

# **ST. JOSEPH'S SCHOOL**



## **PARENT INFORMATION HANDBOOK**

**LOVE is ... St. Joseph's**

## **HISTORY**

In May of 1963 the church was blessed. August of 1965 brought the sisters of St. Joseph from Toronto to our parish and new school. In September 1965, Grades 1-5 were provided, Grade 6 was added in 1966 and Grade 7 and Kindergarten in 1967. Looking back no one has ever doubted that the decision to build was the right one, in spite of the heavy financial burden on the shoulders of the parishioners and school. The challenges of the operation of the school over the years have been made worthwhile, in the knowledge that we have been able to impart Christian values in the minds of our students, while preparing them academically for their life's work.

## **STATEMENT OF MISSION CATHOLIC INDEPENDENT SCHOOL OF THE DIOCESE OF VICTORIA**

The Catholic Independent Schools of the Diocese of Victoria are committed to Catholic Education founded on gospel-centered values and the teachings and tradition of the Catholic Church.

We continue the vision of the founders of the Catholic schools on Vancouver Island based on commitment and dedication and rooted in the belief that school and parish are partners with parents who are the prime educators of their children.

We acknowledge that the primary purpose of Catholic education is to create an environment where young people can grow in love and hope which is reflected in Christ's teachings. We are committed to the development of the unique gifts of each child in co-operation with parents and the local faith community by providing education which caters to the needs of the whole child; spiritual, physical, intellectual, emotional, social and cultural.

We are committed to serve all members of the Catholic education community on Vancouver Island: students, teachers, support staff, council members, parents, clergy and local parishioners.

We will meet future challenges in the spirit of Christ and continue to promote a Catholic education community that is a beacon of hope for all. We will continue to be models of love and hope as we build a new future for our diocesan community and the wider global community.

## **RELIGIOUS EDUCATION**

Christ is the focal point of school life at St. Joseph's. We not only come to know about Christ but come to know Him personally, imitating Him by word and example. Our central purpose is to provide a setting where students will realize the richness of the Catholic faith. The school hopes to build on the foundations of faith already established at home, assisting the parents in guiding the students towards a fuller understanding of, and commitment to Christ, our Saviour.

The Eucharist is recognized both as a means of fostering the faith of the individual and of building Christian community. By their weekly attendance at Sunday Mass, families bear witness to their belief in Christ present in the Eucharist. Parents are encouraged to attend or monthly celebrations.

Prayer is our basic communication with God and is essential to the faith life of both staff and students. As a staff, we pray together on Monday morning and before staff meetings. In September, and a few times during the year, the staff also takes part in district Liturgy. For our students, a spirit of prayer is fostered throughout the day. The school day begins with prayer. Prayer is also said before lunch. A prayer corner in each of the classrooms is used to lend focus to and help develop various spiritual themes. Children become familiar with different types of prayer, including scriptural, spontaneous, liturgical and formal prayer.

Religious Education is a vital and integral part of the school. The objective is to help the students develop a deep and life-long love for God, the Church and sacraments, and a strong prayer life. This should be show not only in a love for God, but also in their Christ-like dealings with one another.

All students attending St. Joseph's School are required to participate in the Religious Education program and attend all Catholic celebrations. The Religion program, "Born of the Spirit", is used by St. Joseph's School. The Religious Education program follows the liturgical year, incorporating special Feasts into the curriculum. Wherever feasible, we integrate religion into the other academic subjects and various themes. A staff member acts as the liaison between school staff and the Office of Religious Education and informs teachers about religious in-service programs.

The school supports the sacramental programs sponsored by St. Joseph's Parish. Parent evenings are a vital part of the Confirmation, First Eucharist and Reconciliation programs. It is the parents' responsibility to encourage frequent reception of the Sacraments.

## **PARENTAL PARTICIPATION**

There are several avenues or ways parents can help in the operation of the school.

### **1. Local School Council**

The Council, composed of nine members, assists the Administration in ensuring that educational policies are followed, handles issues related to the physical structure of the school, and the business and finances pertaining to it. Meetings are held once a month.

### **2. Parents' Auxiliary Group**

Parents are an integral part of the parish and school community and are encouraged to take part in the activities of the school. Parents provide the leadership needed for special activities, fund-raisers, socials and other community events. St. Joseph's School has an active Parents' Auxiliary which functions under the direction of the School Council. Meetings are held once a month.

