



**John Sweeney
Catholic
Elementary
School**

<http://js.wcdsb.ca>



JOHN SWEENEY MISSION STATEMENT

“Living, Learning and Growing in the Holy Spirit”

Mission of The Waterloo Catholic District School Board

“As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”

Our Vision:

“Our Catholic Schools: heart of the community -- success for each, a place for all.”

We believe that:

As a unique creation of a loving God, every human being has inherent value.

Children and youth, our hope for the future, are entitled to first call on our energy and resources.

Human beings, our planet and the universe are interdependent, and all are sustained by God.

Education is fundamental to the development of all human beings in a just society.

Questioning, which seeks the discovery of truth, is the right and responsibility of each person.

Knowing Jesus Christ gives meaning and purpose to our lives.

Diversity in a culture enriches individuals and society.

We are called to be co-creators with God and Christ in the transformation of the world.

Both contribution to the common good and self-determination are vital to a healthy community.

The care and education of our children and youth are the combined responsibility of home, school, parish and local community.

Catholic education aims to transform students in Christ’s Spirit within a Catholic faith community.

SCHOOL HOURS

8:50 a.m. - Entry	12:35 p.m. - Afternoon session begins
10:00 a.m. – 10:15 a.m. - Recess	1:55 p.m. – 2:10 p.m. - Recess
11:35 a.m. - Lunch	3:20 p.m. - Dismissal

ATTENDANCE

Absence:

The school has a safe arrival program to ensure that all students are accounted for each day. Parents / Guardians are required to notify the school as soon as possible in the event that a student will be absent. An answering machine is available outside of school hours. Please phone the school at **519-579-5212**, and leave a message providing: child's name, teacher's name, grade level, day(s) absent and reason for absence.

If the school does not know the reason for your child's absence, a phone call will be made after 8:50 a.m. or 12:35 p.m. to your home or place of employment. **Please help us limit these calls by notifying us of your child's absence. The safe arrival program exists to ensure your child's safety.**

Late Arrival:

When your child arrives late to school, he/she is to report to the office where a late slip will be issued. A large number or pattern of absences will result in contact being made by the school.

Notification of Vacation:

It is important to let the school know when parents or guardians will be away for an extended time. Please provide the office with written information explaining the time frame, in whose care your children will be, and how that person can be contacted. If your children will be away from school for reasons other than illness (i.e. vacation), the school must be notified and an intent to be absent form must be signed. These forms are available on our website at js.wcdsb.ca/About Us or at the office.

Students Leaving School Early:

Any student leaving school early MUST be signed out at the office by a parent or legal guardian. Please come to the office to pick up your child. A staff member will contact the classroom teacher to have your child meet you at the office when you arrive. **All students require a dated note signed by a parent/guardian to leave the school property at lunch if they usually stay at school for lunch. This note is only for one day at a time and should not be written as a blanket permission to leave school property for lunch. Only students in grade 7 and 8 should be leaving school property at lunch with parental consent given they are not supervised by an adult.**

Inclement Weather Procedure:

The Safety of your child(ren) is paramount. In the event of an emergency or inclement weather, appropriate procedures need to be taken to ensure the safety of the students.

Radio Announcement:

In case of inclement weather the radio stations will broadcast information regarding severe weather warnings, school closure and bus cancellations. Families may want to have a plan in place at home to respond to the radio announcements. Bus cancellations and school closure notices affecting the schools within the Waterloo Catholic District School Board will be given between 6:45 and 8:30 a.m.

