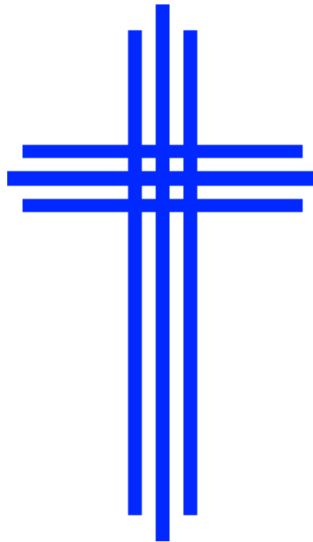


# St. James Catholic School

280 Anderson Drive, Box 580  
Lively, Ontario P3Y 1M5  
Telephone: 705- 692-3974  
Fax: 705-692-4101

<http://st-james.sudburycatholicschools.ca>



*This Agenda Belongs To:*

*Name:* \_\_\_\_\_

*Grade:* \_\_\_\_\_

# St. James School Prayer

God, in your great love,  
You bring us joy and peace  
You call us to be your children  
In a caring school community,  
Of students, teachers, parents, and friends.

Help us to be the best we can be  
Help us to think of others.  
To live in mutual respect and trust  
To stand up for what is right  
To see goodness in each other.

Guide us in our daily work  
As we build our Christian community,  
Always mindful of those in need,  
We ask this, in Jesus' name.

Amen

## **The Ontario Catholic School Graduate Expectations - The Graduate is expected to be:**

1. **A discerning believer** formed in the Catholic faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living
2. **An effective communicator** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values
3. **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good
4. **A self-directed, responsible, lifelong learner** who develops and demonstrates their God-given potential
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 attends to family, school, parish, and the wider community
7. **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life

*The Ontario Catholic School Graduate Expectations material is used with the permission of the Institute for Catholic Education. Its use does not imply sponsorship or approval of the other contents of this publication by the Institute for Catholic Education*

# CATHOLIC SCHOOL COUNCIL VISION / MISSION STATEMENT

| <b>VISION</b>   | <b>MISSION</b>   |
|---|--|
| <p><i>At St. James School our Vision is to build and encourage a strong foundation of fundamentals and values in order to maximize potential: spiritually, emotionally, intellectually, physically and socially.</i></p> <p><i>Our goal as parents, teachers, support staff and students is to grow as a Christian Community that nurtures a living faith and encourages lifelong learning.</i></p> <p><i>We believe that working together as a St. James School Community, we will be able to foster a learning environment in which each child is welcomed, accepted and inspired to develop his or her unique talents and gifts.</i></p> | <p><i>St. James School is committed to being an outstanding school that challenges everyone to work together to reach their 'personal best'. We will use our skills and resources to improve and protect our educational system and learning environment. As partners we will commit to:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <i>promoting family and spiritual values</i></li> <li><input type="checkbox"/> <i>a safe learning environment</i></li> <li><input type="checkbox"/> <i>programs and curriculum based on Ministry goals and community interest</i></li> <li><input type="checkbox"/> <i>Catholic values</i></li> <li><input type="checkbox"/> <i>a caring, innovative and involved school community striving to provide programs and services of the highest quality</i></li> <li><input type="checkbox"/> <i>creating an environment of mutual acceptance and respect of the individual working together as valued members of the social, physical, academic and spiritual setting of St. James School</i></li> </ul> |

***"SUDBURY CATHOLIC SCHOOLS... CREATING HOPES AND DREAMS THROUGH EXCELLENCE"***

*All parents are welcome at School Council meetings. All parents are encouraged to become involved and participate as members of the School Council or as school volunteers. Contact the Principal to join or find out more.*

## **A MESSAGE FROM THE PRINCIPAL**

Welcome Parents and Students:

All students from FDK (Full Day Kindergarten) to Grade 8 at St. James School use the Agenda Planner. All students from FDK - Grade 8 (English & French Immersion) are to use the agenda which becomes a helpful communication and goal setting tool.

