

# St. Mary's Catholic School

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

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



# St. Mary's Catholic School

Student Handbook

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[smb.schools.smcdsb.on.ca](http://smb.schools.smcdsb.on.ca)



## Dear Parents and Guardians:

Welcome to the 2020-2021 school year.

The staff of St. Mary's Catholic School would like to welcome you and your child to the new school year. We look forward to a spiritual and successful academic school year, filled with opportunities for growth and learning.

Please take time with your child to review our school code of conduct and information provided by our school board as well as our positive school climate. Please check out our website frequently to stay current with the school's upcoming events at [smcdsb.on.ca/smb](http://smcdsb.on.ca/smb).

Please use this agenda to communicate with your child's teacher and encourage responsibility.

We are excited about a new year of faith-filled learning. Please feel free to contact the school at any time throughout the year if you have any questions or concerns.

God Bless,

Mrs. Karen Penrose  
Principal  
[smcdsb.on.ca/smb](http://smcdsb.on.ca/smb).

Follow us on Twitter: @SMCDSB\_SMB

## FAITH IN OUR SCHOOL COMMUNITY

### School Mission Statement

We, the members of St. Mary's Catholic School community, are committed to fully living our calling to be Christian witnesses in our daily teaching and learning. In living out this call, we believe we have a responsibility to reverence and the dignity of all people. We strive to promote excellence in education, respecting each child's unique potential. We endeavour to instill in our students Catholic values that will be visible in all areas of their life. To this Mission we commit ourselves with prayer and service, to enable all to live fully productive lives in hope and charity, in the challenging world of the future.

### School Motto

Christ be with me. Christ be behind me. Christ be before me.

### Prayer of St. Mary's Catholic School

Be it known to all who enter St. Mary's,  
That Christ is the reason for our school.  
The unseen but ever present teacher in our classes.  
The model of our staff,

The inspiration of our students.  
St. Mary, Pray for Us. Amen.

### Our Parish Partner

We believe in fostering a strong relationship between your home, our school and St. Mary's Church. Our parish works closely with our school community to provide your child 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, Rev. Larry Leger, and others from St. Mary's Church, visiting classes within 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 St. Mary's Church to prepare for these sacraments. Our school supports and complements what children are learning at the parish through classroom teaching.



Students in Grade 7 have the opportunity to 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

Maintaining a positive school climate at St. Mary's Catholic School is a key priority because it helps students feel safe, welcome and secure. Using our mission and Catholic values as a guide, we have developed 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. Mary's Catholic School:

- Will be active, positive and enthusiastic participants within our Catholic

community as we strive towards living the Gospel message.

- 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. 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 and as ambassadors of our school in the community.

### **Progressive Discipline**

At St. Mary's, we follow a progressive discipline model, encouraging appropriate behaviour. This helps support a safe learning and teaching environment for all individuals. Some progressive strategies include: counselling with the student, contacting the parent, student reflection, restorative justice, detention, suspension, police involvement, and more. Progressive discipline is a continuum of interventions, supports, and consequences, building upon strategies that promote positive behaviours. Consequences and progressive discipline strategies are at the discretion of the principal or designate.

### **Dress For Success**

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

Our school is special because 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:**

- Shorts, skirts, skorts, and dresses must be mid-thigh (place arms at side and hem should be in-line with the middle finger).
- All shirts must cover the shoulder at all times. Sleeveless shirts, including tank tops, must meet the edge of the shoulder (three finger rule to measure strap thickness).
- Clothing must cover the midriff at all times (ie. tops and bottoms must overlap while sitting, standing, moving, bending, etc.).

- The following are not permitted: halter tops, tube tops, spandex tops, crop tops, see through clothing, exposed undergarments or straps of undergarments, pajamas, muscle shirts, cut-off shirts or shorts, off the shoulder tops, tank tops not meeting the three finger width rule, spaghetti straps, shirts with exposed back, excessively tight clothing, clothing with intentional holes, and inappropriate slogans or images.
- Students must have both outdoor and indoor footwear at all times. Please note that for safety reasons, flip-flops are strongly discouraged.
- Ball caps, sun hats, etc., are to be removed upon entry to the school.

If you are in doubt about the appropriateness of the article of clothing, then your child should not wear it to school.

