



# St. Joseph's Academy

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## General Guidelines Governing School Operations

### CONDITION OF CLASSROOM

1. Students in a class are responsible both individually and as a group for the cleanliness and general condition of their classroom.
2. Students **shall not** be dismissed at 3:00 p.m. until:
  - (a) they have straightened up their desks
  - (b) they have straightened up their books
  - (c) they have cleaned up the area around their desks
  - (d) they have ensured that the overall state of the classroom is satisfactory
3. The school frowns upon vandalism of **any kind**. Therefore, students are not permitted to write on or otherwise deface any school property, including the classroom and classroom furniture.

### WASHROOMS

1. All students should use the washroom facilities for the purpose for which they were intended.
2. During class time students must request permission to go to the washroom.
3. Any student who has a medical problem which necessitates using the washroom frequently must bring a note from an appropriate medical authority to this effect. This note should be presented to the school administration.
4. Students wishing to go to the washroom between classes must first proceed to the next class and obtain permission from the teacher.

### DRINKING FOUNTAINS

1. Visits to the drinking fountains should be kept to a minimum. Students are to use the fountains closest to their classrooms.

### STUDENT USE OF OFFICE FACILITIES

1. Student must obtain permission from the secretary or school administration before using any office facilities.
2. Use of the office telephone will be permitted **only** in cases of a serious nature.

3. Students wishing to have photocopies made must present their request to the main office. There is a charge for photocopies.

#### **LEAVING SCHOOL GROUNDS**

1. Students **are not** permitted to leave the school grounds. Legally, the school is responsible for all students in attendance between the start and end of the school day.
2. Students leaving school by other means than the school bus must be signed out by a parent/guardian or their designate at the main office.
3. Students will be permitted to leave school **only** if the school has been given written or verbal permission from a parent/guardian.
4. During lunch period no student is permitted to leave school grounds unless they are picked up in a vehicle by a parent/guardian or their designate.
5. If have your own vehicle, it will be necessary that a parent/guardian provide a note or call the school granting permission for you to leave.

#### **STAFFROOMS**

1. Student **are not** permitted in the staffrooms unless invited.
2. Students are not to disturb teachers in the staffroom unless absolutely necessary. Any problems should be brought to the attention of the teachers on supervision duty.

#### **STUDENT BEHAVIOR**

1. Students are not permitted in the school at any time unless they are supervised.
2. Students are expected to move about the corridors in a quiet and orderly manner.
3. There is to be no aggressive behaviour in the school at any time.
4. Running is not permitted in the corridors or in the classroom.
5. Students may not move from classroom to classroom outside of class time unless they have the permission of the teacher on supervision duty.
6. Students are not permitted in the gymnasium, technology lab, or library unless there is a teacher present.
7. Throwing snowballs, stones and other objects is not permitted at any time.
8. Pushing, running, rough housing, etc., is not permitted.
9. Students are not to approach any bodies of water that are located around the school building.
10. The rights and property of others should be respected. Normal rules of politeness and common courtesy should be observed.

### **AFTER SCHOOL ACTIVITIES**

1. All students will leave the building at 3:15 p.m., unless they are:
  - (a) waiting for a parent/guardian
  - (b) taking part in a school activity
  - (c) required to stay for a detention
2. When students remain after school they must be under the direct supervision of a teacher.
3. Students who remain behind after school are to confine themselves to the activities for which they are in school.

### **ENTRANCES**

1. Students will use the entrance assigned upon arrival and departure from school.
2. Students shall not congregate at any of the entrances, nor shall they loiter or block these entrances with book bags, etc.

