

IMMACULATE CONCEPTION SCHOOL

MISSION STATEMENT

Immaculate Conception School is committed to reinforcing the partnership between school, home and parish and developing within its students a way of living, which embodies Gospel values. Our school will provide a safe and respectful learning environment where each student, staff and parent helps to develop a love of learning and a love of self, neighbour and God.

PARENTS

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill their role when they:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and prepared for school
- Ensure that their child attends school regularly and on time
- Promptly report their child's absence or late arrival to the school
- Show that they are familiar with the Provincial Code of Conduct, the Board's Code of Conduct and school rules
- Encourage and assist their child in following the rules of behaviour
- Assist school staff in dealing with disciplinary issues involving their child.

Parent's guide to the Provincial Code of Conduct:

<http://www.edu.gov.on.ca/eng/safeschools/code.pdf>

STUDENT INFORMATION FORM

In September your child will bring home a Student Information Form; it is important that all information be checked: home addresses, home phone numbers, work numbers, emergency contact numbers for your child. It is vital that the school be able to contact you. Please complete and return as soon as possible.

CUSTODY

Should a custody issue in regards to your child occur, it is imperative that a copy of the court order(s) be provided to the school for enclosure in the student's file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

SCHOOL TIMETABLE

8:00	School Office Opens
8:35	Supervision begins in the school yard
8:50	Morning Bell, student entry
9:00	Classes begin
10:20	Morning Recess
11:55	Lunch
12:15	Lunch Recess
12:35	Classes resume
2:45	Recess
2:55	Warning bell - Line up Buses, Walkers and Daycare
3:00	Dismissal

SAFE ARRIVAL PROGRAM

Parents are asked to contact the school before 8:30 a.m. at 705-897-4483 to tell us if your child is going to be absent from school. The Safe Arrival Program in place at Immaculate Conception School requires that the school attempt to contact the parents and emergency contacts of each child that is not present. If a parent has not been reached, it is expected that a note clearly explaining why a student was absent be provided to the school.

IMMACULATE CONCEPTION SCHOOL CODE OF BEHAVIOUR

ABSENCES

Attendance is a significant part of a student's educational experience and of his/her evaluation process. Ministry of Education regulations indicate that students are to attend classes on a regular basis, unless for reason of illness. Parents are responsible to assure that students are attending school regularly or communicate reasons for absences with their child's teacher and the main office. Please call the school if it is a "Snow Day", and school buses are cancelled, because schools are open and you choosing to keep your child at home.

LATES

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. If a student must leave the building during the school day, parents need to submit a note to the classroom teacher. The classroom teacher will keep this note on file and inform the office. When the student arrives late at school in the morning or afternoon he/she must report to the office and obtain a late slip before proceeding to class.

LEAVING SCHOOL EARLY

To be excused from school, a student must present a note from his/her parents/guardians explaining the reason for being excused. The note should be given to the teacher in

the morning. If a student is being picked up during school hours, parents/guardians must report to the office and the student will be called to the office. Parents/guardians must come into the school and sign out their child at the main office.

ILLNESS

Sick children are very uncomfortable at school. When a child complains of feeling ill every effort will be made to send him/her home. It is imperative that arrangements be made with a relative, friend or neighbour in the event that parents are not available to care for a sick child. Use the ***STUDENT INFORMATION FORM*** to record the name and telephone number of your emergency contact. Three names other than yourself must be provided.

MEDICATION

All students who need to take medication at school need to have an **ADMINISTRATION OF MEDICATION TO STUDENTS** form completed by parent/guardian before the medication is administered at school.

Here are a few guidelines:

1. All medication and medical devices are to be stored in office. A record of medication administered to the child is to be kept at the office by a designated staff member.
2. All medication needs to be submitted to the office by parent or guardian; please do not send medication with your child. Parents/guardians are encouraged to bring in the medication to the office.
3. All medication must be submitted in its original prescription container with the child's name on the prescription container.
4. The Administration of Medication form must also be completed for over the counter medication. The container must be labelled with the child's name.
5. Please discuss with your family doctor the possibility of antibiotics or temporary medications to be administered at home by the parent/guardian. There are students who regularly need to take medication at the office.
6. Parents/guardians must provide new medication if medication becomes expired.
7. Staff can not administer any medication, prescribed or over the counter that does not come in its original container/package and without written consent.

