



St. Clement Catholic Elementary School 2019 - 2020



3639 Lobsinger Line (Box 310)

St. Clements, Ontario

NOB 2M0

PH: (519) 699-5271 FAX: (519) 699-4240

Website: <http://stclement.wcdsb.ca>

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GREETINGS!

WELCOME TO THE 2019 -2020 SCHOOL YEAR AND THANK YOU FOR JOINING THE ST. CLEMENT FAMILY ~ HOME OF THE SAINTS! ST. CLEMENT STRIVES TO PROVIDE: A PERSONAL AND ACTIVE FAITH LIFE ROOTED IN THE CATHOLIC VALUES; CRITICAL THINKING SKILLS EXPRESSED THROUGH AN ENGAGING CURRICULUM THEREBY STRENGTHENING BODY, MIND AND SPIRIT THROUGH CATHOLIC EDUCATION.

IT IS OUR GOAL TO ENRICH THE LIVES OF STUDENTS ACADEMICALLY, PROVIDE OPPORTUNITIES TO EXPAND THEIR INTERESTS THROUGH CO-CURRICULAR ACTIVITIES, AS WELL AS GUIDE THEM ON THEIR SPIRITUAL JOURNEY IN COLLABORATION WITH ST. CLEMENTS PARISH.

THIS AGENDA IS INTENDED TO PROVIDE INFORMATION ABOUT OUR SCHOOL OPERATIONS AND EXPECTATIONS OF STUDENTS. A SHARED VISION AND POSITIVE COMMUNICATION BETWEEN THE HOME AND SCHOOL ABOUT SCHOOL EXPECTATION AND ROUTINES ARE INTEGRAL IN STUDENT SUCCESS. IT IS ALSO A TOOL THAT AIDS IN THE DEVELOPMENT OF LEARNING SKILLS SUCH AS ORGANIZATION AND RESPONSIBILITY. PLEASE BE SURE TO CHECK THE AGENDA NIGHTLY AS THIS COMMUNICATION BETWEEN HOME AND SCHOOL IS VITAL TO YOUR CHILD'S SUCCESS THIS YEAR AS AN EFFECTIVE LEARNER.

THANK YOU FOR THE PRIVILEGE OF EDUCATING YOUR CHILDREN AND WE ARE LOOKING FORWARD TO ANOTHER WONDERFUL SCHOOL YEAR.



Sincerely,
Mrs. A. Dafeo
Principal

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

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Mission of The Waterloo Catholic District School Board

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

Our Vision:

“Our Catholic Schools: heart of the community -- success for each, a place for all.”

We believe that:

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

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

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

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

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

Knowing Jesus Christ gives meaning and purpose to our lives.

Diversity in a culture enriches individuals and society.

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

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

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

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

SCHOOL YEAR CALENDAR (2019-2020)

<p align="center">SEPTEMBER</p> <p>03 – School Begins 20 – P.A. Day (No School)</p>	<p align="center">FEBRUARY</p> <p>13 – Term 1 Report Cards Distributed 17 – Family Day Holiday (No School)</p>
<p align="center">OCTOBER</p> <p>14 – Thanksgiving Day (No School) 25 – P.A. Day (No School)</p>	<p align="center">MARCH</p> <p>16 to 20 – March Break (No School) 23 – School Resumes</p>
<p align="center">NOVEMBER</p> <p>05 – Progress Reports Distributed 07 – Parent-Student-Teacher Conferences 15 – P.A. Day (No School)</p>	<p align="center">APRIL</p> <p>03 – P.A. Day (No School) 10 – Good Friday (No School) 13 – Easter Monday (No School)</p>
<p align="center">DECEMBER</p> <p>06 – P.A. Day (No School) 23 to Jan. 03 – Christmas Break (No School)</p>	<p align="center">MAY</p> <p>18 – Victoria Day (No School) 29 – P.A. Day (No School)</p>
<p align="center">JANUARY (2017)</p> <p>06 – School Resumes 24 – P.A. Day (No School)</p>	<p align="center">JUNE</p> <p>23 – Term 2 Report Cards Distributed 26 – Last Day of School (3:20 p.m. Dismissal)</p>

