



MISSION STATEMENT

All members of the St. Anne Catholic Elementary School Community will support children to develop their well-being in all areas - physically, emotionally, intellectually and spiritually. We will strive to accomplish this by integrating Catholic faith, values, and perspectives into our daily routines. With a culture of high expectations and a focus on the development of a strong work ethic we will teach about love, kindness, sharing, humility, forgiveness and respect for self and others.

Principal:

Christine Brodie
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If you have any questions about the information contained in this agenda, please contact your child's teacher, or the Principal.

Thank you for your support of St. Anne CES!

PRAYER OF OUR SCHOOL

Dear God
Show me the light at the center of myself.
Show me the light at the center of the world.
Where I see guilt, show me innocence.
Where I focus on mistakes,
Show me how to focus on efforts of good.
Help me have faith in the goodness of others.
Help me have faith in Your spirit within me.
Thus may darkness be cast out.
May I cleave to the light that is my heart.
May I see the light in everyone and in all creation.
Amen



SCHOOL MASSES

We are so fortunate to be able to pray and celebrate together daily as a Catholic community! Classes will take turns to plan the celebrations and students will have active parts as readers, altar servers, choir members, etc. All students from Gr. 1 to Gr. 8 attend monthly masses. Our Year Two Kindergarten Classes begin to attend in the Spring. FDK Students are involved in School Para liturgies and other celebrations, based on our Faith. **You are invited to join us to celebrate our Faith, at our Monthly Masses. Guests are asked to sit with in the Community Seats at the far right of the Church and not with Classes.**

CATHOLIC SCHOOL COUNCILS

Catholic School Councils have been created to enhance student learning through the cooperative efforts of parents, students, staff members, and others in the community. We have a very active and supportive Catholic School Council. As a Parent/Guardian, please consider joining us for our monthly meetings as we volunteer to make our school a safe and exciting Catholic learning environment. The CSC meets between 4-6 times a year, in the evening, at the School. During COVID times, we have been meeting on Google Meet. As the Pandemic progresses this could change to more in-person meetings, however protocols continue to be fluid.

RATIONALE FOR Seesaw/Google Classroom for Student Organization

We have made the transition this year from Student Agendas to online tools such as Seesaw and Google Classroom. These are both excellent learning tools for students. These platforms teach students to set goals; improve time management skills; track homework; and improve home-school communication. Parents, students and teachers are expected to use these platforms on a regular basis.

PUNCTUALITY

Punctuality and regular attendance on the part of the student is important to the process of learning. Both the individual student and their classmates may be affected by students who fail to attend school, or are regularly late for class. Parents will be contacted when late attendance and punctuality are a frequent occurrence. Phone calls and letters will be sent to parents to inform

them of absences and these will be tracked in the students' Ontario Student Record. Board attendance counsellors become involved if attendance and punctuality do not improve after parent contact has been made by the school. **The day starts at 9:00am. The yard opens at 8:45am. Students are expected to be ready to enter the school, each day at the Bell, so as to not miss lessons that begin right away, and to not disrupt the learning of others.**

SAFE ARRIVAL PROGRAM

We have a Safe Arrival Program in place at the school. The answering machine is available at the end of each school day until the beginning of the next day. Please feel free to leave a message late in the evening or early morning. Parents/Guardians are requested to telephone the school (705-742-3342) by 9:00 am if their child will be absent or late. This is important for the safety of all students. The parents of students who do not arrive at school will be called at their home or place of business to make certain their children are safe. All students arriving late must report to the Office upon arrival.



ARRIVAL & DISMISSAL

When picking up a child during the school day, the Parent/Guardian or authorized person **must report** to the entrance by the Office. Due to restrictions on visitors at the school, we will ask all adults picking up children early to meet them at the front doors. We will send the student out. If the student returns during the day, he/she must check in at the Office before returning to class. Students are required to sign in and out of the school at the Office when arriving late to school or leaving early. We ask that students refrain from being picked up early from school, unless totally necessary. We continue to learn right up to Dismissal time.