Grade 7 and 8 students must develop an Individualized Pathways Plan (Guidance requirement) that is meant to direct them in short and long term goal setting. These plans will be reviewed twice a year.

Parental involvement in this planner program is very important. We ask **parents to review and to sign the Agenda on a regular basis. Your child's teacher will inform you as to how this will be implemented in their classroom.**

The following format will be used for the agenda:

- < Teachers may teach lessons to the students on the effective use of the planner
- < Time will be given to allow students to update the planner and to organize any work that may be needed at home
- < Homeroom teachers will direct and assist the students

Organization and time management involve a life long skill that needs to be learned and encouraged.

The cooperation of parents, students and teachers will pay off as our students become more comfortable with the concept of time management and realize that their work is also improving.

The introductory pages of the planner include school information, a summary of the St. James Code of Behaviour and the Dress Code. The school handbook is also included and will provide information concerning day to day routines within the school setting.

Parents who have questions should not hesitate to contact the Principal.



# STUDENT HANDBOOK

Our Grade 7 and 8 students do not have outdoor recesses in the morning or afternoon, but they will be having an outdoor recess at lunchtime and finish school a little earlier than the other students with some exceptions for certain combined grades. They will also be participating in a Daily Physical Activity Plan for 20 minutes each day which may occur outdoors (weather permitting).

The FDK to Grade 6 students may continue to have a morning and an afternoon recess with some exceptions for certain combined grades and FDK. These students will also be participating in a Daily Physical Activity Plan for 20 minutes each day.

*Lunch will be at the same time for all students*

The schedule for each division is provided below:

| <b>FDK- Grade 6</b>        | <b>Grade 7 and 8</b>      |
|----------------------------|---------------------------|
| 8:55 – Enter School        | 8:55- Enter School        |
| 10:15-10:30 – Recess       |                           |
| 12:15-12:55 – Lunch/Recess | 12:15-12:55- Recess/Lunch |
| 2:50-3:05 – Recess         |                           |
| 3:10 – Dismissal           | 2:35 - Dismissal          |

## BUS/TRANSPORTATION INFORMATION

### **Student Consortium Transportation Guidelines**

*As stated in Ontario School Code of Conduct the bus is an extension of the school day. Transportation infractions are reported by the driver or his/her supervisor to the Principal. The bus driver has the authority to assign seats. School Board policies will be strictly enforced on the school bus as well as at school. Consequences are based on individual needs and circumstances.*

## Level 1-3 Transportation Offences:

### **LEVEL 1 Offenses**

- \* Spitting
- \* Excessive noise



- \* Excessive horseplay
- \* Eating or drinking on bus
- \* Leaving seat/standing while bus is in motion
- \* Squirt guns, laser pointers
- \* Profanity, obscene gestures or possession of unacceptable material
- \* Blocking of aisles
- \* Riding unassigned bus without permission or using unassigned bus stop
- \* Lack of respect of others on bus
- \* Disobeying driver
- \* Other offences as reported by driver or principal

### **LEVEL 2 Offenses**

- \* Hanging out of window
- \* Throwing / shooting of any object
- \* Physical aggression against any person
- \* Bullying: harassment, verbal abuse, uttering threats to inflict bodily harm on another person
- \* Use of tobacco or any controlled substance
- \* Vandalism to bus (restitution will be mandatory before transportation is reinstated)
- \* Holding onto or attempting to hold onto any portion of the exterior of the bus
- \* Lighting of matches, fireworks or any flammable object or substance
- \* Swearing at a person of authority (bus driver, monitor)
- \* Unauthorized entering or leaving bus through emergency door/tampering with bus equipment
- \* Disobeying driver (2nd offence)
- \* Other offences as reported by driver or principal

### **LEVEL 3 Offenses**

- \* Weapons of any kind
- \* Committing physical assault requiring medical attention
- \* Committing sexual assault
- \* Trafficking of illegal drugs / substance

