



MONSIGNOR HALLER CATHOLIC SCHOOL

118 Shea Crescent, Kitchener, Ont. N2E 1E8
Phone: (519) 579-1230 Fax: (519) 579-1231 <http://haller.wcdsb.ca>

SCHOOL HOURS

8:50	Opening Bell and Classes Begin
10:00 – 10:15	Morning Recess
11:35 – 12:35	Lunch / Lunch Recess
12:35	Classes Begin
1:55 – 2:10	Afternoon Recess
3:20	Dismissal

2024-2025 SCHOOL HOLIDAYS AND P.A. DAYS

Holidays:

Thanksgiving	October 14, 2024
Christmas	December 20, 2024 – January 6, 2025
Family Day	February 17, 2025
March Break	March 10 – 14, 2025
Easter	April 18 – April 21, 2025
Victoria Day	May 19, 2025

Professional Activity Days – No school on these days:

September 3, 2024
October 11, 2024
November 1, 2024
January 17, 2025
March 31, 2025
May 30, 2025
June 27, 2025

School ends **Thursday, June 27, 2025** at 3:20 p.m.

Please, review and understand the contents of the Monsignor Haller CES Student Agenda. As a student/parent, it is expected that you will make every effort to be responsible for making decisions that show that the expectations are being followed.

Go Hawks!

RELIGIOUS INSTRUCTION

Religion is taught formally in all classrooms but is also integrated with all aspects of the child's educational experience. All students must take part in Religious and Family Life instruction and celebrations.

Non-Catholic children may not actually receive the Sacraments but will participate in all other aspects of the program.

ANAPHYLAXIS

We would like all parents to be aware that there are children in our community with severe, life-threatening food allergies (anaphylaxis) to peanuts and tree nuts. Please send foods with your child(ren) to school that are free from peanuts or nut products for the safety of all. Peanut butter substitutes are not permitted as staff are not qualified to decide what is (or isn't) real peanut butter. Please keep the school updated of any changes of your child's medical needs.

ATTENDANCE & SAFE-ARRIVAL / DEPARTURE PROGRAM

The purpose of our School Board's Attendance & Safe Arrival Program is to ensure that all children have arrived at school safely. Using the reporting system called **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store (or from the link at [SchoolMessenger](#)).
2. The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Use the SafeArrival website, [SchoolMessenger](#). The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
4. Call the toll-free number **1-833-251-3283** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

[School Messenger App for Parent Mobile Guide](#)

Please Note: *It is very important that you notify the school promptly of any changes in phone numbers. The most up-to-date information is always required.*

If your child **misses the bus after school**, please remind him/her to stay at school and report to the main office. The Administrative Assistant, Principal or Teacher Delegate of Authority will call the parent to plan for student pick up.

BEHAVIOUR EXPECTATIONS

It is expected that all students attending Monsignor Haller Catholic Elementary School will contribute to the school community in a positive manner. It is further expected that all students interact in accordance with our Catholic values by showing respect to staff, other students, and visitors. Students whose behaviour is unacceptable will be held accountable for their actions and may have consequences including the suspension of privileges, or suspension/expulsion from school. Provincial legislation governing student behaviour, and the school board policy on discipline will be the guiding principles when dealing with inappropriate/unacceptable student behaviour. Please visit www.wcdsb.ca for further information regarding Progressive Discipline, Suspensions, and Code of Conduct policies.

COMMUNICATION GUIDELINES FOR PARENTS/GUARDIANS

Direct contact with the appropriate staff member is the proper approach for addressing a concern. Being respectful to one another allows for successful problem solving and conflict resolution. At Monsignor Haller Catholic Elementary School, we encourage the use of kind, Christian behaviour when addressing concerns with students and adults. In most cases, getting the facts or the other half of the story usually provides a different perspective and helps solve many problems. Should you feel that your concerns have not been satisfactorily addressed, you may wish to request a conference with the staff member and the principal.