EMERGENCY CONTACT FORMS

An Emergency Contact Form is sent home the first week of school. All parents/guardians are requested to complete and return it to the school immediately. **If any changes occur during the school year, please notify the Office.**

PLAN OF CARE

All Students with a Prevalent Medical Condition will have a Plan of Care in Place. This plan outlines the medical condition, serious allergy or other health information. Parents/Guardians will be contacted and asked to make an appointment with one of the members of the Admin Team. The plan will be reviewed and then signed by the Parent/Guardian. This plan will then be shared with School Staff and Bus Drivers where appropriate, and where parental consent is given.

ADMINISTRATION OF MEDICATION

In accordance with Board Policy #368, parents who wish to have school personnel administer medication will be required to complete and sign (as well as a physician) the "*Authorization of Medication*" form and return it to the school. Medication must be sent in its original container with the student's name, dosage and time to administer clearly marked. All medication that is being taken by a child at school must be approved at the Office. This includes Tylenol, and all prescription and nonprescription medications. All medications will be stored at the Office (and/or on the student/person i.e. puffers) and administered by designated school staff. Students should not be in possession of any medications while in attendance. **Parents/guardians must immediately inform the Office if medication is changed or discontinued.**



ALLERGY ALERT

In keeping with the Board Policy 404 (Anaphylaxis: Reducing the Risks), the best way to provide a safe environment for all students is to continue to obtain the support of all families as we try to maintain a safe learning environment for all students.

We have students attending our school with a life-threatening allergy to peanut and nut products. Please continue preparing peanut/nut free products for snacks and lunches.

SCHOOL DAY

9:00	Entry Bell
10:20-10:35	Team One Recess
10:45-11:00	Team Two Recess
11:30-12:00	Lunch Recess (Kindergarten)
12:00-12:40	Team One Recess
12:20-12:30	Team Two Lunch
12:40-1:00	Team One Lunch
12:40-1:20	Team Two Recess
2:20-2:40	Team One Recess
2:40-2:50	Team Two Recess
3:30	Dismissal



SCHOOL TERMS

1 st Term:	September – January
2 nd Term:	February – June

A SAFE SCHOOL ENVIRONMENT

To ensure the safety of all our students, the following policies are in place at St. Anne CES. We ask that all parents support the school in implementing these procedures consistently.

SUPERVISION

Supervision on the yard begins at 8:45 am, 15 minutes prior to the morning entry bell. **Students who are not being transported by bus should not be on the yard before this time, or dropped off to sit in the front foyer. Parents are responsible for child care before this time. If you are looking for before school care, Compass Child Care has a Before School Program at St. Anne. Please contact them directly if this is a service you wish to organize.** Please plan all student arrivals during this fifteen-minute window to coincide with supervision.

DOORS

During school hours, **all outside doors will be locked, for student safety. Our main door, next to the office area has a buzzer and intercom system in place.** All parents/visitors will be required to enter and exit via this door and report to the Office.

CUSTODY ARRANGEMENTS

It is essential that parents inform the school about custody arrangements for their children. Separation, divorce and legal custody of children are sensitive and personal issues, but the school must be kept informed if we are to respond appropriately to situations that may arise. All information regarding students is protected by the Education Act and the Freedom of Information/Protection of Privacy Act. It is treated with strict confidentiality by all school staff.

ILLNESS/INJURY AT SCHOOL

Students who become ill or who are injured during the school day will be attended to by school staff. Every effort will be made to contact parents or the emergency contact person and alert them to the child's condition so that the child can be picked up. In the event of serious injury, the school will call an ambulance and then notify parents. Parents must follow the health protocols set out by Peterborough Public Health. A student should not be sent to school with a request to remain indoors during recess/lunch hour. If they are too ill to go out for recess, they are too ill to come to school. In the event of an injury e.g. broken bones or long term disability, special accommodations may be made. Thank you for helping to keep our school healthy!