At the discretion of school staff, students not following our school guidelines will be brought to the office until a parent is able to drop off appropriate clothing. Repeat offenses will be dealt with using a progressive discipline model.

We thank you for reminding your child of the guidelines, and for working with us to promote a safe, positive and respectful learning environment at all times.

### **Footwear**

For safety reasons and to maintain cleanliness in the classrooms, students must have shoes to wear inside their class. Outdoor footwear is not to be worn in teaching areas.



Students must have running shoes for gym classes.

### **SAFE SCHOOLS**

#### **Safe Arrival and Attendance**

It is important that your child arrives at school safely and on time. Not only does it make things easier for our office administrator and classroom teachers, it also teaches your child 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.

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

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

**Step 1** –phone our school at 705-726-1843 at any time prior to the start of the school day, to inform us when your child will be absent or late. There is a voicemail available 24 hours per day.

**Step 2** – leave your child's full name, teacher's name and the reason for the absence on the safe arrival link or school's voicemail.

**Step 3** – when your child returns to class, provide the teacher with a note explaining the reason for your child's absence.

**Step 4** – if your child is late, please direct them to the office where they will check-in with the school office administrator and be provided a late slip for admittance to class.

**Important Note:** If you decide to keep your child home during an inclement weather day, you must use the process listed above to report your child's absence.

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

### **Leaving Early**

Students who are leaving school early must bring a note to their teacher stating the need for the early dismissal. Please avoid any last minute early dismissals, as we do not want to interrupt the learning in the classroom. At the time of dismissal, your child will proceed to the office to be signed out by a parent/guardian. If your child is returning to school following an appointment he/she must sign in at the office.

### **Morning Drop-off**

At St. Mary's, we want parents to feel confident that their children will arrive and leave the premises safely. St. Mary's Catholic School is designated as a 'walking school,' stipulating that children walk to and from school. We encourage students to be active by walking to school, as it is better for their health and better for the environment.

Fewer cars in the school parking lot reduce the risk of accidents and make it easier to see the children. The amount of school traffic during drop-off and pick-up times, combined with dangerous driving behaviour, can put children at risk.

Please do not park idle or pull over in the fire route lane. As often as possible, we do ask that you to walk your child from Leacock Drive or Hemmingway Drive to reduce congestion in the parking lot. Students should never walk through the parking lot without an adult. For your convenience, we do have a Kiss'n'Ride area, designated by the basketball nets in the schoolyard.

Parents are reminded to share these procedures with authorized caregivers who may be dropping off or picking up your child.

When dropping off your child, please do not enter the schoolyard or the building. Please drop off your child at the fenced in area. If your child is in Kindergarten, please make contact with the supervisor of the Kindergarten yard to ensure they are ready to accept your child via the main gate to the schoolyard.

School begins at 8:50 a.m. and supervision in the schoolyard begins at 8:35 a.m. Please do not drop your child off prior to 8:35 a.m.

Students will remain outside until the 8:50 a.m. bell, unless there is inclement weather. On wet mornings or when the temperatures are extremely cold (-25°C or -28°C with the wind chill) students can come 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 doors (adjacent to the office) when they are being signed in due to lateness or signed out by a parent/guardian prior to the end of the school day.

### **Afternoon Pick-up**

Our school day ends at 3:10 p.m.

Please follow the morning drop-off procedures to meet your child. Please be reminded not to enter the schoolyard. If you are walking from Hemmingway Drive, please walk to the front of the school then to the fenced gate to meet your child, as opposed to walking through the schoolyard.

### **Bicycles**

Students may ride their bicycles to school, but it is important that they are left and locked in the designated bicycle racks. Wearing a bicycle helmet is mandatory and students must walk their bikes when on school property. Please note that the school cannot accept responsibility for damaged or stolen bicycles.

## **Skateboards, In-line Skates, Scooters and Heelies**

Skateboards, in-line skates, scooters and heelies (shoes with wheels in the heels) are not to be used on school property. Scooters must be able to be locked to the bike rack during the day.

## **Custody**

We are always concerned about the safety of your child. 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. Mary's 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 Andrew Hunter Public School. In the case of an emergency, transporting 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.

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. Please indicate all necessary alternate information on our Emergency Preparedness Forms sent home in September.

## **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. Mary's 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.

