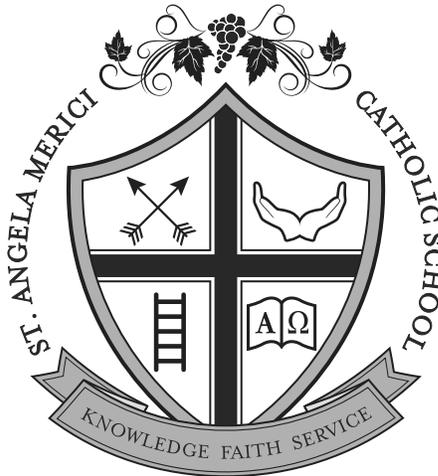


**St. Angela Merici Catholic School**

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

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



**St. Angela Merici  
Catholic School**

Student Handbook

109 West Park Avenue  
Bradford West Gwillimbury, ON L3Z 0A7  
289-231-2085



## Dear Parents and Guardians,

Welcome to the 2017-2018 school year.

It is with great pleasure that we take this opportunity to welcome you to St. Angela Merici Catholic School. We are extremely proud of our school and we encourage you to make the most of your time with us. We also hope that you will learn to use this day planner effectively. Time management is a critical skill for success as a student and eventually as a professional in the workplace. Organize your days and weeks to stay on course, take advantage of all that our school and community have to offer, and enjoy the experience.

Bradford is a booming town and this has a direct impact on our school population numbers. Please note that as we continue to experience growth, the number of students may not match our staffing for school start-up. This may result in having to move children from one class to another during the first weeks of school. We ask for your understanding as we work through this and apologize for any inconvenience this may cause. Only moves that are unavoidable (due to unforeseen changes in registration and the Ministry of Education mandated class sizes) will be made.

We look forward to working with you to ensure a successful and rewarding school year for everyone!

God Bless,

Joe Almeida  
Principal

Susie Rego-Newman  
Vice-Principal

[smcdsb.on.ca/sam](http://smcdsb.on.ca/sam)

Follow us on Twitter: @SMCDSB\_SAM

### Bell Schedule

8:25 a.m.	Supervision Begins
8:40 a.m.	Learning Block #1
10:40 a.m.	Nutrition Break #1
11:20 a.m.	Learning Block #2
12:40 p.m.	Nutrition Break #2
1:20 p.m.	Learning Block #3
3 p.m.	Dismissal

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

will begin at 12:40 p.m. Half of the school will eat for 20 minutes while the other half is outside for recess. After 20 minutes, there will be a switch so that every student has both an opportunity to eat and to go outside for recess. This balanced day schedule will provide larger uninterrupted learning blocks and will cut down on the number of transitions typical of a traditional day schedule.

## FAITH IN OUR SCHOOL COMMUNITY

### Our Parish Partner

We believe in fostering a strong relationship between your home, our school and Holy Martyrs of Japan Church. Our parish works closely with our school communities to provide our children 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 Joshua Roland, and/or associate pastor, Father Mani, visiting classes in our school and celebrating special events with our community.

### Sacramental Preparation

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

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

In Grade 7, students will 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. Angela Merici Catholic School is a key priority because it helps students feel safe, welcome, and secure. Using Catholic values as a guide, we have procedures and guidelines to ensure that our students and staff learn and work in a positive and productive environment.

## **Student Behaviour**

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

Students at St. Angela Merici Catholic School:

- Will be active, positive, and enthusiastic participants within our Catholic community as we strive towards living the Gospel message.
- Will come to school on time and prepared to work with an enthusiastic and positive attitude, while striving to achieve their academic goals.
- Will be familiar with and practise the school procedures as outlined in this school agenda in addition to any policies outlined by administration during the school year.
- Will respect and obey those in authority within our school community including, but not limited to, teachers, early childhood educators, educational assistants, custodians, secretarial staff, noon hour supervisors, and volunteers. Students will address staff and visitors to our school community in a polite and courteous manner.
- Will respect fellow students as they listen actively, speak honestly, and respond positively in the classroom, on the schoolyard, on the bus, and as ambassadors of our school in the community.

## **Dress For Success**

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

We model ourselves after Jesus Christ. How we present ourselves must reflect our commitment to promoting a safe, positive, and respectful learning environment.

