

St. Paul the Apostle Catholic School

Handbook and Code of Conduct

2017-2018

Student's Name: _____

Please read and discuss the handbook and code of conduct with your child. If you have any questions, please call us and we will be happy to try to answer them.
Thank you.

Handbook

Welcome to St. Paul The Apostle Catholic School. We look forward to working with you to provide your children with opportunities for meaningful academic, spiritual, physical and moral growth. St. Paul School provides the opportunity for students to get involved in many activities and we invite the input and assistance of parents.

The schedule for the school day is:

8:55 am	Morning classes begin
11:05 am	Recess
12:20 pm	Lunch Hour
1:10 pm	Afternoon classes begin
3:10 pm	Dismissal

For those people whose children walk to school, outside supervision will be provided in the morning at 8:40. Please do not drop off your child before 8:40. Supervision outside at lunch hour will begin when the students who regularly eat lunch at school are dismissed by the lunch room supervisors at approximately 12:45.

No transported student will leave the school at lunch unless picked up by a parent or designated adult. Written permission must be given if a student is to leave the school grounds with any adult other than a parent.

Parent Involvement Council

School Councils were established in Ontario several years ago. Their tasks and responsibilities are becoming increasingly important each year, and they provide considerable support to a school. Our school is blessed with an active and supportive Catholic School Council. Dates of the School Council meetings will be on the monthly school calendar. Being actively involved in the running of your child's school means you are sharing in your child's education in a very meaningful way, which has a positive effect on his or her attitude towards education. Please consider volunteering to join this group. Elections will be held on the first meeting of the school year.

Communication

Communication between home and school is a key issue in establishing a positive school climate. The Board calendar will be sent home during the first week. A monthly newsletter and a calendar to advise you of important dates and events will be sent home on the first school day of each month and are posted on our school website. Please contact the school if you have any questions or concerns that arise during the year. Memos and /or permission slips will be sent home as required. Please be prompt in returning these so that events such as field trips can run smoothly.

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. 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 call the school ahead of time or let us know in writing that this is permissible. Otherwise we cannot let the child go.

Student Information Form

The *FOR OUR RECORDS* Student Information Form, gives the staff here at St. Paul the information we require in the event of illness, an emergency or an emergency school closure. Please complete this form in its entirety, paying particular attention to the Emergency Section. You will notice that *two* emergency numbers are required. This is due to the Board's Safe Arrival Policy. Please complete and return it in the first week. If you give a cell phone number, please be sure to keep your cell phone on. In an emergency, it is of the greatest importance that we reach you quickly. If any information changes, such as your work number, please let us know immediately so that we can change our records.

Medication

The *Medication of Students* Form is to be completed by those parents whose children are on medication of any kind,(e.g. Ritalin, Ventolin inhalers, non prescription medication, etc.). Board policy requires that this form be completed prior to any staff administering medication to any student. This form must be fully completed for the school office with the accompanying medication. The school is not responsible for the return of medication to home. The school does not keep medication on hand for headaches or other aches or pains. If a student needs to take a non prescription medication at school, a *Medication of Students* Form must be filled out before this can be done as well. Contact the school office for *Medication Student Forms* or any questions you may have.

Immunization

Please ensure that your child has received all 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.

Personal Possessions

Please write names clearly on all possessions (lunch bags, clothing, shoes, school bags, etc.) as this makes it easier to identify lost items.

Valuable Items

I-Pods, I-Pads, MP3 players, cell phones, gaming devices, etc. _

If parents want students to have such devices with them, the school is not responsible for these devices. If parental permission is given, the device (of any kind) must remain out of sight and

powered off at all times during the school day, including recesses and before and after school. There may be circumstances where permission is granted by the teacher and Principal and devices must be used responsibly and appropriately. If students are seen using or even holding any electronic device, by a teacher, lunchroom monitor or supply teacher, the device will be taken away from the student. The device will be given to the Principal (even if permission has been given). Upon the first occasion, students may be given the device back at the end of the school day. The second time, parents may have to come to the school to personally pick up the device. Should further incidences occur, the Progressive Discipline Policy will be used with varying degrees of consequences.

Expensive toys, skateboards, roller blades are not allowed at school

These are sometimes borrowed, damaged, lost or can be dangerous, and the school does not take responsibility for these items.

School Supplies

Please review with your children the necessity of looking after their school assigned books, textbooks and other school supplies. Various school books are not to be written in. They should be transported in a school bag or plastic bag to limit damage.

Therefore, it is the policy at St. Paul School that lost school books be replaced by the family. If you find any books at home which belong to the school, even if they are a few years old, please drop them off. The school continues to supply basic school supplies.

Absences / Safe Arrival Program

If your child is going to be absent from school, or late, please call the school before 9:00 am at 705- 694-4482 or email the school at schl128@sudburycatholicschools.ca and let us know.

