

St. Francis School Handbook
“Home of the Flames”

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WELCOME TO ST. FRANCIS SCHOOL!

**Encouraging life-long learning,
individuality and respect
through God’s love.**



St. Francis Catholic Elementary School

School Code of Conduct

2015 - 2016

St. Francis Catholic Elementary School is an accepting, safe and encouraging community that nurtures individual uniqueness. The staff and parent volunteers in partnership with our community, strive to further develop the spirituality and Catholic faith of our students. Our Catholic School is a place that promotes Catholic faith, responsibility, respect, civility and academic excellence in a safe learning and teaching environment so that students may reach their full potential.

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 this Code of Conduct is to further promote the mission of the School and the Board and to provide a safe, comfortable learning environment where everyone feels accepted.

Some of the things we do at our school include:

- ✚ embed the Catholic Graduate Expectations in daily learning (A graduate of St. Francis Catholic School is expected to be an effective communicator, a reflective and creative thinker, a discerning believer, a life-long learner, a collaborative contributor to society, a caring family member and a responsible citizen.)
- ✚ character development initiatives
- ✚ communicate regularly with the home
- ✚ students are encouraged to be positive leaders in the school community
- ✚ bullying prevention messages are reinforced through a variety of school activities
- ✚ encourage cooperation, kindness and responsibility
- ✚ foster intellectual, emotional and spiritual growth

NEW Bell Times

Entry	8:45 a.m.
Classes begin	8:50 a.m. (You are considered LATE @ 8:50 a.m.)
Recess	10:30 to 10:45 a.m. <u>or</u> 10:50 to 11:05 a.m.
Lunch/Lunch Recess	12:05 to 12:55 p.m.
Recess	1:55 to 2:10 p.m. <u>or</u> 2:15 to 2:30 p.m.
Dismissal	3:10 p.m.



Attendance / Safe Arrival Policy- Your child's school attendance is very important. Promptness and regularity of attendance will help to ensure your child's success in school. If your child is to be absent or late, please call the school before 8:50 a.m. to inform the office. There is a voice mail system that will allow you to call the school at any time prior to 8:00 a.m. to leave details of your child's attendance. If you are leaving a message regarding your child's school attendance, please indicate the date and reason for the absence or late attendance and the length of absence if known, for example, if it is a one day absence or two day absence. In special circumstance such as bus cancellations due to inclement weather, parents are asked to please call the school to let us know that their child will not be attending due to no transportation since the school still must call all students who are absent for safe arrivals. Please note, voice mail will be checked at 2:15 p.m. in the afternoon so that messages to

students regarding dismissal can be given in time; please do not leave a voice message later than 2:15 p.m. regarding a change in dismissal procedure for your child. If professional appointments require early dismissal, you may choose to indicate the information on a note or record the information in the student agenda. Ask your child to present the note to the classroom teacher. Children will not be allowed to leave with anyone unless we can verify this by a note or telephone call from the parent/guardian. When we have not been notified, it is very difficult to judge if the person sent to pick-up your child is there legitimately.

Lateness is another form of absence - If your child arrives at school late, he/she must have a late slip from the office before entering the class. Habitual lateness, particularly of the unexplained variety, will be treated seriously. **Please see the website for our Attendance Policy.**

Any student who must leave the building between his / her arrival and dismissal also require a note from home. This note should be given to the classroom teacher who will keep it on file.



Elementary Provincial Report Cards - Each student's progress is assessed from daily work, quizzes and short tests, rich performance tasks, diagnostic and summative assessments, notebooks, project work, oral work, general work habits, attitudes and observations. When attitudes are positive success inevitably follows. Reports of student progress are issued two times a year for students in FDK - Gr. 6. Your monthly school calendar/newsletter will advise you as to the date they will be sent home. A Progress Report Card is sent home in the late fall.

Homework & Assignments - Students are expected to:

- Work to the best of their ability to participate in and to complete assignments given in class and as homework;
- Write tests, complete projects and assessments;
- Use an agenda and homework books;
- Inquire about missed homework and assignments upon return from an absence;
- Complete work within a reasonable period.

Note: Homework, in the form of completing assignments, research and continual review of school work, is an integral part of education. We strongly suggest that the following amounts of time be devoted to a student's home study daily:

FDK.....5 to 10 minutes

Grade 1 to 310 to 30 minutes

Grade 4 to 6 40 to 60 minutes

If your child is doing large amounts of assigned school work at home regularly, the classroom teacher should be contacted to determine if there is a problem developing with the completion of work at school.

Pupil Supplies - We strongly encourage students to supply their own scissors, crayons or colouring pencils, markers, rulers, pencils, glue, lined paper and erasers. We do not supply binders, geometry sets or pencil cases. We encourage parents/guardians to stress to children that these supplies are expensive and should be used wisely. We will not replace supplies abused by students.

All school supplies such as notebooks, duo-tangs, binders, etc. should be kept in appropriate condition as indicated by staff.



