



Mother St. Bride School

MISSION STATEMENT

Mother St. Bride School endeavors to provide a peaceful environment that nurtures the growth of our faith community; physically, intellectually, emotionally and socially, based upon the teachings and values of the Catholic Church.



Mother St. Bride
414 Second Avenue, West
North Bay, Ontario, P1B 3L2
Phone: 705-472-1524
Safe-Arrival: 705-472-1524

Procedures and Routines

- ARRIVAL AT SCHOOL-Students not to arrive prior to 8:30 a.m., there is no supervision prior to 8:30 am. Students shall enter in an orderly single file fashion.
- DISMISSAL FROM SCHOOL-Students shall leave the school property promptly upon dismissal, at 3:10 pm unless they are part of a supervised activity, or are bus students
- PERMISSION NOTES FROM PARENTS- We require a written and signed note from you if your child is to do something which is not a part of his/her daily school routine. Students must submit permission signed by parent/guardian to the Principal/Designate prior to leaving school property. Examples include: leaving school before the usual dismissal time; leaving school for a medical appointment.
- VISITORS- Parents and other visitors are most welcome at Mother St. Bride Catholic School. When you have occasion to visit the school, please check in at the office upon arrival. This procedure assists us in maintaining a safe school environment. If picking up a student, please wait in the designated parent waiting area. **No one is allowed to proceed to classrooms without checking in at the office.**
- EMERGENCIES- In the event of an emergency, staff utilize parent completed emergency forms to make contact; please ensure that we have your up-to-date home address and phone number, as well as the name, address and phone number of another adult who may be contacted if we are unable to reach you. This form is issued to your child/children at the beginning of the school year. Please ensure that changes in contact information are reported to the School office, as necessary.
- ALLERGIES- The number of children allergic to peanut butter and nut products is growing, and Mother St. Bride School will have some students at the very highest risk level. Although this may or may not affect your child's class directly, we require that foods sent to school with your child be free from peanut or nut products. Since it is our goal to ensure as safe an environment as possible, when a child's life is at stake, we are asking for your understanding in following this guideline.
- MEDICATION- A special authorization form must be signed by the doctor and parent or guardian (Board Policy) when a child requires the administration of medication at school. These forms are obtained from the school office and must be completed before any medication can be administered by the school. Medication must be stored at the school office. Appropriate parent/doctor forms must be submitted.
- NUTRITION- Students have two twenty minute periods to eat. After this time, they are dismissed outside, weather permitting. Students should have a healthy, nutritious lunch. Fresh fruit, vegetables, sandwiches and juice are highly recommended items for a suitable lunch. Healthy eating is essential for students to maximize their learning potential. For all nutriton breaks (lunches) students must remain on the School premises (unless a Parent/ Guardian visits the School to accompany the child).
- USE OF SCHOOL TELEPHONES- Students are asked to make personal arrangements before coming to school. Only in special and necessary circumstances do we allow students access to our school phones.
- ELECTRONIC EQUIPMENT
(Includes cell/ smart phones, computers, and all audio and visual devices)
The school will not be held responsible for the loss or theft of any item and students are asked not to bring such expensive items with them to school. As well, the use of smart/camera phones and other visual or audio recording devices to record individuals without their expressed permission is in no way legally permitted on any school property. Cell phones are not allowed to be used during the school day unless there is Staff permission (cell phones must be stored in lockers or school bags at all times).
- INCLEMENT WEATHER- Procedures are in place for indoor recesses during wet, rainy weather in the Fall and Spring. In the Winter, when there are extreme temperatures, we do keep the children indoors (or have shortened recesses). Children should come to school dressed for the weather expected for the day.
- REQUESTS FOR KEEPING CHILDREN INSIDE DURING RECESS- Requests to keep children indoors during recesses due to illness are very difficult to accommodate; unfortunately, we do not have the extra staff to look after these requests, therefore, we have to limit it to particular medical instances. Exceptions will be made for students who suffer from asthma or bronchial conditions, those who have sustained a major injury or those who have a doctor's note explaining the special medical circumstances. As indicated by our Health Unit, students should not return to school until they are fully recuperated; this will prevent the spread of ailments such as the flu or common cold.
- BUS TRANSPORTATION- It is the policy in our school that any child who comes to school by bus will return home by bus. If, for some reason, you do not want your child to take the bus home, please advise the school by either sending a note to the teacher or calling the office. Students can only board the bus to which they are assigned. Boarding a different bus to visit a friend, or to attend a birthday party or sleep-over, etc., cannot be accommodated within the Board's bus policy. All students must obey the School Board issued school bus rules; treat the bus driver and peers with courtesy and respect at all times; move directly to assigned playground areas upon arrival; be on time and move directly to assigned bus lines when leaving for home; remain in bus and behave in an appropriate manner.
- REPORTING STUDENT PROGRESS- As the year progresses, there will be opportunities to meet with your child's teachers. Teachers and parents are encouraged to be in contact regularly to discuss concerns as they occur. Specific dates for formal, written reports will be conveyed to parents in future newsletters.
- SCHOOL NEWSLETTER- Our school newsletter is an important means of communication with our families. The school newsletter is sent home at the beginning of each month and is used to keep parents informed about upcoming events/school activities. Please look for the monthly newsletter on brightly coloured paper!
- LOST AND FOUND- A box of lost and found articles is kept in a central location; parents and students are welcome to check this box when something is missing. Please assist by putting names on all personal property. Students are responsible for their personal items and should not bring valuable articles to school. Please label all personal belongings with your child's name, particularly lunch kits and gym shoes. Any loss of personal possessions should be reported to the child's teacher or the office, and every effort will be made to recover these items. **NOTE:** Valuable items (electronic games, audio devices, jewelry, etc.) should not be brought to school. The school cannot be held responsible for loss or damage.
- HOLIDAYS/ PROFESSIONAL DEVELOPMENT DAYS- Parents will be notified through our monthly newsletter of these dates and/or any changes (a calendar indicating these days is also distributed on the first day of School).

