

# IONA ACADEMY CATHOLIC SCHOOL



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Williamstown, ON  
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Phone: (613) 347-3518

Principal: Mr. David McLeod

## IONA ACADEMY MISSION STATEMENT

Iona Academy Catholic School strives to create a community feeling within our school where a sense of belonging, of ownership, and of caring for one another prevails. The school environment is of great importance and we are committed to creating safe and favorable conditions for our children's learning experience, which are influenced by the Gospel's spirit of freedom and love.

Iona Academy Catholic School endeavors to challenge each student to reach his or her potential in all areas - spiritually, intellectually, physically, socially, culturally, and emotionally.

We must realize that with rights come responsibilities. To this end we have created this document with the guidance and input of our school community in order to establish rights and responsibilities for all partners of Iona Academy Catholic School.

We need each other and together we can achieve excellence.

## Vision Statement

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

## **Board Theme for The Catholic District School Board of Eastern Ontario**

Our new board theme for September 2015 to September 2017 is  
*Ignite the Light - Wake Up the World.*

The 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); and “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 the Holy Father Pope Francis who reminds us, “The church must be attractive. Wake up the world! Be witnesses of a different way of action, or living! It is possible to live differently in this world... It is this witness I expect from you!”

As a Catholic school community, rooted in the Virtues of Faith, Hope and Love, we look forward to the many special events that will help us bring this new theme to life here at Iona Academy Catholic School over the next two years.

### **GENERAL INFORMATION**

#### **1. Safe Arrival Policy**

Iona Academy Catholic School uses a Safe Arrival Policy. This absentee check program helps ensure, as much as possible, the SAFETY of your child. If your child is absent from school a telephone call will be made by office staff as a safety measure.

You can assist in reducing the number of telephone calls we need to make by phoning the school at 613-347-3518. For your convenience, Iona Academy, has voice mail where you can record a message. If we do not receive a phone call or message from you by approximately 9:30 a.m. the day your child is absent, you will be contacted.

#### **2. Busing**

Bus rules are explained thoroughly to students. Bus drivers will report misbehaviour to the principal. In the interest of safety, these infractions will be dealt with seriously. In serious cases and whenever deemed necessary, suspension from bus transportation will result.

#### **3 Bus Cancellations**

On occasion, due to severe weather conditions, the buses are canceled or return to school early to take children home. The Catholic District School Board of Eastern Ontario will notify area radio stations of all bus cancellations. Please listen to Blaze 101.9 or Variety 104.5, or check the board website at [www.cdsbeo.on.ca](http://www.cdsbeo.on.ca) in the morning for any cancellations.

Please ensure in threatening weather that your child will be able to get into your home, or make advance arrangements if they are to go to the home of a neighbour if you are to be away. Sometimes it is difficult to contact parents in the short time between the school being informed that the buses are returning early, and the actual return of the buses. For such young children, it is imperative that we know someone will be there when they arrive home. An emergency telephone number is essential for our records.

#### **4. Child Custody**

If there exists special circumstances regarding custody of your child, please assist us by providing us with copies of legal documentation stating specific instructions to be followed.

## 5. Dress Code

This policy was created in collaboration with Iona Academy Catholic School staff and School Council members. The school's dress code adheres to the following principles:

- a) Based on respect, dignity, fair treatment, inclusion and safety in order to set a tone conducive to learning for every student in our Catholic School
- b) Fosters a safe and respectful learning and teaching environment aided by a dress code appropriate for a Catholic school.
- c) Reflects the principles and mission of the Catholic District School Board of Eastern Ontario, in particular the principle of equity.

All students are asked to wear clothes that are clean and in good taste. If you wish you may dress in our school colours of blue (navy, royal), gold (yellow) and white.