## **Appropriate Dress Guidelines:**

Choice of dress is an individual's and family's responsibility. However, it is our belief, that dress should be appropriate for a Catholic school and must support our efforts to provide "learning environments that are safe, nurturing, positive, and respectful." Students, staff, volunteers, and visitors are expected to dress appropriately at school and at all school-related activities.

The following are attire expectations at St. Angela Merici Catholic School:

- No clothing or accessories with drug, alcohol, or racist slogans, images, or inappropriate language.
- No clothing, which promotes violence or gangs, either explicit or implied.
- Accessories such as heavy wallet chains or excessive jewelry are deemed to be inappropriate or unsafe.
- Hats, hoods, bandanas, or any other form of headgear, are not permitted inside the school or portables.
- Sunglasses (except as prescribed by a doctor), are not to be worn inside the school or portables.
- No inappropriately torn or ripped clothing.
- Pants/shorts/skirts/skortis must fit at the waist, and be worn at the waist.
- Shoes with laces must be tied. Indoor and outdoor shoes are mandatory. Sandals that are secured with a strap are permitted but proper fitting athletic shoes must be worn for all athletic activities. Flip-flops are not permitted. Any footwear with a heel greater than 1 inch or 2.5 cm is not permitted.
- Shorts, skorts or skirts must be at least mid-thigh in length.
- No spaghetti straps, low cut, off-the-shoulders, midriff exposing or backless tops, muscle, halter or tube tops.
- No clothing exposing undergarments.

Physical Education is a part of the provincial curriculum. Students are therefore expected to wear appropriate clothing for gym classes, including indoor, non-scuffing shoes for the gym and classroom.

When a discretionary decision is necessary, the principal, vice-principal, or designate will make that decision. Each case will be dealt with individually. Parents will be notified of repeated offences.

## **Footwear**

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

## **Scent Awareness Program**

Increasingly, we are finding individuals (including staff, students, and visitors to the school) are sensitive to perfumes, colognes, gels, and make-up products. In some cases, reactions may be severe

and pose a serious health risk. Our school board has a Scent Awareness Program that we follow at St. Angela Merici Catholic School. Please note that the use of such products is strongly discouraged and not permitted in our school. Please help us keep everyone safe.

## **SAFE SCHOOLS**

### **Safe Arrival and Attendance**

Children are expected to arrive at school on time. It is important that your child learns 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.

### **Compulsory School Attendance**

Did you know that Ontario law states that children between the ages of 6 and 17 must attend school? We appreciate that sometimes there are circumstances beyond your control, such as illness, that might prevent attendance at school. However, these situations should be rare and students should be at school during all other times. The school principal will address prolonged absences.

If your child is away for more than 15 days consecutively due to illness, a medical note will be needed to maintain your child on the school register. There are many supports in place to encourage regular school attendance, including school counsellors and community agencies. Please contact the school if you have questions or concerns.

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

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

If your child will be absent from school or will arrive late, please contact the school at [289-231-2085](tel:289-231-2085) and leave the name of the student, teacher, and reason for absence (illness, vacation, appointment, etc.) on our school voicemail. The voicemail is accessible 24 hours per day, 7 days per week. You can also use our electronic Safe Arrival form at [smcdsb.on.ca/sam](http://smcdsb.on.ca/sam).

### **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 whom is visiting our schools and helps us ensure that all visitors sign in at the office.

### **Arrival & Dismissal Procedures**

Please ensure that your child arrives on time at school each day. Any children entering the school after the designated times, when classes begin in the morning or afternoon, must first report to the office to obtain an admit slip. Attending school on time is a life lesson best started early. Chronic tardiness will result in consequences.

Thank you for your continued support in helping to ensure all of our students' safety.

### **Picking Children Up During the Day**

Please come to the office when picking up your child at any time during the school day. The office administrator will then arrange to have your child meet you in the office area. For security reasons, parents/visitors may not visit classrooms/portables or enter the schoolyard to pick up children. If you plan to pick up your child early in the day, before dismissal, please send a note to your child's teacher.

Pick-up or drop off of your child is not an appropriate time to meet with the teacher. Parents are asked to please make an appointment if they wish to speak to the teacher so that there will be no distractions as daily routines get underway. This is extremely important.

