



1355 Main Street West, Hamilton, Ontario L8S 4M7 905-522-8071  
A Feeder School to St. Mary Catholic Secondary School

**Principal:** P. Messina  
**Superintendent:** M. Hucal  
**Pastor:** Rev Bradley Markus

**Secretary:** J Frisina/C. Hurley  
**Trustee:** M. Valvasori

2018 - 2019

## WELCOME

Welcome to Canadian Martyrs Catholic Elementary School. Please take the time to read the information below to become familiar with its contents. Together, we can make this a great year for everyone.

## Canadian Martyrs Catholic Elementary School's Mission and Vision Statements

Our **Mission** as a school community is to work together as role models, to serve, educate and help each other to become lifelong learners. We do this by drawing upon our unique talents and resources. We do this in order to build a safe place that fosters learning and reflects the teachings of Jesus Christ.

**Vision** - We will create a safe, supportive and trusting environment where we work together to provide safety, guidance and opportunities to feel successful and to grow into responsible members of society, following the Gospel Values and Catholic Traditions.

## Canadian Martyrs School Creed:

*I will keep my thoughts positive because my thoughts become my words.  
I will keep my words positive because my words become my actions.  
I will keep my actions positive because my actions become my values.  
I will keep my values positive because my values become my future.*

## WHAT YOU NEED TO KNOW .....



## SCHOOL CANCELLATIONS

Please see the School Board website for procedures; as well, inquire through radio and T.V stations for up to date information.



## OUR PATRON SAINTS Canadian Martyrs Patron Feast Day: September 26

The Canadian Martyrs were eight Jesuit Missionaries from Sainte-Marie among the Hurons. They were martyred in the mid 17th Century in Canada. The Martyrs are St. Jean de Brebeuf, St. Noel Chabanel, St. Antoine Daniel, St. Charles Garnier, St. Rene Goupil, St. Isaac Jogues, St. Jean de Lalande, and St. Gabriel Lalemant. The Canadian Martyrs are for us role models who lived the Gospel ideal to the fullest, leaving a heritage of values that are especially meaningful in our own lives. The missionaries of Huronia are martyrs for two reasons: because of their faith, and above all because they witnessed to the love they had for the Native Peoples for whose sake they gave up their lives, following in the footsteps of Jesus. In proclaiming Christ and the Gospel, they were fully aware they risked death.

The Canadian Martyrs had an intense devotion to Christ. For them, Christ was a living presence who was always with them – in their travels, ministry, suffering and martyrdom. (*Canadian Conference of Catholic Bishops*).

## SCHOOL HOURS

8:45 a.m. ENTRY BELL  
10:05 a.m. - 10:20 a.m. - Recess  
11:40 a.m. - 12:20 p.m. - Lunch  
12:20 p.m. - ENTRY BELL  
1:40 p.m. - 1:55 p.m. - Recess  
3:05 p.m. – Dismissal

**TO SPEAK TO YOUR CHILD'S TEACHER  
OR PRINCIPAL,  
PLEASE CALL THE OFFICE  
TO MAKE AN APPOINTMENT.**

## BEFORE SCHOOL SUPERVISION

Students are asked NOT to arrive at school before 8:30 a.m. Supervision will be provided for bussed students upon their arrival at school. Students will not be permitted inside unless there is inclement weather or if they are assisting a teacher. If a teacher has requested that a student come early, the parent will be provided with a note.

## INDOOR RECESS

Overall, it is the policy of the school that students will go outside for recess whenever possible; therefore, students should come to school prepared to go outside. During serious inclement weather, students will remain indoors, as necessary. The *Weather Network* online provides accurate details on safe windows of time to be outside - this is used as a guide. Students are expected to play quiet activities and remain in their classrooms where they will be supervised by the staff on duty. If your child is too ill to go outside for recess, they should remain home.

## ATTENDANCE PROCEDURES

The Education Act stipulates that it is the responsibility of the parent to ensure prompt arrival and regular attendance at school. Starting the day on time helps students begin the day prepared and ready to learn. Parental assistance in this area is much appreciated.

- **LATE POLICY:** Students are expected to be at school for morning and afternoon sessions at least five minutes before the bell(s) so that they can begin their lessons promptly. A student is late if they arrive at school once announcements have begun. Late students are asked to report to the office to receive their late slip before entering the class.
- **ABSENCES:** All absence reporting should go through Parent Portal **website** (SafeArrival website, <https://go.schoolmessenger.ca>); OR **mobile device App** (download and install the SchoolMessenger app from the Apple App Store or the Google Play Store, or from the links at <https://go.schoolmessenger.ca>); OR the **Toll-Free number** (833-275-6703 using the automated phone system). Please do not contact the school directly to report an absence.