STEP 1	STEP 2
<ul style="list-style-type: none">• Speak to the teacher• Issue resolved	<ul style="list-style-type: none">• Speak to the principal• If you have not spoken to the teacher, the principal will ask you to do so• The principal will involve the teacher in the discussions• The principal may request, at any time in the process, that you put your concerns in writing• The principal may involve, at any time others who may be helpful in resolving the concern; supports from the school board, employee group representative, local parish, and community agencies

DRESS CODE

The dress code has been developed in compliance with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code. Staff and students are required to dress in a manner that reflects school as a place of learning. Care and attention to dress is an important part of our students' social development. It is our expectation that students dress in a manner that is clean, modest, and presentable.

JK - Gr. 3 "Best Fit" expectations: Due to the age and development stages of our JK-Gr. 3 students, families are to use discretion when making decisions for this age group.

NOT ACCEPTABLE for Gr. 4 - 8:

- clothing which allows for any inappropriate body exposure, such as spaghetti strap tops, tank tops that are less than 3 fingers wide, muscle shirts, cut-off T-shirts, mesh T-shirts
- cut-off jeans, or jeans with inappropriate holes
- shorts with a length less than mid-thigh (shorts should meet the length of your fingertips when arms are at your side)
- low riding pants (pants/shorts need to be worn at waist level)

- any clothing with slogans that are contrary to the values we teach in a Catholic school

Clothing should reflect that students are at school to “work at learning” within a Christian environment.

Gym Wear: Appropriate dress is important for proper participation and safety in Physical Education classes. Proper gym shoes MUST be worn in the gymnasium for all physical activities.

Other: Spray deodorants and body sprays are not to be brought to, or used at, school.

***While the dress code attempts to make expectations as clear as possible, it cannot cover all variables. Therefore, the final decision as to whether something is permitted or not will be at the discretion of the staff and Principal.*

EDUCATIONAL EXCURSIONS

Your child may have the opportunity to participate in educational excursions with their class or school teams during the school year. Educational trips provide students with opportunities for enrichment in curriculum topics or growth opportunities through social interaction. The school makes every effort to utilize School Cash online for payment and consent for these activities.

Occasionally parent volunteers are needed to drive students to these events. Please be sure, if you choose to volunteer, that the minimum liability insurance you carry is \$1,000,000.00. Also, before driving, volunteer drivers must sign the “Driver/Owner Assurance of Insurance Coverage” form available from the office.

The WCDSB has an excursion policy. It is important for you to sign all the forms that your child(ren) bring(s) home from the classroom teacher when a trip is planned. If the required forms are not returned on time, your child may not be permitted to participate. Students who display an inappropriate attitude or pattern of behaviour will jeopardize their eligibility for off-campus trips or activities, including their participation on school teams and extra-curricular events.

ELECTRONIC SCHOOL COMMUNICATION

Monsignor Haller Catholic Elementary school will communicate with families regarding upcoming events and important information in the following manner: Monsignor Haller Catholic Elementary School website, School Messenger, and X (@MonsignorHaller).

EMERGENCY PROCEDURES

Please be advised that staff and students will practice a variety of emergency procedures throughout the school year. This will include fire drills, lockdown procedures, and tornado drills. If our school needs to evacuate our premises, our Emergency Evacuation site is the Trillium Public School.

EQUITY AND INCLUSIVE EDUCATION

The Waterloo Catholic District School Board (WCDSB) recognizes that all people are created equal, in the image of God, each with inimitable characteristics deserving of dignity (Genesis: 1:27). In accordance with the Church’s teachings, it is the policy of the WCDSB to provide in all its operations an educational environment which supports and enables diversity within its Catholic community.

FAMILY OF SCHOOLS

The Family of Schools concept reflects a Junior Kindergarten to Grade 12 system in which staff, from both elementary and secondary schools, work together to meet the instructional and faith needs in our community.

