



Student Name: _____

Frances Derochie – Principal

**300 Adolphus Street
Cornwall, Ontario K6H 3S6
Telephone: 613- 933-6739
Fax: 613 - 933-1310**

Student Handbook

2016-2017

**SCHOOL HOURS
8:05 am – 2:15 pm
Morning supervision begins at 7:50 am**



"Fly Faster - Soar Higher United in the Spirit"

Principal Message

Dear Bishop Macdonell Catholic School Community,

We are extremely fortunate to work in an environment which represents who we are as Catholics. Each day we walk in the company of others as we “Fly Faster – Soar Higher United in the Spirit.” It is through our faith, hope, patience, love and understanding that our students are able to persevere and become the unique individuals that they are. Through the support of our dedicated staff, our students are able to learn and grow as individuals each day.

The staff at Bishop Macdonell Catholic School is committed to providing students with an education that will allow them to be life-long learners and contributing members of a changing society. Bishop Macdonell Catholic School has a unique group of educators who are committed to our students. Our teachers have specialists in the areas such as Special Education, Computers, Religion and Family Life Education, and Physical Education. This exceptional team is dedicated to forming partnerships between home, school and parish. We as a team will work at making education distinctively Catholic. In addition to providing Catholic education, the team at Bishop Macdonell Catholic School is committed to providing quality programs within a framework of excellence.

We encourage you to become involved in our school community, to communicate with your child’s teacher and school administration and continue to make our school a great learning environment. The staff at Bishop Macdonell Catholic School looks forward to working with you and your child throughout the 2016-2017 school year. As we continue on our journey, let’s continue to foster new friendships, new learning experiences and new opportunities.

Yours in Catholic Education,

Frances Derochie, Principal

Catholic District School Board of Eastern Ontario

Vision

Inspired by the teachings of Jesus Christ,
we transform the world
with justice and peace
through Catholic education.

Mission

We proclaim our Catholic faith by
nurturing and celebrating the hearts,
minds, bodies and souls of our students.
Learning through faith, living with hope, loving in Christ.
Teaching wisdom, teaching love...
Creating a world in God’s image.



School Highlights

Bishop Macdonell School is a Non-Immersion and French Immersion school with a population of approximately 245 students who are enrolled in Junior Kindergarten to grade eight. We are proud of our many Special Education Programs such as our Resource Program, Living and Learning Programs, Learning Disability Technology Program, Autism Spectrum Program and Section 23 Program.

Our committed staff takes part in professional development workshops throughout the school year and enrolls in Additional Qualification courses in a variety of subject areas. As a result, many of our teaching staff members have a specialty in subject areas. Bishop Macdonell School has a French Immersion Program where students receive 50/50 instruction in English and French. Students in our Non-Immersion Program receive 160 minutes of French language instruction per week.

In addition, our staff members allow our students to participate in a number of activities in the school setting. Our intermediate students participate in board wide sports tournaments that are held bi-monthly. Students are also encouraged to take part in many other extra-curricular activities such as intermural Sports from Grade 3 to 8, Year Book, and Student Council. Through community partnerships with

the Cornwall Community Police, the Eastern Ontario Health Unit, and the Eastern Ontario Training Board, our students are exposed to a variety of important topics such as road safety, bike safety, water safety, dental care, importance of physical activity, healthy eating and drug and alcohol abuse. Our school staff is also in contact with Child and Youth Counseling, Single Point Access, Children's First Program, Early Years Centre and The Day Treatment Program, which are all well-respected community agencies.

Our partnerships with other institutions include St. Joseph's Catholic Secondary School, Holy Trinity Catholic Secondary School, St. Matthew Catholic Secondary School, St. Lawrence College, University of Ottawa and Potsdam State. These partnerships allow Co-Operative Education students from these institutions to learn through their involvement with our students and staff members. In the past we have had students work in various capacities such as with the Student Support Worker, with Classroom Teachers as Educational Assistants and as Student Teachers. This partnership is beneficial and valuable to the Co-Operative Education students, Student Teachers, our staff members and our students.

Our school has over 120 laptops in Classrooms, computer lab and in portable carts! All of our classrooms have document cameras (ELMOs) and all of our classrooms have Interactive White Boards (SMART Boards). We also have a well stocked library. Our large gymnasium has a variety of equipment for student use that also allows teachers to teach a variety of sports and activities. Our school is equipped with swings, game squares, basketball nets, a basketball court, play structures and a large playing area. Last year we instituted a House system that places each student from JK to Grade 8 in one of Four Houses (The Falcons, The Eagles, The Condors and The Hawks) in order to build a sense of community and belonging amongst all students and staff. Each House is headed up by students from grade 7 and 8 as well as nest leaders from our teaching staff.

Parents are encouraged to take advantage of the Young Achievers Day Care which operates beginning at 6:00 a.m. and ending at 10:00 p.m. The day care staff works closely with the kindergarten teachers at Bishop Macdonell School.

Safe School Policy & Student Attendance

Regular attendance is essential for academic success. Prolonged absences or sporadic attendance will result in lack of continuity in learning. Parents must ensure that their child attends school unless the student is "unable to attend school by reason of sickness or other unavoidable cause." Parents/Guardians are required to communicate planned pupil absences or lateness to the school on a timely basis. Section 21(5) of the Education Act provides that the parent or guardian must ensure that their child is in school. In addition, Section 23(2) requires that, when a pupil returns to school after an absence, a parent must give the reason for the absence orally or in writing.

