



**BLESSED MOTHER TERESA CATHOLIC ELEMENTARY SCHOOL  
STUDENT AGENDA**

**2015 - 2016**

**520 Saginaw Parkway, Cambridge, Ontario, N1T 1W9**

**Phone: 519-624-7115**

<http://motherteresa.wcdsb.ca/welcome.html>

**“BRIGHT AS HER SPIRIT...IN FAITH, SERVICE, ACADEMICS”**



**Learning, growing and transforming the world together  
as faithful Disciples of the Risen Lord.**

**This Agenda belongs to:**

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

**I have read and understand the contents of the Blessed Mother Teresa CES Handbook.  
I will live up to the expectations outlined for me.**

**STUDENT'S SIGNATURE:**

\_\_\_\_\_

**We have read and understand the contents of the Mother Teresa CES Handbook.**

**PARENT/GUARDIAN'S SIGNATURE:**

\_\_\_\_\_

---

---

**Blessed Mother Teresa CES Staff  
2014-2015**

**PRINCIPAL**

Tyrone Dowling

**Vice Principal**

Robert Purificato

**Early Years Teachers**

Lynne Dow  
Margaret Freitas  
Colleen Bracken

**Early Childhood Educators**

Kim Fernandes  
Diane Sousa  
Mary Medeiros  
Erika Ancion  
Louise Laturney

**Primary Division Teachers**

Kara Rau  
Cheryl Reinhart  
Laurie Kelly  
Theresa MacDougall  
Alicia Ferraccioli-Firenze  
Cidalia Ventura  
Colleen Pardo

**Junior Division Teachers**

Laura Janzen  
Cynthia Vandervoort  
Karen Loik  
Constanza Gardeazabal  
Mike McIlveen  
Zenalia Kroeger

**Intermediate Teachers**

Helder Tavares  
Kimberlee De Frias  
Jamie Simpson  
Jeanne Carson  
Jane Streppel

**French Teachers**

Sue O'Hagan  
Dominique Grenier

**Special Education Teacher**

Tina Hache  
Paula Kienapple-Summers

**Planning Time Teacher**

Shelagh Sweeney

**Educational Assistants**

Nicole Goldrick  
Lori Oliveira  
Lisa Richard  
Shelley McGarr  
Lucy Van Wyk

**Library Technician**

Muriel Johnston

**Lunch Hour Supervisors**

Mary Lyn Hardcastle  
Clare Figueiredo  
Stefany Roccasecca

**Secretary**

Ilona Emiljanowicz  
Maria Meyers

**Custodian**

Richard Normore

**Critical Dates for the  
2014-2015 School Year**

Sept. 3	P.A. Day
Sept. 8	First Day of School
Sept. 18	P.A. Day
Oct. 12	Thanksgiving Monday Holiday
Nov. 3	Progress Reports Distributed
Nov.5	Parent, Student & Teacher Conferences
Nov.13	P.A. Day
Dec. 21–Jan.1	Christmas Break
Jan. 29	P.A. Day
Feb. 15	Family Day Holiday
Feb. 18	First Term Report Cards Distributed
March 14-18	March Break
March 25	Good Friday Holiday
March 28	Easter Monday Holiday
April22	P.A. Day
May 23	Victoria Day Holiday
June 3	P.A. Day
June 23	Second Term Report Cards Distributed
June 30	Last Day of School

## **Overview of Success at Blessed Mother Teresa Catholic Elementary School**

At Blessed Mother Teresa Catholic Elementary School, the staff has developed a positive Code of Conduct. This plan will reduce time spent on classroom management issues, focus the school on “bell to bell” teaching, and improve learning and achievement for our students. All students deserve an education of the highest caliber and the ability to do so in a friendly, safe environment. We will demonstrate that all staff members share the same high expectations and that these expectations extend well beyond the classroom: into the halls, the yard, and community. It is reasonable to expect that teachers will have individualized routines within their classroom such as homework procedures, reward systems, washroom, movement, entering and exiting, etc. This code of conduct facilitates “school discipline”. By adhering to the basic principles outlined below we will achieve a high level of clarity, consistency, and success.

