



**Waterloo Catholic
District School Board**
Quality, Inclusive, Faith Based Education

Blessed Sacrament Catholic Elementary School 2026 - 2027

367 The Country Way
Kitchener, ON
N2E 2S3
519-745-5950

<https://blessedsacrament.wcdsb.ca>

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."

This agenda belongs to _____

I have read and understand the information below for the 2025-2026 school year.
I will continue to work towards meeting the expectations outlined for me.

Student Signature

We have read and understand the information below for the 2025-2026 school year.

Parent / Guardian Signature



Agenda Expectations



Students will:

Record homework, assignments, and upcoming events (e.g., assignments and excursions)

Educators will:

Instruct and monitor students in the use of their agendas
 Use the agendas as a method of communication with parents or guardians
 Read and initial the agendas to acknowledge communication

Parents or Guardians will:

Read and sign the agenda on a daily basis or as determined by the classroom educator
 Use it as a method of communication with educators

School Hours and Bell Times

Entry / Start of School Day	8:40 a.m.
Recess	10:20 a.m. - 10:35 a.m
Lunch	11:25 a.m. - 11:45 a.m
Middle Recess	11:45 a.m. - 12:25 p.m.
Recess	2:05 p.m. - 2:20 p.m.
Dismissal	3:10 p.m.

Important Dates

September 8th	First Day of School	March 15th to 19th	March Break (no school)
September 30th	Orange Shirt Day	March 25th	Lent Ends (Holy Thursday)
October 11th	Thanksgiving (no school)	March 26th	Good Friday (no school)
October 26th	P.A. Day (Faith Day)	March 29th	Easter Monday (no school)
Nov. 14th to 2nd	Bullying Awareness Week	April 23rd	P.A. Day (no school)
November 23rd	Progress Reports go home	May 2nd to 7th	Catholic Education Week
Dec.18th to Jan.4th	Christmas Break	May 24th	Victoria Day (no school)
January 4th	Return to School	May 31st	P.A. Day (no school)

January 15th	P.A. Day (no school)	November 14th-20th	Bully Awareness Week
February 10th	Ash Wednesday (Lent)	November 26th	Parent/Teacher Conference
February 15th	Family Day (no school)	June 28th	Term 2 Report Cardhome
February 18th	Term 1 Report Cards home	June 30th	Last Day of School

Blessed Sacrament Roman Catholic Church
Address:
305 Laurentian Drive, Kitchener, ON N2E 2N6

School masses are held during the school year. Parents and guardians are invited to attend these masses. Sacramental preparation programs include First Reconciliation, First Holy Communion, and Confirmation.

Ontario Catholic School Graduate Expectations



The WCDSB provides 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 mystery of God's presence through liturgy, sacrament, prayer, reflection, and moral living
2. **An effective communicator** who communicates honestly and sensitively and responds critically in light of Gospel values as reflected in church teachings
3. **A reflective, creative, and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience
4. **A self-directed responsible lifelong learner** who develops and demonstrates their God-given potential, influences change in a discerning manner for the service of the whole community, the church, and society
5. **A collaborative contributor** who finds meaning, dignity, and vocation in work that respects the rights of all and contributes to the common good
6. **A caring family member** who ministers to family, school, parish, and community
7. **A responsible citizen** who witnesses Catholic social teaching by promoting peace, justice, and the sacredness of human life

The WCDSB recognizes the inherent dignity and worth of the individual. All individuals within the school system (trustees, staff, students, parents, guardians, and visitors to the school) are subject to the following code of conduct, a code of conduct that will be implemented within the Christian faith experience of our school community and that is consistent with the Ontario Catholic School Graduate Expectations and the School Safety provisions of the Education Act and Regulations.

Safe Arrivals, Safe Departure Program (Attendance)

If your child will be late or absent, please make the school aware as soon as possible. All students need to be accounted for each day, and all lates and absences need to be explained. SafeArrival is a system for reporting student absences, late arrivals, and early departures.

There are three ways to report an absence, late arrival, or early departure with SafeArrival:

1. Use the SafeArrival website at <https://go.schoolmessenger.ca/#/home>. Sign up to create an account. Select Attendance and then Report an Absence.
2. Use the SchoolMessenger app on a mobile device. Download and install the SchoolMessenger app from Apple App Store or Google Play.
3. Call the toll-free number: 1-833-251-3283. Follow the instructions to report an absence using the automated phone system.