### **What is the purpose of the Parents' Auxiliary Group?**

The purpose is to assist the Principal and School Council in meeting the needs of the school community. We meet these needs on three levels: financial, social and parent education.

### **Who can belong to the Parents' Auxiliary Group?**

Anyone who is a parent or guardian of a student at the school can belong to the Parents' Auxiliary. The PAG is parent/guardian organized and managed.

### **What does the Parents' Auxiliary Group do?**

The PA organize fund-raisers to provide financial assistance for school programs, equipment and recreational activities. They stage social events such as the Halloween Howl, Fun Fair and the Fall Dance/Auction. They provide access to educational materials in the Parent Resource Centre, and opportunities to enjoy guest speakers.

### **3. Parent Involvement Program (PIP)**

Families are required to provide 10 hours of volunteer service to the school each year. A deposit of \$300.00 is required upon entry into the school. This is held by the school and will be returned when the family withdraws from the school. If the volunteer hours are not fulfilled in a school year the original \$300.00 is forfeit and then the \$300.00 deposit must be repaid.

### **4. Communication Between Parents and School**

Communication between the school and the home is vital. It enables parents and teachers to discuss the needs of the child. Concerns regarding any aspect of the child's development should be discussed immediately, to ensure the child's continued progress. The school and the home must work together to provide the best possible learning situation for the child.

Teachers communicate with parents regarding the progress of their child through formal written Report Profiles three times a year. Students also receive two Interim reports. Following the first term Report Profile in November, parents are invited to attend Parent/Teacher conferences. After the second term Report Profile, parents and teachers again have an opportunity to meet and discuss completed work during a second formal school conference. At other times, teachers may phone parents, write notes, or request parents to come in for an interview if they need to discuss an issue. In September, a Meet the Teacher evening is held to preview policies, discuss goals for the year, and introduce the staff. Parents are invited to meet their child's classroom teacher and learn about the academic program and expectations for that particular grade.

A newsletter every 2 weeks provides information about what is currently happening in the school. The yearly calendar, as well as newsletter updates, help remind parents of important events such as sports events, meetings, etc. The newsletter may also be emailed to parents at their request. Our website at [www.stjosephschool.ca](http://www.stjosephschool.ca) also provides a wealth of current information on a variety of topics. We encourage you to check this website for up-coming events, newsletters, handbooks, etc.

## **COMMUNITY INVOLVEMENT**

### **Earthquake**

The school has a comprehensive earthquake preparedness program. Parents equip a storage shed with food, water and supplies. Practices are held up to three times per year.

### **School Nurse**

A school nurse from the Capital Health Region comes to visit on an “as needed” basis and usually makes two visits per month. She keeps a record of immunizations and does hearing screening for the Kindergarten and students and Hep B shots for the Grade 6 students.

### **Police**

Our school has a Liaison Officer who comes to the school, when requested, to instruct students on topics such as general traffic safety, emergency procedures, etc.

### **Fire**

Our school receives regular fire inspections to ensure that our fire safety equipment and alarms are functioning properly. The fire inspector ensures that both staff and students are familiar with fire drill procedures and, on request, instructs the children on fire safety.

## **CURRICULUM AND STUDENT PROGRESS**

St. Joseph's School follows the British Columbia Ministry of Education, Learning Outcomes for the Academic Program of instruction, including subjects and time allotment. Teachers regularly receive in-servicing regarding new curriculum expectations, methods of instruction, and ways of evaluating and reporting.

A Learning Resource Program provides students with remediation, confidence building and encouragement. Our Learning Resource teacher works closely with individual classroom teachers to modify and adapt work so all students can meet the specified learning outcomes outlined in the curriculum.

In addition to academic instruction, cultural, athletic and social activities are vital and important parts of the total program offered at our school. French, Art, Music and Physical Education classes are offered to all our students. We have an extensive library which contains up-to-date academic resource materials, as well as a variety of picture books, novels and magazines. Our computer lab offers students the opportunity to develop numerous skills and acts as a research source via the internet.

Extra-curricular activities are a vital part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. They also serve to build community and support the basic goals of our school. St. Joseph's staff members are dedicated to offering programs outside of school time. Activities include sports, (volleyball, cross-country, basketball, badminton, track and field), as well as chess.

## **SCHOOL PROCEDURES**

### **School and Office Hours**

School begins at 8:40 AM. Students are dismissed at 3:00 PM daily except on the first Wednesday of each month when dismissal is at 2:00 PM.

