

NAME: _____

Teacher: _____ Grade: _____



St. Alexander School
 900 Bloem Street
 North Bay, ON P1B 4Z8
 Principal: Mrs. A. Gribbons
 Secretary: Mrs. A. Buckley
 Phone: (705) 472-9141 Safe Arrival/Fax: (705) 472-6376

Welcome to 2016-2017 at St. Alexander Catholic School
HOME OF THE DRAGONS!

2015-2016 SCHOOL HOURS AND CALENDAR

Entry Bell..... 8:45 a.m.
 Morning Recess.....10:30-10:45 a.m.
 Lunch.....11:45 p.m.
 Afternoon Bell..... 12:30 p.m.
 Afternoon Recess.....2:00 – 2:15 p.m.
 Dismissal.....3:00 p.m.

September 5 th -	Labour Day	February 3 rd & 27 th	P.A. Days
September 6 th -	School Begins	February 20 th -	Family Day
October 3 rd -	P.A. Day	March 10-17 th -	March Break
October 10 th -	Thanksgiving	April 3 rd -	P.A. Day
November	Interim Report	April 14 th -	Good Friday
November 25 th -	P.A. Day - <i>Parent/Teacher Interviews</i>	April 16 th -	Easter Sunday
		April 17 th	Easter Monday
		May 22 nd -	Victoria Day
December 26 th -	Christmas Break Begins	June 9 th -	P.A. Day
January 9 th -	School Begins	June 30 th -	Last Day of School

Children are supervised at all times in the school and in the schoolyard by staff. Supervision begins at 8:30 a.m. Please **do not drop off or allow your child to come to school prior to 8:30** when there is no supervision.

Notification of the Collection and Use of Student Personal Information

Over the course of the school year as part of its mandate to educate its students, the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act, (R.S.O. 1990 c. E. 2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual. This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be closed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, please contact your school Principal.

REPORTING TO PARENTS

Progress Report Card - **November**

PARENT INTERVIEWS- November 25th

1st Term Report Cards - **February**

2nd Term Report Cards - **June**

STUDENT INFORMATION/EMERGENCY FORM

Each student will receive a Student Information /Emergency Form which **must** be completed and returned to school as soon as possible. Please keep information current as this information is required in case of an emergency.

SAFETY AND SECURITY OF ALL

With the intention of providing a safe and secure environment for all members of our school community, a number of policies are in place at St. Alexander School.

All doors in the school will be kept locked. Please ring the bell at the front door to gain entry. We will continue to focus on Board Policy that all visitors who enter the school (parents, caregivers, guests etc.) **must report to the office**. A Visitors Log has been put in place for this purpose and a **Visitor's Badge is to be obtained if you need to go beyond the office for meetings**.

To facilitate this process, please use the front door, **not** the side or back doors when coming or exiting the school. Please note that the "visitors rule" applies to parent visits to the playground when recesses are taking place. Please avoid walking directly into the playground to speak to your child since many teachers and children do not know you.

Please help reduce safety risks and confusion. Please remember, lunches and supplies may be left at the office rather than disturbing a class in session.

There is no parking or drive through at the front of the school at entry and dismissal times.

TELEPHONE USE

The office does not receive calls to pass information to students regarding changes in plans (e.g. going to a friends). We should ask that such requests be kept to a minimum. A written note to the teacher can help ensure that changes in plans are followed and documented. For safety reasons, please do not telephone to ask that your child come to the phone while he or she is in class.

STUDENT ABSCENCES/SAFE ARRIVAL

To ensure the safety and well being of your child, we ask your continued cooperation in phoning the school if:

- Your child will be absent
- Your child will be late

If for any reason your child will be absent from school, we ask that you notify the school on the **Safe Arrival line at 472-6376**. You may leave a message on the school attendance voice mailbox outside regular school hours. Regular and punctual attendance is very important to your child's academic performance and overall success. Attendance is noted on the Ontario Provincial Report Card. Extended holidays and absences due to unforeseen circumstances should be communicated to your child's teacher in writing and forwarded to the office. Please note that repeated concerns about punctuality or absences may be addressed by the school administration.

MEDICATION and ILLNESS IN SCHOOL

Please be aware that, under direction from the Board, principals, teachers and support staff of the NPSCDSB are not permitted to administer any type of medication during the school day, unless we have written authorization signed by the parent and authorizing physician. The forms to dispense medication may be obtained at the school office. Medication for a child must be brought to school by the parent/guardian and all medication will be stored in the school office. Also, please be advised that staff in NPSCDSB will not dispense non-prescription medication to students. **Requests to stay in at recess due to illness is strongly discouraged.**

ALLERGIES

It is the responsibility of parents of students with severe health concerns (e.g. peanut allergies, etc.) to **provide recent medical documentation** and to work with the school to develop a plan addressing the needs of the at-risk child while at school. It is the responsibility of the school-age child to exercise caution in avoiding allergens. It is the responsibility of the entire school community to assist in safeguarding the welfare of every child. Please refer to the school board policy on Anaphalaxis for more information.