SCHOOL HOURS

8:35 a.m.	Outside Supervision Begins
8:50 a.m.	Morning Bell
10:00 – 10:15 a.m.	Morning Recess
11:35 a.m. – 12:35 p.m.	Lunch Hour (Students eat lunch from 11:35 to 11:55 a.m. and go out for recess from 11:55 a.m. to 12:35 p.m.)
1:55 – 2:10 p.m.	Afternoon Recess
3:20 p.m.	Dismissal

SCHOOL PARISH COMMUNITY

St. Clement's Roman Catholic Church

3619 Lobsinger Line,
St. Clements, ON, N0B 2M0
519-742-5061



School Masses will be celebrated during the year. Sacraments celebrated with students include Reconciliation, Eucharist, First Holy Communion, and Confirmation. A Retreat Program is celebrated part of the Grade 8 Religious Education Program. St. Clement School and St. Clements Parish annually invite students and their families to prepare and receive the Sacraments of Reconciliation, Holy Communion and Confirmation. More information is provided by contacting St. Clements Parish at 519-699-4425. Please see your weekly church bulletin for meeting times for students and parents.

RELIGIOUS INSTRUCTION

Religion is taught formally in all classrooms but is also integrated with all aspects of the child's educational experience. All students must take part in Religious and Family Life instruction and celebrations. Non-Catholic children may not actually receive the Sacrament but will participate in all other aspects of the program.

A NOTE OF GRATITUDE

Agendas have been purchased through the fundraising activities of the Catholic School Advisory Council through the donations of parents of the students at St. Clement Catholic School. The staff and students are grateful for this very generous donation.

CATHOLIC SCHOOL ADVISORY COUNCIL - *"Home, School, and Parish Making a Difference Together"*

- Catholic School Councils were created to enhance students' learning through the cooperative efforts of parents/guardians, students, staff members and others in the community. Your Catholic School Advisory Council is an advisory body of volunteers who work together to provide ideas and opinions to help the principal, and sometimes the Waterloo Catholic District School Board, make St. Clement Catholic Elementary School an even better place for our children to learn. The Catholic School Advisory Council is not a forum to discuss parent-teacher-student issues. If these matters are brought to any Catholic School Advisory Council member or any Catholic School Advisory Council meeting, the concern is to be referred immediately to the principal. Catholic School Advisory Council meetings will take place at in the school for a minimum of 4 meetings a year. All parents/guardians are welcome to attend any of these meetings. If you are interested in being part of our Catholic School Advisory Council, please submit the nomination form that is included in the September "information and forms" package and submit it to our administrative assistant on or before the date that is indicated on the nomination form. Catholic School Advisory Council minutes are posted on our school webpage.

ATTENDANCE

Absence:

The school has a safe arrival program to ensure that all students are accounted for each day. Parents / Guardians are required to notify the school as soon as possible in the event that a student will be absent. An answering machine is available outside of school hours. Please phone the school at **519-699-5271**, and leave a message providing: child's name, teacher's name, grade level, day(s) absent and reason for absence.

If the school does not know the reason for your child's absence, a phone call will be made after 8:50 a.m. or 12:35 p.m. to your home or place of employment. **Please help us limit these calls by notifying us of your child's absence. The safe arrival program exists to ensure your child's safety.**

Late Arrival:

When your child arrives late to school, he/she is to report to the office where a late slip will be issued. A large number or pattern of absences will result in contact being made by the school.

Notification of Vacation:

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

Students Leaving School Early:

Any student leaving school early MUST be signed out at the office by a parent or legal guardian. Please come to the office to pick up your child. A staff member will contact the classroom teacher to have your child meet you at the office when you arrive. **All students require the dated Lunch Form signed by a parent/guardian to leave the school property at lunch if they usually stay at school for lunch. This form is only for one day at a time and is not to be used as a blanket permission to leave school property for lunch. Only students in grades 5 to 8 should be leaving school property at lunch with parental consent given they are not supervised by an adult.**