Dress Code - Occasionally, a student chooses to wear an outfit which is imprudent or contains a message expressed in poor taste. Older students are expected to be able to discern the difference between school dress and beach or sleep wear. Walking shorts are appropriate in warm weather. Bike shorts, cut offs or excessively short shorts are discouraged. Muscle shirts, tank tops, halter tops, tube tops and “spaghetti strap” tops, or those with the sleeves torn off or “see through” tops are not appropriate. Jeans with excessive holes and “cut offs” are not allowed. Students deemed to be wearing distracting clothing which is not suitable for the learning environment may be asked to change or to phone home for a parent to bring a change of clothing to school.

Note:

- Outdoor jackets are to be worn during recesses only.
- Changing in the washrooms or exchanging clothing with other students is not permitted. Students should wear the clothes they came to school in, unless otherwise directed by school staff (i.e. physical education, class plays, etc.).
- Pyjamas are not allowed at school, with the exception of a Spirit Day theme.
- No chains are to be worn with pants or wallets.
- Students must have a pair of non-skid, non-marking soled shoes for indoor use only. These will be kept at school. Parents are encouraged to have these cleaned and checked at least once a term. Physical education sessions warrant the use of running shoes with non-marking soles (some are light coloured, some are dark).
- Visors, hats, hoods on sweaters and baseball caps are not to be worn inside the classroom.
- Heeley shoes, or shoes with the wheels on the bottom are not allowed at school.
- Skateboards and scooters are allowed to be brought to school but they must be stored in the designated area of the school and not in the classroom; your name must be clearly labelled; you must wear a helmet; the school is not responsible for the damage, loss or theft of these items.

Scent-Free Environment - Please be mindful that there are a large number of adults and children with chemical allergies. Excessive hair sprays and body perfumes can cause severe reactions; students are to refrain from using colognes, perfumes, and/or aerosol cans of deodorant. This will help create a scent-free environment for students and staff who have asthma and allergies.

Lockers - The school reserves the right to have access to all school lockers and conduct inspections from time to time.

Personal Electronic Devices (PED)

Personal Electronic Devices are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smart phones, walkie talkies, pagers, etc.), Portable Internet Devices (mobile managers, mobile messengers, Blackberry handsets, etc.), PDAs (Palm organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP players, iPods, Walkman, PSP, DS, etc.) digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.) and any other convergent communication technologies that do any number of the previously mentioned functions.



PEDs are to be used in the following manner as authorized by the Principal:

For students in grades 5 & 6: Many technological updates have taken place at St. Francis

School. We are pleased to announce that we are 100% wireless. Our older students (Gr. 5 and 6 only) will be encouraged to “Bring Your Own Device” (BYOD). Bring Your Own Device refers to technology where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student’s family), staff or guests.

Note: Grade 5 & 6 teachers will communicate directly with students and parents with respect to the new BYOD rules and guidelines.

For all other students: Students are not permitted to bring PEDs to class as they will disrupt the learning environment and may infringe on the rights of privacy for others. PEDs must be powered off during class time and kept out of sight during the school day. PEDs are not banned from the school, however, they must be used appropriately and as outlined in the Board’s APG.

If a cell phone is needed by a student on his/her way to and from school it may be brought to school, however, it must be out of sight and powered down. Cell phones can be stored at the office where students can retrieve their device at the end of the day. If a student uses a cell phone in any way that is a detriment to others, his or her parents will be asked to retrieve the phone and as well, further consequences may be issued. Also, entertainment devices such as compact video game players are not to be used in the classroom but may be brought to school and used at recess breaks. Cameras of any type (excluding Macbook laptops, iPads) are not to be used in the school unless a student has been given permission to do so by the principal or teacher. Bringing these valuables to school can be a risk and the school is not responsible for the replacement of such items in cases of loss, damage or theft.

Should any changes occur to these rules throughout the school year, parents and students will be notified by the Principal.

Lunch Policy - The school lunch break is from 12:05 to 12:55 p.m. - During the lunch period students are expected to:

- Follow class routines as established and discussed with the classroom teacher. (eg. remain seated, use a quiet inside voice, be responsible for cleaning the desk and floor area and putting garbage into the garbage can and to request permission to leave the room);
- Listen to and respect lunch hour supervisors;
- Remain on school property;
- Not remain inside during an outdoor recess without teacher permission and supervision.

No student will leave the school at lunch unless picked up by a parent or designated adult. Written permission must be given if a student is to leave the school grounds with any adult other than a parent.

Ministry of Education - School Food and Beverage Policy (PPM 150) - Healthy

Eating - Research shows that good health is a prerequisite for good learning. It is also a vital component of children’s growth and development. When nutritionally inadequate food and beverages are available and promoted at school every day, even alongside healthier food and beverages, it becomes increasingly difficult for students to choose a healthy diet (Dieticians of Canada, 2004). The Ontario Ministry of Education is committed to making schools healthier places for students. Roughly one-third of a child’s daily food intake occurs at schools, meaning schools play an integral role in teaching students the



skills to make healthy choices and reinforcing those lessons through school practices. To access the School Food and Beverage website, visit www.ontario.ca/healthyschools.

