



ST. JOHN CATHOLIC SCHOOL



MISSION STATEMENT

We Believe...

- * In modelling Jesus' teachings in our words and actions
- * In setting high standards because all children can learn, given time & support
- * In nurturing a happy and safe school environment

STUDENT SAFETY AND SECURITY **PARENTS/GUARDIANS AND VISITORS**

In the interest of safety and to prevent interruptions to classes, Board policy states that all parents/guardians and visitors must inform the main office of their presence in the school. Parents who pick up their children at dismissal **must** wait in the lobby or office area. This policy is in place to ensure the safety of all of our students and to avoid confusion and disruption in the classroom. Please note that **ALL** entrances to the school are locked at all times. Anyone wishing to enter the school must utilize the "buzzer system" to gain access. All visitors are requested to sign in and may be asked to wear identification badges. If a parent/guardian is dropping something off for their child or a teacher, it may be left at the office. Following these procedures contributes to the safety and security of the school community.

THE CATHOLIC SCHOOL GRADUATE EXPECTATIONS

The graduate is expected to be:

- | | |
|---|--------------------------------|
| 1. A discerning believer | 5. A collaborative contributor |
| 2. An effective communicator | 6. A caring family member |
| 3. A reflective, creative and holistic thinker | 7. A responsible citizen |
| 4. A self-directed, responsible, lifelong learner | |

ASSIGNMENTS AND CLASS WORK



Positive Expectations

Students shall:

- work to the best of their abilities to participate in all activities and to complete assignments or tests
- behave in a manner conducive to learning
- be respectful of peers, self, adults and property
- encourage good work habits and organizational skills
- help students achieve success
- develop a positive self-esteem

HOMEWORK

Homework provides students with the opportunity to reinforce and extend in-school experiences outside of the regular school day.

Parents/Guardians share with teachers the responsibility for the educational success of their child(ren) and should actively participate in the child's learning process.

Parents/Guardians are encouraged to:

- monitor student use of the agenda book on a daily basis
- sign and return forms or projects as requested by the teacher
- provide help (but never do the work for the students) and monitor completion
- recognize that the completion of homework activities is integral to school success

ADMINISTRATION OF MEDICATION

The Sudbury Catholic District School Board has a clear policy with regard to administration of medication to students. Listed are a few guidelines:

- o The principal or his/her designate will administer the medication for student use - only after written authorization on a SCDSB Form has been obtained from the parent/guardian and/or a physician.
- o All medication must be turned over to the main office for proper storage, unless carried by student as per treatment plan e.g. auto injector, puffer, etc.
- o Records are maintained regarding dosage, method of administration, and storage.
- o All medication must be submitted in its original prescription container with the child's name on the prescription container.

ONLY SEND THE REQUIRED DOSAGE OF MEDICATION TO SCHOOL. ASK YOUR PHARMASIST FOR TWO SEPARATE CONTAINERS OF MEDIATION IF POSSIBLE – ONE CONTAINER FOR HOME AND ONE FOR SCHOOL. THE SCHOOL WILL MAKE EVERY REASONABLE EFFORT TO ADMINISTER MEDICATION ON TIME TO YOUR CHILD, HOWEVER, SITUATIONS DUE ARISE THAT MAY CONFLICT WITH THE TIMING OF MEDICATION. THE SCHOOL IS NOT RESPONSIBLE FOR MEDICATION TRAVELLING BETWEEN HOME AND SCHOOL. IF AT ALL POSSIBLE, TIME THE ADMINISTRATION OF MEDIATION WHEN YOUR CHILD IS AT HOME. THANK YOU FOR YOUR ATTENTION TO THIS MATTER.

IMMUNIZATION

For children attending school, the law in Ontario requires a written immunization record or proof of immunization. Incomplete immunization records can result in suspension from school on order of the Medical Officer of Health. For more detailed information contact the SDHU@705-522-9200.

EMERGENCY SCHOOL CLOSING

On extremely rare occasions, circumstances may lead to an emergency school closing. Please make arrangements with a relative, neighbour or friend so that your child has an alternative place to go if you are not available.

