



**Saint Charles  
Catholic School**

# **STUDENT/PARENT HANDBOOK**

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**School Website: [www.stccs.ca](http://www.stccs.ca)**

## **SCCS MISSION STATEMENT**

*The role of St. Charles Catholic School is not merely the transmission of knowledge, but more so educating children of today's world: a journey with Christ, in excellence, love and transcendence.*

*St. Charles Catholic School offers a welcoming, co-educational environment committed to nurturing our children's gifts, challenging for excellence and helping children achieve their full, God-given potential.*



# TABLE OF CONTENTS

## **STUDENT AND PARENT HANDBOOK**

Sponsoring Parishes.....	iv
Welcome to St. Charles Catholic School .....	1
Our Patron Saint - St. Charles Borromeo .....	1-2
School Instructional Philosophy .....	2
Community Responsibilities and Expectations .....	2
Attendance/Absence Policies	
Absences and Late Arrivals.....	2-3
Absences .....	3
Late Arrivals .....	3
Family Holidays During Scheduled School Time.....	3
Illness and Appointments .....	3
School Related Absences .....	3

## **I. HOURS OF OPERATION AND SUPERVISION SCHEDULE**

Hours of Operation .....	3
Early Entry .....	3
Recess.....	4
After School .....	4
Before and After School Care (BASC).....	4
Early Dismissals .....	4

## **II. SCHOOL PROGRAMS**

Middle Years.....	4
Advisory Groups.....	4
Homerooms.....	4
Enrichment.....	4
Religion.....	4
French .....	4
Physical Education .....	5
Learn-to-Skate/Hockey Development .....	5
Music .....	5
Hot Lunch and Breakfast Programs.....	5
Volunteer Incentive Program (VIP) .....	5

## **III. COMMUNICATION**

Communication.....	5-6
Agenda Books .....	6
School Event Notices.....	6
Calendar .....	6
Complaint Process.....	6
Contact Information .....	6
Parent Concerns.....	6
Parent/Teacher Conferences.....	6
Parent Portal.....	6
Principal's Weekly Update .....	6
Student Directory .....	6
Website.....	6

## **IV. PARENTS**

Fundraising.....	7
Lost & Found .....	7
Parent Advisory Committee .....	7

Parking Lot Safety .....	7
Volunteers/Visitors to the School .....	7
Keyless Entry System .....	7

## V. STUDENTS

Agenda Books .....	8
Awards.....	8-9
Cell Phones, Cameras and Communication Devices .....	9
Student iPads .....	9
Extra-Curricular Activities .....	9
Gum.....	9
Homework.....	9
Personal Items Brought to School (iPods, DS, etc.) .....	9
Rome Trip.....	9-10
Telephone Use by Students .....	10

## VI. GENERAL INFORMATION

Allergies.....	10
Attendance/Late Slips.....	10
Calendar .....	10
Chapel .....	10
Child Abuse Registry Checks .....	11
Code of Conduct and Standards of Behaviour Policy	
T.R.A.C.K. ....	11
Section A: Expectations & Responsibilities .....	11-12
Section B: Bullying/Harassing/Abusing .....	12
Section C: Criminal/Illicit/Inappropriate Activity .....	13
Section D: Use of Technology.....	13
Section E: Respect for Human Dignity and Equality .....	13
Section F: Consequences for Code of Conduct Violation.....	13
Section G: Student Suspension/Expulsion .....	13-15
Colour Days.....	15
Computer Network/Acceptable Use Agreement .....	15
Disease Prevention.....	15
Drugs, Alcohol, Smoking .....	15
Emergency Procedures .....	15
Field Trips .....	16
First Communion/Confirmation .....	16
Guidelines for Student Groups.....	16
Inclement Weather/School Closure .....	16
Leaving School Grounds .....	16
Letters and Notices.....	16
Lockers.....	16
Lunch Room .....	16
Mass Celebrations .....	17
Medications.....	17
Parent Portals .....	17
Patrols .....	17
Playground Supervision.....	17
Re-Registration Procedures.....	17
Supplies, Textbooks and Library Books.....	17
Uniform/Dress Code .....	17
SCCS Dress Code, Responsibilities and Expectations Chart.....	18

## SPONSORING PARISHES

### **St. Paul the Apostle**

2400 Portage Avenue  
832-6122

#### **Father Eric Giddins**

Mass Times: Saturday 3:00 p.m. @ Deer Lodge  
Sunday 9:00 a.m. and 11:15 a.m.

### **Our Lady of Perpetual Help**

4588 Roblin Blvd.  
832-1993

#### **Monsignor Maurice Comeault**

Mass Times: Saturday 5:00 p.m.  
Sunday 9:00 a.m. and 11:00 a.m.

### **Saint John XXIII Roman Catholic Church**

3390 Portage Avenue  
832-7175

#### **Father Robert Polz**

Mass Times: Saturday 5:00 p.m.  
Sunday 9:00 a.m. and 1:00 p.m.