IMMACULATE CONCEPTION SCHOOL IS A PEANUT/NUT AWARE SCHOOL

Immaculate Conception School has students with severe life-threatening Peanut/Nut allergies. It is our intention to provide a safe environment for all students at Immaculate Conception School; therefore, we are requesting that your child not bring any food items that could contain

peanuts/nuts, such as peanut butter sandwiches, cookies, granola bars, birthday cakes/cupcakes, etc. It is understood that this will mean more time on your part reading food labels and choosing food items that are peanut/nut free for your child to bring to school.

Please note that your care and concern will help provide a safe environment for all students.

BE SCENT AWARE

The SCDSB community is encouraged to reduce the use of fragrances and scented products. Why should we be scent aware? Exposure to scented products can trigger serious health reactions in anyone with sensitivities or allergies.

People can be affected by accented products including perfume, cologne, deodorant, soap, fabric softeners and laundry detergents.

We recognize the right to personal choice in fragrance; however, the air space is shared. The chemicals released into the air can be easily inhaled by those around us.

What can we all do to help?

- Be considerate
- Use scent free alternatives
- If using scented products, please use them sparingly
- Do not apply scented products in a public area

If you experience difficulties with a scent,

- Approach the user of the scented product in a respectful manner and advise them that you are affected by the scent
- Seek understanding and cooperation
- If the problem persists, see the Principal

DRESS CODE

All students of Immaculate Conception School are to dress tastefully and responsibly. Style of dress and grooming should be consistent with the philosophy and moral standard of a Catholic School. Clothing that draws attention is a distraction to the learning process of others. General health and safety is to be considered as well. Comfort, warmth, safety and propriety are the criteria used in the following outline of acceptable school attire.

Students shall not wear

- Outside shoes in class
- Hats or hoods in school
- Clothing exhibiting immoral pictures, offensive or double meaning slogans, advertisements of alcohol or other illicit substances, promotion of violence, or sexual stereotyping
- Clothing that fits too tightly or clothing that exposes

sections of the back, chest or stomach.

- Tube tops, tank tops, mesh shirts, muscle shirts, halter tops, tops with spaghetti straps, sleeveless tops that expose too much of a student's shoulders and/or torso
- Loose, long, torn or frayed clothing that may cause the student to trip and fall
- Loose clothing that may fall off the student
- Pyjama tops or bottoms, or lycra and spandex shorts
- Unlined splash pants (without other pants underneath)
- Beach wear
- Shoes with "wheelies" embedded in the sole, or have very high heels, or have slippery soles (safety issues)
- Jewellery with spikes, wallet chains, or any other item that might cause injury to another student

Students can wear:

- Closed toe shoes at all times (safety issue)
- Strapped sandals when weather permits
- Non-marking running shoes are required for gym class
- Running shoes must have shoe laces or velcro for phys-ed classes (no slip-ons)
- Hem lengths for shorts, skirts or skorts must be no higher than mid-thigh (below finger tips when arms are down by side)

Consequences:

- Clothing will be changed
- Parents may be contacted to bring a change of appropriate clothing
- Incidences will be documented, reflection and/or loss of privileges may result for non-compliance of dress code

MAKE-UP/BODY PIERCING/ HAIR COLOUR

Positive Expectations

Students shall:

- Present themselves in a manner that will uphold the moral tone of the school

Students shall not:

- Wear excessive amount of make-up as determined by the teacher/principal
- Wear body piercing accessories, except for earrings (one in each ear)
- Facial piercing accessories of any size or visibility
- Dye hair unnatural colours (i.e. blue, green, pink, etc.)

FIRE DRILLS AND LOCKDOWN DRILLS

There will be six Fire Drills practiced in the school year.

There will be two Lockdown drills practices in the school

year. The safety of our students and staff is the highest priority of the SCDSB and schools must be prepared. Some emergency situations may prevent the safe evacuation of a school building and may require steps to isolate students and staff from danger by instituting a school lockdown. During our Lockdown drill, the school will be locked, and parents and guests will not be able to enter the school until after the drill.

SCHOOL PARKING LOT

Parents, guardians and visitors to the school are to park in the designated parking lot. Please do not park in front of the school, it is designated as a Fire Route Zone. Parents/guardians dropping off their children to the daycare are asked to park in the Daycare parking zone, along Pierre Street and the fence. Daycare parents/guardians are asked not to park in front of the school in the Fire Route Zone.

SAFETY AND SECURITY OF STUDENTS

For the safety and security of all students, all parents/guardians /visitors and former students are asked to report to the office before proceeding down the hallway and into the classrooms.

If students are being picked up by parents and/or guardians, students must be picked up inside the school and signed out at the office. Parents/guardians are asked not to go to the classroom to pick up their child. All students will be called down to the office.