ATTENDANCE/SAFE ARRIVAL

Parents and guardians are responsible for their children's safety. St. John School has a Safe Arrival Program that monitors the attendance of every student at the start of the school day. When a student will be absent or late, it is the responsibility of the parent/guardian to notify the school of the reason. Therefore, if your child is to be late or absent, please call the school before 8:30 to inform the office. We are required by law to account for any pupil's unexplained failure to arrive at school. There is a voice messaging system that will allow you to call the school at any time to leave details about your child's attendance. Please leave your child's full name and grade.

TELEPHONE USE

Student access to a telephone is severely restricted and primarily intended for emergency use only. The secretary must speak to a parent before the student ends the call.

LEAVING SCHOOL DURING THE SCHOOL DAY

To be excused from school, students must present a note (usually in the agenda) from their parents explaining the reasons(s) for being excused. The note must be given to the teacher in the morning. If a student is being picked up during school hours, parents must report to the office, and the student will be called to the office. **Parents are required to sign their child out at the main office.** Once a student arrives at school, they may only leave school grounds with permission from the office. **Students who eat lunch at school are NOT ALLOWED to leave school property.**



PARKING

School buses park at the front of the school, from the staff parking lot to the primary entrance. **Please be advised as per city by-law, there is NO PARKING in front of the school, on either side of the street. Please know that vehicles can be ticketed or towed at the owner's expense.** Please utilise the parking lot when dropping off or picking up your child.



BUS TRANSPORTATION



Transportation is provided through the Student Services Consortium. Guidelines are available on their website. The Consortium establishes the parameters, including collector points for each bus route.

As a general rule, please note the following:

1. **Bus transportation is a privilege, not a right.**
2. Students eligible for transportation must live in a transportation zone.
3. Only authorized students may ride the bus.
4. To ensure the safety of FDK students, it is required that when they are delivered to the regular drop off point, a responsible adult meets the child.
5. Bussed students must have a note if not taking the bus. A note must be dated for each day a student does not take the bus.

**BUS CANCELLATION
DUE TO SNOW DAYS, ETC.**



Kindly note that parents/guardians are required to call the school even if bus transportation is cancelled due to snow days, etc., as the school remains open. We are required by "Safe Arrivals" protocol to verify the whereabouts of children who fail to arrive at school, regardless if buses are running or not.

ALL BUS INQUIRIES SHOULD BE DIRECTED TO THE SUDBURY STUDENT SERVICES CONSORTIUM @521-1234 OR BY VISITING www.sssc-cses/english



PEANUT/NUT-CONTROLLED ENVIRONMENT



We have a number of students who are highly allergic to peanut/nut products and this can potentially lead to severe and life-threatening reactions. For the safety of all children, parents are asked to refrain from sending peanut/nut products to school. Please seek approval from your child's classroom teacher prior to sending food or beverages to school.



LUNCHROOM EXPECTATIONS



Students will eat lunch in their classroom and will be supervised by a lunchroom supervisor. Students are expected to be responsible in their behaviour as well as clean up after themselves. Repeated disruptive or disrespectful behaviour may result in the removal from the classroom setting.

Code of Conduct

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 where all members of the school community feel safe, welcomed and accepted. The Board fosters a Christ-centred, positive school climate, free from discrimination or harassment where principles of equity and inclusive education support positive student behaviour. The Boards Code of Conduct will be consistently implemented in each school and facility of the Board.

FAIR NOTICE TO PARENTS/GUARDIANS RE/VIOLENCE THREAT RISK ASSESSMENT PROCESS

The Sudbury Catholic District School Board aims to maintain a positive and safe environment in their schools for all students, staff, parents, and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to his or her safety or the safety of others, the Board reserves the right to activate a **Violence Threat Risk Assessment (VTRA)**.

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority.

If you have any questions regarding the evaluation process for risk and threats, please refer to our Board's website for more detailed information @ <http://www.scdsb.edu.on.ca> and/or contact the principal of your child's school.

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 that 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) **Principals:**

Under the direction of the Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school;
- 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 principals, 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 principals 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 principals 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 of 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:

- Uttering a threat to inflict serious bodily harm on another person.
- possessing alcohol or illegal drugs
- being under the influence of alcohol.
- swearing at a teacher or at another person in a position of authority
- 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.
- Bullying.
- 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, such as:

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|---|--|
| - persistent truancy; | - being under the influence of |
| - persistent opposition to authority; | illegal drugs; |
| - habitual neglect of duty; | - sexual harassment; |
| - willful destruction of school property; | - racial harassment; |
| - vandalism causing damage to school or Board property or property located on school or Board premises; | - fighting; |
| - use of profane or improper language; | - possession or misuse of any harmful substances; |
| - use of tobacco; | - hate-motivated violence; |
| - theft; | - extortion; |
| - aiding/inciting harmful behaviour; | - distribution of hate material; |
| - physical assault; | - 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 that complies

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 an 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.