Parents/Guardians are also required to provide complete and current emergency information to enable the school to make any necessary follow-up contacts. Please report to the office when bringing your child or picking up your child during school hours so that you may sign him or her in or out. If you do not contact the school by 8:35 a.m. to report your child's absence, the school secretary will contact you at home or at your work number to verify your child's absence. Please phone 613-933-6739 when your child is going to be late or absent. A message may be left on the school answering machine 24 hours a day, seven days a week.

It is important that you schedule appointments for your child after 2:15 p.m. so that he or she does not miss valuable instruction time. Constant classroom disruptions to inform a child that a parent has arrived to pick him or her up, is not conducive to learning for all students in the classroom. If you arrive early to pick your child up for no specific reason you will be asked to wait for the 2:15 p.m. bell to ring. If your child has an appointment during the school day please write a note in your child's agenda. Your child will wait for you at the designated time at the office so that you may sign him or her out. This procedure will allow the school to account for the safety of each child.

After seven days, eleven days or 15 days during a term that a child is absent/late from school the following Intervention Procedure will be in effect: This will result in consultation with the School Board's Attendance Counselor.

Seven Days – Phase I

- Telephone contact by the Principal to the parent
- Letter of concern from the school Principal outlining the number of days absent/late to be sent to parent/guardian

Eleven Days – Phase II

- Letter of concern from the school Principal outlining the number of days absent/late to be sent to parent/guardian
- Copy of letter sent to Supervisory Officer and Board Attendance Counselor
- Request for meeting with parent/guardian, to address absenteeism/lateness, identify a home-school partnership plan to address absenteeism
- Written plan
- Determine outside issues (e.g. anxiety)
- Student support

Fifteen Days – Phase III

- Letter of concern from the school Principal outlining the number of days absent/late to be sent to parent/guardian
- Copy of letter sent to Supervisory Officer and Board Attendance Counselor
- Request for meeting with parent/guardian, to address absenteeism/lateness, identify a home-school partnership plan to address absenteeism
- Written plan
- Student support
- Referral to community agencies as needed

Student Illness

We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will telephone home to request that someone pick him/her up. We therefore require an emergency contact number in case no one is available at home. Please submit changes to student information to your child's teacher. Please note that students are responsible for acquiring and completing work missed during their absence.

Child Custody

All the information that we receive regarding custody agreements will be kept extremely confidential. In the case of only one parent having custody, it is essential that the school have a copy of the court order, which states the specific information. Without the legal custody papers, we cannot prevent either parent from having access to the child or providing information regarding their child (ex: copies of report cards). If you require further information, please contact the school Principal.

School Visitors

ALL VISITORS MUST ACCESS THE SCHOOL VIA THE INTERCOM SYSTEM UPON ARRIVAL TO THE SCHOOL. Once you have gained access to the school, you will be asked to sign in and wear a "visitor's badge" to identify yourself as a guest in the school. Parents are asked not to visit their child's classroom without giving prior notice to the classroom teacher.

Administration of Medication to Students

The school recognizes the need to administer medication to children during school hours; however, the following procedures must be followed:

- All medication provided to the school for administration to students must be prescribed by a doctor and a **"Request for Administration of Medication"** form fully completed and appropriately signed, by both the parents/guardians and the doctor, must accompany the medication. **This includes "over the counter" medication such as Tylenol.**
- Any and all medication must be delivered by an adult to the office in the container provided by the pharmacy as soon as it arrives at the school and subsequently stored in a safe place for administration purposes.
- Where a student requires specific medication for protection of life (ex: EpiPen), the medication **MUST** be carried by the student on his/her person.
- It is the responsibility of parents/guardians to ensure that any and all special requirements or methods of application are fully explained to school staff.

Students with Allergies

We have a number of students who are anaphylactic (allergic to peanuts); **THEREFORE, NUT OR NUT BY-PRODUCTS ARE NOT PERMITTED AT SCHOOL.** If you plan to send something to school for general consumption, please send a list of ingredients to your child's teacher before you do so. For the safety of students who are allergic to insects, food or drinks are not to be consumed in the schoolyard.

If your child has an allergy, he/she should wear a **Medic Alert bracelet**, which identifies specific allergens. Parents of an anaphylactic child must ensure that the specific information regarding their child is made available to the school. Parents of anaphylactic children are encouraged to limit their child's intake to food from his or her home. **Parents of anaphylactic children are responsible for the provision of auto-injectors to the school and for ensuring that they have not expired. It is also very important the child wears his/her EpiPen on a belt at all times.**

School Emergencies

In the event of an emergency evacuation (e.g. fire, lack of water, hydro etc.) at Bishop Macdonell School, the designated alternate assembly location is St. Columban School, Cornwall, Ontario. The number is 613-933-3113. Our second alternate assembly location is

The Cornwall Civic Complex, the telephone number is 613-938-9400. Once we are assembled at the location, parents/guardians will be notified. In order to facilitate this process please ensure that the school has **UPDATED** information on file.

School Phones

To avoid disruption of classroom instruction, students will be allowed to use the school phones in EMERGENCY situations only. Parents are requested to convey personal messages to their children prior to the children leaving for school in the morning. Communicate messages (i.e. doctor's appointment) to your child's teacher through his/her agenda.

Lunch Hour Procedure

The lunch period is from 10:50 a.m. to 11:30 a.m. daily. To ensure the safety of our students, all students are required to remain on school property for lunch unless otherwise indicated on the Student Information Form that is completed and submitted to the school during the first week of September stating that the child will go home for lunch daily. Otherwise, students will not be given permission to leave the school premises unless they have a dated note stating that they are going home for lunch on that particular day or that their parent or guardian is picking him/her up for lunch. This will be strictly adhered to for safety reasons. Students who leave for lunch must return by the afternoon bell. Students are not permitted to use the school phone to make a phone call to make plans for lunch. Please plan accordingly.