### **LOCKERS**

1. Students will use the lockers assigned to them at the beginning of the school year.
2. Students are reminded that lockers remain the property of the school and that students do not own their lockers. Students may be required to open them at any time, with sufficient reason.
2. Students are expected to clean out their lockers regularly, and empty their lockers prior to Final Examinations. The school will discard contents not removed by students in June.
3. Students shall be permitted to go to their lockers at the following times:
  - (a) before homeroom
  - (b) at recess time
  - (c) at lunch time
  - (d) during afternoon dismissal

### **LUNCHTIME**

1. During the first half of lunch, students in grades 7-12 are not permitted downstairs. Students in grades K-6 will be in the school cafeteria. During the second half of lunch students in grades 7-12 should be in the school cafeteria or outside. No student will be permitted upstairs until 12:55 p.m.
2. It is everyone's responsibility to keep the building and surrounding areas free of litter. All food must be eaten in the cafeteria, and students must use the garbage containers provided.
3. To make the cafeteria area pleasant for everyone, students must follow these procedures:
  - i) enter the service line in single file and wait your turn
  - ii) clear the table where you were seated once you have finished eating
  - iii) throw waste materials in the proper receptacles
  - iv) practice good behavior and self control

## **ABSENTEEISM**

1. If a student is absent from school for any reason, the student's parent/guardian should call or write a note to report the absence. Every absence must be explained by a note from a parent/guardian or doctor when the student returns to school. If the absence is unexplained by a note, or a note fails to explain the absence, the absence will be recorded as unexcused.
2. If a student is absent from school for unexcused non-school related activities, the school and teaching staff cannot be expected to make special arrangements. The responsibility for the decision to take a student out of school and the resulting consequences must rest with the student and the parent/guardian.

## **PUNCTUALITY**

1. Students are expected to be in class when the bell rings. Students arriving late disrupt learning opportunities for their classmates. Any student who is late to school must report to the office for a late slip.
2. If a student is late for class without an acceptable reason, he/she is recorded as tardy.
  - (a) The first time this happens, the teacher will discuss it with the student and record the late arrival.
  - (b) When a student is late for the second time, the student is given an official warning.
  - (c) When a student is late for the third time, the home is contacted informing the parent/guardian of the school policy.
  - (d) On the fourth time, a detention is issued to the student and a letter is sent home informing the parent/guardian that a subsequent late arrival will result in additional disciplinary action.

## **CARE OF SCHOOL PROPERTY**

1. Students are expected to take care of school property and report any damage to their teacher.
2. Students are expected to be responsible for cleanliness in the classroom, the corridors, the washrooms, the cafeteria and all other areas in the school and school grounds.
3. Any student deliberately damaging or defacing school property in any way will be held responsible for the damage.
4. Any group using the school must clean up afterwards, and must ensure the building is secure before they leave.

## **DRESS CODE**

Students are expected to be neat, clean and tidy at all times. The school dress code:

**Footwear:** work boots and winter boots are not to be worn in the school. Students must have an extra pair of shoes which can be worn in school.

**Clothing:** Students are urged to put their jackets in their lockers. If conditions are such that students feel they must wear a jacket, it should be light weight material. All jackets should be clean, and must not contain distasteful marking, decals or degrading slogans.

**No clothing depicting alcohol, drugs, sexist, racist or other distasteful slogans are permitted.** Blouses, t-shirts and other clothing must be modest and in good taste.

Excessive amounts of clothing (three or more layers), cut-off shorts, tattered jeans and jackets are not permissible.

All students from grades K-9, unless medically excused are required to take Physical Education. Proper clothing should include sneakers, t-shirt or sweatshirt and shorts or track pants.

## **UNAUTHORIZED VEHICLES**

1. All terrain vehicles of any type **are not** permitted on school grounds.
2. Motor vehicles are permitted on school property only when they are there for appropriate purposes with the permission of the school administration.

## **EMERGENCY EVACUATIONS**

1. In the event that the fire alarm sounds or instructions are given to evacuate the building, students must stop what they are doing and proceed to the nearest and/or designated exit. Evacuation of the building must be orderly and follow the Emergency Evacuation Plan presented to students by teachers.
2. After exiting the building, students are expected to go to the area designated by their teacher, to remain together as a class and to refrain from talking and any inappropriate behaviour.
3. Students must not re-enter the building until given instructions to do so.

## **SCHOOL SPONSORED EVENTS**

When you attend a school sponsored event, even when away from school, you are expected to demonstrate responsible behavior. School sponsored events include dances, athletic events, concerts, field trips, and any other activity sponsored by the school. All school regulations apply to these functions. You will be made aware of specific rules and expectations governing these events and it is your responsibility to follow them.