## **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.

The Simcoe Muskoka Catholic District School Board uses the SchoolMessenger Communicate Tool to send messages and updates to our staff and families. These messages can be sent via email, text message or phone. Our school will use this tool to send regular updates to families throughout the year and it will also be used by the Board or the school to communicate information during crisis or emergency situations. It is important that the school office has your most current email address and phone number on file so that you receive the messages in a timely manner.

You will also find information posted on our website [smcdsb.on.ca/smb](http://smcdsb.on.ca/smb).

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.

### **Online Payment Using School Day**

Our school is excited to offer online payment through a program called School-Day.

The system will enable parents to:

- Approve permission forms and pay online instantly
- Register your child for extracurricular activities
- Order and pay for hot lunches
- Reduce the amount of paper sent home in backpacks

If you haven't done so already, please obtain your family's secure key code from the school and visit [www.school-day.com](http://www.school-day.com) to register. Once you have registered you can pay for items and approve permission forms by clicking on the "School Day" quick link on our school website or logging in directly on the school day website [www.school-day.com](http://www.school-day.com).

### **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.

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.

### **Daily School Schedule**

8:35 a.m.	Yard Supervision Begins
8:50 a.m.	Entry Bell
8:50 a.m.	Classes Begin, O Canada, Prayer, Announcements
10:50 a.m.	First Nutritional Break
11:10 a.m.	First Recess
11:30 a.m.	Classes Resume
1:10 p.m.	Second Nutritional Break
1:30 p.m.	Second Recess
1:50 p.m.	Classes Resume
3:10 p.m.	Dismissal

### **Making the Most of the School Day**

**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. 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 non-teaching 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. Anyone is welcome to attend the meetings. Dates will be sent out in our school newsletter and are available on our website. Please join us!

### **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 as well as minimizing exposure to illness – all of these contribute to better learning.

#### **Scent-Safe Schools**

Please be advised that a Scent-Safe Schools program is now in place for all schools and board office locations. This means that we are asking for the cooperation of students, staff and visitors in not using scented products in our working and learning environments.

We know that allergies and sensitivities to scents can have severe health implications and so we must do everything possible to make sure that all students, staff and visitors with scent allergies and sensitivities are safe and fully included.

A scent is a smell or odour from products and it can be natural such as flowers or synthetic such as perfume. Examples of products that may have scents include shampoos, deodorant, hairspray, soap, detergents, perfumes, lotions, candles and cleaning products.

Not using scented products is a simple thing to do and it will help ensure a safe and comfortable environment for all of our students and staff.

#### **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.

#### **Communicable Diseases**

The *Health Promotion and Protection Act* requires that children with certain communicable diseases must remain at home. Unfortunately, we do not have the space or staff supervision for children who are not well enough to go outside at recess. 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.

<b>Chickenpox</b>	For 5 days after the rash begins or until all blisters have crusted.
<b>Impetigo</b>	Until the antibiotic prescribed by the doctor has been taken for at least one full day.
<b>Pinkeye</b>	Until the antibiotic prescribed by the doctor has been taken for at least one full day.
<b>Scabies</b>	Until treatment has been given.
<b>Scarlet Fever</b>	Until the antibiotic prescribed by the doctor has been taken for at least one full day.
<b>Strep Throat</b>	Until the antibiotic prescribed by the doctor has been taken for at least one full day.
<b>Fifth Disease</b>	Even though this is not a communicable disease, it should be reported to the office because there is a risk posed to pregnant women.

For more information, we encourage you to contact the Simcoe Muskoka District Health Unit or visit their website at [simcoemuskokahealth.org](http://simcoemuskokahealth.org).

### 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 FOOD AND BEVERAGE

#### Lunch

St. Mary's Catholic School has a balanced day schedule, with breaks at the following times:

10:50-11:10 a.m.	First Nutritional Break
11:10-11:30 a.m.	First Recess
1:10-1:30 p.m.	Second Nutritional Break
1:30-1:50 p.m.	Second 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/guardian. 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 or otherwise 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. In our efforts to help our students

learn to be stewards of God's Earth, we do encourage students to bring a litterless lunch as often as possible.

There are some snacks available for students who do not bring a snack to school due to financial reasons.

### **Chewing Gum**

Our school also has a no gum policy, which means that absolutely no gum will be allowed inside the school or outside on school property. We are asking parents to assist us by reminding their children about this policy.

### **Allergies**

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

Our 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 our students.