LITURGICAL CELEBRATIONS

As a Catholic School, our work to promote the spiritual development of our pupils is a crucial role. Students are expected to participate in religious activities including prayers, celebrations and masses. Parents are always welcome to join us at our masses and liturgical celebrations.

FIELD TRIPS AND EXCURSIONS

On school buses and on field trips, all relevant school rules apply. Students are expected to attend and participate in the class and school excursions that have been planned to enrich the curriculum in the school. Students are expected to follow the procedures and behavioural code that is enforced on school grounds. Trips and excursions serve to support the learning experiences in the classroom. Students must have written parental/guardian permission in order to participate in a field trip. Students are expected to treat parent-volunteers with respect and to follow the rules and regulations.

NUTRITION

We are promoting a junk food free environment in our school to reinforce good nutrition habits. We strongly recommend the use of refillable containers.

VOLUNTEERS

Volunteers brighten lives. Call and find out how you can help at your child's school (e.g. Catholic School Advisory Council, readers, classroom helpers, library, field trips, arts and crafts).

CATHOLIC SCHOOL ADVISORY COUNCIL

Established by the Ministry of Education, the mandate of the Council is to promote the involvement of parents in the school community and to help improve student learning.

The Mission Statement of the Council reads:

"The St. Alexander Catholic School Council in collaboration with parents, staff and children will endeavour to foster a positive, caring and peaceful environment where all will work co-operatively to strengthen and encourage the spiritual, emotional and academic growth of the St. Alexander School community."

EMERGENCY LOCKDOWN & FIRE DRILLS

Regular fire drills and emergency lock down drills will be held throughout the year to practise student safety procedures.

KEY TERMS

Terminology is very important. Plans should clearly identify when "Lockdown" versus other terminology is to be utilized. Terminology used to order a lockdown, should be in plain language and leave no misunderstanding as to what is expected. No secret passwords should be used.

"Lockdown" should only be used when there is a major incident or threat of school violence within the school, or in relation to the school. The over - or misuse of lockdowns will result in staff/students becoming desensitized and they will not take lockdowns seriously.

"Hold and Secure" should be used when it is desirable to secure the school due to an ongoing situation outside and not related to the school (e.g., a bank robbery occurs near a school but not on school property). In this situation, the school continues to function normally, with the exterior doors being locked until such time as the situation near the school is resolved.

"Shelter in Place" should be used for an environmental or weather related situation where it is necessary to keep all occupants within the school and to protect them from an external situation. Examples may include chemical spills, blackouts, explosions or extreme weather conditions.

BUS CONDUCT

Any child who comes to school by bus will return home by bus. If for some reason you do not want your child to take the bus home, a written note must be sent to the school. Bus drivers have a serious responsibility for the safety of children on their buses. It is expected that the children will follow the rules issued by the School Board re bus safety. Non-compliance will result in the loss of bus privileges. Copies of the infractions that are "written up" by the drivers are automatically forwarded to the Board's transportation officer, the bus company, the school and parents or guardians. Students are reminded that busing is a privilege and not a right.

PLAYGROUND

- Play fairly and safely with peers
- Use appropriate language
- Play within assigned playground boundaries
- Show courtesy and respect to the playground supervisors.

ARRIVALS AND DEPARTURES

- Move directly to playground areas upon arrival;
- Meet the teacher at the yard entrance door and enter the school in a quiet orderly fashion and in single file when the bell rings
- Dismiss quietly from the classroom or building under the teacher's direction
- Leave the school building and school grounds promptly upon dismissal unless involved in a supervised activity (such as school sports)

SCHOOL BUSES

- Obey the school board issued school bus rules
- Behave in a manner which assures the safety of all
- Treat the bus driver and peers with courtesy and respect at all times
- Be on time and move directly to assigned bus lines when leaving for home.

HALLWAY CONDUCT

- Walk quietly in the hallway, in a single file keeping their hands and feet to themselves
- Students are allowed in the hallway with teacher permission.

CLASSROOM LUNCH ROUTINE

Students are expected to behave as if they were a guest in someone's home;

- Remain seated and eat quietly in their assigned seats
- Show courtesy and respect to the lunchroom supervisors at all times
- Observe school plans for waste management and recycling of reusable materials
- Students who eat lunch at school must remain on the school property under supervision.