The Kindergarten schedule is as follows:

Morning	8:40 AM - 11:30 AM
Afternoon	12:55 PM - 3:00PM (first Wednesday @ 2:00 PM)

The school office is open Monday to Friday from 8:00 AM until 3:45 PM.

## **SCHOOL CLOSURE**

Weather or emergency conditions may cause cancellation of school. Listen to CFX 1070 AM for notification of school closures, or check the school website at [www.stjosephschool.ca](http://www.stjosephschool.ca). If school is open, parents use their own judgement whether or not to send their child(ren) to school. If it should snow heavily during school hours, parents may pick-up their child(ren) at any time. School will remain open until all the children have been picked up.

## **ST. JOSEPH'S CHILD CARE CENTRE**

We offer a complete core program for your child outside of our regular in-school programs:

- **Kindercare/Preschool**

A play based program for children 3-5 years of age. Our child care program believes in enhancing development in terms of the whole child (physical, spiritual, intellectual, verbal, emotional and social). A fee is charged for this service. Contact the school office for an information package.

- **Before and After School Care**

Students registered at St. Joseph's School are provided with a structured supervised environment from 7:30-8:20 AM and 3:20-6:00 PM on school days. An additional fee is charged for this service. Contact the school office for information about this service.

### **SUPERVISION OF STUDENTS**

Students are expected to respect and obey supervising school staff. Students are not permitted in the building before school or during the recess and lunch breaks. If they need to use the washroom facilities, they ask permission from the supervisor or teacher on duty and should use a pass to enter the building. The back playing field is not to be used before or after school unless a staff member is supervising an activity.

Outside supervision of students begins at 8:20 AM. Students go outside during recess and lunch break except in inclement weather. Staff are on supervision during these times. After school, outside supervision lasts 20 minutes following dismissal. Students who walk or bike to and from school should go straight home. Other students will wait on the playground at the front and side of the school for their ride home.

Students may not leave the school grounds during the school day without bringing a written note from their parents, and obtaining special permission from the principal. Students arriving after 8:40 AM and leaving before 3:00 PM must be signed in/out at the school office.

### **STUDENT ILLNESS**

For the health of all in the class, sick children should be kept at home. Colds and flu spread quickly in enclosed areas. The office is to be notified before 9:00 AM when a child will be absent or late. Children arriving late to school are to report to the office for a late slip which is then given to the child's teacher.

In dealing with a contagious disease, the school will follow the directives given by VIHA regarding the period of time the child is to remain at home.

It is the parents' responsibility to supply the school with a current emergency number. If a student takes ill during the course of the school day, the parent will be notified. While the student may need to use the medical room, it is expected that a parent, or other designated adult, will pick up the sick child as soon as possible.

Although students may want to return before they are completely well, parents are asked to keep them home until they are capable of handling a full day at school. P.E. and outdoor play at recess and lunch time are part of the school day. The school is not equipped to supervise sick children at these times. Requests for children to remain indoors cannot be honoured.

### **MEDICATION POLICY**

It is the responsibility of each parent to notify the school of any medical conditions by completing the appropriate section on the registration form. Medical files must be kept current, and parents need to advise the school in writing of any changes or any new medical condition. Parents should contact the teacher personally if the medical condition is life threatening.

Parents are responsible for administering medication to their children. Whenever possible parents should arrange for medication to be administered outside school hours. If this is not possible, parents should come to the school to administer it. If there is no alternative than to administer medication while in school, a “Medication Administration Card” must be filled out and handed into the office.

### **FIELD TRIPS**

St. Joseph’s School recognizes the value and importance of educational field study. Informed consent must be obtained for each field trip in order for your child to participate. Field trips outside of the normal school hours will require special parental permission. Field trips are privileged outings - students can be denied participation if they fail to meet academic or behavioural requirements.

### **NOTES**

Upon returning to school, students must bring a note stating the date(s) and reason for their absence. Notes are also required if children are late for school or need to leave early. This information is necessary for government funding. Written permission from parents is required for a child to leave school at any time other than dismissal. This includes leaving for doctor’s appointments, going out for lunch, and out of school events. Kindly drop into the office and sign in/out your child.

If a child is not in proper school or gym uniform, a note of explanation must be given to the classroom teacher.