It is important that your child brings a lunch to school. If he/she is responsible for packing his/her own lunch please ensure that they do so. If your child arrives to school without a lunch you will be contacted to provide him/her with one.

Personal Property & Personal Electronic Devices (PED's)

Parents are asked to see that their child's clothes, boots, running shoes, lunch bags etc. are marked with the child's name. Items that are found will be placed in the Lost and Found bin. Children and parents are encouraged to check the Lost and Found for misplaced items. We always have a large number of items that are not claimed. **Please note that at the end of each school term unclaimed items are sent to local charitable organizations.**

Students are not permitted to use bikes, skateboards, scooters, and in-line skates on school property. Upon entry to the school, the student is required to store these items in their locker.

Students are not permitted to trade items or borrow personal items from other students. If your child arrives home with an item that does not belong to him or her please contact your child's teacher. Lastly, students are not permitted to use cellular telephones or cameras at school.

Personal Electronic Devices (PED's); cell phones, iPods, MP3 players, cameras etc... are becoming more and more commonplace in our schools. These devices allow users to access information anytime, anywhere, and to communicate spontaneously with anyone. The advantages of these technologies need to be supported with their responsible use.

As these technologies continue to expand, they bring new challenges in maintaining a safe, caring and orderly learning environment. Unauthorized use of these devices in the classroom leads to distraction and disruption. **To this end we are asking that all digital and electronic devices be turned off and kept in the student's book bag during the school day.** This includes lunch and recesses.

To support learning needs some students may be permitted to listen to music or other voice tracks only with the explicit permission of their classroom teacher. **At no time will PED's be allowed in the halls, washrooms or on the school yard.**

Any student caught with a device that is visible, rings, vibrates or makes any other noise during the school day will be asked to hand in the PED to the main office where it will be immediately confiscated and kept until the student's parents or guardians are able to pick up the device from the school.

Bishop Macdonell Catholic School will not assume responsibility for the loss, damage, recovery, replacement or repair of any device including those confiscated.

PLEASE NOTE THAT BISHOP MACDONELL SCHOOL WILL NOT BE HELD RESPONSIBLE FOR LOST, DAMAGED OR STOLEN ITEMS.

Dismissal Procedures and Exit Routes

Students will be dismissed at 2:15 p.m. Students who walk home or are picked up are required to exit from the gate that leads to Third Street. Please note that for safety reasons and in order to eliminate congestion in the school hallways, parents are asked not to wait in the school for their child. Thank you for your understanding and co-operation regarding our dismissal procedures.

Student Drop-off/Pick-up and Parking

The parent drop off zone is located at the south side of Bishop Macdonell – off of Third Street. This area will be for cars to pull into the lane, stop to drop off children or to pick up children. Please note that there is no parking available in this area. If visiting the school, you are asked to park in the parking lot which is located on Fourth Street.

Parking Restrictions - "Kiss & Go"

The "Kiss and Go" allow parents to drive into the lane to drop off or pick up their child. Once you are in the lane, you must drive your vehicle up to the vehicle ahead of you. You must wait in the lane until all cars ahead of you have exited the "Kiss & Go". This addition should eliminate the traffic congestion on Third Street.

THERE IS ABSOLUTELY NO PARKING ON THIRD STREET. Please note that all streets around the school will be monitored by the Cornwall Community Police Service and tickets will be issued to those who violate the parking restrictions.

Please help support us in keeping our students safe. Thank you!

Bus Transportation

Riding on a bus is a privilege, not a right. This privilege will be revoked if a student cannot follow the bus rules. Bus drivers will report all problems and/or infractions to school administration. Parents are reminded that it is our expectation that children who qualify for transportation will make regular use of the service. **Please notify your child's teacher in writing if on occasion your child will not be taking the bus home.** Students are required to ride on their assigned bus. Other arrangements cannot be made with the bus driver. A transportation policy from the school board and bus companies will be sent home in September outlining specific guidelines.

BUS TRANSPORTATION IS A PRIVILEGE, NOT A RIGHT.

Inclement Weather

At times, schools are closed and/or transportation is cancelled due to poor weather conditions. School closures and/or transportation cancellations will be reported on 104.5 FM, 101.9FM, 96.5 FM Cornwall and 1220 AM Cornwall starting at 6:15 a.m. Bus cancellations are also noted on the website for the transportation consortium, **Student Transportation for Eastern Ontario (STEO)**, www.steo.ca. A link to this site may also be found on our Board's website at www.cdsbeo.on.ca or call 1-866-629-0629 to access a pre-recorded message. During inclement weather, if busing is cancelled, the message will be posted by 6:15 a.m. Please listen or check for cancellations on days that the weather conditions are poor.

Canteen

Students have the opportunity to purchase healthy drinks and healthy snacks in the canteen operated by teachers and our special education programs.

Student Agenda

Students in JK to grade 8 will use an agenda to write their homework or other school messages each night. You are asked to sign your child's agenda on a daily basis to acknowledge your child's work. You may also wish to write notes or comments in the agenda for your child's teacher (ex: questions, upcoming doctor's appointment, etc.).

Catholic School Council and Volunteers

Bishop Macdonell School has a committed group of Catholic School Council members who meet every month at the school. School councils play a vital role in the education system in Ontario. They provide a forum through which parents and other members of school communities can contribute to improving student achievement and school performance. The Catholic School Council is a valuable asset to the school; therefore, all parents are invited and encouraged to become involved. Catholic School Council meetings are open to all parents and items can be brought to the meeting through any member of the council.