Safe Welcome Program

The Safe Welcome Program is meant to help preserve the safety of all members of the school community, while continuing to engage parents and the community in school activities. The following additional safety measures are needed because of the blind entrance at the main entrance:

- Visitors gain access through only one clearly marked door
- A visitor sign-in and nametag policy is in place (i.e. volunteers, supply teachers, etc.)
- Students have been instructed not to open the door to anyone – only office staff.
- A Camera, monitor, intercom system and remote door release continues to be used. Our doors will remain locked at all times. Parents are also reminded that entry to the yard areas during recess is restricted to those who have signed in at the office and obtained a visitor's pass. **At no time are visitors permitted in the school's hallways and rooms without official permission.**

For the safety of all children and staff, we must insist on your strict compliance with these procedures at all times.

Supervision is provided beginning at **8:35 a.m.** For your child's safety, please ensure that he/she does not arrive at school before 8:35 a.m.

For the safety of all children, parents are not permitted to be in the playground. If you need to pick up your child, or drop something off for him or her, please report to the office. Also, a reminder to our community that dogs are not permitted on school property. A dog is a person's best friend, however, we need to know that they are not allowed on school property, even if you have the dog on a leash. A number of children are uncomfortable with dogs and not all dogs are as well behaved as yours. We thank you for your support.

Severe Allergies

As you may know, a number of children and adults are severely allergic to nut products. For some individuals, even the smell of nuts can cause an allergic reaction that is life threatening. Given this medical fact, St. Clement Catholic Elementary School will be a "nut aware" school environment. Foods that contain nut products are not permitted in our school at any time. Peanut butter substitutes are also not permitted. While we cannot guarantee that nut products will never be found in our school, we will do our very best to monitor this situation so as to ensure the well-being of all students and staff. We appreciate your cooperation and support with this very serious health issue.

Medication

For safety reasons, children are prohibited from bringing any form of medication to school without prior approval from the office. If medication is determined to be necessary, there is a form that must be filled out by parents/guardians to indicate that the medication must be taken during school hours. The medication must be in the original container and be clearly labelled with names (child, parent/guardian, doctor), phone numbers, and directions. All medications will be stored and administered in the school office. Please contact the school to address individual student needs in this regard.

Healthy, Active Living

The pursuit of a healthy and active lifestyle for all students and staff will be a major focus at St. Clement Catholic Elementary School. Vigorous physical activity will be incorporated into your child's curriculum every day. In addition, staff members will consistently make reference to the various components of healthy living--for example, nutrition, physical activity, safety, hygiene, and self-esteem.

CO-CURRICULAR ACTIVITIES

St. Clement Catholic School attempts to provide a range of activities for students. These activities range from recreational to competitive and are designed to meet the needs of various age groups and abilities. Activities are determined on a yearly basis by the staff, with input from the Catholic School Advisory Council. Our student population and teacher commitments are factors in determining how many activities can be offered. Parents are welcome to volunteer for these; contact the school if interested.

Students participating in co-curricular activities are expected to consistently demonstrate a high level of personal effort and commitment to their daily schoolwork and model positive behavior. Students will try out for teams and the coach(es) of that particular activity will make all decisions as to who makes the team. The coach's decision is final. When a student accepts a position on a team, he/she will sign, along with his/her parents a commitment to participate in all activities associated with the team.

Inclement Weather Procedure:

The Safety of your child(ren) is paramount. In the event of an emergency or inclement weather, appropriate procedures need to be taken to ensure the safety of the students.

Radio Announcement:

In case of inclement weather the radio stations will broadcast information regarding severe weather warnings, school closure and bus cancellations. Families may want to have a plan in place at home to respond to the radio announcements. Bus cancellations and school closure notices affecting the schools within the Waterloo Catholic District School Board will be given between 6:45 and 8:30 a.m.