**The success of this initiative depends on all adults working as a team and communicating openly and supportively throughout the day and the school year.**

We are dedicated to making these years productive and enjoyable. We want our students to grow in the spirit of Blessed Mother Teresa – “As bright as her spirit in faith, service and academics.” There are many responsibilities which students will be expected to accept as a student at

Blessed Mother Teresa Catholic School. To help students make responsible choices at school, their teachers will teach what is expected while they are at school.

This code of conduct is based on a philosophical approach to school discipline based on **clear expectations, effective teaching of the desired behaviours, and consistent support from all adults in the building**. Success at Blessed Mother Teresa Catholic Elementary School will be achieved in five ways:

- 1) Blessed Mother Teresa Catholic Elementary School Code of Conduct
- 2) Clear Behaviour Routines including: lining up, respectful behaviour, lunch room expectations, washroom/fountain procedures, gym procedures, recess/snack procedures, greeting of all adults, etc.)
- 3) Training Camps to review routines and procedures after school breaks (September, January, after March and Easter breaks)
- 4) Communication of our Code of Conduct to all our educational partners via this document, announcements, school assemblies, daily interactions, and other forms of communication where appropriate.
- 5) Blessed Mother Teresa Catholic Elementary School Dress Code

**Why?**

- To ensure a safe and secure school for staff, volunteers, guests, and most importantly our students
- To promote and model a positive, proactive environment
- To maximize engaged learning time
- To have clear, consistent, achievable, and high expectations for our school
- To minimize conflict, aggression, and the need for punishment
- To empower our students to make good choices, be successful, and become contributing members of society.

Catholic education views human life as an integration of body, mind and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of the Catholic learning community are described not only in terms of knowledge and skills but also in terms of values, attributes and actions. The Ontario Catholic School Graduate Expectations outline that by the time our students graduate; they are expected to be high achievers in the following:

- A Discerning Believer Formed in the Catholic Faith Community
- An Effective Communicator
- A Reflective, Creative and Holistic Thinker
- A Self-Directed, Responsible, Life Long Learner
- A Collaborative Contributor
- A Caring Family Member
- A Responsible Citizen

## **Code Of Conduct**

**We believe** our school code of conduct represents our highest aspirations for all our students. We believe that as a staff, we see discipline as positive and productive, not negative and punitive. Our staff members act as guides and facilitators rather than referees.

**We believe** students come to Blessed Mother Teresa Catholic Elementary School to learn and achieve to their fullest potential, and in times of trouble we, whenever possible, keep the emphasis on learning rather than punishment. We believe the word discipline is an umbrella for positive skill development.

**We believe** the more students are engaged in high-level, meaningful, developmentally appropriate, and challenging tasks, the more apt they are to be positive learners who devote their energies towards learning and achieving, and not toward making poor choices regarding their behaviour.

**We believe** school discipline creates a culture of the school which is distinct from the culture “of the street, student’s homes, and the media”. We all behave with specific expectations in mind when we visit a library, hospital, and Church. Blessed Mother Teresa Catholic Elementary School is exactly the same. We don’t behave at school the same way we do at the mall, a concert, or a sporting event.

**We believe** Blessed Mother Teresa Catholic Elementary School is, “A Caring, Catholic Community, Committed to Learning and Growing Together.” As a caring community, we will always strive to have our students interact with others in a caring and respectful manner. Our entire staff will

promote social skills in our students that will foster a positive learning environment, free from bullying, harassment and intimidation.

**We believe** in order for students to achieve the high expectations we have set for school discipline they need not only be told of the school and classroom rules, but they need time to practise and reinforce the skills as well; it's about following procedures and routines automatically so students can save their most important thinking for what matters the most at school- in the classroom on challenging learning tasks.

**“Discipline isn’t what we do when students misbehave;  
It’s what we do so they won’t.”  
(Ron Morrish)**

Classroom teachers have collaborated in divisions and have developed specific routines with respect to a variety of school and classroom procedures. These procedures include but are not limited to: respectful behaviour, lining up outside when the bell rings, lunch, washroom/drink, physical education, recess/snack, and greeting of adults, especially visitors to our school. The expectations for these procedures are designed to support student safety and will be consistently applied by all staff.

