

# Saint John Brebeuf Regional Secondary School

## Everyday Operational Procedures & School Policies and Regulations

### *Rationale*

It is inherent in the SJB educational philosophy that students work to their potential to achieve academic, physical, spiritual and social development to a level consistent with the talents given to them by God. The purpose of school policies and regulations is to provide an environment that fosters the development of a healthy sense of self-discipline and personal achievement, and respect for self, neighbour and community.

### *Hours of Operation*

<b>School Hours:</b>	Monday through Friday	8:30 am to 2:40 pm
<b>Office Hours:</b>	Monday through Friday	8:00 am to 3:30 pm

### *Notes for Absences or Late Arrivals*

Be sure to have your child bring a note to the office when he/she returns to school after being absent or late. As well, we will also need a note if your child will be leaving the school during school hours. Notes explaining a child's absence are required for our government *qualifying student audit*. The Ministry of Education checks our records of attendance and unexplained absences can result in a reduction in the funds provided to the school by the Ministry.

### *Absences*

If a student must be absent from school, a parent/guardian must call the school office before 9:00 am to explain the absence, or if the lines are busy, leave a voicemail. In addition, a note written by the parent or legal guardian must be presented to the office upon the student's return to school. (The Ministry of Education checks records of attendance and unexplained absences can result in a reduction in the funds provided to the school by the Ministry. Students must attend a minimum of 135 school days to complete funding requirements.) Students are responsible for making up work that was missed due to absence. It is the students' responsibility to consult with their various teachers to find out what work must be made up.

*Students are not excused from school to take day or vacation trips unless there is a compelling reason, and advance permission is obtained from the Principal. Such requests must be made in writing by the parent or guardian and submitted at least two weeks prior to the expected departure. Teachers will not be responsible to provide extra assistance to students as a result of family vacations. In addition, students whose absence results in a reduction in Ministry of Education funding will be required to make up the amount lost through payment of additional tuition.*

### **Medical and Dental Appointments**

Appointments should be scheduled at times other than school hours whenever possible.

### ***Getting a Message to Your Child at School***

As a matter of routine, arrangements for after-school transportation and activities should be handled prior to your child leaving home. However, there may be occasions when it is necessary to leave an urgent message for your child. In these rare circumstances, the office staff will ensure that a message is delivered to the student.

### ***Emergencies, Natural Disasters and Inclement Weather***

St. John Brebeuf has well established emergency procedures in accordance with Ministry of Education guidelines. In particular, regular fire drills and earthquake drills are held. Parents are advised that in the case of a civil emergency or other disaster, notification will be made through Abbotsford's radio station, Star FM (107.10 FM) as well as the Chilliwack station, Star FM (98.3 FM) and the New Westminster station, CKNW, (980 AM). Do not phone the school; listen to the radio station for instructions and information. In the event of such an emergency, parents may be required to pick up their children.

Should the school be closed due to a snowstorm or other emergency, the closure will be broadcast on the above named stations, and the school will post closures on the website.

### ***Change of Address and Phone Number***

It is vital that the school has your current address and telephone information for emergencies and everyday use. Parents must advise the school immediately and in writing of any change in their address or residence, work, or emergency contact numbers.

## **School Policies**

### **a. Policy**

Regular attendance in all assigned classes is both expected and required. The school reserves the right to withdraw a student for non-attendance.

### **b. Students Not in Class**

Students excused to the sick room, office, library, counselor etc. must first obtain a permission slip before leaving class.

### **c. Truancy**

Truancy is defined as an unexcused absence from school without the knowledge and consent of parents or guardians and the proper school authorities, for part or for all of a

school day. Truancy is subject to disciplinary action as explained in Section V. Any school time missed must be made up by the student.

***d. Tardiness***

Tardiness is defined as the arrival at school after the bell at 8:30 a.m., or arrival in class after the bell has rung. Students who arrive late for school must first report to the school office and present explanatory notes. Then the students must wait outside the classroom, without causing any disruption, until the teacher is ready at an appropriate time in the lesson to admit them.

Students, who are not present and ready to begin class with appropriate materials such as text, notebook, pens, etc., will be considered late. **Repeated lateness for school will result in lunch detentions or further disciplinary actions.**

***e. Off-Campus Privileges***

- \* Grade 11-12 students are permitted off campus during their lunch breaks and before school once a permission slip has been completed.
- \* Grade 8 - 10 students are not permitted off campus during lunch breaks or before school.

