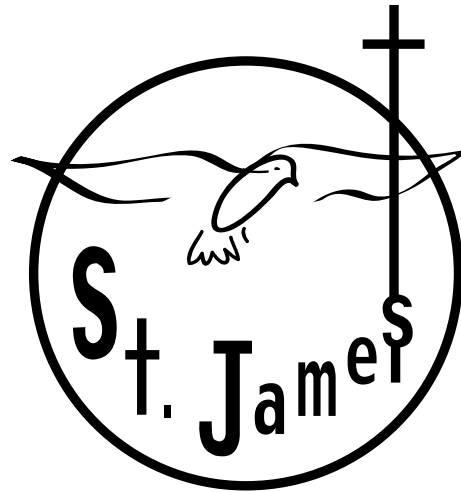


St. James Catholic School

Name: _____

Teacher: _____



**St. James
Catholic School**

Student Handbook

7332 St. James Lane, RR#1
Tottenham, ON L0G 1W0

Telephone: 905.936.4191
Fax: 905.936.9624



Dear Parents and Guardians,

On behalf of the staff at St. James Catholic School, I would like to welcome you to the 2017-2018 school year. At St. James, we work together to ensure that each child is treated as a unique creation of God. Many of the activities that run at St. James are designed to celebrate your children's God given talents. Activities are also designed to teach our children about social justice issues around the world and within our own community.

The staff at St. James endeavours to create an atmosphere of mutual respect where students enjoy learning. We strive to help our students achieve their very best by beginning to focus on the basic foundation of mathematics and literacy. We encourage our school community to strengthen their faith and develop a culture that values the success of the individual child. Our goal at St. James is to fully embrace your child(ren) in all areas of faith, academic, social, emotional, artistic and athletic ability.

We cherish the opportunity to educate all of the children that enter our doors each day.

We look forward to another successful year of learning.

God Bless,

The Staff of St. James Catholic School
smcdsb.on.ca/sja

FAITH IN OUR SCHOOL COMMUNITY

Our Mission Statement

At St. James we provide a Christ-centered academic environment designed to promote development of the whole child.

Prayer of St. James Catholic School

Dear Heavenly Father,
We thank you for St. James Catholic School.
We thank you for our families, our teachers, our studies and our friends.
Help us to do our best to learn all we can today.
Help us to be kind and good to others.
Help us to be safe at work and play.
Help us to reach out to those around us who need a friend today.
We want to do as Jesus did.
We ask this in Jesus' name.
Amen.

Our Parish Partner

We believe in fostering a strong relationship between your home, our school and St. James Parish. Our parish works closely with our school community to provide your child with an education rooted in the Catholic Faith. Throughout the year, there will be opportunities for our students to participate in the sacraments, Liturgy of the Word and prayer celebrations.

Sacramental Preparation

Each year, students in Grade 2 have the opportunity to receive the Sacraments of Reconciliation and First Communion. Parents will work with St. James Parish to prepare for these sacraments. Our school supports and complements what children are learning at the parish through classroom teaching.



Students in Grade 7 also have the opportunity to receive the Sacrament of Confirmation. Again, arrangements for this sacrament are made through the parish.

St. James Catholic School Daily Timetable

9:15 a.m.	School Entry/Announcements
11:15 – 11:30 a.m.	Morning Recess
12:50 – 1:10 p.m.	Lunch
1:10 – 1:50 p.m.	Lunch Recess
3:30 – 3:40 p.m.	Afternoon Recess
3:40 p.m.	Dismissal/ Bus Loading

POSITIVE SCHOOL CLIMATE

Promoting a Positive School Climate

Maintaining a positive school climate at St. James Catholic School is a key priority because it helps students too feel, safe, welcomed and secure. Using our mission and Catholic values as a guide, we have developed procedures and guidelines to ensure that our students and staff learn and work in a positive and productive environment.

Student Behaviour

Our school has established some key statements to outline expectations around student behaviour.

Students at St. James Catholic School will:

- Be active, positive and enthusiastic participants within our Catholic community as we strive towards living the Gospel message.
- Come to school on time and prepared to work with an enthusiastic and positive

attitude, while striving to achieve their academic goals.