Parents are encouraged to volunteer in the school to assist in various capacities such as fundraising, field trips, the library, the book room, canteen, in classrooms and other special events. If you are interested in volunteering in the school please contact your child's teacher. **All volunteers will require a police and vulnerable sector background check as per board policy.**

Home – School - Parish Connection

Father Ernest Emeodi, from St. Columban's Parish, is our school Chaplain. We look forward to working with him in various capacities such as during classroom visits, during Liturgy of the Word celebrations and in preparing the grade two students for the Sacrament of Reconciliation, Sacrament of Confirmation and the Sacrament of First Communion.

For your information, the dates and times of our school liturgies will be published in our monthly school newsletter and calendar, so that parents can plan to attend. Feel free to contact your child's teacher if at any time you have questions regarding religious education or sacraments.

Home - School Communication

A cooperative approach between home and school is the most effective way of assisting your children. Our experience has shown that when parents and teachers approach each other as partners in the educational development of the child, an atmosphere of mutual trust and respect is built, aiding in matters of concern. **Please note that the first line of communication should be with the classroom teacher.** Please use your child's agenda to communicate with their teacher, as it is an effective form of communication.

We keep parents informed about school events by sending home a school newsletter and calendar at the beginning of each month. Please contact the school if this information does not reach you. It can also be sent to you electronically if you provide the school with your email address or by visiting our school website at <http://www.bishopmacdonell.cdsbeo.on.ca/>

Internet Access by Students

Internet access allows students to achieve curriculum expectations, enhance their communication and literacy skills, and provides an opportunity to make global connections. Teachers will use guided lessons when introducing Internet activities; provide structured learning activities related to the Ontario Curriculum, and preview sites before using them with students. Teachers will supervise all Internet activity. Please review the Computer Use Code of Conduct included in the Student Handbook. The Board policy will be adhered to for students who violate the Computer Use Code of Conduct.

Student Books

Teachers issue textbooks and reading books (ex: Book in a Bag) which each have an identifiable number or title. The student is responsible for returning the book that he/she is assigned, in good condition. Parents are required to pay for lost or damaged books.

Library Books

Each class is designated a library time each week. Books are due the next library day and no other books may be signed out until the book is returned. If the book is not returned the second week, a notice is sent home.

In-School Special Programs, Trips and Excursions

Teachers are encouraged to make use of the world beyond the classroom as stimulation to, and reinforce learning. Programs and excursions usually involve some cost to the students and on occasion there is a cost for transportation and admission. We do our utmost to keep these costs to a minimum, and we may ask you, as parents to help defer the cost. Your co-operation and support for all these ventures is appreciated as they have a significant value in the overall education of your child. Participation in class outings is always dependent upon an established pattern of cooperative and appropriate student behaviour.

Co-Curricular Activities

All students are encouraged to participate in school activities. Participating in intramural sports and other activities outside of the classroom setting allows students to grow socially, intellectually, physically and spiritually. In order to participate in co-curricular activities, students must display appropriate behavior and an excellent work ethic as well as follow the Bishop Macdonell School Code of Behavior. Once again, staff members will be providing after-school activities to meet the various needs of our students such as a Year Book Club, Homework Club, Chess Club, Math Club, Technology Club, Cooking Club, etc. These activities will promote over-all good health and well-being for all students!

Good News Assembly

Each month during the school year we have a Good News Assembly. This assembly allows teachers the opportunity to award well deserving students. The Principal also awards a student in the school the Principal's Award. Students achieve this award based on personal success, hard work, overall improvement, determination and citizenship. Finally, the Golden Dust Pan and Golden Boot Awards

are presented to a class who makes a great effort to keep their classroom and hallway areas tidy. All award recipients have the opportunity to choose a prize from the "treasure chest".

Head Lice Treatment

Please review the Policy and Procedure on Head Lice Control that will be sent home with the September Newsletter.

HEALTHY SCHOOL POLICY

Ministry of Education's School Food and Beverage Policy

Bishop Macdonell School has adopted the Ministry of Education's new School Food and Beverage Policy – September 2011. The policy applies to food and beverages sold:

- In all venues on school property such as cafeterias, vending machines and tuck shops;
- Through all programs, including catered lunch programs; and
- At all events on school property, including bake sales and sport events.

Although the policy does not apply to food and beverages brought to school by students (e.g., in packed lunches and snacks) or shared during classroom celebrations, students are encouraged to have healthier choices that will give them nutrients and energy to help them be successful at school. Please see the note below marked with an asterisk (*).

*** Our students are encouraged to refrain from eating foods that have high sugar or fat content. Students are not to consume chocolate bars, gum, candy, soft drinks or energy drinks during the school day. If students bring potato chips for a snack they are encouraged to eat them at lunch time or during the afternoon recess. If a child arrives to school with any of these items, school staff will store the item until 2:15 p.m. Please remind your child that there are many alternatives to eating these foods. Encourage your child to eat fruits, vegetables, and yogurt and drink 100% pure juice, milk or water. Together, we will continue to promote a healthy living lifestyle!**

New Board Theme 2015-2017

Our new Board theme for September 2015 to September 2017 is

Ignite the Light – Wake up the World

Our theme draws its inspiration from three Scripture passages. Two are found in the Gospel of John: ***"I am the light of the world. Whoever follows me will never walk in darkness but will have the light of life."*** (John 8:12); ***"As long as I am in the world, I am the light of the world."*** (John 9:5)

The final scripture reference can be found in Paul's Letter to the Ephesians, ***"For once you were in darkness, but now in the Lord you are light. Live as children of light."*** (Ephesians 5:8-11, 13-14)

The theme is also inspired by Blessed Mother Teresa who was called through a personal encounter with Christ to, ***'Come Be My Light'*** and finally, by our Holy Father Pope Francis who reminds us, ***"The church must be attractive. Wake up the world! Be witnesses of a different way of action, of living! It is possible to live differently in this world...It is this witness I expect from you!"***

Our theme will bring to life our Board's vision: **Inspired** by the teachings of Jesus Christ, we **transform** the world with justice and peace through Catholic education. Our theme is a personal call to be inspired and transformed within our intimate relationship with Jesus, and at the same time to move outside of ourselves to acts of mission where we respond to the call to let Jesus inspire and transform others, through us.

