

The
Student / Parent Handbook
2009~2010

Information for students and parents of
CATHEDRAL CATHOLIC SCHOOL

200 ISABELLA STREET
PEMBROKE, ONTARIO

(613) 732-8054

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A Brief History

Catholic education has been occurring on or near the site of the present school since before Confederation.

On February 11, 1864, a meeting of ratepayers appointed six trustees who, shortly thereafter, appointed a Chairman and a Secretary-Treasurer. Thus our first School Board.

Immediate action was taken and a class opened in the Roman Catholic Church with an attendance of fifty children. Pending erection of a schoolhouse, money was raised by subscriptions and a 28' x 42' building was put up in the Township of Pembroke on land of the Episcopal corporation. In 1868 the second story was fitted up for another class, opened by Sister Kirby.

After several years the old school was getting too small and a new school site was finally approved at a public meeting. The Board was to purchase a site and proceed with the construction of a new four-room Separate School. Ten years later four more classrooms were added and three years after that, two more rooms. The school continued to grow until 1913 when the Pembroke Separate School became the largest school in Ontario, housing five hundred children under one roof. The present Cathedral School was built in 1954 and was completely renovated in 1991. A new portable has been built on site for school year 1999-2000 due to increased enrolment. In 2006 Cathedral had extensive renovations and landscaping completed in the Junior yard (pavement, grass and fencing).

Principal's Message

Welcome to Cathedral School

This Handbook was put together by the parents and staff of our school in the hope that it will provide information to all members of our school family to help them to know about their school and to feel comfortable and welcome to drop in or to phone us.

We want the school to be a safe and welcoming place for you and your child, a place of warmth, hospitality, good humour and joy; as stated in the RCCDS Board's Vision Statement; a place that promotes the beliefs and values we hold.

We believe that we live in a created, not a random universe, in which we are creatures created by a loving God; that life is therefore meaningful and purposeful; that community is important to human beings and that they find the meaning of their lives in it; that we are stewards of the world God has given us; that we have a duty to develop our talents for the good of others and the glory of God; that we can fulfill that duty by emulating the way, the truth, and the life exemplified by Jesus Christ; that children are gifts of God given to parents and that parents are their primary educators; that the school system exists to help parents with that duty; and that the duty includes the development of all aspects of the child, the young person, and the adult, as he or she progresses through life.

We know that teaching and learning begins before the child ever comes to school and goes on long after graduation. At our school we want to work in partnership with parents, clergy and the community, to provide academic excellence and to impart upon our children the knowledge, skills and attitudes necessary to live fulfilling and productive lives. Each and every member of our school family needs to feel like a partner in this exciting learning journey.

Come, learn together!

The Renfrew County Catholic District School Board

Director of Education: Michele Arbour

Superintendent of Education: Jaimie Perry

Superintendent of Business: Mrs. Mary Lynn Schauer

Manager of Plant Operations: Mr. Ivan Johnston

Manager of Transportation: Mr. Bob White

Manager of Personnel and Office Services: Ms Marian Neeson

Manager of Information Technology: Darryl Denyes

School Board Members (Pembroke)

Mr. Bob Schreader: 735-1456

Mr. Andrew Bray : Chairperson

School Personnel

Mrs. Joan Hewitt	Gr. SK (Group A) JK (Group B)
Mrs. Megan Holt	Gr. 1
Mrs. Lauren Mark	Gr. 1/2
Ms Martha Bowes	Gr. 2/3
Mrs. Rachelle Stewart	Gr. 3/4
Mr. Robert Townsend	Gr. 5
Mr. Paul Kealey	Gr. 6
Mr. John Gagnon	Gr. 7
Mrs. Angela Bergeron	Special Education (Maternity Leave Until May)
Mrs. Angela Williams	Special Education (Replacing Mrs. Bergeron)
Mrs. Susan Donlan	Special Education (.5)

Mrs. Annie LaSalle	French
Mr. Rene Lachapelle	French (.5)
Mr. Alfie Sicoli	Principal
Mrs. George Ann Jacyno	Educational Assistant
Ms. Colleen McGuire	Educational Assistant
Mrs. Wendy Jones	Educational Assistant
Mrs. Susan Hanniman	School & Attendance Counselor
Mrs. Lucy King	Communication Disorders Facilitator
Mrs. Jean McConeghy	Secretary
Mr. Michael Jones	Custodian/Noon Hour Supervisor
Ms Julie Gervais	Early Bus Supervisor/Noon Hour Supervisor

