

St. Timothy Catholic Elementary School

Family Handbook



School Mission Statement *"Building Faith In Ourselves"*

2023 - 2024

St. Timothy Catholic School
15 Bechtel Drive
N2P 1T4

Phone: (519) 748-1874
Kitchener, Ontario

[St. Aloysius Catholic Church:](#)
WCDSB Student Transportation

Phone: (519) 893-1220
Phone: (519) 650-4934 ext.221

Reporting Absenteeism

(519) 748-1874

When notifying the school of the absence, include your child's name, grade, reason for absence and the expected duration of the absence.

School Website: <http://sttimothy.wcdsb.ca/>

Twitter: [@sttimothy3](https://twitter.com/sttimothy3)

Board Website: <https://www.wcdsb.ca/>



"Parents are the first and foremost educators of their children. In comparison with the educational role of others, their role is primary; it is also irreplaceable and inalienable."
Pope John Paul II

Message From the Principal

Dear Students, Parents/Guardians;

It is with great pleasure that the staff and I welcome you to another school year.

I wish to extend a warm welcome to all those enrolled at our school and a special greeting to our Junior Kindergarten children and other newcomers especially families who have just joined our community. We look forward to working with you, the parents, in the important task of helping your child(ren) develop to their fullest potential.



Saint Timothy staff is dedicated to educating and developing faith-centered students from the Catholic perspective. As a staff we realize that it is vital for the school and home to work together to have the greatest success at achieving this goal. You as parents are the primary caregivers and educators of your child(ren) and have a great impact on all areas of growth. We at Saint Timothy would like to further develop and foster the commitment you have made by instilling Catholic values and creating an atmosphere that will generate growth for all our students.

This family handbook will provide you with easy access to basic information about our school. We ask you to read the information carefully, discuss the pertinent sections with your child(ren) and keep it handy for future reference.

If you have any questions or concerns at any time throughout the year, please call the school for assistance. We welcome open communication between home and school and look forward to maintaining a strong partnership throughout the upcoming year.

Sincerely,
Mr. A. Simoes
Principal



***"Let your loveliness shine upon us,
And bless the work we do,
Bless the work of our hands and minds"
(Psalm 90:17)***

Saint Timothy Catholic Elementary School

Our school is in southwest Kitchener in Waterloo Region. We are an elementary school, educating students from Junior Kindergarten through to Grade 8. With a student population of approximately 350 students strong, the staff, parents, and the parish team of Saint Aloysius have a tradition of working together to provide quality educational experiences for the children.



Our Namesake – Saint Timothy

Saint Timothy was a timid, affectionate young man, and a faithful follower of Saint Paul. He is part of the early Church. We celebrate January 26 as his feast day.

Timothy was the son of a Greek father and a Jewish mother. His convert mother raised him as a Christian. Born in Lystra, in present day Turkey, he probably embraced the Christian faith during Saint Paul's first visit to Lystra. On a return trip in the year 50 A.D., Paul found Timothy so esteemed by the local Christians that he asked Timothy to join him in spreading the Gospel on his missionary journeys. He was consecrated a priest and eventually became the first Bishop of Ephesus, a thriving city of the Roman Empire. St. John Damascene, in 675 A.D. wrote that St. Timothy and John, the beloved disciple, were witnesses to Mary's Assumption.

Timothy died a martyr in the year 97A.D. Because of his frail health he is the patron of those with stomach disorders. Saint Paul writes, "Stop drinking water only; take a little wine for the good of your stomach and your frequent illnesses." (I Timothy 5:23). Saint Timothy is the co-writer of Thessalonians, 2 Corinthians, Philippians, Colossians, and Philemon.

Saint Timothy Catholic School Mission and Vision

Saint Timothy Catholic School community is built on a firm foundation of Catholic beliefs and traditions and is dedicated to upholding the values of the Catholic faith. Our mission is to educate students to their full potential as good Christians.

We envision students who:

- Are formed in the Catholic faith.
- Apply Christian values to life's opportunities, challenges, and choices.
- Pursue academic excellence.
- Demonstrate relevant knowledge and ability.
- Display self-esteem and self-respect.
- Strive to be the best they can be.
- Demonstrate skills for developing and maintaining personal and family wellness.
- Demonstrate global perspective and community responsibility.



Saint Timothy Catholic School Equity, Diversity and Inclusion Statement

The community of Saint Timothy Catholic Elementary School believes all individuals are children of God. We are committed to recognizing the identity, values, and well-being of each other. Together, we learn and grow by embracing multiple perspectives, experiences, and cultures. Our differences are our strengths.

St. Timothy Catholic School Handbook

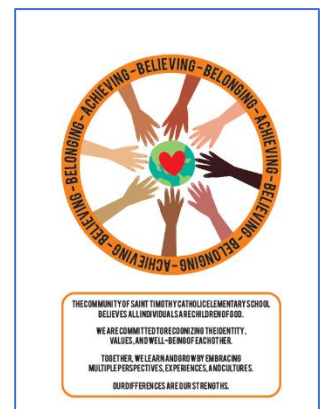
We are committed to making your child's years at school productive and enjoyable. There are many responsibilities which students will be expected to accept as a student at Saint Timothy Catholic School. To help students make responsible choices at school, their teachers will teach what is expected while they are at school. Our code of conduct is based on **clear expectations, effective teaching of desired behaviours, and consistent support from all adults in the building.**

Success at Saint Timothy can be achieved in three ways:

1. Implementing the WCDSB Code of Conduct.
2. Clear Behaviour Routines including lining up, respectful behaviour, lunch time expectations, washroom/fountain procedures, gym procedures, recess/snack procedures, greeting adults, etc.
3. Communication of our expectations to all partners via this document; announcements; assemblies; daily interactions and other forms of communication.

To ensure a safe and secure school for our students and staff we will be committed to promoting and modeling a positive, proactive environment; maximizing engaged learning time; having clear, consistent, achievable, and high expectations for our school; minimizing conflict, aggression, and the need for consequences, and empowering our students to make good choices, be successful, and become contributing members of our society.

Please trust the staff at the school to help children problem solve and correct behaviours to promote positivity, respect and kindness that is expected in a Catholic School as we model ourselves after Jesus. We address behaviours of all children equally and we find students respond best when both home and school are consistent and share the same above messaging.



Our Parish



We are a faith-centered community. As part of Saint Aloysius Parish, we will be working closely with Father Melvin, Father Sunil and the church community to live and teach gospel values and provide for the faith and development of your child(ren). Together with you, we assist the parish in preparing students for the sacraments of First Reconciliation, First Communion and Confirmation. Together, the home, church and school celebrate class and school liturgies and teach the Religion and Family Life Programs. We will have scheduled school-

wide liturgical celebrations, prayer liturgies, and reconciliation services throughout the year. Please review the schedule dates on our website.

Sacramental Life



As a Catholic school in the Waterloo Catholic District School Board, Saint Timothy Catholic Elementary School provides education within the context of the Roman Catholic faith. Catholic education is not limited to the Religious Education periods in the classroom timetable but permeates the curriculum throughout the day and underlies the attitudes and expectations of staff, students, and parents.

Religious instruction or catechesis in both the Religion and Family Life programs has been created and approved by the Canadian Conference of Catholic Bishops.

Grade 2 (age 7) is the first stage in school for faith commitment, as our children make their First Confession and receive the Sacrament of Reconciliation. They are prepared for this sacrament through in-class instruction from the teacher, parents, and the parish priest. The children are prepared to receive the Sacrament of Holy Eucharist at the First Communion ceremony with their families.

Grade 7 (ages 12-13) provides the opportunity for our children to commit themselves to taking a more active responsibility for their own development. Confirmation is conferred by the Bishop. Students are prepared for the sacrament by their teacher, parents, and the parish priest. Service to God within the school, church and community are some of the signs that our young adults are beginning to live their faith at a more mature level.