- Be familiar with and practise the school procedures as outlined in this school agenda in addition to any policies outlined by administration during the school year.
- Respect and obey those in authority within our school community. Students will address staff and visitors to our school community in a polite and courteous manner.
- Respect fellow students as they listen actively, speak honestly and respond positively in the classroom, on the schoolyard and as ambassadors of our school in the community.

Dress For Success

Students will be participating in a wide range of activities at school - both inside and outdoors – and so, it is important that they wear comfortable, durable clothing that is suitable for the weather.

Our school is special because we model ourselves after Jesus Christ. How we present ourselves must reflect our commitment to promoting a safe, positive and respectful learning environment.

St. James Catholic School Dress Code

The appropriate dress policy for students of the Simcoe Muskoka Catholic District School Board must reflect the mission of the board to provide “learning environments that are safe, nurturing, positive and respectful.” We believe that the St. James Catholic School Dress Code is fair, equitable, inclusive and reflective of the goals of Catholic education.

Appropriate dress is described as the following:

- The torso is to be modestly attired. Clothing is to cover the upper back, chest and stomach.
- If wearing leggings, the shirt must come to mid-thigh (front and back).
- Sleeveless tops must cover the shoulder area (3 finger rule) and undergarments cannot be exposed.
- Mid-thigh shorts, dresses and skirts should be just above the knee and of a fit that permits freedom of movement, appropriate for the setting.
- Gym clothing is to include indoor running shoes (non-marking soles preferred), sweat pants/shorts, tops.
- Appropriate dress also applies to various school trips, physical education classes and sporting events.

Inappropriate dress refers to a standard of attire, which does not meet the school community standards of decency and is described as the following:

- Attire that indicates gang affiliation; promotes illegal substances or acts, alcohol or tobacco products; depicts violence, profanity, racism or discrimination of any kind.
- Short dresses, shorts and skirts.
- Tops that expose the midriff, have thin straps (minimum three finger rule) or have the back exposed (halter-tops), are low cut in the front and/or see through. Net tops, muscle shirts and pants that are cut low and expose undergarments are not permitted. This includes any ripped clothing.
- Hats, sunglasses, hoods and bandanas are not to be worn inside the building.
- Boots or shoes equipped with wheels in the heels are not permitted.
- Pajamas or loungewear.
- Symbols that depict images of death (e.g. skulls, witchcraft symbols, etc.).

Consequences for not following this school dress code will begin with a warning and a request to change or cover up the inappropriate clothing immediately. If the student has no clothes to change into, parents may be called to bring an appropriate change of clothing. Repeat offences will result in further consequences.

If you are in doubt about the appropriateness of an article of clothing, then your child should not wear it to school.

Footwear

For safety reasons and to maintain cleanliness in the classrooms, students must have shoes to wear inside their class. Outdoor footwear is not to be worn in teaching areas. Students must have running shoes for gym classes.

SAFE SCHOOLS

Safe Arrival and Attendance

It is important that your child arrives at school safely and **on time**. We know that students who are consistently late are more likely to fall behind in their studies, and may become increasingly frustrated with, or disengaged from school. Being late also inconveniences the teacher and demonstrates a lack of respect for fellow classmates. Furthermore, the *Provincial Education Act* requires that every child under the age of sixteen attend school on a regular basis and punctually.

Reporting Your Child Late or Absent

Please follow this simple, but critical process when reporting your child as late or absent:

Step 1 – Phone our school at 905-936-4191 at any time, to inform us when your child will be absent or late. There is a 24-hour voicemail.

Step 2 – Leave your child's full name, teacher's name and the reason for the absence on the school voicemail.

Step 3 – If your child is late, please sign them in at the office.

Important Note: If your child regularly walks to school, it is assumed that he/she will attend class when buses are cancelled due to inclement weather. If you decide to keep your child home during an inclement weather day, you must use the process listed above to report your child's absence.



Safe Welcome Program

All of our elementary schools have front door intercom and video technology installed as part of the Ministry of Education's Safe Welcome Program.

The intention of the program is for all elementary schools in Ontario to have doors locked throughout the school day. This means that students who are late for school or return to school after an appointment will need to be buzzed in through the main entrance. This enhanced security measure provides us with one more way to monitor who is visiting our schools and help us ensure that all visitors sign in at the office.

