



St. Mark Catholic Elementary School

Home of the Lynx!

**Student Handbook
2017/2018**

Mrs. Lori Holden, Principal

**13 Church Street
Markstay, Ontario
P0M 2G0**

(705) 853-4535

Our School Mission

Mission:

To nurture and develop the mind, body and spirit of every student within our Catholic learning community.

Strategic Commitments

We are called to live a Culture of Catholic Faith and Community.

We are called to live a culture of excellence and learning for all.

We are called to live a culture of respectful relationships and responsible governance.

We are called to live a culture of innovation.

We are called to live a culture of stewardship in the use of resources.

Catholic Themes and Essential Questions

JS/SK: Where is God?

Grade 1 Who is God?

Grade 2 How are we members of God's Family?

Grade 3 Who is the Holy Spirit?

Grade 4 What does Jesus ask of us?

Grade 5 How do we live in Community

Grade 6 How do we live in accordance with God's will?

Monthly Virtues

September: Respect

October: Faith

November: Justice

December Patience

January: Peace

February: Compassion

March: Honesty

April: Stewardship

May: Empathy

June: Forgiveness

STUDENT SAFETY AND SECURITY

PARENTS/GUARDIANS AND VISITORS

Board policy states that all parents/guardians and visitors must inform the main office of their presence in the school. Parents who drop off and/or pick up their children must do so in the front lobby. 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. If the office deems it appropriate for a visitor to access the school, all visitors will "sign in" and wear the appropriate identification. Thank you for your co-operation.

Catholic School Council

Schools are effective when a partnership exists between the home and school. We at St. Mark School sincerely hope that parents and guardians will support the school in working toward improved student achievement. Nomination forms will go home in September for the St. Mark Catholic School Council. We try to meet with these parents a few times a year. In the event we are unable to have enough people to form a council, we try to have a parent contact.

School Timetable

JK - Grade 6

Entry	8:50 a.m.
Recess	10:15 -10:30
LUNCH	12:10 -1:10
Recess	3:00 – 3:15
DISMISS	3:15 p.m.

School Yard Supervision

Supervision is provided in the morning beginning at 8:35 a.m. Any student, who walks and/or is dropped off at school, should not be in the schoolyard prior to 8:35 a.m., as adult supervision does not begin until 8:35 a.m.

No student shall leave the school during the lunch hour unless picked up by a parent or designated adult. If your child is a walker and wishes to eat lunch at home this arrangement can be accommodated.

Absences / Safe Arrival Program

If your child is to be absent from school, please call 705-853-4535 prior to 9:15 a.m. Safe School Protocol requires the school to attempt to contact parents/emergency contacts of each child that has an unexplained absence.

Lateness is a form of absence. Habitual lateness, particularly of the unexplained variety, will be treated seriously and attendance data will be sent to the Attendance Counsellor.

Notes

Any student who must leave the building between his/her arrival and dismissal requires a note from home.

Illness

School is not a very comfortable setting for a sick child. 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.** Please know we do not have a sick room, bed or nursing station to take care of sick children.

Bus Cancellation

Kindly note that parents/guardians are required to call the school to report their child's absence even if bus transportation is cancelled due to "snow days" etc, as the school remains open. We are required by Safe Schools protocol to verify the whereabouts of children who are absent, regardless if buses are running or not. All bus inquiries should be directed to the Sudbury Student Service Consortium @705-521-1234 or by visiting www.sssc-cses/english

CODE OF CONDUCT

The St. Mark School Code of Conduct is implemented in accordance with Ontario Regulation 472/07, and the Sudbury Catholic District School Board's (SCDSB) Code of Conduct, (available on the Board's website). This Code of Conduct also reflects the values and expectations of St. Mark School and is approved by the Catholic School Council.