For the safety and security of all students, **all parents and guardians are NOT TO BE IN THE SCHOOL YARD during recess**. It is the school's responsibility to secure the safety of the playgrounds for all students. Students who are walkers must walk home, not be loitering in the neighbourhood, playing on the road or a friend's house or trespassing on private property.

PARENT VOLUNTEERS

Parent volunteers are a welcomed resource in our schools and assist in a wide range of activities and services. The Sudbury Catholic District School Board (the Board) has the responsibility to provide a safe and secure learning and working environment for students and employees. The Board is in a position of trust with regard to students and must strive to protect their intellectual, physical, and emotional well being. In order to not place students or staff at risk, the Board will not permit anyone with a positive criminal background check and/or patterns of behaviour to volunteer. (APG #HR18)

“CRIMINAL BACKGROUND CHECK” (CBC) means, in respect of the Board, a document concerning an individual which:

- a) was prepared by the police force or service from the national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the day the Board collects the document;
- b) contains information concerning the individual’s Personal Criminal History, and
- c) includes a check of the vulnerable sector. As per our Board policy, all parents and volunteers attending field trips or assisting with special events in the class will need to provide the school with a current (this year) Criminal Background Check.

FIELD TRIPS

The informed consent/Parental Permission form for field trips must be read and signed by every student who wishes to participate and by a parent or guardian of the participating student. There must be written consent by parents/guardians for every field trip.

ELEMENTS OF RISK

The risk of injury exists in every educational activity/field trip. However, due to the very nature of some activities the risk of injury may increase. Falls, collisions and other incidents may occur and cause injury. Students must assume the risks and dangers. The safety and well being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in the activity. The chance of an accident occurring can be reduced by carefully following instruction at all times while engaged in the activity. If you choose to allow your son or daughter to participate, you must understand that you will bear the responsibility for an accident that might occur. The Sudbury Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity. Student accident insurance coverage may be purchased through Reliable Life Insurance Company and it is strongly recommended for students taking part in athletic competition.

BEHAVIOUR

Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. will apply, as explained to them by their coach(es), and they will be followed for the duration of the season. I understand that should the conduct of my son or daughter become detrimental to the safety and the welfare of others, I will be contacted and my son or daughter could, at the discretion of the coach or teacher-in-charge, be returned

home under supervision. In the event of absenteeism, remuneration for activity expenses may not be provided.

ACKNOWLEDGMENT

Parents/guardians must read the elements of risk and behavior guidelines and be familiar with the current schedule of activities for field trips. Parents/guardians understand that in permitting their child to participate in these activities, they are assuming the risks associated with the activity. Parents/guardians who give student permission to participate in the field trip activity believe, to the best of their knowledge, that their child is capable physically and emotionally to participate in this activity.

PARENT VOLUNTEERS

All parent volunteers and volunteers must provide the school with a current Criminal Background Check.

WINTER SAFETY

Winter is a beautiful season. Children enjoy the outdoors. For winter safety, all students need to wear their hat, mitts, scarves, coats, ski pants, boots etc... at all times in order to keep warm and prevent frostbite. All students are expected to go outside for recess. If students are not dressed appropriately, they will stay in for recess, and parents will be contacted.

Please speak to your children about not throwing snow, snowballs or ice chunks. It is dangerous, and we want everyone to be free of injuries.

SUMMER SAFETY

Spring and summer are seasons that call everyone to be outdoors. For student safety, please ensure that students protect themselves from the sun by wearing a hat, sun screen and sun glasses that block out UV rays. If students are wearing strapped sandals as their outdoor footwear, please be aware that your child may get hurt if playing or running in the school yard. A running shoe is the best type of foot wear for playing in our school yard.

+ CODE OF CONDUCT + POLICY STATEMENT

The Immaculate Conception School Code of Conduct is implemented in accordance with the Ontario Code of Conduct (2000), the Sudbury Catholic District School Board (SCDSB) Code of Conduct, and the SCDSB Safe Schools Policy. This Code of Conduct also reflects the values and expectations of Immaculate Conception School.

The mission of the Sudbury Catholic District School Board is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith-filled life. This mission is affirmed in Board policies, including the Safe Schools

policy. The Board is committed to making each and every one of its Catholic schools a caring place that is safe for learning. The purpose of the Board's Code of Conduct is to further promote the mission of the Board and to provide a consistent Code of Conduct for individual schools.

