

**ST. JOSEPH SCHOOL
STUDENT/PARENT HANDBOOK
CODE OF CONDUCT**



8 Paul Street
Killarney, ON
P0M 2A0

Phone: (705) 287-2712

Fax: (705) 287-2704

School Website: <https://st-joseph.sudburycatholicschools.ca/>

Facebook: <https://www.facebook.com/St.JosephKillarney>

Mrs. Sheila Tuhkasaari
Vice Principal

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 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

JK – GRADE 6

Entry	8:45 AM *No supervision before entry*
Recess	10:30 AM – 10:45 AM
LUNCH	12:00 PM – 12:45 PM
Recess	12:45 PM – 1:00 PM
DISMISSAL	3:00 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 8:45 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

Your child's school attendance is very important. Promptness and regularity of attendance will help to ensure your child's success in school. If your child is to be absent or late, please email or call the school directly, or message your child's teacher on Edsby before 8:50 a.m. to inform the teacher. Regarding your child's school attendance, please indicate the date and reason for the absence or late attendance and the length of absence if known. For example, if it is a one-day absence or two day absence. If professional appointments require early dismissal, **please indicate this on Edsby or speak directly to the office/teacher.**

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 neighbour 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.

REQUEST FOR TEMPORARY EXCUSAL

This process is to be used by a parent/guardian requesting the temporary excusal of a student due to a reason such as a (vacation). It is not to be used for medical reasons – a medical note must be provided for those absences.

ELEMENTARY PROVINCIAL REPORT CARDS

Each student's progress is assessed from daily work, quizzes and short tests, rich performance tasks, diagnostic and summative assessments, notebooks, project work, oral work, general work habits, and attitudes. When attitudes are positive success inevitably follows. Reports of student progress are issued two times yearly for students in JK - Gr. 6.

Progress Report Card is sent home in the fall.

Term 1 Report Cards go home in Early February

Term 2 Report Cards go home at the end of June

HOMEWORK & ASSIGNMENTS

- Students are expected to:

- Work to the best of their ability to participate in and to complete assignments given in class and as homework.
- Write tests, complete projects and assessments;
- Inquire about missed homework and assignments upon return from an absence;
- Complete work within a reasonable period.

Note: Homework, in the form of completing assignments, research and continual review of schoolwork, is an integral part of education. We strongly suggest that the following amounts of time be devoted to a student's home study daily:

Grade 1 to 3 10 to 30 minutes

Grade 4 to 6 40 to 60 minutes

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

SCHOOL SUPPLIES

Supplies are provided for students; however, students would benefit from their own crayons or colouring pencils. We encourage parents/guardians to stress to children that these supplies are expensive and should be used wisely. We will not replace supplies abused by students. All school supplies such as notebooks, duo-tangs, binders, etc. should be kept in appropriate condition as indicated by staff. Teachers will reach out with class specific requested supplies if you are able to provide.

DRESS CODE

The St. Joseph Catholic Elementary School dress code is aligned with the Provincial Code of Conduct and the Board's mission/vision and Catholic social teachings. Therefore, students must come to school every day prepared to learn and clothing and footwear needs to be appropriate and neat for the school setting or activity. Please Note:

- Students must have a pair of non-skid, non-marking soled shoes for indoor use only. These will be kept at school. Parents are encouraged to have these cleaned and checked at least once a term. Physical education sessions warrant the use of running shoes with non-marking soles (some are light coloured, some are dark).
- Baseball caps and the hood of a sweater are not to be worn inside the school.
- Skateboards and scooters are allowed to be brought to school but they must be stored in the designated area of the school and not in the classroom, you must wear a helmet; the school is not responsible for the damage, loss or theft of these items.
- All students riding a bicycle to school must wear a helmet - it is the law! There is a bicycle rack at the side of the school.

SCENT-FREE ENVIRONMENT

Please be mindful that there are many adults and children with chemical allergies. Excessive hair sprays and body perfumes can cause severe reactions; students are to refrain from using colognes, perfumes, and/or aerosol cans of deodorant. This will help create a scent-free environment for students and staff who have asthma and allergies.

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 or their picture posted, because of custody issues, please ensure you indicate this as soon as possible and refrain from signing the media release forms.

PERSONAL MOBILE DEVICE USE As per APG# SS50 – Personal Mobile Device Use

Personal Mobile Device: Refers to any electronic device that can be used to communicate or access the internet, such as a cellphone, tablet (Chromebooks and iPads), laptop, or smartwatch.