Students are required to participate in Physical Education classes like any other subject area. If a child can participate only in a limited way because of medical reasons, the principal or teacher must be notified in writing. A note from the family doctor must be included if a child is to be excused for an extended period of time. Similarly, a child’s return to physical activities after any extended illness must be authorized by a doctor.

### **VACATION NOTICE**

Vacations should be planned during school holidays. For exceptions, the teacher should be notified of vacation plans well in advance. Students are responsible for all work assigned during their absence, teachers are not expected to provide learning materials to students vacationing during school time. If a student’s attendance is below the minimum required to receive the full Government Grant, the parents will be required to make up the loss of funding incurred.

### **TELEPHONE CALLS**

Students are not ordinarily permitted to use the school telephone. Arrangements for student pickup following school and/or extra-curricular activities are to be made before school. Students should also ensure they have their homework, school supplies, gym strip and lunches before leaving home. Teachers and students will not be called to the phone during class time, except in emergencies.

## **DESCRIPTION OF THE UNIFORM**

Uniforms must be worn at all times, unless special concessions are made. Parents must contact the classroom teacher by written note if, for any reason, the child cannot wear the entire uniform. The school uniform should be kept neat and clean and all uniform items are to be labelled with the child's name.

### **Enforcement**

The St. Joseph's School uniform policy will be strictly enforced. It is the responsibility of the parents to ensure that their children attend school wearing the entire uniform in a neat and presentable manner.

Teachers are required to enforce the uniform policy fairly and without exception.

### **Exceptions**

From time to time, special "non-uniform" days may be appropriate. Dress is to be modest and in good taste. The school administration reserves the right to contact parents of students who are not dressed appropriately. They do have the option of wearing their school uniform instead. Most field trips require school uniforms. However, in consultation with the principal, the teacher may advise that children dress more appropriately for specific activities.

### **Girls' Uniform**

- Jumper: Grades K-3 grey jumper - no shorter than 2" above the knee
- Skirts: Grades K-7 grey kilt or a grey skort. Skirt and skort lengths are to be modest and should be at knee level. Skirts or skorts may not be shorter than 2" above the knee.
- Pants: Grades K-7 girl's grey dress pants
- Tie: Grey and burgundy striped tie with school crest
- Blouse: Plain white cotton blouse, buttoned down the front. Collar should be pointed. Sleeves may be long or short. No stand up collars, frills, lace or embroidery on blouses, or patterned T-shirts under blouses.
- Sweater: Burgundy cardigan, pull-over, or vest purchased through the uniform shop  
School sweater must be worn at the beginning of each day and at every school gathering, Mass and assembly.
- Shoes: Plain black oxford shoes. An oxford shoe is defined as a low shoe, laced over the instep with a heel height of no more than 1/2".  
The heel is to be solid - pump style heels are not allowed. Black runners, boots or shoes with identifying trademarks and logos, thick coloured lines, noticeable stitching, etc. are not permitted.
- Socks: Grey knee-high socks or leotards No frills, lace on socks or leotards.
- Note: Nail polish and make-up are not permitted. One earring per ear (small stud or sleeper) is permitted. Hair cuts should be neat and compliment the school uniform. Hair dying or bleaching is not allowed. Hair ornaments must be white, black, grey or burgundy - no other colours are permitted.

### **Boys' Uniform**

- Pants: Plain grey dress pants. (We recommend a colour fast viscose/polyester blend).
- Shirt: Plain white long sleeved or short sleeved dress shirt  
Boys are not to wear gym shirts or patterned T-shirts under school shirts.
- Tie: Grey and burgundy striped tie with repeat school crest
- Sweater: Burgundy V-neck pull-over sweater, cardigan or vest, purchased through the uniform shop  
School sweaters must be worn at the beginning of each day and at every school gathering, Mass and assembly.
- Shoes: Plain black oxford dress shoes. An oxford shoe is defined as a shoe that laces up over the instep and has no noticeable heel. Black runners, shoes or boots with identifying trademarks and logos, thick coloured lines, noticeable stitching, etc. are not permitted.
- Note: Earrings/studs are not to be worn to school. Hair length is to be above the shirt collar. Hair cuts should be neat and compliment the school uniform. Hair dying or bleaching and pony tails are not allowed.

### **Physical Education Uniform**

- Boys and girls have the same uniforms which are to be purchased through the uniform shop.
- White golf shirt with school logo
  - Burgundy shorts
  - Burgundy jogging suit (optional)
  - Runners with non-marking soles (low cut runners are the best)
  - White socks with burgundy stripe or plain white
- Parents are to write a note in the event their child does not have his/her complete gym uniform on P.E. days.
- Note: Kindergarten to Grade 2 students are not required to have a school gym strip.

