

St. Paul the Apostle School

Student Handbook and Code of Conduct

2024-2025

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

Handbook

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

The schedule for the school day is:

8:50 am	Bus/Student Arrival
9:05 am	Morning classes begin
11:05-11:20 am	Recess
12:20-1:10 pm	Lunch
1:10-3:10 pm	Afternoon classes
3:10 pm	Dismissal

Outside supervision upon arrival to school will be provided in the morning at 8:50am. Please do not drop off your child before 8:50am.

Parent Involvement Council

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

Communication

Communication between home and school is a key issue in establishing a positive school climate. The Board calendar will be sent home during the first week. A monthly calendar is posted in Edsby to advise you of important monthly dates and events. The Sudbury Catholic District School Board website is always updated with the most recent information. Please contact the school if you have any questions or concerns that arise during the year.

Custody

Custody is a legal issue. If there is a custody issue with regard to your children, it is imperative that you provide the school with a copy of the court order for enclosure in the student's file. If a court order does not exist, or if the school has not been made aware of it, then, by virtue of The Children's Law Reform Act both parents will be deemed to have equal access. If you do not want any of your child's work or their picture posted, because of custody issues, please notify the teacher and the office, and sign the media release form indicating that no photos are to be published.

If a student is being picked up by a non-custodial parent, the parent who has custody must call the school ahead of time or let us know in writing that this is permissible. Otherwise we cannot let the child go.

Student Information Form

The *FOR OUR RECORDS* Student Information Form, gives the staff here at St. Paul the information we require in the event of illness, an emergency or an emergency school closure. Please complete this form in its entirety, paying particular attention to the Emergency Section. You will notice that two emergency numbers are required. This is due to the Board's Safe Arrival Policy. Please complete and return it in the first week. With the increased use of technology as a means of communication, please provide the school with your most recent email address. If any information changes, such as your work number, emergency contacts, email addresses, please let us know immediately so that we can change our records.

Medication

The *Medication of Students* Form is to be completed by parents whose children are on medication of any kind (e.g. prescription medication, inhalers, non prescription medication, etc.). Board policy requires that this form be completed prior to any staff administering medication to any student. This form must be fully completed for the school office with the accompanying medication. The school is not responsible for the return of medication to home. The school does not keep medication on hand for headaches or other aches or pains. If a student needs to take a non prescription medication at school, a *Medication of Students* Form must be filled out before this can be done as well. Contact the school office for *Medication Student Forms* or any questions you may have. It is advised to only send the required dosage of medication to school. Ask your pharmacist for two separate containers of medication if possible- one container for home and one for school. Situations may arise at the school that may conflict with the timing of medication. The school is not responsible for medication travelling between home and school.

Immunization

Please ensure that your child has received all required immunizations. In the event that this has not been done, or has not been recorded, you will be contacted by the Public Health Unit. Please give them your cooperation, as it is in your child's best interest. If immunization has not taken place, the Public Health Unit has the authority to suspend students from school.

Head Lice

To keep this nuisance infestation under control, we are asking parents to regularly check the heads of your children. Should you find lice or nits, please treat with the appropriate shampoo, removing all nits. Please report to the school if you suspect or find anything that appears to be lice or nits, and encourage your children not to share things such as hats, helmets, hair accessories, brushes, combs etc. If you are in need of further information, contact the Sudbury and District Health Unit at 705-522-9200.

Personal Possessions

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

Mobile Device Use

Students are not permitted to use personal mobile devices during instructional time except under the following circumstances:

- For educational purposes as directed by an educator
- For documented health and medical purposes
- To support special education needs

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 the APG.

If an educator sees a personal mobile device that is not stored out of view, they will remind students and if it continues, they must require the device be handed in for the full instructional day and the device must be placed by the student in a storage area in a location designated by the principal.

Valuable Items

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

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

School Supplies

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

If you find any books at home which belong to the school, even if they are a few years old, please send them to school with your child. The school continues to supply basic school supplies.

Absences / Safe Arrival Program

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

The answering machine is always on. There is a Safe Arrivals Program in place at St. Paul that requires the school to attempt to contact the parents of each child who is absent. Our Board Attendance Policy requires attendance letters to be sent home after approximately 10 days your child has been absent from school and also a second letter may be sent indicating the involvement of our Board Attendance Councillor to help further support families when your child has absences that exceed approximately 20 school days.

Lateness is another form of absence. If your child arrives at school late, please notify the school. Notes are required for students who are to be picked up by you or a designate whether during the course of the day, at lunch or at dismissal. Notes should be given to the classroom teacher who will keep them on file.

Illness/Emergency School Closure

School is not a very comfortable setting for a sick child. If your child is ill, please keep him/her at home.