### **St. Charles Parish**

320 St Charles Street  
889-3248

#### **Father Michael Wollbaum**

Mass Times: Saturday 4:00 p.m.  
Sunday 9:30 a.m. and 11:30

### **St. Ann's Church**

271 Hampton Street  
888-1935

#### **Father Kelly Wilson**

Mass Times: Saturday 5:00 p.m. (English)  
Sunday 10:00 a.m. (Latin)

**For students wishing to receive First Holy Communion and Confirmation, please contact the Parish directly.**

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*Human persons are willed by God; they are imprinted with God's image. Their dignity does not come from the work they do, but from the persons they are.*

- John Paul II, Centesimus Annus, 1991

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## **Welcome from the Pastor:**

Dear Students, Parents, and St. Charles School Community;

Welcome to all! On behalf of the Corporate Board of St Charles School, we are deeply honoured and grateful to you for choosing to be part of our St. Charles School community. We are extremely proud of the excellent and outstanding quality of our academic, recreational, social, and faith environment which our team of teachers and administrators, under the guidance of Ms. Tammy Narynski and the School Board, provide to every student who comes through our doors. May your experience at St. Charles School be one that you will remember for a lifetime. Be assured of our prayers, support, and encouragement for a successful, fun, and exciting school year. May God abundantly bless everyone at St. Charles School with wisdom, guidance, love, and respect.

Fr. Eric Giddins  
Chair  
St. Charles Corporate Board

## **Welcome from the Principal:**

Dear Students,

Welcome back to school! We have a wonderful and exciting year planned for you!

This year, our school goals will focus on learning, building community, and being the best students you can be:

1. Academic Goal - strengthening our commitment to Truth & Reconciliation through curriculum-based learning
2. Spiritual Goal - understanding and strengthening our Catholic traditions and values
3. Safe and Caring Schools Goal - understanding and strengthening mental health, provincial-wide initiatives

Each year students are encouraged to work toward their full potential. Being successful, and being the best student you can be, is part of our teaching philosophy

May God bless each of you as you journey down your path this year. May you always remember to lead by example, love one another the way that God loves you, and be kind.

Wishing you all the best of luck in the 2022-2023 school year!

***Kind words can be short and easy to speak, but their echoes are truly endless. (Mother Teresa)***

Mrs. Tammy Narynski  
Principal

## **OUR PATRON SAINT – CHARLES BORROMEO Patron of Learning and the Arts**

Charles was born at the family castle on Lake Maggiore, Italy on October 2 to a wealthy family. He had an older brother. Charles had a speech impediment and was a slow learner. When he was only 12 years old, he entered a monastery where, even though he was still a child, was appointed as the Abbot. For the next 5 years, Charles studied law in the hopes of becoming both a civil and canon (church) lawyer.

When Charles was 16 years old, his father passed away. Normally, his older brother would have become the heir to the family wealth and manager of the family estates, but, because Charles was highly respected for his wisdom, he was asked to return home to take over the family affairs, which included overseeing estates. Eventually, he was able to return to his studies at the monastery where he earned a doctorate in law.

One day, soon after Charles became a doctor, his uncle was elected as Pope Pius IV. The new Pope appointed his favourite nephew, Charles, as Archbishop of Milan, even though Charles was only in his early twenties. In his new position, Charles was able to share his love of learning and the arts. His lifelong goal was to create excellent institutions and academies for learning.

His first creation was the Academy of the Vatican Nights, which was simply a group of learned persons who gathered to share ideas by writing essays and setting up formal discussions. Then he founded a college at Pavia. When his older

brother died unexpectedly, his family begged Charles to renounce his priesthood, marry, and raise a family so the family name would not die out. Charles resisted and decided to work even harder for the glory of the Church. In the late 1500's, the Church was embattled against the Protestant-Reformation. As a result, the Pope decided to convene a Council (the Council of Trent) to affirm and clarify the Church's beliefs, which were being misrepresented by Martin Luther and his fellow Protestants. As the Pope's nephew and a doctor of law, Charles was an important person in the Council of Trent. He played a prominent role in developing a church Catechism program that could be used to educate the people. Charles, a fine musician himself, was also influential with regard to Church music – thanks to his influence during the Council, Church music underwent significant reform. The Council clarified what was acceptable for liturgical services and what would illustrate the beauty of the Mass.

A passion of St. Charles was the education of priests. He dedicated most of his life to developing seminary programs and communities where men would go to foster their vocations. Of course, Charles, being young and invested in change, was met with a great deal of opposition throughout his life. Governors and senators would publicly speak against Charles. Religious orders, too, including the Jesuits, were upset with his insistence on reform and adherence to common standards. One religious order even formed a conspiracy against Charles' life, and it was only by a miracle that Charles survived.

Charles believed strongly in sacrifice, and would offer little sacrifices daily. One day, he was stricken with a high fever, and on November 4, Charles died. He was forty-six years old. ***St. Charles, patron of our school, pray for us.***

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## **SCHOOL INSTRUCTIONAL PHILOSOPHY:**

We believe that children are made in God's image and that each child is unique. Using a combination of tradition and innovation based on sound research, our aim is to create a balance between skills, creativity and responsibility.

## **COMMUNITY RESPONSIBILITIES AND EXPECTATIONS:**

St. Charles Catholic School promotes responsibility, respect, civility and academic excellence in a safe, faith-based, learning and teaching environment. Violent or disrespectful behaviour is contrary to our Gospel and Catholic values. We believe that everyone - students, parents/guardians, teachers, staff and volunteers - have the right to be safe and feel safe in our schools. With this right comes a very large responsibility: to be good citizens and to be accountable for our own actions that put at risk the safety of others or oneself. Operating on the premise that school, parish and home create a team that works together for the benefit of all students, we are expected to:

- Create a positive faith-based learning environment where all are accepted and encouraged to develop self-esteem and respect
- Treat others with courtesy, respect, consistency, and fairness
- Teach and model by positive example

To assist our community (students, staff and parents) in developing appropriate behaviour patterns, our school employs the acronym **T.R.A.C.K.** that stands for:

**T Teamwork**  
**R Respect and Responsibility**  
**A Age Appropriate Behaviour**  
**C Christian Attitude**  
**K Kindness**

## **ATTENDANCE POLICY:**

St. Charles Catholic School (SCCS) has an Attendance Policy that seeks to promote responsible behavior on the part of students by establishing specific expectations and consequences governing student absences and tardiness.

