



St. Raymond Elementary School

"COMPASSION, FAITH, LOVE, HOPE, JUSTICE, EQUITY, DIGNITY, PEACE"

5735 Whitehorn Avenue Mississauga ON, L5V 2A9

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General Information


2023 – 2024

Principal: Katherine Akelaitis

Superintendent: Silvana Gos

Trustee: Luz del Rosario (Mississauga Ward 6)

School Hours



8:15 a.m.	First Duty
8:30 a.m.	School Begins
8:35 a.m.	Oh Canada, Prayers, & Announcements
10:10 a.m.	Nutritional Break (End @ 10:30)
10:30 a.m.	Recess (Ends @ 10:55)
12:35 p.m.	LUNCH (Ends @ 12:55)
12:55 p.m.	Recess (Ends @ 1:20)
3:00 p.m.	Dismissal

School Hours Supervision

- For your child's safety, we request that **children not be on school property until supervision begins at 8:15 a.m.**
- Kindergarten students** are to enter through the gates from 8:15 – 8:30 a.m. **Please do not drop off your child earlier as there is no supervision.**
- If the bell has rung, all students (Gr. 1-8) who may be late, are to go to the back of the school and join a line. If there are no students, and the doors are closed you are to come to the front of the school and obtain a Late Slip.

Kindergarten Drop-Off

In support of our Safe Arrival procedures here at St. Raymond, students in Kindergarten **begin entrance into their classroom at 8:15 a.m.** FDK students will enter from the Kindergarten doors in the FDK play area.

Front Door Entry



Our school has a front door speaker/buzzer/video monitoring system. The installation of this system allows us to enhance the safety and security of students and staff by locking the front doors. This access protocol applies to all visitors, including parents and guardians.

Visitors to our School

All visitors and parents are asked to enter the building through the front door and report the office. Please sign in and obtain a visitor's sticker if you plan to remain in the building, for any reason, during school hours.

Attendance and Punctuality

Five Things You Need to Know about School Attendance



- The lowest performing students around the world miss more school than their academically successful schoolmates.
- School attendance is critical to student's academic success but more importantly, research shows that low performance at school, generally leads to a more difficult life with less access to good jobs.
- School absenteeism from a young age has significant negative consequences that can last a lifetime.
- Research indicates that absenteeism in kindergarten is associated with negative grade one outcomes, such as; greater absenteeism in the future, as well as, lower student achievement in math, reading and general knowledge.
- Any student who misses a school day misses an opportunity to learn.

Reporting Student Absences:

All students are expected to attend school regularly and punctually. In the event that your child will be late or absent, please report these **Student Absences and lates** with one of the following options:

Web: go.schoolmessenger.ca

App: SchoolMessenger

Phone: 1-844-435-3440 (Toll-Free)

This can be done 24 hours a day. For students who are absent and for whom a call is not received, we will attempt to contact you.

All students who arrive through the front doors after 8:30 a.m. must sign themselves in and obtain a Late Slip.

Lunch Policy

Please be reminded the lunch time is 12:35 – 1:20 p.m. Where children stay for lunch, they will eat with their classmates and remain on school property.



Students eat lunch daily from 12:35 to 12:55 p.m. With the locked front door policy, we encourage students to bring their lunches with them in the morning. **If you are delivering your child's lunch to the school, please have your child's lunch labeled with their name and class, and place it on the lunch table.** When lunches are delivered late, it reduces the amount of time that students have to eat. Thank you for your support. For safety reasons, if a student is going home for lunch, a **written request signed and dated in your child's agenda or a separate note from you** is required for each occurrence.

Lunch Time - Students Signing Out

Only students in grades 7 and 8 having a note may sign-out at lunch without a parent/guardian being present.

Students in K-6 who do not regularly go home for lunch must have a parent/guardian sign them out.



Student Information

It is important that we have up to date records of your address, phone numbers, and emergency

contacts in the event that the school must contact you regarding your child. Please inform the office or your child's teacher if any information changes throughout the year.

Communication

Open communication between home and school is very important. Although we will be reporting to you formally during the year, please do not hesitate to contact us at any time if you have questions or concerns. A phone call at the onset of a concern usually resolves itself before it becomes a problem. On our part, if we have any concerns about your child, we will also contact you at the earliest opportunity. Please use your child's agenda to maintain communication with the teacher. If you wish to meet with a teacher please phone the school for an appointment. Thank you!

