

ST. JEAN DE BREBEUF CHS

---

STUDENT HANDBOOK

---



# Let's Get on the Same Page!

*Be Proud to be a Black Bear!*

*Code and Conduct and Progressive Discipline*

*Access to the School and Premises*

*Bullying - Prevention and Intervention*

*Digital Communication and Social Media*

*Personal Electronic Devices at School*

*School Uniform, Civvies Days and Spirit Days*

*Lockers and Private Property*

*Smoking, Vaping, Cannabis and Other Substances*

*Attendance: Lates, Skipping, Early Leaves, Vacations*

*Driving and Parking at School*

*The Community Centre*



#weareblackbears  
#onceablackbearalwaysablackbear

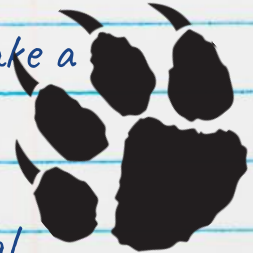
# Be Proud to be a Black Bear!

3

You will spend the next four years of your life in high school. Make the most of it! Take every opportunity to learn about who you are and how you can use all of your wonderful, God-given talents on this journey. It is our hope that by the end of your journey at SJB, you will go confidently into the world, with your faith as your guiding light, and look upon your time here with pride and fondness because of the wonderful memories you will make and life-long friendships you will develop. It is our goal that students become lifelong learners, critical thinkers and innovators. In addition to facilitating a high-quality learning experience for all students, we aim to foster opportunities to instill virtues and values, modelled on the example of Jesus Christ, that inspire service to the greater community. We encourage you to get involved and make a difference.

We believe in each and every one of you! Have a fabulous school year!

Ms. Mastromartino, Principal





# Code of Conduct and Progressive Discipline

4

Our school should be a safe space where all students and staff are able to work to their full potential. We all accept collective responsibility in creating a safe, caring and inclusive school community. We show respect for everyone and everything. Refer to Policy 202 (Student Discipline) and 218 (Code of Conduct) for a complete listing of expectations.

Consequences for inappropriate behaviour will include:

- progressive discipline
- suspension and/or expulsion from school, depending on the circumstances and the nature of the infraction



**Note:** A protocol is in place with York Regional Police to help ensure compliance with laws and to develop a positive working relationship and attitude about acceptable student behaviour at school and in the community.

# Access to the School and Premises

5



1. With the exception of guest speakers and school board personnel, visitors to the school during the day are generally discouraged unless they have an appointment with school staff.
2. Students from other schools are not permitted on school grounds unless they are accompanied by their teacher for a school related event or athletic tournament. All instances where students are found to be on school property will be treated as **TRESPASSING** and subject to related consequences.
3. All visitors, including parents/guardians, must report to the Main Office immediately upon entering the building.
4. All visitors must sign in and wear identification badges.
5. If a parent or guardian is dropping something off for their son or daughter, it must be left in the Main Office. The student will be called down at an appropriate time to retrieve the item.



# Bullying Prevention and Intervention: Policy 223

6

As members of a Catholic learning community and as followers of Jesus Christ, we are expected to uphold the dignity of all people and treat one another with utmost respect at all times. We believe:

1. All forms of bullying - physical, verbal, emotional, digital - are insidious forms of violence.
2. All students, educators and education workers have the right to a working and learning environment free from bullying, harassment, discrimination, threats or violence.
3. We all have a role to play in bring an end to all forms of bullying.

All members of the SJdB Community are urged to report all instances of bullying to an Administrator. Any non-emergency report can also be filed using REPORT IT.



# Digital Communication and Social Media

7



Now, more than ever, we must all be extremely aware of our digital footprint. The implications of content we generate online can have far-reaching consequences, including future educational and employment opportunities. Remember:



1. Under no circumstances should any photos or videos be taken in classrooms without the expressed permission of staff or students.
2. Do not post photos or videos of any staff or students on any digital or social media platform without consent.
3. Do not be in possession of, create, distribute or request any sexually explicit images or video.
4. Any perceived bullying that occurs on social media platforms, where students or staff are degraded in any way, is subject to **at least** school-based consequences. Refer to Policy 311 - Digital Discipleship.



# Personal Electronic Devices at School



1. Students are welcome to bring their own laptops, Chromebooks and any other tablet for educational purposes. Students accept full responsibility for any personal belongings they bring to school.
2. Students cannot use their personal electronic devices during instructional time. The school WIFI and all activities are subject to the YCDSB Code of Conduct and Acceptable Use Guidelines.
3. During class time, students cannot use their personal electronic devices - the discretion of the teacher can come into play.
4. All cell phones should be turned off and put away during class.
5. Any inappropriate use of personal electronic devices is subject to progressive disciplinary action.