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

- All food and beverage 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 free zone. Please ensure that all food sent to school with your child meets the nut-free standard. This includes “pea butter” products. On request, we would be happy to provide you with a list of nut-free snacks and lunch ideas.
- 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.
- Please check with your child's classroom teacher before providing 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.

### **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*.

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

We request students not bring valued personal property to school including mobile devices, trading cards, etc. These items can easily be lost or damaged. Please note that the school is not responsible for lost, stolen or damaged items.

Students should not bring money to school. If your child is required to bring money for school events or activities, i.e., pizza day or field trips, 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. Participation in school activities is voluntary. Should finances for a class trip be of concern, please contact the principal. Our Catholic School Community Council and Lunch Program help subsidize for families who are struggling.

Our board has a field trip policy, which you can find in the policy and procedures section of the website at [smcgsb.on.ca](http://smcgsb.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.

### **Co-curricular Activities**

There are various clubs and sport teams offered at the school. Many take place during lunch hour, 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, be read to by a parent or older sibling.

### **Notebooks**

Our school often provides students with notebooks for certain 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. Drawing or marking of notebooks is not acceptable.

### **Library Resources**

Our school is fortunate to have a library resource centre and a teacher to help students develop, refine and master research, computer and reading skills. Your child will be visiting the library resource centre in our school this year.

Students will have the opportunity to sign out books or resources. 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 agreement, they will be able to access the Internet. All time spent on the Internet will be closely supervised.

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

We hope you found the information in this agenda informative and useful. If at any time throughout the school year, you have questions or concerns, please don't 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 year.

## DIGITAL RESPONSIBILITY AND TECHNOLOGY USE POLICY

All students have the privilege of accessing a variety of technology resources available at school. Teachers will engage students in using technology effectively, morally, and ethically, for student learning. By providing relevant and compelling programs, teachers will encourage students to discern when and how to use technology, and to become reflective, responsible digital citizens. Technology is to be used appropriately to promote creative, innovative and expanded learning opportunities for all students to enable them to flourish in the 21<sup>st</sup> Century.

St. Mary's Catholic School recognizes the benefits of technology and that many students have access to personal technological devices (smart phones, cell phones, iPods, iPads, etc.). In keeping with the board's Virtues and Values, we would like to ensure responsible use of these devices.

Student use of personal technology devices, including cell phones, is strictly prohibited during school hours, in all areas of the school as well as in the schoolyard, except for when used with teacher supervision and for educational purposes as outlined below. St. Mary's Catholic School is not responsible for lost or stolen phones and personal technology devices that are brought to school. If a student chooses to bring one to school, it must be turned off and kept out of sight. Progressive discipline will be used in response to students seen with personal technology devices including cell phones. For a first offence, a student will be reminded of the school policy. For a second offence, the device will be confiscated for the day. For a third offence, the device will be confiscated and held for parental pick-up from administration. Students seen with cell phones and personal technology devices in the schoolyard will have them confiscated immediately by the yard supervisor.

With suspicion of inappropriate use of technological devices (filming, photos, etc.), technology will remain with the principal until such time that the device has been cleared of inappropriate content.

There will be no posting on social media (Facebook, twitter, Instagram, etc.) of inappropriate content affecting the moral tone of the school and the school community, such as name calling, threats, negativity, bullying, etc., nor will there be any posting of pictures or videos taken at school. Students engaging in these activities will be dealt with using progressive discipline measures and, if required, the police.

There may be opportunities for students to use their personal technology devices for student learning, including the technology on their cell phones, but only under the supervision and guidance of the teacher, and only during those times specified by the teacher. However, no student is required to bring a personal technology device to school as there is ample technology available to all students, and the school is not responsible for the loss or theft of personal technology. The use of technology in our school, as well as the use of social media outside of the school, must be in the spirit of Catholic education and reflect our Ontario Catholic School Graduate Expectations.

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I acknowledge that I have read the St. Mary's Catholic School policy on *Digital Responsibility and Technology Use*. I am aware of the expectations outlines within it and have discussed them with my son/daughter. I understand that any violation of this policy will give St. Mary's Catholic School the right to cancel technology privileges and to pursue any other disciplinary action according to the School and Board policies.

Student Name: \_\_\_\_\_ Signature of Student: \_\_\_\_\_

Parent / Guardian Name: \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_ Date: \_\_\_\_\_