Cathedral School Association and List of Class Moms

Cathedral School Association

The Cathedral School Association (CSA) is made up of parent volunteers. We meet approximately 8 to 10 times a year, usually a Monday evening, although this day is flexible. We organize fundraising through the school, with our major fund-raiser taking place in the fall. Money raised from this year, and previous years, has enabled us to buy: equipment for the school, curtains for the gym, a sound system, sod for the primary play yard, benches for the senior yard, materials to upgrade the safety of the primary play structure, playground structures for the Primary and Junior yards, as well as to provide money for school trips, visiting theatre groups, school clubs etc.

All parents and caregivers are most welcome to attend. This is a good way to meet other parents and staff. Meeting dates and times are listed in the school newsletter, which comes home usually the first week of the month. The C.S.A. provides a forum for parents to be involved in their school. We also need volunteers to be Class Mom (or Dad). This person is given a list with the names and numbers of students in their child's class. We use this list to phone parents when baking is needed, or extra volunteers are sought for special events such as Fun Night.

If you are interested in becoming a Class Mom or Dad, please contact one of the persons below. Our current list of CSA executive members is as follows:

Co-Chair	Sherry Beauchamp	732-2755
Co-Chair	Susan Sylvestre	735-3083
Secretary/Treasurer	Jennifer Levair	732-8054
Teacher Rep.	Megan Holt	732-8054
Resource Person	Alfie Sicoli	732-8054

School Councils

By September of 1995, all schools will have established school councils as required by the previous NDP Ministry. The function of the school council will be to provide advice to principals on school-related issues and to strengthen links between schools and communities. All school boards and minority-language sections of boards will be required to develop a policy that will ensure that a school council is set up in each school. School board policies must include the minimum requirements for the composition and operation of school councils outlined below.

Members of a school council must include:

- parents (elected by parents)
- a student (selected by the student body and obligatory only in secondary schools; in elementary schools, principals will decide whether student participation is appropriate);
- community representatives (appointed by the school council);
- the school principal;
- a teacher (selected by the teachers);
- another member of staff (selected by non-teaching staff)
- the majority of members must be parents, and the chair will be elected from among the parent members. Councils may include more than the minimum number of members from any one category (except, of course, the principal), as long as parents remain in the majority. Membership in school councils will be voluntary, and Members will receive no honorarium and will serve for one or two years, depending on board policy.
- School councils will advise principals and, where appropriate, school boards on issues as:
 - community use of school facilities;
 - local school-year calendar;
 - preparation of a school profile;
 - curriculum and program priorities;
 - methods of reporting to parents and the community;
 - selection of principals;
 - school budget priorities;
 - the school code of student behaviour;
 - school-based services and community partnerships related to health, nutrition, social, and recreational programs.
- School councils will meet at least four times a year. The members will communicate regularly with parents and the community, and council meetings will be open to members of the school community. Councils will sponsor a School Council Forum to enable the people who set up school councils to share information and effective practices.

The 2009-2010 School Council is made up of the following people:

Father Pat Tait, Pastor	732-8513
Elizabeth Michaud, Co-Chair	639-6128
Janet Morris, Co-Chair	735-0708
Lauren Mark, Teacher Rep.	732-8054
Alfie Sicoli, Resource	732-8054
Tracy McBride, Parent	635-1432
Susan Sylvestre, Parent	735-3083
Diana Brooks, Parent	735-4882

School Rules, Policies, and Routines

Playground supervision for students begins at 9:00 a.m. Students who arrive before that time cannot have supervision provided for them. Parents who may need to drop their child off a

few minutes early on special occasions are asked to contact the school so we will be aware of the situation. The school doors are locked at all times. Students may enter if they have a Hall Pass or permission. Students obtain Hall Passes from staff members.

Daily Schedule

8:00 – 4:00	School Office hours
9:30	Classes Assemble
11:30 – 11:45	Morning Recess
12:25 – 1:15	Lunch
3:35 – 3:50	Afternoon Recess
3:50	Bus Students Depart
3:55	Walkers Depart

*note: Kindergarten routines may differ slightly

Classroom Timetables

Classes operate on a six-day schedule. Students have their classroom's timetable and parents may obtain a copy upon request.