### **Yard Supervision**

Yard supervision begins at 8:25 a.m. A bell will signal the start of supervision. Students should not arrive at the school before 8:25 a.m.

Students will remain outside until the 8:40 a.m. bell, unless there is inclement weather. On wet mornings or when the temperature is extremely cold (-25°C or -28°C with the wind chill) students will be directed inside.

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 front doors when they are being signed in

due to late arrival or signed out by a parent or guardian prior to the end of the school day.

If your child takes the bus and you are picking up your child at the end of the day (outside of normal routine) please ensure you inform the office.

### **Active Transportation**

Our school, together with the Town of Bradford West Gwillimbury, is actively promoting walking to and from school. Walking is a great form of daily exercise. Our students arrive invigorated and better prepared for learning. Please encourage your child(ren), when appropriate, to walk or “wheel” to school on a regular basis. “Wheeling” can include riding a bike, scooter, skateboard, etc. Students must follow safety rules and laws, including wearing a properly fitting helmet.

Students must walk their bikes, scooters, or skateboards when on school property. Please note that the school cannot accept responsibility for damaged or stolen bicycles, scooters, or skateboards.

### **Riding the Bus**

We are committed to providing safe and reliable bus transportation for students who qualify, i.e., whose home address is at least 1.6 km from the school, as determined by the Student Transportation Consortium. 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 who normally ride the bus 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 the bus at a different stop. This note will be approved by the office and then 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 expectations of riding a school bus. Although it is very rare, school bus privileges can be suspended temporarily or permanently if a

child does not 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.
- 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.
- Students must not throw any objects/ litter out of the windows.

### **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 note that on days when buses are not running, students in attendance will continue to receive the same level of supervision as on any other school day. Regular classroom programs, however, may be suspended if a large number of students or staff are absent. These days provide a good opportunity for students to get caught up on work.

### **Know Your Weather Zone**

Weather zones are used to allow for partial bus cancellations. St. Angela Merici Catholic School is in the **SOUTH 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.

### **Custody**

We rely on and appreciate your cooperation in helping us ensure the safety of the students entrusted to our care. 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. Angela Merici Catholic School, procedures are in place so that we are fully prepared for an emergency situation. Staff and students routinely practise these procedures. If it is necessary to evacuate the school, our students will be relocated to Holy Trinity Catholic High School. In the case of an emergency, relocating 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 (e-Blasts, Twitter, etc.).

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 office would appreciate a signed and dated note.

### **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. Angela Merici Catholic School has worked with the 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 something like this would occur, our staff regularly reviews and practises 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. Similarly, staff and students are required to participate in six fire drills (three in the fall and three in the spring), bomb threat drill, and severe weather drill. Efforts are taken to educate and prepare our students ahead of these events.

## **GETTING INVOLVED**

### **Communicating With You**

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

We regularly prepare newsletters, which outline programs, activities and opportunities within our school community. To receive our newsletter electronically, we encourage parents to sign up for our e-Newsletter by visiting our school webpage at [smcdsb.on.ca/sam](http://smcdsb.on.ca/sam).

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 teacher. You can share questions or concerns via this agenda on a daily or weekly basis.

### **School Boundary**

As a result of the large number of students at St. Angela Merici, we are designated as a “closed boundary” school. This means that only families residing within our school boundary or catchment area can send their children to our school. Unfortunately, we are not able to accept out-of-boundary exemptions. Parents will be asked to confirm their residence by providing a recent bill or other document mailed to the parents’ address. We thank you for your understanding and cooperation.

### **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 and up-to-date.

### **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 unless they have permission from their teacher or office staff. 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 support 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. Council represents the school community and works effectively with the school to communicate and respond to the needs of the community.

Anyone is welcome to attend the meetings. Dates are regularly sent out in our school newsletter and are available on our website. Council believes that school goals should be supported and assisted by parents of our school population. To support these goals that benefit the students directly, Council relies on parents to support fundraising initiatives.

All parents are encouraged to get involved.

### **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, and minimizing exposure to illness – all of these contribute to better learning.

#### **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. If your child is well enough to attend school, he/she will be required to go outside for recess. We do not have staff supervision to keep students in for this reason.

### **Communicable Diseases**

The *Health Promotion and Protection Act* requires that children with certain communicable diseases must remain at home.