We are all called to answer a big question – How real is God? Through our lives – how we live each and every moment - we will bring Christ's light into the world. The light of our fully human lives will show others how real God is to us personally; how real God is in our homes; and, how real God is in our schools. By being inspired and transformed personally we will ignite the light of others and wake up the world to a new way of living in Christ.

Our sub-themes include: Gratitude, Belief, Love and Peace. Each sub-theme, in addition to the focus in September and June on the theme title itself, will be supported by rich mentor text that have been carefully chosen to build on the idea of personal inspiration and transformation, and at the same time designed to motivate everyone to mission – to move beyond self to help others.

Our Holy Father, Pope Francis reminds us, "We become fully human when we become more than human, when we let God bring us beyond ourselves in order to attain the fullest truth of our being." At Bishop Macdonell we are all extremely excited to witness how our new theme will ignite the light of Christ within each of us, and wake us all up to a new world within ourselves, our neighbour, and creation.

Code of Conduct – Standards of Behaviour

As a Catholic community, it is the mission of Bishop Macdonell Catholic School to shape Catholic education within our school in keeping with Gospel values and the teachings of the Roman Catholic Church.

Bishop Macdonell Catholic School strives for academic excellence and the development of a strong, caring community. Our vision is for students to think clearly, act wisely, feel deeply, and live responsibly. To this end, all members within the school community accept responsibility for the well-being of every other member.

All persons within the Catholic school community are to be treated with respect and dignity. It is the responsibility of all students, parents, and staff to be aware of their rights and the rights of others and to act accordingly based on the Gospel values upon which our Catholic Faith is founded.

Members within the school community are expected to use peaceful means to resolve conflict. Respect and civility are essential in maintaining a safe learning and Christian environment. Responsible discipleship will be the vehicle used to promote peaceful communities. Through a variety of programs and learning experiences, Bishop Macdonell Catholic School will promote an environment where conflict and difference can be addressed in a manner characterized by respect, inclusion, acceptance and compassion.

Any hurtful act towards any individual that threatens or challenges personal dignity, safety, learning and teaching will be respectfully addressed through means of forgiveness, reflection, restitution and restorative justice.

The provincial standards as outlined in the Code of Conduct apply to all individuals on school property, on buses, at school authorized events/activities, or in any other circumstances where engaging in the activity will have an impact on the school climate. Possession, use or threatened use of any object or serious threat which endangers the safety of anyone will not be tolerated. Alcohol, illegal drugs, or any misuse of harmful substances will not be accepted. For Safe, Inclusive and Accepting Schools, Code of Conduct, Bullying Prevention and Intervention, Progressive Discipline, Suspensions and Expulsions Bishop Macdonell and the Catholic District School Board of Eastern Ontario follows Ministry of Education mandates and policies as outlined in Bill 13, Bill 157, Bill 212 and PPM 128, 141, 142, 144, 145, as well as any other policies and mandates described in the Education Act of Ontario.

Bully Prevention and Intervention

1) Respect, Civility, and Responsible Citizenship

All members of the Catholic school community must:

- Respect and comply with all applicable federal, provincial and municipal laws including the teachings and laws of the Catholic Church
- Demonstrate Gospel values including honesty and integrity
- Respect differences in people, their ideas and opinions
- Treat one another with dignity and respect at all times, and especially when there is a disagreement
- Treat others fairly, respecting race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability
- Cherish, honour 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 Catholic school community including persons in position of authority
- Respect the need of others to work in a Catholic environment that is conducive to learning, teaching and growing in Christ
- At all times use language that is reflective of a Catholic environment.

2) Safety

Members of the Catholic school community must not:

- Engage or encourage passively and/or actively bullying behaviours
- Commit sexual assault
- Traffic 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, illegal drugs or non-prescription 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
- Inappropriately use electronic media or communication devices (i.e., recording, filming and transmitting)
- Commit an act of vandalism that causes damage to school property or to property located on the premises of the school

3) Roles and Responsibilities

Principal - Under the direction of the Catholic District School Board of Eastern Ontario, principals will take a leadership role in the daily operation of a school. In providing this leadership they will:

- Model Gospel values through all daily interactions with all individuals
- Model positive behavior interactions and use progressive discipline
- Establish and promote a Safe, Inclusive and Accepting Positive School Climate
- Use, promote and model restorative practices and foster a Whole School approach
- Demonstrate care for the Catholic school community and a commitment to academic excellence in a safe teaching and faith filled learning environment
- Hold everyone under their authority accountable for his or her behaviour and actions
- Empower students to be positive leaders in their Catholic school and community
- Communicate regularly and meaningfully with all members of their Catholic school community

Teachers and Other School Staff Members - Under the leadership of their principals, teachers and other school staff members 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 school staff uphold these high standards when they:

