

# CRUSADERS



## ST. MARY CATHOLIC SCHOOL 2019-2020

40 Central Avenue West  
Brockville, Ontario  
K6V 4N5

Telephone: (613) 342-4911

Fax: (613) 342-2971

To see our calendar of upcoming  
events, visit our school website:  
[www.stmarychs.cdsbeo.on.ca](http://www.stmarychs.cdsbeo.on.ca)  
Also check us out on Facebook !



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CATHOLIC DISTRICT SCHOOL  
BOARD OF EASTERN ONTARIO

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*Educating and inspiring...  
heart, mind, body and soul!*

## **THE MISSION OF ST. MARY CATHOLIC SCHOOL**

At St. Mary Catholic School, we are committed to providing "Quality Catholic Education Within A Small Caring Environment." The values of honesty, integrity and pride in our school are at the heart of all programs and policies.

With Christ as our model, with Mary as our patron, and with the help of the Holy Spirit, we encourage and guide each student to develop the maximum of his or her potential....spiritually, intellectually, socially, emotionally and physically.

We strive to be sensitive to the needs, interests, problems, and hopes of the students within a team environment. We endeavour to provide an individual approach for students.

As part of the larger Christian community, we feel it is a privilege to nurture in our students an appreciation of and a desire for Christ and His values. We do so in conjunction with the student's home and parish.

As a total school community we are called to shelter, support, and empower one another so that each may think clearly, act wisely, feel deeply, and live responsibly with our God.

*"This is what Yahweh asks of you and only this: to act justly; love tenderly; and walk humbly with your God."  
(Micah 6:8)*

## **SCHOOL PROCEDURES**

### **Visitors**

We recognize our responsibility to provide an inviting, secure learning environment. Therefore, **all visitors to the school are to report to the office immediately upon entering the school.** Our students are encouraged to meet friends, who are not registered at St. Mary School, off school property either before or after school hours.

### **School Liturgies**

Parents and members of the community are always most welcome to join us as we gather to celebrate our faith. For dates and

times of liturgies throughout the school year please refer to the School Calendar at [www.stmarychs.cdsbeo.on.ca](http://www.stmarychs.cdsbeo.on.ca)

### **Catholic Witness**

Students are expected to demonstrate visibly their commitment to the Catholic faith on and off the school property. Religious Education programs and activities are essential to the mission of St. Mary School: **ATTENDANCE AND PARTICIPATION IS OBLIGATORY.** Neglect of the school's expectations in this area will result in a review of the status of the student at this school. The Catholic District School Board of Eastern Ontario endorses zero tolerance of anti-Christ behaviour. Students who exhibit anti-Christ signs, symbols, words or actions will be dealt with swiftly and severely.

### **Student Information Forms**

**Completed student information forms must be returned to the school office by the end of the first week of school in September.**

The information provided is critical for school and board records. It is essential that we have up to date information. If the student is in the elementary school, please ensure the section regarding bus transportation is completed, indicating Bus Company (Brockville City, Howards, etc.), bus route number, and pick-up/drop-off location.

### **Student Over 18 Years of Age**

Students who are over 18 years of age may sign their own notes.

### **Health Conditions and Medications**

It is essential that parents/guardians inform the school of health conditions, allergies and medications required at home/school. In this way, we can provide the appropriate attention in case of illness or emergency. **Ensure your "Student Information Form" is updated** as soon as possible so that our records are complete, correct, and current. Parents also need to make bus drivers aware of student health conditions and of the action to be taken (EpiPen, hospital, etc.)

### **Student Accident Insurance**

Information Packages are available upon request. If you decide to purchase, kindly send your application form and cheque directly to the

the replacement cost of all damaged or lost books assigned to them. Report cards will not be issued until the school has been reimbursed.

### **Free Period Policy**

Grade 12 students who qualify for a study period by having a minimum of 24 credits completed may sign themselves in and out of school during these free periods providing a consent form has been signed by parents. Students who are on study period in the school building must be in the library, cafeteria, or other designated area only.

