



St. David Catholic School
705-674-4096

Principal: D. Wemigwans

Vice Principal: M. Murphy

Welcome. Aanii. Bonjour.

We are pleased to welcome you back for another rich and rewarding year. If you and your child are new to the St. David Catholic School family, we extend a special greeting and encourage you to take part in all that our school community has to offer.

Our school staff is committed to building strong positive relationships with all our students, families and community members. We take great pride in providing a safe and secure learning environment, while offering a wide array of exciting and challenging academic programs. Our entire staff is committed to establishing a school environment that allows our students to flourish and grow intellectually, emotionally, socially and spiritually as unique individuals created in God's image.

Together, as a community, we continue to provide all St. David Dragons with the best education possible. In order for this to happen we feel it is important to have open, frequent communication between home and school. This agenda is one way to effectively communicate with families. Thank you and we look forward to using this communication tool regularly.

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A standard recycling symbol consisting of three chasing arrows forming a triangle.

SCHOOL HOURS

8:45 a.m. Entrance
8:50 a.m. Classes begin / Breakfast
3:00 p.m. Dismissal

SUPERVISION

The schoolyard is open to students at 8:30 a.m. once teacher supervision begins. If families have special circumstances, they are asked to make an appointment to speak with the principal.

SAFE ARRIVAL

The Ministry of Education has mandated every school to have a safe arrival plan. Promptness and regularity reflect a desirable attendance pattern. If your child is late or absent, please call the school at (705)674-4096 between 8:00 and 9:00 a.m. in the morning. If we have not heard from you by 9:00 a.m. and your child is absent we will attempt to contact you. We are required to ensure that all students who are absent are safely accounted for. If you have not indicated by phone, it is expected that a note clearly explaining why a student was absent be provided to the school. This is to be given to the teacher who will keep it on file.

ABSENCES OR LATENESS

Attendance is a significant part of a student's educational experience and of his/her evaluation process. The Ministry of Education regulations indicates that "students are to attend classes on a regular basis, unless for reason of illness." Parents are responsible to assure that students are attending school regularly and to communicate reasons for absences with their child's teacher and the main office.

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. When students are late, they are to report to the office before going to class. Habitual lateness, particularly unexplained tardiness, will be treated seriously.

If a student must leave the building during the school day, parents need to submit a note to the classroom teacher. The classroom teacher will keep this note on file and inform the office.

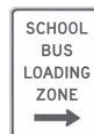
After an absence, a student is responsible to complete missed assignments.

ILLNESS

Sick children are very uncomfortable at school. If your child is ill, please keep him/her home to recover. Too often these germs are brought to school and spread to the rest of the school. We do not have a sick room. When a child complains of feeling ill every effort will be made to send him/her home. It is imperative that arrangements are made with a relative, friend or neighbour in the event that parents are not available to care for a sick child. Use of the **FAMILY INFORMATION FORM** to record the name and telephone number of emergency contacts is extremely important. Three names other than yourself MUST be provided.

PICKING UP AND DROPPING OFF STUDENTS

Please make sure to contact the school BEFORE 2:00 p.m. if you are planning to pick-up your child. If you call after this time we do not guarantee that the message will be relayed to your child on time.



Bus Loading Zone: Parents/guardians **ARE NOT** to park near or in the bus loading zone when accompanying their children to school. Student safety is a priority. Buses have priority as they are delivering students to school and must unload. **Keep the Bus Loading Zone clear!! Thank you.**

SIGN-IN/OUT Binder: In accordance with Safe School policy we have a Sign-In & Sign-Out binder at the main office. Parents/Guardians and/or students will be required to sign-in when arriving after the school day begins and sign-out when leaving before the school day officially ends. This will allow us to keep accurate records of safe arrivals at school.

DISMISSAL

Unless absolutely necessary, it is best to wait until the dismissal bell to pick up your child from school, and not before. All visitors to the school, as required by the SAFE ARRIVAL PROGRAM - to ensure the security of all of our students, are required to report to the main office. We ask that parents announce themselves at the main office and wait for their child to meet them there. Note also that children will not be permitted to leave the school property except with a parent or another appropriate adult and then only if prior arrangements have been made with the office.

As part of our **SAFE SCHOOL POLICY** access to the school will only be through the main doors. Other doors will be locked at all times. If you are picking up

your child after school, we ask that you wait in the front foyer area until they are dismissed.