Use of School Telephone

All students are reminded to have sports equipment and after school arrangements made prior to coming to school each day. **The school phone is to be used for emergency purposes only.**

Catholic Code of Conduct

The Catholic Code of Conduct can be found in the front of your child's agenda. Please review this information with your child/children. Behaviour and school expectations were reviewed with all students at beginning of the year assemblies

Appropriate Dress Code

An appropriate dress code refers to appropriate school dress which is modest, respectful of human dignity and inclusive.

An appropriate dress code will exclude any garments with messages containing or portraying any offensive content including but not limited to:

- sexual content;
- substance abuse/alcohol, tobacco or drugs;
- violence;
- profanity;
- inappropriate references to nationality, race, gender, religion, ethnicity, culture or ancestry (i.e., Indigenous symbols and imagery).
- Flip Flops are not recommended as they pose a safety hazard. Running shoes are best for outdoors.



Cell Phone Use

Cell phones are only to be used with the permission of a staff member. **Any communication between your child and you (phone call, text messages, etc.) must be directed through the main**

office. The board will not be responsible for any cost incurred through the use of personal data plan, nor is it responsible for lost, stolen, or damaged.

Textbook Policy

Textbooks are the property of the school and are loaned out to students with the expectation that they will be returned at the end of the school year in good condition. The teachers keep a record of each textbook that students are given. Please help to keep our costs down by encouraging your child to take proper care of them. There will be a replacement cost to the student if the textbook is damaged, lost or not returned at the end of the school year.

Medical Concerns

If your son / daughter has any medical concerns, please ensure that you inform the school. Information may be shared directly with the classroom teacher / office. If medication is required, forms will be sent for completion by parents and the family doctor.



Peanut and Other Life Threatening Allergies, Sabrina's Law Anaphylaxis Reaction

St. Raymond School is an allergen aware school. There are pupils in attendance at our school who suffer from severe and life-threatening allergies to certain foods, such as peanut and nut products. Exposure to the smallest quantities can cause severe and life-threatening reactions. Anaphylaxis is a severe and life-threatening allergic reaction. The most common allergen triggers are food, insect stings, medications, exercise and latex. An anaphylactic reaction involves symptoms from two or more body systems.

We appreciate the cooperation of the entire school community by NOT sending any lunches or snacks that contain peanuts/nut products. We want St.

Raymond to be a safe environment for all students. Thank you for your assistance with this initiative.

A written communication will be sent to the parents of children notifying them of the nature of a life-threatening allergy when it is specific to their child's classroom. Your continued cooperation in support of our efforts to create a safe and healthy learning environment for all is greatly appreciated!



Please do not send birthday snacks / cakes / treats into the school. There are many alternatives such as stickers and pencils.

Homework Policy

Please refer to your child's agenda that outlines the Board's Homework Policy.



Distribution and Storage of Medication

Some of our students require medication during the school day. **All medication is to be stored in the office, except where directed by a physician.** Board Policy requires that we have signed request/authorization forms from parents and the supervising physician in the office. These forms are available in the office.

We have sent information home to each parent in this situation, at the end of last year, that we have been made aware of and encourage you to follow up. If you have not received these forms - especially for EpiPens - please contact the office. In some cases of asthma, the doctor may advise that a student should carry an inhaler. We comply with advice of doctors in these situations, but we must be made aware of the arrangements.

When medication is approved for storage, it must be labeled with the student's name, name of medication, prescription information and dosage. The medication is to be brought to the school in the bottle that was provided by the pharmacist. Please do not have students deliver medication to the office; it should be brought in by an adult. **Medication that is sent to school without the proper documentation will not be stored or dispensed by school personnel.** This also applies to over-the counter medications such as, Tylenol, aspirin, ibuprofen, cough medicine, Benadryl, and allergy medications.



Fire, Lockdown, and Shelter in Place Drills

As a precautionary measure, we will practice fire drills and lock down procedures throughout the year. We are required to hold six Fire Drills each year as well as two Lock Down and one Shelter in Place drill.

During fire drills, students are asked to move safely and swiftly to the nearest exit and to report to their designated area outside of the building. If an exit is blocked students are reminded to use their alternate exit. We will have three of the fire drills in the fall and the remaining three in the spring.

In a lock down, students are alerted over the P.A. that we are "initiating lock down". Students are directed to move away from all windows and doors and to lie on the floor, if possible under desks. Classroom doors and windows are secured. Safety regulations require us to have this contingency plan in place. In such an event, your child will remain with school staff until we contact you.

Respect for Self, Respect for Others

As a staff, we continue to work together to provide example and consistency in modeling Jesus' message to our students. We will assist and remind students of the importance of being respectful and working together to create a safe, caring, inclusive community.