The following is considered inappropriate:

1. Sexually explicit or revealing clothing
2. Clothing with wording or graphics that is racist, sexist, profane or demeaning to another
3. Clothing with wording or graphics that advocates violence or inappropriate slogans/logos in a school setting (i.e. alcohol logos,)
4. Low cut tops, halter tops, tube tops, tops with bikini straps, crop tops, muscle shirts
5. Clothing that permits exposure of the navel; you must be able to tuck in your top
6. Clothing that reveals undergarments is not acceptable; you must be able to tuck in your top

Please note the following:

1. Sleeveless blouses/shirts are allowed provided they are not low-cut in the front and that the material covers the entire shoulder
2. All tops must cover the entire shoulders.
3. Shorts, skorts and skirts are allowed provided they are at least mid-thigh length
4. Outerwear is not to be worn in or brought to classes.
5. Hats including caps and toques, are not to be worn in the school
6. **Students in grades 4 to 8 must change into a t-shirt, gym shorts, socks and running shoes with laces or velcro for physical education.** Iona Academy gym clothing is recommended for gym classes. Samples of Iona Academy gym clothing is available at the school. Jewelry must be removed during physical education and sports activities for safety purposes.
7. Inside and outside footwear is required at all times.

Please note that clothing with the Iona Academy logo is available for purchase in our school colours of blue, white and gold (yellow). This of course is on a voluntary basis. Kindly contact the school principal to place an order. An order form for school clothing will be sent home shortly after the beginning of the school year.

## 6. Medication

It is the Board's policy that medicine may be administered by staff to those students for whom a Request for Administration Form, signed by the parent and/or guardian has been submitted. The form, clearly indicating the details for the administration of the required medication, is to be filed in the school office. This form is available to you upon request from the office staff.

## 7. Illness

A child who has a cold or other infectious illness should be kept at home until fully recovered to prevent infection of other children.

If a child is well enough to attend school, they will also be expected to go outside during recess breaks.

In the event that your child becomes ill at school you will be contacted. If you cannot be contacted, we will contact the emergency person given on the school registration form.

If we are unable to contact anyone, your child will remain at school until regular dismissal.

## 8. Discipline/Code of Behaviour

“Students have the right to be in school. With that right comes the responsibilities to respect the rights of others and to become actively and productively involved in their own academic learning.”

All schools in Ontario are governed by the Ministry of Education & Training’s Code of Behaviour, Suspension and Expulsion Policies and in turn our Board also has a policy on behaviour that we must implement.

In addition to those policies, students are responsible for the following rules:

- Be on time
- Be prepared (i.e. notebooks, texts returned to school the next morning, if brought home)
- Do assignments and do homework
- Respect rights and property of others

Our school wide discipline plan focuses on the following:

No body contact - hands are for helping not hurting

We use: I Care Language

### **Negative Consequences:**

- 1<sup>st</sup> time - Warning
- 2<sup>nd</sup> time - Given a quiet area to reflect
- 3<sup>rd</sup> time - Loss of recess - to devise a plan for better use of student’s time
- 4<sup>th</sup> time - Student conference with the principal - parents may be contacted

In severe situations, students will be sent to the principal immediately. Ministry of Education & Training and Board Policies will be enforced.

### **POSITIVE CONSEQUENCES FOR GOOD BEHAVIOUR**

The pleasant, safe, and orderly atmosphere at Iona Academy Catholic School results from everyone accepting their responsibilities and acting accordingly.

A safe and happy school is a reward to all members of our community.

Young people have a need for positive reinforcement, for example:

private/public encouragement and recognition, both verbal and written, parental encouragement, behaviour contracts, chosen activity time, helping with special classroom tasks, helping a classmate, awards and certificates, classroom incentives, etc.

### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOUR**

Each student is an individual unique in his or her personality, background, attitudes and abilities.

Each school has its own character, in part determined by the leadership style of the principal, the composition of staff and the contributions which students and parents bring to the school community.

Therefore, each behavioural situation has its own unique and varying set of extenuating circumstances.

Depending upon the severity and/or the frequency of the misbehaviour, any of the following actions may be considered appropriate.