ENTRANCES

Students should use the entrance designated by their teacher. Entrance to the school must be in an orderly manner. The main entrance is to be used by staff and visitors. All school doors will be locked at all times - for the safety of the school community. Unless students are involved in extra curricular activities and supervised by teachers, they are not allowed in any part of the school without supervision.

COMMUNICATION

Close ties between home and school is crucial to establishing a positive school climate. It is our goal to keep all of our families informed of the life here at St. David Catholic School, whether it is of academic, social, athletic, or other informative matters. A monthly newsletter and calendar will be sent home regularly – so check your child’s school bag. If parents provide us with an email address these can be emailed to family members. Our Website is also a good source of information: st-david.scdsb.edu.on.ca. Individual teachers also send classroom newsletters home. Often informative notes or notes requiring parental authorization for such events such as: field trips, Mass celebrations, Sacrament dates, school activities and volunteering will be sent home. Please sign and return these notes to ensure your child’s participation.

FAITH FORMATION

St. David Catholic School is blessed to maintain a close relationship with our parish - Christ the King Church and the Men’s Club. The students at St. David Catholic School attend mass as a school during the year. Mass dates will be shown on our monthly calendars. Families are encouraged to join us at our Liturgical Celebrations.



MEDICATION

The Sudbury Catholic District School Board has adopted a very definite policy to assure safe procedures regarding the administration of medication to students. The intent of the policy is clear. Students will receive medication under proper supervision. The following points are intended to inform parents concerning the policy which must be strictly followed.

- ▶ All medication must be turned over to the principal for proper storage. No medication must be in the

actual possession of the child. (This is for the safety of your child as well as that of other children).

- ▶ Non-prescription medication will not be administered without the written consent of the parent/guardian. This includes aspirin, cough syrup, etc. It is very important that medication of any kind be handed in to the office. Procedures for administration of non-prescription medication will be decided by the principal in accordance with board policy.
- ▶ Records must be maintained at school to indicate dosage, timing, frequency, etc. A **MEDICATION FORM** will be sent home and must be returned to allow the staff to administer the medication.
- ▶ **Epipen** - the school board has implemented a policy for the administration of an epipen. Upon registration, children with life-threatening allergies must have a form completed by parents/guardians. A waiver shall be signed allowing the school to use the epipen when necessary. Students with severe allergic reaction should be wearing a medic alert bracelet or necklace clearly identifying his/her allergy.

NUT ALLERGY

Some students have a life threatening food allergy to peanut/nut products that is triggered through taste and touch. A reaction arises from the allergen entering the student’s body.

We ask that parents refrain from sending any peanut butter/nuts/peanut oil snacks to school. Parents/guardians are asked to read labels carefully for products that may contain nut products.



HOMEWORK

Homework is an ideal opportunity for parents to become actively involved in their child’s education. Homework in the form of completing assignments, research and continual review of schoolwork is an integral part of education. Homework should not be excessive – please contact your child’s teacher if he or she seems to have excessive amounts of homework on a regular basis.

LOST & FOUND

Unclaimed articles, except jewelry and electronics, should be placed in the lost and found container near the gym. Found jewelry and electronics should be returned to the main office. Please check regularly!



SCHOOL CLOSURE

Our school district is often subject to varying and changing weather patterns. The schools within the City of Greater Sudbury operate as a whole, and the decision to close affects all schools. The responsibility that we share with you for the safety of your children necessitates a review of the procedure for the closing of school due to inclement weather or other emergency reasons in an event of an emergency.

CHILD CUSTODY

Should a custody issue with regard to your child come about, it is imperative that a copy of the court order(s) is provided to the school for enclosure in the student's file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

TRANSPORTATION/BUSSING

Bus drivers are responsible for the safe transport of our children to and from school. Parents are urged to stress the necessity of appropriate behaviours while riding the bus. Rowdiness and confusion can easily create safety hazards on busy roads. **Please note that should a student's behaviour on the bus become a safety hazard his/her transportation privileges may be suspended or revoked.** Pupils excluded from buses must make their own transportation arrangements. Students and parents are reminded that buses are assigned to individuals and that once a bus is assigned the student must take the bus for the year. Remember riding a bus is a privilege, not a right.

CLOSING SCHOOLS BEFORE THE SCHOOL DAY BEGINS

Should the decision be made to cancel classes before the school day begins, announcements will be made on the radio and on the website: *businfo.ca*.