ROLES AND RESPONSIBILITIES

The Board's Code of Conduct recognizes that all members of the school community, including principals, teachers and other staff members, students and parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

a) The Board:

The Board will provide direction to its schools that ensure opportunity, excellence and accountability in the education system.

The Board is committed to the principles and standards established by the Safe Schools policy. The Board will not tolerate behaviour which jeopardizes the emotional well-being or physical safety of members of the school community.

As part of its broader mandate, the Board will:

- *Develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;

- *Review these policies regularly with students, staff, parents, volunteers, and the community;

- *Seek input from school councils, their Regional Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;

- *Establish a process that clearly communicates the Provincial Code of Conduct and the Board Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;

- *Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and

- *Provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment.

b) Principal:

Under the direction of the Board, the principal takes a leadership role in the daily operation of a school. He/she provides this leadership by:

- *Demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;

- *Holding everyone under their authority accountable for his or her behaviour and actions;

- *Empowering students to be positive leaders in their school and community; and,

- *Communicating regularly and meaningfully with all members of their school community.

c) Teachers and Other School Staff Members:

Under the leadership of their principal, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- *Help students work to their full potential and develop their sense of self-worth;

- *Empower students to be positive leaders in their classroom, school, and community;

- *Communicate regularly and meaningfully with parents;

- *Maintain consistent standards of behaviour for all students;

- *Demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and

- *Prepare students for the full responsibility of citizenship.

Teachers shall also assist the principal in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers must assist the principal by reporting incidents and assisting the principal in conducting an investigation.

d) Students:

Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- *Comes to school prepared, on time, and ready to learn;

- *Shows respect for himself or herself, for others, and for those in authority;

- *Refrains from bringing anything to school that may compromise the safety of others; and

*Follows the established rules and takes responsibility for his or her own actions.

Students are expected to:

*Adhere to the teachings of the Roman Catholic Church;

*Exercise self-discipline;

*Accept such discipline as would be exercised by a kind, firm and judicious parent;

*Be courteous to fellow pupils and obedient and courteous to teachers;

*Show respect for school property; and

*Understand and comply with the Board's Code of Conduct.

e) Parents:

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

*Show an active interest in their child's school work and progress;

*Communicate regularly with the school;

*Help their child be neat, appropriately dressed and prepared for school;

*Ensure that their child attends school regularly and on time;

*Promptly report to the school their child's absence or late arrival;

*Show that they are familiar with the Provincial Code of Conduct, the Board's Code of Conduct and school rules;

*Encourage and assist their child in following the rules of behaviour; and

*Assist school staff in dealing with disciplinary issues involving their child.

f) Community Partners and the Police:

Police and community members are essential partners in making our schools and communities safer. Community agencies are resources that the Board uses to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between the Board and community agencies and of formalizing the relationship between them. Community partners need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

SUSPENSION

Under subsection 306 (1) of the *Education Act*, a principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
- *7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described in subsection (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

Under Board policy, a principal may suspend a pupil if he or she believes that the pupil engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Persistent truancy;
- Persistent opposition to authority;
- Habitual neglect of duty;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;

- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

SUSPENSION PENDING POSSIBLE EXPULSION

Under subsection 310 (1) of the *Education Act*, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing a sexual assault;
- Trafficking in weapons or in illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

Under Board policy, a principal must suspend a pupil pending possible expulsion if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate:

- Possession of explosive substance;
- Serious or repeated misconduct; and/or
- Other - defined as any conduct that is seriously injurious to the moral tone of the school or to the physical or mental well-being of others.

ASSIGNMENTS AND CLASS WORK

Students are responsible not only for their behaviour in the classroom and the school but also for providing evidence of their achievement of the overall expectations within the time frame specified by the Teacher, and in a form approved by the Teacher. There will be consequences for not completing assignments for evaluation or for

submitting those assignments late.

Students shall:

- Work to the best of their ability to participate in class lessons and activities
- Work to the best of their ability to complete projects, assignments and tests
- Behave in a manner conducive to learning
- Be respectful to peers, self, adults and property
- Bring home assignments and tests to be signed by parents
- Write homework down in the student agenda and show to parents for signing
- Demonstrate honesty and pride
- Take care of textbooks/books/computers and return to teacher in good condition (Parents/guardians will be contacted if textbooks/books/computers are damaged or lost and will be responsible to replace items)

Consequences:

- Verbal warning/reminder
- Loss of recess to complete work
- Loss of extra-curricular activities, privileges, excursions until work is completed
- Homework notice from teacher
- Teacher-Parent Conference
- Referral to the Principal
- Student Incident Report
- Reflection time
- Plagiarized work will not be graded or assessed; student will receive a Student Incident Report; student will redo the work; a suspension may be considered.