### **Supervised Study Period and Online Courses**

In situations where students are struggling with their full course load or they are taking an online course, a supervised study period may be assigned. **A supervised study period is NOT a "spare"**. During this time, the student should concentrate on work that needs attention and for which they have hope of achieving a credit. There are no sign-out privileges for a Supervised Study Period. Students are required to be present in Student Services or another designated area.

### **Telephone Messages**

Personal telephone messages cannot be relayed to students except in the case of emergency. Students are not allowed to use the office phone for personal calls except in the case of emergency or illness.

### **Fire Drill**

When the fire alarm sounds, all work must stop and staff and students must vacate the building as per signs posted in each room. Classroom lights are to be turned off and doors closed. Students are to move in a quiet and orderly fashion with the classroom teacher to a designated area. Attendance will be taken to account for all students. No one is to re-enter the building until the appropriate signal is sounded. Sounding a false alarm is a serious offence and will be dealt with in a serious manner by school and fire officials.

### **Lockdown**

When a Lockdown is called, staff will direct students to a secure area where they will move out of sight and remain quiet. Cell phones are not to be used without the direct permission of a staff member. Staff will

take attendance and report missing students to the Main Office. Staff and students are to disregard the school bells and fire alarms and are to stay in the designated area until notified in person by an administrator.

If outside the school when a Lockdown is called, students and staff are to move as far away from the school as possible. Proceed to the identified evacuation area if possible.

### **Cell Phones, All Electronic Devices and Personal Devices**

Students who choose to bring personally owned computing devices to school acknowledge and agree that:

- Personal devices that are brought to school are the responsibility of the owner. The CDSBEO and/or the School are NOT liable for damage, loss or theft of the device or data that is stored on the device.
- Personal devices that are brought to School are to be turned off during instructional time unless use is approved by a staff member.
- Personal devices shall not be used at any time where individual privacy must be protected such as in washrooms, locker or change rooms.
- Personal devices may be confiscated by a Staff Member at any time and returned to the student at an appropriate time.
- Unless permitted by a staff member, personal devices are NOT to be used during student assessments.

### **VISIT OUR WEBSITE!**

Curious about bus cancellations? Wanting to check the current school calendar? Interested in perusing the various aspects of educational life at St. Mary? We celebrate success on various social media sites at [www.stmarychs.cdsbeo.on.ca](http://www.stmarychs.cdsbeo.on.ca) and also Facebook AND Twitter @stmarycrusaders.

### **Discipline**

The discipline displayed by our students is an important indicator of their growth. We hold this school, its ideals and its students in high

esteem. Any behaviour that brings dishonour to St. Mary Catholic School, in any way, will be viewed as a serious matter and dealt with quickly and appropriately using a restorative justice model approach.

Every teacher on staff is authorized to correct and discipline any student when misconduct is observed. Disciplinary matters may require the Principal or Vice Principal to take action. Parents are expected to give the school authorities their positive cooperation by ensuring their children fulfill the following requirements:

- (a) apply themselves diligently to study
- (b) make attendance and punctuality a top priority
- (c) observe the code of behaviour of the school.

### **Uniform Policy**

*By choosing to attend St. Mary Catholic School, students and their parents have made a serious and long-term commitment to comply with the school uniform code. **We are committed to maintaining standards of modesty, neatness, cleanliness, safety and good taste which reflect the Catholic ideals represented in our school.** The wearing of a school uniform contributes to the creation of a safe school environment. Students are required to wear the prescribed school uniform throughout the school year, including examination days. **Students failing to conform to the uniform expectations cannot be admitted to class.** The principal or vice-principal may grant temporary uniform exemptions for extenuating circumstances. A medical note may be required for uniform exemptions that extend beyond three days. Students requesting an exemption must have their parents/guardians contact the school office prior to the exemption being granted. Uniform violations may result in students being sent home.*

1. In order to ensure uniformity, all items (with the exception of footwear and belts) must be purchased from McCarthy.
2. Students are to **arrive and remain in full uniform everyday**, with the exception of designated "casual days". Casual day attire shall conform to the Casual Day Dress Code. See our school website for further details. No attire changes during the school day will be allowed other than for subject specific reasons.
3. Coats and jackets are not to be worn in the building during the day. Only uniform sweaters are allowed in class.
4. The only acceptable T-shirts to be worn under shirts and blouses are plain white or navy. Undergarments must not be visible. Layering of uniform clothing is acceptable.

