MISSION STATEMENT

Every member of the St. Anne Catholic Elementary School community is committed to nurturing children's holistic well-being, spiritually, intellectually, emotionally, and physically. We fulfill this commitment by embedding Catholic values, faith, and perspectives into our everyday routines. Fostering a culture rooted in high standards and a diligent work ethic, we instill core values of love, kindness, generosity, humility, forgiveness, and mutual respect.

Principal:
Mélanie Bergeron Langlois
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Peterborough Victoria Northumberland and Clarington Catholic District School Board

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 paraliturgies 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 in the Community Seats at the far right of the Church and not with Classes.**

CATHOLIC SCHOOL COUNCILS

Catholic School Councils are established to enrich student learning by fostering collaboration among parents, students, staff, and community members. Our school benefits from a dedicated and engaged Catholic School Council. We encourage parents and guardians to participate in our monthly meetings and assist in creating a safe, vibrant Catholic learning environment. Meetings are held at the school in the evening, occurring four to six times throughout the school year.

PUNCTUALITY

Consistent attendance and punctuality play a vital role in student achievement and academic progress. Frequent absences or tardiness can hinder learning for both the individual student and their peers. When attendance concerns arise, school staff will reach out to parents. Absences are tracked in the student's Ontario Student Record, and parents will receive notifications via phone calls and written letters. Should attendance or punctuality remain an issue following parent communication, the board attendance counsellor will be engaged. **School hours begin at 9:00 am, with supervision in the yard starting at 8:45 am. Students must be lined up and prepared to enter promptly when the bell rings so instruction can begin without delay or disruption to the classroom.**

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 in the 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/Guardians 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, they 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.

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

A Plan of Care is established for every student with a prevalent medical condition to document key details regarding health needs, serious allergies, or specific medical information. School administration will contact parents or guardians to arrange a meeting to review and sign the plan. Upon receiving parental consent, the finalized Plan of Care will be shared with relevant school staff and bus drivers.

ADMINISTRATION OF MEDICATION



Pursuant to Board Policy #368, parents requesting school staff to administer medication must submit a completed *"Authorization of Medication"* form signed by both a parent and a physician. All prescription and non-prescription medications, including Tylenol, require Office authorization before being brought to school. Medications must arrive in their original container, clearly labeled with the student's name, required dosage, and administration schedule.

Designated school staff will administer and store all approved medications in the Office, except for personal medical devices like puffers, which may be kept on the student's person. Students are not permitted to carry any other medications while at school. **The Office must be notified immediately of any updates, changes, or discontinuations regarding medication.**

ALLERGY ALERT

To align with Board Policy 404 (Anaphylaxis: Reducing the Risks) and foster a secure environment, we rely on the ongoing cooperation of all families to protect student health and safety.

Several students in our school community have severe, life-threatening allergies to nuts and peanuts. We ask that you ensure all daily lunches and snacks remain strictly peanut- and nut-free.

Balanced SCHOOL DAY

9:00	Entry Bell
11:00-11:25	Outdoor Play
11:25-11:45	Nutritional Break
1:45-2:10	Outdoor Play
2:10-2:30	Nutritional Break
3:30	Dismissal



SCHOOL TERMS

1st Term:	September – January
2nd 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 before 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

Parents are required to notify the school regarding any legal custody arrangements concerning their children. While matters involving separation, divorce, and child custody are deeply personal, maintaining up-to-date records allows school personnel to respond effectively to any circumstances that may arise. In compliance with the Education Act and the Freedom of Information and Protection of Privacy Act, all student records and information remain strictly confidential.

ILLNESS/INJURY AT SCHOOL

When a student becomes ill or suffers an injury at school, staff members will provide immediate care. We will make every attempt to reach parents or designated emergency contacts promptly so that arrangements can be made to pick up the child. Should a severe injury occur, emergency services (an ambulance) will be called immediately, followed by notification to parents. Health guidelines established by Peterborough Public Health must be followed by parents. Please do not send students to school with a request for them to stay inside during recess or lunch; if a child is not well enough to go outdoors for recess, they are not well enough to attend school. However, in cases of physical injuries (such as bone fractures) or long-term conditions, appropriate accommodations can be arranged. Thank you for your cooperation in keeping our school environment safe and 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 at 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.



PARENT VOLUNTEERS NEEDED/PERSONAL REFERENCE CHECKS



Volunteers play a vital role in supporting many programs within our school community. Opportunities to help include assisting with nutrition preparation for our hot lunch or breakfast bin programs, as well as supervising students during off-site field trips. Scheduling is highly flexible, and every contribution is deeply appreciated.