1. Prior to students being permitted to go on a school sponsored event, written parental permission must be provided.

2. When a school sponsored event requires students traveling overnight, parents must sign a parental permission form giving the teacher sponsor permission to authorize emergency medical treatment.
3. During all school sponsored events students must be supervised by a teacher(s) and travel by bus.
4. St. Joseph's Academy does not permit students to transport other students to and from school sponsored events.
5. When the school requires students to be at a location (e.g. sports practice) and transportation is not provided, it is the responsibility of the parent(s) to ensure transportation is provided to enable the student to participate in the activity.

### **SCENT FREE POLICY**

St. Joseph's Academy is a scent free building. Some of our students and staff members are sensitive to scented products or have conditions which are impacted by scents. We ask that you avoid the use of scented items including:

- perfumes
- after shave
- cologne
- scented hairspray, hair gels or other styling products
- scented face and body creams, lotions and sprays
- scented deordant

### **VISITORS**

St. Joseph's Academy welcomes visitors who have a legitimate purpose, however, all visitors must report to the main office upon arrival at the school. Individuals without a valid reason and permission will be required to leave.

### **SCHOOL CLOSURES**

1. School closures and delayed openings due to poor weather, electrical power failures and/or water supply problems will be announced on 740 CHCM.
2. Unscheduled school closures during the day, when students are in school can also occur, for the same reasons described above. Emergency closure announcements will also be made on the local radio station – 740 CHCM.

### **CELL PHONES**

Cell phones may be only used before or after school. Cell phone use will not be permitted and they must be kept of sight during the instructional day. Students must turn off all cell phones as soon as the bell sounds for first period and not turn them on again until the end of the school day.

1. If a student has a cell phone in the classroom teachers will ask for the device and turn it in to the main office. The student will have their phone returned at the end of the school day.
2. A second violation of the policy will result in the student being prohibited from bringing a cell phone to school.

### **LIBRARY POLICY**

1. The library is open from 8:50 a.m. to 3:00 p.m. During class time the library may be reserved for use by classes. The library is also open during recess and at lunch for students who want to read, study, or do research.
2. In consideration of others, socializing, loud conversation and other disruptive activities are not permitted in the library. In addition, no food or drink is permitted in the library.
3. Teachers are welcome to schedule their classes into the library for assignments and projects. Teachers can reserve library time by signing the reservation form located on the circulation desk bulletin board.
4. Printing policy is five (5) pages per session per student. Students should save their work to their network drives or e-mail the information to themselves.
5. Library books may be checked out for two weeks and may be renewed once. Magazines, newspapers, vertical files, video tapes, and reference books do not circulate. Each student is responsible for the materials checked out under his/her name. Please respond to overdue notices or library and computer network privileges will be revoked. If a book is lost please see the librarian as soon as possible.
6. In order to use the Internet, students must have an Acceptable Use Policy on file.

### **LOST AND FOUND**

Students finding items which do not belong to them should turn them into the main office where students can check for the recovery of lost items. *Do not leave valuables unattended, in lockers, desks or in locker rooms.* The school cannot be responsible for lost articles/money. All thefts should be reported to the main office as soon as possible. Students should use a lock on their school lockers, and make sure it is locked at all times.

### **PARENT-TEACHER INTERVIEWS**

Two formal interviews are held each year, one in December and one in March. A parent may schedule an interview with a teacher at any time during the year at a time convenient to both parent and teacher. The school strongly encourages parent participation at the formal interviews.

## GENERAL RULES

1. Students must become acquainted with the school discipline policy and the daily school schedule.
2. Every student shall be subject to the school discipline policy at all school sponsored functions.
3. Students shall not engage in any activity which disrupts a class.
4. Every student shall be courteous to his/her fellow students and obedient and courteous to school staff.
5. Every student shall come to school with all necessary textbooks and all other materials required for his/her class.
6. Every student shall be diligent in his/her studies.