St. Charles Catholic School recognizes that regular attendance and punctuality are important life-style behaviors, and as such, these behaviours are expected and fostered within the school setting. Furthermore, regular school attendance promotes socialization that is an integral part of healthy growth and development in children. Masses, assemblies, celebrations and group events and outings all help to build and maintain a strong community spirit at St. Charles. Therefore, regular attendance is expected.

St. Charles Catholic School must conform to provincially established expectations relative to hours of instruction in order to fulfill provincial curriculum requirements. Therefore, our school has an obligation to establish reasonable attendance expectations in order for a student to successfully complete each grade.

**ABSENCES AND LATE ARRIVAL** - A Student Attendance Profile will be sent home periodically for students whose attendance is concerning. The maximum number of absences per term is TEN.

While specific attendance expectations have been established, it is not the intent of this policy to penalize students where the attendance expectations have not been met as a consequence of circumstances beyond the student's control. This is particularly true in the case of chronic or extended illness. For this reason, the administration of the school has

the latitude to grant exceptions on the merits of individual situations, provided that the extension request is initiated by the parent/guardian in a timely manner and accompanied by supporting documentation (i.e. Physician note). Families may want to consider the use of a tutor should the situation require it.

Parents are requested to email the office staff at [reception@stccs.ca](mailto:reception@stccs.ca) with the student name in the subject area, or call the school and leave a message on the voice mail as early in the morning as possible each day that their child is absent. A member of the school office staff will contact the parents in the case of an unexplained absence.

**ABSENCES** - When a student is absent from school or class, a written note or a telephone call to the office is required and must be provided at the time of the absence.

Where, in the opinion of the school administration, the number of absences accumulated by a student is deemed excessive or the intent of the policy is being abused, the administration may determine that the grade is incomplete.

If students opt out of a field trip, they are marked present if they are at school. If a parent chooses to keep them home, they are marked absent.

**LATE ARRIVALS** - A late is defined as entering the classroom after the Morning Prayer and Announcements have begun. Those who come late for school or for any class during the day must report to the office to sign in and obtain a late slip to give it to their teacher. Please note that 5 lates = 1/2 day absence.

**FAMILY HOLIDAYS DURING SCHEDULED SCHOOL TIME** - Parents are discouraged from taking their children out of class during scheduled school days for family holidays and other extra-curricular commitments. Class time is valuable and academics are a priority. Students risk loss of academic credit as outlined in the Attendance section of the policy should absences accumulate for any reason.

If a parent takes his or her child out of school, the school does not take responsibility for their student's academic progress while he/she is away. Students are responsible for missed tests, quizzes and projects. The school does not expect its teachers to reteach the lessons that have been missed or prepare homework packages in advance of the planned absence or upon return.

It is the parents' responsibility to notify the Administration in writing as early as possible if a student will be missing two or more days of school for vacations, extra-curricular competitions/tournaments or any other planned event.

The parent and student must also:

1. Make arrangements (prior to departure) with each subject teacher and arrange to complete any work that will be missed. **(at least 5 school days prior to leaving for a holiday)**
2. Make arrangements (also prior to departure) for any scheduled tests to be written prior to leaving or within two days of returning.

If the parent and student do not make arrangements with the teacher before leaving on holidays; incomplete assignments or unwritten tests will result in a mark of zero.

**ILLNESS AND APPOINTMENTS** - Students, who become ill during the school day, must have their parent/guardian sign them out upon leaving the building. Parents are asked to plan for unexpected illness at school by updating the student's emergency contact name and phone number file at the office as needed. Students who are ill can quickly spread viruses to the other students and staff, therefore the student must be picked up as soon as possible.

For students who must leave school during the day for medical or dental appointments, a parent or guardian is required to sign the student out at the office and indicate the reason.

**SCHOOL RELATED ABSENCES** - At times, students miss classes for school sanctioned competitions, tournaments or school trips. It is the student's responsibility to make up missed tests, assignments and school work. Students should identify a homework buddy to gather all materials in their absence.

## **I. HOURS OF OPERATION AND SUPERVISION SCHEDULE**

Morning Classes	8:35 - 11:35 a.m (Kinder begins at 8:25 a.m.)
Afternoon Classes	12:30 - 3:25 p.m. (Kinder ends at 3:15 p.m.)

### **EARLY ENTRY:**

Students arriving earlier than 8:15 a.m. **must report** to the Before and After School Care Program (BASC). Parents will be invoiced for this service. **No students are to be in the school before 8:15 a.m. unless attending a supervised event.**

Students in grades 1-8 who arrive between 8:15 a.m. and 8:35 a.m. are to go directly to the school playground area where supervision is provided.







In May, there will be Orientation Meetings available for parents of children entering Grades K-2, 3-5 and 6-8 for the following school year. These meetings will enable parents to meet the teachers and learn about the programming.

In early September there will be a Meet the Teacher evening to welcome new and returning families and to share annual goals and plans, as well as course outlines. Elections to the school's Parent Advisory Committee will also take place on that evening.

### **AGENDA BOOKS:**

Students in Grades 1-6 will be provided with a school agenda at the beginning of the school year. This book is used to keep track of homework, tests, important dates and correspondence from the teachers. The teachers encourage their use throughout the school year. Your child's agenda should be coming home in their school bag every day.

### **SCHOOL EVENT NOTICES:**

For information about school events, please refer to the school website at [www.stccs.ca](http://www.stccs.ca).