- **APPOINTMENTS:** Students who need to leave school, other than at regular dismissal times (11:40 a.m. and 3:05 p.m.) must be picked up by a parent or guardian at the office. All such students must be signed in and out at the office.

## LUNCH PROGRAM

All students stay for lunch. Students will go outside for lunch until 12:00p.m. and return and remain in their own classrooms to eat lunch until 12:20 p.m. Students are supervised during the lunch period.

A reminder that if a student goes out for lunch, and must, for some urgent reason, leave the school at lunch time, written permission must be sent to the school **and an adult, as designated by your note, must personally pick up your child to ensure his/her safety.**

## CHANGE OF ADDRESS, PHONE NUMBER, OR E-MAIL

It is important to keep the school informed of your **current address, phone number, and email**. Please contact us to let us know about a change in address, workplace and/or home, cell, business phone number. The information is vital and helps us contact parents/guardians as necessary.



## VISITORS

All parents, guardians and older siblings are to **report to the school office and sign the visitors' book upon arrival**. If you wish to speak to your child, your child's teacher, or to drop off an item, please do so through the office. To simply walk through the school is in discordance with our Safe School Policy. All visitors to the school that are staying in the building are required to wear a visitor's sticker that will be provided by the school secretary after the person has signed in. If you are delivering lunches, etc., please leave them in the Main Office.

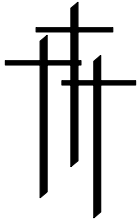
**Please be respectful of our Visitors' Guidelines at all times.**

## USE OF THE SCHOOL PHONE



Students must get permission from a teacher before coming to the office and must receive permission from an adult in the office who will help them make the call. For important matters pertaining to school or in case of illness or emergency, phone calls are made by an adult. Since the school's phone system has multiple lines and we have an emergency phone system, there is no need for students to bring cell phones to school. **Forgotten homework, permission forms and/or forgotten gym apparel are not reasons to request to use the phone.**

## CELEBRATING OUR FAITH



Parents are the prime faith provider for their children. Attending Sunday mass, daily prayer and living Catholic values all help to build the foundation upon which Catholic schools strengthen our Catholic Mission and Vision. Information about special liturgies, masses, and the sacraments of Reconciliation, First Holy Communion, and Confirmation, will be placed in the school monthly calendar and website. In collaboration with our Canadian Martyrs Pastoral Team, our staff and Catholic School Council, we all work towards developing our Catholic faith.

## MEDICATION DURING SCHOOL HOURS

When students are in need of medication during school hours, **parents must complete the appropriate forms** from our Special Education Resource Teacher to permit the school staff to dispense the medication.

## ALLERGIES, MEDICAL CONDITIONS

Please inform the school of any allergies or medical conditions that your child may have, so Staff are prepared to deal with any situation or emergency that may arise.

## ANAPHYLAXIS

We have some students at Canadian Martyrs Catholic Elementary School with anaphylaxis,

which is a life-threatening condition caused by an allergic reaction to certain foods, insect stings, medications, products, etc. Some students have a life-threatening food allergy to peanuts, nuts, nut products, and fruit. Even exposure to a tiny amount of this allergen could be potentially serious and life-threatening. Please make our school environment safer by checking the ingredients on food items you send to school. **Avoid sending any items that contain or may contain peanuts, nuts, or nut products.**

## FIRST AID

If a student gets hurt, they should report it to the teacher or supervisor on duty (if outside) or go directly to the office where a teacher, the secretary, or Principal will assist them. If there is any bump to the head, or cut that needs more than just a bandage, or an illness that needs a parent's attention; parents will be called at home, on their cell, or work. **Parents please ensure that you have submitted an updated emergency number to the office.**

## LOST AND FOUND

All students' property should be clearly marked with the student's name for identification. All lost items are placed in the LOST AND FOUND BOX in the storage room at the school. Students are asked to check this container whenever they have lost any items.

## SCHOOL COMMUNICATION

At the beginning of each month, the school publishes a **monthly calendar** containing important reminders, school events and information.