VISITORS/VOLUNTEERS

All individuals visiting or volunteering in the school will be asked to report to the Office upon arrival at the school. Individuals will be asked to register their arrival to the school through a sign-in book. Visitors/volunteers will be asked to wear an identification badge; either their professional badge or one provided by the school, while they are present in the school. All will be asked to sign out prior to leaving the school premises. Identification badges should be returned to the Office upon signing out. This year, due to the Pandemic, visitors are limited to emergencies, pre-arranged appointments and to our Breakfast Program Volunteers. These protocols are fluid and can change at any point however we are required to limit visitors to the school at this time.



PARENT VOLUNTEERS NEEDED/PERSONAL REFERENCE CHECKS

Volunteers are vital to the success of many programs in our school community. The opportunities include nutrition preparation assistance through our breakfast bin or hot lunch program; or supervision during out-of-school excursions. The time commitment is very flexible and all help is appreciated.



All Volunteers must have a current Police Check performed by the Peterborough Police or Ontario Provincial Police. An application for this screening can be obtained through the school Office, and usually requires approximately two weeks for a return. **Once the initial screening is complete, then an annual declaration is all that is required to be kept on file** (please sign this annual declaration before the end of September). These screening protocols are also in place for any occasions such as school trips, volunteer drivers for team sports, etc.

HOMEWORK COMPLETION

You can help your child develop some routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Ask your child if he/she has homework that day.
- Become interested in your child's homework. Ask him/her to show the homework to you and to explain what the work completed was about. Sharing your child's work with him/her reinforces the importance of homework and helps the student understand that you are interested in his/her progress.
- Remember that homework is your child's work – not yours. You should not do the work for your child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note in Seesaw or Google Classroom telling the teacher about the problem.
- Help your children set a regular homework time each day and remain with that commitment.
- Provide your child with a quiet place to work and study; ensure that the computer is where you can see how it is being used.
- Be aware that in the interest of variety and in order to develop different kinds of skills, not all homework assignments will necessarily be written assignments – some will be to read; to interview; to cut out; to collect; to study; to carry out research; or to view a TV program.
- In addition to unfinished work intended to be completed in class, homework is assigned as appropriate to each grade level. This can be monitored by checking the online platforms on a regular basis.



PERSONAL APPEARANCE – EXPECTATIONS (Dress Code)

Students are expected to dress in clean, neat, and practical clothing appropriate for the learning environment. Good judgment is the criteria for acceptable dress; this is particularly true during warm weather months.

- Shorts and skirts must be longer than the child's fingertips.
- Sexist, racist, and drug and alcohol related clothes or violent slogans are not acceptable.
- Outside shoes are not to be worn in the classroom
- Indoor running shoes are to be worn in the classroom and gym.
- It is recommended that items left at school be marked with a form of identification.
- Basketball style tops must be worn with a t-shirt/undershirt underneath.
- All shirts must have shoulder straps two fingers wide (Grades 4-8).
- Stomach and backs should always be covered.
- Jewelry will not be worn during Physical Education classes or during team sporting events.
- Students wearing inappropriate clothes will be asked to change and/or have their clothing turned inside out, or wear a school jersey.
- Students without clothes to change into may be given clothing from our collections.

SCHOOL AND CLASSROOM RULES – EXPECTATIONS

All PVNCCDSB schools assume the Board Code of Conduct.

CONSEQUENCES

Pupils are disciplined for inappropriate behavior, disruptive practices in the learning situation and actions which interfere with the general well-being or safety of any or all school members. Frequency and intensity are the two most important factors in assessing a child's behavior. Small problems over an extended period of time or serious ones of short duration are both cause for concern. All serious and/or recurring discipline incidents are reported to parents. Progressive discipline may include any or all of the following consequences:



- Informal/formal interview with student, by the Teacher, Teacher in Charge and/or the Principal/Vice Principal
- Written account of a plan of actions/contracts
- Exclusion from certain activities
- Withdrawal of privileges
- Phone call home/parent conference/letter
- In-school or after school detentions (recess, relocation for part or whole day)
- Performance of a school service restitution; restorative practice/mediation
- Intervention of or referral to Student Services personnel
- Involvement of or referral to outside agencies (i.e. Children's Aid, Police)

USE OF TELEPHONE

Student use of school telephones will be restricted to necessary/emergency calls only after obtaining permission from the Principal, classroom teacher or secretary. **Arrangements for after school activities or rides home from extra-curricular activities must be made prior to coming to school.**

SCHOOL BUS SAFETY POLICY

SAFETY is our first priority. Together we can ensure that all our students are transported safely to and from school. Students are not allowed to ride on a bus other than the one to which they are assigned. We thank you for your cooperation.