Leaving Early

Students who are leaving school early must bring a note to their teacher stating the need for the early dismissal. Please, if at all possible, avoid any last minute early dismissals. We do not want to interrupt the learning in the classroom. At the time of dismissal, your child will proceed to the office to be signed out by a parent/guardian.

Morning Drop-off

School begins at 9:15 a.m. and supervision in the schoolyard begins at 9 a.m. Please do not drop your child off prior to 9 a.m. as there is no supervision.

All students are to enter and exit the building through their designated door (the same door they use for recess). Students should only use the

main doors when they are being signed in due to lateness or signed out by a parent/guardian prior to the end of the school day.

Late Drop-off

Parents **must** accompany their child to the office if the student is arriving after 9:15 a.m.

Afternoon Pick-up

Our school day ends at 3:40 p.m. To ensure Safe School Procedures are met, doors will not be unlocked until 3:30 pm. If you are picking your child(ren) up at the end of the day, please wait and meet them outside the front doors. If your child is in Kindergarten, they will be waiting for you at the office.

Cell Phones

As part of the Safe Schools Program, cell phones are not permitted. All communication must go through the office.

Bicycles

Students may ride their bicycles to school, but it is important that they are left and locked in the designated bicycle racks. Wearing a bicycle helmet is mandatory and students must walk their bikes when on school property. Please note that the school cannot accept responsibility for damaged or stolen bicycles.

Skateboards, In-line Skates, Scooters and Heelies

Skateboards, in-line skates, scooters and heelies (shoes with wheels in the heels) are not to be used on school property. Scooters must be able to be locked to the bike rack during the day.

Riding the Bus

We are committed to providing safe and reliable bus transportation for those students whose distance from home to school one way is greater than 1.6 km. Riding the bus should be an enjoyable and positive experience for our students.



In order to ensure the safety of children riding the bus we ask the following:

- Students must take their bus home in the evening unless they have a note from a parent or guardian indicating that they can remain at school or walk home.
- Occasionally, we receive requests from parents to allow their child to ride the bus in

order to visit a friend's house. Unfortunately, we are unable to accommodate these requests.

Ensuring Safety on the Bus

It is helpful to periodically remind your child about the rules and regulations of riding a school bus. Although it is very rare, school bus privileges can be suspended temporarily or permanently if a child doesn't respect the rules and regulations that are in place for the safety of everyone. Here are some basic guidelines to follow:

- Your child must always enter the bus in an orderly manner and immediately find a seat. Once on the bus, he or she must always follow the instructions of the school bus driver.
- All students must remain in their seats while the bus is in motion. With children sitting quietly, the bus driver is free from distractions and able to focus on road safety.
- Parents are financially responsible for any willful damage to the bus caused by their children.
- Keeping in mind the safety of all riders, we ask that your child not bring any objects onto the bus that may hinder safe operation.
- Students must also refrain from eating or drinking on the bus.
- Heads and arms must stay inside the bus at all times and aisles should be kept clear.

Bus Cancellations Due to Inclement Weather

On inclement weather days we urge you to visit simcoecountyschoolbus.ca or listen to a local radio station to find out if buses are cancelled. When buses are cancelled in the morning, they are automatically cancelled in the afternoon. Please keep in mind that our school is open for student learning even when buses are cancelled.

Know Your Weather Zone

Weather zones are used to allow for partial bus cancellations. St. James Catholic School is in the **SOUTH weather zone**. There are four weather zones and it is possible that buses will run in our zone, but be cancelled in another zone and so it is important for you to know your zone.

Custody

We are always concerned about the safety of your child. In some family situations, there may be custody issues, visiting rights and special instructions – it is critical that we be made aware of any such situation. Please ensure that the office staff and the classroom teacher are aware of legal agreements between separated or divorced parents and copies of current legal documents are on file in the office.

Emergency Situations

At St. James Catholic School, procedures are in place so that we are fully prepared for an emergency situation. Staff and students routinely practise these procedures. If it is necessary to evacuate the school, our students will be relocated to the St. James Church Rectory. In the case of an emergency, transporting students to this location is the responsibility of the Simcoe Muskoka Catholic District School Board. In any emergency situation, our school would work closely with the school board and emergency personnel to provide updates via websites and the media.