STUDENT PERSONAL ELECTRONIC DEVICES (PEDS)

PEDs are wireless and/or portable electronic handheld equipment that include, but are not limited to, portable computer devices, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smart phones, walkie talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile messengers, Blackberry handsets, etc.), PDAs (Palm Organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP players, iPods, iPads, Walkman, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions.

The visibility and acceptable use of PEDs by students in the school or on school premises shall be authorized by the Principal, in consultation with school staff.

Students will ensure that PEDs are powered off and kept out of sight during the school day except in areas and for purposes authorized by the Principal in consultation with staff.

PEDs will under no circumstances be used by any student for the capture of photo, video or audio recording or for sharing/posting of individuals or groups without the express authorized permission of those involved and/or captured or as authorized under the Administrative Procedures and Guidelines and the Student Acceptable Use of Information Technology Agreement.

In the event that an emergency is occurring, the Principal will provide instruction to the school community pertaining to the acceptable use of PEDs for the specific emergency only.

The use of PEDS in a manner that facilitates crime under the federal, provincial and/or municipal statutes is strictly prohibited and shall be subject to discipline and/or the reporting of any such incidents to the Police Services.

STUDENT ACCEPTABLE USE OF INFORMATION TECHNOLOGY

Teachers shall annually provide students with instruction on the appropriate use of the Information Technology as per the Student Acceptable Use of Information Technology Agreement.

Teachers shall address any inappropriate use of technology on school premises.

The Principal will obtain the signatures of students and their parent/guardian on the appropriate Student Acceptable Use of Information Technology Agreement (JK to Grade 3, and Grade 4 to 6).

INTERNET/COMPUTER

Positive Expectations

Students shall:

- Use the school's computers and software in a safe and appropriate way (with respect and care)
- Use the Internet solely for educational purposes and with permission from their teacher
- Avoid chat rooms or other sexual sites which promote racism, violence, discrimination, hate, sexual content, etc.

Students shall not:

- Intentionally connect to a web site or chat room or sites that have sexual content/material posted
- Intentionally connect to a web site or chat room that:
 - promotes racism, violence, disrespect and antisocial

behavior

- gives instructions or demonstrations on how to make explosive devices or weapons
- provides materials for cheating
- engages in a covert action against another person(s)
- displays tasteless cartoons
- promotes a way of life that does not reflect our Catholic beliefs/values
- Intentionally visit any prohibited web site or chat room
- Upload or download offensive materials from the Internet
- Promote or encourage the visiting or viewing of any offensive material from the Internet

COMPUTER/INTERNET ACCESS POLICY

Any of the actions above will, at a minimum, result in the immediate suspension of computer privileges. If any of the actions contribute to any loss, alteration of data owned by the Board, another person or organization, or to the interruption, degradation of service to the Board, or any other person or organization, or threatens the safety or sense of well being of any other person, the student may face charges under the Criminal Code of Canada.

The student shall not:

- Access the network using an account(s) other than the one specifically assigned to him/her
- Allow another person to use the account(s)
- Access or attempt to access any network resources not explicitly configured for use with his/her account(s)
- Neglect to sign in when using open access labs
- Use any electronic communication tool to threaten, intimidate, offend or harass another person or organization
- Pursue, acquire, produce or employ materials that could be deemed pornographic or otherwise offensive, hate-promoting or violent
- Demonstrate any computer hardware or software components, either intentionally or through negligence
- Introduce viruses or other potentially harmful software components, either intentionally or through negligence
- Introduce viruses or other potentially harmful software to the Board computer and networks
- Misuse or overuse the space allocated in his/her account(s)

STUDENT EXPECTATIONS

General:

Immaculate Conception students will:

- Follow directions, school routines and school rules
- Show respect for themselves, for others and those in authority
- Resolve differences through non-violent and peaceful means
- Refrain from inappropriate language and gestures
- Care for personal, school property and the property of others
- Participate in School Religious Activities
- Fulfill their obligation to work to the best of their ability
- Follow the dress code
- Enter the school in a quiet, orderly fashion
- Comply with the Code of Conduct expectations of all field trips/excursions (Field trips/ excursions are a privilege)

Classroom:

In the classroom, students will work to the best of their ability and,

- Display proper behaviour at all times
- Come to school prepared, on time and ready to learn
- Participate in school and classroom activities
- Complete all assigned tasks
- Be attentive and follow directions
- Walk in the classroom or hallways
- Use furniture, tables, desk, and chairs in a safe, appropriate manner