**We believe** all students strive for independence, and as a staff, we strive to foster and develop this independence in a structured, safe, caring, and supervised environment. This is part of the culture of Blessed Mother Teresa Catholic Elementary School!

**We believe** that as a Blessed Mother Teresa staff we not only teach

classroom, school, and yard rules, but also the language of respect: body language, expressions, language that is effective and assertive, tone of voice, self-talk, disagreeing respectfully, using words to solve problems and conflicts, presenting and supporting differing points of view, and honouring and recognizing others. We do so through classroom lessons, Religion and Family Life programs, anti-bullying framework (IMAGINE), classroom meetings, guest speakers, monthly virtues, and assemblies. We model respectful behaviour.

**We believe** that students' positive behaviour should increase as they get older. Therefore, we expect our oldest students to not only be the best behaved students in the school, but to be role models to each other and the younger students as well. There are many ways our older students can develop their leadership and maturity. Some of these ways may include:

#### School Leadership:

- Make morning announcements
- Assist in the office during the lunch hour (student secretary)
- Student Ambassador to greet visitors to the school
- Organize school wide special days (e.g., Student Advisory Team, FLY Team)
- Introduce and announce at school assemblies
- Design and lead special ceremonies (e.g., Remembrance/ Veteran's Day, etc.)
- Set up audio visual equipment around the school (Tech Crew)
- Write articles for the school newsletter and website

#### Personal Leadership - Be a Role Model:

- Set a good example. Be a good role model
- Use excellent manners
- Respect others and their belongings
- Respect property
- Be courteous and considerate
- Make sure everyone is treated fairly
- Write thank you notes to people who help the school
- Greet others regularly

#### Student Leadership:

- Teach recess games to younger students (PALS)
- Be a playground buddy - teach social skills to younger students (Peacekeepers)
- Organize and referee Intramurals (Timberwolf Athletic Crew)
- Provide orientation for new students (welcome, introduce; provide a school tour; invite to games at recess time)
- Be a monitor on a school bus
- Supervise the school entry of younger students/Circle of Friends
- Help other students with their work (learning buddies)
- Help with Kindergarten snack time and clean-up
- Help Kindergarten students with winter dressing/undressing

#### Community Leadership:

- Identify and resolve issues at the school and in the community
- Volunteer within the community
- Charity work
- Write articles for local newspapers
- Clean up a community park

Many of these ideas relate directly to the Ontario Catholic School Graduate

Expectations, and provide opportunities for our oldest students to gain leadership skills and maturity.

## **Overall School Rules**

1. Arrive on time and prepared to learn.
2. Be polite to students and adults.
3. Be respectful to students and adults.
4. Work hard to be successful.
5. Respect our environment.

### **Specific School Expectations**

Listed below are some specific examples that fit into the overall school rules above:

#### **Playground**

1. Play in your designated areas of the school property. Maps are posted in every classroom.
2. Do not play rough, aggressive games. "Play fighting" usually leads to "real fighting".
3. Equipment judged by the school to be dangerous or hazardous to student safety is not permitted (i.e. no bats, hard balls, hee-ies). Skateboards, scooters, and bikes must be walked on school property and helmets should be worn.
4. Report any injuries or incidents of harassment to the teachers or supervisors on duty.
5. Obtain a hall pass from the staff door monitor before entering the school during recess breaks and the lunch hour.
6. Objects such as stones, sand, cans, and snowballs are not to be thrown.
7. Inappropriate verbal and body language is not acceptable in a school environment.
8. Always play with safety in mind.

### **Electronics and Toys:**

1. Digital cameras, cell phones, iPods, and all electronics are not to be used by students at school without explicit permission from school staff. The staff will not be responsible for lost, stolen, or broken electronics.
2. Students in the primary grades are strongly discouraged from bringing toys to school (e.g., stuffed animals, cards, etc.). Items to play with outside that are encouraged are basketballs, tennis balls, soccer balls, etc.