CONSORTIUM INFORMATION

The Transportation Consortium's website is businfo.ca. This site will provide information on the status of a bus (lateness), announcements, delays and procedures. You may also refer to this site concerning inclement weather announcements.

Students who qualify for transportation should ride the bus; however, if they do not ride the bus, a note must be provided to the office explaining the circumstances. **Students who do ride the bus should take the bus all the time.** If there are any changes to be made regarding bussing parents are asked to notify the Transportation Consortium directly at 521-1234.



CATHOLIC SCHOOL COUNCIL

The St. David Catholic School Council is made up of parents, guardians, teaching and non-teaching staff representatives, parish and community representatives and the principal of the school. The council is responsible for:

- fostering parental and community involvement in education
- participating in the school improvement planning process
- advising principal, school boards and the Ministry of Education

Our school council is Christ centered and formed by the relationship between home, school and parish. Our school council puts into action the tradition of recognizing parents as the primary educators of their children along with being the guiding force behind the formation of a sense of school commitment. Please consider letting your name stand for nomination for a position on the St. David Catholic School Council. Your participation will make a positive difference in your child's education and in the life of our school. Elections are held in September. For more information on being nominated, please contact the principal at 674-4096.

SCHOOL APPEARANCE

Each student is responsible for keeping our school neat and tidy by observing the following rules:

- ▶ Eat only inside the school - no eating while outside during recess.
- ▶ Keep all books in desks or on shelves when not in use.
- ▶ Wear indoor shoes ONLY in the classrooms. Students will need an extra pair of shoes as outdoor shoes that are not to be worn in the school. Shoes are to have non-marking soles.
- ▶ Gum chewing is not allowed within the school building or outside on the school yard.
- ▶ Sunflower seeds are not to be brought to school.

STUDENT DRESS CODE

Students should dress appropriately for the school setting in accordance with the St. David Catholic School dress code.

~ Clothing that is suggestive or contains obscene statements/pictures are not accepted. Shorts and lightweight clothing may be worn during the warmer months as long as the shorts are mid thigh in length and the midriff is not exposed. Such items as tank tops, muscle shirts, spandex, pajama bottoms, torn clothing, spaghetti strap tops or inappropriate slogans are not acceptable. Moderation in dress will allow everyone to feel more comfortable and limit distraction. Students may wear "hoodie" sweaters however, the hood of the sweater **cannot** be worn over the head during anytime within the school day. Attire that is not worn in the Spirit of the School is not acceptable and will be addressed, this includes pants that are not worn at the waist level.

~ Body piercings and jewelry that pose a safety hazard (ie. getting caught or ripped out) to students are not acceptable.

Students who are in conflict with the dress code will be offered the opportunity to comply. This may involve turning the inappropriate shirt inside out or contacting the home for a "change". Students who choose not to comply or who are chronically in conflict with the code will be dealt with accordingly at the discretion of the Vice-principal or Principal.

ELECTRONIC COMMUNICATION AND MEDIA DEVICES:

All personal communication devices will be powered off and stored in the student locker or at the office during the day.

SCDSB's CODE OF CONDUCT

POLICY STATEMENT

The mission of the Sudbury Catholic District School Board is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith-filled life. This mission is affirmed in Board policies, including the Safe Schools policy. The Board is committed to making each and every one of its Catholic schools a caring place that is safe for learning. The purpose of the Board's Code of Conduct is to further promote the mission of the Board and to provide a consistent Code of Conduct for individual schools.

SCDSB standards of behaviours apply to all members of the school community, including students, parents and guardians, teacher or other staff members, volunteers and visitors.

The standards of behaviour apply:

- on school property;
- while traveling on a school bus or vehicle that is owned by the Board or that is under contract to the Board;
- in-school sports activities;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity could have a negative impact on the school climate

ROLES AND RESPONSIBILITIES

The Board's Code of Conduct recognizes that all members of the school community, including principal, teachers and other staff members, students and

parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

a) The Board: The Board will provide direction to its Catholic schools that ensure opportunity, excellence and accountability in the education system.

The Board is committed to the principles and standards established by the Safe Schools policy. The Board will ensure all are treated with fairness, equity and respect. The board will not accept behaviour which jeopardizes the emotional well-being or physical safety of members of the school community.