## BUS EXCURSIONS OUTSIDE THE SCHOOL

| <b>Behaviour Expectations - FDK to 8</b>  | <b>Possible Consequences of Behaviour Infractions</b>   |
|---|---|
| <p>Students are expected to:</p> <ul style="list-style-type: none"> <li>* comply with all school rules on excursions which are an extension of school programs</li> <li>* any offence committed on any bus</li> </ul> | <ul style="list-style-type: none"> <li>* verbal warning</li> <li>* parent contact</li> <li>* loss of privileges</li> <li>* return home or to school</li> <li>* incident documentation</li> <li>* parent/guardian school conference</li> <li>* suspension</li> </ul> |

## LUNCH POLICY

Students eating lunch at the school will behave in the same manner as expected at home and/or at a public eatery.

| <b>Behaviour Expectations</b>  | <b>Possible Consequences of Behaviour Infractions</b>   |
|--|---|
| <p>During the lunch period students are expected to:</p> <ul style="list-style-type: none"> <li>*follow lunchroom routines as established and discussed by the teacher and lunch room supervisors e.g. quietly seated</li> <li>*listen to and respect lunch hour supervisors</li> <li>*remain on school property at all times unless a note is provided from home and is approved by the principal/vice-principal that the student will be going home for lunch on a regular basis</li> <li>*use good manners, be polite, be respectful and courteous at all times. No shouting/excessively loud conversations or unnecessary wandering is tolerated</li> <li>*participate in a general clean up following lunch-students must not leave an untidy eating area</li> <li>*Not throw/exchange/handle food or lunches/food with other students</li> </ul> | <ul style="list-style-type: none"> <li>* verbal warning</li> <li>* incident documentation</li> <li>* detentions</li> <li>* parent/guardian notified</li> <li>* loss of lunchroom privileges eg. eat at another supervised area in the school</li> <li>* meeting of student, parent/guardian/lunch supervisor/principal</li> <li>* suspension</li> </ul> |

## LOCKS AND LOCKERS

| <b>Behaviour Expectations</b>   | <b>Possible Consequences of Behaviour Infractions</b>  |
|---|--|
| <p>Locks are optional. Those students who opt to use locks are expected to follow regulations for use of locks and lockers</p> <ul style="list-style-type: none"> <li>*purchase and use combination locks - give the combination numbers to the classroom teacher</li> <li>*tape only timetables and appropriate school information in lockers</li> <li>*take care of the locker in order to keep it in good, clean and organized condition as it is part of school property</li> </ul> | <ul style="list-style-type: none"> <li>* verbal warning</li> <li>* loss of locker privileges</li> <li>* parent/guardian contact</li> <li>* suspension</li> </ul> |

## MEDICATION

In considering the safety and the health of all students, there is a strict protocol in the administration of medication in the school. All administration of medicine will be supervised by the office personnel.

| <b>Behaviour Expectations</b>   | <b>Possible Consequences of Behaviour Infractions</b>  |
|---|--|
| <ul style="list-style-type: none"> <li>*prescription drugs are administered at the office only.</li> <li>*medication must be left at the office during school hours.</li> <li>*parents must bring medication to the office and complete the Information and Consent forms as per Board Policy before any medication can be administered</li> <li>*medications are to be labelled properly and are to be in an appropriate original container</li> </ul> | <ul style="list-style-type: none"> <li>* parent notification by phone</li> <li>* confiscation of medication if the administration is not supervised by a staff member</li> </ul> |

## **HOMEWORK, ASSIGNMENTS AND TESTS - Goal Setting is very important**

| <b>Behaviour Expectations</b>  | <b>Possible Consequences of Behaviour Infractions</b>  |
|--|--|
| Students are expected to:<br>* work to the best of their ability<br>* participate in and to complete assignments given in class and as homework<br>* keep "Student Agenda Planners" current with homework, projects and test information<br>* inquire about missed homework and assignments upon return from an absence and to complete these within a reasonable period of time<br>* be responsible for the care and loss of personal notebooks, textbooks and technology | Incomplete Assignments and repeated neglect of duty can result in<br>* teacher/student interview<br>* documentation and record made of incomplete assignments<br>* loss of privileges / student required to complete assignment<br>* detention(s)<br>* parent/guardian contacted<br>* parent/guardian/teacher/principal conference<br>* suspension |