## **CDSBEO Bus Discipline Procedure**

Transportation by school bus is a privilege and not a right. Conduct detrimental to the safe operation of the bus or to the safety of the other student passengers will not be allowed. The driver of the bus is in charge of the safety and welfare of all students aboard; therefore, each student will co-operate fully with bus driver instructions.

Students are responsible to their Principal while riding on the bus. Therefore, the following steps will be taken for disciplinary actions:

- (1) The driver shall warn any student who misbehaves.
- (2) If a misbehaviour is repeated, the driver shall notify the Principal. The principal will interview the student and advise his/her parents/guardians that further repetition could lead to a loss of riding privileges.
- (3) Where parents/guardians have been notified and where the misbehaviour is repeated, the Principal may suspend the student's riding privileges for a determined period of time. In such case, the parents/guardians and the Transportation Manager will be notified of the suspension which shall remain in force until determined otherwise by the Principal.
- (4) Should there be any further misbehaviour, the Principal may suspend the student's riding privileges for part of or the rest of the school term.
- (5) If the seriousness of the offence warrants, the Principal may enforce immediate suspension.

**NOTE:** In all cases of withdrawal of bus privileges, parents or guardians are obligated to arrange other transportation. It is not the responsibility of the Principal or teacher to send school work home to the student on the occasion that the parent fails to provide transportation.

## **Attendance, Lates, and Absences**

We believe that regular attendance is an essential component of each course at St. Mary. All absences detract from the students' ability to make educational progress. It is imperative that parents communicate any absence/lateness to the school. All students are responsible for the work covered during any absence from all classes.

**If a student is taking a vacation outside of school breaks, please provide a letter to the Principal AND the teachers no later than one week prior to the student absence.**



We realize that occasionally a student will be absent for a variety of bona fide reasons. We also believe that parents should be aware of all accumulated absences for legitimate reasons. Therefore, we will endeavour to monitor secondary attendance closely and report to parents in the following way:

- (1) When a student has been absent **7 times** for any reason(s) parents may be contacted as a reminder that more than one week of class time has been missed.
- (2) When a student has been absent from class **11 times** the school may arrange a meeting with the student and parents/guardians to discuss an appropriate plan of action.
- (3) When a student has been absent from class **15 times**, the student may be at risk of losing the credit and will be requested to engage in a unit of study or other project.
- (4) If a student has missed more than 20% of the regularly scheduled class time in a semester for any reason whatsoever, and where appropriate consultations have occurred involving the student, parents/guardians, teacher(s), and administration, the student may be denied credit in that course.
- (5) The deliberate avoidance of class is **skipping** (without a legitimate reason and a note or phone call from parents) and is not acceptable behaviour. A student will be assigned a detention for this infraction. Progressive disciplinary measures will be put into place, if this becomes an ongoing issue.
- (6) Punctuality is a form of courtesy towards the teachers and the classmates. Lateness will be monitored and parents contacted if a pattern persists.

### **Procedures for Lates and Absences**

- (1) Please phone the school at **613-342-4911** if a student is to be absent or late. **A message can be left 24 hours a day.** If this is impossible, the student must present a signed and dated note from the parent/guardian to the school secretary upon return to the school. The note must state the reason for the absence or lateness. An "*admit to class slip*" will be issued to the student. Detentions will be assigned if there is no note or no phone call received.
- (2) If a student is late to school during Periods 2, 4 or 5, he/she must sign in at the secretary's office.
- (3) Lates to class will be handled by the classroom teacher. After three lates, students will be assigned a detention for **each** subsequent late (ie. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> etc.).

