



**St. Anthony's
School**

STUDENT HANDBOOK

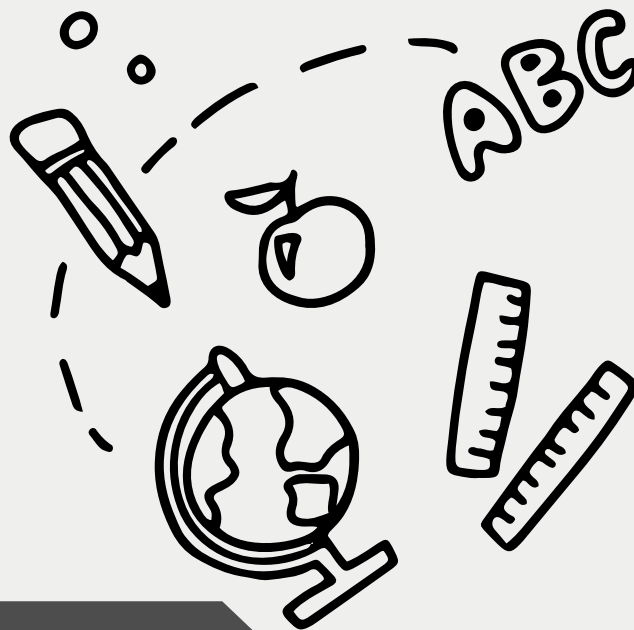
Principal:

Mrs. Celeste Schrock

Vice-Principals

Mrs. Susan Currie

Ms. Betina Gross



**Making the World a
Better Place to Be**

St. Anthony's School



MISSION STATEMENT

Guided by the Holy Spirit, St. Anthony's School is a Catholic Community founded on gospel-centered values, educating the whole person in a safe, secure and caring environment, nurturing the growth of individual gifts, building the knowledge and confidence needed to contribute to an ever-changing society, thus pleasing our Creator.

PILLARS OF THE SCHOOL

- To have a safe, secure and caring environment for all.
- To meet the educational needs of all students.
- To be stewards of our resources.
- To have all live by the gospel-centered values based on the official teachings of the Catholic Church.

CHRIST THE REDEEMER'S STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

Procedures

1. Students are expected to comply with Section 12 of the Act by: (a) being diligent in pursuing their studies; (b) attending school regularly and punctually; (c) cooperating fully with everyone authorized by the board to provide education programs and other services; (d) complying with the rules of the school; (e) accounting to their teachers for their conduct; (f) respecting the rights of others; (g) ensuring that their conduct contributes to a welcoming caring, respectful, and safe learning environment that respects diversity and fosters a sense of belonging; (h) refraining from, reporting, and not tolerating bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means; and (i) positively contributing to their school and community.

2. Code of Conduct

The Code of Conduct emanating from Section 12 includes, but is not limited, the following lists of acceptable and unacceptable behaviours.

2.1. Acceptable behaviours

All division schools have established Inclusive Communities, as per Administrative Procedure STU #22, Inclusive Communities, that focus on building respectful and caring school environments, rooted in Catholic values. Inclusive Communities align with the School Act's requirement to provide welcoming, caring, respectful and safe learning environments. Within our schools, we are building communities that are inclusive and celebrate respect for one another, community, and diversity. This includes placing a strong value on:

2.1.1. respecting all others, regardless of race, religious beliefs, colour, gender, gender identity, gender expression, sexual orientation, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, or family status;

2.1.2. respecting the school authority;

2.1.3. respecting the school and district property, as well as the property of others;

2.1.4. respecting yourself and the rights of others in the school;

2.1.5. making sure your conduct contributes to a welcoming, caring, respectful and safe learning environment in the school that respects the diversity and fosters a sense of belonging of others in your school;

- 2.1.6. refraining from, reporting, and refusing to tolerate bullying or bullying behaviour, even if it happens outside of the school or school hours or electronically;
- 2.1.7. informing an adult you trust in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns in the school;
- 2.1.8. acting in ways that honour and appropriately represent you and your school.
- 2.1.9. attending school regularly and punctually;
- 2.1.10. being ready to learn and actively engage in and diligently pursue your education;
- 2.1.11. knowing and complying with the rules of your school;
- 2.1.12. cooperating with all school staff;
- 2.1.13. being accountable for your behaviour to your teachers and other school staff; and
- 2.1.14. contributing positively to your school and community.