School Year Calendar 2023 – 2024

(May be subject to change)

[WCDSB School Year Calendar and Professional Activity Days](#)

Professional Development Day	August 31 st , 2023
Labour Day	September 4 th , 2023
First Day of School	September 5 th , 2023
Orange Shirt Day	September 30 th , 2023
Professional Development Day	October 6 th , 2023
Thanksgiving Day	October 9 th , 2023
Professional Development Day	November 13 th
Progress Reports Send Home	November 20 th , 2023
Parent/Student/Teacher Conferences	November 23 rd , 2023
Christmas Break	Dec. 25 th – Jan. 5 th , 2024
Professional Development Day	January 19 th , 2024
Ash Wednesday	February 14 th , 2023
Term 1 Report Cards Send Home	February 15 th , 2024
Family Day	February 19 th , 2024
March Break	March 8 th – 15 th , 2024
Good Friday	March 29 th , 2024
Easter Monday	April 1 st , 2024
Professional Development Day	April 19 th , 2024



Catholic Education Week	May 5 th – 10 th , 2024
Victoria Day	May 20 th , 2024
Professional Development Day	May 31 st , 2024
Term 2 Report Cards Send Home	June 25 th , 2024
Last Day of School For Students	June 27 th , 2024
Professional Development Day	June 28 th , 2024

Please use the following address to access our calendar from other applications. You can click on or copy and paste this into any calendar product that supports the iCal format.

https://calendar.google.com/calendar/ical/wcdsb.ca_u8rm2ir81rt387sobqijqbolms%40group.calendar.google.com/public/basic.ics

Waterloo Catholic Mission and Vision Statement

The mission statement briefly, clearly and with the gift of the Catholic faith states the purpose of our Catholic school system – the reason our school system exists.



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

We will:

- create a Catholic community that embraces all learners.
- act to reach and serve every student's learning needs.
- live the Gospel call to celebrate and nurture the differing gifts of all learners.
- foster learning communities that honours and celebrates our God-given potential.
- transform the world through Catholic education by embracing, developing, supporting & nurturing all learners.

VISION

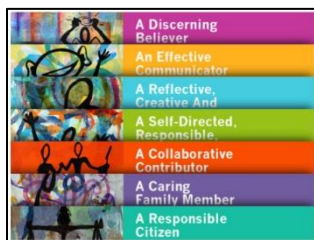
Our Catholic schools...heart of the community -- success for each, a place for all.

We will:

- see that all students have the resources they need to learn & be successful.
- witness to our faith by honouring the whole person mind, body, and soul.
- work to break down barriers to form inclusive, enthusiastic, high achieving, faith-based communities.
- ensure that all decisions taken will reflect integrity & accountability.
- nurture the environment through critical thought and just action.

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Ontario Catholic School Graduate Expectations



Catholic education views human life as an integration of body, mind, and spirit. Rooted in this vision, Catholic education fosters the search for knowledge as a lifelong spiritual and academic quest. The expectations of the Catholic learning community are described not only in terms of knowledge and skills but also in terms of values, attributes, and actions. By the time our students graduate, they are expected to be: 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 work, sacrament, prayer, forgiveness, reflection, and moral living.

2. An **effective communicator** who speaks, writes, and listens honestly, and sensitively responds critically in light of gospel values.
3. A **reflective, creative, and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. A **self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential.
5. A **collaborative contributor** who finds meaning, dignity, and vocation in work, which respects the rights of all and contributes to the common good.
6. A **caring family member** who attends to family, school, parish, and the wider community.
7. A **responsible citizen** who gives witness to Catholic social teaching by promoting peace and the sacredness of human life.

Family of Schools

The Family of Schools concept reflects a Junior Kindergarten – Grade 12 system in which staff, from both elementary and secondary schools, work together to meet the instructional and community needs in their area. Saint Timothy Catholic School is in the Saint Mary Family of schools.

Saint Timothy Catholic School Advisory Council

“Home, School, and Parrish Making a Difference Together”



Saint Timothy Catholic School Council is established for the purposes of developing, encouraging, and promoting activities which will enhance the quality of school programs and improve the levels of student achievement. The members of the Council include parent representatives, teaching staff members, non-teaching staff member(s), parish representative, one community representative and the principal.

The School Council provides advice to the principal and where appropriate, to the School Board, on issues outlined by the Ministry of Education and Training.

The School Council must meet at least four times in a school year. Times and dates of proposed meetings will be in the school newsletter and on our website. All parents are invited and encouraged to attend council meetings. Items for the agenda must be submitted to the Chairperson(s) one week prior to each meeting.

Kindly note that School Councils are not forums to discuss teacher – student – parent issues.

Fundraising

Each year, the school plans several fundraising initiatives. There are several times students and parents are asked to support the school, but it is important you understand the purpose for each request:

- Some of the fundraising done at the school is done for the school and monies go to support our students such as graduation, presentations, etc.
- Some of the money goes to support charities or agencies.

We will keep you informed of any fundraising activities planned for this school year. Volunteer parents in the school run our fundraising activities such as Special Hot Lunch Days and Milk Program. A lot of time, effort and planning are put into them, and we value the effort of all who do volunteer.

Our School Procedures

Opening Exercises

We start every day at Saint Timothy with our national anthem followed by morning announcements and prayers. In class, prayers are also said at the beginning of the afternoon session, at the end of the day and before lunch.

Student Attendance Expectations

The Education Act states that students must attend school regularly and be punctual. **It is imperative, for the safety of all students, that parents promptly call the school if their child is absent (for a prolonged absence, please phone the school each day).** Our school's phone number is **519- 748-1874**. Please state your child(ren)'s name, grade, their teacher's name, and reason for absence.

If a child has not arrived at school and a phone call or note has not been received, the administrative assistant will attempt to alert parents by telephone at home or at their place of employment, if necessary. Failing to reach parents or emergency contacts, the police may be notified and sent to the home. When a student returns to school, he/she must find out what work was missed and complete it within a reasonable amount of time, as agreed upon by the teacher and student.

A note explaining the absence and signing by the parents/guardians should be presented to the teacher when the student returns to school, even if the absence has been previously reported to the school. Teachers record absences in the daily attendance register and on the report card.

Absences of 15 consecutive days or more will require [Notice of Intent To Be Absent](#) form to be completed by the student's parents/legal guardian(s) prior to the period of absence.

It is the responsibility of the parent or guardian to inform the school of names and current telephone numbers, in order of priority of parents, guardians or other individuals to be notified in case of an unexplained student absence.

It's a fact that students who attend school regularly learn more and are more successful in school than students who do not. Parents who make regular school attendance a priority also are helping their children learn to accept responsibility. And that's an important lesson for a successful life. Attendance patterns are formed early in life. Children who develop good attendance habits in the early grades will be more likely to continue them throughout their school career. That's important because students who miss school miss out on carefully planned sequences of instruction. They miss out on active learning experiences and class participation. They miss out on the opportunity to ask questions. They are more likely to fall behind.

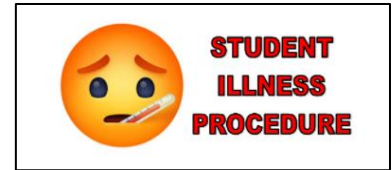
Access To Children

To ensure that your children remain safe while at school, the following procedures are in place:

- If your child is to be picked up during school hours, we ask that you write a note or phone the school, stating the time for pick up and who will be meeting the child.
- The person picking up the child must report to the office and sign out the child. No child will be allowed to be picked up at his/her classroom or wait outside for a ride.
- Children returning to school during school hours must be checked into the office before proceeding to their classroom.
- If you have a Court Order or Custody Order, it is your responsibility to provide a copy to the school, so we are aware of any parent/guardian situations. Otherwise, we will release students if/when a guardian arrives to sign your child out.