Monsignor Haller Catholic Elementary School is in the St. Mary's Family of Schools. Other schools within the St. Mary's Family are Blessed Sacrament, Canadian Martyrs, John Sweeney, Our Lady of Grace, St. Aloysius, St. Anne (K), St. Bernadette, St. Daniel, St. Kateri Tekakwitha, Saint John Paul II, St Josephine Bakhita and St. Timothy.

FOOD AND NUTRITION POLICY

Our WCDSB Nutrition Policy ensures that our students are exposed to healthy food choices. The policy applies to all food and beverages that are offered and sold at school. This policy does not restrict the types of foods that parents provide for their child's own lunches and snacks brought from home. However, it is strongly encouraged that foods of maximum nutritional value are provided for lunches and snacks. Schools are permitted 10 exemption days to the policy. These dates are established at the beginning of each school year.

ILLNESS

If your child is ill and/or you notice symptoms such as diarrhea, fever, rash, or vomiting, please keep your child at home. Should your child become ill during the day, you or your designate will be contacted to pick up your child. If children are too ill to play outside, then they should not be at school. We follow the guidelines and recommendations of the Regional Health Department with respect to illness.

INCLEMENT WEATHER

If weather conditions warrant the closing of schools, notice will be given over the local radio stations. Inclement weather information is provided early in the morning. **Notice** will also be **posted on the school board's website – www.wcdsb.ca**, and on **Twitter**. Please listen carefully to media announcements regarding the bus routes that have been cancelled as it may apply only to some bus routes. If you choose to send your child to school when buses are cancelled, it is your responsibility to drop off and pick up your child. Buses will not resume even if conditions improve.

INTENT TO BE ABSENT

If your child(ren) will be away from school for 15 or more consecutive days for any reason, parents are required to complete the "Intent to be Absent" form. This form is available at the office.

KEEP THE OFFICE INFORMED

Please notify the office at any time during the year when any of the following changes occur: 1) address, 2) phone number(s) at both home and work.

It is essential that our contact information is accurate so we can reach parents in the case of an emergency. It is important to let the school know when parents or guardians will be away for an extended time. Please inform your child's teacher and/or the office staff, explaining in whose care the children will be and how that person can be contacted while you are away.

LEARNING COMMONS

We ask that all books be returned promptly after being signed out (no later than 2 weeks). All Learning Commons resources should be treated with care and should be protected while in transit. Lost items are the student's responsibility and families will be

required to pay a replacement fee for any items that are not returned. Please also be aware that there are parent resources available in our Learning Commons. Parents/guardians are encouraged to contact the school for further information about these resources.

LUNCH PROCEDURES

During lunch, children are supervised and eat in their assigned location. Children eat lunch from 11:35 - 11:55 a.m. Weather permitting, children will then go outside and must remain on school property. Only those students who walk to school may go home for lunch. Parents must communicate this clearly in writing to the classroom teacher. Special lunch days are planned (on Mondays, Wednesdays and Fridays) during the school year. The proceeds from food days help to support school activities.

PHOTOS/VIDEOS OF STUDENTS

Our students and staff enjoy opportunities to share photos of teams, clubs, and special events with parents and the school community. Many of these are 'memory making' for families and as such, photographs/videos are often taken. We ask that families exercise their discretion when taking photos/videos at school events and consider the privacy of other students who may also be present in the pictures. We ask that families do **NOT** upload images of students, other than their own to the social media (e.g., YouTube or Facebook). Your cooperation is greatly appreciated.

PHYSICAL EDUCATION

All students are expected to participate in Physical Education classes, except in the case of illness or injury, in which case a note from the parent/guardian or doctor is required. A positive attitude will benefit your child, since Physical Education affects fitness and has an impact on health, attitudes, and habits. Students should come to school in comfortable clothing for Physical Education. Only shoes with non-marking soles are permitted in the gym.