The Online Reporting Tool

The Dufferin-Peel Catholic District School board has developed a new way to help nurture a safe, caring and inclusive school environment. The Online Reporting Tool is intended for students in grades 3 – 8 who become aware of bullying incidents and negative behaviours. The student can simply 'click' on the link found on our school's website to fill out the report. The report will then be directly emailed to the principal and/or vice principal and will be dealt with accordingly. It is important to recognize that the Online Reporting Tool is an alternate reporting option. It is best practice to speak directly with a responsible adult at home and/or in the school.



Are You Ticked?

Make sure your school support designation is English Separate (Catholic)!



If you have moved recently, you must re-designate your support.

By directing your tax support to the Separate School System:

- You may vote for Separate School Trustees in Municipal elections (October 2022)
- Your children may attend Catholic elementary schools
- You show your support for the Catholic school system

To verify that you are an English Separate (Catholic) School Supporter, check the assessment section of your Tax Bill or Property Assessment Notice. To register as a Separate (Catholic) School Supporter or change your Direction of School Support, please contact the Dufferin-Peel Catholic District School Board Admissions Department at 905-890-0708 ext. 24512 or admissions@dpcdsb.org.



Field Trips and Excursions

Educational trips that extend learning opportunities are encouraged. Teachers must follow appropriate Board procedures and, by law the school must have on file permission forms which must be signed by parents.

VERBAL PERMISSION will not be accepted.

On-Line Payment System



To date, 90% of our student population has registered for on-line cash payments.

School Cash Online allows parents and community members to pay school-related fees online safely, quickly, and easily. Parents can purchase items like spirit wear, lunches, and field trips - anytime, anywhere.

How do I register?

To directly login or to register, visit School Cash Online (<https://dpcdsb.schoolcashionline.com>).

What payment methods will be available?

Parent will be able to pay online using Visa, MasterCard and eCheque.

Benefits:

- ✓ **Fast** – With School Cash Online, you can pay all your student's school fees with the click of a button. Trips to the school to drop-off cash or sending your student with money will be a thing of the past!
- ✓ **Convenient** – Receive email notifications regarding school fees and events, and then pay the fees, anytime, anywhere.
- ✓ **Simple** – Keeping track of what's going on at your student's school can be overwhelming. With School Cash Online, you can easily manage all of the items and activities your student needs.
- ✓ **Safe & Secure** – Pay for your child's fees without the worry of them carrying funds to school. When you use School Cash Online, you can also feel confident knowing we use industry leading practices to protect your information.

Concussion Policy and Protocol

Dufferin-Peel Catholic District School Board has developed a Concussion Policy and Guidelines for students. Anytime a student reports to the office with a head injury, the parent/guardian will be contacted and the incident will be entered into the school's Head Injuries log. Your child will be given an information pamphlet entitled "We want to give you a heads up... Concussions are serious."





Catholic School Parent Council

Communication between home and school is greatly

enhanced by parental involvement with the Catholic School Council. All parents/guardians are encouraged to come out to meetings and participate.

The aim of the Catholic School Council is to promote the vision, values, sacramental life and Catholic practices of the Dufferin-Peel Catholic District School Board and the Catholic community it serves and to advise the principal and the Board.

All parents are welcome to attend meetings. All meetings start at 6:30 to 8 p.m.

Calling All Parents!

OAPCE (Ontario Association of Parents for Catholic Education) is the voice of parents and guardians of children enrolled in the Publicly funded English Catholic System of Education in the Province of Ontario.

The Dufferin Peel Catholic School board encourages all School Councils to appoint/elect an OAPCE Liaison Representative on your school council. (as per Regulation 612). This is a voting member position whose purpose is to provide contact between the school council and the provincial association. These OAPCE Liaison Representatives then sit as part of a Regional Council known as DRAPCE and become the conduit to share parents' views and concerns with the provincial body known as OAPCE. As members it provides catholic parents/guardians the following benefits:

- OAPCE is the only association recognized by the Ministry of Education and the Institute for Catholic Education as representing the parents/guardians of children in the publicly funded Catholic school system in Ontario.
- OAPCE provides a common voice for parents who share a common goal in supporting the continuation and preservation of publicly funded Catholic Education in the province.
- There is an Annual General Meeting of members in the fall. A valid membership entitles voting privileges at this annual meeting

To learn more about OAPCE visit their website at oapce.org. Sign up for email updates to receive information about meetings, events and important topics affecting our children's education. You can also follow DRAPCE on Twitter: www.drapce.com