C.H.Y.M. (FM 96.7) Kitchener – Waterloo
KOOL FM (FM 105.3) Kitchener – Waterloo
Dave FM (FM 107.5) Cambridge
AM 570 News Radio – Kitchener Waterloo

KICX (FM 106.7) Kitchener - Waterloo
CKWR (FM 98.5) Kitchener - Waterloo
Faith FM (FM 94.3) Kitchener - Waterloo
The Beat (FM 91.5) Kitchener - Waterloo

Cancellation information is also posted on the Boards websites at www.wcdsb.ca or www.wrdsb.on.ca

TRANSPORTATION TO SCHOOL

To support the concepts of healthy, active living and care for our environment, we encouraged all students to walk to and from school each day. At no time, however, are students to be walking across the ring road and/or through the parking lot. When crossing Axtiva Avenue, we expect our students to always cross with our crossing guard, even when they are with a parent/guardian.

If it is necessary for you to drive your child(ren) to school, there are some very important rules that must be followed for the safety of all students.

- If visiting our school for an appointment with a staff member or if volunteering, parents/guardians are permitted to park their car in the parking lot if there are spaces available, kindly park your car on Axtiva, past the “no stopping” signs, or on one of the side streets. Please do not park in the Owl Child Care lot.
- The one-way bus ring road is a fire truck and ambulance route for emergencies, however parents/guardians are permitted to use this road to drop off their child(ren) in the designated “Kiss and Drop” bay, remain in the car, and let their child(ren) depart the car **on the passenger side only**. This will ensure safety as the children will be stepping directly onto the sidewalk.
- Parking is not permitted on any part of the ring road at any time during transition times. However, if picking up a child for an appointment (outside of student transition times, i.e., before school, during lunch, and after school), parents/guardians may pull up in the “Kiss and Drop” bay, come into the office, have their child called to the office, sign him/her out, then leave.

To ensure their safety, parents are required to obey the parking restrictions indicated.

Staff members supervise unloading and loading of school buses.

Responsible students are assigned as bus patrols to assist the driver in ensuring safety en route.

Bicycles are permitted, with the use of a helmet, but students are reminded that they are personally responsible for their bicycles, and must walk them on school property, and lock them in the designated area. The school is not responsible for loss or damage to bicycles.

Rollerblades and skateboards are permitted (with the use of a helmet) at school. However, they are not permitted to be used on school property. It is strongly recommended these items be left at home to avoid theft risk.

Before and After School Policy

In the morning, students should freely walk on to the black top without parents/guardians. Parents are no longer permitted to enter the blacktop at the back of the school between 8:35-8:50 and 3:20-3:35. At the end of the day, parents/guardians are to determine a meeting place with your child(ren) if it is necessary to pick them up. Please note the school is well supervised 15 minutes before and after school. By only allowing staff members and students on the yard, our staff supervisors can ensure only authorized adults are on the yard and we can ensure that student behavior is managed by our qualified staff members in a manner that is consistent with school and board policy.

CELL PHONES/ELECTRONIC EQUIPMENT

Administration strongly encourages that cell phones not be brought to school. Cell phones will be collected by the classroom teacher each day and returned to students at the end of the school day. Students caught with cell phones during the instructional day will be given a warning and the parent will be contacted. The second offence will result in the privilege of having a cell phone at school being taken away for a period of time determined by the school principal. On the third

offence, the student will be banned from bringing a cell phone to school. Failure to follow this policy may include an in or out of school suspension. Using cell phones or other electronic devices to text parents during school hours is not permitted.

All communication must come through the main office to ensure student safety and safe arrival/departure policies are followed.

IPODS, hand-held video games and other personal music players are not to be brought to school. The school cannot guarantee the safety and security of these costly items.



SCHOOL PARISH COMMUNITY

Blessed Sacrament Parish

305 Laurentian Drive
Kitchener, ON, N2E 2N6
519-742-5061

Fr. Larry Parent
Pastoral Liaison Marilyn Koehler

School Masses will be celebrated during the year. Sacraments celebrated with students include Reconciliation, Eucharist, First Holy Communion, and Confirmation. A Residential Retreat Program is available to Grade 7 at Camp Brebeuf.

RELIGIOUS INSTRUCTION

Religion is taught formally in all classrooms, but is also integrated with all aspects of the child's educational experience. All students must take part in Religious and Family Life instruction and celebrations. Non-Catholic children may not actually receive the Sacraments, but will participate in all other aspects of the program.