## **ATTENDANCE: LATENESS AND ABSENCES**

Parents are asked to contact the school when their child(ren) is/are absent. We are required to contact parents on the whereabouts of their children if they are not at school. Please call us at 705-692-3974. **All calls requesting permission to go home due to illness must be done at the office.**

| <b>Behaviour Expectations</b>   | <b>Possible Consequences of Behaviour Infractions</b>  |
|---|--|
| Students are expected to:<br>* attend school and take part in all classes on a daily basis<br>* be punctual for school arrival and for classes<br>* obtain an admittance slip to class from the office when late<br>* remind their parents/guardians to notify the school by phone or note regarding late or absences<br>* inform the office before leaving the school or school property at any time | Unwarranted and habitual lateness; unjustified and/or prolonged absence and repetitive truancy can result in:<br>* lateness and absences will be recorded<br>* verbal warning-to child<br>* parent contacted<br>* loss of privileges<br>* parent/guardian/teacher/principal conference<br>* attendance officer contacted |



## **BEHAVIOUR POLICY**

It is our goal to promote a safe school environment. The student is expected to be responsible for his/her conduct and to the school community. Disregard for the behaviour code may result in suspension/expulsion from school and if warranted criminal charges.

| Behaviour Expectations   | Possible Consequences of Behaviour Infractions  |
|--|---|
| <p>Students are expected to:</p> <ul style="list-style-type: none"> <li>*use language (oral or written) and gestures appropriate to Catholic school values</li> <li>*refrain from the use of vulgar, offensive disrespectful or threatening language to staff, students or volunteers</li> <li>*demonstrate respect and tolerance for ethnic, cultural, religious, racial differences including disabilities</li> <li>*refrain from all physical aggression such as harassment, fighting (play fighting), threatening, bullying and any form of sexual assault/abuse</li> <li>*refrain from possessing any type of weapon harmful to themselves or others (jack knife, laser pointers, etc.)</li> <li>*refrain from the use of a weapon to threaten or assault others</li> <li>*treat property/possessions of school board, staff, peers and school with respect</li> <li>*treat and use school board and school computers and technology according to school board protocols and regulations</li> <li>*refrain from chewing gum on school property and buses</li> <li>*refrain from the use /possession of tobacco products, matches, lighters on school property</li> <li>*refrain from use/possession of alcohol and/or any other illegal drugs on school property</li> </ul> | <ul style="list-style-type: none"> <li>* contact with parents by phone or written notification</li> <li>* conference with parents and/or students</li> <li>* removal of privileges on school outings</li> <li>* formal suspension</li> <li>* involvement of, or referral to outside agencies (eg. Police)</li> <li>* Expulsion</li> </ul> |

## **BULLYING PREVENTION**

Bullying is an issue that is taken very seriously at our school. The negative consequences of bullying have an impact on everyone and bullying is one of the most significant issues in schools today.

**Safe Schools: Are free from violence; are nurturing and respectful; are physically and psychologically healthy; promote sensible risk taking; enhance the self esteem of all. We remain committed in providing programs and presentations that focus on this issue.**

## DRESS AND GROOMING

Students are expected to dress appropriately for school and school related activities. Our Catholic values should be reflected in what you wear and how you groom yourself.