### **CALENDAR:**

The school calendar is available on-line at [www.stccs.ca](http://www.stccs.ca).

### **COMPLAINT PROCESS:**

There is a three-step complaint process members of the community are expected to enact should conflict between two parties arise:

1. Speak directly with the person – Please give him/her the opportunity to become aware of your concerns and to share his/her perspective. Feel free to take a friend along, if it would be helpful.
2. Ask a friend to speak on your behalf to the person, understanding that your name will be used.
3. If steps 1 and 2 are not first enacted, then the complaint will not be addressed by members of school leadership.

### **CONTACT INFORMATION:**

Please ensure your address, email and telephone numbers (home, work and emergency contact person) are up-to-date. This will ensure that you can be contacted for routine communications and also in the case of an emergency. All change of address, email and telephone numbers should be made with the school office.

### **PARENT CONCERNS:**

If there is a concern relating to the classroom, please contact your child's teacher directly. If it is of a general nature or if you are unsure whom to call, please feel free to contact the principal at 204-837-1520 x222 or e-mail: [tnarynski@stccs.ca](mailto:tnarynski@stccs.ca).

### **PARENT/TEACHER CONFERENCES:**

Student Progress Reports will be issued 3 times per year: November, March and June. The format in November for Grades K-5 will be traditional Parent-Teacher conferences. In March, the format will be Student-Led conferences. Additional conferences can be set up anytime during the school year. Grades 6-8 will offer Parent-Teacher Conference opportunities with any of the teachers each term.

### **PARENT PORTAL:**

All parents are encouraged to use their Parent Portal access to review their child's attendance, term reports and daily announcements made within the school. Parents with children in older grade levels are also able to view student grades and/or homework status.

### **PRINCIPAL'S WEEKLY UPDATE:**

The Principal's weekly update includes reminders and news for the upcoming week along with other special announcements. It will also be posted on our School website for easy referral.

### **STUDENT DIRECTORY:**

A directory of students per grade, including addresses and phone numbers, is available to all families who request one. Please note that families who do not give permission to print their contact information will not be included in this directory. Please contact the office for more information.

### **WEBSITE:**

Our school website is [www.stccs.ca](http://www.stccs.ca). Daily announcements can be accessed through the Parent Portal <https://stcharlescatholicsschool.powerschool.com/public>.



## **V. STUDENTS**

### **AGENDA BOOKS:**

Students in Grades 1-6 will be provided a school agenda at the beginning of the school year. This agenda is used to keep track of homework, tests, important dates and correspondence from the teachers. The teachers encourage their use throughout the school year. Your child's agenda should be coming home in his/her school bag every day.

### **AWARDS:**

Several award opportunities are available for the students at St. Charles. Most current information regarding awards criteria and due dates may be found on the school website. Some awards are made by staff recommendations including: Keira Bond Krusader Award, Chad Friesen Spirit Award, Pillars of the School Awards, and the Bill Senderewich Cornerstone Award.

<b>Robert Morrison Leadership Award</b>	Grade 8 student who demonstrates leadership abilities and an ongoing commitment to living the Catholic faith values both in and out of school. Application required.
<b>Jordan Paige Citizenship Award</b>	Grade 8 student committed to community and church. Student is dependable and shows positive leadership skills. Application required.
<b>Diane Giguere O'Rourke</b>	Returning Grade 1 student who displays overall good student qualities.
<b>Damian Mills Award</b>	Returning Grade 5 or 6 student who shows strong athletic ability with high academic achievement. Application required.
<b>George Jones Memorial Award</b>	Grade 4 student who displays strong athletics and academics. Application required.
<b>Athlete of the Year</b> <b>Athlete of the Year Junior</b>	Grade 6-8 Male and Grade 6-8 Female. Application required. Grade 3-5 Male and Grade 3-5 Female. Application required.
<b>Most Improved Athlete Awards</b>	Grades 6-8 Male and Female.
<b>Louis Caron Maestro Bursary Award</b>	Returning Grade 6 or 7 student who shows outstanding dedication to their instrument, participates actively in music classes and extracurricular activities.
<b>Louis Caron "Most Improved &amp; Dedicated Musician" Bursary Award</b>	Returning Grade 6 or 7 student who is the most improved and dedicated musician both vocally and instrumentally in grades 6-8, participates actively in music classes.
<b>Middle Years Musicianship Award</b>	Grade 6-8 student who shows leadership in music electives.
<b>Star Performer</b>	Grade 3-5 male and female students who perform well in all aspects of our music program, including voice, violin, recorder and Orff instruments.
<b>Mozart in the Making</b>	Grade 1 or 2 male and female students who show a love and understanding of music.
<b>Patrol Award</b>	Presented to a Gr. 5 student
<b>Chad Friesen Spirit Award</b>	Awarded annually to a student who has: overcome great adversity; maintained integrity, relationships, academics; exhibits a cheerfulness.
<b>Bill Senderewich Cornerstone Award</b>	Returning Grade 6 or 7 student who exhibits: a love for family; a good work ethic; diligence and desire to excel to their full capabilities; patience, support, kindness, and loyalty towards others.
<b>Gladys Belheumer Volunteer Award</b>	Parent award
<b>Long-Standing Family Awards</b>	
<b>Catholic Women's League Award</b>	Grades 4-6 Award based on the core values of the CWL, (faith, social justice, service)

<b>Academic Excellence Award</b>	Grades 4, 5, 6, 7, 8 students with the highest grade average in the four core subjects.
<b>Honour Roll Gold</b>	Grades 4, 5, 6, 7, 8 students with a mark of 90% or higher in <b>each</b> of the 4 core subject area courses in each term
<b>Honour Roll</b>	Grades 4, 5, 6, 7, 8 students with a cumulative average of 80% in all 4 core subject area courses

## **CELL PHONES, CAMERAS AND COMMUNICATION DEVICES:**

Cell phones, iPads, and cameras are a distraction in a classroom setting and inappropriate for use during recess. These items **must** be kept in the student's **locker** during school hours (7:00 a.m. – 6:00 p.m.). The staff reserves the right to confiscate devices used during school hours. Confiscated items may be retrieved from the Vice Principal at 3:25pm.