Other forms of school communication include: **school website, outdoor electronic billboard, weekly Principal e-mail up-dates through School Messenger**, and direct correspondence through the school e-mail at [cama@hwcdsb.ca](mailto:cama@hwcdsb.ca)

Also, the preferred method of payment for school events and educational excursions is through **cash suite, "cash-on-line"**. Please visit <http://hwcdsb.schoolcashionline.com> to register. If you have not registered and require assistance, please contact the Main Office.

## EXTRA-CURRICULAR ACTIVITIES

Canadian Martyrs Catholic Elementary School maintains a vibrant extra-curricular program, depending on staffing and resources. In past years these have included involvement in Heritage International Languages, Science Fair, Public Speaking, Scripture Reading, robotics team, Catholic Youth Organization: flag football, basketball, and volleyball, as well as intramural sports and clubs such as indoor soccer, chess, stamp, environmental club, office/library/classroom helpers, sound and set-up crew, and Student Council. An important element of the C.Y.O. is the **Crusader Athletic Program**.

*Please take the time to read over the information provided in the Board section to further outline the policies around parental involvement and student participation.*

Please note that participation in clubs and activities is a privilege not a right and therefore, students that do not fulfil their responsibilities as students of our school may have their privileges removed.

**Students are asked to listen to the daily announcements carefully to hear try-out times and/or meetings, and to make note in their student agenda.**



## THE CATHOLIC SCHOOL COUNCIL

**Meetings of the school council take place once a month and each meeting lasts about two hours. The council is responsible for providing advice to the Principal about various issues related to improving the learning environment for our children. Election dates are posted early in the new school year. No special training or experience is required and all are welcome!**

*The positions available are:*

- Chair or two **Co-Chairs**, who share the responsibility of running the meetings;
- a **Treasurer**, who tracks funds;
- **Five Councillors**, who take part in the discussions as voting members.
- The **Principal, Principal Intern or Assistant, a teaching staff member, a non-teaching staff member, a religion and/or a community representative** also sit on the Catholic School Council.

If you are not interested in filling a position, you are welcome to join the committee. You are

also welcome to simply come and attend all or any of our meetings. Our meeting times are shown on the monthly calendar, electronic billboard, and weekly email reminders sent by the Principal.

## USING YOUR AGENDA PLANNER



Your Agenda Planner will be a very useful tool for you this school year. It will help you to **organize your homework, projects and study plans**. It will also help you to keep track of important events.

1. Your teacher will discuss this Agenda with you and show you how to use it to establish weekly goals and keep track of important events.

2. Your parents will help you by **checking and signing** your Agenda entries on a daily basis so they can help you organize your work and meet any homework and assignment deadlines.

3. It is important that you keep the Agenda with you at all times (in all classes). Input your entries as the assignments are given. **Don't do it later.**

4. For successful management of your time:
- a) Add new information to the monthly calendars
  - b) Record your test dates and homework assignments each day
  - c) Record all special events (games, practices, meetings, sports)
  - d) Use it to plan regular study times

5. The Agenda will be as effective as you choose to make it. If you use it daily and conscientiously, it will be a great help.

## CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL UNIFORM POLICY

As per the **Hamilton-Wentworth Catholic District School Board's** mandatory school uniform policy which took effect September 2004, students at Canadian Martyrs Catholic Elementary School are required to wear the approved school uniform as outlined below. This policy has been put together in conjunction with members of the Student Council, Catholic School Council, the School Uniform Committee, and the school Administration.

The concept of a dress code policy has long been a tradition in the HWCDSB and a uniform has been an integral part of our Catholic High schools since their inception. There are economic and security issues to support the concept of school uniforms, but, the real advantage is that it promotes the philosophy that each individual is unique and that uniqueness comes from within and not from external appearance. Like a successful team that takes pride in its uniform we hope that all the students will take pride in their school and their uniform. While we are able to list the available items of our school uniform it is not possible to list all the external trappings that some students may choose to adopt including such things as chains, jewelry, (especially facial piercings) adornments, spiked bracelets/necklaces, excessive make-up etc. Therefore, any externals not in keeping with the spirit of the uniform code as assessed by the school Administration will not be acceptable. Body piercing jewelry is not allowed. Neck chains and necklaces must be worn beneath the



shirt. Earrings worn in good taste are acceptable, but must be removed for Physical Education classes. The official supplier of our school uniform is **JML Uniforms (905 544 1608; on-line orders: <http://www.jmluniforms.ca>)**.