- Model Gospel values through all daily interactions with all individuals
- Model positive behavior interactions and use progressive discipline
- Promote a Safe, Inclusive and Accepting Positive School Climate
- Use, promote and model restorative practices and foster a Whole School approach to help students work to their full potential and develop their sense of self-worth
- Empower students to be positive leaders in their classroom, Catholic school, and parish community
- Communicate regularly and meaningfully with parents
- Maintain consistent standards of behaviour for all students
- Demonstrate respect for all students, staff, parents, volunteers
- Prepare students for the full responsibilities of citizenship and discipleship

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 and discipleship through acceptable behaviour. Respect and responsibility are demonstrated when students:

- Model Gospel values through all daily interactions with all individuals
- Come to school prepared, on time, and ready to learn
- Show respect for himself or herself, for others, for those in authority and for their surroundings on and off school property
- Refrain from bringing anything to school that may compromise the safety of others
- Follow the established rules and take responsibility for his or her own actions

Parents - Play an important role in the education of their children, and can support the efforts of Catholic school staff in maintaining a safe and respectful faith-filled learning environment for all students. Parents fulfill their role when they:

- Model Gospel values through all daily interactions with all individuals
- Show an active interest in their child's school work and progress
- Communicate respectfully and 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 and support school staff in dealing with disciplinary issues involving their child

Community Partners and the Police - Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community may also be created. Community agencies are resources that Bishop Macdonell Catholic School can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between

Bishop Macdonell Catholic School and community agencies which encompass such areas as child protection, mental health and youth justice systems in order to formalize the relationship between them. These partnerships will respect all applicable collective agreements. The police play an essential role in making our schools and communities safer.

The police investigate incidents in accordance with the protocol developed with the Catholic District School Board of Eastern Ontario. These protocols are based on a provincial model that was developed by the Ministry of the Solicitor General and the Ministry of Education.

Progressive Discipline

The Catholic District School Board of Eastern Ontario follows a progressive model of discipline. This model is framed in a manner that reflects our common beliefs. Discipline is viewed as a whole-school child-centered continuum of interventions, supports, and consequences that address inappropriate student behaviour and recognize positive behaviour that is characteristic of the majority of our students.

We use a Restorative approach (conversations with 5 key questions, Proactive circles and Restorative Conferences) to dealing with conflict and to promote a safe, accepting and positive school climate.

All persons within our school community are to be treated with respect and dignity. As each adult strives to think clearly, act wisely, feel deeply, and live responsibly, they model the behaviour that we ask our students to embrace. It is the responsibility of all to be aware of their rights and the rights of others and to act accordingly.

Prevention

Prevention is the establishment and use of programs such as Religious and Family Life Education, bullying prevention and citizenship development, Restorative practices such as proactive and classroom circles as well as other activities designed to promote the building of healthy relationships and appropriate behaviours.

In our school prevention strategies promote and support positive student behaviour and early and ongoing intervention. Such strategies serve to foster a positive school climate that supports academic achievement for all of our students.

Progressive discipline

- Is a whole community approach
- Occurs in a community of believers who share a common faith
- Is created in a school climate of respect for the individual that celebrates harmony
- Celebrates positive student behaviour
- Builds upon strategies that promote positive student behaviours
- Addresses inappropriate student behaviour before it escalates
- Applies disciplinary measures within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive
- Utilizes a continuum of interventions, supports, and consequences that includes learning opportunities for reinforcing positive behaviour while helping students to make good choices
- Will actively engage parents and community stakeholders so that all possible supports for the student are fully explored

A continuum of intervention strategies provides the framework for the progressive discipline policy. It is based on the beliefs that all students can learn, that learning includes, but is not restricted to acquisition of academic skills, and that all students are inherently good and deserve to be given the necessary opportunities to develop this goodness in a manner that promotes student success spiritually, emotionally, physically, and socially.

Appropriate action will consistently be taken to address behaviours that are contrary to provincial and Board Codes of Conduct. Such action will be in keeping with the student's age, history, and level of development. For students with special education needs, interventions, supports, and consequences will be consistent with the expectations in the **Individual Education Plan (IEP)**. The board, and school administrator, will consider all mitigating and other factors, as required by the Education Act and as set out in Ontario Regulation 472/07.

Our School's continuum of interventions may include but are not limited to:

Called to Care:

- Teacher redirection
- Verbal reminder/reprimand by teacher

- Time for personal reflection (oral or written)
- Time out in classroom
- Quiet area to work
- Teacher reviews Code of Conduct with student and/or parent(s)/guardian
- Restorative practices – 5 key questions, proactive and classroom circles
- Expectations reviewed with student and/or parent(s)/guardian(s)
- Loss of recess or other privileges
- Short in-class detention (i.e. 5-15 minutes)

Called to Action:

- Teacher contact with parents (agenda, note, telephone)
- Safe School Incident report provided to principal and filed in OSR for incidents that may be considered for suspension
- Behaviour contract between student and teacher
- Reward/monitoring system for desirable behaviour
- A member(s) of the school team will meet with teacher(s) and student(s)
- A member(s) of the school team will review Code of Conduct with student(s) and/or parent(s)/guardian(s)
- Program of support initiated (small group or individual)
- Restorative conference with students and staff
- Written reflection by student (may be signed by parent)
- Conduct report is used by teacher/administration signed by administration and parent
- Supervised withdrawal from playground and/or classroom
- Referral to Special Education Resource Teacher
- Phone call to parents from administration
- Letter to parents from administration
- School team meeting (all/some of the following as applicable: student, parents, teacher, administrator, SERT, Board support staff)
- Mediation with victim
- Loss of bus privileges
- Student Plan for Success (with parent/guardian involvement)
- Regular school team meeting (see above for participants)
- Documentation of student history may take the form of more in-depth history with regular updates (e.g. weekly)
- Referral to community agency and/or family physician