**The Principal / Vice Principal has the right to decide whether or not a student's appearance is acceptable.**

| Behaviour Expectations  | Possible Consequences of Behaviour Infractions   |
|---|--|
| <p>*Students are expected to arrive at school neat, clean and dressed for all weather conditions</p> <p>*All hats, caps, toques, bandanas, etc. must be removed before entering school</p> <p>*No outdoor footwear is allowed in the classroom. Students must wear non-marking indoor shoes inside the school. Students should wear appropriate footwear for the season and for the weather. For safety reasons: no flip flops.</p> <p>*All t-shirts must be free of inappropriate images or inscriptions that would be considered offensive to others or to our Catholic values.</p> <p>*Shorts must be hemmed and are to be of walking length (mid thigh).</p> <p>*All shirts must cover the waist when arms are raised. Midriffs must not be exposed. No muscle shirts, fish net shirts or spaghetti straps are allowed.</p> <p>*No see through clothing or exposed underwear.</p> <p>*A maximum of two earrings per ear is allowed. No other body rings/piercing (nose, lip, eyebrow) or tattoos are allowed.</p> <p>*All jewellery will be removed during physical education classes.</p> <p>*No studded belts, collars, bracelets or chains will be allowed.</p> <p>*Hair colour must be of a natural colour. Highlights are acceptable as long as they are of a natural colour.</p> <p>*Students will refrain from wearing make-up or cosmetics unless it is for medical reasons.</p> <p>*Properly fitted clothes should not interfere with movement. Too loose or too tight is not acceptable as it may compromise safety.</p> <p>*In consideration of students/staff with allergies, students will refrain from the use of perfumes, colognes or hair spray (aerosol).</p> | <p>These consequences will be applied to all expectations listed on the left.</p> <p>*Students may be asked to alter / change / cover their clothing immediately if it is inappropriate</p> <p>*Parents may be contacted</p> <p>*Repeated opposition to authority may result in suspension</p> |

## **Student and Parent Handbook - St. James School**

### **ATTENDANCE AND ILLNESS**

Parents are asked to contact the school when their child(ren) is / are absent. We are required to contact parents as to the whereabouts of their children if they are not at school. Please call us at 705-692-3974. In the event a child becomes ill during the day, we will call you, or your emergency contact person, to pick up your child or make arrangements for him/her to be taken home.

### **BEFORE & AFTER SCHOOL DAYCARE**

Walden Day Care offers a before and after school day care program at St. James. Please call the daycare at 705-692-9719 if you wish to have your child attend. Once you have registered please let the school know.

### **CUSTODY**

Custody is a legal issue. If there is a custody issue with regard to your children, it is imperative that you provide the school with a copy of the court order for enclosure in the student's file. A note or a phone call will not suffice. 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. If you do not want any of your child's work or their picture posted, because of custody issues, please notify the teacher and the office, and sign the media release form indicating that no photos are to be published. If a student is being picked up by a non-custodial parent, the parent who has custody must let us know that this is permissible. Otherwise we cannot let the child go.

### **STUDENT INFORMATION FORM**

The student information form sent home in early September gives the staff here at St. James the information we require in the event of illness or an emergency. Please complete this form in its entirety. If any information changes, such as your work number, please let us know immediately so that we can change our records.

### **IMMUNIZATION**

Please ensure that your child has received all the required immunizations. In the event that this has not been done, or has not been recorded, you will be contacted by the Public Health Unit. Please give them your cooperation, as it is in your child's best interest. If immunization has not taken place, the Public Health Unit has the authority to suspend students from school.

### **HEAD LICE**

To keep this nuisance infestation under control, we are asking parents to regularly check the heads of your children. Should you find lice or nits, please treat with the appropriate shampoo, removing all nits before sending your child back to school. Please report to the school if you suspect or find anything that appears to be lice or nits, and encourage your children not to share things such as hats, helmets, hair accessories, brushes, combs, etc.

### **ENTRANCE TO THE SCHOOL**

For morning entry at recesses and lunch hour the classes will enter at assigned entrances. Students are not to come into the school to drop off their school bags at their lockers. All students go directly to the backyard.

**Student Supervision begins at 8:40 a.m.  
Students are asked not to arrive before this time as there is no supervision.**

## **MOVEMENT IN THE SCHOOL**

Movement is to take place in a quiet, orderly fashion. During class time pupils may go to locker areas with permission only. In case of fire drill or lockdown drills, the rules of order and silence apply. Exits will be explained by classroom teachers.