***f. Field Trips***

From time to time throughout the year, teachers may schedule field trips. These field trips may form integral parts of courses. Field trip consent forms must be signed by parents or guardians and returned to the teacher in question no later than 24 hours prior to the day of the field trip.

Student/teacher ratios should be appropriate for the level of risk of the trip, and consider the age of the students and the length and nature of the trip. The Youthsafe resource is a useful resource when determining a reasonable student/teacher ratio.

Field trip coordinators must consider medical conditions when determining if a field trip is appropriate for a particular student. If a particular field trip is not deemed to be appropriate, the field trip coordinator will make their best effort to provide a suitable alternative activity for the student while at school on the day of the trip, with the understanding that this may not always be possible or appropriate.

When a student with a specific medical condition is attending a field trip, their medical condition and medication must be considered and appropriate steps taken to provide for student care and safety. Medications (including an epipen) which is provided to the school by the parent/caregiver must be brought on the trip, and a supervisor trained in administering the medication must be present on the field trip. The medication should be

in possession of either the student requiring the medication, or a supervisor, whichever is appropriate to the activities on the trip, to the child, and to the method of administration.

Field trip coordinators must be in possession of student permission forms on a field trip, as contact information for parents/guardians will be necessary in case of student injury, or if a medical intervention is necessary. In case of serious or potentially serious injury, the coordinator shall inform the parent/guardian as soon as possible, depending on the nature of the activity, availability of communication, and activities/responsibilities of the coordinator. In such a case, the coordinator shall also contact school administration at their earliest convenience.

**g. Accidents and Illness**

All accidents occurring in school or on school grounds must be reported at once to the school office. No student is to leave the school because of an illness or accident without notifying the office. A student will be sent home only if a responsible adult is at home. In case of an emergency, the parent or guardian or emergency contact will be phoned. The general health of the student, including immunization, is the responsibility of the parents or guardians.

**h. School Equipment**

School equipment may only be used with staff permission.

**k. Lockers**

Lockers are school property and must not be marked, altered or damaged in any way. Lockers may be opened at any time by the Administration.

**l. Office Photocopier and Telephones**

The office photocopier and telephones are for the use of staff only. A pay telephone is available right inside the school entrance for students' use.

**m. Cell Phone Usage/Electronic Communication/School Computers/Social Media**

i) Electronic devices, including cell phones, are only permitted to be used during class time for educational purposes. Students are permitted to use their electronic device before school, at break, and at lunch in the MPX or outside. At all other times and locations (including the hallway) student use of electronic devices is forbidden. Students are not permitted to use their electronic device at any other time unless permission has been granted by a teacher. **Any student seen in possession of an electronic device who has not been granted permission, will have it confiscated by the school's Administration who will contact the student's parents/guardian to come to the school and meet with the school's Administration and collect the electronic device.**

ii) The use of cell phones between parents/students and teachers, is strictly limited to transportation and/or safety situations. Any communication that occurs outside of these two areas must be reported to administration immediately. **No student is allowed to communicate via text messaging with a teacher at any time.**

iii) Contact between teachers and students through social networking sites, such as face book, is strictly prohibited.

iv) Parents wishing to contact teachers via email should use school email addresses only. These can be found on the website, [www.stjohnbrebeuf.ca](http://www.stjohnbrebeuf.ca). Students may contact teachers via email in regards to school business only. Contacting teachers regarding class assignments via email should only occur between the hours of 7:00 am and 8:00 pm. Any email inquiries sent outside these hours will not be answered. *(Students should also note that emails do not require immediate response at any time).*

v) School computer usage is limited to school related assignments or inquiries. School computers may not be used to download music or videos without expressed permission of a teacher. School computers may not be used for game play, face book type pages or you tube without direct teacher supervision. The use of personal laptops in class is subject to the same restrictions. Students may not access school internet on personal laptops for the purposes of game play, music downloads and/or video downloads at any time.

vi) Social media accounts—St. John Brebeuf High School has official social media channels on Instagram and Facebook. These are intended to promote the school and school events to our school community and to the general public, and are monitored and maintained by SJB. No other social media accounts with the St. John Brebeuf High School name, initials, or logos are permitted. Any students starting a social media account or owning an account with these SJB identifiers may face disciplinary consequences.

vii) Social media usage—Students at St. John Brebeuf are expected to conduct themselves appropriately on social media platforms. While the school recognizes that much of the expectations for social media conduct falls upon the parents, if a student’s behaviour on social media directly impacts St. John Brebeuf High School or students at St. John Brebeuf in a negative way, students involved may face disciplinary consequences.