WASHROOM CONDUCT

- Respect others personal privacy
- Use the washroom only with teacher permission
- Be respectful of school property
- Practice personal hygiene (washing of hands).

LEAVING SCHOOL PROPERTY

- Students must submit written permission signed by their parent/guardian to the classroom teacher, principal or designated person of authority to leave the school property.

PERSONAL PROPERTY

- Treat all personal and school property with respect
- The school is not responsible for lost or damaged personal property and equipment
- Lost items will be placed in the lost and found area and may be picked up there.

**CODE OF CONDUCT FOR ST. ALEXANDER CATHOLIC SCHOOL
2016 - 2017**

Completed on: June, 2016
(the Code must reviewed every two years)

Rationale: The Ministry of Education in the Provincial Code of Conduct for Ontario Schools requires that each school develop a code of conduct that promotes responsibility, respect, civility, and academic excellence in a safe, inclusive and accepting learning and teaching environment.

These standards of behavior apply to students whether they are on school property, on school buses, at school related events or activities or in other circumstances that can have an impact on the school climate. They also apply to all individuals involved in our Catholic schools: principals, teachers, other school staff, parents, volunteers and community groups.

At St. Alexander School we are committed to making our Catholic school a place where:

- Students, parents, teachers, other school staff, volunteers and community groups have the right to be safe, and to feel safe, welcomed and accepted;
- Healthy and respectful relationships based on Christ's teachings are promoted among all members of the school community;
- Students are encouraged to be leaders;
- Students, staff, parents and community members are expected to be positive role models and actively engaged;
- Positive behaviour is reinforced and celebrated;
- The Catholic Graduate Expectations are emphasized and support the improvement of learning outcomes for all students;
- Everyone is respected and valued.

Purpose of the Code:

To ensure that all members of the Catholic school community, especially people in positions of authority, are treated with respect and dignity;

- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- To encourage the use of non-violent means to resolve conflict;
- To promote the safety of people in the schools;
- To discourage the use of alcohol and illegal drugs;
- To prevent bullying in schools;
- To respect the teachings, traditions and principles of the Roman Catholic Church.

Standards of Behaviour - Respect, Civility, and Responsible Citizenship

All members of the Catholic school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- 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 positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;

Use appropriate and respectful language with teachers and all members of the school community.

Safety standards

All members of the school community must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic in weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in 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 or to property located on the premises of

the school.
<p>Activities Leading to Possible Suspension: Under subsection 306 (1) of the Education Act, a principal shall consider whether to 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:</p> <ul style="list-style-type: none"> • Uttering a threat to inflict serious bodily harm on another person; • Possessing alcohol or illegal drugs; • Being under the influence of alcohol; • 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 at the pupil's school or to property located on the premises of the pupil's school.
<p>Activities Leading To 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:</p> <ul style="list-style-type: none"> • 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, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled. <p>A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.</p>
<p>Search and Seizure Desks and lockers are school property and as such there is no expectation of privacy on the part of students; therefore, a search of such property is permissible by the school administrator. In this case, the principal or the vice-principal is acting under the authority of the Education Act to maintain proper order and discipline in the school, and not as an agent of the police.</p>
<p>Principal Roles and Responsibilities: Under the direction of the Nipissing-Parry sound Catholic District School Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:</p> <ul style="list-style-type: none"> • Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment; • Holding everyone under their authority accountable for his or her behaviour and actions; • Empowering students to be positive leaders in their school and community; • Communicating regularly and meaningfully with all members of their school community.
<p>Teachers and Other School Staff Roles and Responsibilities: Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:</p> <ul style="list-style-type: none"> • Help students work to their full potential and develop their sense of self-worth; • Empower students to be positive leaders in their classroom, school, and community; • Communicate regularly and meaningfully with parents; • Maintain consistent standards of behaviour for all students; • Demonstrate respect for all students, staff, parents, volunteers, and other members of the school community; • Prepare students for the full responsibilities of citizenship.
<p>Student Responsibilities: Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:</p> <ul style="list-style-type: none"> • Comes to school prepared, on time, and ready to learn; • Shows respect for himself or herself, for others, and for those in authority; • Refrains from bringing anything to school that may compromise the safety of others; • Follows the established rules and takes responsibility for his or her own actions.
<p>Parent Responsibilities: Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role when they:</p> <ul style="list-style-type: none"> • Show an active interest in their child's school work and progress; • Communicate regularly with the school; • Help their child 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 provincial Code of Conduct, the board's code of conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