Minor infractions will be dealt with by the staff member assigned to supervision duty. While there will always be a learning and reflecting aspect to all infractions, the yard duty supervisor will decide whether or not to fill out a School Incident Form for minor infractions. There are times, however, when all yard duty supervisors are required to fill out an incident form that will be sent to the office to be photocopied and sent home for parents to view, sign, and return. These infractions include but are not limited to: rough play and “play fighting”, littering, offensive language, throwing snowballs, disrespect of staff, vandalism, teasing, bullying, and repeated breaking of the same rules. Although we will try to use our school discipline plan to solve as many issues as possible, we recognize the importance of communicating with you when something of a more serious or repetitive nature occurs.

Serious or repeated infractions may be reported to the principal for further, more intensive interventions.

### **Dress Code**

(In effect for all students JK-8)

While we recognize the right of parents and students to express themselves through their clothing, we must reserve the right to have the final say regarding appropriateness of any clothing worn at school. The dress of all students must be clean, neat, and within the limits of good taste and modesty.

#### ***Guidelines for choosing clothes that promote a positive educational environment:***

- Tops must be modest covering the entire shoulder (hand width straps) and torso (overlap the waistband)
- Shorts, skirts, and dresses must be mid-thigh or longer in length
- All clothing will be free of derogatory or inappropriate print or graphics
- Tight fitting clothing is not acceptable; leggings/ skinny jeans must be covered by shirt/ sweater that is mid-thigh length
- Undergarments are not to be visible (e.g., boxers, bra straps)
- Hats and caps are to be removed when inside the school
- All clothing will be free of association with youth or street gangs (including bandanas)
- Outdoor wear (boots, hats and jackets) will be removed prior to entering the classroom
- An indoor pair of shoes should be at school at all times

#### **The Blessed Mother Teresa Dress Code:**

1. Has been developed in consultation with the staff and Catholic School Council;
2. “The School’s Dress Code and/or School Uniform Policy has been developed in

compliance with the Canadian Charter of Rights & Freedoms and the Ontario Human Rights Code.”

3. The following are included as examples of inappropriate student dress:
  - a) Sexually explicit or revealing dress.
  - b) Dress with wording or graphics which are racist, sexist, profane, or demeaning to another person or towards school.
  - c) Dress with wording or graphics which advocate violence.
  - d) Dress with wording or graphics which advocate the consumption of alcohol or illicit drugs.
  - e) Dress which is recognized by the WCDSB Safe Schools Committee to be associated with gang membership.
4. **If a student comes to school wearing clothing which fits into one of the categories listed above, the school staff has the right to:**
  - a) 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 uniform shirt, etc.).
  - b) If the problem cannot be rectified in the above manner, a parent or guardian will be contacted and requested to provide replacement clothing.
  - c) If there is consistent violation by a student with regard to inappropriate dress, the school will take further action as appropriate (see interventions).

When a staff member is unsure if the code is being broken, he/she will refer it to administration to decide if a particular student is following the school dress code properly. If an item(s) of clothing is(are) deemed inappropriate, the steps above will be taken to rectify this situation.

Variations of clothing may be worn with staff approval for special days or special reasons.

## Interventions & Supports

We believe that students learn in different ways. Because the goal of school discipline (and classroom discipline) is always about learning, the intervention used for inappropriate behaviour will depend upon the individual student. Many students may just need to be reminded that they broke a rule and be given an opportunity to demonstrate how to uphold the rule in the future. Other students may need to be engaged in the process of problem-solving, restitution and restorative justice. Some students may require a more detailed plan for success. We believe that the most important purpose of discipline is not punishment, but student learning. Therefore, depending upon the severity of the problem faced by a student, one or more of the following may be used to get that student “back on track”:

- ★ Counseling
- ★ Restitution
- ★ After-school tutorial
- ★ Assignment to study hall
- ★ Reflection and self-improvement plan
- ★ Increased supervision
- ★ Removal from special activities (for safety reasons)
- ★ School service



- ★ Restorative justice
- ★ Contact and co-ordination with parents
- ★ Relocation to an alternate learning environment
- ★ Restructuring and/or relocation of break time/lunch
- ★ Restructuring of the school day
- ★ Child/Youth worker involvement

In addition, significant interventions and consequences may be required for dealing with serious or frequent misbehaviour. These may include:

- ★ Detention
- ★ Removal of privileges
- ★ In-school suspension (with a re-entry plan)
- ★ Out-of-school suspension (with a re-entry plan)
- ★ Involvement of support personnel and agencies
- ★ Police intervention
- ★ Expulsion

Professional judgment will be used in this process. Issues of competence, frequency, and deliberateness will be taken into account, along with other mitigating circumstances.