In the event that your child is not at school at 8:40 a.m. or 12:25 p.m. when attendance is taken and when there has not been notification from a parent or guardian, the automated system or the office will attempt to contact parents, guardians, or the emergency contacts. If no contact has been made, the police may have to be contacted.

At the end of the day, if your child misses the bus after school, they must remain at school and report to the office. A staff member will contact the student's parent or guardian.

Please note that if your child will be absent for 15 or more consecutive days (e.g., vacation, surgery, etc.), there is a form available at the office called "Intent to be Absent" that needs to be completed and returned to the school prior to the absence.

School Communication

SchoolMessenger is the main way that the school communicates with parents and guardians. SchoolMessenger emails will be sent to the email address that is registered with the school. Newsletters, upcoming events, urgent information, and reminders are all sent out on SchoolMessenger. This process allows for quick and easy communication with families. Please make sure that you have an up-to-date email address registered with the school. The inbox in SchoolMessenger holds all notifications sent by the school.

Communication Guidelines for Parents or Guardians

When a parent or guardian has concerns, suggestions, or issues, the following process should be followed in order.

1. Speak to your child's classroom educator. If that does not address the concern, then proceed to step two.
2. Speak to the principal. If you have not yet spoken to the staff member involved, the principal will ask you to do so first.

The Role of the Principal: The principal will involve the staff member in any discussions with the parent or guardian. The principal may request, at any step in the process, that concerns be put in writing. The principal may involve, at any time in the process, others who may be helpful in resolving the concern. Examples of others are WCDSB support, employee group representatives, the local parish, or community agencies.

The Role of Trustees: Parents or guardians may contact a trustee at any time. The trustee will direct the parent or guardian to follow the process outlined above.

The Role of the Catholic School Advisory Council (CSAC): The CSAC is not a forum to discuss parent/guardian-educator-student issues. If such matters are brought to any School Council member or discussed at any School Council meeting, the concern will be referred immediately to the principal who will ensure the proper process is followed.

For all other school-related concerns and suggestions that do not involve taking the matter up first with a staff member, the communication should be directed to the school principal.

Effective use of the above communication guidelines by all concerned will support resolutions of concerns.

Food Allergies

Some students and staff experience severe reactions to certain foods. Peanuts and other products that contain peanuts or nuts ***will not be permitted at school***. Other severe allergies include eggs and shellfish among others. Anaphylaxis refers to a collection of symptoms, such as breathing difficulties, shock, and drop in blood pressure. All are potentially fatal.

Parents or guardians of students with severe allergies (i.e., food or otherwise) need to ensure that an up-to-date EpiPen is registered with and supplied to the school office and that a second EpiPen is with their child. It is necessary for the office and the classroom educator to know of any allergies and EpiPens.

Bullying

A student is bullied or victimized when they are exposed repeatedly and over time to negative actions by

another student or a group of students. Bullying can be verbal, physical, and/or emotional. Students who bully other students will face appropriate consequences. School authorities will contact parents or guardians to address the issue. Every student has the right to feel safe attending school.

Bus Procedures

It is important to remember that riding the bus to and from school is a privilege, not a right. Students who are unable to meet expected behavioural standards may have this privilege suspended or revoked. Parents, guardians, and students are encouraged to review the WCDSB's "Student Transportation Services of Waterloo Region: Transportation Policy" book. It is available online at <https://www.stswr.ca/policies/>. The document outlines the procedures and responsibilities of students who ride the school bus. It also outlines the procedures and responsibilities of parents and guardians of students who ride the school bus. Periodic reviews of these regulations are encouraged to ensure the safety of all students who ride the bus. Students must ride the bus to their assigned stop.

Please consider subscribing to Student Transportation Services of Waterloo Region (STSWR) for information about delays and cancellations. It can be accessed at <https://www.stswr.ca/parents/subscription-service-instructions/>.