## **STUDENT IPADS:**

iPads are a learning tool and a privilege. As such, they are to be used only while the student is directly under staff supervision and with staff permission. Student iPads may be confiscated by staff for improper use by the student. On such occasions, the consequences will be as follows:

**1<sup>st</sup> time:** the Vice Principal will hold the device until 3:25pm

**2<sup>nd</sup> time:** the Vice Principal will hold the device until 3:25pm.

**3<sup>rd</sup> time:** the Vice Principal will hold the device until 3:25pm, and an email will be sent to parents.

Additional consequences are at Administrative discretion and may include TRACK entries or suspension from use of the device for periods of time ranging from 1 week through the rest of the school year.

## **EXTRA-CURRICULAR ACTIVITIES:**

Throughout the school year, a number of activities will be available to students outside of school hours and during lunch. Information regarding specific activities will be conveyed to students and parents before the programs are implemented so that appropriate transportation and supervision arrangements can be made. Please refer to our website for more information ([www.stccs.ca](http://www.stccs.ca)).

## **GUM:**

Students are **not** to bring gum to school. Gum chewing is not allowed in the school or the playground, except by Administrative approval.

## **HOMEWORK:**

St. Charles encourages students to develop healthy study habits. Children will be expected to complete homework assignments, including assignments not completed in class time. All parents are encouraged to monitor their children's homework and to provide a quiet, supervised location for study. Students are also encouraged to spend time at home reading for pleasure. Homework expectations can vary from teacher to teacher, and typically range from 5-10 minutes per year of schooling. Older students will be expected to spend more time on homework than younger students. If you feel your child is spending too much time doing homework, please communicate this concern to your child's teacher. It may be an indication of a larger learning concern.

Late assignments will be accepted up until the designated date stipulated for each term. Assignments for the term will not be accepted beyond that date. Please refer to the school calendar for dates.

## **PERSONAL ITEMS BROUGHT TO SCHOOL**

Non-academic use of iPads, cameras, and other video games are not allowed during school hours. Any video games which have "Teen" or "Mature" ratings are not allowed. **The school assumes no responsibility** for these expensive items and discourages their use at school. Please ensure personal items are labeled. Skateboards are not allowed at school at any time. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY PERSONAL ITEM BEING LOST, DAMAGED OR STOLEN.** The school supplies games and resources for recess. Students are discouraged from bringing personal toys to school.

## **ROME TRIP/OUT-OF-PROVINCE/COUNTRY FIELD TRIPS:**

All students from grades 7 and 8 are invited to participate in a Rome Trip which occurs over Spring Break on alternate years. This trip is aligned with the current MB Social Studies curriculum and explores our roots as Catholics as well as gives vibrancy to our Faith. It allows us to visit the homeland of our school Patron, St. Charles Borromeo and enables students to further develop their leadership skills.

Parents may offer to serve as supervisors on the trip. This includes only legal parents/guardians who have custody of the child and who have been in a supportive role as a parent within the SCCS community over time. Parents must have



## **CHILD ABUSE REGISTRY CHECKS:**

For the safety of our students, it is the policy of all Catholic Schools and the Archdiocese of Winnipeg, that any individual working or volunteering with a school, complete a Child Abuse Registry Check. If you plan to volunteer in the school or during out of school activities (field trips, sports activities, driving, etc.) please visit the office for an application form. There is no fee for this registration. CAR checks must be completed annually.

## **CODE OF CONDUCT/STANDARDS OF BEHAVIOUR POLICY:**

St. Charles Catholic School promotes responsibility, respect, civility and academic excellence in a safe, faith-based, learning and teaching environment. Violent or disrespectful behaviour is contrary to these values and is not tolerated.

We believe that everyone - students, parents/guardians, teachers, staff and volunteers - has the right to be safe and feel safe in our schools. With this right comes a very large responsibility: to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

To assist our community (students, staff and parents) in developing appropriate behaviour patterns, our school employs the acronym **T.R.A.C.K.** that stands for:

- T. Teamwork**
- R. Respect and Responsibility**
- A. Age Appropriate Behaviour**
- C. Christian Attitude**
- K. Kindness**

The typical process in regard to TRACK matters is:

1. Teacher and parents communicate about concerns.
2. If this does not resolve the behavioural concerns, then the Vice-Principal will meet with the Teacher, Parents and Student. Possible solutions may include clinical referrals, behavioural plans, and alternative groupings.
3. If the issue continues, then the Principal will formally address the matter with all parties.
4. If this does not resolve the issue, then the matter is referred to the Board of Directors Disciplinary Committee.

### **Our goal is to stay on TRACK and, if we slip, to get back on TRACK!**

The Manitoba government passed *Bill 18, The Public Schools Amendment Act (Safe and Inclusive Schools)* in the fall of 2013, which specifically defines bullying (including cyberbullying) and requires school boards to expand their policies regarding the appropriate use of the Internet to include social media, text messaging, and instant messaging. It requires staff members who become aware of cyberbullying to report and act on it, even if it takes place outside of school hours. It also requires school boards to establish a respect for human diversity policy, which must promote the acceptance of and respect of others in a safe, caring, and positive environment, and which accommodates student activity that promotes the school environment as being inclusive of all students.