This is our code of conduct. We believe that our written code, along with complete staff support, clear and consistent routines, modeled training opportunities, and appropriate behaviour interventions when required will do what our code of conduct is written to do: provide positive support and modeling for our students so they can be safe and successful in a productive learning environment at Blessed Mother Teresa Catholic Elementary School.

***We will revisit this code at least once per year to update/change where necessary.***

## **School Operations**

### **School Hours**

School starts at 8:55 a.m. It is important that the students arrive on time for school. Teachers supervise the playground starting at 8:40 a.m. every morning. It is imperative that students **DO NOT** arrive at school earlier than this because they would be unsupervised. Lunch hour occurs from 11:40 a.m. - 12:40 p.m. We have recess from 10:05-10:20 a.m. and 2:00-2:15 p.m. every day. Dismissal is at 3:25 p.m. All students will be expected to go outside for their recesses so that they can get some exercise and fresh air. If a student needs to remain inside the school at recess, a doctor's note stating the reason must be submitted to the school. On occasion, teachers may choose to have a student stay inside to complete work.

### **Safe Arrival Process**

The Education Act states that students must attend school regularly and be punctual. It is imperative for the safety of the students that parents/guardians call the school, **519-624-7115**, each day their child is absent. Students are not allowed to contact the school regarding their absence.

The purpose of this program is to provide a service for parents to check that their children have arrived at school safely. The program recognizes that the **ultimate responsibility** for children rests with the parents.

If a child has not arrived at school and a phone call or note has not been received, the secretary will attempt to alert parents by telephone at home or at your place of employment if necessary. If parents cannot be contacted, we will contact the emergency number provided by the parents. Failing to reach parents or emergency contacts, the police will be notified and sent to the home.

Extended periods of absence, for reasons other than health, require permission of the principal. More than 3 days of absence requires a special form, entitled "Intent To Be Absent," to be completed. Parents who remove their child from school are responsible for their child's education.

In cases of chronic truancy the principal will involve the school board's social worker to assist the student. Persistent truancy is a serious matter and could result in court appearances and charges being laid.

**It is extremely important that parents provide us with accurate phone numbers on health information forms and notify us of any changes to enable us to contact them in emergency cases.**

## **Punctuality**

Students are expected to be on time for classes. Students are expected to enter the school with their class through the assigned entry door. Students who are buzzed into the school after the 8:55 a.m. bell are late and must sign in at the office. All students entering class late must present a late slip obtained from the office. Lates are noted in the daily attendance register and on report cards by teachers.

Chronic lateness will result in parents being contacted to help the student learn the habit of punctuality. Loss of school privileges may be the result for chronic lateness, and the school board social worker or attendance counsellor may be contacted. **Chronic lates and absences greatly affect academic performance.**

Every effort should be made to schedule appointments outside of school hours. Parents/guardians must notify the school in writing if a student is required to leave during the school day. If parents/guardians pick up their child for an appointment during school hours, they must sign out the student at the office. In the event of illness or injury, the school will contact parents/guardians before permission is given for a student to leave school.

## **Communication Guidelines for Parents/Guardians**

Parents, 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 dignity of the individual, the individual has a right to know first-hand of a concern from the individual who has the concern, not second-hand from someone else who has not been involved in the issue. Please note the process to follow:

### **STEP 1**

- Speak to the individual;
- Issue resolved.

### **STEP 2**

- Speak to the principal;

- If you have not spoken to the individual, the principal will ask you to do so;
- The principal will involve the individual in the discussions;
- The principal may request, at any time in the process, that you put your concerns in writing;
- The principal may involve, at any time in the process, others who may be helpful in resolving the concern; support staff from the school board, employee group representatives, the local parish or community agencies.

The role of the Trustee:

You may contact your trustee at any time. The trustee will direct you to follow the process outlined above.

## Parent Teacher Conferences

If you request a conference or meeting with a teacher, please contact the school to **collaborate** on an appropriate time for the meeting. Please do not appear at the school or classroom door and expect an immediate meeting; this would compromise the teacher's ability to supervise the class properly.