The consequences as listed are not all inclusive nor is it necessary to follow them in the order given in every instance.

Consequences/Strategies may be in the following forms:

informal talk/counseling, conflict resolution, time-outs, removal of privileges, parental consultation, in-school suspensions, suspension, behaviour contracts, referral to board services and/or community agencies, expulsion.



## 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 so students Grade 3-12 will participate in a survey designed around 31 Developmental Strengths, which research indicates are key factors in building resiliency and positive mental health 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)

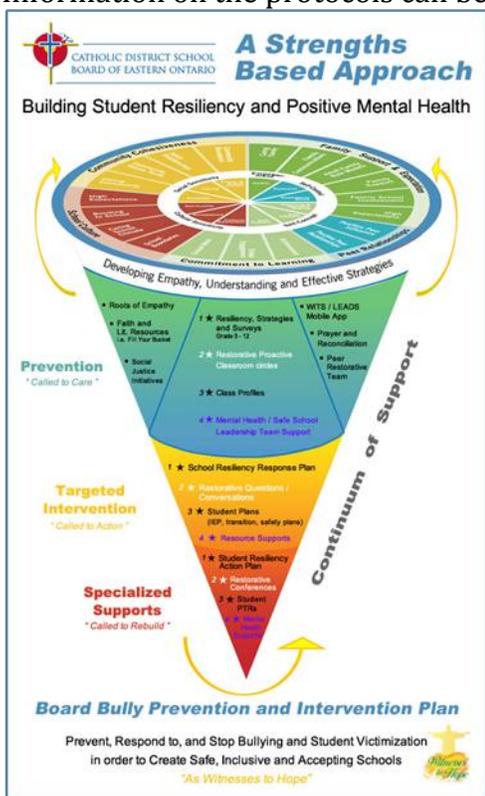
## Suicide Prevention Intervention and Risk Review (SPIRR)



## 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](http://www.cdsbeo.on.ca)



## CDSBEO Bully Prevention and Intervention Plan

The Bully Prevention and Intervention plan outlines the specific components and actions designed to eliminate Bullying and 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](http://www.cdsbeo.on.ca/wp-content/uploads/downloads/2013/11/Bully-Prevention-Intervention-Plan_Final-3-3.pdf)

## 9. Progress Reports

Students will receive one progress update and two progress reports during the school year.

Progress Update: November  
First Term : February  
Second Term: June

There will be an opportunity to meet with your child's teacher in November and February.  
In addition to these scheduled conferences, others may be requested at any time by the teacher or parent.

## 10. Messages for teachers

When you wish a teacher to contact you regarding a question or concern, please call the school at 613-347-3518. If it is convenient, the teacher will take your call or return your call at one of the following times:

11:40 - 12:20 p.m.      3:05 - 3:20 p.m.



## 11. ALL visitors, including parents, must report to the office when entering the school.

If you are picking up your child for an appointment or at dismissal, please report to the office. Your child's teacher will be notified and your child will meet you in the lobby.

If you wish to meet with a teacher or visit your child's classroom, please telephone the school to make an appointment with the teacher or to allow the teacher to make the necessary arrangements for a classroom visit.

***Visitors to Iona Academy are required to wear a visitors tag for the duration of their visit to the school. The tag can be picked up at the main office.***

## 12. Daily Agendas

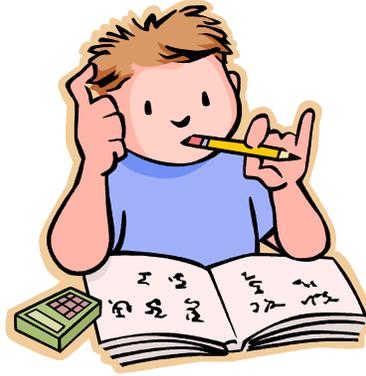
Students in grades 1 to 8 will be using school agendas to write down their homework or other school messages each night. You are encouraged to sign your child's agenda on a daily basis to acknowledge your child's work. You may also wish to write notes or comments in the agendas for the teachers.