The purposes of the Code of Conduct are:

- To ensure that all members of the school community are treated with respect and dignity
- To promote responsible citizenship by encouraging appropriate participation in the life of the school
- To maintain an environment where conflict and difference can be addressed in a respectful and civil manner
- To encourage the use of non-violent means to resolve conflict
- To promote the safety of people in schools
- To discourage the use of alcohol and illegal drugs

Standards of Behaviour

All members of the school community **must**:

- Respect and comply with all laws
- Demonstrate honesty and integrity
- Respect differences in people, their ideas, and their opinions
- Treat one another with dignity and respect at all times
- Respect the rights of others
- Respect and treat others fairly, regardless of race, colour, ethnicity etc.
- Show proper care and regard for school property and the property of others
- Take appropriate measure 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 positions of authority
- Respect the need of others to work in an environment that is conducive to learning and teaching
- Not swear at a teacher or at another person in a position of authority

All members of the school community **must not**:

- Engage in bullying behaviours
- Commit sexual assault
- Traffic weapons or illegal drugs
- Give alcohol to a minor
- Commit robbery
- Be in the possession of any weapon, including firearms
- Use any object to threaten or intimidate another person
- Cause injury to any person with an object

- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs
- Inflict or encourage others to inflict bodily harm on another person
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias
- Commit an act of vandalism that causes extensive damage to school property

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 travelling 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.

School Bus Behaviour

Students are expected to:

- ✓ Comply with the Transportation Services bus policy
- ✓ Move directly off the bus to assigned area upon arrival
- ✓ Be on time and move directly to assigned bus line when departing
- ✓ Conduct themselves in an appropriate manner while waiting for the bus

Infractions that are written up by the drivers are forwarded to the school office for follow-up. Infractions may lead to temporary or even permanent suspension of the privilege of riding on a bus. Any questions or concerns should be directed to the Sudbury Student Services Consortium Transportation Services at 705-521-1234. Please visit <http://www.sssc.ca> for more information or questions regarding bussing.

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 younger riders.

It is the policy of our Transportation Department not to accept requests for temporary transportation arrangements. To arrange permanent or long-term changes please call the Transportation Department at 521-1234 at least two days in advance. It will be up to you to arrange any temporary transportation, but in this case as well, the school should be advised.

Pupils who qualify for transportation should take the bus all the time, not just in bad weather. If this is not to be the case, a note should be provided to the office explaining the circumstances. It is important for the Transportation Consortium to know exactly who its passengers are.

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 Consortium informed about bus conduct. Students will have their transportation privileges suspended if bus safety rules are disregarded.

Progressive Discipline

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. It is a process that outlines that the degree of discipline will be in proportion to the severity of the behaviour.

Technological Devices

The use of Personal Electronic Devices (PEDs) for the purpose of sending/receiving/checking personal text messages or for cell phone communication is prohibited during classroom and instructional time. 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. Please see Board website for SCDSB APG regarding personal devices.

Dress Code

All students of St. Mark School are to dress tastefully and responsibly. Style of dress and grooming should be consistent with the philosophy and moral standard of St. Mark Catholic School.

Acceptable Dress:

Depending on the season, students are expected to dress appropriately. Comfort, warmth, safety and modesty are foremost. All clothing should be in good and clean condition.

St. Mark School Administration, Staff and School Council are solely responsible for establishing what is appropriate and reasonable dress, accessories and style. The Dress Code is in effect every day at school and includes all school events or activities regardless of the location.

Whole School Bullying Prevention and Intervention Plan

St. Mark School endorses each teacher's right to teach, each student's right to learn. Bullying is not acceptable behaviour at St. Mark school, and all members of the school community will be expected to uphold the Gospel values of respect, dignity and trust.

Ontario Ministry of Education Definition of Bullying (PPM 144, 2012)

"Bullying," means aggressive and typically repeated behaviour by a pupil where:

- (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education;

Bullying

(1.0.0.1) For the purposes of the definition of “bullying” in subsection (1), behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

(1.0.0.2) For the purposes of the definition of “bullying” in subsection (1), bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

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 no longer 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.**

Student Information Form(s)

The “FOR OUR RECORDS” student information form, gives the staff at St. Mark School 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 **three emergency numbers are required.** This is due to the Board’s Safe Arrival Policy.

Medication

Medical forms must be completed prior to the administration of any medication (e.g. puffer). Board policy requires that this form be completed prior to any staff administering medication to a student. This form must be fully completed and sent to the school office with the accompanying medication. Forms are available at the main office and on our website. Any students with severe allergies, i.e. peanuts, please advise the office.