#### **n. Textbooks and Library Books**

Textbooks and library books are loaned to the students by the school. The issuing teacher will assess any damage or loss to books, and students will be responsible for the replacement cost of the lost or damaged book. Software programs will not be loaned.

#### **o. Lost and Found Items**

Lost and found items may be turned in or claimed at the front office. Valuables should not be left in lockers. Students are asked not to bring large sums of money to school. The school cannot take responsibility for lost or stolen property.

#### **p. School Premises**

The appearance of the school premises reflects the respect of the students for their school, and conveys an impression to the neighbouring community. Students are asked and expected not only to refrain from littering, but also to take initiatives to foster a spirit of pride in the appearance of their school.

**q. Smoking Ban**

Due to Provincial Legislation, which went into effect on September 1, 2007, all school properties are to be considered no smoking zones. Be advised that it is now illegal to have cigarettes or smoking utensils on your person on the premises. Students are not allowed to have cigarettes or smoking utensils on them when off-campus at lunch.

**r. Vehicles**

All vehicles driven by students and parked on the school property must be registered at the office. Please note the following information:

- Students are only permitted to drive themselves to and from a school sanctioned activity once written permission has been granted by a parent. Students will not be allowed to drive another student to and from a school sanctioned activity when leaving from the school. The school recommends that parents drive their children to school sanctioned activities during the evening, or on non-school days.
- Students are not permitted to park on the St. James school parking lot. They are not to leave the school property until the end of the day.
- Drivers must at all times demonstrate safe driving habits and are reminded that we are in an elementary school zone.
- Visiting student cars and their drivers are not permitted to come onto school property to pick up students during school hours.

Students not abiding by this will be banned for parking their vehicle on the premise.

**s. Responsibilities of Students Traveling by Bus**

The general rules that apply to students' behaviour at school also apply to bus transportation. Students are expected to show respect to their peers and to the bus driver who is responsible for ensuring the safety and well being of the passengers. Students are expected to do the following:

- \* find a place and remain seated there until the bus reaches its destination,
- \* ensure that the middle aisle is not blocked,
- \* behave in a socially acceptable way,
- \* speak softly and refrain from playing music,
- \* not open windows or emergency exit door without permission of the bus driver,
- \* refrain from smoking, eating and throwing trash inside or outside of the bus,
- \* refrain from putting their heads or arms out of the bus windows,
- \* use the emergency exit door only in the case of an emergency,
- \* not touch any bus equipment or mechanism whatsoever,
- \* leave the bus one at a time without pushing and shoving, beginning with the students sitting in the front seats.

Failure to follow the regulations or the directions of the driver will result in the suspension of bus privileges, and possibly suspension from school, depending on the seriousness of the offense.

## ***Student Responsibilities and Conduct***

### ***Philosophy***

Our goal is that student conduct will reflect the distinctive qualities of the Catholic school: that the Catholic school is filled with the Spirit of Christ and that the Catholic school forms the whole person. The whole Christian person is equipped to enter society well informed and well rooted in Christian faith, ready to talk and work with all of God's children. Inherent in this goal are expectations of continual growth and development of a sense of responsibility, and respect and love for others, for self, and for all of God's Creation.

### ***Respect and Love for Others***

God asks each of us to love our neighbour. Conduct that is inconsistent with this belief will not be tolerated.

### **Respect for Self**

"You are not your own property. You have been bought and paid for. That is why you should use your body for the glory of God." (1 Cor.6:20)

Examples of kinds of conduct that show lack of respect for others and self are listed below. Any student who is involved in any of the activities described below will be suspended from the school, and may face expulsion from the school. Parents will be notified. The police may be called at the discretion of the Principal.

### ***a. Harassment And Bullying Prevention Policy***

**Rationale:** Staff and students together are responsible to maintain a safe school environment where bullying or harassment will not be tolerated. In order to stop harassment/bullying, reporting is essential. Harassment/bullying occurs when there is an abusive power imbalance and is typically characterized by repeated actions; it is different from arguing, rudeness, or conflict.

**Protocol:** There is a protocol in place at St. John Brebeuf to deal with incidents of harassment/bullying. Students are encouraged to report incidents to the school counsellor without delay. We want to establish counselling as a process for students to change their behaviour by choice while discouraging the perception of counselling as a punishment. Counselling early in the process gives students an opportunity to learn from their mistakes in a non-threatening environment.