### **Summer Uniform**

- The boys summer uniform is optional and may be worn from May 1 - October 15. The uniform consists of:
- Grey dress walking shorts for boys Kindergarten - Grade 7 (Shorts must measure 2" above the knee).
  - White short sleeved shirt
  - Black school dress shoes
  - School sweater/vest
  - Grey knee socks
  - Culottes for girls (Kindergarten - Grade 7)

The uniform supplier for our school is: Milbury Uniforms

### **Used Uniform Sales**

For your convenience, the Parents' Advisory Council has organized a used uniform sales program for parents of students in Kindergarten to Grade Seven. The uniforms are available to view by appointment, on designated days at the beginning of the school year.

## **STUDENT DISCIPLINE**

### School Code Of Conduct

#### **C.A.R.E. Code**

(Covenant About Respecting Everyone) Associated ICS Policies:

- 506 – Student Discipline
- 507 – Student Suspension and Expulsion
- 508 – Smoking, Drugs and Alcohol
- 522 – Vandalism/Destruction of School Property
- 313 – Dealing With Major Complaints

#### **OUR MISSION**

As a Catholic School Community dedicated to the spirit of Catholic education, our mission is to create an educational environment that allows each student the opportunity to experience spiritual, physical, intellectual, cultural, emotional and social growth while acquiring the skills and Catholic values necessary to lead a full, rich and rewarding life.

This code is intended to promote acceptable conduct and respectful behaviour; to provide direction to administration, staff, parents and students and to provide a framework of procedural fairness to ensure that unacceptable conduct and behaviours are appropriately managed. This code applies to all students during supervised school hours, while under the direct authority of administration and staff and while attending or participating in school sponsored activities as representatives of St. Joseph's Catholic School.

Every student has the rights and responsibilities outlined below to ensure that St. Joseph's Catholic School is a safe and supportive educational environment.

#### **GENERAL CONDUCT EXPECTATIONS**

We believe the following expectations to be essential in achieving our mission;

Students are expected to treat others with consideration and respect. Everyone has the right to be free from physical and emotional pain. We strive to provide a safe and caring environment where each student can benefit from programs and activities offered both in and out of the classroom. We do not tolerate fighting, bullying, harassment or intimidating behaviour.

Students are expected to work with each other in a courteous manner.

#### **CARE CODE**

1. I PROMISE TO OBEY ALL SCHOOL RULES.
2. I WILL NOT MAKE PEOPLE FEEL EXCLUDED OR HURT THEIR FEELINGS.
3. I WILL KEEP MY WORD AND ALWAYS TELL THE TRUTH.
4. I WILL CHOOSE SAFE AND FRIENDLY ACTIVITIES.
5. I WILL TAKE CARE OF SCHOOL PROPERTY.
6. I WILL ACCEPT OTHERS FOR THE WAY THEY ARE.
7. I WILL ACT, SPEAK AND THINK RESPECTFULLY.

Students will at all times:

- Use appropriate and respectful language and act in a kind and courteous manner
- Care for school property
- Ask permission to enter school when classes are not in session (examples- recess, lunch, before and after school)
- Line up quickly and quietly when the school bell rings
- Stay within the playground boundaries set by the school

For safety reasons, the following activities are not permitted:

- Chewing gum on school property
- Throwing dangerous (hard/sharp) objects
- Using toys/games that promote violence or violent behaviour
- Riding bicycles, skateboards, rollerblades and scooters on school property
- Sitting on all raised ledges (eg. outside Kindergarten and Grade 2 classrooms)
- Using cell phones, electronic games, music/video players on school property
- Running in the hallways

Our schools have a zero tolerance for behaviour that places student safety in jeopardy. However zero tolerance is a greatly misunderstood term. Zero tolerance means that we as a school and a system, will address these serious situations in a way that provides due process for all involved, and will make decisions regarding consequences that are just and reflect the seriousness of the situation, the safety of the school community as a whole, and the needs of the individuals involved. We are always directed by asking ourselves: What would Jesus do in this case?