IMPORTANT DATES

September 5, 2017 - First Day of School
October 9, 2017 - Thanksgiving
December 25 - January 5, 2018 - Christmas Break
February 19, 2018 - Family Day
March 12-16th, 2018 - March Break
March 30, 2018 - Good Friday
April 2, 2018 - Easter Monday
May 21, 2018 - Victoria Day
June 29, 2018 - Last Day of School

REPORT CARD DATES

November 7, 2017 - Progress Reports
February 15, 2018
June 26, 2018

PROFESSIONAL DEVELOPMENT DAYS

September 22, 2017
October 23, 2017 (Note this is a Monday)
November 17, 2017
December 8, 2017
January 26, 2018
April 13, 2018
June 1, 2018

SCHOOL BEHAVIOUR EXPECTATIONS

Code of Conduct:

Policy Statement: The Waterloo Catholic District School system exists to provide a Catholic education whereby the graduate is expected to be:

1. A *discerning believer* formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. An *effective communicator*, who speaks, writes and listens honestly and sensitively responding critically in light of gospel values.
3. A *self-directed, responsible, lifelong learner* who develops and demonstrates their God-given potential.
4. A *collaborative contributor* who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
5. A *caring family member* who attends to family, school, parish, and the wider community.
6. A *responsible citizen* who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

The Waterloo Catholic District School Board recognizes the inherent dignity and worth of the individual. All individuals within the school system (trustees, staff, students, parents and visitors to the school) are subject to the following code of conduct; a code of conduct that will be implemented within the Christian faith life experience of our school community and which is consistent with the Ontario Catholic School Graduate Expectations, and the School Safety provisions of the Education Act and Regulations.

Standards of Behavior:

Respect, civility and responsible citizenship

All School members must:

- Respect and comply with all applicable federal, provincial and municipal laws;
- Refrain from any behavior that could be construed as bullying (Bullying is: a form of repeated, persistent, and aggressive behavior directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.)
- Demonstrate honesty, integrity and healthy lifestyle;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, especially when there is a disagreement;
- Respect the dignity, rights and fair treatment of others, regardless of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Demonstrate citizenship and acceptable strategies for resolving conflict;
- Respect the rights of others and the sacredness of human life;
- Show proper care and regard for school property and the property of others;
- Demonstrate honesty in achieving academic expectations;
- Take appropriate measures to help those in need by witnessing to Catholic social teaching;
- Respect persons who are in a position of authority;
- Demonstrate regular attendance;
- Respect the need of others to work in an environment of learning and teaching;
- Respect and honor the appropriate dress specified in the school community;
- Demonstrate appropriate and ethical use of technology;
- Respect guidelines regarding use of personal items (e.g. cell phones, pagers).

Physical Safety

Weapons

All school members must:

- Not be in possession of any weapon, including but not limited to firearms;
- Not use any object to threaten or intimidate another person;
- Not cause injury to any person with an object.

Alcohol and Drugs

All school members must:

- Not be in possession of, or under the influence of, or provide others with, alcohol, prohibited substances or illegal drugs.

Physical Aggression

All school members must:

- Not inflict or encourage others to inflict bodily harm on another person;
- Seek staff assistance, if necessary, to resolve conflict peacefully.

Dissemination/Publication of Material (electronic or otherwise)

Dissemination or Publication in any form (electronic or otherwise) which may come to the attention of students, staff or teachers (via the Internet or otherwise) of material which attacks an individual or individuals on the basis of race, ancestry, place of origin, color, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability, or which causes concern for the mental well-being of students, staff or teachers, shows disrespect for staff, teachers, or other persons in positions of authority within the school or Board which amounts to a breach of the Provincial, Board or School Code of conduct, regardless of the time, location or frequency of such dissemination or publication.

