

St. Joseph Catholic School
8 Paul Street
Killarney, ON P0M 2A0
(705) 287-2712

2022 – 2023

WELCOME TO ST. JOSEPH SCHOOL!

We are small. We are quaint and the children are all gifts to behold from God. It's a place where we believe working together will help student achieve their best. We welcome all families to our school. We encourage families to get involved in our School Council and events such as Thanksgiving and Christmas luncheons in order to build relationships in the community. While we are small, we are strong when we work together for the children in the community.

STUDENT SAFETY AND SECURITY PARENTS/GUARDIANS AND VISITORS

We are a welcoming school but we also want to maintain safety for the students and staff. Board policy states that all parents/guardians and visitors must inform the office/classroom of their presence in school. There is a visitor book at the front entrance area which you sign in as a parent/volunteer or other personnel. Please note that ALL entrances to the school are locked. Anyone wishing to enter the school must utilize the "buzzer system" to gain access. Thank you for your co-operation.

CATHOLIC SCHOOL COUNCIL

Schools are effective when a partnership exists between the home and school. We at St. Joseph School sincerely hope that parents and guardians will support the school in working toward improved student achievement. Our school is blessed with an active and supportive Catholic School Council, which meets several times per year to plan parent and family engagement activities. Nomination forms go home in September and a vote takes place at the first council meeting of the year which is always held in September.

SCHOOL TIMETABLE

	<u>JK – GRADE 6</u>
Entry	9:00 AM *No supervision before entry*
Recess	10:30 AM – 10:45 AM
LUNCH	12:00 PM – 12:45 PM
Recess	2:15 PM – 2:30 PM
DISMISSAL	3:15 PM

SCHOOL YARD SUPERVISION

Supervision is not provided in the morning before school. Any student who walks and/or is dropped off at school, should not be in the school yard prior to 9:00 AM as there is no adult supervision. Please be mindful of weather conditions, especially on a Monday. With the staff being very small, we ask that you check to ensure that the teacher's car is in the parking lot before dropping your child off. Weather conditions are so unpredictable that sometimes travel from Sudbury to Killarney may be an issue and the teacher may not be at school in time of the duty beginning. (if there is a delay – every attempt to contact parents through phone call will be made).

ABSENCES/SAFE ARRIVAL PROGRAM

If your child is to be absent from school, please call 705-287-2712 prior to 9:15 AM. Safe School Protocol requires the school to attempt to contact parents/emergency contacts of each child that has an unexplained absence.

NOTES

Any student who must leave the building between his/her arrival and dismissal also requires a note from home. A note in your child's agenda will suffice.

ILLNESS

School is not a very comfortable setting for a sick child. Every effort will be made by the staff to send home a child who is or becomes ill or injured. Please make arrangements with a friend, relative or neighbor who would be able to care for your child if you are not available. Ensure that the emergency number is updated should it change and that school staff is able to reach someone at the number provided.

CODE OF CONDUCT

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

APPLICATION OF STANDARDS OF BEHAVIOUR

The Board standards of behavior apply to the 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.

PROGRESSIVE DISCIPLINE

Progressive discipline is a whole-school approach that utilizes a continuum on interventions, supports and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. It is a process that outlines that the degree of discipline will be in proportion to the severity of the behavior.

TECHNOLOGICAL DEVICES

It is up to the teacher's discretion when Personal Electronic Devices (PEDs) will be used for the purpose of learning. At all other times, students are expected to power down their devices.

DRESS CODE

All students of St. Joseph School are to dress tastefully and responsibly. Style of dress and grooming should be consistent with the philosophy and moral standard of St. Joseph School. Acceptable dress: Depending on the season, students are expected to dress appropriately. Comfort, warmth, safety and modesty are foremost.

WHOLE SCHOOL BULLYING AND PREVENTION PLAN

St. Joseph School endorses each teacher's right to teach, each student's right to learn. Bullying is not acceptable behavior at St. Joseph School, and all members of the school community will be expected to uphold the Gospel values of respect, dignity and trust. Our slogan "Be bully-free, show respect and dignity" is upheld and honored at St. Joseph School. Please contact the vice principal/principal if you would like to review our school plan in its entirety.

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

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

- (a) The behavior is intended by the pupil to have the effect of, or the pupil ought to know that the behavior 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 behavior 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), behavior includes the use of any physical, verbal, electronic, written or other means.
- (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 webpage 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.

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 behavior poses a 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 chose 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.

SEARCH AND SEIZURE

Students/Parents/Guardians are duly advised that desks and lockers are school property and there is no expectation of privacy on the parts of students; therefore, a search of such property is permissible by the school administrator. The Principal/Teacher acting under the authority of the Education Act is responsible for maintaining proper order and discipline in the school and may conduct a search of a student or his/her possession in carrying out his or her duties to maintain order and discipline in the school.

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 of 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 our child's work of their picture posted, because of custody issues, please ensure you indicate this as soon as possible and refrain from signing the media release forms.**

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 the 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. We require two EpiPens, one for storage in the office, and one that remains with the student in the

classroom. EpiPens will be returned home at the end of the school year, as will all other medication.

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 neighbor. 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 radio stations, board website and social media.

PHYSICAL EDUCATION CLASSES

Appropriate gym clothing and footwear must be worn during gym classes. 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. Medical notes will be required for temporary excusals.

PERSONAL PROPERTY

The school is not responsible for lost or stolen personal property. 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. Parents/Guardians are ultimately responsible for replacing lost or damaged textbooks. Most basic school supplies will continue to be provided by the school. Some exceptions to this include: binders, scissors, math sets and pencil crayons and red and blue pens for older students.

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.

Generally speaking, the following amounts of time are recommended:

Years 1 – 6 15 – 30 minutes

LUNCH AT SCHOOL

- Students are expected to sit in their own desks while eating lunch
- Students are expected to clean up their eating areas and dispose of garbage in the appropriate waste receptacle
- Lunchroom Supervisors will dismiss students for recess outside (weather permitting)
- Students will stay in their classroom/gym for recess during inclement weather.

Students are to inform their classroom teacher if they are going home for lunch. Please let the teacher know with a note in the agenda.

ALLERGIES

St. Joseph School is “Peanut Aware” as we have a student with a severe peanut allergy. Students/parents are reminded that there is a “no peanut” program within the school. We would ask that parents of students to please avoid any peanut products if at all possible. If this cannot be avoided, your child will be asked to clean their desk thoroughly or go home for lunch if possible. Your co-operation is essential. Please visit www.anaphylaxis.ca for more information regarding severe food allergies.

SNACK PROGRAM

Each morning before recess, snacks were prepared for the students with the assistance of parent volunteers and the generous assistance of monetary support through various agencies. We are thankful for every support in being able to provide snacks for our students each day. **Due to lack of volunteers, we no longer provide the snack program at St. Joseph School.**

FIELD TRIPS

Because field trips are an extension of the school day, all school rules and policies apply (including dress code).

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 of your child and that of other students, overshoes, boots, muddy shoes etc. will not be permitted in 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. Footwear must be worn at all times in the event of an emergency.

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 practiced 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. Joseph School is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviors 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 opinions 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 Superintendents 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 counseling service is available 24/7

Visit: www.kidshelpphone.ca

Call: 1-800-668-6868