Lunch time:

Students are expected to:

- Eat only foods that are peanut and nut free due to student allergies
- Inform lunch supervisors of lunches containing peanuts/nuts
- Sit in assigned seats and remain seated
- Listen and follow the lunchroom supervisor's directions at all times
- Use appropriate language and manners
- Follow school waste management and recycling program
- Eat only the lunch prepared by parents; no sharing between students is permitted
- Bring non-breakable and recyclable lunch containers

Playground/Recess time:

Students are expected to:

- Play fairly and safely with peers, including refraining from any form of horseplay or rough play; no play fighting
- Abstain from inappropriate language and gestures
- Play within assigned boundary areas

- Show respect to playground supervisors at all times
- Follow all safety rules regarding the primary and junior play structures
- Stone/snowballs or projectiles can not be thrown and used as play objects
- **Under no circumstances** will students bring matches, lighters, fireworks, or tobacco products to school, nor articles which could pose a danger to others. These include; weapons, knives, water guns, slingshots, pea shooters, inappropriate toys, etc. It is also inappropriate for a student to pretend to have dangerous articles.

Consequences

Disregard for the above may result in any of the following:

- Teacher-student conference
- Teacher-Parent communication
- Referral to the office, Principal-student conference
- Student Incident Report
- Reflection during recess and/or lunch
- Loss of field trip privileges
- Suspension
- Expulsion

USE OF LOCKERS

Positive Expectations

Students shall:

- Keep clean and respectable lockers
- Use only the locker assigned to him/her by the teacher

(The school is NOT responsible for items damaged, lost or stolen)

The student shall not:

- Display graffiti or inappropriate photos/pictures
- Possess prohibited items as covered in the Code of Conduct
- Use another student's locker
- Place a lock on the locker

LANGUAGE/GESTURES

Positive Expectations

- Students are expected to use language and gestures appropriate to a Catholic school setting

Students shall not:

- Engage in verbal (oral and written) abuse of other students, staff members or parent volunteers
- Use vulgar, offensive, disrespectful language and gesture (for example: spitting, showing middle finger, sticking out tongue)
- Issue verbal, written or hand gesture threats
- Issue threats by means of the internet

- Use hand gestures to issue threats of violence or harm

VERBAL/PHYSICAL AGGRESSION

Positive Expectations

Students shall:

- Treat every individual with respect
- Use conflict resolution strategies
- Exercise diplomacy and common sense in peer interaction
- Refrain from sexual or psychological threatening, assault or abuse (verbal, physical or written)
- Refrain from discrimination in any form

Students shall not:

- Harass/bully
- Play fight
- Fight or threaten others (verbal or written)
- Attack or assault causing serious injury
- Threaten or assault students, staff or volunteers
- Slander or defame the character of staff, students or volunteers

CIGARETTES, ALCOHOL AND DRUGS

Positive Expectations

Students shall not:

- Smoke cigarettes in or on the school's property
- Bring cigarettes, matches or lighters on school property or on the school bus
- Possess, consume alcohol, non-prescriptive and prescriptive drugs
- Possess drug paraphernalia
- Use of solvents as a narcotic

WEAPONS

Students shall not:

- Possess, use any weapon or item that can be used as a weapon that may cause harm to themselves or others
- Possess or use any incendiary devices including fireworks, lighters, matches, caps, zappers, bullets
- Throw or kick snowballs, sand, rocks or any other objects in a harmful way
- Use sling shots, pea shooters, laser pens

Students shall not:

- Possess a weapon or any object that might cause harm
- Assault with a weapon

BULLYING

As listed in Policy/Memorandum No. 144 released by the Ministry of Education, bullying is “a form of repeated, persistent and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear, distress, and/or harm to another person’s body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.”

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be:

Physical	Hitting, pushing, tripping
Verbal	Name calling, mocking, or making sexist, racist or homophobic comments
Social	Excluding others from a group, spreading gossip or rumours
Technological	Spreading rumours, images, or hurtful comments through the use of email, cell phones, text messaging, Internet websites, or other technology

According to the Provincial Code of Conduct as outlined in The Education Act, the following Standards of Behaviour are outlined, making it clear that all members of the school community must:

- Respect and comply with all applicable federal, provincial and municipal laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas and opinions
- Treat one another with dignity and respect at all times, and especially when there is a disagreement
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Respect the rights of others
- Show proper care and regard for school property and the property of others
- Take appropriate measures to help those in need
- Respect all members of the school community, especially persons who are in a position of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching.