## Library and Textbooks

Throughout the past few years a large percentage of our budget has been spent on library materials and classroom textbooks. Given the rising cost of books and our expectations that the children be responsible for them, we will continue to require the students to pay for any lost or destroyed items. Parents are responsible for paying for materials lost or damaged by their child.

Students are given the privilege of using the library resources. All library resources must be checked out and treated with respect. If there is an overdue book, students may not take out more resources until the book has been returned or renewed. Renewal can only be done if the book is brought directly to the library and given to the Librarian.

Books that are lost or damaged must be paid for before students will be allowed to check out another book. Unresolved items may result in loss of library privileges or computer use. Students in Junior Kindergarten to Grade 2 are allowed one (1) book at a time. Students in Grade 3 – 8 are allowed two (2) books at a time.

Our library has an automated circulation system. This will help us to track the circulation and usage of materials and target our resources to the areas of most value to our students and staff. The catalogue of materials in the Blessed Mother Teresa library will be accessible from home on the Internet. The Blessed Mother Teresa Catholic School address is:

<http://library.wcdsb.ca:8080/?config=151#section=home>

Accessing library programs at home using WCDSB Virtual Learning Commons

<http://vlcguides.wcdsb.ca/home/EZFind>

Please visit the librarian, Mrs. Johnston, for the username and passwords for the websites

## Healthy Active Living & Physical Education

All students are expected to participate in Healthy Active Living classes, except in the case of illness or injury in which case a note to the teacher from the parent is required. A positive attitude about Healthy Active Living will benefit your child since Physical Education affects fitness and has a marked influence on health, attitudes and habits. All students are expected to wear proper gym clothes and footwear. **Flip flops and Crocs are not appropriate footwear for the gym or outside play.**

All students in grades 4 – 8 are expected to change for Healthy Active Living class. This is done for hygienic reasons, as well as permitting greater freedom of movement.

## Co-Curricular Activities

Many activities in athletics and the arts are scheduled throughout the year. Naturally, we want every student to become involved in many of these activities. These activities help to build self-confidence in students, as well as help students to build relationships with adults outside of the classroom.

Students who get involved tend to enjoy school more than students who do not. Students will get the opportunity to make their school life more enjoyable. Academic success is still our prime concern. Participation on school teams is a **privilege**.

*Participating on school teams and clubs is restricted to those students who are exhibiting proper learning skills in the classroom and proper respect and behaviour on the playground.* Activities may be offered before school starts in the morning, at recess and lunch, and after school. It is important that once a team is

selected that the student makes a commitment to attend all practices and functions of that team or club for the remainder of the year. At the beginning of a sport season, athletes on that team will be required to complete a commitment form that will be signed by both the student and parent/guardian.

## Visitors

Unless you are a registered student or board employee, you are considered to be a visitor to the school.

When visiting the school, please report to the office before proceeding to any classes or other areas of the building. For your children's safety, we need to know who is in the building at all times. All visitors must sign in at the office and pick up a visitor or volunteer badge from the secretary.

Where specific custodial arrangements exist, court orders are required by the school principal to ensure only custodial parents have access to their children. We cannot deny access to children without **legal documentation**.

It is extremely important that parents provide us with accurate phone numbers on health information forms and notify us of any changes to enable us to contact them in emergency cases.

Due to congestion and safety concerns, we ask that all parents and guardians pick up their children outside the office, not outside the classroom doors. Parents and caregivers must pick up and drop off their junior kindergarten and/or kindergarten child outside the fence.

## Volunteers

Throughout the school year, we need volunteers to assist in the classrooms, on trips and with our Strong Start Reading Program. Many of these activities do not require much of a time commitment and would not be possible without parental assistance. A handbook for volunteers has been assembled and will be made available to all volunteers. Please try your best to get involved in your child's education; it's worth the effort. In order to ensure the safety of our students, the WCDSB has asked that anyone volunteering with our children needs to have an Offence Declaration form completed before they can begin their school placement. In addition, we ask that all volunteers complete an Acknowledgement of Confidentiality form prior to their school placement. **Please notify the office of your arrival by signing in and wearing a volunteer badge.** Many of the programs, clubs and teams that we offer to the students are only possible with the assistance of parent volunteers. These individuals are an important part of our effort to provide a quality Catholic education for our students. Education involves a unique partnership between students, parents, school, church and the community. If you are able to reinforce this partnership by volunteering at the school, please contact your child's teacher to offer your services.

