m. Please do not drop your child off prior to 8:40 a.m. unless they belong to a team or group and have been informed to attend at an earlier time.

Students will remain outside until the 8:55 a.m. bell, unless there is inclement weather. On wet mornings or when the temperatures are extremely cold (-25°C or -28°C with the wind chill) students can come inside, put their belongings away and wait in the hallway outside of their classroom.

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.

### **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 and heelies (shoes with wheels in the heels) are not to be used on school property.

### **Riding the Bus**

We are committed to providing safe and reliable bus transportation for those students whose distance from home to school one way is greater than 1.6 km. 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 the following:

- Students must take their bus home in the evening unless they have a note from a parent or guardian indicating that they can remain at school or walk home.
- A note from a parent/guardian must be provided to the office if a student plans to get off their bus at a different stop. The office will approve the note and then a bus pass will be provided to the bus driver.
- Occasionally, we receive requests from parents to allow their child to ride the bus in order to visit a friend's house. Unfortunately, we are unable to accommodate these requests.

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

It is helpful to periodically remind your child about the rules and regulations of riding a school bus. Although it is very rare, school bus privileges can be suspended temporarily or permanently 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:

- Your child must always enter the bus in an orderly manner and immediately find a seat. Once on the bus, he or she must always follow the instructions of the school bus driver and bus patroller.
- All students must remain in their seats while the bus is in motion. With children sitting



quietly, the bus driver is free from distractions and able to focus on road safety.

- Parents are financially responsible for any willful damage to the bus caused by their children.
- Keeping in mind the safety of all riders, we ask that your child 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 Patrollers**

Patrollers are typically students in Grades 5 to 8 who are selected not only because of their willingness to serve, but also because of their location on the bus route. They are trained in early September of each year for this special responsibility. Patrollers are responsible for assisting the bus driver with supervision and safety, but are not responsible for disciplinary action on the bus.

### **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.

Weather zones are used to allow for partial bus cancellations. St. Michael the Archangel Catholic School is in the **Central Weather Zone**. There are four weather zones and it is possible that buses will run in our zone, but be cancelled in another zone and so it is important for you to know your zone.

### **Parking**

We are always concerned about the safety of our students, parents and staff using the various crosswalks on school property. In the interest of student safety we would like to remind parents and guardians, when using the “Kiss ‘n’ Ride” area, to move your vehicle in a counter clockwise direction when picking up the students.

### **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. Michael the Archangel Catholic School, procedures are in place so that we are fully prepared for an emergency situation. Staff and students routinely practise these emergency procedures. If it is necessary to evacuate the school, our students will be relocated to St. John Vianney Parish Hall. In the case of an emergency, transporting students to this location is the responsibility of the Simcoe Muskoka Catholic District School Board. In any emergency situation, our school would work closely with the school board and emergency personnel to provide updates via websites and the media.

In very rare circumstances, for example a power outage or loss of heat in the winter, we may be required to close the school early. In emergency situations or early school closures, your child may be picked up by you or an authorized designate. If a parent authorizes a designate to pick-up a student, the teacher would appreciate a signed and dated note. Please make sure you have returned the inclement weather permission form to the school, as this form will be used in these situations.

### **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. Michael the Archangel Catholic School has worked with local police service to develop a response plan should a violent incident occur. This involves immediate contact with the police and a lockdown of the premises. Although it is highly unlikely that a major incident might occur, our staff regularly reviews and practises these procedures with the students. Your child may mention to you that they were involved

in a “Lock Down” drill because that is what our response plan is referred to within the school.

## 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 communicate with parents by way of our e-Blast emails.

Please visit our school website [smcgsb.on.ca/mac](http://smcgsb.on.ca/mac) - and click on “subscribe to our e-Newsletter”, so you can receive our e-Blast emails.



We always welcome opportunities for parents to have meetings with teachers and other school staff as necessary throughout the school year. This student agenda is also an excellent way to communicate with your child’s classroom teachers. You can share questions or concerns via this agenda on a daily or weekly basis.

### 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 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. If a phone call is necessary, it will be made by the teacher or another adult (this includes calls regarding illness or injury).

### 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 at [smcdsb.on.ca/mac](http://smcdsb.on.ca/mac). Please join us!