C.H.Y.M. (FM 96.7) Kitchener – Waterloo
KOOL FM (FM 105.3) Kitchener – Waterloo
Dave FM (FM 107.5) Cambridge
AM 570 News Radio – Kitchener Waterloo

KICX (FM 106.7) Kitchener - Waterloo
CKWR (FM 98.5) Kitchener - Waterloo
Faith FM (FM 94.3) Kitchener - Waterloo
The Beat (FM 91.5) Kitchener - Waterloo

Cancellation information is also posted on the Boards websites at www.wcdsb.ca or www.wrdsb.on.ca

TRANSPORTATION TO SCHOOL

To support the concepts of healthy, active living and care for our environment, we encouraged all students to walk to and from school each day. When crossing Lobsinger Line, we expect our students to always cross with our crossing guard, even when they are with a parent/guardian.

If it is necessary for you to drive your child(ren) to school, there are some very important rules that must be followed for the safety of all students.

- If visiting our school for an appointment with a staff member or if volunteering, parents/guardians are permitted to park their car in the parking lot if there are spaces available, kindly park your car on any of the side streets.
- No parking in our "Student Safety Zone" from 8:35 a.m. to 8:50 a.m. and 3:20 p.m. to 3:35 p.m. Please do not arrive before 3:20 p.m. and wait for your children in the parking lot
- Use Charles or Church Streets as a drop off and pickup area or park your car in the parking lot adjacent to the church rectory.
- Parked vehicles must be in designated spots and not in roadways or access routes.

To ensure their safety, parents are required to obey the parking restrictions indicated.

These procedures must be followed at all times – even on RAINY DAYS. Please be patient and respect our efforts to ensure the safety of all of our children.

Staff members supervise unloading and loading of school buses.

Responsible students are assigned as bus patrols to assist the driver in ensuring safety en route.

Bicycles/ Scooters are permitted, with the use of a helmet, but students are reminded that they are personally responsible for their bicycles/scooters, and must walk them on school property, and lock them in the designated area. The school is not responsible for loss or damage to bicycles/scooters.

Rollerblades and skateboards are permitted (with the use of a helmet) at school. However, they are not permitted to be used on school property. It is strongly recommended these items be left at home to avoid theft risk.

Before and After School Policy

In the morning, students should freely walk on to the black top without parents/guardians. Parents are no longer permitted to enter the blacktop at the back of the school between 8:35-8:50 and 3:20-3:35. At the end of the day, parents/guardians are to determine a meeting place with your child(ren) if it is necessary to pick them up. Please note the school is well supervised 15 minutes before and after school. By only allowing staff members and students on the yard, our staff supervisors can ensure only authorized adults are on the yard and we can ensure that student behavior is managed by our qualified staff members in a manner that is consistent with school and board policy.

CELL PHONES/ELECTRONIC EQUIPMENT

For safety reasons, parents/guardians may need to send a cell phone or other communication device to school with their child. It is understood, in these cases that these devices must be turned off while you are in classes, hallways and on the yard at recesses. Administration strongly encourages that cell phones not be brought to school. Students caught with cell phones during the instructional day will be given a warning and the parent will be contacted. The second offence will result in the privilege of having a cell phone at school being taken away for a period of time determined by the school principal. On the third offence, the student will be banned from bringing a cell phone to school. Failure to follow this policy may include an in or out of school suspension. Using cell phones or other electronic devices to text parents during school hours is not permitted. At no time are students allowed to take photos or videos of students or staff with personal devices, as this breaks the Freedom of Information (FOI) regulations.

All communication must come through the main office to ensure student safety and safe arrival/departure policies are followed.

IPODS, hand-held video games and other personal music players are not to be brought to school. The school cannot guarantee the safety and security of these costly items.

COMMUNICATION GUIDELINES

Frequent and clear communication is essential between home and school. The school website and calendar are kept up to date and weekly updates are sent via Newswire. Individual teachers communicate successes and concerns as they occur through various means including classroom newsletters, Google Classroom and D2L.

Please subscribe to our Newswire service found on our website and automatically receive all of the latest news and information.