## Volunteer Drivers

Parents and caregivers who transport students for school related activities, such as athletic events and excursions, **must** complete the Volunteer Driver Form each year. Please be aware of restrictions involving children sitting in

passenger seats equipped with an air bag and all children 40-80 lbs must be in a booster seat.

## Lunch Room Expectations

Students will eat in their classrooms or a neighbouring classroom from 11:40 – 12:00 p.m. They will then go outside from 12:00 p.m. – 12:40 p.m. If the student is given permission to eat at school the following rules apply:

- Students are expected to act in a polite, friendly and co-operative manner while using the lunchroom.
- Students must remain in their seats while eating their lunch.
- Students are responsible for the cleanliness of their own eating area.
- Students are asked to take home food that has not been eaten.
- We request that students do **not** bring glass bottled drinks for safety reasons. Instead, it is recommended that students drink juice or milk in boxes or plastic containers or from a thermos.
- We do not have the facilities to "warm up" students' lunches.
- We have some students who are allergic to peanuts and nut products. In the interest of safety, **Blessed Mother Teresa School promotes a Nut-Free School Environment.** We ask that students and staff refrain from bringing these products and any related nut products, including nut oils, to school. **Peanut butter substitutes are not permitted.** We ask for your cooperation in this manner. Your child's teacher will inform you of any food allergies in that particular classroom.
- Students must remain on school property during the noon hour. **In order to leave the school**

**property during the noon hour, students must have signed permission from the principal.**

If students do not comply with these rules, permission to stay for lunch will be revoked.

## **Anaphylaxis**

The Waterloo Catholic District School Board is committed to providing and maintaining a healthy environment for all students and staff. In particular, this includes all those who may be susceptible to **Anaphylaxis** – the term used to describe acute, severe life-threatening allergic reactions to a substance. Epinephrine (EPIPEN) is the only drug that should be used in the emergency management of a child having a life threatening allergic reaction.

We ask that parents or guardians notify the school (principal and classroom teacher) of the condition. Then, complete the appropriate medical forms listed below (available from the school secretary) and present them to the principal.

- **ADMINISTRATION OF MEDICATION**
- **EPIPEN INJECTION FORM**
- **MEDICAL INFORMATION FORM**

You then must provide the school with the medication and renew the medication before the expiry date. An epi-pen will be stored in a safe place in the school for each child identified anaphylactic.

Please ensure your child wears their **Medic-Alert** bracelet, which identifies specific allergens.

Please remind your child to eat only the food that is prepared at home and **not** to trade or share food.

## **Allergies**

Your child's teacher will inform you of any precautions that must be taken within the school setting (Healthy Eating Exemption days, baking, treat days). **It is imperative that you notify the school if your child has an allergy.** We ask that parents support us in keeping the school "**nut free**" as we have students with severe peanut allergies.

## **Medication**

For safety reasons, no child should bring any form of medication to school without prior approval from the office. If oral medication is necessary, there is a form that must be obtained from the school office and completed before oral medication will be given out at school. The medication must be in the original container and clearly labelled with names (child, parent/guardian, and doctor), phone numbers, and directions. Please contact the school to address individual student needs in this regard.

## **Student Illness**

We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will telephone home to request that a caregiver pick him/her up. To prevent the spread of germs we ask that you provide your child with tissue and also encourage the frequent washing of hands.

## **Supervision**

Students will be supervised from 8:40 a.m. until 3:25 p.m. We will supervise each student in our care during these

hours. It is imperative that once students arrive on the schoolyard they not leave (to go to the store, meet friends, etc.) unless they have your **written permission** and the permission of the principal. Students who go home for lunch on inclement weather days, are encouraged to stay at home until just before the bell time.