2.2. Unacceptable behaviours

Behaviours that do not support Inclusive Communities, and therefore interfere with the establishment of welcoming, caring, respectful, and safe learning environments, are considered unacceptable. These include, but are not limited to:

- 2.2.1. behaviours that interfere with the learning of others and/or the school environment, or that create unsafe conditions;
- 2.2.2. the use of profanity and language that is not caring, kind, and courteous;
- 2.2.3. acts of bullying, cyber-bullying, harassment, or intimidation;
- 2.2.4. retribution against any person in the school who has intervened to prevent or report bullying or any other incident or safety concern;
- 2.2.5. breaches of digital on-line safety;
- 2.2.6. inappropriate use of mobile devices;
- 2.2.7. inappropriate student dress;
- 2.2.8. physical violence or threats;
- 2.2.9. personal or sexual harassment;
- 2.2.10. hazing;
- 2.2.11. illegal activity;
- 2.2.12. gang activity;
- 2.2.13. possession or use of weapons;
- 2.2.14. possession, use or distribution of illegal or restricted substances (including drugs, alcohol, tobacco, or e-cigarette products); and
- 2.2.15. theft or damage to property.

As outlined in the Act, students can be held accountable for conduct that occurs outside of the school building or school day and electronically (e.g. social media), if the conduct negatively affects a member of the school or interferes with the school environment. Students are held accountable for conduct during curricular, co-curricular, and extra-curricular activities.

Emergency Procedures

When a school is confronted with an emergency situation there are few possible courses of action the school may take; what that action is will depend on the specifics of the incident. A school may choose to do any or all of the following:

- **Shelter-in-Place:**

During a Shelter-in-Place, students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school. Generally, Shelter-in-Place is used during an environmental emergency such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.

- **Lock-Down:**

Lock-downs are usually used in response to acts or threats of violence to students and/or staff, including any such activities in the general vicinity of the school. During a Lock-Down all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a Lock-Down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the Lock-Down is over.

- **Evacuation:**

An Evacuation requires all students and staff to leave the school and go to an alternate location. In some cases this may mean only going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. Parents would be informed of the alternate location via the school's Crisis Notification Network.

- **Dismissal:**

Under some circumstances it may be determined that it is best to dismiss students to their homes and families as expeditiously as possible. Should this be the case, every attempt will be made to alert the emergency contact for each student of the situation and to ensure young students are not left unsupervised.

Schools conduct drills throughout the year to rehearse emergency procedures. In addition to the procedures described above schools also practice protocols such as: "On-Alert", which is an early warning system; "Duck-Cover-Hold", which is a method of protecting vital body parts from harm during things such as tornados or earthquakes; and conduct fire drills. These drills and exercises are precautionary actions designed to prepare students and staff to act quickly and to minimize a child's fear should a real emergency occur.

Responsible Use of Technology

RESPONSIBLE USE OF TECHNOLOGY

As members of Christ the Redeemer Catholic Schools, we believe that we are all created in the image and likeness of Christ and therefore the words, images and activities we engage in, both in person and online, must reflect the values of our faith as well as our societal laws. All technology, whether divisional or personally owned, must be used in responsible ways. Below are guiding principles of how students demonstrate Responsible Use of Technology.

All CTR Students Must:

Respect And Protect The Privacy Of Self And Others

- use only your assigned account
- keep your account and password private
- only post photos and data of others with permission
- keep private the address and phone number of yourself and others

Respect And Protect Electronic Resources.

- use technology resources, including bandwidth, file space and printers for school related work
- do not alter or damage hardware and software

Respect And Protect The Intellectual Property Of Others

- obey copyright laws
- reference the work of others

Respect And Practice The Principles Of A Safe And Caring School Community

- communicate only in ways that are kind and respectful.
- report threatening or discomfoting materials to a teacher
- Do not intentionally request, access, transmit, copy, create or download materials that are sexual, threatening, hate-based, rude, discriminatory or meant to harass.

Respect Our Learning Environment By Practicing Technology Etiquette

- place electronics in silent mode during instructional and other school activities
- use technology at appropriate times
- use technology at times determined by school staff
- ensure that technology does not distract you and others from school work

Responsible Use of Technology continued...