Misbehaviour on the School Bus

1. The principal must receive all complaints for misbehaviour in writing from the bus driver.
2. When a first offense occurs, a written copy of the misbehaviour will be kept by the principal. It will be shared with the offending student in a meeting. Parents or guardians will be notified. There may be an in-school consequence for a first offence.
3. Upon receipt of a second incident report from the bus driver, the principal will contact the offending student's parents or guardians. The parents or guardians will be told that transportation privileges will be suspended upon receipt of a third report.
4. After the third misbehaviour report from the bus driver, the parents or guardians will be notified by phone and in writing that the suspension of privileges will begin the following school day. The student will still be expected to attend school.
5. Further misbehaviour will result in further suspension of bus privileges.
6. In the case of vandalism on the bus, students who are responsible for it will be expected to make restitution to the bus company, and there will be appropriate consequences.

Fire Drills and Lockdown Drills

To help our students become familiar with the proper evacuation procedures, fire drills are conducted six times over the school year by school and fire department officials. In case of an emergency in the school or in the community, lockdown drills are practiced at least twice during the school year.

Personal Mobile Devices

As a rule, students are not permitted to use mobile devices at school. However, if a student has permission to have a mobile device and brings it to school, then that device must be turned off for the day and kept in the student's backpack or in a safe place in the classroom. The only exception is when it is used for medical purposes or educator-approved learning purposes. Students who need to speak with a parent or guardian during the school day should use the phone in the school's office. The school is NOT responsible for any lost or damaged phones or electronic devices. Parents or guardians will be contacted should a student have difficulty following the school's policy for mobile devices.

Hand-held electronics are **NOT** to be used on school property (unless approved by the principal). Hand-held electronics include cameras, cell phones, video games, iPods, PSP players, etc. If any of these items are being used, they will be confiscated and given to the principal. If it is imperative for students to bring electronics to school, devices must be kept on silent or turned off in their backpacks or given to a classroom educator until the end of the day.

First Offence:

The device will be taken away and then returned to the student at the end of the day.

Second Offence:

The student will meet with the principal, and the student's parent or guardian will be called and must pick up the device at the office.

Third Offence:

The principal and parents or guardians will meet to discuss the offence.

Cold Weather and Outdoor Breaks

The safety of the students is always the school's priority. When the wind chill is between -20°C and -27°C, the students will have a recess no longer than 15 minutes. When the wind chill is colder than -27°C, students will remain inside for recess.

Inclement Weather

Please check the WCDSB's website at www.wcdsb.ca, listen to the radio for information concerning the **Waterloo Catholic District School Board** cancellations or closings (e.g., KOOL-FM 105.3, News AM 570, CHYM Kitchener FM 96.7), or check Student Transportation Services of Waterloo Region (STSWR) for information about delays and cancellations at <https://www.stswr.ca/parents/subscription-service-instructions/>. If your child is transported to school by taxi, transportation will be cancelled on days when school buses are cancelled.

Emergency Dismissal

When weather conditions deteriorate during the school day and when there are concerns regarding the safe return of students by bus or taxi, sending students home earlier than scheduled will be considered. Announcements will be made on radio stations and on SchoolMessenger if there is an emergency dismissal. Please make an emergency plan with your child in case the school must close prior to regular dismissal. For example, leave a house key with a neighbour, or have your child go to a neighbour's. A form must be completed instructing the school where to send your child in case of an emergency closure.

Homework

When homework is assigned, it should:

- be a shared commitment among educators, students, and parents or guardians
- provide parents or guardians with insight into what their child is learning
- provide parents or guardians with an opportunity to be actively involved in their child's education
- teach students responsibility and self-discipline
- instill the kinds of work habits and organizational skills that students need to be successful in school and later in the workplace
- extend and support in-school experiences through related out-of-school activities
- be completed by the assigned due date

Students will be responsible for their learning by:

- writing down homework in an agenda or recording it in another way outlined by the classroom educator
- asking for assistance as necessary
- meeting timelines for homework completion
- developing routine study habits
- being organized and having the right books at home to do homework
- returning the completed assignments on time

Parents or guardians can assist students by:

- asking each day about homework
- ensuring that their child reads regularly
- providing support and supervision
- discussing the homework assignments with them
- encouraging effort, achievement, and a positive attitude
- helping their child organize a time and a quiet place to do work with the necessary resources
- following the outlined classroom expectations



Educators will support students and parents or guardians by:

- establishing a place in the classroom where homework is written down
- providing time for students to record homework
- checking the completion of homework

School Attire Policy

It is expected that students and staff dress in an appropriate manner that is suitable and appropriate for a Catholic learning environment. The goal is for all students to experience a sense of belonging. Clothing guidelines are rooted in the goal of inclusion and respect for everyone in our school community.