## **EARLY DISMISSAL REQUESTS**

Be advised that no student will be allowed to leave the school without expressed parental permission by means of a note or a phone call. Should an emergency arise, a phone call should be made to the school by the parent.

## **LUNCH POLICY**

All pupils are to eat at school because there is no time to go out for lunch. Pupils are to be quietly seated and conduct themselves in a manner used at meals. *Glass bottles/containers are not allowed.* A well balanced lunch packed at home is preferable to junk food. Pizza day will be every Wednesday and Subs every second Thursday. Order forms will be sent home, so that pre-orders can be placed by the term.

At St. James we strive to be as environmentally-friendly as possible. We do recycle.

**At St. James we have students with life threatening nut allergies. We promote a nut free environment. No peanut or nut products are to be brought to the school.**

## **LOCKERS AND LOCKS (Gr. 7 & 8)**

Students who wish to use a lock must purchase and use combination locks only. All personal belongings must be kept in the locker. We ask students to learn their combination immediately and not to reveal it to any other person except their classroom teacher. Cell phones must always be on the OFF position and kept locked in the locker. Cameras and electronic games and devices are not allowed at school. It is possible that your child will need to share a locker with another student.

## **LATE ARRIVALS**

Late slips from the office are needed whenever you come late for school. As part of our Safe Arrival program, late arrivals are to come to the office to receive a late slip before proceeding to lockers and classes. Classes begin at 8:55 a.m.

## **PARENT DROP OFFS & PICK UPS**

For safety reasons, we ask that parents/guardians please drop off and pick up their child(ren) at the office. Please do not proceed down the hall to the classrooms. If you need to have your children come to the office, our office staff will call them from their classroom. This will minimize disruptions to classroom learning and teaching and will help us provide a quiet and safe environment. If you are picking up your child at the end of the day please do so no later than 3:10. For supervision and safety reasons if pickup at 3:10 is a problem, please be reminded that a before and after school program is offered at St. James.

## **FIELD TRIPS**

Students will NOT be allowed to attend field trips / class trips without the signed consent of the parent(s). Students will not be allowed to call for permission on the day of the field trip. They will have to stay behind for the day if they don't return their signed forms. If you are transporting your child, please let the school know prior to the field trip. Since field trips are an extension of the school day, all school rules and policies apply (including dress code).

If a teacher feels that a student does not or would not promote a positive image of St. James School, if

assignments are not being done, if a student is behind in his or her work, or if frequent behaviour problems have occurred, that student may be excluded from the field trip and left at school to work on academic assignments. Parents will be informed. If this is the case, parents will be informed by the teacher(s), organizing/supervising the field trip.

### **ILLNESS & MEDICATION AT SCHOOL**

Should an illness or an accident occur at school, the classroom teacher will report it to the office immediately. Parents will be contacted if it is serious.

All medication must be turned over to the office for proper storage. No medication must be in the actual possession of the child. (This is for the safety of your child as well as that of other children). The only exception to carrying medication is that of an epipen and/or asthma puffer with the consent of the parent through a signed form that is kept on file in the school office.

It is very important that medication of any kind be handed in at the office to be stored properly, and that you provide the school with written authorization before it is administered. Procedures for administration of medication will be decided by the Principal in accordance with the School Board Policy.

A medication form is available at the office and must be filled out and returned to the office to allow staff to administer medication.

The school board has implemented a policy for the administration of an **Epipen**. Upon registration, children with life threatening allergies must have a form completed by parents/guardians. Parents shall sign a waiver allowing the school personnel to use epinephrine when necessary. Students with a severe allergic reaction should be wearing a medic alert bracelet or necklace clearly identifying his/her allergy.

### **GYM CLASSES (Gr. 7 & 8)**

This program is designated to promote fitness in the individual student. The students are taught techniques and skills of various sports and for maximum participation, pupils are required to have the appropriate wearing apparel. Gym shoes, runners with non-marking soles, T-shirt, shorts or athletic pants are needed for classes. For safety reasons jewellery should be removed during gym class.