### **CONSEQUENCES OF MISCONDUCT/UNACCEPTABLE BEHAVIOUR**

All of us make choices about how to react to any set of circumstances as we interact with others. Children make both positive and negative choices, which is a “normal” part of growing and learning. We recognize that negative choices: whether by misconduct and or unacceptable behaviour can be opportunities to learn and grow and to improve social skills. Classroom teachers begin the year by sharing classroom and school expectations with students. These expectations are reviewed and re-emphasized throughout the year both in the classroom and at assemblies.

The following diagram depicts the step-by-step process of consequences that may be used in the management of misconduct and or unacceptable behaviour. Details of each process are described below. Each process introduces more and more members of the community to help the student learn and grow into consistent respectful behaviour and good conduct. Continued misconduct and or unacceptable behaviour may result in the use of the next step of the process of consequences. Effective learning and resolution at any step will be considered a success at which point the matter will be deemed closed.

Staff facilitated discussion with student

Minor Penalty    Parent Notification

Administration and staff conference with student

The above process notwithstanding, the following conduct, behaviour or actions are deemed severe and will automatically be handled by an Administration/Staff Conference. Suspension or expulsion may result. They are:

- a. Defacing personal or school property
- b. Bullying through premeditated action and/or harassment of others
- c. Fighting causing injury
- d. Theft
- e. Possession and or use of any weapon \*  
(A weapon is defined as any instrument designed or used to injure or intimidate another person)
- f. Possession and or use of alcohol, tobacco and restricted or illicit drugs \*

\* Possession of such an article may require the involvement of local police services

In an effort to improve the already fine discipline at our school, the following policy was endorsed by the School Council. The policy refers to school detentions as opposed to classroom detentions. If a child contravenes a school rule he or she will be given a school detention. The policy works this way:

1. After four school detentions a letter will go home to parents outlining the rule or rules broken, and asking them to help the child to improve the situation.
2. After three additional school detentions, a one day suspension will be given. Parents will be asked to come to the school with his/her child for an interview before the student is allowed to return to school.
3. If no improvement is seen and three more school detentions are given, the student will be suspended for three days and a recommendation to expel the student from school will be presented to the School Council.

The Principal may recommend immediate expulsion of any student for a gross offence, even though the student may not have gone through steps 1, 2, and 3.

#### **Staff Facilitated/Directed Discussion with the Student**

A member of the staff will have a discussion with the student to identify the minor misconduct and or unacceptable behaviour, to understand why the misconduct and or unacceptable behaviour was not acceptable and to determine what choices are open to them the next time they find themselves in similar circumstances. This process may be used repeatedly, at the discretion of the staff member. Parents will be contacted if unacceptable behaviour continues.

#### **Minor Penalty**

When Staff Facilitated/Directed Discussion fails to stop the misconduct and or unacceptable behaviour, a member of the staff may award a minor penalty to a student to reinforce positive conduct/behaviour. In each classroom teachers design a system that establishes specific consequences for inappropriate choices in conduct/behaviour. These consequences are designed to help students realize that they are choosing behaviours that do not meet our school's expectations with regard to the learning environment, safety or consideration of feelings. Examples of these consequences may include but are not limited to:

- a. a written reflection exercise
- b. serving a detention during recess or after school
- c. exclusion from extra curricular activities

Students will be given a limited number of opportunities to learn how to make acceptable choices. The nature of the misconduct/behaviour and the students' attitude will be taken into account before considering the next step of consequences.

#### **Parent Notification**

When Minor Penalty fails to stop the misconduct and or unacceptable behaviour and there are indications that poor conduct, behaviour or work habits are limiting the student's progress, staff will inform parents. This process is intended to include the student's family in the process of teaching the student to make appropriate choices.

#### **Administration/Staff Conference with Student/Parent**

When all processes above do not seem to be effective in stopping the misconduct and or unacceptable behaviour, the Principal or Vice Principal will confer directly with the student. Frequently a "Plan of Action" will be created involving the student, parents, teachers and administration. This plan of action will be documented and available to all involved parties.

#### **Suspension**

When the actions of a student demonstrate a serious disregard for the expectations of our school, even though the student has been afforded several opportunities to make appropriate choices, the student may receive an in school suspension. The length of that suspension may vary in accordance with the nature of the inappropriate behaviour. Longer in school suspensions or out of school suspensions may be considered in situations where the safety of other students is a concern.

**Counselling**

Counselling is optional at the discretion of administration and staff. Counselling will be required for incidents involving seriously aggressive or extremely inappropriate conduct/behaviour.