## 13. Homework

Home study or assignments vary according to the grade level. Forms of home study may consist of completing school assignments, working on school projects, reviewing schoolwork, or reading or being read a library book by adults or older siblings.

It is suggested that you provide a comfortable and quiet place for your child to complete homework.

As a rule of thumb you may wish your child to spend ten minutes times her or his grade level on home study. For example if your child is in grade two, 2 X 10 min. = 20 min. of home study. Of course this is quite flexible and is a guideline to be used at your discretion since we offer a 50/50 Immersion program which may at times require more time for homework.



## WE, AS STUDENTS, HAVE THE RIGHT TO

Live as followers of Christ.

Be ourselves and believe in ourselves.

Have a safe school with a proper and sound moral environment.

Be treated with tolerance, dignity, equality, and respect.

Have a meaningful education with suitable and challenging programs and with proper resources.

Be listened to and to express our feelings at the appropriate time.

Participate in the process of making decisions in school matters which concern us as approved by the Principal.

Enjoy all aspects of Iona Academy Catholic School without fear of intimidation by other students, staff, or parents.

Have fair rules and be directed in a firm but fair manner.

Have safe transportation.

Respect everyone at Iona Academy Catholic School.

Accept the consequences of our actions and decisions.

Perform to the best of our ability.

Be punctual, have our homework complete and be prepared for class.

Work together, learn together, help each other and share.

Exercise self discipline, and work and play safely.

Use appropriate language, actions and serve as role models for other students.

Maintain proper personal hygiene and dress appropriately for school.

Respect and obey all school and transportation rules.

## WE, THE STAFF OF IONA ACADEMY, HAVE THE RIGHT TO

Carry out the roles and responsibilities of our profession within a Catholic environment.

Have the resources necessary to carry out our responsibilities.

Work in a positive and safe environment.

Participate fully in the decision making process which affects our school community.

Receive co-operation, support and respect from fellow staff members, parents, students, and the administration.

Have open communication with parents concerning matters affecting the full development of each student.

Expect appropriate behaviour from all students. Discipline students in a firm and fair manner.

Expect students to fulfill their responsibilities as learners.

Be Christian role models and behave professionally.

Provide a variety of spiritual, physical, social, and academic opportunities so that students may develop to their highest potential.

Create and maintain a nurturing and positive learning environment.

Strive to meet the individual needs of our students.

Inform students of school and transportation rules and the consequences of inappropriate behaviour.

Consistently enforce established school rules.

Act in a caring and judicious manner.

Provide a safe environment for the children.

Maintain open communication with parents.

## WE, AS PARENTS, HAVE THE RIGHT TO

Know that positive behaviour, rewards and positive reinforcement will be promoted within a Catholic structure.

Expect the best possible education for our children.

Expect teachers to be accountable for our children's education.

Expect a safe and healthy environment for our children, free from violence and prejudices.

Expect open communication with school officials about the behaviour, education, and discipline of our children.

Know our children will be treated with respect and dignity and with due consideration for any special differences.

Know that teachers will teach and exemplify proper social and behavioural skills.

Participate in the activities/education of our children through the existing volunteer programs and the Catholic School Council.

Know that our school will provide an environment, as well as teacher/student interaction, which will strengthen our children's self-esteem.

Expect confidential treatment, assessments and handling of our children's school participation.

Teach our children respect for themselves, others, their property and that of others.

Be positive role models to our children both morally and socially.

Help develop a positive attitude in our children toward school, learning and the Catholic structure of Iona Academy Catholic School.

Give our children all the love, care and support they need in order for them to reach their highest potential.

Work as a team with our children, the teachers and the school in order to augment our children's learning experience.

Respect and support the school's disciplinary measures.

Ensure our children attend school consistently and on time.

Support and assist the educational experiences of our children by personal involvement in the schools volunteer program and the Catholic School Council.