Entrance & Exit

At bell time students enter under the direction of their teacher. Students enter by way of the door assigned to their class.

Following dismissal at 3:50, students who walk, exit by the junior playground (east side) and car pickups should be made in that area, not in the bus loading zone. Bus students exit by the primary doors (west side) and they are required to wait for their bus in an orderly manner as directed by the supervisors. (see map at back)

Halls

Whenever students travel through the hallways, whether alone or with their class, they are expected to walk in an orderly manner. If moving about the school on his or her own, students are expected to have a Hall Pass from a staff member. When entering a room other than the student's classroom, knock first.

Washrooms

While teachers have various age-appropriate washroom routines during class time, generally, students are expected to use recesses and lunch hour for washroom needs.

Recesses

Recess times are 11:30am and 3:35pm. All students are expected to use this time to get some fresh air and exercise. Students who are not involved in purposeful activities (e.g. sports, assignments, computers, classroom or library helpers, clubs, etc.) must be outside before nine, at recesses, and at the noon-hour recess. If other arrangements are necessary, parents can contact the school.

***Note:** *If a child is required to remain in class at recess due to illness, a letter requesting permission from the parent/guardian is encouraged.* In some special cases, children who have just come out of hospital or are getting over a lengthy illness, may be required to stay in class for a short time. (Please send a note.) Otherwise if children are well enough to come to school, they should be well enough to go outside.

Lunch

Lunch time is 12:25 - 1:15pm

Unless assigned otherwise, students eat lunch in their classrooms where supervision is provided until approximately 12:25-12:50pm at which time students go outside. Nutritious foods are encouraged.

Cathedral sells milk, white and chocolate, at lunchtime at a cost of \$.50 cents each.

Students are to remain on school property unless school personnel receive written or telephone permission from the parent or guardian to allow the student other options.

Because we are a Green School, we encourage parents and children to pack lunches in re-usable containers. Our school recycles, using the blue box program. No glass bottles please.

Inclement Weather

While students are expected to dress appropriately to be outside, they are allowed to stay in the school during inclement weather (i.e. too cold, rainy, etc.). The principal or designate will make the decision with respect to weather conditions and allow students inside if the weather should worsen during recess. Teachers are expected to arrange games and other activities for children to use in their classrooms during inclement weather recesses.

Playground & Play Equipment

Students are expected to use playground apparatus in a responsible manner and for the purposes for which the apparatus was intended. Students are prohibited from using bicycles, hockey sticks, skateboards, roller blades, etc. on school grounds. Students are allowed to use tennis balls, small plastic hockey sticks, nerf type balls, soccer balls, basketballs, and skipping ropes.

Toys that promote imaginary violent play such as toy guns, war toys, or toys that glorify violent personalities or violent behaviour are unacceptable in the school.

In order to provide a safe environment for all students, behaviors, which are reckless and endanger the safety of others, are not permitted in the school, on the playground, on buses, or at any function that is part of a school activity. Such behaviors include, but are not limited to, pushing and shoving, play-fighting, piggy-back riding, tripping, snowball throwing, etc. Our basic reminder is **"KEEP YOUR HANDS AND FEET TO YOURSELF."**

Bicycles

Bicycles should be walked through the schoolyard. Bike racks are located in both schoolyards and students are strongly encouraged to lock their bikes and wear bike helmets.

Personal Items

Students are requested to leave personal items such as skate boards, roller blades, electronic games, cell phones, I Pods, Walkmans, etc. at home. School personnel cannot provide security for these items and cannot be responsible if they are lost or broken.

Classroom Rules & Procedures

Teachers will establish age-appropriate routines with their pupils at the beginning of the school year.

School Telephone

Students may use the school telephone with permission from a staff member.

Lates & Absences

Students entering school late are required to check in at the office to obtain a late slip. Students who are absent from school are required to inform the school by means of a note or phone call from their parents or guardian as to the reason for their absence.

Safe Arrival

Safe arrival is checked each day in the a.m. and p.m. Parents are contacted to determine if they are aware of their child's absence. Therefore, to reduce the number of calls, parents should notify the school if their child is going to be absent. **Please use our attendance hotline number at 732-0031.** Students leaving the school during the day must bring a note to the classroom teacher or the parent may contact the school office directly.