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

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

If the Schools are closed before the school day begins, the announcement will be made on radio stations and/or Board website. Please listen to your local radio station/Board/Consortium websites if you are unsure of school closures because of weather.

Buses / Transportation Policy

Please stress with your children the necessity of appropriate behaviour on the bus. Rowdiness and confusion can easily create a safety hazard. Please review with your children the safety rules for getting on/off a bus along public roads. All students should be at the appropriate bus stop well in advance of the scheduled pick-up time. Also, please arrange to have someone meet the bus passengers at home after they are dropped off. This is particularly important for our Full Day Kindergarten riders, as they are returned to the school if there is no one at the stop to meet them.

It is the policy of the Transportation Consortium not to accept requests for temporary transportation arrangements. To arrange permanent changes please call the Transportation Consortium at 705- 521-1234 at least three days in advance. Parents are asked to arrange transportation changes, but in this case as well, the school should be advised.

If you are picking up your child who is normally bussed, please call the school before 2:30 pm to let us know, so that we have time to reach the classroom. If a child tells us that he or she is getting picked up and we have not received a note or a phone call, we put the child on the bus.

Pupils who qualify for transportation should take the bus. If this is not to be the case, a note should be provided to the office explaining the circumstances. If a student takes the bus to and from school, the student should take the bus all the time. It is important for the Transportation Department to know exactly who its passengers are. In the case of an accident, all students need to be accounted for. If students who qualify for transportation frequently walk, the Consortium may remove them from the transportation list.

Bus drivers have a serious responsibility for the safe conduct of the passengers on the bus. They keep the principal, the teacher on supervision and the Transportation Department informed about bus conduct. Students may have their transportation privileges suspended if bus safety rules are disregarded. It is then the parent's responsibility to transport the student to and from school for the duration of the lost privileges.

Reporting Student Progress

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

Speech Screening

Our board's Speech and Language Pathologist comes into the school for speech screening visits. If the teacher has a concern about your child's speech or language development, we ask the pathologist to talk informally with your child, in familiar school surroundings. We call this visit, Speech Screening. Sometimes, a child may need extra help to develop communication skills, and a support program would be recommended. These recommendations would be shared with you by way of a note and a permission form. With your written consent, your child could receive speech and language services at school, through school board personnel. An itinerant speech support worker comes in during the year for a speech block at regularly scheduled times to work with those students in need of extra support. If you have concerns about your child's speech development, please bring your concerns to the attention of the teacher and we will follow up with appropriate speech screening.

Physical Education Classes

Appropriate footwear must be worn during gym classes. In the interests of your child's safety, only soft, rubber-soled running shoes will be considered appropriate for use in the gym. All students are required to take part in physical education classes. Please provide a note from your doctor if your child is to be temporarily excused. There are additional notes required by your doctor if your child has been diagnosed with a concussion. Please contact the school for more information.

In addition to the regular Physical Education program, we continue to implement the 20 minutes of Daily Physical Activity (DPA).

Lunch at School

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

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

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

Shouting, throwing food and disrespect to the lunchroom supervisors are obvious examples of unacceptable lunchroom behaviour.

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

School Cash Online

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

Pizza/Sub Days

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

Please try to get your orders in on time so that we can fill the orders promptly.

Field Trips

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

If a teacher feels that a student does not or would not promote a positive image of St. Paul School, if assignments are not being done or if frequent behaviour problems have occurred, etc., that student may not be permitted to attend the field trip and may remain at school to work on academic assignments. Parents will be informed if this is the case.

Indoor Shoes

For the health and safety of your child and that of other students, please provide your child with a pair of indoor shoes into which can easily be changed 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 or a fire drill, students must have shoes on during the school day.

Fire Drills

The fire bell signal is an intermittent whistle accompanied by flashing lights. As soon as the student hears it, they stand and walk in single file, without talking, to the nearest designated fire exit. Staff will direct students as needed. Fire drills are required by law and are conducted to prepare students and staff for the safe evacuation of the school. We conduct drills in the fall and again in the spring.

LockDown Drills

The safety of our students and staff is the highest priority and schools must always be prepared for emergencies. Some emergency situations may prevent the safe evacuation of a school building and may require steps to isolate students and staff from danger by instituting a school lockdown. To prepare for such an event, we have developed school lockdown procedures, and each school year, according to Board policy, we will conduct lockdown practice drills.

Bicycles/Scooters at School

If your child rides their bicycle/scooter to school, it should be locked at all times outside and proper safety equipment must be worn. Parents are to ensure their child is wearing a helmet in order to ride their bike to school.