SACRAMENTAL PROGRAMS

Monsignor Haller Catholic Elementary School is part of Blessed Sacrament Catholic Church Community. Teachers, in collaboration with the Pastor of Blessed Sacrament Parish, will assist students in Grade 2 and Grade 7 with the sacramental preparation programs for First Reconciliation and First Communion (Grade 2's) and Confirmation (Grade 7's). Parents/Guardians of these students will receive information during the first few months of the school year. The Religion curriculum for these grades supports and complements these programs. Parents who have any questions or concerns may contact the school (519-579-1230) or Blessed Sacrament Parish (519-742-5061).

SAFE DISMISSAL GUIDELINES

For reasons of safety & liability, unless the school receives written permission/requests from all parties concerned, students will be dismissed as per normal procedure (i.e., bus students will go home on the bus, walkers will be dismissed as usual). Such written requests must be received by office staff early in the day. It is not practical or safe to make last minute changes just prior to dismissal.

SCHOOL BUS SAFETY

We have several bus routes coming to Monsignor Haller Catholic Elementary School. Students riding the bus are expected to respect and follow bus policies and procedures. School bus behaviour guidelines are reviewed with bus students at the beginning of the school year. A periodic review of the rules by parents with their children is a good idea to ensure the safety of our riders. Students are expected to respect the bus driver. Items such as skateboards, roller blades, scooters, toboggans, hockey sticks, and such sizeable sports equipment are not allowed on the bus.

Bus students are only permitted to ride their designated bus. Students who do **NOT** normally ride the school bus to/from school are **NOT** permitted to travel on the bus with another bus student. Please know that riding the school bus is a privilege that may be suspended due to student behaviour that compromises the safety of all.

Families are asked to complete a 'Do Not Ride' form if students are not riding the bus (AM/PM/both). Please visit www.stswr.ca/policies/information-for-parents-students/do-not-ride/.

SCHOOL SAFETY & SECURITY

The school building and property are meant to be a safe and secure place for all students and staff. Accordingly, policies and procedures are in place to help ensure safety.

Parents / visitors must report to the office before entering hallways or teaching areas including portables. When appropriate, office staff will send for students to report to the office to meet with parents. During the school day, parents/visitors are not allowed on the playground and need to check-in at the main office upon arrival.

All entrances to the school are kept locked, including our main door at the front entrance. Upon arrival, all visitors must push the button at the entrance to gain entry. Visitors are then asked to report directly to the main office. Students arriving late for whatever reason must report to the office to receive a late slip. Students leaving early require a written note from their parent. Upon leaving, students must be signed out from the office. Any change to a student's usual dismissal procedure also requires a written note.

SCHOOL PARKING

The school parking lot will be closed to parents and visitors between 8:35 and 3:35 from Monday to Friday. The parking lot is available only for staff parking, and taxi drop offs for students with special needs. All other parents and visitors to the school are asked to use the side streets around our school. There are staff out front each morning and after school, to ensure the safety of the students arriving by bus. If it is necessary to drive to school, please consider car-pooling with others. This helps the environment, promotes fitness and calms traffic around the school property. Please be advised that you are not permitted to park directly in front of the school on Shea Crescent and must obey all parking signs to be both safe and avoid parking tickets.

Please consider using Roseneath Cres or Laurentian Drive for drop off.

SPECIAL EDUCATION

Monsignor Haller Catholic Elementary School is an inclusive community. The optimum development of each individual student is our focus. Program adjustments to personalize the curriculum are made by the Classroom Teacher and the Special Education Teacher. The Special Education Teacher is a resource for the Classroom Teacher, helping with resources, specific teaching, and evaluation strategies.

Educational Assistants may also provide support for students. At Monsignor Haller Catholic Elementary School, a team approach is used. The Principal, Special Education Teacher, Classroom Teacher, and sometimes the Collaborative Team meet to provide the best possible programming for students.

We recognize that parents are an important part of the process, so parents are kept informed if significant program adjustments are required for their child.