**ACCEPTABLE USE GUIDELINE**  
**For INTERNET ACCESS by STUDENTS of the**  
**Catholic District School Board of Eastern Ontario's**  
**Network**

The students of the Catholic District School Board of Eastern Ontario may have free access to the Wide Area Computer Network for Internet access. This access will enable students to explore databases, libraries, and exchange information over the Internet with users throughout the world. Our goal is to guide our students in navigating through the world wide web for beneficial purposes and to minimize the possibility of accessing materials that may be illegal, defamatory, inaccurate, or potentially offensive.

Access privileges to the network will be given to students who act in a considerate and responsible manner in agreement with Board policies for acceptable use. All students must comply with the following guidelines.

**Internet Guidelines**

Internet accounts may be used only by authorized users for educational purposes only. Users must act responsibly and respect the integrity of the Catholic District School Board of Eastern Ontario's academic and technological goals.

*The following are prohibited:*

- Sending, downloading, or displaying offensive messages or pictures, or viruses
- Using obscene language, harassing, insulting, or attacking others (racist, sexual, immoral, unethical or illegal)
- Violating copyright laws
- Using another person's password
- Trespassing in another person's folders, work or files
- Using the account for personal profit or gain
- Abusing computer equipment belonging to the school

*Violations may result in:*

- Loss of access to devices and the network
- Disciplinary action
- Contacting the Police

# CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

2019/2020 SCHOOL CALENDAR

## SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sept 4<sup>th</sup> is 1<sup>st</sup> day of school for students

2019

## OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2020

## JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

## MARCH

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## APRIL

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## MAY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
<sup>24</sup> / <sub>31</sub>	25	26	27	28	29	30

## JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June 25<sup>th</sup> is last day of school for students

**BOARD PROFESSIONAL ACTIVITY DAYS**

**EXAMINATION DAYS - SECONDARY**

**REGULAR SCHOOL HOLIDAYS**

# **Secondary DAILY SCHEDULE 2019-2020**

**8:05**      **Bell Rings**

**8:05 – 9:22**      **Period 1 (Attendance,  
O Canada, Prayer,  
Announcements)**

9:22-9:28      walk between classes

**9:28 – 10:43**      **Period 2**

10:43 – 11:33      Period 3 - LUNCH

11:28      Warning Bell

**11:33– 12:48**      **Period 4**

12:48-12:55      walk between classes

**12:55 – 2:08**      **Period 5**

**2:15**      **Buses Leave**

# ELEMENTARY DAILY SCHEDULE 2019-2020

7:30 Yard Supervision begins

8:00 Warning Bell - Students enter and line up outside their classrooms. Duty teachers supervise.

8:05

1. Bell- Beginning of the School Day
2. Anthem and Prayer in the halls
3. Enter class/ go to lockers and take attendance
4. Class begins
5. Elementary Announcements

8:05 - 10:43 Morning classes

10:43- 11:23 Recess outside

11:23- 11:46 Lunch in the Cafeteria (bell will ring to begin)