Visitors to the School

For security reasons, all doors to the school are locked at all times. Access to the school is obtained by pressing the security button located at the front door. **PARENTS AND VISITORS ARE MOST WELCOME TO THE SCHOOL.** Upon entry to the school, **please check in at the office.**

Homework

From the earliest years, parents should set the expectation of doing a little "homework" each evening, e.g. reading, completing classroom assignments, etc. Generally, extra work is not assigned for homework. Students should use the time for completing classroom work, reviewing work, organizing their workbooks, working on long-term assignments (projects), practicing basic skills in math, spelling, etc. or reading just for enjoyment.

Health and Safety

Illness

When a pupil becomes ill while at school, the parent will be contacted. The Principal or designate will keep the student comfortable at school until the parent arrives or authorizes some other arrangement for the student's release. Transportation will normally be the responsibility of the parent.

Injury

When a student is injured on the school premises and first aid is required, the parent is notified as soon as possible. Once this contact is made, further treatment of the injury becomes the parent's responsibility. Where immediate treatment is absolutely necessary and the parent cannot be reached, school personnel will arrange to have the student taken to emergency.

Medication

Medication is administered only with parents written permission.

(A consent form for the administration of Health Service and/or Prescribed Medication is in the office. To be completed in full by the parents and the doctor, and filed in the Ontario Student Record.) (An Individual Student Log of Medication Administered form is also filed in the O.S.R.)

Parent Pick-up and Drop Off Locations

When picking up and dropping off your child at school, please use the following guidelines to ensure their safety.

Students should be picked up and dropped off at the east gate (junior yard) of the School. **(Please do not use the bus lanes: see map)** When students are dropped off, we ask that they go directly to the playground where supervision is in place starting at 9:00am.

Since there is no supervision provided after the departure of school buses (approximately 4:00 pm), parents picking up their children must do so before this time.

Students who walk must leave the schoolyard immediately after dismissal.

The teacher should be informed of student pick up and the bus company should be informed when your child's absence would create an inconvenience to the driver, (for example, when your child is the last one on the route.)

Good communication is always appreciated. If your child will be changing their usual bus routine (e.g. walking home or taking a different bus), the school must be notified.

Emergency School Closure

If weather conditions make it necessary to close the school, the closing will be announced on the local radio station. The school staff will ensure that students have a place to go before dismissal, otherwise, students will be kept at the school until we hear from home.

Community Health

Parents will receive from the Health Unit a letter in September outlining the various health services available in the schools through Public Health. These services include:

Vision Testing: in Fall by appointment.

Dental Screening: JK/SK, Grade 2 and Grade 4. Parents are sent information about the results of the screening and financial assistance is available to those in need.

Immunization: The Immunization of School Pupil's Act requires all students to be immunized against certain designated diseases. Parents are required to provide documentation of their child's immunization in order to obtain clearance for school entry. The school and Health Unit work cooperatively to assist parents to meet the requirements of the act.

Hepatitis B Vaccine: Administered at Grade 7 level. Parents will receive notice of exact date.

Homecare provides:

Physiotherapy, Speech and Language Therapy, Occupational Therapy, Nutrition intervention - Diet counseling, nursing, and parent consultation.

A letter is sent home by the Health Unit at the time of student registration on how parents can access these services.

Programs & Services

Special Education

Parents are encouraged to play an active ongoing role with the school team to ensure the effective delivery of special education programs. Pupils with exceptional needs in their physical, intellectual, communicative, social or emotional development require special education assistance. The Board provides or purchases from other Boards where necessary, the following range of programs based on pupil need.

1. regular classroom program
2. regular classroom placement with program modifications
3. placement with a special education resource teacher for varying lengths of time
4. special class placement
5. special school placement

A referral may be initiated in two ways:

- a) at the request of the parent to the Principal.
- b) at the request of the Principal.

The School Identification Placement and Review Committee (I.P.R.C.) will meet to consider your child's needs and make recommendations regarding the appropriate placement and service for your child.

The following people are members of the School I.P.R.C.