Leaving the School Yard

Once students arrive at school, they may not leave the school grounds unless accompanied by a parent or guardian. If you wish to pick up your child early, please send a note informing the teacher and/or office. If you appoint a designate to pick up your child, please inform the teacher and have the designate report to the office before picking up your child. Students who eat lunch at school are not allowed to go to a friend's house or to the store at lunch time or recess unless they are picked up here at school by you or a designated parent. If a student eats lunch at home, they are to remain in the school yard once they return to school and they are to return to school on time.

Parents and Visitors

The policy of the school is that all parents and/or visitors who come to school must report to the office area. Parents coming to pick up their children are asked to wait outside at the front of the school entrance at dismissal time. Please know that all volunteers are required by law to complete a Criminal Background Check & Vulnerability Screening and/or offence declaration to volunteer.

Discipline and Conduct

Appropriate behaviour is essential in providing a safe, comfortable and enjoyable learning environment. We at St. Paul continue, as in the past, to rely on your support to reinforce with your child the importance of respect for others, respect for self and respect for the environment. Both the home and school have an equal responsibility in teaching these values as well as communicating any concerns.

Most children treat property with respect, however, on occasion, when wilful damage is caused by a student, the parent(s) may be expected to repair/replace damaged property.

Included below are the responsibilities of students:

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

Additionally, and in accordance with provincial legislation, St. Paul School has in place a School Code of Behaviour. This handbook identifies, in some detail, the expectations for student behaviour as well as possible consequences for various types of behaviour. Please review the School Code of Behaviour and School Dress Code with your child so that expectations are clear to everyone.

Bullying Prevention

St. Paul School has a school-wide bullying prevention and intervention plan and bullying continues to be an issue that is taken seriously at our school.

Safe schools:

- * are free from violence
- * are nurturing and respectful
- * are physically and psychologically healthy
- * promote sensible risk-taking
- * enhance the self esteem of all

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

Code of Conduct

The mission of the Sudbury Catholic District School Board is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith-filled life. This mission is affirmed in Board policies, including the Safe Schools policy. The Board is committed to making every one of its Catholic schools a caring place that is safe for learning. The purpose of the Board's Code of Conduct is to further promote the mission of the Board and to maintain a Code of Conduct for all of its schools.

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

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

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

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

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

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

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

Standards of Behaviour

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

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

Demonstrate honesty and integrity.

Respect the differences in people, their ideas and opinions.

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

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

Acknowledge and respect the rights of others.

Show proper care and regard for school property and the property of others.

Take appropriate measures to help those in need.

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

Respect all members of the school community, especially persons in authority.
Appreciate the need of others to work in an environment that is conducive to learning and teaching.
Use appropriate language with all community members, including students, teachers and persons in authority.

Who shares the responsibility?

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

The school's responsibility:

Provide a climate that is committed to academic excellence in a safe teaching and learning environment. Foster open, honest communications with all members of the school community.

Teach acceptance of and respect for others.

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

The student's responsibility:

Practice our Catholic Virtues - honesty and integrity.

Show respect for self and others.

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

Exercise self-control and self-discipline.

Treat others with respect, kindness and dignity.

Follow the established rules.

Show respect for school property and the environment.

The parent's/guardian's responsibility:

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

Communicate regularly with the school.

Help their child to be neat, appropriately dressed and prepared for school.

Ensure that their child attends school regularly and on time.

Promptly report to the school their child's absence or late arrival.

Show that they are familiar with the school's Code of Conduct and rules.

Encourage and assist their child in following the rules behaviour.

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

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

A progressive discipline approach includes:

Early and ongoing intervention strategies

Addressing inappropriate behaviour

Opportunities for the student to learn from the choices made

Parental awareness and involvement

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

Individual student and circumstance

Nature and severity

Mitigating factors

Impact on school climate

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

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

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

Activities leading to a possible suspension:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property located at the pupil's school.
- Bullying by social, relational, physical, verbal or cyber.
- Being under the influence of drugs or alcohol.
- Any act considered to be injurious to the moral tone of the school.

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

Activities that may lead to a possible expulsion:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Any act considered to be significantly injurious to the moral tone of the school.

Each Case is Unique

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

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

The Sudbury Catholic District School Board aims to maintain a positive and safe environment in their schools for all students, staff, parents, and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to his or her safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA). When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority. If you have any questions regarding the evaluation process for risk and threats, please refer to our Board's website for more detailed information @<http://www.scdsb.edu.on.ca> and/or contact the principal of your child's school.

DRESS CODE

St. Paul Dress Code for students is in keeping with the Board's mission and vision and Catholic Social teachings.

The school reserves the right to determine appropriateness of grooming
A pair of indoor shoes with non-marking soles is needed in case of an emergency evacuation and indoor use.

We have students and staff with allergies and asthma. We promote a nut free and scent free environment.

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