Student Illness

Saint Timothy School does not have a nurse, nor the proper facilities or staff to care for children who are sick. If your child is not well enough to go outside for recess, they should be kept at home. A note will alert us to a child not feeling well and to monitor, however we will not be able to comply with a child's request to stay indoors without a note. If a child becomes ill or is injured, we will call parents to notify and request directions or the child's care.



Punctuality

All students are expected to be punctual and to adhere to school hours. They should quickly be seated and then get ready for the morning announcements. Students who are late must have an explanation. They are to report to the office and their time of arrival and reason for being late will be recorded. Persistent tardiness and absences may result involving parents/guardians, and/or a school board attendance counselor.

Students are marked late if they are not entering the school with their classmates (including lunch). We encourage students to arrive 5 minutes before the bell rings.

School Hours

8:45 a.m.	Yard supervision begins
9:00 a.m.	Entrance bell
9:05 a.m.	National Anthem, Prayers, announcements
10:10 – 10:25 a.m.	Recess
11:45 a.m. – 12:45 p.m.	Lunch (students go outside at 12:05 p.m.)
12:45 p.m.	Classes resume for the afternoon
2:05 – 2:20 p.m.	Recess
3:30 p.m.	Dismissal

All students are expected to go outside for recesses.

Upon arrival at school students are expected to remain on the lower black top of our school property. Children are to remain outside until the bell rings. The yard is supervised by a staff member beginning at 8:45 a.m. during recesses, during the lunch hour and after school. DO NOT arrive at school earlier than 8:45 a.m. because students would be unsupervised. During inclement weather, students will be allowed into the school at 8:45 a.m. The school has a policy in place for inclement weather. JK/K students are escorted by parents or helpers to the designated area for speedy drop off.

Upon dismissal, students are expected to go home. The bus and yard areas are supervised by staff members from 3:30 p.m. until buses, walkers have left the property. When students are dismissed from school, they must not re-enter the school unless there is an emergency. Unless accompanied by a parent or an adult, students are not allowed to cross Bechtel Drive in front of our school during arrival and dismissal. Students are to use our adult crossing guards.

Access to school is controlled all day. Our doors are always locked. If students need to enter the school during these periods, they need to ask a yard supervisor to assist them in obtaining an Entry Pass for the school.

Our school office is closed during lunch hours. Please see a yard duty supervisor if you need to enter the school during the lunch hour or wait until an adult opens the door for you once you have buzzed the front door. In addition, our phones will not be available during lunch. Please leave a voice message and we will respond at 12:45 p.m.

Family Information

Please notify the school office of any changes in your work/home/cell telephone numbers, place of employment, change of sitter or any such pertinent information.

School Visitation and Sign In/Sign Out Procedures



Unless you are a registered student or board employee, you are considered a visitor to the school. To provide a safe environment for our students ALL visitors will be buzzed into the school at the front door. All our doors will be always locked. All individuals including visitors, parents, guests, delivery persons, board personnel must enter by the main door. At the main door there is a camera that will be monitored while the children are in the school. If the individual monitoring the camera recognizes you as a parent, the door will be opened to you. At that time, you must come to the office. Please do not go directly to your child(ren) class or yard, we will call your child(ren) to the office.

At no time are visitors permitted in the school's hallway and room without permission.

When picking up or returning a child(ren) for a variety of reasons during the school day, we are requesting that parents/guardians check in at the office and enter appropriate information in our Sign In/Sign Out Book. Contact will be made from the office for your child(ren) to meet you at the office.

Every effort should be made to schedule appointments outside of school hours. Parents/guardians must notify the school in writing if a student is required to leave during the school day. If parents/guardians pick up their child for an appointment during school hours, they must sign out the student at the office. In the event of illness or injury, the school will contact parents/guardians before permission is given for a student to leave school. In a situation where the child(ren) misses the bus after school, the child(ren) is to report to the office where alternate arrangements will be made for their passage home.

Parents are also reminded that entry to the yard areas during recesses including prior to the beginning of school is restricted to those who have signed in at the office and have obtained a Visitors Pass.

If you are dropping off lunch for your child(ren), check in at the main office first. Our normal procedure is to call the child(ren) down at noon to pick up their lunch from the office. This procedure ensures the safety of staff and students as well as helping us to avoid class disruptions during instruction time.

OSR



The Ontario Student Record (OSR) is a confidential, continuing record of a student's educational progress through schools in Ontario. The information in the OSR is available only to the Board's Supervisory Officers, the Principal, and teachers for the purposes of improvement of instruction. Students over 18 and parents of students under the age of 18, may examine the OSR by scheduling an appointment with the principal.

Use of School Telephone

Responsible planning by our students will eliminate the need to call home during the day. Calls home for projects, shoes, lunches, snacks, water bottles, play dates etc. will not be permitted. At the discretion of the office staff or with teacher/coach supervision, calls home may be permitted under supervision.

Transfer of Students

If a student will no longer be attending our school due to a family move or transfer, please contact the school office in advance. A form will be prepared to accompany the student to the new school. All other records will be forwarded upon request from the principal of the new school.

Motorized Vehicles

Recreational motorized vehicles are not permitted on school property during school hours due to safety concerns. The community is welcome to enjoy our property after hours but please use it in a respectful manner. Community members are encouraged to report either to the police or to the principal if they see anyone vandalizing our property.

Dogs On the School Site

Dogs are not permitted on any part of our school property. We know that excited children can be unpredictable and impulsive in their movement in the school area. Dogs' behavior can also be less predictable under the conditions of a school environment. We want to ensure that no child is at risk of a bite or an attack from a dog brought onto the school site.

Communication Guidelines for Parents/Guardians

Parents, students, and staff have a right to receive affirmation for what they are doing and the right to know when concerns arise. Communication must recognize the dignity of the individual. All people deserve respect, dignity, fair treatment, and inclusion. As part of respecting dignity of the individual, the individual has the right to know firsthand of a concern from the individual who has the concern, not second-hand from someone else who has not been involved in the issue. The WCDB has put the following process in place:

Step 1:

- Speak to the Individual
- Issue resolved (if unresolved go to step 2)

RECOMMENDED
COMMUNICATIONS
GUIDELINES

Step 2:

- Speak to the Principal
- If you have not spoken to the individual, the principal will ask you to do so
- The principal may involve the individual in the discussions
- The principal may request at any time in the process, that you put your concerns in writing

Step 3:

If the issue is not resolved, then contact the supervisory officer.

- The principal may involve at any time in the process, others who may be helpful in resolving the concern.
- School councils are not forums to discuss teacher-student-parent issues.
- You may contact our Trustee at any time. The Trustee will direct you to follow the process outlined above.

NOTES:

If the issue deals with transportation, the individual should contact the Transportation Consortium at 519-744-7575.

If the issue deals with Special Education, the individual should contact the principal first since Special Education programming decisions and allocation of Special Education staff are made at the school level. If the principal cannot assist, contact the Superintendent of School Support Services.

The trustee and executive administrative assistant forward to the supervisory office a written record of the inquiry (either the email or letter) outlining the name of the individual who has telephoned and the nature of the inquiry the individual has made. The supervisory officer will maintain a list of the data for subsequent reports to the board.

For all other school-related concerns/suggestions that do not involve taking the matter up first with a staff member, the communication should be directed to the school principal. The effective use of these communication guidelines by all involved will result in the fair and quick resolution of concerns.