- a) Principal (chairperson)

- b) Special Education Teacher
- c) Classroom Teacher(s)
- d) Parents

For further information contact: Mr. Jaimie Perry, (Resource)
R.C.C.D.S. Board
499 Pembroke Street West
PEMBROKE, Ontario K8A 5P1

Resource Withdrawal Program

In this program children with specific needs in Language Arts and Mathematics are withdrawn from their classroom for one-on-one or small group instruction. A child may be in his/her program over several months or years.

Remedial Program

In this group children with minor needs are withdrawn for one-on-one instruction or small group instruction on a short term basis. This program also includes a speech correction program under the guidance of a speech pathologist.

Total Integration

More frequently in recent years our special needs children are being totally integrated into the full regular class programs where they receive assistance from an educational assistant or a special education teacher who visits their room or from the classroom teacher who adapts the program to their needs.

Sacramental Preparation

All sacramental preparation (First Confession, First Holy Communion and Confirmation) is done through St. Columbkille's Catholic parish. If you have any questions please call (613) 732-8054.

Psychological Services

These services are available to assist in developing an educational program to meet a pupil's needs. Parents / guardians are contacted and the school requires their written consent before psychological services are provided. (More information is available at the school).

School and Attendance Counselor

Preventative counseling is provided for those pupils whose behaviour, attitude, or other circumstances indicate an apparent need for assistance. Home contact will be made in an effort to identify problems and implement positive change. The attendance counselor will inquire into every case of failure to attend school or when requested to do so.

(More information is available at the school.)

Science Lighthouse

Students at Cathedral take part in special science and technology workshops. During these exciting sessions students have built electric motors, learned to program a computer, seen images from deep space and learned about the "Electronic Highway." These activities are organized by a teacher at the school who acts as the Science Lighthouse contact. This teacher is part of a network of teachers in the county who work with Carol and Wayne Campbell of Hila Science Camp to develop "hands on" science and technology programming for Renfrew County Catholic schools.

School Newsletter

Parents can expect a School Newsletter to go home monthly with their child. The newsletter will inform parents of upcoming events and other information parents will want to know.

Some Special Events

Throughout The Year hot dog days sponsored by Cathedral School Assoc.
pizza days sponsored by Cathedral School Assoc.
field trips organized by the classroom teacher

Autumn **Open House:** This evening gives parents an opportunity to meet the staff and visit their child's classroom in a casual atmosphere.

Fund-Raiser: Students are given brochures of items to sell in order to raise money for the Cathedral School Association. These funds pay for many of the activities the students enjoy throughout the school year.

Winter **Winter Activity Day:** This event offers students an opportunity to participate in a variety of indoor and outdoor activities for a nominal fee. Cathedral School Association sponsors buses.

Spring **Fun Night:** An evening of food, fun, music and games. Sponsored by the Cathedral School Association.

Summer **Summer Activity Day:** Slap on the sunscreen and join us for this day of races and games outdoors. The Cathedral School Association pays for the buses.

Grade Seven Farewell: Closing exercises for grade seven students are held at the end of June. At this function there are a number of recognition awards presented to the graduates.

Reporting to Parents

Parent-teacher conferences are held in October. A note stating your appointment time will come home with your child. Interviews can be requested by parent or teacher at any time during the school year if the need arises.

An interview can also be arranged with the Special Ed., Remedial or French teachers.

Report cards go out in December, March and June.

Since teachers do not have phones in their classrooms, it is best to try and contact a teacher at the school before 9:30 a.m., during lunch hour (12:25-1:15 p.m.) or after 3:35pm. If you should phone the school during class hours, kindly leave a message with the school secretary, and she will have the teacher contact you at his/her next convenient opportunity.

Extra-Curricular Activities:

In recognition that the school can promote other learning experiences besides what happens in the classroom, staff, parents and students endeavour to provide a number of additional learning opportunities beyond the regular curriculum.

Story Telling & Public Speaking

Guidelines are available and forthcoming as the events approach. They are usually held in February. The winners go on to compete at Royal Canadian Legion competitions.

Theatrical Presentations

We endeavour to provide at least one live drama presentation each year.

Science Fair

This event is held in conjunction with the regional Science Fair and organized by the staff.

Kiwanis Music Festival

The Kiwanis Club has been sponsoring a music festival in Pembroke for many years. Traditionally, some teachers at Cathedral have prepared their class for participation in this competition.

