

**St. Bernadette Catholic School**

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

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



**St. Bernadette Catholic School**

Student Handbook

101 Marsellus Drive  
Barrie, ON L4N 8R6

Telephone: 705.733.0459

Fax: 705.733.9638

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



## SCHOOL VISION

*Like Jesus, We Care*

*Staff, students, parents and school community are committed to following the teachings of Our Lord through caring for and supporting others.*

## FAITH IN OUR SCHOOL COMMUNITY

### Prayer of St. Bernadette Catholic School

*St. Bernadette,*

*Mary chose you as God has chosen us.*

*We are proud to bear your name.*

*You carried a vision of Mary, our Queen of heaven and earth.*

*You were a humble person, and knew what it was like to struggle.*

*You showed compassion, thinking of others instead of yourself.*

*Help us to be more like you and to make good choices.*

*St. Bernadette, watch over us.*

### Our Parish Partner

We believe in fostering a strong relationship between your home, our school and the Holy Spirit Parish [holyspiritbarrie.ca](http://holyspiritbarrie.ca).

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, Father Tad, visiting classes within our school and celebrating special events with our community.



## SCHOOL CODE OF BEHAVIOUR

Our school Code of Behaviour outlines positive expectations for student behaviour and for co-operative work towards academic excellence within a faith-filled environment.

Students at St. Bernadette Catholic School:

- Will be active, positive and enthusiastic participants within our Catholic community as we strive towards living the Gospel message;
- Will come to school on time and prepared to work with an enthusiastic and positive attitude, while striving to achieve their academic goals;
- Will be familiar with and practise the school procedures as outlined in the handbook

section of the 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.

## SCHOOL HOURS

Our school day is as follows:

|                        |                         |
|------------------------|-------------------------|
| 8:55 - 10:55 a.m.      | Learning Block 1        |
| 10:55 - 11:35 a.m.     | Nutrition/Fitness Break |
| 11:35 a.m. – 1:15 p.m. | Learning Block 2        |
| 1:15 - 1:55 p.m.       | Nutrition/Fitness Break |
| 1:55 – 3:15 p.m.       | Learning Block 3        |
| 3:15 p.m.              | Dismissal               |

### 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:

Students, staff, parents, guardians, volunteers and visitors shall dress respectfully at school and school sponsored activities (on or off-site).

For example (but not limited to):

- No clothing with drug or alcohol related slogans, images and/or inappropriate language.
- Hats, hoods, bandanas and sunglasses are not to be worn in the school.
- No torn or ripped jeans.
- Pants/shorts must be worn on the waist/hips-underwear must not be visible if shirt is lifted.
- No wallet chains are allowed.
- Short shorts, miniskirts, halter-tops, spaghetti-strap, backless and tube tops are not permitted. There shall be no bare-midribs. Sleeveless tops must have closely cut armholes.
- Skirts and shorts must be a reasonable length 10-15 cm (4 inches) above the knee. Shoulder coverings must be at least three (adult) fingers wide for students in Grades 4-8.

- Under garments shall not be visible at anytime.

### Footwear

For safety reasons and to maintain cleanliness in the classrooms, students should have shoes to wear inside their class. Outdoor footwear is not to be worn in classrooms. Students must have running shoes for gym classes.



## SAFE SCHOOLS

### Reporting Your Child Late or Absent

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

**Step 1** – Please call 705-733-0459 at any time to inform us when your child will be absent or late. There is a voicemail 24 hours per day.

**Step 2** – leave your child's full name, teacher's name and the reason for the absence on the school 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 and be provided a late slip for admittance to class.

**Important Note:** If your child regularly walks to school, it is assumed that he/she will attend class when buses are cancelled due to inclement weather. 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. 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.

### Morning Drop-off

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.

If a student is late for school they must check in at the office where they will be given a late slip for admittance to class. School begins at 8:50 a.m. - after this time you are considered late. Students arriving late cause extra work for the secretarial staff and disrupt the learning of all students in the classroom. We ask your support in ensuring that all students have the opportunity to maximize their learning.

When a pupil has been absent from school, his/her parent or guardian is asked to provide the child's teacher with a note explaining the absence when they return. This note is required for the teacher's records even if contact was made through our Safe Arrival Program.

