

# Highlighting Safety, Student Behaviour and Communication at St. Margaret (revised Nov. 21, 2023)



As a staff we would like to review our student behaviour expectations with students and their families. The following is from our Student Handbook. Our goal is to have clear expectations for students & parents.

**LINK:** [Student Handbook 2023/2024](#)

**Ontario Catholic School Graduate Expectations guide all we do at St. Margaret in class or as a school community.**

**LINK:** [Ontario Graduate Expectations](#)

## **School Behaviour Expectations:**

- Students should respect and obey staff, parents, volunteers, by remembering to always use good manners.
- Students will not throw snowballs, ice or stones in the playground or on school property.  
No rough physical contact games allowed.
- For safety reasons, students must stay on school property and respect yard boundaries at recess times.
- Students may only be in a classroom, Learning Commons, when supervised by a staff member.
- Only students with passes, or those under direct supervision, are to be in the main building or washrooms before school, during recess or during lunch hour.
- Students will not misuse or vandalize school property, or belongings of other students.
- Inappropriate language, name-calling, teasing, harassment, or touching is not permitted.
- While on school property, students will walk their bikes and scooters at all times. Students **MUST** wear a helmet when riding their bike to school.

## **Positive Behaviour Strategies Used at St. Margaret School:**

As a Catholic school community, we will focus on proactive discipline strategies that encourage a positive school culture, along with prevention of bullying and other infractions against individuals. Teachers and school staff will work with students to develop proper attitudes and behaviours. Minor problems on the yard or in the classroom will be resolved by the supervising staff member(s).

## **The strategies below are examples of preventative measures that can be used:**

- Conferences with peers or staff to encourage student responsibility for behaviour.
- Weekly class meetings that include agendas developed by staff and students to deal with issues that may arise at school.
- Communication with parents includes: phone calls, emails, newsletters, Communication Reports, interviews.
- If necessary, students may be referred to the Child and Youth Care Worker or Social Worker.  
Support will be provided for students experiencing difficulties both in and out of the classroom, such as dealing with peers. This requires parental consent.

## **Possible Behavioural Consequences:**

- Loss of privileges (such as loss of membership in school extra-curricular activities, special events held at the school, loss of class trips, loss of yard privileges, etc.).
- Students and parents are required to sign a participation agreement for extra-curricular activities which holds student accountable for academic and behavioural expectations.
- Referral to the principal when an infraction is repetitive or of a more serious nature.
- Out-of-school suspensions, in-school loss of privileges depending on the incident.

**To communicate an incident, we use our Behaviour Communication Sheets. The incident has been reviewed and the facts have been gathered prior to sending the sheet home. It is not meant for negotiation.**

**LINK:** [Behaviour Communication Digital Copy](#)

**Parents are expected to follow the appropriate communication process:**

**LINK:** [Parent Communication Reminder](#)



# Glance at a Typical School Day at St. Margaret:

**WE ENCOURAGE STUDENTS TO ACCESS STAFF BEFORE, DURING AND AFTER SCHOOL IF NEEDED. Staff supervisors are scheduled in all zones throughout the day.**

**LINK:** [School Aerial Map](#)

8:35 a.m.

- Morning supervision begins. Students should not arrive prior to this time. Parking Lot gates close.
- **Staff Supervisors:** 3 at the front of the school / 2-3 on the blacktop area
- **Student Expectations:** Students arrive and stay on the black top area in their zones: (Primary / Junior / Intermediate). No equipment should be used in the morning.

8:50 a.m.

- Morning bell rings, students line up at appropriate entrances and classroom teachers greet them.
- Morning announcements include the play area schedules. They are posted in each classroom and hallways. The Staff supervision schedule is on a two week rotation.

10:00 a.m. (1:55 p.m.) AM Recess

- **Staff Supervisors:** 4-5 in predetermined areas. One or more staff are in each of the 3 zones.
  - \*Staff are available to students to monitor yard rules and help with smaller issues that arise
  - \*Often students are asked to use the appropriate strategy
  - \*Bigger issues are shared with the appropriate classroom teacher

11:35 – 11:55 a.m. Indoor Lunch

- Students eat lunch in their own classrooms, supervised by classroom teachers or Lunch Supervisors

11:55 a.m. – 12:35 p.m. Outdoor Lunch Recess

- **Staff Supervisors:** 2 (LHS) Lunch Hour Supervisors are in designated zones. 2-3 additional staff move around the 3 zones on the yard
  - \*Any bigger issues are reported directly to the principal (or Office) by the LHS
  - \*The principal or LHS communicates any issues to the appropriate teacher.

3:20 p.m. Gates are closed, and cars do not move until both busses leave

- **Student expectations:**
  - \*Bus students go directly to the bus area at the front of the school
  - \*Walkers meet parents or use sidewalks to leave the property
- **Staff Expectations:** 3-4 staff at the front of the school / 1-2 staff at the back of the school / EY staff or principal walk JK/SK and Primary bus students to the bus through the front door

## Student Expectations Throughout the Day:

Students use the washroom / get drinks on their way outside. If students need to use the washroom the scheduled teachers have washroom passes. Students enter the gym doors with the pass for the washroom.

1. Students are expected to play in their scheduled zones.
2. Students use the strategies learned in class to solve problems; bigger problems will be solved when they return to class.
3. Students need to tell their classroom teacher about big problems happening on the yard.