Mitigating Factors and Other Factors

Pursuant to the Suspension and Expulsion Regulations, a principal will take into account the following:

- ✓ The pupil does not have the ability to control his/her behaviour
- ✓ The pupil does not have the ability to understand foreseeable consequences of his behaviour
- ✓ The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person
- ✓ The pupil's history
- ✓ Whether a progressive discipline approach has been used with the pupil
- ✓ Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment because of his race, ethnic origin, religion, disability, gender or sexual orientation
- ✓ How the suspension or expulsion would affect the pupil's ongoing education
- ✓ The age of the pupil
- ✓ If the pupil has an IEP

Notice to Parent or Guardians

If the principal believes that a pupil of the school has been victimized, the principal shall, as soon as reasonably possible, notify the parent or guardian. A principal may not notify a parent or guardian, such that notification is not in the pupil's best interest.

Application of Standards of Behaviour

The Board standards of behaviour apply to all members of the school community, including students, parents and guardians, teachers or other school staff, volunteers and visitors. The standards apply: 1) on school property 2) while traveling on a bus or vehicle on contract to the Board 3) school sports activities 4) off-site school-sponsored activities 5) in circumstances where engaging in an activity could have a negative impact on the school climate.

PROGRESSIVE DISCIPLINE AND PROMOTING STUDENT BEHAVIOUR

A positive school climate is a crucial component of promote positive student behaviour, and St. John School recognizes the distinctive expectations for Catholic students as an integration of body, mind and spirit. In addition, St. John School actively endorses a variety of programs and activities that focus on

healthy relationships, inclusive and equitable learning environments, character education and positive peer relations.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

When inappropriate behaviour occurs, disciplinary/corrective measures may include but are not limited to the following: an apology to the victim, reprimand, warning, detention, loss of privileges, reflection (think sheet), contact with parents via "Safe School - Peaceful School" tracking sheet/phone call/person-to-person meeting, removal from class, referral to counseling as available, restitution, development of a behaviour plan, conflict mediation (school and/or police), volunteer service, peer mentoring, suspension, and expulsion.

BULLYING PREVENTION AND INTERVENTION

Bullying: 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 and distress and/or harm to another persons body, feelings, self -esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. (PPM#144, Ministry of Education)

Bullying-We can all help to stop it...

St. John School has an active school-wide bullying prevention and intervention plan that contains components of the following: definition of bullying, prevention strategies, intervention strategies, reporting and responding requirements, training strategies, communication and outreach strategies, and monitoring and review processes.

KIDS HELP PHONE

Confidential counseling service is available 24/7.
visit www.kidshelpphone.ca or call 1-800-668-6868

VOLUNTEERS

Volunteers are a welcomed resource in our school and assist in a wide range of activities and services. Please know that the SCDSB requires all volunteers to complete a Criminal Reference Check and/or offence declaration to volunteer.

RELIGIOUS ACCOMMODATION

St. John School is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodation will be provided to students and their families. Accommodation is based on request and is subject to the Code's criteria of undue hardship, and the Board's ability to fulfill its duties under Board policy and the Education Act.

ACCESSIBILITY STANDARDS FOR CUSTOMER SERVICE

In compliance with the Customer Service Standard (Accessibility for Ontarians with Disabilities Act), please advise the school if you require assistance to access the facility or any other type of assistance

HOME/SCHOOL COMMUNICATION

It is our belief that a close working relationship among the partners in education, the home, the school, and the church is essential to foster and maintain a Christian community. While encouraging each partner to carry out his or her proper role in the school community, it is recognized that differences of opinion and problems may arise from time to time.

1. Complaint and Teacher: Handle the problem as soon as possible. If possible, call the school and arrange a personal interview with the teacher to discuss the problem and attempt to resolve the matter at this stage.
2. Complaint and Principal: The second contact should be to involve the Principal or Vice Principal directly if the two parties fail to resolve the matter.
3. Complaint and Superintendent: The third contact should be the Academic Superintendent responsible for your school.
4. Appeal to the Board: A complainant may take the matter to the Board if the problem is not resolved satisfactorily at the Director's level.