D2L Classroom sites

All students from Grade JK to 8 belong to a classroom D2L site. In September, teachers will share their sites with families and invite you to join. This site will allow you (grade dependent) to check assigned homework, view assignments, and receive reminders about other classroom and school activities. If you need to communicate with your child's teacher, we encourage you to email them and request a phone call.

STUDENT SAFETY

The safety of children is foremost in our minds. We ask for your cooperation in the following areas:

i) BICYCLES/SCOOTERS/SKATEBOARDS

Please know that if a student brings their bike to school, the school cannot be responsible for it during school hours. Students who bring bicycles, scooters, skateboards **MUST** wear a helmet and walk them at all times while on school property. Bicycles can be locked at the bicycle racks located beside OWL Childcare. Parental permission is needed for primary students to bring bicycles to school. A rack for scooters is available near the bike racks. Please bring a lock to secure your scooter.

ii) MEDICATION/DRUGS

The school is not responsible for administering medication of any type to students. However, if an emergency arises and medication has to be taken at school, WRITTEN AUTHORIZATION from parents/guardians is necessary. The "Administration of Oral Medication" form is available from the school office for completion.

iii) PARKING LOT SAFETY

If you drive your child(ren) to school, please respect the designated street signs when parking along the boulevard. Only buses, taxis and authorized vehicles are to use the street access in front of the school. Please adhere to this safety plan throughout the whole school day. If your child(ren) is late (after 8:50 a.m.), please send them in the front entrance as there is no adult supervision after the bell rings. After school and during school hours, you must park in the designated parking zones along the street.

iv) WEAPONS

Weapons of any type, real or imitation, are not allowed at school. Students found to be in possession of such weapons will receive a consequence in accordance with the Safe Schools Act.

TECHNOLOGY AND LEARNING

As part of the 21st Century Learning initiative, students will be using various social media tools in the classroom. Some of these tools include: Wikis, blogs, Podcasts, video conferencing, surveys, YouTube, Facebook, X, and other sites deemed appropriate by the classroom teacher in accordance with Ministry of Education Curriculum. All classrooms have an electronic means of communicating regularly with families (D2L & Twitter). If you require assistance, please call the school.

TEXTBOOKS & GENERAL EQUIPMENT POLICY

Textbooks and other materials are supplied to students for use during the year. These items remain the property of the school and students are responsible for exercising proper care. Books are to be returned at the end of the year and students will have to replace any books that are lost, damaged, or defaced. Students also have the privilege of using a wide variety of learning materials and equipment at school.

Students and their parents/guardians are responsible for damage or loss of any school equipment caused by a purposeful, inappropriate action or negligence.

USE OF SCHOOL TELEPHONE

In case of an emergency, students may use the school telephone for **local calls with permission from a staff member**. Responsible planning by our students will eliminate the need to call home during the day. If families need to contact their child, please call the main office.

Students are not allowed to use cell phones or personal devices while on school property, 8:35 a.m. to 3:35 p.m., unless given permission to do so by a staff member.

Appropriate permission forms must be signed. The school assumes **NO** responsibility for lost, broken or stolen devices. More detailed information outlining the school policy will be forwarded by individual classroom teachers. Should a student fail to follow these expectations, their electronic device will be held at the office until the end of the school day or until a care giver can come in and pick it up.

VOLUNTEERS

Volunteering has special rewards for everyone involved. Parents and community friends who give their time and talents contribute significantly to the education of our students. We strongly encourage you to become involved in a number of ways:

- working directly with students on reading, editing, and other academic subjects
- sharing topics of interest / expertise
- assisting with the preparation of learning materials and special themes
- assisting in the Learning Commons
- supervising during class outings and providing transportation to sporting events

Note: Volunteers who work *within the school* will be required to wear identification tags and may be subject to any requirements set out under the Ontario Safe Schools Act or school board policy. Volunteers will also be required to provide Police Criminal Background checks and/or complete an Offence Declaration on a yearly basis.

WCDSB MISSION AND VISION:

Our Mission:

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

Our Vision:

"Our Catholic Schools: heart of the community — success for each, a place for all."