In the case of a crisis or an emergency in the yard, students **must** report to one of the adults on supervision. **All students must receive permission from the staff member on supervision before entering the school.** This is important to ensure the safety and security of all students. Staff members on supervision may be identified by the orange vest they wear.

**Students must enter and exit via their assigned doors.** The front door is reserved for visitors or students accompanied by a parent. When students are dismissed from the school, they must not re-enter the school unless it is an emergency.

## **Inclement Weather and Emergency Dismissal**

In case of inclement weather, please check the Waterloo Catholic District School Board website @ [www.wcdsb.ca](http://www.wcdsb.ca) or listen to the radio for information concerning the **Waterloo Catholic District School Board** school closings (570 CKGL- AM or 96.7 CHYM-FM). It is important to make an emergency plan with your children in case the school has to close prior to regular dismissal (i.e., leave a house key with a neighbour; child goes to neighbours and calls you from where they are; older brother or sister could be given the responsibility).

For those students who eat lunch regularly at school, the appropriate form must be completed instructing the school where to send your child in case of an emergency closure. Students who do not remain for lunch will be dismissed at 11:40 a.m. or 3:25 p.m. If the school is closed for that day, announcements will be made on 570 CKGL-AM or 96.7 CHYM-FM. If your child is transported to school by taxi, transportation will be cancelled on days when school buses are cancelled. The safety of the children is always our priority. When the weather is bitterly cold (wind chill -20 or below) or pouring rain, we will keep the children inside during recess.

## **Crossing Guards**

Please note that a crossing guard is on duty to assist students. Guards are located at multiple intersections on or around Saginaw Parkway. For safety reasons, students **must** cross those intersections following the crossing guard's direction.

## **Parking Lot Safety**

Parking on school property is designated for WCDSB staff and Emergency Service Personnel only between 8:30 a.m. and 3:25 p.m. daily. There are also "No-Idling" Signs around our school. Vehicles will not have access to school property while students are arriving and departing from school. **"THERE IS NO KISS AND RIDE PROGRAM AT THE FRONT ENTRANCE OF OUR SCHOOL"**. This includes morning, lunchtime and afternoon dismissal. When picking up or dropping off your child/ren, please use the safe areas located in front of the school. Please do not use the Emergency Zone located directly in front of the school building. These areas are regulated by

City of Cambridge staff and must be kept clear for emergency vehicles. City Bylaw Officers will enforce this bylaw and issue tickets if necessary. The reduction of traffic on school grounds will ensure the safety of our students during these busy periods. **Please respect our gated entrance during our school day AND respect our student gatekeepers' wishes to do their jobs well before and after school.**

## **Spiritual Activities**

There are various spiritual activities throughout the year. Parents are encouraged to participate. Dates and times will be noted in school newsletters and calendars. Masses and prayer services are celebrated throughout the school year. Students in grades 3-8 participate in the Sacrament of Reconciliation. Special celebrations include:  
Grade 2 \* First Communion  
Grade 2 \* First Reconciliation  
Grade 4 \* Bible Celebration  
Grade 7 \* Confirmation  
Grade 8 \* Retreat

## **Blessed Mother Teresa Catholic Elementary School's Parish is:**

**St. Patrick's Church:** Fr. William Foote  
53 Wellington St.  
(Downtown Cambridge – Galt)  
Cambridge, Ontario N1R 3Y6  
Phone: 519-623-3773  
Fax: 519-623-6526  
E-mail: [stpatcamb@golden.net](mailto:stpatcamb@golden.net)

### **Mass Times at St. Patrick's Church:**

- Saturday: 5:00 p.m.
- Sunday: 9:00 a.m. & 11:00 a.m.
- Children's Liturgy for ages 4-7 at 11:00 a.m.

For the celebration of First Reconciliation, First Eucharist and Confirmation, the parish requires a copy of the student's baptismal certificate.

## **Memory Making**

Our students and staff enjoy opportunities to share some of their activities with parents and the school community through teams, clubs, and special events. Many of these are 'memory making' for families and as such photographs are often taken. We ask that families exercise their discretion when taking photographs or videos at school events and consider the privacy of other students who may also be present in those pictures. We would appreciate if families not upload images of students other than their own to the Internet (e.g. YouTube or Facebook). Your cooperation is appreciated.