11:46 - 2:08 Afternoon classes

2:15 Buses Leave



**Resiliency Initiatives**  
Their Potential - Our Passion

## CDSBEO Schools : Supporting a Strengths Based Approach to Building Resiliency

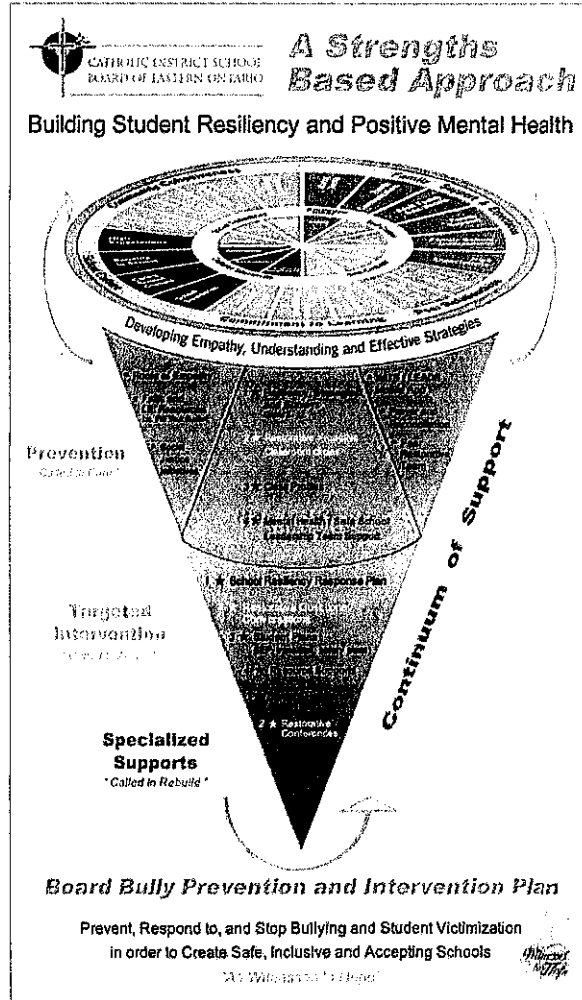
“Resiliency is an ability to spring back and adapt to life’s challenges with an attitude of hope and optimism.”

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.

### 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)



### **Violent Threat Risk Assessment Protocol**

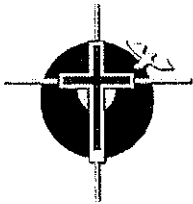
**(VTRA)**

### **Suicide Prevention Intervention and Risk Protocol (SPIRR)**



**Review**

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)



## **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](http://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.**



**\*SCHOOL CASH ONLINE\***

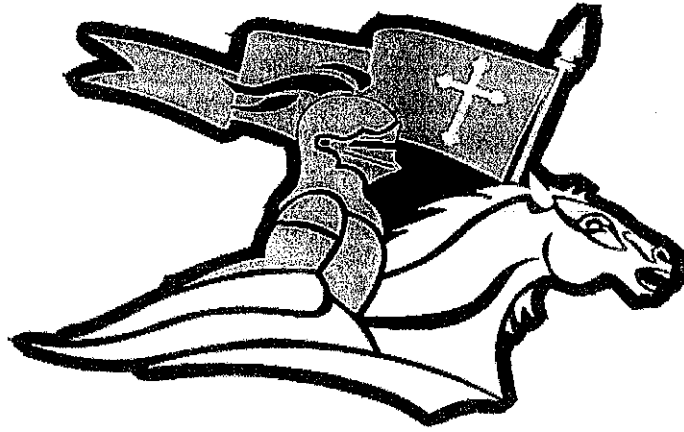
*St. Mary Catholic High School offers School Cash Online, an online service that allows parents to purchase items and pay for optional student activity fees (e.g. school sports, field trips, yearbooks etc.), at their own convenience.*

*The School CashOnline initiative saves time, reduces paper within our schools, gives you reminders for upcoming events and provides a secure payment option for parents. This school related activity is available to pay for at <https://cdsbeo.schoolcashionline.com>. If you are unable to pay through this service please contact the school.*

**SCHOOL COUNCIL - Mission Statement**

**"The Council will respond to the coming changes in education by supporting the students, parents and teachers in our Community while maintaining the present quality of Catholic education."**

All parents are encouraged to be involved in the school. See the School Calendar at [www.stmarychs.cdsbeo.on.ca](http://www.stmarychs.cdsbeo.on.ca) for meeting dates. We are always looking for new members ☺



Visit our school website:

[www.stmarychs.cdsbeo.on.ca](http://www.stmarychs.cdsbeo.on.ca)