Called to Rebuild:

- Suspension by administration (Ed. Act, 306.(1) & 310)
- Re-entry / restorative conference will be conducted upon returning from a suspension
- Consultation with Superintendent when considering expulsion by board (Ed. Act 311)
- A variety of progressive discipline measures are documented (unless this is an isolated serious offence)
- A full investigation has been carried out
- All mitigating factors have been considered
- A full restorative circle may be considered
- In the case of a suspension greater than 5 days or an expulsion, an education plan must be provided for the student (Ed. Act, 312.(1))
- In the case of a suspension greater than 5 days or an expulsion a re-entry plan must be provided for the student (Ed. Act, 312.(2)(c))
- Initiate the VTRA and police protocol when responding to threats and violent actions

**CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO: THREAT/RISK
ASSESSMENT PARENT/GUARDIAN NOTIFICATION AND FAIR NOTICE**

The Catholic District School Board of Eastern Ontario and community partners are committed to making our schools safe for students and staff. As a result schools will respond to all student behaviours that pose a potential risk to other students, staff, and members of the community.

The risk and threat assessment process is designed to be proactive in developing intervention plans that address the emotional and physical safety of those involved.

- A Risk or Threat Assessment will be initiated by the school administration when behaviours have been identified by staff or students that pose a potential risk to self and/or others.

Behaviours include but are not limited to:

- Possession of weapon/replica, bomb threat/plan, verbal or written threat to kill or injure, internet website threats to kill or injure self/others, setting fires, and threats of violence.

Each school has a Risk/Threat Assessment Team which is multi-disciplinary and includes the school administration, designated board regional leads, and school based support staff. The Community Threat Assessment team may also include police, the Children’s Aid Society, youth justice, and children’s mental health practitioners. See Community Violence Risk/ Threat Assessment Protocol at www.cdsbeo.on.ca.

An assessment will be completed to:

- ensure a full understanding of the context and the level of the risk/threat,
- better understand the factors that contribute to the threat maker’s behaviours
- plan for a supportive response for all those involved.

It is important for all parties to engage in the Risk/Threat Assessment process. However, if for some reason there is a reluctance to participate in the process, by the threat maker or parent/guardian, the threat assessment process will continue in order to ensure a safe and caring environment for all.

Information shared throughout the risk/threat assessment process will respect the individual’s rights to privacy and the safety of all. Intervention Plans will be developed and shared with parents, staff and students as required.

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.



CDSBEO Schools: Supporting a Strengths Based Approach to Building Resiliency

“Resiliency is an ability to spring back and adapt to life’s challenges with an attitude of hope and optimism.”

All schools in CDSBEO are working to develop a strengths-based culture of practice where students are nurtured towards positive change. In order to accomplish this we are partnering with Resiliency Initiatives. Students participate in a survey designed around 31 Developmental Strengths which research indicates are key factors in building resiliency in an individual.

Information from the resiliency survey is used to empower individuals and school teams to engage in, and better understand the strengths or skills that are essential for navigating life’s challenges and becoming healthy adults.



Violent Threat Risk Assessment Protocol (VTRA)

Suicide Prevention Intervention and Risk Review (SPIRR)



Protocol

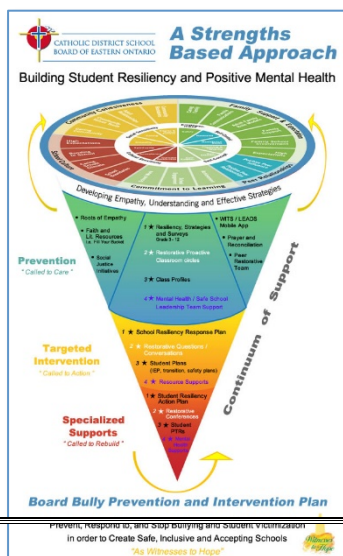
The CDSBEO and partnering community agencies have developed Collaborative Response Protocols to ensure student safety and to support students in need. These protocols identify risk indicators and appropriate steps to follow to ensure a timely response and that intervention plans are in place. Information on the protocols can be viewed online at www.cdsbeo.on.ca

CDSBEO Bully Prevention and Intervention

The Bully Prevention and Intervention designed to eliminate Bullying and

Intervention Plan

plan outlines the specific components and actions Student victimization.



The complete Bully Prevention and Intervention Plan can be viewed at http://www.cdsbeo.on.ca/wp-content/uploads/downloads/2013/11/Bully-Prevention-Intervention-Plan_Final-3-3.pdf

Dress Code Policy

Student dress is expected to be in good taste and to be reflective of our Catholic faith.

The following policy was created in collaboration with Bishop Macdonell Catholic School staff members and Catholic School Council members.