**Return to School**

This step reinstates the student into good standing and is intended to mark the students renewed appreciation for acceptable conduct/behaviour. Continued failure to meet expectations will result in the reapplication of the consequences of misconduct / unacceptable behaviour.

**Expulsion**

In accordance with ICS policy #507, when a student repeatedly chooses to disregard the expectations of our school, he or she may be asked to withdraw from the school permanently.

**GRIEVANCE**

It is our aim to satisfactorily resolve all issues or concerns at the lowest possible level. When a concern or issue arises, a grievance may be necessary. In accordance with ICS policy # 313, the following describes the grievance procedure. When a grievance is necessary to resolve an issue or concern, parents must make use of these procedures in the following order:

- Consultation with the appropriate staff member
- Consultation with the Principal/Vice Principal
- Correspondence addressed to the Chairperson of the Council
- Correspondence addressed to the Chairperson of the Board of Directors of Island Catholic Schools

**SCHOOLS**

- Correspondence addressed to the Ombudsperson
- Ruling of Ombudsperson is binding on all parties

## **ISLAND CATHOLIC SCHOOL POLICY**

### **Consultation with Staff Member**

The issue or concern must first be addressed with the appropriate member of the staff. The unnecessary involvement of inappropriate staff personnel must be avoided at all times. Parents and or students are encouraged to set up a suitable time to discuss the issue/concern with staff. Every attempt should be made to reach a resolution at this level.

### **Consultation with Vice Principal or Principal**

In the event that satisfactory resolution of the issue/concern is deemed unachievable by consultation with staff, the Vice Principal or Principal shall be consulted. Parents/students and staff shall make every effort to provide the Vice Principal or Principal with accurate information. After considering all such relevant information, the Vice Principal or Principal will provide a resolution and inform all parties.

### **Letter to School Council**

In the event that satisfactory resolution of the issue/concern is also deemed unachievable by consultation with the Vice Principal or Principal, the School Council shall be consulted by correspondence addressed to the Chairperson. The School Council Chairperson may address the issue/concern with Council or form a sub-committee to investigate the matter. All information will be gathered and relevant parties will be consulted. The Chairman of the School Council will be responsible to provide a final resolution and notify all parties in writing.

### **Letter to Board of Directors of Island Catholic Schools**

In the event that satisfactory resolution of the issue/concern is also deemed unachievable by consultation with the Vice Principal or Principal and the School Council, The Board of Directors of Island Catholic Schools shall be consulted by correspondence addressed to the Chairperson. The Board Chairperson will form a sub-committee to investigate the matter. All information will be gathered and relevant parties will be consulted. The Chairperson of the Board of Directors will be responsible to provide a final resolution and notify all parties in writing.

### **Appeal to the Ombudsperson for Island Catholic Schools**

In the event that satisfactory resolution of the issue/concern is also deemed unachievable by consultation with the Vice Principal or Principal, the School Council and the Board of Directors of Island Catholic Schools, a final appeal may be made to the Ombudsperson for Island Catholic Schools. The decision of the Ombudsperson shall be binding on all persons.

### **Conclusion**

We believe the St. Joseph's Catholic School C.A.R.E. Code is essential in creating an educational environment that allows each student the opportunity to experience spiritual, physical, intellectual, cultural emotional and social growth while acquiring the skills and Catholic values necessary to lead a full, rich and rewarding life.

## **EMERGENCY PREPAREDNESS**

### **Introduction**

St. Joseph's School has a specific plan for the safety and well-being of our students in the event of a fire, earthquake or other natural disaster. This plan includes training for staff and students, fire and earthquake drills, school evacuation procedures, hazard reduction, and the storage of first-aid supplies, food and water.

### **Emergency Procedures**

In the event of an earthquake requiring the closure of the school, the following procedures will be followed:

- Students will evacuate the building and assemble on the field next to the bus compound.
- No student will be allowed to leave with another person unless that individual is listed on the student's Emergency form.
- the school will care for children in the event of a critical situation, or if parents are unable to reach the school.

### **In the case of a major earthquake or disaster, parents are:**

- To come to the school if they are able to offer assistance
- Not to call the school - we must have the line open for emergency calls
- to park away from the school. The school access routes and street entrances must remain clear for emergency vehicles.
- To go to the Student Release station to pick-up their child or any other child for whom they are assuming responsibility
- To turn to CFAX 1070. Information and directions will be given over the radio.