At Blessed Sacrament, the administration recognizes that students need to be comfortable to learn, that clothing is an expression of individuality, that fashion trends are constantly changing, that opinions on clothing are often subjective, and that clothing choices belong to students and their caregivers.

The following are the school's clothing guidelines:

- Students should wear clothing that is safe and suitable for learning, makes them feel comfortable, and expresses their individuality.
- Students are not permitted to wear items that are unsafe or that leave private parts uncovered or that promote discrimination, hate, violence, and illegal substances or acts or that express profanity.
- Students should have a change of clothes at school for Physical Education (more likely for older students) and in case of accidents (more likely for younger students).
- Students need to have footwear that is safe for recess and Physical Education. They also must have a pair of running shoes for indoor use only.

Student Access to Telephones

During the school day, the office is frequently busy, and the telephone lines are in use. As a result, the use of the telephone by students is limited to "real need" situations. Please encourage your child to make prior arrangements for after school or for social activities. Students must receive permission from staff to use the telephone. If a student is ill or hurt, staff will call parents or guardians.

Schoolyard Safety

To support student safety and positive play at school, **please DO NOT send toys or play equipment from home** (e.g., balls, toys, sports equipment).

Items brought from home can:

- create **safety concerns** during recess,
- lead to **student conflict**, and
- result in **lost or damaged items**.

Please note that **the school is not responsible for items lost, broken, or taken** if they are brought from home. School equipment is provided for students to use during recesses and lunch hours.

Schoolyard Rules

Students will:

- follow the safety rules and schedules established
- stay within school boundaries
- wait in line after the bell for educators to meet them
- not engage in rough play
- not make and throw snowballs
- not use abusive or foul language
- report injuries and issues to supervisors
- ask a supervisor for assistance if a ball or other equipment goes out of bounds



Safety Procedures

All parents, guardians, and visitors entering Blessed Sacrament must report to the office where they will be asked to sign in and may be asked to wear a visitor's badge while at the school.

Volunteers

Volunteers are welcome and encouraged to participate in school life with a wide range of opportunities. Volunteers are required to report to the office upon each visit to sign the Visitors' Book. Volunteers who are not parents or guardians will need to complete a legislatively required police check and a Vulnerable Sector Check. They must also sign a confidentiality agreement. Anyone interested in volunteering should contact the school.

Parking Lot Safety

Below are some tips to reduce congestion during morning drop-off and after-school pickup.

1. Drive to five (an option for older students). Drop your child off so that they have a five-minute walk to school.
2. Drop your child off at school. Drive at an extremely slow speed, and use the drop-off zone.
3. If parents or guardians are picking their child up at the end of the day, please walk with them if the street must be crossed.
4. At the end of the school day, parent or guardian drivers must park on one of the side streets to allow for the buses and taxis to use the assigned zone.
5. Pick your child up at school. Drive at an extremely slow speed, and use the pickup zone.

Remember:

1. The front of the school is for buses and taxis. Parents or guardians are advised not to park in this area.
2. Parents or guardians should not leave their cars idling.
3. Follow the usual road rules.
4. Respect the school's neighbours, and do not block their driveways.
5. Please when you drop your child off at the Kiss & Drop, do not exit your vehicle, this avoids disrupting the flow of traffic.

If arrangements have been made with other caregivers to drive your child to school, please make them aware of the expectations.

Please drive with caution at all times, especially near the school.

Positive Behaviour Strategies

The school community will focus on positive strategies that encourage the prevention of bullying and other infractions against individuals.

Educators and school personnel will work with students to develop proper attitudes and behaviours, and any minor problems in the schoolyard or classroom will be resolved by the supervising staff.

The strategies below are examples of preventative measures that will be used by the school:

- Restorative Practices (For example, Reflections and What Would Jesus Do)
- Conflict resolution strategies
- Conferences with peers or staff to encourage student responsibility for behaviour
- Weekly class meetings to discuss and to deal with potential school issues
- Communication with parents or guardians

Blessed Sacrament educators continue to review strategies to encourage positive behaviour in the school and on the schoolyard. The goal continues to be to find ways for the school and home to work together to support students in making positive choices.