Personal Property

The following items are not allowed at school without the permission of the principal, hockey sticks, mini hockey sticks, hard balls, cameras baseball bats etc. Students are forbidden to bring these items to school because of the safety issues that may result from accidental or intentional misuse. Appropriate and safe equipment will be issued to each class for outside use.



Scooters, roller blades and skateboards can be brought to school but are not to be used on school property and should be stored safely in the bike rack area.

At times, students bring personal belongings to the school (toys, money, footballs, hats, ball gloves, special clothing). They are responsible for these possessions. Their names should be clearly labeled on these articles. Please note that the school is not responsible for the loss of personal items. If a child has lost or misplaced an article of clothing, please have them check the Lost and Found area. We also ask that the children NOT bring anything to school that has monetary or sentimental value.

Responsible Use of Information Technology and Electronic Data



All students at Saint Timothy School from JK to Grade 8 have access to the computer in their classroom and in the lab in the technology room. Students who have signed an Internet consent form have access to the internet. All students are expected to adhere to the guidelines listed on the form or will forfeit his/her computer privileges. Failure to observe established rules for use of computers and telecommunication will result in loss of computer usage and/or consequences consistent with the School Code of Conduct.

Access to the wireless network in our school has expanded learning opportunities for students and has provided access to thousands of interactive learning websites, educational videos, and current information. Bringing in personal devices is an option, and the WCDSB does not accept responsibility for the theft, loss, or destruction of any personal devices while at school or on school property at any time. Users are responsible for securing their equipment at school and if they feel they are unable to adequately do so, should not bring their personal devices to school. Applications and programs accessible from or installed on the personal devices can be implemented for classroom use at the discretion of the school staff as they relate to and support student learning.

[Responsible Use of Outside Technology Equipment Student Personal Electronic Device Consent](#)

Suspected Child Abuse

Please keep in mind that educators are bound by the Child and Family Services Act to notify Children's Aid if a student makes a disclosure or if there is even a suspicion of abuse. It is often a difficult and uncomfortable duty to perform but an essential duty. This procedure is in place for the safety of all children in the province of Ontario.

Dress Code

Saint Timothy community is one where we strive to nurture a respectful and inclusive environment. We do not have school uniforms but the following guidelines will help parents and students when choosing clothing that will contribute to a positive school environment:

- Students need to be comfortable to learn
- Students may express their individuality while maintaining respectful behaviours
- Students will exemplify inclusivity by avoiding clothing that promotes discrimination, hate, violence, illegal substances and/or profanity.



We ask that our younger students have a change of clothing in case of an accident. Older students will need a change of clothing for physical education. All students will need a pair of indoor shoes as well.

Our school Spirit Day is every Wednesday, and we encourage everyone to show their school spirit by wearing a Saint Timothy school shirt.

Recess and Lunch

It is expected that all students will go outside during the recess breaks and the lunch hour. Students who are well enough to attend school are expected to participate in all activities and to go outside for recess and lunch breaks. Our yard is “food free” and therefore students are not allowed to take food or drinks into the yard during breaks.



Students who need to stay for lunch will eat lunch in their designated areas. They are expected to clean up their garbage when finished with their meal. Students have from 11:45 – 12:05 p.m. to eat. Students who remain at school for lunch will:

- Remain seated while eating.
- Place all garbage in reusable containers that are taken home every day.
- Use a normal speaking voice.
- Use a respectful language when talking to one another.
- Be cooperative and courteous to all supervisors.

Students who normally stay at school for lunch can only leave school property during the lunch hour if they present a dated and signed message from their parent/guardian in the morning of the day the student is to leave. The message is to be presented to the classroom teacher in the student agenda or paper note.

Please be aware that once your child(ren) leaves school property we cannot ensure their safety. We respectfully request that you consider leaving your child(ren) at school during the lunch hour where we can ensure their safety.

School Communication

We communicate to parents through our “Newswire” platform sent to you via email. The office sends out weekly updates and ongoing communications for parents/guardians to keep you aware of events, news and information that are important to the school and/or community. We also send home a monthly newsletter via newswire and our school website is another great platform for information.

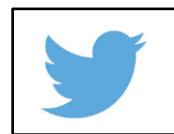
To receive school updates, please sign up for “newswire” on our school website:

<https://sttimothy.wcdsb.ca/> You can also follow us on our twitter page: [@sttimothy3](#). In addition, you can also sign up for [WCDSB NewsWire](#) to receive WCDSB updates, activities, and opportunities.

Classroom teachers will communicate with families on a Google Classroom platform and/or student agendas/planners for Grades 1 to 6. Please be sure your child logs in a few times a week to check for updates, homework, and special events. Students in Grade 1 to 6 will be given an agenda/planner to use daily to record homework, list school events and to communicate with parents and teachers.

School Messenger uses telephone and email to notify parents of important events and emergency school information.

[SchoolCashOnline](#) is a web-based solution that gives parents the ability to pay for student items on-line. This cashless system offers parents the convenience of paying online for school activities. It also can offer our parents to approve permission forms instantly online. If you are not able to sign up for this account, you must contact the school so we can find alternatives.



NewsWire
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Elementary Schools Food and Nutrition Policy

We continue to follow and implement the directions and expectations contained in the WCDSB Food and Nutrition policy. The purpose of this document is to ensure that a variety of nutritious foods and beverages are promoted and provided in our school. Highlights of the policy outline “healthy special food days”, healthy student rewards” and “healthy snacks that are appropriate during instructional time.”

Environmental Focus



Our school is a Gold Eco-School. This means that as a community we are committed to conserving energy, reducing waste, and protecting the environment. There are many daily routines all of us can follow

both at home and school. These include turning off lights when we leave our room, turning off computers at the end of the day, litter less lunches, reduce, reuse, recycle and not idling vehicle engines while waiting. Let us all follow God’s wishes and become ‘stewards of the Earth.’

Freedom of Information

Please be advised that, in compliance with the Freedom of Information and Privacy Act, the school cannot give out names, addresses or phone numbers of families without their knowledge and consent. Please do not ask school staff to provide this information for birthday parties, babysitters, tutors, or other social engagements.



Custody Issues

If you have a developing family custody issue, please be aware that we cannot act on verbal instructions from one parent to refuse legal access to the other parent unless we have a certified court order. While we are happy to provide duplicate report cards, progress reports etc., we do require notice. Please contact the office if you need further clarification.

Parental Consent and Waivers

During any school year, students are photographed. These pictures could appear on bulletin board displays, for special recognition, to accompany projects outside the school, school newsletters, etc. To allow us to use these pictures and use names, we must have parental consent. A consent form is sent via School Online at the beginning of the school year. Please sign this form upon its receipt.

Volunteers



Throughout the school year, we need volunteers to support us in such areas as assisting on trips, assisting in the classrooms, lunches, field trips, Strong Start and special events. Many of these activities do not require much of a time commitment and may not be possible without parental assistance. Please inform the school if you can participate on either a regular or occasional basis.

A volunteer orientation meeting will take place in late September.

Parents may wish to volunteer in their child(ren)’s classroom but this is not always in the best interest of the student. If the teacher feels that this may not be in the best interests of the students, parent volunteers may be asked to accept an assignment in another area of the school.

All volunteers must sign the Visitor(s) Log in the office and pick up a visitor(s) badge. This badge signifies that you are in the school for a particular purpose. This will help us to monitor strangers who might come into the school. Volunteers are reminded to sign out and return the visitor’s tag as they leave the building.

Note: Volunteers who work within the school are subject to any requirements set out under the Ontario Safe School Act or school board policy. All volunteers in a school must sign a Volunteer Offence Declaration form. Depending on the intensity of volunteer duties, a “Criminal Background Check” may also be required.