To maintain a focused and engaging learning environment, students in Kindergarten to Grade 6 must ensure their personal mobile devices are **stored out of view and powered off** or set to silent mode throughout the full instructional day, except when their use is explicitly permitted by the educator under the circumstance outlined in section #1 which notes:

All members of the school community are **not** permitted to use devices during instructional time except under the following circumstances:

- For educational purposes as directed by an educator (use of Personal Mobile Devices must have a direct connection to the curriculum as outlined in the day plan)
- For documented health and medical purposes
- To support special education needs

If an educator observes a student's non-authorized device during the school day/instructional time, the educator will instruct the student to put the device out of sight. If the student fails to comply with the direction, the student will be sent to the principal's office.

If a student needs to contact their parent/guardian, or if the parent/guardian needs to contact their child during instructional time, contact can be made through the school office or through Edsby.

Bringing these valuables to school can be a risk and the school is not responsible for the replacement of such items in cases of loss, damage, or theft.

FILMING and/or RECORDING by students /parents/guardians/visitors

The filming and/or recording of meetings, events or any other school related activity is not permitted without the express consent/permission of the principal or principal designate.

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 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.

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.

EVACUATION SAFETY PLAN AND PROCEDURES

The signal for an evacuation practice is a continuous, loud ringing. As soon as a student hears it, he/she must stand, walk in a single file without talking, and leave the building by the closest exit. Staff will direct students, and all students must listen carefully to staff members. Evacuation practices are required by law and are conducted to prepare students and staff for the safe evacuation of all from 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.

FIELD TRIPS

Students are expected to:

- Participate in all field trips which are a part of educational programming.
- Comply with all school rules on excursions which are an extension of the school program.
- Promote a positive image of our school.
- Follow dress code and code of conduct for all field trips.

DISCIPLINE POLICY STATEMENT

In order to promote a better understanding by all members of St. Joseph Catholic School community, we make the following statement of education responsibilities and rights:

- St. Joseph Catholic School will provide equal learning opportunities for all students in an environment where the principles of Jesus Christ are paramount. In addition to regular curriculum, the principles of Catholicism shall be taught and demonstrated. This includes an appreciation of the rights of others.
- Students are expected to learn responsibility for rules and regulations which have been adopted for the benefit of all.

Basic to this policy is the understanding that every student has the right to an education without disruption, and his or her corresponding responsibility is not to deny this right to any other student. Cooperation and participation in the learning process are expected at St. Joseph Catholic School. Our discipline policy focuses on encouraging appropriate behaviour. There will be fair, firm and consistent application of the policy and students will be made aware of the consequences of inappropriate behaviour. Individual cases will be carefully assessed so that our response is appropriate. It is our belief that discipline is learned, and it should be taught in the home, the school, and the community. It is a

development process that ultimately should result in self-discipline and appropriate responses in society.

THE PROVINCIAL CODE OF CONDUCT

The Education Act permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools. The purposes of the Provincial Code of Conduct are:

- 1.1 to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- 1.2 to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- 1.3 to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- 1.4 to encourage the use of non-violent means to resolve conflict
- 1.5 to promote the safety of people in schools
- 1.6 to discourage the use of alcohol and illegal drugs; including cannabis, except by a medical cannabis user (as defined in the Education Act, a medical cannabis user is a person who is authorized to possess cannabis for the person's own medical purposes in accordance with applicable federal law)
- 1.7 to prevent bullying in schools.

The Code of Conduct applies to the entire school community (students, staff, families, visitors, volunteers etc.) on school property, on school buses, at school-related events or activities, such as sports and field trips, in before- and after-school programs, in a virtual learning environment or in other circumstances that could have an impact on the school climate.

As per PPM 128&SS10, Our Code of Conduct Highlights the Importance of **Respect, Civility, and Responsible Citizenship** such as:

- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect both in person and online, especially when there is disagreement or difference;
- respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- Refrain from using abusive language or swearing at another person;
- Respect the needs of others to work in an environment that is conducive to learning and teaching.

All members of the school community must not...