PARENT COMMUNICATION GUIDELINES

Parents/guardians, students, and staff have a right to receive affirmation for what they are doing and the right to know when concerns arise. Communication must recognize the dignity of the individual. All people deserve respect, dignity, fair treatment and inclusion. As part of respecting the dignity of the individual, the individual has a right to know firsthand of a concern from the individual who has the concern – not secondhand from someone else who has not been involved in the issue. If you, as a parent/guardian, have a concern, please follow this procedure:

- STEP ONE – Speak to the staff member... (issue resolved)... (issue not resolved...proceed to step two).
- STEP TWO – Speak to the principal. If you have not spoken to the staff member, the principal will ask you to do so.
- The principal will involve the staff member in any discussions with the parent(s)/guardian(s). The principal may request, at any step in the process, that concerns be put in writing. The principal may involve, at any time in the process, others who may be helpful in resolving the concern: supports from the school board, employee group representatives, the local parish, community agencies.
- The Role of the Trustee – Parents/guardians may contact the trustee at any time. The trustee will direct the parent/guardian to follow the process outlined above.

SCHOOL BEHAVIOUR EXPECTATIONS

Code of Conduct:

Policy Statement: The Waterloo Catholic District School system exists to provide a Catholic education whereby the graduate is expected to be:

1. A *discerning believer* formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. An *effective communicator*, who speaks, writes and listens honestly and sensitively responding critically in light of gospel values.
3. A *self-directed, responsible, lifelong learner* who develops and demonstrates their God-given potential.
4. A *collaborative contributor* who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
5. A *caring family member* who attends to family, school, parish, and the wider community.
6. A *responsible citizen* who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

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

Standards of Behavior:

Respect, civility and responsible citizenship

All School members must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Refrain from any behavior that could be construed as bullying (Bullying is: a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.)

- Demonstrate honesty, integrity and healthy lifestyle;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, especially when there is a disagreement;
- Respect the dignity, rights and fair treatment of others, regardless of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Demonstrate citizenship and acceptable strategies for resolving conflict;
- Respect the rights of others and the sacredness of human life;
- Show proper care and regard for school property and the property of others;
- Demonstrate honesty in achieving academic expectations;
- Take appropriate measures to help those in need by witnessing to Catholic social teaching;
- Respect persons who are in a position of authority;
- Demonstrate regular attendance;
- Respect the need of others to work in an environment of learning and teaching;
- Respect and honor the appropriate dress specified in the school community;
- Demonstrate appropriate and ethical use of technology;
- Respect guidelines regarding use of personal items (e.g. cell phones, pagers).

Dissemination/Publication of Material (electronic or otherwise)

Dissemination or Publication in any form (electronic or otherwise) which may come to the attention of students, staff or teachers (via the Internet or otherwise) of material which attacks an individual or individuals on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability, or which causes concern for the mental well-being of students, staff or teachers, shows disrespect for staff, teachers, or other persons in positions of authority within the school or Board which amounts to a breach of the Provincial, Board or School Code of conduct, regardless of the time, location or frequency of such dissemination or publication.

School Behavior Expectations:

- Students should enter and move through the building in an orderly manner, using the assigned entrances and exits.
- Students should respect and obey staff, parents and volunteers by remembering to always use good manners.
- Students should respect the playing of the National Anthem and prayers by standing still and singing appropriately.
- Students should stop and listen to announcements and be fully prepared for instruction each day.
- Students may not throw snowballs or stones in the playground or on school property. No rough physical contact games are allowed.
- For safety reasons, students must stay on our school property and respect yard boundaries at recess times.
- Students may only be in a classroom, gym or storage area when supervised by a staff member.
- Dress code must be followed at all times.
- Passes are required when students enter the school at recess or noon hour.
- Teacher permission is required for a student to use the telephone.
- Written parent permission is required for all changes in student routines (e.g. babysitters, lunch hour locations and after school activities).

All students are expected to comply with the rules and expectations of the school and staff.

These rules and expectations are based on respect for self and others.

Positive Behavior Strategies Used at St. Clement Catholic School

- As a school community we will focus on pro-active discipline strategies that encourage the prevention of bullying and other infractions against individuals.
- Teachers and school personnel will work with students to develop positive attitudes and behaviors. Problems on the yard or classroom will be resolved by the supervising staff member(s).
- The strategies below are examples of preventative measures that will be used by the school which include:
 - **Restorative practices which include the use of circles to resolve conflict and promote empathy.**
 - Conferences with peers or staff to encourage student responsibility for behavior
 - Weekly class meetings that include agendas developed by staff and students to deal with issues that may arise in the school.
 - Communication with parents that include: phone calls, newsletters, behavior tracking and interviews
 - There are times when students who are having difficulty can be referred to the in-school team for discussion and support in dealing with peers and other issues that may be developing both within the classroom and the school yard.