Volunteer Drivers

Parents/guardians who transport students for school related activities, such as athletic events and excursions must complete the Volunteer Driver Form each year. Please be aware of restrictions involving children sitting in passenger seats equipped with an air bag and booster seats.

Safety In Our Parking Lot

The school parking lot is a STUDENT SAFETY ZONE: A NO ENTRANCE sign is placed in a visible location near the parking lot entrance; authorized vehicles will be the only vehicles permitted to park in the school parking lot. Standing patrols (and pylons) will continue to be in place from 8:45 a.m. and 3:30 p.m. until bus departure. Parents/Guardians dropping off and picking up students are to use the legal parking spots available on Bechtel Drive. In addition to these spots, which are frequently occupied, a very safe place to drop off and pick up students is at the Doon Community Centre parking lot. Students are not allowed to use the parking lot to access the play yard.

Lost and Found

A lost and found box is maintained in the school. Children and parents are encouraged to seek lost items in the box. Articles in the box at the end of each term are displayed in the hallway and unclaimed items are given to a charitable group.

Combined Grades



Combined grades may become more common. How do combined grades differ from a regular grade? A straight grade may have within two, three, four or even five groups of varying ability. Children in each grade do not reach levels of physical, emotional, social, or cognitive development simultaneously. In essence, all grades are combined grades, given many levels of learning.

Academic, social, and disciplinary considerations are considered when placing children in classrooms. Previous grade placement, number of boys and girls, individual ability and work habits are always factors in deciding student placement. Many factors are taken into consideration when placing children in classroom – combined grade placement is no exception.

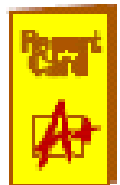
School Supplies

All textbooks and some consumables will be supplied by the school. Students from JK to Grade 3 will be supplied with most of the basic materials. Students from Grade 4 to Grade 8 will be expected to purchase some of their own supplies. The classroom teachers will provide students with a list of required materials. If it is possible, parents are requested to purchase a pair of running shoes that can be used exclusively in the classroom and gymnasium. This helps our custodians to keep our school looking neat and clean.

Program / Curriculum Information

Report Cards and Interviews

Under the provincial reporting system there are two formal reporting periods for the Grades JK-Gr.8 students: winter and spring. In November a progress report will be completed for students and interviews will be scheduled. Report cards will be sent home in January/February and in June. For each reporting period the parent(s)/guardian(s) will receive a copy of the report card, the original will be placed in the student's Ontario Student Record, along with the parent/guardian comment sheet which parent(s)/guardian(s) are requested to sign and return to the school.



All parent(s)/guardian(s) are invited and encouraged to attend interviews/conferences in November. Students are encouraged to attend the interviews.

Note: Unscheduled, "off the cuff" type of interviews is discouraged particularly at the beginning of the day as teachers are involved in classroom readiness activities. Currently, we ask parents, guardians

refrain from coming into the school without an appointment, thus maximizing the best possible start to the school day for our students.

Special Education



Saint Timothy Catholic School is an inclusive community, where all children are helped to feel they belong. The optimum development of each individual is our focus.

Program adjustments to personalize the curriculum are made by the Classroom Teacher and the Special Education Teacher to develop a child's strengths. The Special Education Teacher is a resource to the classroom teacher, helping with resources, specific teaching, and evaluation strategies. Educational Assistants may also help to provide support for students.

At Saint Timothy a team approach is used, in that the principal, special education teacher, classroom teacher and sometimes our Student Service Team and outside agencies all collaborate to provide the best possible programming for students.

We recognize that parents are an important part of the process, so parents are kept informed, and their input is requested. When a teacher observes that a child's learning is out of step with his/her peers, the teacher requests an In-School Team Meeting with the Principal and the Special Education Teacher. At that meeting, the child's behaviour and/or learning are discussed, and teaching strategies or materials are suggested to help the student. Additional informal testing by the Special Education Teacher may also be recommended. Parental involvement will be sought by the classroom teacher in dealing with the learning or behaviour issues.

If you believe your child has learning difficulties, please let your child's teacher aware. Please do not hesitate to contact the principal if you still have concerns about your child's learning.

Academics /Resources for Parents

The following Ministry Curricula (The Ontario Curriculum Grades 1-8) are available for review at the Ministry's website at <http://www.edu.gov.on.ca/eng/curriculum/elementary/subjects.html>. Other policy and resource documents are also found on this site.

Religious Instruction

Religion is taught in a formal lesson from Grades 1 through 8 (more informally in the kindergartens). However, religion is also integrated with all aspects of the child(ren)'s educational experiences.



All students must take part in religious and family life instruction, liturgies, and celebrations, and may not be excused from participation. (Non-Catholic children may not actually receive the Sacraments but will participate in all other aspects of the program).

As a Catholic school, we can celebrate and share our Catholic faith with each other. There will be many opportunities during the year for the children, staff, and school community to participate in liturgical and Eucharistic celebrations. Details concerning dates and times for these special celebrations will be announced in our weekly updates on newswire. All are welcome to attend!

Homework

Every classroom teacher will encourage students to read every night; teachers will promote different types of genres to read (newspaper, magazine, novel, etc.). Teachers will send home unfinished work if the student knows how to complete the assignment and may send home some reinforcement activities (e.g., JK to Grade 3: word sort, practice learning letter sounds, math workbook; Grade 4 to 8: problem solving activities). Teachers will not send home extra photocopied worksheets for students to complete. Students who refuse to complete an assignment or offer to take a failure will be required to notify their parents of their choice. Every effort will be taken to encourage the student to adhere to the expectations

of school responsibilities and the teacher will document this information as well as the communication home. A note on the student's report card in both the Learning Skills & Work Habits comment box and the subject comment box will indicate the above.

Extra-Curricular Activities



A variety of extra-curricular activities are offered to enrich your child's experience at Saint Timothy. Many of these activities require before and after school practice. Your help, support, and encouragement of your child's involvement in these activities are greatly appreciated. Students are required to have an intramural form signed before they can play in these clubs. Be sure to look for it at the beginning of the year. In addition, our teams have pages of paperwork to be signed.

All students at Saint Timothy should be proud of their school and of their accomplishments. Students are encouraged to take advantage of the many opportunities provided to them which occur beyond the classroom. Students, who have difficulty meeting school expectations may have the privilege of participating in extracurricular activities suspended until such time as they are able to be "responsible citizens".

School jerseys will be provided for students to use. If they lose all or part of the uniform, it will be the student responsibility to pay for its replacement.

Any activities occurring before or after school will require written parental consent.

Spirit Wear Days

Every Wednesday students are encouraged to wear their spirit wear, colours from teams, clubs, arts performances, or items purchased to promote school spirit. The clothing must be associated directly to Saint Timothy.

Field Trips and Excursions

We are very fortunate to live in an area which has an interesting history and varied places of interest in our immediate surroundings. Class trips are approved through the school office as worthwhile, safe, learning experiences.

We ask for your cooperation and support in completing required permission forms for excursions promptly via School Cash Online. Handwritten notes and verbal permission are not acceptable forms of permission for school excursions. If the form(s) is/are not returned, students will not be permitted to participate in the excursions. Non-participating students will attend school as normal and work under supervision in a class. Every effort will be made to ensure that students wishing to participate will not be excluded. No child will miss out on a trip or special event due to financial constraints. Please contact the principal if you have any concerns.

Parent volunteers are often required to assist with supervision on school trips. Supervising parents MAY NOT bring other siblings on school trips. Please be sure you have an up-to-date Police Record Check, with a Vulnerable Sector Screening, if you plan to volunteer. Police checks must be completed on an annual basis.

Learning Commons



Students are encouraged to use the library for research and pleasure reading. Encourage your child to take care of the books and to return books promptly. Any books damaged or lost must be replaced. Parents will be notified of the cost to make restitution.