FIRE EVACUATION/LOCKDOWN

As per Board policy, St. John School is required to conduct three fire drills and one lock-down drill prior to Christmas Break and three fire drills and one lock- down drill prior to the summer break. Participation in drills is mandatory, as they are conducted to properly prepare students and staff for a possible

emergency.

USE OF LOCKERS

Students shall keep a clean and respectable locker. Combination locks only are permitted for students as per teacher discretion. All combinations must be submitted to the classroom teacher.

SCENT- REDUCED ENVIRONMENT

St. John School is asking for voluntary cooperation towards a scent-reduced environment. Students and visitors are encouraged to avoid or reduce the use of products with fragrance. We recognize the right to personal choice; however, the air space is shared and chemicals released into the air can trigger health reactions (e.g., headaches, asthma attacks, altered behaviour, etc).

PERSONAL ELECTRONIC DEVICES (PEDs)

- ❑ 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.
- ❑ The use of PEDs in a manner that facilitates crime under the federal, provincial and/or municipal statutes are strictly prohibited and shall be subject to discipline and/or the reporting of any such incidents to police services
- ❑ If a student violates the aforementioned, the PED shall be confiscated and returned in a manner deemed appropriate by the office and/or law enforcement.
- ❑ 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 "Scope of the APG" and the Student Acceptable Use of Information Technology Agreement.
- ❑ The use of PEDs for the purpose of sending/receiving/checking personal text messages or for cell phone communications is prohibited during classroom and instructional time.
- ❑ Failure to comply with the Student Acceptable Use of Information Technology may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School/Board Code of Conduct, Board Policy, and/or the Education Act.
- ❑ The Board will not service a student's PED, nor will it be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.

SCHOOL NUTRITION & HEALTHY EATING

Research shows that good health is a prerequisite for good learning. It is also a vital component of children's growth and development. Roughly 1/3 of a child's daily food intake occurs at school and we ask that families provide their children with daily lunches and snacks that reflect a balance of nutrition according to Canada's Food Guide.

ILLNESS AT SCHOOL

If your child reports they are ill, the office will contact the home to make arrangements to have your child picked up. We do not have the resources available to care for children who are sick. If your child is not well enough to participate in the regular routine of the school day, including recess, please keep your child at home.

HEAD LICE

Head lice is not considered a communicable disease, however, if your child shows signs of infestation please treat promptly. You are in need of further information, contact the Sudbury and District Health Unit @ 522-9200.

FAMILY INFORMATION

Please ensure the information we have on file for your child is accurate and up-to-date. Please contact the school immediately if changes occur (e.g., phone #, address, health concerns etc.)

DRESS CODE

St. John School dress code for students is in keeping with the Board's mission and vision and Catholic social teachings.

ST. JOHN SCHOOL
181 WILLIAM STREET, GARSON, ON P3L 1T7
PHONE: (705) 693-2213 FAX: (705) 693-2163
www.st-john.scdsb.edu.on.ca

AGENDA INSERT CODE OF CONDUCT

DEAR PARENTS (s)/GUARDIAN (s),

PLEASE ACKNOWLEDGE THAT YOU HAVE RECEIVED AND READ THE ST. JOHN SCHOOL CODE OF CONDUCT. PLEASE DETACH THIS SHEET IN ITS ENTIRETY FROM YOUR CHILD'S AGENDA, SIGN THE BOTTOM PORTION AND RETURN TO THE SCHOOL AS SOON AS POSSIBLE (WITHIN THE FIRST 2 WEEKS OF SCHOOL).

THANK-YOU,

PRINCIPAL AND
ST. JOHN SCHOOL CATHOLIC SCHOOL COUNCIL CHAIR

I HAVE READ AND ACKNOWLEDGE COMPLIANCE WITH THE SCHOOL CODE OF CONDUCT. I HAVE READ AND UNDERSTAND THE AFOREMENTIONED ST. JOHN SCHOOL OPERATING PROCEDURES AND POLICIES.

STUDENT
NAME: _____ DATE: _____

PARENT/GUARDIAN
SIGNATURE: _____ DATE: _____