The answering machine is always on. There is a Safe Arrivals Program in place at St. Paul that requires the school to attempt to contact the parents of each child who is absent.

Lateness is another form of absence. If your child arrives at school late, please notify as per above. Habitual lateness, particularly of the unexplained variety, will be treated seriously.

Notes are required for students who are to be picked up by you or a designate whether during the course of the day, at lunch or at dismissal. Notes should be given to the classroom teacher who will keep them on file.

Please report to the office if you are picking up a student. Please use the main entrance and wait for your child there. Parents are asked to sign our *Student Sign Out Log* at the main office.

Illness/Emergency School Closure

School is not a very comfortable setting for a sick child. If your child is ill, please keep him/her at home. Sending a sick child to school is not good for the child or other students in the class. Every effort will be made to send home a child who is or becomes ill. Please make arrangements with a friend, relative or neighbour who would be able to care for your child if you are not available. This name and telephone number should be recorded on the Student Information Form.

Occasionally, circumstances have forced an emergency school closure (e.g. a sudden snow storm). Please ensure that your child has a place to go in this event. Again, consider a friend, relative, or a neighbour. Please check personally with whom this is arranged and make sure that your child knows who the person is. This name and telephone number should also be recorded on the Student Information Form.

If we need to evacuate the school in case of an emergency, Notre Dame de la Merci School is usually the evacuation centre.

If the Schools are closed before the school day begins, the announcement will be made on all radio stations. Please listen to your local radio station if you are unsure of school closures because of weather.

Buses / Transportation Policy

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 pm 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, and no one is at school to pick them up at dismissal, 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 Department 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 and bus patrollers 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 Department 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.

Discipline and Conduct

Appropriate behaviour is essential in providing a safe, comfortable and enjoyable learning environment. With regard to good discipline, we at St. Paul continue, as in the past, rely on your support to reinforce with your child the importance of respect for others, respect for self and respect for the environment. Behaviour that is overly aggressive, bullying, profanity, vulgarity, inappropriate language, disrespect and destructiveness cannot be tolerated. Both the home and school have an equal responsibility in teaching these values as well as communicating any concerns. Also, please note that the consequences for such behaviour are quite severe. Most children treat property with respect, however, on occasion, when wilful damage is caused by a student, the

parent(s) will be expected to repair/replace damaged property.

Included below are the responsibilities of students:

- * To promote Christian values and develop self-discipline
- * To attend classes regularly and punctually
- * To respect the rights of all others
- * To respect school property and equipment
- * To be prepared to work and take an active part in school programs

Additionally, and in accordance with provincial legislation, St. Paul School has in place a School Code of Behaviour. This document identifies, in some detail, the expectations for student behaviour as well as possible consequences for various types of negative behaviour. The School Code of Behaviour and a School Dress Code were approved by the St. Paul Catholic School Council and are included in this handbook. Please review it very carefully with your child so that expectations are clear to everyone.

Bullying Prevention

Bullying continues to be an issue that is taken 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

Homework

Homework is the responsibility of the student and generally appears in the form of completing assignments. However, research projects and review of school work are also areas which are integral to education. Even if a student has no homework, a certain amount of time should be spent reading, writing or reviewing the day's work. It is really important to assist your child in reviewing daily school work. If you are concerned about the amount of homework your child has, please contact the classroom teacher to see if perhaps their time is not being used wisely in class. Please check the student agenda every night to see if your child has homework.

Reporting Student Progress

There will be two official report cards during the school year, and a progress report before Christmas. There will be regularly scheduled interviews after the progress report card. Teachers and parents are encouraged to request an interview at any time if they feel it is warranted. If parents wish to speak with the teacher, please call the school and arrangements will be made.

Speech Screening

Our board's Speech and Language Pathologist comes into the school for speech screening visits. If the teacher has a concern about your child's speech or language development, we ask the pathologist to talk informally with your child, in familiar school surroundings. We call this visit, Speech Screening. Sometimes, a child may need extra help to develop communication skills, and a support

program would be recommended. These recommendations would be shared with you, the parents, by way of a note and a permission form. With your written consent, your child could receive speech and language services at school, through school board personnel. An itinerant speech support worker comes in during the year for a speech block at regularly scheduled times to work with those students in need of extra support. If you, as parents have concerns about your child's speech development, please bring your concerns to the attention of the teacher or principal, and we will follow up with appropriate speech screening.

Physical Education Classes

Appropriate gym clothing and footwear must be worn during gym classes. In the interests of your child's safety, only soft, rubber-soled running shoes will be considered appropriate for use in the gym. No black soled running shoes please, as they mark the floors.