If the incident is more of a conflict or dispute, conflict resolution through counselling is highly effective before the situation escalates. All incidents reported to a counsellor, teacher, or administrator will be taken seriously.

- Depending on the severity of the incident, initially there will be a plan of action or a consequence to encourage a change in behaviour.
- If there is an established pattern of minor incidents that suggests an unwillingness to change inappropriate behaviour, or a more serious initial incident, the student may be suspended.
- When the offence suggests a blatant disregard of the rights of others, and/or the continued unwillingness to change behaviour, or is gross misconduct, the result may be expulsion of the offending student.

The following behaviours exemplify bullying or harassment that will not be tolerated at SJB:

- PHYSICAL AGGRESSION
  - Such as hitting, pushing, budging, spitting, etc.
- INTIMIDATION
  - Such as verbal threats, taunting, dirty looks, hateful letters, etc.
- VERBAL AGGRESSION OR TEASING
  - Such as insults, hate letters, offensive jokes, put downs, making fun of or mocking a person, use of internet in a demeaning manner, etc.
- DISCRIMINATION
  - Such as judging or acting against a person because of their race, ethnic origin, sexual orientation, gender, etc.
- EXCLUSION
  - Such as gossiping, spreading rumours, isolating a person, refusing to acknowledge a person, etc.
- TRICKERY
  - Such as hurtful pranks, accident on purpose, lying, denying, blaming the other person, setting someone up, etc.
- STEALING
  - Taking someone's personal possessions
- SOCIAL MEDIA
  - Use of electronic or social media to spread rumours, gossip, etc.

Students who feel that they are being bullied or harassed are encouraged to identify the behaviour and ask for it to stop. If it cannot be resolved, students or parents are strongly encouraged to report the incident. Usually bullying gets worse if it is not reported and the school cannot work to resolve the problem if it goes unreported.

### **b. Fighting**

Fighting for any reason will not be tolerated.

### **c. Weapons**

No student while on or near school property or at a school function may have possession of or access to any type of weapon, including but not limited to knives, martial arts weapons, firearms, explosives, and poisonous or corrosive substances.



**d. Gang or Criminal Activity**

Gang involvement, membership or activity is not an acceptable activity for SJB students.

**e. Theft and Vandalism**

Theft is taking the possession of another without permission. Vandalism is causing wilful damage to the property of another. In addition to the disciplinary actions described above that may be taken, parents are responsible for reimbursing the affected party or the school for the cost of damages.

**f. Interference**

Behaviour and items that interfere with the educational objectives of the school will not be tolerated. Examples of interfering behaviour include, but are not limited to, using objectionable language, failing to follow directions of teachers and school staff, and speaking in a rude or disrespectful manner or talking back to a staff member. Items that interfere with or are inconsistent with the educational objectives of the school are not allowed at SJB and will be confiscated.

**g. Smoking and Vaping Ban**

Due to Provincial Legislation ***all school properties are to be considered no smoking and no vaping zones***. Be advised that it is illegal and against school policy to have cigarettes or smoking (including marijuana) or vaping utensils on your person on the premises.

In line with provincial legislation, **smoking or vaping are forbidden on or near the school grounds or during school hours on or off school grounds**. As per our Code of Conduct, any students found to be smoking or vaping, or in possession of smoking or vaping related products will be subject to serious consequences, which could include suspension or expulsion.

**h. Alcohol, Drugs and Other Substances of Abuse**

The seriousness of offences involving these kinds of substances cannot be over-emphasized, both for the student and for SJB. St. John Brebeuf will not tolerate the possession or usage of, or trafficking in any kinds of drugs or alcohol. Trafficking is defined as any exchange of illegal substances. Any student found to be under the influence of, or in possession of alcohol or drugs on or near the school property, or at a school function will be suspended and may be expelled.

The Principal will immediately contact the parents/guardians of such student, inform them of the circumstances, and request that they come to the school immediately and take the student home. The police may be called. There will be an automatic minimum five-day suspension of the student from the school. If a second offence involving alcohol or drugs occurs, the student will be expelled. ***Any student found to be trafficking in alcohol or drugs will be expelled.***

**i. Parking**

For student safety and fire regulations, all visitors are expected to use the designated parking stalls (**not staff stalls**). Please note that the driveway from the road to the school is considered “NO PARKING” and is to be used by our buses only. Please respect the handicap parking stalls. They are reserved at all times for those in need.