Extramural Sports

We try to prepare teams to participate in a schedule of county competitions e.g. cross-country run, boys and girls volleyball and basketball.

These extras are contingent upon the service of volunteers, parents are welcome to assist. This is open to students Grade Five and up. Teams are usually comprised of Grade Six and Seven students and enter competitions against other elementary schools in the following sports:

basketball

volleyball

badminton

softball

cross country running (Grade Five and up)

Try-outs are held. There is no after-hours busing. Parents of children in these activities must arrange for transportation after practices which are normally held after school.

PARENT VOLUNTEERS ARE MOST WELCOME TO HELP OUT!!!

Transportation of Pupils

Pupil Responsibilities Regarding Busing (See Code of Student Behaviour for busing).

Bus Companies

Cathedral students are transported to and from school by one bus company, Valley Transportation. Busing arrangements are made through the Transportation Department, at the Renfrew County Catholic District School Board. For more information regarding route numbers, pick up and drop off times, and bus drivers, contact the following people:

Contact People & Phone Numbers

Call this number *first*: (613) 732-8419 Renfrew County Catholic District School Board, and ask for Transportation Department, *Mr. Bob White*.

Note: If morning run is canceled, this means the afternoon run is canceled also.

If students wish to travel on a bus other than their own, we request they bring a note or parents can phone the office stating the reason for the change. The office will then issue a one-time pass to be given to the bus driver by the student. We do not like to encourage this practice as some buses already operate close to capacity.

Parents, please take note of your child's bus number!

Code of Behaviour Renfrew County Catholic District School Board

Catholic schools exist for the purpose of providing the opportunity for students to develop their spiritual, intellectual, physical and social abilities. As an inclusive Catholic educational community we are called to express our mission as Church to pass on the Goodness of Jesus Christ, to make it relevant in the world today, and to be the hope for the future.

This mission can best be accomplished in an atmosphere in which students feel safe and comfortable. To this end, students at Cathedral Catholic School have certain rights, which must be safeguarded through the cooperative efforts of the students, staff, parents and the community. Respect for these rights requires that students accept certain responsibilities associated with each right.

A. The Right to an Education in a Catholic Environment

Student Responsibilities:

- to adhere to the requirements of pupils as outlined in the Education Act and its Regulations;
- to observe school rules and policies;
- to share in the responsibility for the quality of educational life at the school;
- to be cooperative and attentive in class, at religious celebrations and at assemblies
- to come to class prepared (i.e. with books and equipment);
- to be on time for class;
- to be in regular attendance;
- to respect and maintain the learning environment within the classroom.

B. The Right to be Treated with Respect

Student Responsibilities:

- to share in the responsibility for the well being of the student body and school;

- to exhibit good manners;
- to use language befitting a Christian; foul, abusive, improper or profane language or gestures are unacceptable;
- to dress appropriately for age and grade level which is acceptable in a Catholic school, e.g. clothing with distasteful messages is unacceptable;
- to respect property, i.e. take pride in the school, clean up school, clean up after one self and others in the school (classrooms, halls, washrooms) and grounds, report damage to school property, keep desks neat and tidy, take care of school texts and library books;
- to be courteous, considerate and respectful of others (teaching staff, supply teachers, office staff, peers, custodians, bus drivers and visitors);
- to avoid unacceptable behaviors such as all physical, verbal (oral or written), sexual, or psychological abuse, bullying, or discrimination on the basis of race, culture, religion, gender, language, disability, sexual orientation, or any other attribute;
- to show respect for personal property, the property of others, the school, school buses, and of the community.
- to travel the halls in an orderly fashion (avoid running, roughhousing);
- to manifest good behavior in traveling to and from school;
- to represent the school favourably in extra-curricular activities (e.g. sports, outings).

C. The Right to Information About School and Community Events

Student Responsibilities:

- to share in the responsibility for an informed student body;
- to contribute important information for announcements or newsletters;
- to deliver school reports and publications to parents promptly,
- to return required information promptly.