All students are required to take part in physical education classes. Please provide a note from your doctor if your child is to be temporarily excused. There are additional notes required by your doctor if your child has been diagnosed with a concussion. Please contact the school for more information. In addition to the regular Physical Education program, we continue to implement the 20 minutes of Daily Physical Activity (DPA).

Lunch at School

A proper, nutritious lunch is essential to growing children. We ask you to ensure that your child has an adequate lunch and healthy recess snacks each day. We would ask you to consider the following suggestions:

- provide lunch containers that will not allow lunches to be crushed or drink boxes to be broken
- avoid glass containers whenever possible

Students who eat lunch at school will be required to eat in their classroom. Students who eat in their classrooms are expected to sit at their own desks while eating lunch and speak to their neighbours in normal conversational tones. They are expected to clean up their eating areas and dispose of garbage

Shouting, throwing food and disrespect to the lunchroom supervisors are obvious examples of unacceptable lunchroom behaviour and will be treated as serious incidents of misbehaviour.

Students are to inform us as early in the day as possible if they have forgotten their lunch. Parents will be contacted if possible. Students without a lunch will be provided for as best we can.

School Cash Online

We offer our school cash online as our preferred method of payment for school fees (pizza, field trips, etc.). You will need your child's OEN number that is found on their report card to register.

Pizza/Sub Days/Milk Program

Sub Day will be on Wednesdays and Pizza Day will be on Thursdays.

We will also be offering a milk program. Please try to get your orders and your money in on time so that we can fill the orders promptly.

Field Trips

Field trips are an extension of the school day, and all school rules and policies apply (including dress code). Permission forms sent home must be signed by parents as verbal permission will not be

accepted.

If a teacher feels that a student does not or would not promote a positive image of St. Paul School, if assignments are not being done, if a student is behind in his or her work, or if frequent behaviour problems have occurred, etc., 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.

Insurance

School insurance is optional and available for you to purchase in September. Please seriously consider this optional extra coverage, particularly in the dental area. Unfortunately, accidents do happen.

Indoor Shoes

For the health and safety of your child and that of other students, please provide your son/daughter with a pair of indoor shoes into which he/she can change after outdoor breaks. If you get a pair of running shoes, they will also be good for gym classes. Remember to get white soled running shoes. In the case of an emergency evacuation or a fire drill, no time is available to put on shoes and so students may have to exit wearing only socks if they do not have indoor shoes.

Fire Drills

The fire bell signal is an intermittent whistle accompanied by flashing lights. As soon as the student hears it, they stand and 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.

LockDown 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 each school year, according to Board policy, we will conduct lockdown practice drills.

Bicycles/Scooters at School

If your child rides his/her bicycle/scooter to school, it should be walked while in the schoolyard. The bicycle/scooter should also be locked at all times outside and proper safety equipment must be worn. Students will not be allowed to bring bikes to school if they do not wear a helmet.

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 here at school by you or a designated parent. If a student eats lunch at home, they are to remain in the school yard once they return to school.

Parents and Visitors

The policy of the school is that all parents and/or visitors who come to school must report to the office area. Parents coming to pick up their children are asked to wait in the lobby/office area at dismissal time. Parents and guardians picking up students are asked to sign the student sign out log at the main office and visitors/guests are asked to sign our visitor's log. There are too many children in the hallways, which could cause confusion if parents go directly to the classroom to pick up their child.

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 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 maintain a Code of Conduct for all of its schools.

At St. Paul School, we continue to focus on positive attitudes and behaviours to ensure a safe and productive environment for all students to develop academically, socially and spiritually.

*And this is what the Lord asks of you...
To act justly, love tenderly
and to walk humbly with your God.
Micah 6:8*

Rights: A power or privilege to which I am justly entitled

- *to learn
- *to be taught
- *to be respected
- *to be safe and secure
- *to be encouraged
- *to have my difficulties understood

Responsibilities: An obligation I have that allows for the rights of all to be enjoyed

- *to respect the feelings and property of others
- *to respect authority and rules
- *to co-operate and be non-disruptive
- *to encourage others
- *to be accountable for my actions

*Positive behaviour leads to positive consequences.
Negative behaviour leads to negative consequences.*

Standards of Behaviour

Respect, civility and responsible citizenship means that all members of the school community must:

Respect and comply with all applicable federal, provincial and municipal laws.

Demonstrate honesty and integrity.

Respect the differences in people, their ideas and opinions.

Treat one another with dignity and respect at all times and especially when there is disagreement.

Respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.

Acknowledge and 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.

Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.

Respect all members of the school community, especially persons in authority.

Appreciate the need of others to work in an environment that is conducive to learning and teaching.

Use appropriate language with all community members, including students, teachers and persons in authority.

Who shares the responsibility?

A positive school climate exists when all members of staff, students and parents work together. Each partner has an important contribution to make.