## **Section A**

**Our *Code of Conduct* outlines the responsibilities students, parents and staff must accept to maintain a safe, secure, productive, and faith-based learning environment.**

**\*\* Students, parents and staff must behave in a respectful manner and comply with the Code of Conduct. \*\***

### **Expectations & Responsibilities**

#### **Staff are expected to:**

- create a positive faith-based learning environment where all students are accepted, feel respected and encouraged to develop self-esteem and respect
- encourage the involvement of parents/guardians in educational decisions involving their children
- operate on the premise that school, parish and home work together for the benefit of all students
- report incidents of bullying (including cyberbullying) to the Principal as soon as reasonably possible
- model behaviour in keeping with the school's Respectful Workplace Policy and its internet, social media and electronic device policies
- treat students with courtesy, respect, consistency and fairness
- teach and model by positive example

## **Students are expected to:**

### Respect the rights and safety of others by:

- developing self-discipline
- demonstrating behaviour that contributes to an orderly, supportive and safe learning environment
- respecting and demonstrating consideration for other students and cultures
- complying with the school's discipline and dress code including rules related to bullying and cyberbullying
- resolving conflicts and difficulties with others through discussion or, by seeking assistance from school personnel

### Make a commitment to promote their academic success by:

- attending school regularly and punctually
- coming to class on time with all necessary materials, e.g., texts, pens, notebooks, etc.
- completing assignments and handing them in on time
- participating, to the best of their ability, in class and school activities

## **Parent(s)/Guardian(s) are expected to:**

- ensure regular and punctual school attendance and encourage completion of all school assignments by their children
- attend school meetings and events, and support the school
- maintain open communication with staff by addressing concerns through proper lines of communication
- treat all staff with dignity and respect
- assist their children to establish positive attitudes towards achievement as well as respect for peers, school personnel and property
- monitor their children's use of social media, the internet and personal communication devices to keep them safe and ensure they are not the subject or the cause of cyberbullying or other dangerous activities
- inform the school of problem areas or areas of behavioural concern
- provide the necessary materials
- discuss with their children and support the school's *Code of Conduct* and policies.

## **Section B**

Bullying, harassing, or abusing another student physically, sexually or psychologically, verbally, in writing or otherwise, is unacceptable. Bullying is behavior that is intended to cause, or should be known to cause, fear, intimidation, humiliation, distress or other forms of harm to another person's body, feelings, self-esteem, reputation, or property. It is also behavior intended to create, or should be known to create, a negative school environment for another person. Bullying takes place in a context of a real or perceived power imbalance between the people involved and is typically (but need not be) repeated behavior. It may be direct (face to face) or indirect (through others); it may take place through any form of expression, including written, verbal, physical, or any form of electronic communication.

### **Types of Bullying may include but, are not limited to:**

Physical - such as gestures, slapping, hitting, choking, poking, punching, pinching, kicking, scratching, spitting, defacing property, physical acts that are embarrassing, locking in and out of space, physical violence against family or friends, threatening with a weapon, or inflicting bodily harm.

Verbal - such as name calling, swearing, gossiping or embarrassing another, spreading rumors, ethnic slurs, setting up to take blame, taunting, teasing, threatening, phone calls, text messaging, threats of violence against family or friends.

Social/Relational - such as rejection, exclusion, manipulating, social order, setting up to humiliate in person or through the use of technology.

Cyberbullying - such as the use of information and communication technologies including e-mail, cell phone text messages, instant messaging, social media, digital cameras, defamatory personal web sites, and defamatory online personal polling websites, to support deliberate, repeated, or hostile behaviour by an individual or group that results in harm to others.



## Section C

- (i) Gang involvement will not be tolerated inside or outside the school.
- (ii) Possessing a weapon, as defined in section 2 of the *Criminal Code*, will not be tolerated.
- (iii) Using, possessing or being under the influence of alcohol or illicit drugs at school or, on school related activities - inside or outside the school – is unacceptable.

## Section D

Pupils and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable. Access is a privilege and not a right.

To gain access all students must obtain parental permission and must have their parent/guardian sign and return the school's Acceptable Use Policy (AUP) to the school. Staff must complete the staff AUP and return it to the school.

Students and staff must adhere to school policies respecting appropriate use of digital cameras, cell phones, and other electronic or personnel communication devices. A record of incidents that required disciplinary action is kept on file in the school office. If the situation warrants, a referral is made to the Principal and parents are notified.

## Section E

In order to maintain a Catholic learning environment based on the teachings of the Catholic Church, staff and students must follow the Respect for Human Dignity and Equality Policy. Discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of the Manitoba Human Rights Code is unacceptable.

## Section F

Disciplinary consequences for violating the school's *Code of Conduct* will follow the Provincial Code of Conduct which may include, but are not limited to:

- Informal Discussion with Teacher or Principal
- Parental Involvement
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Restitution/Compensation
- Behaviour/Performance Contract
- In-school suspension
- Out-of-school suspension
- Non-reregistration
- Expulsion

Principals and teachers must ensure that interventions and disciplinary consequences are appropriate given the frequency and severity of the conduct and must take into account a student's state of development.

Parents/guardians have the right to appeal the disciplinary consequences to the teacher issuing them first and then to the Principal. More serious disciplinary consequences should first be appealed to the Principal. A final appeal may be made by submitting a written request for a meeting with the Board of Directors.