Textbooks, School Resources and Property

Notebooks must be maintained in a neat, clean, and organized manner. Textbooks must be cared for in the same manner and must not be defaced in any way. Students who misplace or deface materials provided by the school will be required to replace them.

Health Related Matters

Accident Insurance

Optional student accident insurance provides a very economical way of insuring against the cost of expensive dental or medical treatment should your child(ren) suffer an accident either at school or at home. An independent insurance provider selected by the Board will provide coverage at a nominal fee. You are encouraged to consider the benefits of registering your child(ren) in the plan. Applications are sent out in September and are available at the office.

Health Forms and Medication

Each September, a “Student Information Verification Form” containing a section for health related issued, is to be completed for each student and returned to school. Parents should inform the student’s teacher and the school administrative assistant of any changes affecting the child’s health during the year.

For safety reasons, children are prohibited from bringing any form of medication to school without prior approval from the office. If medication is determined to be necessary, there is a form that must be filled out by parents/guardians to indicate that the medication must be taken during school hours. The medication must be in the original container and be clearly labeled with names (child, parent/guardian, doctor), phone numbers and directions. All medications will be stored and administered in the school office. [Medical Administration Consent](#)

Dental Health Services

Dental screening is provided for all children in Kindergarten, Grade 2, 4, 6, and 8. Children identified at dental risk during the screening will receive dental/nutritional education and oral hygiene instructions. Educational services are also available for other grades.

Hepatitis and HPV Immunization Programs

Once again, the Region of Waterloo, Health Department is in the process of planning for immunizations for the 2021 – 2022 school year. The free Hepatitis B vaccination will be offered to all Grade 7 students not previously immunized against Hepatitis B. Immunization will be through school based clinics and administered by Health Department staff. Scheduled dates will be communicated in school and classroom newsletters.

Scent Aware Environment

We respectfully request that members of our school community refrain from using/wearing scented products in the school as some students are allergic.

Anaphylaxis



Some students experience severe reactions to certain foods or bee stings. Anaphylaxis refers to a collection of symptoms such as breathing difficulties, shock and drop in blood pressure. All are potentially fatal. It is imperative that parents/guardians notify the school if your child has any allergy and/or has an EPIPEN. It is also recommended that students carry epi-pens on their persons in case of an emergency. Prevention, of course, is the best approach. Saint Timothy is a NUT-FREE and SCENT-FREE school. Please do not send any foods that contain nuts or nut by-products. Students are also reminded not to share their recess snacks or treats. WCDSB also prohibits peanut butter alternatives or substitutes from all schools as well. All staff members are aware of this situation and have been instructed in the procedures regarding anaphylactic shock.

Emergency / Safety Procedures

Crisis

If there is a crisis at home, such as death, separation, divorce, or illness in your family, please let us know so that we can provide support for your child(ren) upon his/her return to school. Death or illness of a family pet can also be upsetting to children and affect their ability to learn.

School Emergency Drills – Fire, Tornado and Lockdowns

Fire drills are held three times in the fall and three times in the spring to ensure that the school can be evacuated in an orderly manner in case of an emergency. When the fire alarm sounds, all persons inside the school must leave the building. Fire regulations always require that students wear shoes. Lockdown and tornado procedures are practiced twice a year.

Restricted Activity Days

On days when a “Smog Alert”, is in effect, the following procedures will be initiated at our school:

1. The day will be declared a Restricted Activity Day.
2. Students will be instructed that restricted activity means they either sit down or walk around the yard. Running and vigorous activity will not be allowed.
3. If your child is asthmatic or has respiratory problems, please send in a doctor’s certificate or letter confirming the condition and it will be kept in your child’s Ontario Student Record. The school will find alternative arrangements for your child.

Emergency School Closing



School closures and/or transportation cancellations are always announced through the local media (FM 105.3, AM 1090, or FM 96.7) and school board website www.wcdsb.ca. In addition, announcements will also be sent out from our school using newswire, school messenger or twitter. At times, buses may be cancelled but schools are open for those children who can walk or be driven to school by parents/guardians. If the buses are not running in the morning, they will not run in the afternoon. If parents/guardians decide to drive their child(ren) to school, they must be prepared to pick them up at dismissal time.

In the event of school closure, system wide dismissal or early dismissal during the school day, students will be sent home according to the Emergency Procedures form that was completed in September. If you are unable to be home for an early dismissal, please decide to safeguard your child(ren) at a neighbour’s home, and make sure that your children are aware of what they are to do in the event of an early dismissal. Call the school only when necessary, so that you will not tie up the school telephone. Walking students will be grouped by area as much as possible to facilitate a “group departure” including siblings, older and younger students. Because of road conditions or other school emergency, transported students may be dismissed at any time during the school day.

Students will not be allowed to change the plan on their own. If parents/guardians need to change the plan, they must personally call the school.

Parents/guardians are the primary decision makers regarding the safety of their children. Although schools are open, and transportation is operating, if you, the parent/guardian, feels that conditions are not appropriate for your child(ren) to go to school, you have the right to keep your child(ren) at home, but you must still inform the school of your child(ren)’s absence, as per normal procedures.

Rules of Safety and Code of Conduct on School Buses



Students who live a certain distance from the school may receive bus transportation as prescribed by Student Transportation Services.

It is the responsibility of each student to follow bus safety procedures. **Remember: riding the bus is a privilege-not a right.** Students who consistently disregard the bus rules and put everyone’s safety at risk will receive a Bus Misconduct Form to be signed by a parent.

When a student receives THREE Misconduct Forms, they will receive a suspension from riding the bus (regardless of age) for 3 days.

Parents are asked to review these expectations with their children.

Students will:

- ONLY ride the bus which they are assigned; students who walk are not able to ride on their friend's bus.
- board the bus in a single line, without pushing or shoving.
- sit where directed by the staff and bus patrollers.
- remain seated until the end of the trip.
- talk quietly, no swearing, no food.
- keep arms and head inside the window, and to yourself.
- cross the street in front of the bus and wait for the driver to signal before crossing
- leave the bus at the regular stop unless permission is granted by the principal upon a request from the parent/guardian.

**If your child is required to take the bus, he/she is expected to do so everyday unless a written note is provided to the office first thing in the morning. **

PLEASE NOTE: Phone calls related to changing buses at the end of the day will not be allowed.

Transportation eligibility is now posted on the STSWR (Student Transportation Service of Waterloo Regions website.) Go to www.stswr.ca and follow the login instructions. Questions regarding student transportation can be answered by calling at 519-744-7575.

Delays, Closures and Cancellations

Our families are encouraged to subscribe to e-mail notifications for delays, closures, and cancellations. To Subscribe to E-mail Notifications for Route Delays and Cancellations and School Closures:

- Visit www.stswr.ca
- Click "Delays, Closures & Cancellations"
- Click "Delays & Cancellations"



- Click

Bicycles, Scooters and Skateboards

Parents who permit their child to ride their bikes, scooters, and skateboards to school should be satisfied that the equipment is in good riding condition and know their child knows what is safe. Helmets must be worn when appropriate (for example on a bicycle). A lock for the bike to be secured at the school should be provided. Scooters are to be left at the bike rack. Neither the school nor the school board accepts any responsibility for bicycles parked on school property.

Cell Phone Use, Electronics and Social Media/Publication of Inappropriate Content



As per Personal Technology Memorandum from the Ontario Ministry of Education (2019:B08), unless under direct teacher supervision for specific projects, **students are not to be on their phone while at school.**

Please carefully read the following practice for personal phones at school. If students choose to bring a device to school, it is understood that these devices must be always kept in their backpack. If phones are brought to school, students know that if they are broke or stolen the school/board is not responsible including being stolen from their backpack. For safety reasons, cell phones are permitted at school, however we recommend children not bring them to school. Schools have landlines if you and your child need to reach each other. No photos/videos/recordings of students or staff is allowed at any time: this will result in the notification of school discipline/suspension.