Electronic Devices and Social Media

Use of electronic devices and social media will adhere to the overall expectations of this code of conduct:

- The use of cell phones and electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day;
- The use of cell phones or other devices, for any purpose; including telephone calls, text messaging, games, taking pictures and other functions, is not permitted at any time, other than the designated times, on school grounds, without permission and supervision from the classroom teacher and/or school administration;
- Cell phones or other devices need to be stored in a secure location, pocket, purse, backpack, etc. They are not to be visible unless permitted by the teacher.
- The use of cell phones or other devices is not allowed; especially in private areas such as, washrooms, dressing room areas, buses or classrooms. Camera phone violations may be considered a criminal offence.
- Any phone communication during the instructional day will take place only through the use of school telephones, and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents should continue to contact their child/children through the normal school channels for any emergency situation.

Possession of a cell phone and/or other electronic device by a student is a privilege which may be denied to any student not abiding by the terms of this code. Students shall be personally and solely responsible for the security of their cell phones and/or other electronic devices.

Dress Code

Students are expected to dress in a tidy and modest manner. Clothing offensive to race or Christian teachings is not permitted. Clothing should not be a distraction to others. Clothing that promotes alcohol, drugs, vulgar language, tobacco products or violence is inappropriate in the school. Shirts must cover the shoulders and must extend beyond the waistband at all times. If the school dress code is not adhered to students will be asked to change the clothing and parents will be notified.

Code of Sportsmanship for Participants and Coaches

The purpose of competition is to make us better people. Winning is a bonus. (Fr. Mike Cundari)

- Doing one's best is more important than winning or losing;
- Respect the rules and spirit of the game;
- Treat officials, opponents, teammates and spectators with respect;
- Commit to your activity and your team;
- Play hard, play fair, play under control.

Parents/Spectators/Volunteers Code of Sportsmanship

- Cheer in a positive manner;
- Respect officials'/coaches' decisions;
- Do not interfere with the competition;
- Keep clear of the playing area;
- Be courteous and respectful.

Failure to comply with this Code of Behaviour may lead to ejection.

Attendance/Tuancy

Regular attendance and punctuality on the part of the student is vital to learning and for academic success. In case of absence, a student's parent or guardian is expected to call the school at 705-472-6376 (Safe Arrival) to inform the office. If the office has not been notified, when returning from an absence a note or telephone call authorizing the absence must be received. A note or phone call may explain an absence but will not necessarily excuse or approve an absence.

Any unauthorized absence will be investigated as per the safe arrival policy. Please note that repeated concerns about punctuality or absence will be addressed by the school administration.

Immunization

The Immunization of School Pupil's Act, 1982, states that parents/guardians are required to complete the prescribed program of immunization for each pupil. Failure to do so will result in suspension and/or exclusion from school by the Public Health Unit. We, therefore, urge all parents/guardians to make sure that all children have the required up-to-date immunization.

http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90i01_e.htm

Intervention and Supports

Infractions of the Code of Conduct will be investigated and addressed through the teacher and/or principal/vice-principal. In addressing infractions the following mitigating factors will be kept in mind such as age, circumstances, history, IEP, and a progressive discipline approach which could include the following:

- contact with the pupil's parent(s)/guardian(s);
- verbal reminders;
- review of expectations;

- written work assignment with a learning component relevant to the behaviour;
- peer mentoring;
- detention;
- peer mediation;
- restorative justice;
- referrals for consultation; and
- transfer.

In some circumstances suspensions and expulsions may result.

Supports and Follow-up

Students who contravene the code of conduct will receive support which may include but is not limited to the following:

- One on one and/or group meetings;
- Learning opportunities;
- Restorative justice;
- Contracts or behaviour plans;
- Referrals to board-based supports and services;
- Referrals to community partners.

CONCLUSION

As previously expressed, schools are most effective when a partnership exists between home and school. For this reason, we value your commitment in making our CODE OF CONDUCT, procedures and routines understandable to your child. We ask that you and your child read the CODE OF CONDUCT together. Questions and concerns regarding the CODE OF CONDUCT should be directed to the Principal.

Note: Failure of students, parents or guardians to familiarize themselves with the CODE OF CONDUCT does not excuse them from following the guidelines or the consequences identified held within.

I have read the St. Alexander School CODE of CONDUCT and I will do my best to follow the expectations identified and do my best to uphold the honour and reputation of my school.

I have read the St. Alexander School CODE of CONDUCT.

STUDENT SIGNATURE _____

PARENT SIGNATURE: _____

DATE: _____