- engage in bullying behaviours, including cyberbullying ;
- commit sexual assault or sexual harassment;
- traffic weapons or illegal drugs;
- be in possession of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs; for students, this would also include being in possession of electronic cigarette, tobacco and nicotine products
- use, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), tobacco, electronic cigarettes, illegal drugs or related products;

- provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis and related products;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- threaten or intimidate another person;
- 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 damage to school property, to property located on the premises of the school, or to the property of a member of the school community
- record, take or share non-consensual recording or photos of members of the school community

Parents as Partners with School Staff - Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's schoolwork and progress;
- communicate regularly and respectfully with the school;
- help their child be organized, appropriately dressed and prepared for school;
- ensure that their child attend school regularly and on time;
- provide daily nutritional lunches/snacks;
- promptly report to the school their child's absence or late arrival;

Expectations of Students - At St. Joseph Catholic School, a student is expected to demonstrate the following:

- work to the best of his or her ability and complete all assignments;
- dress appropriately for a school setting in accordance with St. Joseph's Dress Code;
- use language and gestures appropriate to a school setting;
- treat school property and the property of others with respect;
- exercise self-control and common sense and make positive choices in the school yard;
- refrain from possession or use of cigarettes, e-cigarettes, alcohol, drugs and/or weapons in accordance
- with Sudbury Catholic District School Board's Safe Schools Policy; - show respect for staff, visitors and other students;
- obey all bus regulations as outlined by the Board's Transportation Policy and follow school rules while on a school bus and/or during a school field trip.

Procedure for Handling Problems/Concerns - It is expected that all students will comply with the basic expectations outlined. When a student does not comply, appropriate action will occur in accordance with PPM145. The action may take any or all of the following forms as part of a Progressive Discipline Model:

- the staff member will speak to the student
- the staff member may remove privileges, give detentions or employ any other consequences that would be administered by a judicious parent (apologies can be made, warnings given, loss of privileges, conflict mediation)
- the staff member may contact the parents and/or notify the Principal

In cases of repeated or serious misbehaviour, further steps may be taken. They may consist of the following:

- Principal / Student Conference

- Parent / Principal / Staff Member Conference (creation of a behaviour plan is an option)
- Suspension
- Expulsion

Suspension and Expulsion of Pupils- According to the Education Act, under subsection 306 (1), a principal shall consider whether to suspend a pupil if the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the Board.

If a student is suspended for any of the above activities, the student is also suspended from participating in all school-related activities for the duration of the suspension. The minimum duration of a suspension is one school day to a maximum of 20 school days. Under Board Policy, a principal may suspend a pupil if he or she believes that the pupil engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Persistent opposition to authority;
- Persistent truancy (only non-compulsory school age pupils);
- Habitual neglect of duty; wilful destruction of school property; vandalism causing damage to school or
- Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault and/or fighting;
- Being under the influence of illegal drugs;
- Sexual/racial harassment;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Suspension Pending Possible Expulsion

Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner; -committing a sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor;
- any other activity that, under a policy of a board that complies

Under Board policy, a Principal must suspend a pupil pending possible expulsion if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate:

- possession of an explosive substance;
- serious or repeated misconduct; and/or
- other - defined as any conduct that is seriously injurious to the moral tone of the school or to the physical or mental well-being of others.

Statement of Mitigating Factors - In considering whether to suspend a pupil or whether to recommend to the Board that a pupil be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations, including the following:

- the pupil does not have the ability to control his/her behaviour
- the pupil does not have the ability to understand foreseeable consequences of his behaviour
- the pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person
- the pupil's history
- whether a progressive discipline approach has been used with the pupil
- whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment because of his race, ethnic origin, religion, disability, gender or sexual orientation
- how the suspension or expulsion would affect the pupil's ongoing education
- the age of the pupil
- In the case of a pupil for whom an individual education plan has been developed.
 - whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan,
 - whether appropriate individualized accommodation has been provided, and
 - whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

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

Application of Standards of Behaviour - The School and Board standards of behaviour apply to all members of the school community, including students, parents and guardians, teachers or other school staff members, volunteers and visitors. The standards of behaviour apply:

- on school property;
- while travelling on a school bus;
- in-school sports activities;
- in off-site school-sponsored activities; or

- in circumstances where engaging in an activity could have a negative impact on the school climate

BULLYING

Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstance (e.g. online) where engaging in bullying will have a negative impact on the school climate. Students, parents, and school staff must work together to address bullying at our school; we want everyone to feel safe.

Kids Help Phone - Confidential counselling service is available 24/7. Visit www.kidshelpline.ca or call 1-800-668-6868.

VOLUNTEERS

Volunteers are a welcomed resource in our school and assist in a wide range of activities and services. If you can be of assistance, please complete the "volunteer recruitment survey" handed out in the fall. Please know that the SCDSB will not permit anyone with a positive criminal background check (CBC) and/or patterns of behaviour to volunteer. All volunteers must complete a CBC and/or offence declaration to volunteer.

RELIGIOUS ACCOMMODATIONS

St. Joseph Catholic 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.

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.

Mission: To realize each student's potential within our inclusive Catholic learning community by nurturing and developing their mind, body and spirit. Vision: Leaders in Learning and Faith