Physical education is an obligatory subject and we will provide two physical education classes every five-day cycle. A doctor's certificate is required before a student may be excused from physical education for any length of time.

**NO MONEY OR VALUABLES ARE TO BE LEFT IN THE CHANGE ROOM.  
THEY ARE TO BE LEFT IN THE LOCKED LOCKERS.**

### **SPORTING EVENTS / TOURNAMENTS / PRACTICES**

If the school is not providing transportation for after school hours events, you will be required to make necessary arrangements for your child/ren to be transported to and from events.

Siblings are not to attend practices unless accompanied and supervised by their parent(s).

Please pick up your child/ren promptly after practices/events. Out of courtesy, our volunteer coaches/teachers should not be kept waiting.

### **INSURANCE**

The School Board does not carry insurances to cover medical expenses incurred by students during school related activities. Every September, insurance is made available to parents for their children. Should you have no other policies, we urge you to subscribe. The dental coverage is an asset in that it is usually not fully covered in many medical plans.

## **HOMEWORK**

Children for the most part, are able to accomplish either a good amount or all of their daily work at school. Those who do not complete work in class are expected to do so at home to be ready for the next day's session. When there is no written homework, some time can be spent practicing math facts, reviewing the day's work, or engaging in extra curricular reading.

If your child is doing large amounts of assigned school work at home on almost a daily basis, the classroom teacher should be contacted to determine if there is a problem developing with the completion of work at school.

## **EMERGENCY CLOSING OF SCHOOL**

The emergency closing of schools, particularly in the winter months, can create hazardous situations for young children. Should an emergency warrant the sudden closing of the school, it is our concern that the children have someone to receive them upon arrival at their destination. Where doubt exists in this regard, we will make every attempt to contact you. However, we must never assume that telephone service will be functioning through all circumstances.

We ask that you take the time to set up emergency procedures with your children, neighbours and sitters. It is important, thereafter, to review these procedures regularly. In situations where there is concern regarding the weather, the local radio stations will advise as to the status concerning school closure.

## **COMBS, HAIRBRUSHES, ETC.**

For health reasons do not share these. Use these in the washroom or change room after physical education classes. The loaning of personal clothing should not be occurring for the same health reasons (i.e. scabies, head lice, pink eye are very infectious when these items are shared).

Due to allergies and asthma conditions, hair sprays, perfume, body sprays, etc. are not to be brought to school and/or worn by students. Please be aware that we are 'scent sensitive' school.

## **VALUABLE ITEMS**

### **FDK to Grade 6**

Cell phones, I-Pods, MP3 Players, cameras, gaming devices, expensive toys, skate-boards, roller blades or scooters are not allowed during school hours. These are sometimes borrowed, damaged or can be dangerous, and the school does not take responsibility for these items. They will be confiscated if found in a student's possession and you will be called to come to school to pick the items up. If the problem persists, a possible consequence could be suspension. Special Education circumstances may allow for exceptions to technology by the Principal and BYOD policies would be implemented.

### **Grade 7 & 8 - Bring Your Own Device (BYOD)**

A wireless system exists at St. James. This system allows your son/daughter to access the network from his or her own devices. These devices are very broad and are not limited to the following list: laptop, iPad, notebook, tablet, iPod, smart phone, etc. Although your son/daughter will have access to this wireless network, he or she will still be given a username and password that is directly associated with each student. All of the appropriate filters and safety nets will also be in place to keep your son/daughter safe while on the internet. Students will also be taught about the appropriate uses of technology, their own digital footprint, and digital citizenship, through various lessons. Should you choose to allow your son/daughter to "Bring Your Own Device", they will have one to one technology, which will still be under the direct supervision of their teacher. It is important to note that if you allow your son/daughter to bring his or her own device with her/him, this is at the student's/your own risk. The school will not be responsible for this device in regards to damage, software, viruses, etc. Acceptable use of Technology forms must be signed by students and parents.