Twitter: @DRAPCEparents and Facebook: DRAPCE Parent to Parent share Closed Group

All parents and guardians of current students are welcome to attend DRAPCE meetings which are held on the last Wednesday of each month, 7:00pm - 8:30pm at John Cabot High School. Register to attend a meeting by visiting www.oapce.org



Volunteers – Criminal Reference Check

We are pleased to welcome our volunteers for another year to supporting learning in our school. We appreciate their commitment & support and look forward to a great year! **In accordance with the Safe Schools Act, all volunteers, including those going on one day school trips, must have a Criminal Reference Check.**

Criminal Reference Checks come at a slight charge (Peel Police) for volunteers. All volunteers, including those going on one-day school trips, must have a Criminal Reference Check completed by the Peel Police.

Ontario Catholic School Graduate Expectations

Distinctive expectations for graduates of Catholic schools are determined and shaped by the vision and destiny of the human person emerging from our faith tradition. 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 Graduate is expected to be:

1. **A discerning believer** formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection, and moral living.
2. **An effective communicator** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
3. **A 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, justice and the sacredness of human life.

Community Building Initiatives

This year, as a school we will have a series of Community Building Fridays focusing on skills that help students deal with peer conflict in a positive manner. By having a few specific strategies... it is our hope that students will be better able to deal with conflict, while also creating a common language for the entire school.

The four strategies we focus on are:

WITS

W
I
T
S

The WITS objective is to teach students to Walk away, Ignore, Talk it out, and MOST of all Seek help when faced with peer conflict. The acronym also provides a common language that children and the adults around them can use to talk about and respond to problems.

THINK

Before You Speak
THINK
T - is it true?
H - is it helpful?
I - is it inspiring?
N - is it necessary?
K - is it kind?

conflicts and consequences. The acronym also provides a common language that children and the adults can use.

'I' Messages

I Message
I feel _____
when you _____
Please _____

"I" messages are a positive way to express how you feel. It can help in solving problems you might have at school, home or in the community.

An "I" message is a way to be strong without being mean (that is, assertive) when you are

angry or upset or disappointed with something another person has done

Four Part Apology

The Four-Part Apology
I'm sorry for....
This is wrong because....
In the future, I will....
Will you forgive me?

We may find ourselves saying things we don't mean or do things that we know we shouldn't do. When an apology is required, the 4-part apology is a communication tool that allows us to resolve our conflicts in positive way. It is a strategy we can use with our friends, family and even teachers.

Student Accident Insurance

Important notice to parents/guardians regarding insurance for students who participate in out-of-school excursions and extra-curricular sports activities. The DPCDSB takes every precaution to provide a safe learning environment for students, however accidents can happen. When they do, injuries may involve medical, dental or other expenses that are not covered by provincial health care or employer group plans. As a parent or guardian you are responsible for such expenses, which may result in financial hardship. Potential injuries could involve dental/orthodontic treatments, ambulance expenses, crutches, casts, splints, physiotherapy, broken eye-glasses, and prescription drug expenses.



As permitted under the Education Act, the DPCDSB arranges for the distribution of student accident insurance brochures however the Board assumes no responsibility for the cost of the plan, applications, premium payments or claims; nor does the Board receive any remuneration from the Reliable Life Insurance Company.

The DPCDSB does not provide accident insurance coverage for student injuries that occur on school premises or during extra-curricular activities (e.g. athletics, clubs and field trips).

Please note that the DPCDSB requires that parents, guardians and adult students provide written acknowledgment that they have received the 'Insure My Kids' student accident insurance brochure prior to a student's participation in out-of-school excursions and/or extra-curricular sports activities.

If the student's parent has purchased either the Bronze, Silver, Gold or Platinum Plan for their child and that child is a full-time student, that child would be covered for any accident occurring 24/7 during the period of coverage up to the limits of the policy purchased. The coverage under these plans is not restricted to school days/school activities.

IF YOU DID NOT RECEIVE AN INSURANCE BROCHURE, please either contact your child's school or contact the Board Office 905-890-0708 ext. 24380.

IF YOU HAVE ANY QUESTIONS, require any assistance, or prefer to enroll online or by phone, please contact the Client Service Department of Reliable Life Insurance through one of the following options:

Tel: 1-800-463-5437 (toll free) or 905-523-6525
Email: insuremykids@reliablelifeinsurance.com
Web: <http://www.insuremykids.com/>
Address: P.O. Box 557, Hamilton, ON, L8N 3K9
Hours: Monday to Friday (8:30 a.m. to 4:30 p.m. ET)