# School Uniform, Civvies Days, Spirit Days

9

## School Uniform

We wear a uniform to show solidarity with the members of our learning community. It also contributes to the safety of our learning environment. By enrolling at SJDB, students agree to comply with wearing of the uniform and the following:

1. All school uniform items **must** be purchased from DGN Kilters.
2. Students are expected to arrive at school in **FULL** uniform everyday: golf shirt, black embroidered SJDB pants and solid black shoes; all other items (1/4 zip sweater, full zip sweater, cardigan) are optional and are to be worn with a golf shirt; the only exception is the rugby shirt which may be worn on its own
3. Hats, caps, bandanas or decorative headwear are not permitted.
4. Any additional solid white or black undershirt must be tucked in and not protrude at the sleeves or beyond the school golf shirt (no stripes or other designs must be visible).



# School Uniform, Civvies Days, Spirit Days

10

## Spirit Days

1. Spirit Wear is **NOT** a part of the uniform. Certain days will be set aside for the wearing of these items. Stay tuned for announcements!
2. Any team, club or council members wearing Spirit Wear or a team jersey to promote a specific event must have prior approval from the Administration so that school staff can be informed in a timely manner.
3. On Spirit Wear days all students must wear their uniform shoes and SJDB pants. The golf shirt can be replaced with an approved SJDB shirt

## Civvies Days

4. The Administration will approve Civvies Days for students.
5. Modest attire that is appropriate for a learning environment is expected.
6. Clothing that displays offensive language and/or imagery is not acceptable.



# Lockers and Private Property

11

1. The locker that you are assigned to is property of St. Jean de Brebeuf CHS. As such, the Administration reserves the right to search lockers and its contents when necessary.
2. Do not share your locker combination with anyone, unless you are sharing your locker with another person that has been approved by Administration.
3. Refrain from bringing valuables to school and storing them in lockers.
4. Only school-issued locks can be used on lockers. All other models of locks will be cut off, at which point the contents of locker will be removed and brought to the Main Office.
5. If a student misplaces his or her lock, they may be purchased from the Main Office at a cost of \$7.00.





# Smoking, Vaping, Cannabis and other Substances

In accordance with Policy 610:

- There is no smoking (cigarettes, e-cigarettes, vapes) on or within school property.
- The use, sharing and/or possession or trafficking of cannabis, illegal drugs and related paraphernalia, or alcohol is strictly prohibited.



Consequences for non-compliance will include **one or more** of the following:

1. Progressive discipline, suspension and/or expulsion from school
2. Report to the Smoke Free Ontario Unit, along with related fines; for more information click here.
3. Report to York Regional Police, along with related charges if applicable.

# Attendance

13



**Absence:** Parents are required to report their son/daughter's absence before 8:15 through the Safe Arrival Line. Students who skip class will be subject to progressive discipline.

**Early Leaves:** If a student is required to leave school early, he/she must present a note signed by a parent/guardian to the Attendance Secretary before 8:15. When possible, schedule appointments after school.

**Vacation:** An Extended Vacation Leave form must be submitted to the office two weeks in advance. Homework is not provided and the student must keep up with missed work. These absences are highly discouraged.

Regular attendance at school is an important factor in overall student success and achievement. Research shows that not only do students do better academically, but they also achieve a greater sense of overall wellness. Students learn the necessary skills related to organization, responsibility and accountability - all beneficial to long-term success in school and life in general.

# Biking, Driving and Parking at School

14

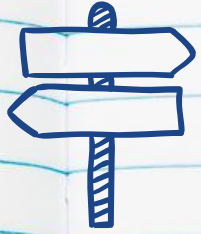


- Students are welcome to ride their bikes to school and make use of the bike racks near the main entrance of the building.
- Students who drive to school are required to register their vehicle at the Main Office and obtain a parking pass.
- There is no cost to students to park at school.
- The student parking lot is adjacent to the portapaks.
- Students may not park in the staff parking lot.
- Students are not permitted to park at the community centre.
- The school is not responsible for any damages that may occur.
- Students must comply with all posted speed limits and exercise extreme caution when driving on school property.
- Failure to comply will result in immediate revocation of this privilege.



# The Community Centre

15



St. Jean de Brebeuf CHS and the Vellore Village Community Centre is a joint facility, however please note the following:

1. The community centre is **not open to students during the school day or lunch periods**. The community centre is only open to members of the community accessing programs and facilities.
2. The door in the cafeteria leading to the community centre will remain closed at all times, and it is not to be used by students to enter or exit the building. Students may not use this door to cut through the community centre to access local restaurants during lunch periods.



# SJdB is Your Home Away from Home!

16

We are a family of PROUD Black Bears! We are committed to treating each other and the space that we share with the utmost respect. How can we show our respect and that we care for each other's well being?

- Cleaning up after ourselves in the cafeteria and in our classrooms, showing our custodial staff that we appreciate all that they do for us
- By showing courtesy and being polite to the office staff
- Using garbage cans located outdoors and not littering on school grounds
- Using shared school athletic equipment, devices and shared spaces (e.g. library, computer labs) as they are intended
- Complying with direction from any member of the staff whose primary concern is for the safety of all students
- Following school rules and procedures with the understanding that the expectations in place are for the benefit of all