Possible Behavioral Consequences

- Restorative practices which promote empathy and restitution will be the focus of resolving individual and school level issues.
- Loss of privileges (Some examples might include: loss of membership in school extra-curricular activities, special events held at the school, etc.)
- Referral to the principal whereby an infraction is repetitive or of a more serious nature
- In School or out of school suspensions depending on the incident.
- Out of school suspension can occur for more serious incidents.

Physical Safety

Weapons

All school members must:

- not be in possession of any weapon, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- not be in possession of, or under the influence of, or provide others with, alcohol, prohibited substances or illegal drugs.

Physical Aggression

All school members must:

- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

In maintaining a positive learning environment, besides the co-operation of staff and students, we require the full support of our parents/guardians. Together as partners, we can work toward our high expectation

of freedom from physical and emotional aggression in our school. OUR STUDENTS AND STAFF ARE ENTITLED TO FEEL SAFE AND SECURE AT ALL TIMES. The Ministry of Education's *Progressive Discipline and School Safety Act* and the Waterloo Catholic District School Board's Behaviour Code policy will be strictly enforced at St. Clement Catholic Elementary School. Students who behave inappropriately or unlawfully on school property, on transportation provided by the school board, on school excursions, or on other out of school activities; and/or who engage in bullying behaviour with a student or staff member, or who use electronic means (such as the internet or text messaging) to do so, may be suspended from school as per regulations established by the Ministry of Education. For a summary of offences and consequences, see the chart on pages 13 and 14.

RESPECT FOR AUTHORITY

Students are expected to comply with the rules of St. Clement Catholic Elementary School and the expectations of our staff. These rules and expectations are based on respect for self, others, and property. All students are expected to contribute to a positive school environment. Our school's policy regarding inappropriate behaviour is as follows:

- Staff works with students to develop proper attitudes and behaviours.
- Staff contacts parents/guardians if a student's academic performance and/or behaviour is less than satisfactory. Appropriate consequences will be applied by the staff member, for example, behaviour time-out breaks during recess breaks or lunch hour.
- Constant and/or serious infractions will be referred to the school principal. Parents/guardians may be asked to come in for an interview in order to assist the school in developing positive attitudes and behaviours for the student.
- Serious and/or repeated inappropriate behaviour will lead to loss of privileges and/or suspensions.

RESPECT FOR PROPERTY

The St. Clement Catholic Elementary School building, its contents (that is, desks, textbooks, library books, computers, athletic equipment, etc.), and its grounds, deserve the same respect as one's own personal property. If students vandalize school property or lose school materials, they will be required to make restitution to the school for the actual cost of repair or the replacement cost for lost or damaged materials.

RESPECT FOR PEERS

As previously mentioned, staff and students are expected to show respect for the rights of others at all times. Physical and/or verbal harassment will not be tolerated. The absence of this behaviour will allow all members of the St. Clement Catholic Elementary School community to feel good about themselves and to be free of fear and discrimination. Students who are being harassed must seek assistance from a staff member. Harassment, whether verbal or physical, will not be tolerated at St. Clement Catholic Elementary School.

GENERAL RULES FOR SCHOOL PLAYGROUND BEHAVIOUR

- Be courteous and show respect for the rights of others.
- Play within the playground boundaries.
- Do not play rough, aggressive games. "Play fighting" usually leads to "real fighting".
- Equipment judged by the school to be dangerous or hazardous to student safety is not permitted. For example, *softball* and *catch* can only be played with a tennis ball or other soft material balls, no baseball bats or hockey sticks are permitted
- Report any injuries or incidents of harassment to the teachers or supervisors on duty.
- Obtain permission before entering the school during recess breaks and the lunch hour.
- Objects such as stones, sand, cans, and snowballs are never to be thrown.