To volunteer, an up-to-date Police Check issued by either the Ontario Provincial Police or Peterborough Police is required for all individuals. Applications for screening are available at the main Office and typically take about two weeks to process. **Following the initial police screening, volunteers only need to complete an annual declaration form to keep on file** (please ensure this form is signed prior to the end of September). These screening procedures apply to all volunteer roles, including supervising class trips and driving students for team sports events.

DRESS CODE

Students are encouraged to dress in comfortable, clean, and practical clothing suitable for an active school day, with thoughtfulness given to warm weather conditions.

- 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.
- All shirts must have shoulder straps two fingers wide (Grades 4-8).
- Stomach and backs should always be covered.

SCHOOL AND CLASSROOM RULES – EXPECTATIONS

All PVNCCDSB schools assume the Board Code of Conduct.



Students are expected to demonstrate respectful, responsible, and appropriate behaviour that supports a safe, inclusive, accepting, and positive learning environment. In accordance with PVNC Catholic District School Board policies and administrative procedures, inappropriate student behaviour will be addressed through a progressive discipline approach that is corrective and supportive, developmentally appropriate, and designed to provide students with opportunities to learn from their behaviour and develop positive relationships and behaviours.

When determining an appropriate response to student behaviour, the school will consider the particular student and circumstances, the student's age and grade level, the nature and severity of the behaviour, the impact on the school climate, and any applicable mitigating or other factors. Where applicable, information contained in a student's Individual Education Plan (IEP) will also be considered.

Progressive discipline may include a range of prevention and early-intervention strategies, supports and consequences, such as:

- verbal reminders and clarification or review of behavioural expectations and the Code of Conduct;
- discussion with the student by the teacher, support staff, Vice-Principal or Principal;
- ongoing communication with parents/guardians;
- attendance, performance or behaviour contracts;
- written or reflective assignments designed to provide a learning opportunity;
- restorative practices or conflict mediation;
- peer mentoring or other supportive interventions;
- referral to counselling, Student Services or other appropriate Board supports;
- withdrawal of privileges or exclusion from particular activities, where appropriate;
- involvement of the Principal or Vice-Principal and, where appropriate, further administrative intervention;
- referral to appropriate community-based services or agencies; and
- where required by legislation, Board policy or the circumstances of the incident, involvement of police or a Children's Aid Society.

In more serious circumstances, consequences may include suspension or, where applicable, expulsion in accordance with PVNC Catholic Administrative Procedures 909 and 910 and applicable provincial requirements.

Parents/guardians will be engaged in communication regarding student behaviour and the progressive discipline process. Following a serious student incident, the Principal will notify the parents/guardians of involved students in accordance with Board procedures, subject to the limited circumstances in which notification may not be appropriate or in the student's best interests.

All responses to student behaviour will be implemented in accordance with the PVNC Catholic District School Board Code of Conduct, Progressive Discipline and Promoting Positive Student Behaviour Administrative Procedure, applicable Board policies and procedures, the Education Act and other applicable legislation.

PVNCCDSB Policies and Procedures

PVNCCDSB Code of Conduct / Behaviour

Personal Mobile Devices / Cell Phone Policy

PVNC Catholic District School Board is committed to maintaining a safe, respectful, and focused learning environment. Personal mobile devices, including cell phones and smartwatches, must be used in accordance with Board and school expectations.

Kindergarten to Grade 6: Students must keep personal mobile devices out of sight and powered off or on silent for the entire instructional day, including recess and lunch.

Grades 7 to 12
Students in Grades 7 to 12 are expected to keep personal mobile devices out of sight and powered off or set to silent mode during instructional time, unless the educator explicitly permits their use.

If an educator sees a personal mobile device that is not stored as required during instructional time, the student will be asked to hand in the device for the instructional period. The device will be placed by the student in a designated storage area identified by the educator or Principal.

Devices may only be used during the school day when:

- directed by an educator for educational purposes;
- required for a medical or health need; or
- required to support a student's special education needs.

If a student is using or has a device out when it is not permitted, the student will be asked to hand in the device for the instructional day. The device will be stored in a designated location and returned according to school procedures. Refusal to follow this direction will be addressed by the Principal/Vice-Principal and may result in further consequences in accordance with the Board's progressive discipline procedures.

Students are responsible for their personal devices. The school is not responsible for devices that

are lost, stolen or damaged.

Families: If you need to contact your child during the school day, please contact the school office. We ask that parents/guardians not contact students directly on their personal devices during the instructional day.