SCHOOL PROPERTY

Students shall treat the property of the teachers, other students and the school with respect and care.

Examples of negative behaviour:

- Willful damage to desks, lockers, textbooks, buses, sports equipment, playground equipment, washrooms, etc.
- Graffiti

Items not allowed in the class or at school:

- Cell phones (if brought to school, powered off and kept out of sight during the day)
- Electronic games (gameboys, PSP, tamagatchi, etc.) unless directed by the teacher
- Skate boards, in-line skates, scooters, roller blades
- Water guns
- Personal cd-players, MP3 player, IPOD, etc. (unless directed by teacher)
- Digital cameras
- Computers, IPADS, etc.

The school is not responsible for loss, damaged or stolen student's personal property. If an item is of great personal or monetary value, please do not bring it to school.

CONSORTIUM INFORMATION

The Transportation Consortium has launched an informative website: www.sssc.ca. This site will provide information on the status of a bus (lateness), announcements, delays and procedures. You may also refer to this site concerning inclement weather announcements.

Students who qualify for transportation should ride the bus; however, if they do not ride the bus a note must be provided to the office explaining the circumstances. Students who do ride the bus must take the bus all the time. If there are any changes to be made regarding bussing parents are to notify the Transportation Consortium directly.

SCHOOL BUS BEHAVIOUR

Students are expected to comply with the Sudbury Student Services Consortium School Bus Discipline Policy Guidelines when riding to and from school, and on all school field trips. The Consortium provides transportation for all four School Boards in the Sudbury area and can be contacted from 7:00 a.m. till 5:00 p.m., Monday through Friday at 705-521-1234.

These guidelines are available for viewing on the Consortium's website:

<http://www.sssc-cses.ca> under Policies and Procedures. Behaviour guidelines and consequences are clearly identified for the following: Grades JK to 6.

Infractions that are written up by the bus drivers are forwarded to the school office for follow-up. Consistent

infractions may lead to temporary or permanent suspension of the privilege of riding on the bus (including school field trips), or a suspension from school.

Students are responsible to the Principal for their conduct on the bus and must obey instructions from the bus driver on behalf of the Principal.

Riding the bus is a privilege, not a right. Here are some of the bus regulations as listed on the Consortium website and reviewed with students each year:

While on the bus, students shall:

- Go directly to their seat and remain there until they reach their destination
- Remain seated at all times, facing forward with their back against the seat back and their legs turned toward the front of the bus
- Refrain from eating, drinking or dirtying the inside of the bus
- Keep their books, school bags and any other objects on their lap and keep the aisle clear
- Take skates on the bus ONLY if the skates have blade guards and are kept inside a special carrying bag
- Be liable for any deliberate damage to the bus
- Never bully other students or the bus driver
- Refrain from speaking loudly, singing, making noise, fighting, swearing, using abusive language, or hitting, biting or disturbing other students
- Obey the same rules and regulations as they would in a classroom
- Keep the bus safe and clean
- Follow all the bus driver's instructions in an emergency
- Refrain from throwing objects inside or outside of the bus
- Avoid distracting or speaking to the bus driver, except in an emergency

BIKE SAFETY

With parental permission, students can ride their bicycles to school as long as they wear a helmet. Cyclists under 18 are required by law (The Ontario Highway Traffic Act) to wear an approved bicycle helmet when riding a bike on a roadway or sidewalk. Parents can be charged if they knowingly allow their children to ride without a bicycle helmet. Students are responsible for locking their bikes outside the school.

The school is not responsible for student's personal property.

SKATING

Listed below are rules that must be followed and enforced during school skating at the City of Greater Sudbury's

Municipal Arenas:

- All skaters must wear CSA approved helmets during the skating sessions
- All skaters must move in the same direction at a moderate speed
- There is no playing tag, horseplay, backwards skating or figure skating
- There are no sticks, pucks or balls permitted on the ice
- There is no food or beverage permitted on the ice surface
- There are no boots or shoes permitted on the ice surface
- Only Canadian Safety Authority skating aids are permitted on the ice surface

OSBIE (Ontario School Boards' Insurance Exchange) recommends risk management must be taken into consideration when students go on any field trip.

If injuries are to be avoided, the risk must be eliminated.