### Afternoon Pick-up

Our school day ends at 3:15 p.m. Students who must leave the school early due to an appointment, etc., must bring a note to their teacher indicating the need for the early dismissal. Dismissal will take place at the office where the parent or guardian will sign the student out. We ask that you endeavour to collect your child during the natural breaks of the day (i.e. recess) to minimize the effect on learning.

### Change to Routine

Please make arrangements or changes to your child's routine ahead of schedule. Please do not phone the office with last minute messages unless it is an emergency. Leaving a message will not guarantee that your child will get the message in a timely fashion. Making arrangements well in advance, and in writing, enables us to keep our students safe.

### 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. 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.

### **Bus Conduct and Bus Patrollers**

The students must:

- Remain seated while the bus is in motion.
- Refrain from talking to the driver except in case of emergency.
- Refrain from unnecessary loud or boisterous talking while en route.
- Keep arms, head and feet inside the bus.
- Never interfere with emergency doors, exits or any part of the bus equipment.
- Promptly obey directions and instructions of the bus driver.
- Refrain from the use of profane language on the bus.
- Refrain from eating on the bus.
- Obey patrollers who have been selected to aid the driver in supervision and safety on the bus.
- Refrain from any activity, which may be injurious to other pupils.
- Ride their own bus to their regular stop.

**Patrollers are usually students in Grades 6, 7, and 8 who are selected not only because of their willingness to serve but also because of their location on the route. They are trained in early September of each year for this responsibility. Patrollers need to be reminded that they are in no way responsible for disciplinary action on the bus.**

### **Bus Cancellations Due to Inclement Weather**

On inclement weather days we urge you to visit [simcoecountyschoolbus.ca](http://simcoecountyschoolbus.ca) or listen to a local radio station to find out if buses are cancelled. When buses are cancelled in the morning, they are automatically cancelled in the afternoon. Please keep in mind that our school is open for student learning even when buses are cancelled.

### **Know Your Weather Zone**

Weather zones are used to allow for partial bus cancellations. St. Bernadette Catholic School is in the **CENTRAL weather zone**. There are four weather zones and it is possible that buses will run in our zone, but be cancelled in another zone and so it is important for you to know your zone.

### **Custody**

We 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 that copies of current legal documents are on file in the office.

### **Emergency Situations**

At St. Bernadette 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 St. Nicholas Catholic 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. If a parent authorizes a designate to pick-up a student, the teacher would appreciate a signed and dated note.

### **Major Incidents**

We know that being proactive and preparing for the potential of a major incident is a key way to keep our students and staff safe. As part of our safe schools initiative, St. Bernadette 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. It is highly unlikely that something like this would occur, we regularly review and practise 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.

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.

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

In order to promote the best learning environment possible, we ask that parents keep school day interruptions to a minimum. Planning in advance and maintaining regular communication through this agenda will help maintain a harmonious and smooth day at school.

**Dropping off items** – parents are not permitted to go to their child's classroom to drop off items, check-in, etc. If you need to see your child for some reason or would like to drop something off during the school day, you must check-in at the office. Place the item being dropped off on the table provided in the front foyer.

**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.

**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.

### **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).

### **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**

**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 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.



### **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.

### **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.

### **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. We also expect students to be courteous, respectful and show appreciation to the people organizing the events and activities. 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**

### **Your Child's School Supplies**

During the course of the year, students will need a variety of items to ensure that they are able to

complete their work and to support their learning. Some examples of these items are pencils, pens, paper and notebooks.

At the beginning of the school year, we send home a list of items that your child should be bringing to school for their own use. Teachers develop this list in cooperation with our Catholic School Community Council and we greatly appreciate your support by providing these items to your child.

### **Library Resources**

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.

It is the student's responsibility to take care of books after they have signed them out. 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.

### **Important Phone Numbers**

#### **St. Bernadette Catholic School**

705- 733-0459

#### **Holy Spirit Church**

705-722-3771

#### **Simcoe Muskoka Catholic District School Board**

705-722-3555

#### **Simcoe Muskoka District Health Unit**

705-721-7520 or 1-877-721-7520

#### **Barrie Public Library**

705-728-1010

#### **B101 FM**

705-726-1011