PVNC Catholic – Cell Phone/Mobile Device Use in Schools Policy

PVNC Catholic – Policies and Procedures

School Bus Safety

Working together, we can help ensure that all students travel safely to and from school. Students are expected to follow the direction of the school bus driver and all Board transportation expectations.

Students are assigned to specific transportation arrangements and designated stops. Students may not ride a different bus or use a different stop unless appropriate authorization has been provided in advance.

Riding the school bus is a **privilege, not a right**. Students who do not follow safety and conduct expectations may lose their transportation privileges in accordance with PVNC Catholic procedures.

Bus Safety Expectations

For everyone's safety, students are expected to:

- Remain seated in their assigned seat while the bus is moving.
- Keep the aisles clear and store personal belongings safely under the seat.
- Follow the directions of the bus driver at all times.
- Board and exit the bus safely and without pushing or crowding.
- Keep hands, arms, head, and other body parts inside the bus.
- Keep windows closed unless permitted by the driver.
- Speak and behave respectfully and avoid behaviour that could distract the driver.
- Do not fight, threaten, intimidate, use profanity, or engage in other inappropriate behaviour.
- Do not throw objects inside the bus or out of the bus.
- Not eat or drink on the bus.
- Do not litter, damage the bus or damage another person's property.

- Do not smoke, vape, or possess or use alcohol, cannabis, illegal or restricted substances on the bus.

- Follow all emergency and evacuation procedures.

Bus drivers may report concerns regarding student behaviour to the school. Student bus reports will be reviewed by school administration and addressed in accordance with Board procedures and the school's progressive discipline practices.

Keeping Our Students Safe

Student safety is a shared responsibility. Our school community works together to maintain a safe, welcoming, and supportive environment.

We support student safety by:

- Following the PVNC Catholic **Code of Conduct** and applicable Board policies and procedures.

- Maintaining appropriate supervision of students throughout the school day.

- Working cooperatively with our transportation providers to promote safe transportation.

- Following the Board's Safe Arrival procedures when a student is unexpectedly absent.

- Requiring parents, guardians, and visitors to report to the school office upon arrival and follow visitor procedures.

- Conducting required fire drills, lockdown drills, and other emergency preparedness activities.

- Regularly inspecting the school site and addressing identified safety concerns.

- Following WHMIS and other applicable health and safety procedures.

- Following Board procedures for the storage and administration of student medication.

- Communicating with families when students will be leaving school or going home in a manner different from their routine.

- Seeking support from Board personnel, including Social Work and Student Services, and appropriate community agencies when needed.

- Following applicable public-health, Board, and emergency-response procedures.

PVNC Catholic's Code of Conduct applies not only at school but also on school buses, during

school-related activities, and in other circumstances that may affect the school climate.

Leaving School Property

Students are expected to remain on school property during the school day unless they have permission to leave.

Parents/guardians may sign their child out at the school office. Whenever possible, appointments should be scheduled outside instructional time.

If a student needs to leave school property during the school day, **written permission from a parent/guardian or other appropriate authorization is required**, and the student must sign out through the school office.

Students are not permitted to leave school property without appropriate permission and authorization.

Bicycles, Scooters, Skateboards

For the safety of students, families, staff, and visitors, **bicycles, scooters, and skateboards must be walked on and off school property**.

Students are expected to dismount before entering school property and to walk their equipment to the appropriate storage area.

Students who do not follow this safety expectation may be reminded of the rule and/or have the matter addressed through the school's progressive discipline process. Parents/guardians may be contacted when concerns are repeated.

Please support us in maintaining a safe environment for everyone arriving at and leaving our school.

PVNC Catholic specifically identifies the requirement that bicycles and skateboards be walked on and off school property as a transportation safety expectation.

Personal Property

Students are responsible for the personal belongings they bring to school.

Students are encouraged to leave valuable or unnecessary items at home, including large amounts of money, expensive toys, jewellery and other valuables. Items brought to school may be lost, damaged, or misplaced.

The school will make reasonable efforts to assist students in locating lost items; however, the school is not responsible for lost, stolen or damaged personal property.

Personal electronic devices, including cell phones, smartwatches, cameras, and other technology, must be used in accordance with current PVNC Catholic Board and school expectations.

Students are also expected to follow the Board's **Student Acceptable Use of Technology**

requirements when using personal or school technology.

A Shared Responsibility

Keeping our school safe requires the cooperation of students, families, staff, visitors, and our community partners. We appreciate everyone's support in following school and Board expectations and in helping create a safe, respectful, and welcoming Catholic school community.