MOTHER ST. BRIDE CATHOLIC SCHOOL CODE OF CONDUCT (2023-2024)

Rationale

The Ministry of Education in the Provincial Code of Conduct for Ontario Schools requires that each school develop a code of conduct that promotes responsibility, respect, civility, and academic excellence in a safe, inclusive and accepting learning and teaching environment. These standards of behavior apply to students whether they are on school property, on school buses, at school related events or activities or in other circumstances that can have an impact on the school climate. They also apply to all individuals involved in our Catholic schools: principals, teachers, other school staff, parents, volunteers and community groups.

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

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

Purpose of the Code

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

Standards of Behaviour- **Respect, Civility, and Responsible Citizenship**

All members of the Mother St. Bride Catholic school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;

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

Safety Standards

All members of the Mother St. Bride Catholic School community **must not**:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic in weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school

Offences That May Lead to Suspension

Under subsection 306 (1) of the Education Act, a Principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs.
- Being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
- Bullying.
- Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

Offences That May Lead to Expulsion

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing a sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.

Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

Search and Seizure

Desks and lockers are school property and as such there is no expectation of privacy on the part of students; therefore, a search of such property is permissible by the school administrator. In this case, the Principal or the Vice-Principal is acting under the authority of the Education Act to maintain proper order and discipline in the school, and not as an agent of the police.

Bullying

The students at Mother St. Bride Catholic School will not engage in bullying behavior and are committed to reporting bullying behavior to a staff member.

Definition of Bullying (Bill 13)

“bullying” means aggressive and typically repeated behaviour by a pupil where,

Bullying (continued)

(A.) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,

- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- (ii) creating a negative environment at a school for another individual, and

(B.) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; (“intimidation”)

For the purposes of the definition of “bullying” behaviour includes the use of any physical, verbal, electronic, written or other means.

Bullying includes bullying by electronic means (commonly known as cyber-bullying), including:

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Principal Roles and Responsibilities

Under the direction of the Nipissing-Parry Sound Catholic District School Board, Principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in their school and community;
- Communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff: Roles and Responsibilities

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classroom, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and other members of the school community;
- Prepare students for the full responsibilities of citizenship.

Student Responsibilities

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

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her own actions.

Parent Responsibilities

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child.

Electronic Devices and Social Media

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

- The use of cell phones and electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day;
- The use of cell phones or other devices, for any purpose; including telephone calls, text messaging, games, taking pictures, and other functions, is not permitted at any time, other than the designated times, on school grounds, without the permission and supervision of the classroom teacher and/or school administration (designated times: prior to 8:30 am and after 3:10 pm- for emergency purposes; during school day only with teacher permission and supervision);
- Cell phones or other devices need to be stored in a secure location (locker, backpack). They are not to be used/ be visible unless permitted by the Staff.
- The use of cell phones or other devices is not allowed; especially in private areas such as, washrooms, dressing room areas, buses or classrooms. Camera phone violations may be considered a criminal offence.
- Any phone communication during the instructional day will take place only through the use of school telephones, and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents should continue to contact their child/children through the normal school channels for any emergency situation.

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

Dress Code

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

Code of Sportsmanship for Participants and Coaches

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

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

Parents/ Spectators/ Volunteers Code of Sportsmanship

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

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

Immunization

The Immunization of School Pupil's Act, 1982, states that parents/guardians are required to complete the prescribed program of immunization for each pupil. Failure to do so will result in suspension and/or exclusion from school by the Public Health Unit, we, therefore, urge all parents/guardians to make sure that all children have the required up-to-date immunization. For further information contact the North Bay Parry Sound District Health Unit at (705) 474-1400.

Intervention and Supports

Infractions of the Code of Conduct will be investigated and addressed through the teacher and/or principal/vice-principal.

In addressing infractions **mitigating factors** for students, including the following, will be kept in mind: -age, circumstances, history and Individual Education Plans.

A **progressive discipline approach** will be utilized and may include the following interventions/ supports: contact with the pupil's parent(s)/guardian(s); verbal reminders; review of expectations; written work assignment with a learning component relevant to the behaviour; peer mentoring; detention; peer mediation; restorative justice; referrals for consultation; transfer.

*In some circumstances **suspensions and expulsions** may result.

Supports and Follow-up

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

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

Notification of the Collection and Use of Student Personal Information

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