In very rare circumstances, for example, a power outage or loss of heat in the winter, we may be required to close the school early. In such situations, your child may be picked up by you or an authorized designate. If a parent authorizes a designate to pick-up a student, the teacher would appreciate a signed and dated note.

Major Incidents

We know that being proactive and preparing for the potential of a major incident is a key way to keep our students and staff safe. As part of our safe schools initiative, St. James Catholic School has worked with the local police service to develop a response plan should a violent incident occur.

This involves immediate contact with the police and a lockdown of the premises. Although it is highly unlikely that something like this would occur, our staff regularly reviews and practises procedures with the students. Your child may mention to you that they were involved in a “Lock Down” drill because that is what our response plan is referred to within the school.

GETTING INVOLVED

Communicating With You

Establishing a positive and open relationship between parents, teachers and students is a critical part of achieving excellence in education.

We regularly send home newsletters, which outline programs, activities and opportunities within our school community. If you have not done so, please visit the school website and subscribe so that you will receive the e-Newsletter electronically.



We always welcome opportunities for parents to have meetings with teachers and other school staff

as necessary throughout the school year. This student agenda is also an excellent way to communicate with your child's classroom teacher. You can share questions or concerns via this agenda on a daily or weekly basis.

Contact Information

Please inform the school office if your address or any other pertinent information, such as home or work telephone numbers change throughout the year. We need to make certain that our records are accurate.

Making the Most of the School Day

In order to promote the best learning environment possible, we ask that parents keep school day interruptions to a minimum. Planning in advance and maintaining regular communication through this agenda will help maintain a harmonious and smooth day at school.

Dropping off items – parents are not permitted to go to their child's classroom to drop off items or check-in on their child, etc. If you need to see your child for some reason or would like to drop something off during the school day, you must check-in at the office.

Speaking with the teacher – if you have questions, we encourage you to speak to your child's teacher, but we recommend that you arrange discussion for either before or after school hours. In addition, if you are making a change to your child's regular routine, please make these arrangements well in advance and communicate changes with your child's teacher in writing.

Last minute messages – our office is quite busy during the day and so we urge you not to rely on us to get last minute messages to your child, unless it is an emergency.

Using the telephone – students will not be permitted to use the office telephone unless they have permission from their teacher. If a phone call is necessary, it will be made by the teacher or another adult (this includes calls regarding illness or injury).

Catholic School Community Council

Our Catholic School Community Council is composed of parents, a teaching staff representative, a non-teaching staff representative, a representative from the community and the principal. Members are elected each fall and serve as an advisory body to the principal on many significant school issues throughout the year.

Anyone is welcome to attend the meetings. Dates will be sent out in our school newsletter and are available on our website. Please join us!

HEALTHY SCHOOLS

We know that parents want us to promote a healthy environment at school. This includes promoting healthy food options, opportunities for physical activity as well as minimizing exposure to illness – all of these contribute to better learning.

Accident or Illness

If your child becomes sick or gets injured while at school, we will contact you as soon as possible. If you are not available, or unable to be contacted, we will call the emergency contacts that you have listed in your child's record.

Communicable Diseases

The *Health Promotion and Protection Act* requires that children with certain communicable diseases must remain at home. Unfortunately, we do not have the space or staff supervision for children who are not well enough to go outside at recess.

The following list defines some of the more common childhood diseases and how long your child should stay home if he/she becomes ill with one of these illnesses:

Chickenpox - For 5 days after the rash begins or until all blisters have crusted.

Impetigo - Until the antibiotic prescribed by the doctor has been taken for at least one full day.

Pink-eye - Until the antibiotic prescribed by the doctor has been taken for at least one full day.

Scabies - Until treatment has been given.

Scarlet Fever - Until the antibiotic prescribed by the doctor has been taken for at least one full day.

Strep Throat - Until the antibiotic prescribed by the doctor has been taken for at least one full day.

Fifth Disease - Even though this is not a communicable disease, it should be reported to the office because there is a risk posed to pregnant women.

For more information we encourage you to contact the Simcoe Muskoka District Health Unit or visit their website at simcoemuskokahealth.org.