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.

Visit the [simcoemuskokahealth.org](http://simcoemuskokahealth.org) for more information.

#### **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 EATING

### Nutrition Breaks

With a balanced-day schedule, our students will have two 40-minute nutritional breaks each day. Our students will be divided into two groups so that half will eat first while the other half has recess. Then, after 20 minutes, they switch.

#### Nutritional Break #1

10:40 a.m.	Group 1 eats/ Group 2 recess
11 a.m.	Group 2 eats/ Group 1 recess

#### Nutrition Break #2

12:40 p.m.	Group 1 eats/ Group 2 recess
1 p.m.	Group 2 eats/ Group 1 recess

\*Please note that hot food lunch orders will be ordered for Nutritional Break #2. Any changes to this arrangement will be communicated to parents well in advance.

By maintaining two nutritional blocks, we can better manage our numbers outside during recess.

With roughly half the student population out at one time, students will have more space to play and enjoy recess.

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. 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.

## 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 their drinks and snacks.

## Allergies

Many children have allergies, but for some students an allergy can be life threatening. For example, even a 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.

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 all students.

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

- All food and beverages must be consumed inside the classroom – under no circumstances are students allowed to have snacks in the schoolyard.
- Our school is a peanut and tree nut aware zone. Please ensure that all food sent to school with your child meets the nut-aware standard. This includes “wow butter” products. Board policy does not permit “wow butter” on school premises.

- 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 be a cause for concern.
- We ask that you not provide 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. Please consider non-food options as treats.

### **Selling Food and Beverage**

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

Please note that St. Angela Merici Catholic School is fully compliant with the school food and beverage policy as mandated by the Ministry of Education. We will be offering healthy food options to our students. Additional information and order forms will be sent home in the fall.

## **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 all clothing, i.e., mitts, hats and indoor shoes with your the 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**

Please remember that the school is not responsible for damage, theft or loss to personal property. Valuables must not be brought to school. Mobile devices are not to be used on school property, unless approved by the classroom teacher, using the BYOD (Bring Your Own Device) policy — typically for intermediates students. Such valuables will be sent home with a note to keep it at home.

Students should not bring money to school. If your child is required to bring money for school events or activities, i.e., field trip, please ensure it remains in your child's school bag until the teacher collects it first thing in the morning.

### **Lost and Found**

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

### **Field Trips**

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

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.

### **Volunteers**

We would like to thank all of our volunteers for the wonderful things they do to enhance our students' experiences at school. From volunteering in the classroom to assisting on school trips, your assistance is much appreciated.

As a parent, if you wish to help out in any way at St. Angela Merici Catholic School, please be aware that a current Criminal Background Check with a Vulnerable Sector Screening is required to be on file with the office. This applies to all school-related activities including driving students, assisting around the school with hot lunch, or accompanying students on class trips. The form can be picked up from the school. Once signed by the principal, you will need to take it to the South

Simcoe Police Service at 81 Melbourne Drive, Bradford.

A Criminal Background Check is valid for one year. Each year thereafter, you may complete an Annual Offence Declaration (AOD) Form at no additional cost. To be able to continue to volunteer in our school, please pick up this form from the office and return it as soon as possible. Parents can also volunteer for our Catholic School Community Council.

### **Co-curricular Activities**

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

In order to participate in co-curricular activities, students must make a sincere effort in their academic endeavours, and demonstrate acceptable levels of trust-worthiness. Students must conduct themselves in an appropriate manner both in and out of the school. It is important for students to represent our school community by showing good sportsmanlike qualities 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, in the case of younger students, be read to by a parent or older sibling.

### **Notebooks**

Our school provides students with notebooks for 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. Defacing or marking of notebooks is not acceptable.

### **Library Resources**

Students will have the opportunity to sign out books or resources from the school library. These items must be returned the next time they visit the library. Students will not be able to sign out new material until their previous items have been returned. If a book is lost or damaged, it is expected that the student or parent will replace it.

Once your child has signed an Internet Use Agreement form, he/she will be able to access the Internet. All time spent on the Internet will be closely supervised. Students who repeatedly misuse this privilege will lose it. Dependent on the severity of the incident, other consequences, including suspension, are possible.

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

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