Uniform pieces may be purchased through the school's supplier **JML** or at **ANY OTHER RETAIL OUTLET** provided that the items are comparable to those provided through the supplier, and have **no advertising or brand names on them, are not sportswear, and do not have multi pockets.**

## THE UNIFORM

The uniform shall consist of a navy blue or white top and navy blue bottoms, and can be chosen from the following pieces:

**Tops:** The **school crest** is an important part of a school uniform, therefore, **the expectation is that all uniform tops must contain the school crest.**

**Shirts:** All items must be either navy blue or white. **Coloured shirts worn under the uniform are not permitted.** All tops **must have the school crest** on them. Approved items include: polo shirt/golf shirt, short and long

sleeved, turtle neck, girl's dress shirt, boy's dress shirt.

**Warm/Outer Wear:** All indoor items must be navy blue, and **must have the school crest** on them. **No hooded tops permitted.** Students may choose from the approved tops at JML's or similar facsimiles: fleece vest, long sleeved full zip fleece jacket, long sleeved 1/4 zip fleece polo and long sleeved 1/4 zip polo.

**Bottoms:** **All items must be navy blue.** No long or short sports, sweats, track, corduroy or denim bottoms, are permitted. Students may choose from the approved bottoms at JML's or similar facsimiles: navy "dockers style pants, kilts, tunics, skorts and walking shorts (to be four fingers from the top of the knee).

## SOCKS, TIGHTS, NYLONS

All socks, tights, nylons shall be a solid blue, white or black colour with no pattern or design visible. Socks shall not have any advertising, emblems, logo or design when visible (i.e. wearing walking shorts, skorts, etc.)

## GYM APPAREL

JML does provide appropriate gym apparel. Teachers' expectations are basically to have shorts and an acceptable t-shirt for vigorous physical activities.

## CRESTING

**All students must have all uniform tops crested when they are at school.** Items purchased through the supplier, JML, will be pre-crested. Tops purchased elsewhere will need to have a school crest affixed to them. Crests are available for purchase at the school office as well.

## STUDENT COUNCIL THEME DAYS

On School Spirit days or Charity Days, in conjunction with the school's administration, clothing other than the school uniform will be accepted. However, regular school dress code applies to these special days: No profanity, excessive skin, chains, etc.

## SCHOOL UNIFORM COMPLIANCE AND ENFORCEMENT

If the school is to be a special place where the community can expect a standard of excellence, and where the students are to develop a sense of dignity and seriousness about learning, then it follows that our style of dress should reflect that standard. Our uniform is as follows at Canadian Martyrs Catholic School:

1. Clothing with inappropriate logos, sayings and pictures are not acceptable at school. All uniform items can carry only the approved school logo.
  2. Shirt waists must tuck into the waistband of the pants, shorts or skirts. Midriffs must be covered.
  3. Pants are to be worn at the waist and must be Navy; black is not an approved colour for uniform pants. Cargo pants are not an approved uniform item.
  4. Physical education clothing should provide appropriate coverage for comfortable, modest and safe movement during activities.
  5. Shorts should be of modest cut, covering mid-thigh when seated. Shorts must be Navy in colour and be of the Docker or Kobe pant type material. Silky/Satin gym shorts or splash pants are not an approved uniform item but may be used for Physical Education classes.
  6. Shirts worn under the uniform top must only be white or navy if it is showing under the collar.
- At any time, if you are unclear on the appropriateness of a uniform item, please do not hesitate to contact the main office for clarification.

**Mandatory School Uniform implies that all students arrive at school dressed appropriately. Failure to do so shall result in consequences. The following progressive disciplinary consequences are to be followed:**

- 1) Three verbal reminders along with a written notification (notes, agenda) to parents by the teachers.
- 2) Written communication by the principal or designate to parent regarding the breach of the Board policy and outlining the following consequences for further breach:

- i) **loss of privileges (may/may not be recess) and/or**
- ii) **student receives detention/age appropriate discipline assignment and/or**

- iii) **parent is contacted to pick up student from school and/or**
- iv) **student will be suspended if the student attends without proper attire.**

## VOLUNTEERING AT CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL



As per Board and Ministry guidelines, parents wishing to volunteer at Canadian Martyrs Catholic Elementary School, whether it be reading with students, distributing lunches or **attending a field trip**, must provide a current (within 1 year) **Criminal Background Check** to the school prior to volunteering. To reduce the processing fee, please contact the office to request a letter of reference from the Principal to submit to Hamilton Police Service prior to making a request for a police criminal records search. Canadian Martyrs Catholic Elementary School is committed to the safety of all children in the school. **No exceptions can be made.** Please note that, once the *Criminal Background Check* is obtained and filed with the school, volunteers can sign a Declaration of Offences form each year thereafter in order to continue volunteering at the school. This form will be sent home yearly. There is no additional cost after the initial fee.

## CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL WEBSITE

Please visit our **school website at:** (<http://cama.hwcdsb.ca/>) regularly for the latest updates, messages, news information, high lights, upcoming events, including Catholic School Council meeting minutes. You may also subscribe in order to receive website alerts when items are posted on our school website. To register, please visit our school website and refer to the right hand side where it says **"Follow Us"** and follow the prompts.

In order to receive **weekly email messages from the Principal**, please be sure the school has your current e-mail address.

## CODE OF STUDENT CONDUCT

Canadian Martyrs Catholic Elementary School promotes an approach to discipline which emphasizes responsibility of the student. Actions contrary to the Code of Student Conduct will meet with appropriate consequences.

Progressive intervention and a gradual re-entry plan will be applied.

Steps to address repeated or increasing behaviours/actions contrary to the Code of Student Conduct are as follows:

1. **Verbal reminders**
2. **Reflection/think papers**
3. **Recess detentions**
4. **Time-out at the office**
5. **Placement in an alternate classroom**
6. **Formal suspension from school**

The above steps will be followed as a general guideline as there is always mitigating circumstances to be considered by teachers and administrators. This form of intervention is used in order to provide many opportunities for each child to learn to modify and change his/her own behaviour from within. School administrators and teachers work cooperatively to track inappropriate behaviours, to communicate with parents and to assist each student to live cooperatively and fully in the life of the Canadian Martyrs Catholic Elementary School Community. Tracking takes the form of notes in the agenda, written records of direct communication with parents, recording of incomplete homework in the agenda, recording of infractions to the Code of Student Conduct in the agenda, incident reports, and administrative record keeping. Being pro-active and thorough tracking of actions contrary to the Code of Student Conduct allow parents, teachers and administrators to have the full picture of a student's needs in order to direct appropriate resources to support the student. Please refer to the board pages which follow for an outline of the HWCDSB Code of Student Conduct. For further information, the Code of Student Conduct may also be viewed on the HWCDSB's website: [www.hwcdsb.ca](http://www.hwcdsb.ca) (Board Policies—Students - S.M. 09)

## PERSONAL ELECTRONIC DEVICE (PED) POLICY



As we are all aware we live in an age of powerful technology that allows us to communicate throughout the world instantaneously. This technology can also serve as a great learning tool to promote safety and can connect our students with

the rest of the world. Sadly, this technology can also be used incorrectly. Due to social media negative influence, it has become necessary for the Board to enforce a stronger personal electronic devices (PED) policy to maintain the privacy and safety for all students.

Therefore, please note that students **will not** be permitted to use their cell phone, camera, video recorder etc. while they are at school unless they have been given permission by a staff member for **educational purposes**. This includes indoor recess engaging in educational exercises, and sports/entertainment activities that **do not** promote violence, inappropriate social media, including profane language. If a student uses the device without permission or inappropriately during indoor recess, the PED will be confiscated from the student until a parent comes to the school to pick it up.

## SCHOOL YARD EXPECTATIONS

In the interest of providing a safe environment for students in which to play during recess, the school yard is divided into areas designated for each division, i.e., grades 1-3 in the first area, grades 4-6 in the second, and grade 7-8 in the third. Students are expected to remain in their designated area at all times. Equipment used by students during recess must be used responsibly and not be harmful to others. Permitted equipment includes, but is not limited to, skipping ropes, **nerf-type** footballs and soccer balls, basketballs only at the basketball nets. Items not permitted include, but are not limited to: frisbees, hard footballs, leather soccer balls. The Code of Student Conduct applies during recess and class time. As well, students are to wear appropriate winter/weather wear, depending on the conditions and the anticipated forecast for the day. Boots and snow pants are required for students to use while on the field areas when there is snow on the ground.

**Together we have read the information in the agenda book. We understand the importance of completing our agenda daily, and that being organized plays an important part in having success at school. We are part of the Canadian Martyrs Community and we will always work at doing our best in all areas at all times.**

**Parent Signature:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_