Head Lice

Any situation related to head lice will be dealt with in a discreet manner, which protects the dignity of the children and privacy of families. Our school will educate students about preventative measures and we will also send

current information from the Health Unit home to parents.

We are asking parents and guardians to help us prevent incidents or the spread of head lice by doing the following:

- Examine your child's head for possible infestations at regular intervals.
- Notify the school of any infestations.
- Ensure that proper and full de-infestation takes place within a reasonable length of time.

The major signs and symptoms of head lice are: intense itching, frequent and persistent head scratching with scratch marks, or an apparent rash on the neck and scalp. Further information regarding head lice is available through the school office or by visiting the Health Unit's website at simcoemuskokahealth.org.

Immunizations

In Ontario, under the *Immunization of School Pupils Act*, you must provide proof that your child's vaccinations are current. When you register your child for school for the first time, you will be asked for a record of your child's immunization. Students who don't have up-to-date immunization or a valid exemption on file at the Health Unit, may be suspended from school. You can find out more about immunization programs on the Simcoe Muskoka District Health Unit's website at simcoemuskokahealth.org.

Administering Medication

There are some students who require regular or special medication. We all want to be sure that your child receives any medication he or she needs. Our board has a medication administration policy, which states that no medication can be administered by staff without written permission from parents. Students may not carry medication with them at any time, with the exception of an EpiPen and/or inhaler. Informed consent must be provided from parents should a child be required to carry it with them. If a child requires medication we will gladly administer it, but only by assigned staff.

For medication to be administered, a consent and instruction form must be filled out. These forms and our board's policy are available at our office or on the board's website at smcdsb.on.ca.

HEALTHY FOOD AND BEVERAGE

Lunch

Lunch begins at 12:50 until 1:10 p.m., followed by recess from 1:10 – 1:50 p.m. Students will eat their lunch at their desk and will remain on school property, unless special permission has been granted. Students who walk to school may go home for lunch if they have written permission from a parent/guardian. For the safety of your child, we ask that a consistent routine be established with regards to staying at school or walking home during lunch.

Snacks

Students will be provided with time in the classroom to have snacks and drinks. All food and beverages must be eaten in the classroom and are not to be consumed in the hallway, gym, washrooms or outside at recess.



We discourage students from using glass bottles and containers for their drinks and snacks.

Chewing Gum

Our school also has a no gum policy, which means that absolutely no gum will be allowed inside the school or outside on school property. We are asking parents to assist us by reminding their children about this policy.

Allergies

Many children have allergies, but for some students an allergy can be life threatening. For example, even minimal exposure to peanuts can prove fatal within minutes. Some other common allergens include tree nuts, shellfish, eggs, milk and latex – all of these can cause severe reactions.

If your child has a severe allergy, it is absolutely critical that you let us know. With your help, we will do our best to reduce risk and make sure all our students are safe, healthy, and able to concentrate on learning.

Our staff is instructed on how to deal with anaphylactic shock. However, our best course of action is to prevent exposure to potentially life-threatening allergies. As a school community, we must work together to ensure the safety of our students.

Here is what we are doing to reduce the risk of allergic exposure:

- All food and beverages must be consumed inside the classroom – under no

circumstances are students allowed to have snacks in the schoolyard.

- Our school strives to be a peanut and tree nut free zone. Please ensure that all food sent to school with your child meets the nut-free standard.
- In compliance with board policy, “pea butter” and “WOW Butter” products are not permitted at school.
- Your child’s teacher will inform you if there are other allergies in your child’s classroom. We ask that you please understand and appreciate the health and safety of every student by not sending food and beverage items that may be a cause for concern.
- Please check with your child’s classroom teacher before providing treats for the classroom for special occasions. There are many students with a variety of food allergies and so we err on the side of caution to make sure all of our students are safe.
- No eating is allowed on the school bus.

Selling Food and Beverage

We know that making healthy food choices while in school supports learning. The Government of Ontario has a school food and beverage policy, which has impacted the kinds of food and beverages we can sell at our school. The policy encourages selling lunches, snacks and drinks that follow the principles of healthy eating in *Canada’s Food Guide*.