- The use of inappropriate language will not be tolerated under any circumstances.
- Always play with safety in mind.

Minor infractions will be dealt with by the staff member assigned to supervision duty. Serious or repeated infractions will be reported to the principal for further, more severe consequences.

RULES OF SAFETY AND CODE OF BEHAVIOUR ON SCHOOL BUSESSES

- Students will be picked up and dropped off at designated stops only. The safety of the student is the responsibility of the parent/guardian until pickup and after drop-off at the designated stops.
- Upon entering the bus, students will take a seat promptly and remain seated for the duration of the route. Respectful manners and appropriate language and behaviour are expected on school busses, as they are at all other times. The bus driver's instructions must be obeyed at all times. Serious and ongoing infractions of these expectations will be dealt with by the principal.
- If your child takes the school bus, it is possible that he/she may miss the bus after school. In case this does happen, please explain to your child that she/he is to stay at school and report to the main office. The school administrative assistant or principal will contact the parent/guardian.

Parents/guardians are reminded that it is our expectation that children who qualify for bussing will make regular use of the service. Please notify the school office in writing if, on occasion, your child(ren) will not be taking the bus home. All children are expected to go home on the bus unless prior written notification from parents/guardians has been received on the specific day of the request. This is to ensure the safety of all children.

Bussing is only intended for students who qualify for this transportation. It is not intended for these students' friends, who may wish to accompany them on the bus so they can spend time together after school. Sometimes, students and parents request permission to do this so that children can play together or work on assignments together after school. These requests will not be approved, so we kindly ask that you make your own arrangements.

We, at St. Clement Catholic Elementary School, are stressing bus safety and appropriate behaviour, and we ask that you reinforce this for the well-being of your child(ren).

St. Clement Catholic School Dress Code

We expect that all students will dress in neat and practical clothing appropriate for their learning environment. Good judgement and respect for others is the criterion for acceptable dress. This is particularly true during the warm weather months. Students are to dress in a fashion that is reflective of a member of a Catholic Community. Hats may not be worn in school and bandannas may not be worn. T-shirts must not have inappropriate pictures or slogans on them and they must cover the entire upper torso. Alternate clothing must be worn during all PE activities. For safety reasons, all jewelry (earrings, rings, and watches) must be removed for PE.

Dress of students must be clean, neat, and within the limits of good taste and modesty. Under garments should not be visible. Spaghetti straps, short shorts, mid rifts and halter tops are unacceptable. Proper footwear must be worn at all times. No Flip Flops allowed.

→ **The following are included as examples of inappropriate student dress:**

- dress with wording or graphics which are racist, violent, sexist, sexually explicit, profane, or demeaning to another person or towards the school

- dress with wording or graphics which advocate the consumption of alcohol or illicit drugs
 - Shoulders must be covered- no tank tops allowed; no low cut shirts allowed
 - No flip flops allowed
- **If a student comes to school wearing clothing which fits into one of the categories listed above, the school staff has the right to:**
- exclude the student from regular school activities until the situation can be rectified (e.g., T-shirt turned inside out for the remainder of the school day, wearing a school shirt, etc.)
 - if the problem cannot be rectified in the above manner, a parent or guardian will be contacted and requested to provide replacement clothing
 - if there is consistent violation by a student with regard to inappropriate dress, the school will take further action as appropriate.

It is also understood that any student who is off of school property representing St. Clement Catholic School, in any capacity, will adhere to the dress code. Examples of such circumstances would be class trips, sporting events, Camp Brebeuf, Mount Mary, etc.

TO THE STUDENT:

I have read and understood the contents of my Student Handbook for St. Clement Catholic Elementary School. I will try my best to live up to the expectations outlined for me. I understand that it is my responsibility to know and abide by the rules of our school.

STUDENT'S NAME (print): _____

STUDENT'S SIGNATURE: _____

DATE: _____

TO THE PARENT(S)/GUARDIAN(S):

I (we) have read and understood the contents of the Student Handbook for St. Clement Catholic Elementary School.

PARENT'S/GUARDIAN'S NAME (print): _____

PARENT'S/GUARDIAN'S SIGNATURE: _____

DATE: _____