The school's responsibility:

Provide a climate that is committed to academic excellence in a safe teaching and learning environment.

Foster open, honest communications with all members of the school community.

Teach acceptance of and respect for others.

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

The student's responsibility:

Practice our Catholic Virtues - honesty and integrity.

Show respect for self and others.

Come to school prepared, on time and ready to learn.

Exercise self-control and self-discipline.

Treat others with respect, kindness and dignity.

Follow the established rules.

Show respect for school property and the environment.

The parent's/guardian's responsibility:

Show an active interest in their child's school and progress.

Communicate regularly with the school.

Help their child to 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 school's Code of Conduct and rules.

Encourage and assist their child in following the rules behaviour.

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

Progressive discipline is a whole school approach that uses a continuum of interventions, supports and consequences that include learning opportunities for students in order to reinforce positive behaviours and helping students make good choices.

A progressive discipline approach includes:

Early and ongoing intervention strategies

Addressing inappropriate behaviour

Opportunities for the student to learn from the choices made

Parental awareness and involvement

The following actions are taken into consideration before any consequences are applied:

Individual student and circumstance
Nature and severity
Mitigating factors
Impact on school climate

Possible consequences of inappropriate behaviour can take many different forms and the initial consequence depends on the considerations listed above. Consequences can be:

- Verbal reminder, warning or reprimand
- Incident documentation
- Written and verbal apology
- Notice home/phone call
- Detention(s)
- Suspension
- Loss of privileges
- Notification to proper authorities (as per Board Policy)
- Expulsion

The Board supports the use of suspension and expulsion where a student has committed an infraction on school property, during a school-related activity or event and in circumstances that have an impact on the school climate.

Activities leading to a possible suspension;

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- 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 located at the pupil's school.
- Bullying by social, relational, physical, verbal or cyber.
- Any act considered to be injurious to the moral tone of the school.
- Being under the influence of drugs or alcohol.

Note that under Board Policy a Principal may suspend for other infractions defined as conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Activities that may lead to a possible expulsion:

- 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 sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Any act considered to be significantly injurious to the moral tone of the school.

Each Case is Unique

Individualization of discipline means that *a one size does not fit all* and that the principals, faculty and staff shall carefully consider the histories of the students involved before determining consequences and providing support(s). Particular attention shall be paid to the personal factors and circumstances around the incident. A range of options shall be considered to address the behaviour and help students learn from their choices.

Fair Notice to Parents/Guardians RE: Violence Threat Risk Assessment Process (VTRA)

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.

DRESS CODE

The Sudbury Catholic District School Board has established a
DRESS CODE POLICY (BOARD REGULATION BR60)

In this regulation it states that under General 2,

All schools, in consultation with the Catholic School Councils, shall adopt an appropriate dress code... In keeping with the Christian values upheld at St. Paul School and the fostering of a healthy moral tone, this Dress Code, by its modest and consistent nature, encourages Christian and positive lifestyle values.

For all students, the following Dress Code applies until modified;

The school reserves the right to determine appropriateness of grooming

1. Students will come to school neat, clean and appropriately dressed.
2. No outdoor jackets are to be worn in the classroom and no hats are to be worn in the school.
3. Skimpy clothing is not appropriate. This includes muscle shirts, low cut tops, halter tops, short tops (midriff cannot be showing), short shorts (shorts should be walking shorts), low rise pants which show midriff area, short skirts, spaghetti straps, pyjama bottoms, see through clothing or exposed underwear. Students may be asked to cover up, wear something else or have a parent bring something else in for them to wear.
4. A pair of indoor shoes with non-marking soles is needed in case of an emergency evacuation. Boots or shoes that are wet or muddy may not be worn in the classroom.
5. T-Shirts are not to have messages that are in poor taste, offensive, suggestive, or have dual meanings.
6. Make up should not be worn. Students wearing make-up may be asked to remove it. Hair colour must be a natural hair colour. Bright red, blue, green, purple, orange and pink are not acceptable. Students will be asked to shampoo it out or have it re-dyed to a more natural shade. We do not allow extreme hair styles.

7. For safety reasons, clothing which is excessively torn or frayed and loose clothing which may cause a student to trip or fall should not be worn to school. As well, for safety and sanitary reasons, body piercings other than earrings (in ears) are not allowed.

8. We have many students and staff with allergies and asthma. For this reason, students are not to wear cologne, or bring any spray deodorants or colognes, hair-sprays or other aerosol cans to school. Stick or roll on deodorant is permissible.

Possible Consequences

Inappropriate clothing will be changed or covered.

Parents may be contacted.

Repeated incidents will be documented.

Persistent opposition to authority can result in suspensions.

*Let us love one another
because love is from God;
everyone who loves is born of God and knows God.
Whoever does not love does not know God,
for God is love.@
1 John 4:7-8*