If student is seen with their phone at recess, in the hallway or classroom without permission:

- the student will be directed to bring their phone to the office where it will be turned off and remain for the day.
- for multiple infractions your child will call home / parent's workplace to let you know that they are repeatedly violating the Ministry policy cited above: phone will be stored at the office.

Computers/Internet/and other Electronics

Saint Timothy School has WIFI hotspots and all students at Saint Timothy School have access to chrome books as a learning task requires. Students who have signed the consent form for use of school electronics will have access to the Internet. All students are expected to adhere to the following safe practices:

- students should not use another student's log in.
- students will not access inappropriate sites on the Internet (including YouTube / violent videos or games)
- students will not interfere with another student's work on the computer.
- all programs and USBs from home must be cleared for use by the classroom teacher.

Infractions of the above will result in a student's suspension from using a device while at school for a minimum of 10 days (2 school weeks). Assignments during this time will be completed using research books (if required) and paper / pencil.

Dissemination/Publication of Material (electronic or otherwise)

Dissemination or Publication of content means that a student has recorded or used a recording of students or staff and then SHARED this content without permission (electronically or otherwise) in a negative light. Sharing of such content during school hours or outside of school hours will be dealt with by administration and / or police.

This includes, but is not limited to, material which attacks an individual(s) based on 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. This amounts to a breach of the Provincial, Board and/or School Code of Conduct, **regardless of the time, location or frequency of such dissemination or publication.**

As part of 21st century learning, students will be participating in a variety of social media tools via the Internet in the classroom. Some of the social media tools that may be used in the classroom include the following: Wikis, blogs, Podcasts, video conferencing, surveys, YouTube, Twitter, and other sites deemed appropriate by the classroom teacher in accordance with the Ministry of Education.

Our students and staff enjoy opportunities to share school activities with parents and the school community through teams, clubs, and special events. Many of these are 'memory making' for families and as such photographs are often taken. **We ask that families exercise their discretion when taking photographs or videos at school events and consider the privacy of other students who may also be present in those pictures.** If your child is a participant, please be aware that photos may be taken during performances. We would appreciate families not uploading images of students other than their own to the Internet (e.g., YouTube or Facebook). Your cooperation is appreciated.

St. Timothy Code of Behaviour - Safe Schools Policies and Procedures

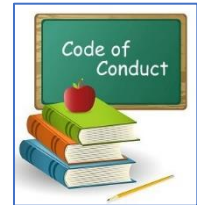
The responsibility for a safe school culture and the education of appropriate social behaviour founded on gospel values rests with everyone.

The WCDSB has revised its Safe School Policy to incorporate Ministry regulations while continuing to emphasize the importance of prevention. For more details, please go to the WCDSB website: [WCDSB Code of Conduct](#)

In the Saint Timothy's Catholic School community, we strive to provide our students with a safe, secure, and stimulating learning environment where sensitivity to, and caring for other people are as important as academic learning.

At Saint Timothy, students are expected to:

- Contribute positively to the Christian climate of the school.
- Respect the dignity and rights of all people.
- Respect the property of the school and all members of the school.
- Behave appropriately during all school programs and activities, on and off the school grounds.
- Be co-operative to fellow students, teachers, staff, and visitors.
- To seek and accept extra help from a teacher when required.
- Always use appropriate and respectful language.
- Complete all work in a timely manner and to come prepared for school.
- Enter and exit the building in a safe, attentive, and quiet manner.
- To abide by the rules of the classroom and school.
- Be respected by all members of the school community.
- Work and learn in a safe and orderly environment.
- Access facilities and to participate in programs offered by the school.
- Adhere to the school's "HANDS OFF" policy.



Students Supports Offered

Failure to meet the outlined expectations may result in a variety of consequences, issued in a progressive discipline approach, depending upon the individual student and the nature of the issue.

Progressive discipline is a non-punitive, whole school approach that uses a continuum of interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviour. Consequences include learning opportunities for reinforcing positive behavior and assisting pupils to make good choices.

One strategy used in our school is restorative practices. Restorative practices support well-being and achievement by cultivating strong healthy classroom and school communities. The process focuses on strengthening relationships and supporting community members to deal with conflict as it arises in a positive way. In schools, restorative practice may include peer mediation, with older students helping younger ones to solve problems; informal classroom circles, with teachers and students discussing and resolving concerns; and formal conferencing, where students who have caused harm are held accountable for the effects of their actions.

In the event of undesirable behaviour by a pupil the following disciplinary measures may be applied:

- An appropriate detention or loss of privileges.
- Verbal warning, time out or apology.
- Telephone calls or letters home.
- Meeting with principal.
- Intervention of school/board resource personnel.
- Student dialogue to raise empathy.
- Good deed or another meaningful act as appropriate.
- Use of restorative justice intervention.
- Warning of Suspension letter and phone call.
- Request for parent interviews.
- Persistent and habitual or very serious offences may result in suspension.
- Think Paper / Reflection Paper.
- Playground Success Plan / Behavior Sheet.



Individual teachers will deal with discipline issues that may occur within the classroom or school. The principal will deal with students whose behaviour is of a persistent and/or serious nature. Parental support in assisting students to meet the school's expectations is an essential part in creating a positive and safe school environment.

Interventions and consequences applied to instances of inappropriate behaviour must be made after consideration of mitigating factors. These might include:

- The pupil does not have the ability to control his or her behaviour.
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person.

Consequences must have a positive effect on the student's journey through reconciliation, either formally or informally with the school community and those affected by the person's behaviour. Interventions, therefore, should be selected in direct response to individual skill development needs.

Summary of Offences and Consequences – lists activities that may lead to suspensions or expulsion.

Specific School Expectations for All Students Playground

1. Play in your designated area of the school property.
2. Do not play rough or aggressive games. "Play fighting" usually leads to "real fighting".
3. Equipment judged by the school to be dangerous or hazardous to student safety is not permitted (i.e., no bats, hard balls, skateboards, wheelies, etc.)
4. Report any injuries or incidents of harassment to the teachers or supervisors on duty.
5. Obtain permission before entering the school during recess breaks and the lunch hour.
6. Objects such as stones, sand, cans, snowballs, etc. are never to be thrown.
7. The use of inappropriate language will not be tolerated under any circumstances.
8. Always play with safety in mind.
9. Students are strongly discouraged from bringing toys to school (e.g., stuffed animals, cards, etc.). Items to play with outside that are encouraged are basketballs, tennis balls, soccer balls, etc. There is to be no trading of cards such as Pokémon. Students can bring them to play games, but no trading permitted of these or other items.

Minor infractions will be dealt with by the staff member assigned to supervision duty. While there will always be a learning and reflecting aspect to all infractions, the yard duty supervisor will decide whether to inform the office for infractions. Although we will try to use our school discipline plan to solve as many issues as possible, we recognize the importance of communicating with you when something of a more serious or repetitive nature occurs. Serious or repeated infractions may be reported to the principal for further, more severe, consequences.

Positive Practices

To promote and support appropriate and positive pupil behaviours that contribute to creating and sustaining safe, comforting, and accepting learning and teaching environments that encourage and support students to reach their full potential, the Board supports the use of positive practices for prevention, and positive behaviour management.

Positive Practices may (but are not limited to) include:

- Student leadership.
- Character education e.g. Umbrella Project, Community Circles
- Student success strategies.
- Promoting healthy relationships and healthy lifestyles.
- Program modifications and accommodations.