## Section G

### **Student Suspension and Expulsion**

#### **1.0 Intent**

This policy is intended to provide direction for the Administration of St. Charles Catholic School in dealing with severe or repeated behavioural problems or blatant or repeated violations of the school's expectations for student behaviour.

#### **2.0 Policy Statement**

The Board of Directors will support the instructional staff of the School in the maintenance of a safe and positive Christian learning environment in the school. To this end, the Board authorizes the Principal to suspend students,

whose conduct, upon investigation is considered to be a serious breach of school discipline, or injurious to the welfare of the school, or injurious to other persons within the school.

### **3.0 Policy Guidelines and Procedures**

#### **3.1 Suspension from School**

- 3.11** The Principal shall have the authority to suspend a student for a period of up to one week. Suspensions beyond one week will only occur when a disciplinary matter has been referred to the Board's Disciplinary Committee
- 3.12** Offences for which students may be suspended include, but are not restricted to:
- 1) gross disrespect and/or insubordination
  - 2) disruptive behaviour
  - 3) use of abusive language or physical violence
  - 4) use of alcohol, drugs or cigarettes within the school environment
  - 5) vandalism and/or willful damage to school property
  - 6) theft within the school environment
  - 7) truancy
- 3.13** In determining the duration of the suspension, the Principal shall take the following factors into consideration:
- 1) severity of the offence
  - 2) whether the student was involved in instigation or simple participation in a suspendable offence.
  - 3) whether the student has been previously suspended for a similar offence.
- 3.14** Dependent upon 3.23 the following guideline is offered for suspension durations:
- 1) initial suspensions 1 - 3 days
  - 2) subsequent suspensions 1 -5 days

#### **3.2 Suspension Procedure**

- 3.21** Following the decision to suspend a student the Principal must:
- 1) Notify the parent or guardians by telephone of the decision to suspend and ensure that adequate custodial care will be present in the home prior to sending the student home;
  - 2) Provide the opportunity for the parents or guardians to meet with the Principal to discuss the reason for the suspension, and to clarify expectations for the student's behaviour;
  - 3) Provide, in writing, to the parents or guardians an explanation of the suspension, future expectations and possible future consequences of inappropriate behaviour;
  - 4) Inform the Board Chairperson of the suspension; and
  - 5) Inform the Board, via confidential report, at its next regular meeting.

**Note:** Where adequate care is a concern, the student may be retained in school until such time as proper care is assured. The Principal also retains the right to arrange an "in school" suspension. In such cases, parents must be notified in the same manner as with an out of school suspension.

### **4.0 Expulsion from the School**

Once a child has received three suspensions from school, the Principal shall refer the case matter to the Board's Disciplinary Committee. In serious situations affecting the welfare of the school, the Principal may refer the case to the Committee prior to three suspensions.

#### **4.1 Expulsion Procedure**

- 4.11** When the question of expulsion arises, the Principal will suspend the student from school until such time as the Committee can convene to review the case.
- 4.12** In preparing the case for referral, the Principal must:
- a) Inform the Board Chairperson that a student has been suspended and request that the Committee be convened and review the case within five teaching days;

- b) Prepare a case analysis for the Committee including copies of pertinent records and an administrative recommendation concerning the case;
  - c) Inform classmates as to the suspended student's status and the procedures laid out in this policy; and
  - d) Notify parents or guardians, in writing, that the student has been suspended and that the case has been referred to the Committee for a decision on the student's continued placement in the school.
- 4.13** The Committee will be comprised of three Board members appointed by the Chairperson. Upon receipt of the referral, the Committee will meet to examine the student's record and the Administration's recommendations. Following this review, the Committee will render a decision, which will be communicated in writing to the parents or guardians.
- 4.14** Where a decision to expel is made parents or guardians will be afforded the right of appeal to the whole Board at its next regular session. The request for appeal must be forwarded, in writing, to the Board Chairperson within 10 days of the Committee's decision.
- 4.15** Where an appeal is to be heard, the student's parents or guardians will be given the opportunity to address the Board and hear the Committee's presentation of the details of the case and the rationale for the Committee's decision.
- 4.16** The Board will hear the appeal and then move in-camera to reach a decision. The Disciplinary Committee and the Administration will absent themselves from the in-camera decision process.
- 4.17** The decision of the Board in regard to the appeal will be considered final.

### **COLOUR DAYS:**

On occasion throughout the school year, Colour Days (non-uniform) will be held. For non-themed Colour Days, students are to dress in appropriate apparel that would be considered acceptable for school wear. Please think of "Business Casual" when determining the suitability of your child's clothing. Shorts and skirts must be just above the knee – no miniskirts or short shorts will be allowed. No cut-offs. No leggings without a lengthy top. Jean shorts are permitted provided they are hemmed and meet the above length criteria. Shirts must cover the shoulders and midriff (no spaghetti straps, halter tops, muscle shirts or belly shirts). Pajama pants are also considered inappropriate for school. Shoes with heels, sandals and open-toed shoes present a safety hazard on the playground surface and will not be permitted. Any cresting on t-shirts must have appropriate wording. Students who refuse to follow the above considerations may be asked to remain in uniform for the remainder of the school year. Administration has the final decision regarding appropriate apparel.

### **COMPUTER NETWORK/ACCEPTABLE USE AGREEMENT:**

All school computers provide Internet Access from all workstations. The school's goal is to use the technology to enhance student learning in all subjects across the curriculum. All families are required to sign an "Acceptable Use of Technology Agreement" following a review of the school Internet Acceptable Use Policy, which will be distributed at the beginning of the year.