## 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 and 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 must 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.

The following list defines some of the more common childhood diseases and how long your child should stay home if he/she becomes ill with one of these illnesses.

- **Chickenpox** - For 5 days after the rash begins or until all blisters have crusted.
- **Impetigo** - Until the antibiotic prescribed by the doctor has been taken for at least one full day.
- **Pink-eye** - Until the antibiotic prescribed by the doctor has been taken for at least one full day.
- **Scabies** - Until treatment has been given.
- **Scarlet Fever** - Until the antibiotic prescribed by the doctor has been taken for at least one full day.
- **Strep Throat** - Until the antibiotic prescribed by the doctor has been taken for at least one full day.
- **Fifth Disease** - Even though this is not a communicable disease, it should be reported to the office because there is a risk posed to pregnant women.

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 and 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's 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's 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).

## HEALTHY FOOD AND BEVERAGE

### Lunch

At our school lunch is at 10:55 a.m. Students will eat their 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 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. If your child is going to a friend's house for lunch, written permission is required from the parents of both children.

On certain occasions, students sometimes provide a note to visit a local restaurant or eatery within walking distance from the school for the lunch

period. We require an adult to accompany the student during this visit. If an adult is not available, students will not be permitted to leave the school property and a parent will be contacted to make arrangements for lunch.

### Snacks

Students will be provided with time in the classroom to have snacks and drinks. All food and beverage must be eaten in the classroom and are not to be consumed in the hallway, gym, washrooms or outside at recess.



We discourage students from using glass bottles and containers for drinks and snacks.

### Allergies

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 your child has a severe allergy, it is absolutely 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 must be consumed inside the classroom – **under no circumstances are students allowed to have snacks in the schoolyard.**
- Your child's teacher will inform you if there are other allergies in your child's classroom. We ask that you please understand and appreciate the health and safety of every student by not sending food and beverage items that may cause be a cause for concern.
- Please check with your child's classroom teacher before providing treats for the

classroom for special occasions. There are many students with a variety of food allergies and so we err on the side of caution to make sure all of our students are safe.

## **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, it is essential to leave all snow on the ground. Throwing snowballs or kicking snow is not acceptable.

### **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. If your child is required to bring money for school events please ensure it remains in your child's school bag until it is needed.

### **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).

Parents often volunteer to assist us with the supervision of students on field trips. In order to volunteer, a parent must have a valid Criminal Background Check with a Vulnerable Sector Screening – you can get the forms and information about this from the school office administrator. Any health and safety training obtained by the volunteer is considered beneficial.

The classroom teacher will inform parent volunteers of responsibilities and expectations as well as appropriate strategies for dealing with misbehaviour. Prior to the field trip, the teacher will discuss the purpose of the field trip and learning outcomes for students.

### **Co-curricular Activities**

There are various clubs and sport teams offered at the school. Many take place during lunch hour, 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. We also expect students to be courteous, respectful and show appreciation to the people organizing the events and activities. It is important for students to represent our school community by showing good sportsmanlike qualities and by dressing appropriately for the event.

## 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.

### Notebooks

Our school often provides students with notebooks for certain subject areas or projects to support them in their learning. The notebooks provided to our students for school use are to be kept neat and organized. Only items pertaining to your child's learning should be written in the books. Drawing or marking of notebooks is not acceptable.

### Library Resources

Our school is fortunate to have a library resource centre and a teacher to help students develop, refine and master research, computer and reading skills.

Your child will be visiting the library resource centre in our school this year. Materials available to the students include picture books, magazines, novels, and easy to read chapter books.

The library resource teacher provides students with a wonderful opportunity to develop skills, values and attitudes on any particular topic. The library resource teacher also complements the work of your child's classroom teacher on current subjects, units or themes.



Once your child signs out a book, they must return the book on their next weekly visit. Please make sure that your child returns their book each week. Since the library is automated, it is no longer necessary to stamp dates on the back pockets of books. However, students will not be able to sign out a new book unless their previous one has been returned.

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

Once your child has signed an Internet agreement, they will be able to access the Internet during their visit to the library. All time spent on the Internet will be closely supervised. The students will also have the opportunity to learn about software provided by the Ministry of Education during their visit.

### 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 you to provide your child with a fulfilling year.