Safe School Legislation applies to students both at school and while on the bus. For the sake of safety, students must obey the authority and direction of the bus driver at all times. **Riding on the school bus is a privilege, not a right.** Following the rules below will help to keep our buses safe and comfortable for everyone.

- STAY SEATED (be seated when the bus is moving)
- KEEP AISLES CLEAR (driver needs to be able to see the back of the bus)
- OBEY THE BUS DRIVER (driver is responsible for the safety of students)
- NO FOOD OR DRINK PERMITTED (keep the bus clean)

- NO LITTERING, VANDALIZING THE BUS OR ANYONE'S PROPERTY (respect property)
- NO YELLING, FIGHTING, OR USING PROFANITY (respect the safety and dignity of others)
- USE ONLY APPROPRIATE LANGUAGE
- PERSONAL BELONGINGS MUST REMAIN IN SCHOOL BAGS
- DO NOT THROW ANY OBJECT ON THE BUS OR OUT OF THE BUS
- STUDENT BUS REPORTS TO BE SUBMITTED TO THE SCHOOL ADMINISTRATION

WAYS THAT WE KEEP OUR KIDS SAFE

- All members of our community support our Code of Conduct.
- Our Custodians participate in extra cleaning throughout the day and in the evenings.
- We follow all protocols outlined by Peterborough Public Health and the PVNCCDSB
- All parents and visitors state their business at the Office upon arrival.
- Students are supervised at all times.
- Alcohol, smoking, and illicit drugs are strictly prohibited on school property.
- Medications are distributed and logged according to Board Policy.
- When students are not going home in the usual manner, a note or phone call is required.
- The school community works cooperatively with bus operators to ensure safe bus transportation.
- A safe arrival procedure is in place to alert staff to unexplained student absence.
- Fire/lock down drills are conducted each term.
- The school site is inspected regularly.
- WHMIS protocols are followed.
- We seek assistance from Board Social Work personnel and Community agencies

LEAVING SCHOOL PROPERTY

Students may be signed out by a Parent/Guardian at any time. Parents are requested to honor class time when and wherever possible. Students who will be going home or leaving school property are requested to forward a note to the teacher. Currently, our Grade 7 and 8 students do not have permission to leave school property together at lunch time, with parent permission. Due to Health Restrictions, this is not possible in the Fall. If this changes, we will communicate this with parents and our students.

All students are to remain on school property until dismissed at the end of the day – exceptions are those who go home for lunch and those picked up by parents at the office for personal appointments. Students must have notes to leave the school for any reason.

BIKES, SCOOTERS, SKATEBOARDS AND ROLLER BLADES ON SCHOOL PROPERTY

The safety of pedestrians, students, and staff, and those on bicycles, scooters, skateboards, and roller blades is a huge concern for staff, parents, and bus operators. The rule that skateboards, scooters, roller blades, and bicycles must be walked on and off of school property has been in place for many years. If students choose to ride their bikes, scooters, skateboards, and roller blades on school property, they are compromising the safety of other students, parents, and staff. Parents will be notified. Should a second infraction occur, students will have their bike/skateboard/scooter/roller blades confiscated until the end of the next school day. A third infraction of this rule will result in your child not being allowed to ride to school for a determined number of days. Please support the school in trying to provide a safer environment for all.

PERSONAL PROPERTY OF STUDENTS

Students are responsible for any articles they bring to school. **Leave money, expensive toys, jewelry, electronics and other valuables at home**, for such items may go missing or get broken. **Cell phones/Cameras are not to be used at school, unless required for assigned classroom work. We ask our students to “Unplug and Play”. Any personal hand held devices or technology brought to school will fall under the Acceptable Use Policy for the Board that all students and their parents have signed.** Staff will do their best to look for lost articles, but will not be held responsible.