FAILURE TO MAINTAIN CODE OF BEHAVIOUR

The failure of students to maintain the code of behaviour will result in action by the school staff. This action may take several forms, determined by the nature and seriousness of each particular situation. The philosophy of our school is to begin with measures of support and encouragement and to resort to punitive measures if these forms of encouragement fail. Some possible courses of action are:

Consequences:

- a) a meeting between the student and staff member,
- b) teacher contact with the student's parents/guardians;
- c) a referral of the student to the principal
- d) a conference of the parents/guardians and the school administration or the school team;
- e) a referral following a meeting of the parental/guardian and the school administration or the school team;
- f) a referral via parents to outside agencies;
- g) a referral following parental/guardian consultation to legal authorities;
- h) all forms of encouragement and counsel which might impress the importance of respecting rights upon the student (reward systems, incentives);
- i) a behavioural/performance program contract with a student and his/her /guardians;
- j) withdrawals from class;
- k) detention;
- l) removal of privileges (e.g. membership in clubs or on teams, participation in school trips, etc.);
- m) provision of services around the school (e.g. grounds maintenance, classroom duties);
- n) suspension;
- o) expulsion;
- p) criminal charges

Students are always entitled to a full disclosure of any charges against them and the nature of any evidence to support such charges. They are also entitled to present their version of the issue to the administration. Staff and Students at Cathedral Catholic School are encouraged to strive towards self-discipline and continuous growth. Our key words are RESPECT and RESPONSIBILITY. Students are expected to behave in a manner that will give evidence of respect.

Pupil Responsibilities Regarding Busing

In order for the Board to provide safe, efficient, reliable and economical transportation, pupils are expected to observe the following rules:

While being transported on school buses, pupils shall:

- be at the bus stop in advance of the scheduled pick up time.
- obey promptly any directions or instructions given by the driver including the allocation of seats where necessary;
- refrain from talking to the driver except in cases of emergency.
- refrain from unnecessarily loud or boisterous talking and the use of abusive or profane language.
- remain seated at all time.
- sit two to a seat where possible.
- keep windows closed at all times unless otherwise instructed by driver.
- keep arms, head and feet inside the bus
- refrain from smoking and the use of drugs and alcohol.
- refrain from littering the bus.
- be responsible for any willful damage to the bus.

Pupil Misbehaviour on Buses

Should a driver be unable to secure the cooperation of a misbehaving pupil, he/she shall immediately report to the principal of the school the name of the pupil, and the nature of the offence using a Breach of Discipline Report Form. The principal will then take any action(s) he/she deems necessary, which may include withdrawal of the pupil's bus privileges. The principal shall notify the parents in writing of any school bus suspension. Withdrawal of bus privileges does not exempt the pupil from regular school attendance.

(See Sec. 10 (c) and 11 (a) of the Regulations)

School Bus Safety Rules Responsibilities/Consequences

Introduction:

The safety of all pupils on the school bus requires that prompt and appropriate action be taken when a pupil chooses to ignore the school bus safety rules. The school bus driver shall maintain control on the school bus, using the principles of assertive discipline. The driver to the principal/designate, using the Breach of Discipline Report Form, shall report a pupil who refuses to cooperate with the driver. The next step will be the immediate and consistent application of the following consequences by the principal/designate, with the full support of the School Boards.

Examples of misconduct

Serious	Consequences
Sitting in unauthorized seat. the bus.	The principal/designate may conference; Littering on shall warn the pupil; and inform the parents; and may impose a school bus
Carrying unauthorized equipment on the bus.	

suspension up to a maximum of
10 school days.

More Serious

Yelling or loud talk.
Using obscene language or gestures.
Play Fighting.
Opening bus windows without permission.
Ignoring safe loading/unloading procedures.

Very Serious

Not obeying the driver's instructions.
Threatening or intimidating driver, and
or other pupils.
Standing, leaving seat or running in aisle
while bus is in motion.
Throwing or shooting objects on, off or a the
bus.
Tampering with safety or emergency equipment
on the bus.
Projecting parts of the body outside of the bus.
Smoking or lighting matches/lighters on
the bus.
Vandalizing the bus.
Using alcohol or drugs on the bus.

Consequences

The principal/designate shall conference
with the driver and pupil; shall inform
parents; may impose a school bus
suspension up to a maximum of
20 school days.

Consequences

The principal/designate shall conference
with the driver and pupil; shall inform
parents; may impose a school bus
suspension up to a maximum of
10 months.