School Behavior Expectations:

- Students should enter and move through the building in an orderly manner, using the assigned entrances and exits.
- Students should respect and obey staff, parents and volunteers by remembering to always use good manners.
- Students should respect the playing of the National Anthem and prayers by standing still and singing appropriately.
- **Students should stop and listen to announcements and be fully prepared for instruction each day.**
- Students may not throw snowballs or stones in the playground or on school property. No rough physical contact games are allowed.
- For safety reasons, students must stay on our school property and respect yard boundaries at recess times.
- Students may only be in a classroom, gym or storage area when supervised by a staff member.
- Dress code must be followed at all times.
- Passes are required when students enter the school at recess or noon hour.
- Teacher permission is required for a student to use the telephone.
- Written parent permission is required for all changes in student routines (e.g. babysitters, lunch hour locations and after school activities).

All students are expected to comply with the rules and expectations of the school and staff.

These rules and expectations are based on respect for self and others.

Positive Behavior Strategies Used at John Sweeney School

- As a school community we will focus on pro-active discipline strategies that encourage the prevention of bullying and other infractions against individuals.
- Teachers and school personnel will work with students to develop positive attitudes and behaviors. Problems on the yard or classroom will be resolved by the supervising staff member(s).
- The strategies below are examples of preventative measures that will be used by the school which include:
 - **Restorative practices which include the use of circles to resolve conflict and promote empathy.**
 - Conferences with peers or staff to encourage student responsibility for behavior
 - Weekly class meetings that include agendas developed by staff and students to deal with issues that may arise in the school.
 - Communication with parents that include: phone calls, newsletters, behavior tracking sheets and interviews
 - There are times when students who are having difficulty can be referred to the in-school team for discussion and support in dealing with peers and other issues that may be developing both within the classroom and the school yard.

Possible Behavioral Consequences

- **Restorative practices which promote empathy and restitution will be the focus of resolving individual and school level issues.**
- Loss of privileges (Some examples might include: loss of membership in school extra-curricular activities, special events held at the school, etc.)
- Referral to the principal whereby an infraction is repetitive or of a more serious nature
- In School or out of school suspensions depending on the incident.
- Out of school suspension can occur for more serious incidents.

John Sweeney Catholic School Dress Code

We expect that all students will dress in neat and practical clothing appropriate for their learning environment. Good judgement and respect for others is the criterion for acceptable dress. This is particularly true during the warm weather months. Students are to dress in a fashion that is reflective of a member of a Catholic Community. Hats may not be worn in school and bandannas may not be worn. T-shirts must not have inappropriate pictures or slogans on them and they must cover the entire upper torso. Alternate clothing must be worn during all PE activities. For safety reasons, all jewelry (earrings, rings, and watches) must be removed for PE.

Dress of students must be clean, neat, and within the limits of good taste and modesty. Under garments should not be visible. Spaghetti straps, short shorts, mid rifts and halter tops are unacceptable. Proper footwear must be worn at all times. No Flip Flops allowed.

→ **The following are included as examples of inappropriate student dress:**

- dress with wording or graphics which are racist, violent, sexist, sexually explicit, profane, or demeaning to another person or towards the school
- dress with wording or graphics which advocate the consumption of alcohol or illicit drugs
- No gang related clothing or head bands
- Shoulders must be covered- NO tank tops allowed
- No low cut shirts allowed
- No flip flops allowed

→ **If a student comes to school wearing clothing which fits into one of the categories listed above, the school staff has the right to:**

- exclude the student from regular school activities until the situation can be rectified (eg. T-shirt turned inside out for the remainder of the school day, wearing a school shirt, etc.)
- if the problem cannot be rectified in the above manner, a parent or guardian will be contacted and requested to provide replacement clothing
- if there is consistent violation by a student with regard to inappropriate dress, the school will take further action as appropriate.

It is also understood that any student who is off of school property representing John Sweeney school, in any capacity, will adhere to the dress code. Examples of such circumstances would be class trips, sporting events, Camp Brebeuf etc.