### **DISEASE PREVENTION:**

Hand washing is the single most effective way to prevent the spread of disease. Teachers will be reinforcing the habit of hand washing/sanitizing before all eating times (snack, lunch, etc.).

If students are ill, they are to be kept at home. Students who are too ill to participate in the entire school day (recess, physical education, etc.) are to remain at home unless prior arrangements are made with the classroom teacher. In cases when early dismissal is required due to illness, please ensure contingency plans are in place for your child.

SCCS reserves the right to refuse attendance to any child who is exhibiting any signs of head lice, nits, scabies, ringworm or any other communicable disease.

### **DRUGS, ALCOHOL, SMOKING:**

These items are strictly prohibited on school grounds and at school sponsored activities. Students in possession of cigarettes, alcohol or drugs will face possible suspension or expulsion.

### **EMERGENCY PROCEDURES:**

St. Charles is required by law to hold emergency procedure drills such as fire drills, lockdowns, "hold-and-secure" and emergency evacuations each year. Students are expected to comply quietly and in an orderly fashion and meet in designated areas as instructed by teachers. Any parents or visitors in the school at the time of the drill are asked to set a good example and leave the school in a quick and quiet manner.





## St. Charles Catholic School Dress Code, Responsibilities and Expectations

<u>Proper Dress Code</u>	<u>Students</u>	<u>Parents</u>	<u>School</u>	<u>Range of Consequences</u>
<p>Long or short-sleeved crested white oxford shirts, tucked fully into navy uniform bottoms at all times.</p> <p><u>Navy bottoms</u> include: your choice of uniform pants, bermuda shorts, jumpers, or skorts purchased through the school uniform supplier.</p> <p><u>Navy toppers</u> include: your choice of crested knit cardigan, crested knit vest, crested hooded jacket, or crested fleece jacket.</p> <p><b>Note: All toppers must display school crest.</b></p> <p>Only navy knee-high socks or navy tights may be worn with skirts, skorts or jumpers. Navy crew socks may be worn with pants. No leggings/yoga pants permitted.</p> <p>Shoes are closed toe, non-scuff soles, dark in color and monochromatic. Students will need dress shoes for formal events such as altar serving and musical performances.</p> <p><b>Mandatory gym uniform (grades 3-8 only):</b> SCCS crested navy gym shirt; SCCS crested navy gym shorts; navy gym socks; non-scuff gym shoes must be worn for all gym classes.</p> <p>Mandatory uniform pieces that can be purchased elsewhere: Navy crew socks, knee-highs or tights, dark non-scuff shoes, white camisoles or under shirts, non-scuff gym shoes.</p> <p>School crested sweatpants or gym clothes cannot be worn in class or during school hours, except for recess.</p> <p>No jewelry, except stud type earrings, may be worn during gym class.</p> <p>Hair accessories must be navy or white and not be excessively ornamental or distracting.</p>	<p>Are well groomed and neatly dressed in full uniform daily and in accordance with the dress code at all times.</p> <p>Dresses and skirts must be hemmed at an appropriate length.</p> <p>Will wear appropriate white underclothing under uniform shirts.</p> <p>Will dress appropriately on Colour Days. Short shorts and skirts, spaghetti straps, leggings or other revealing clothes are not allowed.</p> <p>Will wear dark, non-scuff shoes at all times in the school and non-scuff runners for gym.</p> <p>Will wear jewelry and navy blue or white hair accessories moderately. Very large or dangling earrings are not allowed. Minimal makeup in Middle Years only.</p> <p>Shoes must be closed in for safety reasons on the playground.</p> <p>No boots, slippers, open toe or heeled shoes, strappy sandals, flip flops or wheelies, flashing or other distracting coloured shoes or shoe-laces are to be worn in the school. Shoes with a heel higher than one inch can pose a safety concern.</p> <p>Hair colour must be a natural colour.</p> <p>No <b>visible</b> body piercings or tattoos. Ear lobe piercings must be small and not in excess of two piercings per lobe. <b>Not all fads and hairstyles are suitable for school and will be decided at the discretion of the administration.</b></p>	<p>Parents will purchase a full uniform &amp; gym uniform (crested shirt and navy bottoms) from St. Charles Catholic School through the school's official uniform supplier.</p> <p>Parents will ensure that uniform pieces worn to school are clean and in good condition.</p> <p>Parents will encourage and ensure that students wear their uniform according to the dress code.</p> <p>Parents will provide students with appropriate and adequate seasonal clothing.</p> <p>Parents will label students uniforms, personal belongings and clothing with their name.</p> <p>Will check for lost items in the lost and found frequently.</p> <p>Uniforms that are in poor condition, stained, ripped, too small or otherwise not seen as adhering to the uniform policy, will not be allowed.</p> <p>Any medical condition that requires an exemption to the uniform policy must be approved by Administration and accompanied by a Physician's note.</p> <p><b>Parents agree to abide by the school dress code policy by virtue of registering their child at St. Charles Catholic School with its existing dress code policy.</b></p>	<p>Clearly defines and enforces the school dress code.</p> <p>Teachers and staff will act as appropriate role models by dressing in a professional manner.</p> <p>Determine compliance with dress code.</p> <p>The school reserves the right to regulate inappropriate hairstyles, hair colour, jewelry, excessive make-up, piercing and tattooing.</p> <p>The school will donate unclaimed lost and found items to charity.</p> <p>Where there is a question of dress code compliance or conduct, the decision of the Administration will stand.</p>	<p>1-Agenda notice sent home by the teacher.</p> <p>2- Informative note sent home by the office.</p> <p>3- Formal Administrative involvement.</p>