BEYOND THE CLASSROOM

Recess

Getting some fresh air and participating in physical activity at recess is important. Unless the weather is unsuitable, students are expected to be outside during recess. We cannot leave children unsupervised inside the classroom and so they must go out to the yard where supervision is provided.

Dressing for the Weather

We ask that students dress in clothing that is suitable for the weather – this is especially important during the winter months. Durable and warm clothing will help ensure that your child’s outdoor experiences are enjoyable. It is also advisable to **label clothing**, i.e., mitts, hats and indoor shoes with your child’s first and last name.

Yard Safety

While outside at recess, we expect students to play safely and respect the rules of the schoolyard at all times. During the winter months, it is essential to

leave all snow on the ground. Throwing snowballs or kicking snow is not acceptable.

Bringing Personal Property to School

We request students not bring valued personal property to school including mobile devices, trading cards, etc. These items can easily be lost or damaged. Please note that the school is not responsible for lost, stolen or damaged items.

Students should not bring money to school. If your child is required to bring money for school events or activities, i.e., pizza day or field trips, please ensure it comes to school in a labeled envelope or bag, and remains in your child’s school bag until the teacher collects it first thing in the morning.

Lost and Found

We encourage our students to check the lost and found for any misplaced items. If you know your child is missing something, you are welcome to check the lost and found yourself (please check-in at the office first). Unclaimed items will eventually be donated to a local charity.

Field Trips

Students enjoy going on trips outside of the school. Field trips are a fun and informative way of providing your child with a new learning experience. Our board has a field trip policy, which you can find in the policy and procedures section of the website at smcdsb.on.ca.

The classroom teacher will inform parent volunteers of responsibilities and expectations as well as appropriate strategies for dealing with misbehaviour. Prior to the field trip, the teacher will discuss the purpose of the field trip and learning outcomes for students. Please note that cell phones are not permitted on field trips.

Co-curricular Activities

There are various clubs and sport teams offered at the school. Many take place during the lunch hour, as well as before or after school. These co-curricular activities provide opportunities for students to learn new skills and form friendships. They help to teach teamwork, co-operation and demonstrate school spirit.

In order to participate in co-curricular activities, students must make a sincere effort in their academic endeavours, and demonstrate acceptable levels of trustworthiness. Students must conduct themselves in an appropriate manner both in and out of the school. We also expect students to be

courteous, respectful and show appreciation to the people organizing the events and activities. It is important for students to represent our school community by showing good sportsmanlike qualities and by dressing appropriately for the event. Cell phones are not permitted at any co-curricular activities.

SUPPORTING YOUR CHILD'S LEARNING

Homework

Homework is an integral part of a student's learning experience. In order to get the most out of school, students will be required, at times, to finish or continue their studies outside of the classroom. Research clearly shows that students who successfully complete homework achieve greater academic success in school.



On occasion, parents become concerned with the amount or content of homework assigned by the classroom teacher. If this is the case, please take the time to contact your child's teacher. It is recommended that all students take the time to read each night, and if possible, be read to by a parent or older sibling.

Notebooks

Our school often provides students with notebooks for certain subject areas or projects to support them in their learning. The notebooks provided to our students for school use are to be kept neat and organized. Only items pertaining to your child's learning should be written in the books. Drawing or marking on notebooks is not acceptable.

Your Child's School Supplies

During the course of the year, students will need a variety of items to ensure that they are able to complete their work and to support their learning. Some examples of these items are pencils, pens, paper and notebooks. At the beginning of the school year, we send home a list of items that your child should be bringing to school for their own use. We greatly appreciate your support by providing these items for your child.

Library Resources

Our school is fortunate to have a library resource centre and a teacher to help students develop, refine and master research, computer and reading skills. Your child will be visiting the school library resource centre throughout the year.

Students will have the opportunity to sign out books or resources. These items must be returned the next time they visit the library. Students will not be able to sign out new material until their previous items have been returned.

It is the student's responsibility to take care of books after they have signed them out. If a book is lost or damaged, it is expected that the student or parent will replace it.

Wishing You a Successful Year

We hope you found the information in this agenda informative and useful. If at any time throughout the school year, you have questions or concerns, please don't hesitate to contact your child's teacher or our office staff. We know that each child will grow tremendously – both in learning and in faith. We look forward to working with you to provide your child with a fulfilling year.