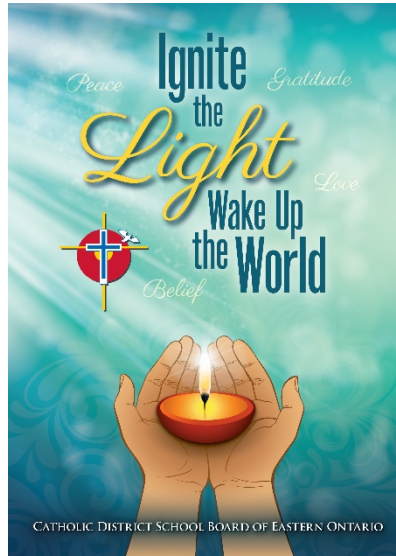
The following is considered inappropriate:

- Sexually explicit or revealing clothing
- Clothing and accessories with wording or graphics that are racist, sexist, profane or demeaning to another
- Clothing and accessories with wording or graphics that advocate violence or inappropriate slogans/logos in a school setting (e.g. alcohol logos, skulls)
- Low cut tops, halter tops, tube tops, tops with bikini straps, crop tops, muscle shirts
- Clothing that reveals undergarments
- Clothing that sags or is over-sized

Please note the following:

- Shorts, skirts and skirts are allowed provided they are at least mid-thigh length
- Hats, including caps, bandanas and hoods, are not to be worn in the school
- Chains on clothing, jewellery with spikes, or fad clothing or jewellery are not to be worn
- Jewellery must be removed during physical education and sports activities for safety reasons
- Inside and outside footwear is required at all times
- Shoes must be worn and tied at all times to ensure safety
- Flips flops and sandals are not permitted to be worn during physical activity
- Make-up must be conservative

Students who violate the dress code will be asked to call home to request a change of clothing or will be asked to turn clothing inside out. Students who wear inappropriate jewellery will be asked to remove the item(s). These guidelines have been established in order to promote an environment that is conducive to learning and to promote Catholic values. School staff will prudently determine what is acceptable if and when a situation arises regarding an article of clothing, etc.



Parent/Guardian Commitment

Parents/guardians play a key role in the education of their child and have a responsibility to support the efforts of school staff in maintaining a safe and respectable learning environment for all students. Parents/guardians fulfill this responsibility when they:

- Show an active interest in their son's/daughter's education
- Communicate regularly with school staff members
- Prepare their child for school (ex: make a lunch, dress neatly and appropriately (weather))
- Report their child's absence or late arrival
- Review the Code of Behaviour with their child
- Support school staff with disciplinary issues
- Demonstrate respect for school staff

I have read the Bishop Macdonell Catholic School Student Handbook and Code of Conduct – Standards of Behaviour and I am aware of the policies and procedures outlined.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Student Commitment

Students are to be treated with respect and dignity. In return, students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- Comes to school on time and ready to learn
- Shows respect for themselves; for others; for those in authority; and for their surroundings
- Follows the school rules and Code of Conduct – Standards of Behaviour and takes responsibility for his or her own actions

I have reviewed the Bishop Macdonell Catholic School Student Handbook and Code of Conduct – Standards of Behaviour with my parent/guardian and I am aware of policies and procedures outlined and I agree to abide by them.

Student's Name: _____

Date: _____

PLEASE SIGN AND DATE THIS PAGE by Friday, September 9th, 2016.

Student Acceptable Computer Use Code of Conduct

Primary/Junior

To use the Computer and Internet I will respect these rules:

1. I will use the computer and the Internet for school work.
2. I will respect the work of other people. I will not say it is mine. I will not change someone else's work without them saying so.
3. My password belongs only to me. I will not share my password. I will not try to learn the passwords of others.
4. I will tell a teacher or supervisor what I am doing while on the Internet when asked
5. If, by mistake, I go to a scary or bad site, I will tell my teacher right away.
6. If I do not follow the rules, I will not be able to use the computer or go on the Internet.

Junior/Intermediate

I agree to the following when using the computer and accessing the Internet:

1. I will use the computer and the Internet for schoolwork only. This includes research, projects and work assigned by my teacher.
2. I will respect the work of other people. I will not present the work of others as my own. I will not change someone else's work without their permission.
3. Passwords are confidential. I will respect the right of others to keep their passwords confidential.
4. I will respect security that has been placed on the computers. I will immediately report any gaps in security to my teacher.
5. The School has the right to review, edit or remove any material stored on school computer/network systems, including the work stored in my personal folder.
6. I will explain my activities to a teacher or supervisor while on the Internet if asked.
7. If, by mistake, I go to a site that is inappropriate or makes me feel uncomfortable, I will report it to my teacher right away.
8. I agree to give up my computer privileges if I fail to follow the guidelines listed above.

2016-2017 School Year Calendar

Thursday, September 1, 2016	PROFESSIONAL ACTIVITY DAY
Monday, September 5, 2016	LABOUR DAY
Tuesday, September 6, 2016	FIRST DAY OF SCHOOL
Friday, September 30, 2016	PROFESSIONAL ACTIVITY DAY
Monday, October 10, 2016	THANKSGIVING DAY
Friday, October 28, 2016	PROFESSIONAL ACTIVITY DAY
Friday, November 25, 2016	PROFESSIONAL ACTIVITY DAY
Monday, December 26, 2016 to Friday, January 6, 2017	CHRISTMAS BREAK

Thursday, January 26, 2017 to Wednesday, February 1, 2017 (5days)	SECONDARY EXAMINATION DAYS
Wednesday, February 2, 2017	PROFESSIONAL ACTIVITY DAY
Monday, February 20, 2017	FAMILY DAY
Monday, March 13, 2017 to Friday, March 17, 2017	MID-WINTER BREAK
Friday, April 14, 2017	GOOD FRIDAY
Monday, April 17, 2017	EASTER MONDAY
Monday, May 22, 2017	VICTORIA DAY
Friday, June 2, 2017	PROFESSIONAL ACTIVITY DAY
Thursday, June 22, 2017 to Wednesday, June 28, 2017 (5days)	SECONDARY EXAMINATION DAYS
Wednesday, June 28, 2017	LAST DAY OF SCHOOL
Thursday, June 29, 2017	PROFESSIONAL ACTIVITY DAY