## **INDOOR RECESS**

On days of rain and inclement weather, pupils in grade FDK to 6 students will remain seated in the classroom for the recess break. The reading of books, completion of work and discussions with friends is encouraged. Students must remain sitting during the indoor recess.

## **LOST AND FOUND**

Please report lost articles to the office promptly. A *lost and found* is located near the office for “found articles”. Turn in all money, articles or jewellery you find to the office. Items that are not claimed may be donated.

## **SCHOOL SUPPLIES**

Necessary student supply requirements will be allotted to students during the year. These include duotangs, pencils, erasers, rulers and notebooks. We ask you to purchase a large school bag, a lunch bag, and a pencil case. Label all personal supplies. If necessary, classroom teachers will send home a list of specific requested material appropriate to grade level and curriculum.

## **BOOK COVERS**

Notebooks must be kept clean and unmarked except for your identification of name, grade, subject, teacher and school. Textbooks should be covered.

## **BUSES - TRANSPORTATION OF STUDENTS**

Please stress with your children the necessity of appropriate behaviour on the bus. Rowdiness and confusion can easily create a safety hazard. Please review, with your children, the safety rules for getting on/off a bus along public roads. All students should be at the appropriate bus stop well in advance of the scheduled pick-up time. Also, please arrange to have someone meet the bus passengers at home after they are dropped off. This is particularly important for our FDK riders, as they are returned to the school if there is no one at the stop to meet them.

It is the policy of the Transportation Consortium not to accept requests for temporary transportation arrangements. To arrange permanent changes please call the Transportation Consortium at 705-521-1234 at least three days in advance. It will be up to you to arrange transportation changes, but in this case as well, the school should be advised. If you are picking up your child who is normally bussed, please call the school **before 2:30 p.m.** to let us know, so that we have time to reach the classroom. If a child tells us that he or she is getting picked up and we have not received a note or a phone call, we put the child on the bus.

Pupils who qualify for transportation should take the bus. If this is not to be the case, a note should be provided to the office explaining the circumstances. If a student takes the bus to and from school he/she should take the bus all the time. It is important for the Transportation Consortium to know exactly who its passengers are. In the case of an accident, all students need to be accounted for. If students who qualify for transportation frequently walk, the Consortium will remove them from the transportation list.

Bus drivers have a serious responsibility for the safe conduct of the passengers on the bus. They keep the principal, the teacher on supervision and the Transportation Consortium informed about bus conduct. Students will have their transportation privileges suspended if bus safety rules are disregarded. It is then the parent's responsibility to transport the student to and from school for the duration of the suspension.

## **FIRE DRILLS**

When the fire bell signal is heard, the students walk in single file, without talking, to the nearest designated fire exit. Staff will direct students as needed. Fire drills are required by law and are conducted to prepare students and staff for the safe evacuation of the school. We usually conduct drills in the fall and again in the spring.

## **LOCK DOWN DRILLS**

The safety of our students and staff is the highest priority and schools must always be prepared for emergencies. 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. To prepare for such an event, we have developed school lockdown procedures, and will hold lockdown drills throughout the school year.

## **BICYCLES AT SCHOOL**

Students are responsible for locking their bicycles at the bike rack and proper safety equipment (helmet) must be worn. Students will not be allowed to bring bikes to school or ride their bike home if they do not wear a helmet. Students are to walk their bikes from the bike rack to the sidewalk. Skateboards/scooters are not allowed at school.

## **LEAVING THE SCHOOL YARD**

Once students arrive at school, they may not leave the school grounds unless accompanied by a parent or guardian. If you wish to pick up your child early, please send a note informing the teacher and/or office. If you appoint a designate to pick up your child, please inform the teacher and have the designate report to the office before picking up your child. Students who eat lunch at school are not allowed to go to a friend's house or to the store at lunch time or recess unless they are picked up by their parent. If a student eats lunch at home, they are to remain in the school yard once they return to school.

## **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.