Christ the Redeemer Catholic Schools uses internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate internet sites. In the event a student inadvertently accesses an inappropriate internet site, he / she must advise the supervising teacher of the inadvertent access.

Consequences For Improper Use

Any breach of the Conditions and Rules for Use will result in disciplinary actions and may result in but is not limited to:

- restrict technology use
- restricted network use
- loss of network access
- disciplinary action as outlined in the Student Code of Conduct
- legal action, if criminal in nature

St. Anthony's Cell Phone Policy

Personal Mobile Devices During Instructional Time

- Students may not use personal mobile devices during instructional time.
- If students have a personal mobile device, they are required to keep these devices silent or powered off and stored out of view during instructional time.
- Under the authority of the principal, teachers may use their professional judgment to determine where personal mobile devices should be stored, based on the grade, subject area, student developmental abilities, and anticipated need for use during class time. Students will store personal mobile devices during instructional times away from their view in locations such as lockers, backpacks, or a centralized location in the classroom. Teachers will communicate the expectations regarding storage to students

Personal Mobile Devices During Non-Instructional Time

- For non-instructional time, schools will develop expectations and requirements that outline if, when and how students are permitted to use personal mobile devices. These expectations will be communicated to students and parents. Students are encouraged to engage in face-to-face interactions, activities, and relationships to support full participation in school life. .

Attendance Policy

1. At the beginning of the school year and at other times when necessary, the Principal shall communicate the schools' attendance procedures to parents, students, and teachers.
2. Students shall furnish, when required by school policy, an explanation of absence or tardiness to be provided by a parent or guardian.
3. Teachers shall refer to the Principal all cases of excessive absence for which satisfactory explanations are not obtained.
4. The Principal shall initiate referrals to available counseling.
5. When a student's absences are excessive and the student is not an independent student, the Principal or designate shall contact the parents of the student regarding the excessive absences.
6. If the attendance does not improve, a referral shall be made to the Superintendent.
7. The Superintendent may take whatever action is necessary to enforce school attendance, including consultation with the student, parents and school staff and giving written directions to the students and involvement of Divisional Attendance Officer. Such action may result in the student and parent compulsory attendance before the attendance board.

• Dress Code

The following guidelines should be followed:

1. Any student dress code concerns will be addressed respecting the privacy and dignity of the student.
2. Modesty – clothing that is overly revealing is inappropriate.
3. Appropriateness for School Setting – all students are expected to dress in a manner that is appropriate for a Catholic setting. How a person dresses is an outward expression of respect for themselves and others and should not detract from the learning environment. Students are expected to dress, therefore, in a manner that demonstrates modesty in a scholastic or educational setting. Messages on clothing that display or promote issues such as sexuality, discrimination, hatred, violence, profanity, obscene gestures, or the use of alcohol or drugs are inappropriate.
4. Athletic clothing – athletic clothing should conform to the school dress code. Proper physical education clothing may be supplied by the school and appropriate uniforms should be provided for all extra-curricular teams. Where no uniform is available, then specific clothing requirements will be provided.

• Expectations for School Bus

Student behavior on the school bus:

- 1.Students are to behave in a classroom-like manner
- 2.Courteous behavior is expected from all students
- 3.Students are expected to obey driver instructions while on the bus
- 4.Students must remain seated and facing the front of the bus
- 5.Students must be at their bus stops 5 minutes prior to stop time
- 6.Acts which may distract the driver are prohibited
- 7.Students must not damage the bus, including seats. Parents will be required to pay for willful damage that is done by their children
- 8.Parents will be responsible to make alternate transportation arrangements for students who repeatedly disregard the bus rules

• Allergies

There are a number of students in the school who have severe allergies or medical problems. In support of these children we will make every attempt as a Catholic community to minimize the risk of a serious incident occurring. Parents of these children are required to inform the school of any special condition and to provide the staff with the necessary medications that can be used in an emergency situation. To decrease the likelihood of an emergency medical situation, our school will take the measures necessary to create a safe environment for all students. As the most common form of this in our school is a severe allergy to nuts, St. Anthony's School is a nut-free school.

**For access to the whole handbook
please see our website:**