Emergency School Closure

Occasionally circumstances have forced an emergency school closure (e.g. a sudden snowstorm). 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 this person and make sure that your child knows who the person is. This name and telephone number should be recorded on the Student Information Form. If the Schools are closed before the school day begins, the announcement will be made on all radio stations.

Physical Education Classes

Appropriate gym clothing and footwear must be worn during gym classes. The classroom teacher will indicate as to whether a change of clothes is necessary. However, 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 as they mark the floors. All students are required to take part in physical education classes, and the daily DPA requirement of the Ministry of Education. Please provide a note from your doctor if your child is to be temporarily excused.

Personal Property

The school is not responsible for lost or stolen personal property e.g.: bicycles, scooters, iphones, ipads, sunglasses, expensive clothing items etc. If it's too valuable to lose – keep it at home!

School Supplies

Please review with your children the necessity of looking after any textbooks, and other school supplies. **Textbooks are not to be written in.** Books should be transported in a school bag, or plastic bag to limit environmental damage. Parents/Guardians are ultimately responsible for replacing lost or damaged textbook. Most basic school supplies will continue to be provided by the school. Some exceptions to this include: binders, scissors, math sets and pencil crayons. It is also advisable for older students to provide their own pens (blue and red). Please check the required list of pupil supplies.

Homework

Homework is the responsibility of the student and generally appears in the form of completing assignments. However, research projects and review of schoolwork are also areas that are integral to education. Even if a student, "has no homework", a certain amount of time should be established to read or review.

Lunch at School

- Students are expected to sit in their own desks while eating lunch and speak to their peers using a normal conversational tone
- Students are expected to clean up their eating areas and dispose of garbage in the appropriate waste receptacle.
- Lunch Room Supervisors will dismiss students for recess outside (weather permitting)
- Students will stay in their classroom for recess during inclement weather.

Allergies

In classrooms which there are students with severe peanut allergies will have a **No Peanut** sign displayed on the classroom door. Students in that classroom will be made aware of the "no peanut" program in that classroom. If a classroom situation like this would exist we would ask parents to please avoid any peanut products if at all possible. If this cannot be avoided, your child will be asked to eat in another location for that day. These classrooms will also be cleaned after the lunchtime is over. Your cooperation is essential. Please visit www.anaphylaxis.ca for more information regarding severe food allergies

Food and Beverage Policy

The Ministry of Education's Policy and Program Memorandum #150 states "all food and beverages sold on school premises must meet the nutrition standards as set out by the Ministry. These nutrition standards embody the principles of healthy eating as set out by Canada's Food Guide." For more information on these standards, please visit www.ontario.ca/healthyschools

Snack Program

The school is able to provide a snack for students each morning with the assistance of monetary support from various agencies. The school staff assist in preparing the food for the students. We are thankful for this support.

Field Trips

Because 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. Mark School that students may be excluded from the field trip and left at school to work on academic assignments.

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.

In-door Shoes

For the health of your child and that of other students, overshoes, boots, muddy shoes etc. will not be permitted inside the classroom. Please provide your child with a pair of indoor shoes into which they can change after outdoor breaks. If you get a pair of running shoes, they will also be good for gym classes. In the case of an emergency evacuation, 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 Drill

The fire bell signal is a continuous loud ringing. As soon as the student hears it, they stand and walk in a 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.**

Lockdown Procedures

Our school also has a lockdown procedure in place to ensure the safety of our students. As with our fire safety plan, this plan is practised with our students so that they are aware of what needs to be done if there is ever a situation in or around our school that might endanger their safety.

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.

Religious Accommodation

St. Mark 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.

What to Do If You Have a Parental Concern

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 this school community, it is recognized that differences of opinion and problems may arise from time to time.

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.

Complaint and Principal

The second contact should be to involve the Principal directly if the two parties fail to resolve the matter.

Complaint and Superintendent

The third contact should be the Academic Superintendent responsible for your school

Complaint and the Director

Failing settlement of the complaint at the Superintendent's level, the fourth contact should be to involve the Director of Education.

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.

KIDS HELP PHONE LINE

Confidential counselling service is available 24/7

Visit

www.kidshelpphone.ca

Call

1-800-668-6868