As part of its broader mandate, the Board will:

- develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;

- review these policies regularly with students, staff, parents, volunteers, and the community;

- seek input from school councils, their Regional Parent Involvement Committee, their Special Education Advisory Committee, their Aboriginal Advisory Committee, community partners, social services agencies, parents, students, staff members, and the school community;

- establish a process that clearly communicates the Provincial Code of Conduct and the Board Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;

- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety and equity and inclusive education; and

- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop a Catholic school community and maintain academic excellence in a safe learning and teaching environment.

b) Principals: Under the direction of the Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;

- holding everyone under their authority accountable for his or her behaviour and actions;

- empowering students to be positive leaders in their school and community; and,

- communicating regularly and meaningfully with all members of their school community.

c) Teachers and Other School Staff Members:

Under the leadership of their principal, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;

- empower students to be positive leaders in their classroom, school, and community;

- communicate regularly and meaningfully with parents;

- maintain consistent standards of behaviour for all students;

- must respond to any student behaviour that is likely to have a negative impact on the school climate;

- must report an activity for which suspension or expulsion must be considered to the principal as soon as reasonably possible;

- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and

- prepare students for the full responsibility of citizenship.

Teachers and school staff will also assist principal in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers and school staff must assist the principal by reporting incidents and assisting the principal in conducting an investigation.

d) Students: Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour and

valuing diversity within the school community. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follow the established rules and takes responsibility for his or her own actions.

Students are expected to:

- adhere to the teachings of the Roman Catholic Church;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and judicious parent;
- be accepting and courteous to fellow pupils and of teachers;
- show respect for school property; and
- understand and comply with the Board's Code of Conduct.

e) Parents: Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining and promoting initiatives to support and promote equity and inclusive education, and a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the Provincial Code of Conduct, the Board's Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

Suspension:

Under subsection 306 (1) of the *Education Act*, a principal will consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described in subsection (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day and the maximum duration is 20 school days.

Under Board policy, a principal may suspend a pupil if he or she believes that the pupil engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Persistent truancy;
- Persistent opposition to authority;
- Habitual neglect of duty;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;

- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Suspension Pending Possible Expulsion

Under subsection 310 (1) of the *Education Act*, a principal will suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- possessing a weapon, including possessing a firearm;
- using a weapon to cause or to threaten bodily harm to another person;
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- committing a sexual assault;
- trafficking in weapons or in illegal drugs;
- committing robbery;
- giving alcohol to a minor;
- any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities

Under Board policy, a principal must suspend a pupil pending possible expulsion if he or she believes that the pupil has engaged in any of the following activities while

at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate:

- possession of explosive substance;
- serious or repeated misconduct; and/or
- other - defined as any conduct that is seriously injurious to the moral tone of the school or to the physical or mental well-being of others.

NOTICE TO PARENT OR GUARDIAN

If the principal believes that a pupil of the school has been victimized, the principal shall, as soon as reasonably possible, notify a parent/guardian of a pupil. A principal may not notify a parent/guardian of a pupil if, in the opinion of the principal, doing so would put the pupil at risk of harm from a parent or guardian of the pupil, such that the notification is not in the pupil's best interest. If the principal does not notify a parent/guardian because of the circumstances described above, the principal shall,

1. Document the rationale for the decision not to notify a parent/guardian of the pupil;
2. Inform the appropriate supervisory officer of the decision not to notify a parent or guardian of the pupil;
3. If a teacher informed the principal of the harm, inform the teacher of the decision not to notify parent /guardian of the pupil; and
4. If the principal determines it is appropriate to do so, inform other board employees of the decision not to notify a parent/guardian of the pupil.

An employee of a board who observes a pupil of a school of the board behaving in a way that is likely to have a negative impact on the school climate is not required to respond if responding would, in the employee's opinion, cause immediate physical harm to themselves or to that of a student or another person.

VTRA-Violent Threat Risk Assessment

Any violence or harassment of any kind will be taken very seriously. Because of this, when a student's behaviour poses a serious threat to his or her safety or the safety of others, a Violence Threat Risk Assessment (VTRA) will be activated.

The protocol for the VTRA was developed by partners within the City of Greater Sudbury and is activated by the principal of each school when a student commits an act that may present a risk for their safety or the safety of others.

Sudbury Catholic Schools strive to maintain positive and safe school environments. If you have any questions regarding the evaluation process for risk and threats, please contact the school principal.