- Classroom incentives (jobs/class rewards).
- School incentives (teams, clubs).
- One to one conversation.
- Body breaks (scheduled / proactive).
- Relocation for quiet workspace.
- Review of school procedures / class procedures.
- Removal of the audience.
- Use of diversion, distractions, and humour to disengage from situations.
- Have a student walk with a supervisor.

School Behaviour/ Playground Success Plan Form

To improve communication between home, staff, and students we have a system to record any inappropriate behaviour in the schoolyard. When an infraction occurs, staff will discuss the issue with student involved and then may record the incident on the form. The form is then passed on to the principal who will take additional action.

If your child brings home a behavior form, we ask that you discuss and process the issue outlined in the form. You may choose to assign additional consequences to reinforce your disappointment and disapproval. It is important to understand that how you handle your child will determine the success of the process. Students that find these situations uncomfortable because of clear consequences, adult disappointment, and their own feelings of remorse, are very unlikely to have further issues.

Role of Police and Community Members

Police and community members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

We are partners in a Regional Community Threat Risk Assessment Protocol. This means that together we have committed to a process as a response to dealing with students who pose a risk to the safety of our school. We all understand and utilize a common process, use consistent language, and have common beliefs about purposefully responding with multidisciplinary interventions.

BE LIKE CHRIST in your thoughts, words, and actions.
BE COURTEOUS AND RESPECTFUL towards yourself, towards others.
BE RESPONSIBLE put your best effort into your work and school activities.
BE CARING play fairly.
BE PROUD OF YOURSELF, think for yourself.
BE POSITIVE AND ENTHUSIASTIC

Harassment

Harassment is unwanted, uninvited, sexual, or other forms of attention. It may involve remarks, gestures, or actions that make a person feel unsafe or uncomfortable. These remarks, gestures or actions may occur over time and in a way that the victim is upset and feels he or she cannot come to school, make use of school, or learn properly. At Saint Timothy School everyone including staff has worth and should expect understanding and respect. Any inappropriate comment or action that leaves someone fearful or uncomfortable about coming to school will have consequences. Persistent ridicule of any student by an individual or group will be treated as harassment and next steps will be taken.

Safe Schools Plan

It is the belief at Saint Timothy that the school board's vision and mission statement should drive our actions to ensure that our school is a place for all. ***“Heart of the community, success for each and a place for all. As disciples of Christ, we educate and nurture hope in all learners to realize their***

full potential to transform God's world". This starts by creating a caring school environment, with staff supporting and modeling positive interactions with the students. The following activities recognize the importance of creating a positive environment that focuses on student recognition and listening to the needs of the students:

- Student recognition programs in all classrooms
- Spirit assemblies
- Sunny Salutes
- Umbrella Project – recognize students who demonstrate skills
- Classroom meetings / Community Circles
- Sharing good news items during announcements, in the school newsletter, on the school sign
- Presentations – with Waterloo Regional Police
- Religion Lessons and classroom character education activities
- Intramural Programs
- Clubs – Student Council, Social Justice, Eco
- Play Days – Winter Olympics, Summer Fun
- School Liturgies and Masses
- Classroom / Office / Door Helpers
- Bus and Safety Patrollers
- Conflict Resolution Programs
- Safety Plans
- Guest readers, performers, and speakers



Bullying At School

A student is bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one student or more. Students who bully other students will face appropriate consequences. School staff will contact parents to address the issue. Every student has the right to feel safe attending school. Bullying can be verbal, physical, and/or emotional.

Getting Help – What is a Student to Do?

Dealing with inappropriate behaviours can be tricky for adults as they try and get to the bottom of what is happening and understand the reasons and the reality of the situation. Students involved in an issue face much difficulty as well as they learn which situations, they can solve themselves, and which situations need adult involvement. No school process is perfect. As a school we rely on students to come forward and ask for assistance as we cannot help if we are unaware. We will assume that an issue that goes unmentioned at school is one that does not need adult support because it was solved.

Students should always find an appropriate adult if there is an issue of conflict. Students who choose to take matters into their hands often find that they make the situations worse and end up becoming part of the problem. Sometimes this choice is made because of prior issues, bad feelings toward the person who is the “aggressor”, or because they feel it is their job to fix the problem.

There is adequate supervision on the school yard and in the lunchroom. Students having an issue should seek out the teachers on supervision. They are highly visible and are wearing bright safety vests. If the issue happens in a classroom, or during transitions such as entry from recess, then the classroom teacher should deal with the issue first, as often the issue is between classmates.

If you are concerned over issues that your child seems to be facing in the school yard, and it appears that the issue has gone unresolved, contact your child’s teacher to discuss the issue further. Often this discussion, will clear up any misconception or misunderstanding regarding if our how an issue was handled, or even fill in missing parts about the situation.

Community Support Services

Need someone to listen....

Front door Access to Child and Youth Services 519-749-2932 frontdoormentalhealth.ca

Walk in Service: Wednesdays 12p.m.- 7:30p.m., Saturdays 9a.m.–3:30p.m. 1770 King St E, Kitchener.
Free/No appointment necessary - for families with children up to 18 OR students 17 years and under

Here24Seven (Waterloo Region Crisis Line) 844-437-3247 here247.ca
Kids Help Phone 800-668-6868 kidshelpphone.ca
Mental Health Help Line..... 866-531-2600 mentalhealthhelpline.ca

Betty Thompson Youth Centre/Haven/Lutherwood 519-749-1450 lutherwood.ca
Community Information Centre 519-579-3800 waterlooregion.org/cic/
Crime Stoppers 800-222-8477 waterloocrimestoppers.com
Family & Children Services 519-576-0540 facswaterloo.org
Grand River Hospital..... 519-742-3611 grhosp.on.ca

Multicultural Centre 519-745-2531 kwmc.on.ca
Region of Waterloo Community Services 519-883-2174
regionofwaterloo.ca/en/community-services.aspx

oneROOF Youth Services (Reaching Our Outdoor Friends) 519-742-2788 oneroof.org
St John's Kitchen 519-745-8928 theworkingcentre.org
St. Monica House 519-743-0291 monicaplace.ca
Waterloo Regional Food Bank 519-743-5576 thefoodbank.ca
Waterloo Regional Police..... 519-653-7700 wrps.on.ca
Waterloo Region Community Legal Services 519-743-0254 wrcls.ca
House of Friendship 519-742-8327 houseoffriendship.org

Human Resources and Social Development Canada 519-579-3880
canada.ca/en/employment-social-development

Lutherwood Employment 519-743-2460 lutherwood.ca/employment
Lutherwood Housing 519-749-1450 lutherwood.ca/housing
Mary's Place 519-744-0120 ywcakw.on.ca/emergency-shelter.
Al-Anon or Alateen..... 519-896-5678 al-anon.org
Carizon Family Counselling 519-743-6333 carizon.ca
Coping Centre (bereavement)..... 519-650-0852 copingcentre.com
Hospice Waterloo Region..... 519-743-4114 hospicewaterloo.ca
Interfaith Counselling 519-662-3092 interfaithcounselling.ca
John Howard Society 519-743-6071 johnhoward.on.ca/waterloo
K-W Counselling Services 519-884-0000 kwcounselling.com

Including OK2BME (Sexual Minority Youth)

Walk in Service: Thursdays 12p.m. – 6p.m. 480 Charles St E; Fee for service – sliding scale – no appointment necessary

Lutherwood Family Counselling..... 519-622-1670 x200 lutherwood.ca
Ray of Hope..... 519-578-8018 rayofhope.net
Region of Waterloo Public Health/Emergency Services 519-575-4400
chd.region.waterloo.on.ca

Reach Out Centre for Kids (ROCK) 905-878-9785 Reach Out Centre for Kids