PHYSICAL EDUCATION SAFETY

At Immaculate Conception School, students will participate in their grade level phys ed curriculum. If a student is to be excused from phys ed class due to illness or injury, a medical note is required for the student. It is also expected that all students will be properly dressed for sports, fitness and health, in order for students to do daily activities. The dress code is to include:

- Running shoes must have shoe laces or velcro straps and non-marking soles (no black soles)
- No slip on shoes will be permitted
- No jewelry will be permitted

STUDENT ACCIDENT INSURANCE

A number of student accidents have been reported where the student is not covered by student accident insurance. Some accidents result in major dental restorative work being required, which can be very expensive for parents.

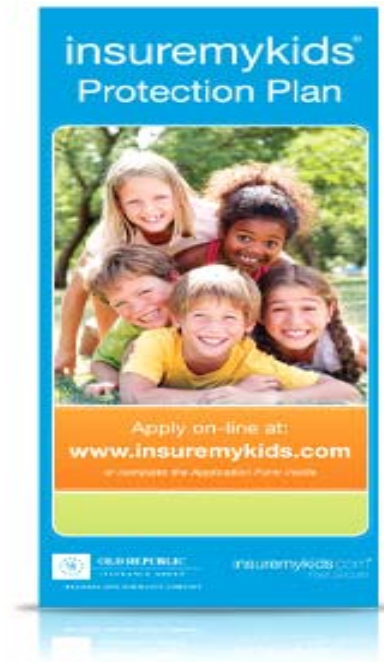
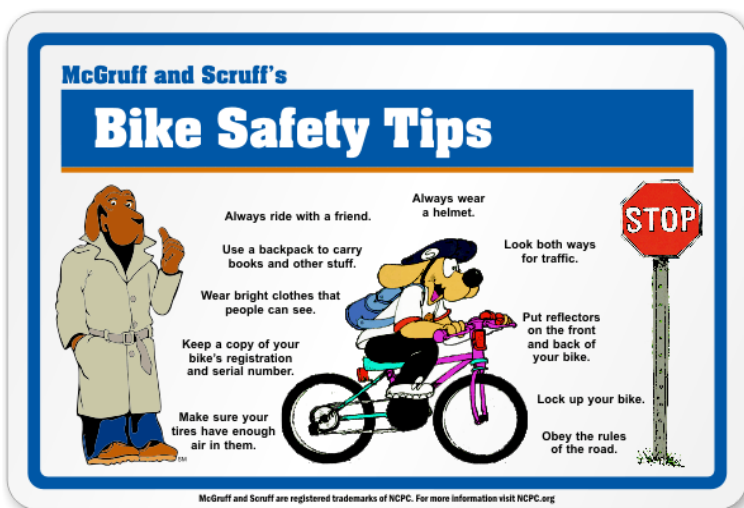


Basic student accident coverage can be obtained for only \$3.50 per year. This basic level of insurance covers both any present dental work required and any future dental work required as the student continues to grow.

If Parents are interested in obtaining this very important insurance protection for your child, then please complete the Student Accident Insurance application on the brochure which is sent home at the beginning of the school year, or, enroll on-line at www.insuremykids.com.

To have an application mailed to you, please contact :

Reliable Life Insurance Company
Insuremykids
Toll Free:
800-463-KIDS (5437)



LETTER OF COMMITMENT



Immaculate Conception School has clear, set guidelines and expectations for each student. A specific standard of behaviour and student responsibilities are part of the Immaculate Conception School philosophy.

The students at Immaculate Conception School accept to live by this philosophy.

INTEGRITY

All students will use the Catholic Virtues to morally guide the many choices they will make at Immaculate Conception School. Students will live the gospel teachings and put forth their best efforts. All parents/guardians/students will read their Student Handbook, abide by the Code of Behaviour, and all school rules.

All students will strive to do their very best in all areas. Students will attend classes regularly, arrive at school on time, participate in class lessons and activities, complete tasks assigned by teacher in class, complete homework, participate in class discussions, complete projects and study for tests.

COMMUNITY

All students will live the gospels teachings and put forth their best effort in everything they do. Students will participate in the community life at Immaculate Conception School. This includes masses, liturgies and services at St. Kevin's Parish, special events, spirit days, school assemblies, and involvement in academic, athletic and arts activities and clubs.

SERVICE

Our Catholic tradition teaches students to follow Jesus and live their life in service of others. As a community, students participate in food drives, Christmas gift basket giving, coins for Peace and Development, Collections for Cancer, etc.

At Immaculate Conception School, we hold the greatest treasure...God's children.

Please return to your classroom teacher.

Ms. L. Bianchin
Principal

I have read the Student Handbook.

Student Signature: _____

Parent Signature: _____

Date: _____