At St. Francis Catholic Elementary School we ask parents/guardians to assist school staff in promoting healthy eating by providing their children with daily lunches that reflect a balance of nutrition according to Canada's Food Guide and tables of maximum, moderate, and minimum nutrition levels. Parents are encouraged to not send foods and beverages that are high in sugar and/or salt (such as baked goods, pop, chips, etc.) to school in their child's lunches on a daily basis; these items are not banned from the school, however, we aim to practise moderation in the consumption of these foods/beverages. Parents are asked to please seek permission of the classroom teacher prior to sending any food/beverages to your child's classroom for celebrations (when providing items to the whole class); in some cases, parents will be asked to refrain from sending food/beverages to the school as the classroom teacher will provide the healthy snack for the celebration. We appreciate your cooperation.

Pizza / Subway / Milk Sales - The school will provide some food and beverage sales services to help families supplement daily lunches. These food/beverage items will be in keeping with the trans fat standard and ministry and board policy. Pizza will be served on Wednesdays; Subway sandwiches will be pre-ordered and pre-paid for the Thursday orders; fresh Milk (white or chocolate) will be served each day as per a pre-paid order form (three month pre-payment).

Nut Controlled Environment - We have a number of students who are highly allergic to peanut products and this can cause severe and life-threatening reactions. **For the safety of all children, parents are asked to refrain from sending peanut products or snacks to school, i.e, peanut butter sandwiches, and nuts.**

Field Trips - Students are expected to:

- Obtain parental consent in writing (consent forms as per the SCDSB's guidelines)
- Attend and participate in all field trips which are a part of educational programming (If a child is not participating in a planned field trip, parents/guardians are asked to contact the teacher to discuss reasons. In instances where money is a concern, parents/guardians can contact the school principal – No child will be refused a field trip due to financial circumstances)
- Comply with all school rules on excursions which are an extension of the school program
- Promote a positive image of our school
- Follow dress code and code of conduct for all field trips



Evacuation Safety Plan and Procedures - The signal for an evacuation practice is a continuous, loud ringing. As soon as a student hears it, he/she must stand, walk in a single file without talking, and leave the building by the closest exit. Staff will direct students, and all students must listen carefully to staff members. Evacuation practices are required by law and are conducted to prepare students and staff for the safe evacuation of all from the school.

Lockdown Procedures - The Principal will announce to the school community through the P.A. system: "Attention, all students and staff, this is a security alert. We are implementing our school lockdown procedures". Students will be directed to remain in their classroom or nearest classroom with

the door locked. Absolutely nobody will be permitted to enter or leave the school until the lockdown directive is lifted by the Principal.

Illness - When your child becomes ill at school, he or she will report the illness to the classroom teacher. If your child is too ill to remain at school, we will ask you to make arrangements to have your child picked up. We do not have the resources available to care for children who are sick. If the child is not well enough to take part in the regular routines of the school, including recess, please keep your child at home. This will also eliminate the risk of spreading infection to the other children and staff.



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 needed medication under proper supervision. The following points are intended to inform parents concerning the policy which must be strictly followed:

1. All medication must be turned over to the principal for proper storage; an exception to this would include asthma inhalers and/or epi-pen injectors (students may keep these close at hand in their desks or school bags once the proper forms have been completed). All other medications must not be in the actual possession of the child. This is for the safety of your child as well as that of other children. Parents/guardians must deliver the medication to the school office and refrain from putting medication in their child's school bag.
2. Non-prescription medication and some prescribed medication is not usually administered by school personnel. This includes aspirin, cough syrup, antibiotics, etc. Medication of this sort should be administered at home only; if it is a dosage that is required 3 times daily, simply give your child a dosage just prior to leaving home for school, then again around 4:00 p.m. after school and then again just before bed. Procedures for administration of medication will be decided by the Principal in accordance with Board Policy.
3. Records must be maintained at school to indicate dosage, timing, frequency, method of administration, storage requirements and possible side effects. A medication form will be sent home and must be returned to the office to allow staff to administer medication.
4. 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. Parents shall sign a waiver allowing the school to use epinephrine when necessary. Students with a severe allergic reaction should be wearing a medic alert bracelet or necklace clearly identifying his or her allergy. School staff will be made aware of students requiring an EpiPen and the emergency procedures associated with its use.

Reporting Communicable Diseases and Other Medical Conditions - Please contact the school to report diseases suspected to be of a communicable nature (i.e. measles, chicken pox, scarlet fever, whooping cough, etc.). Head lice is not considered a communicable disease. Check your children's hair regularly. If your children have been in contact with lice and show signs of infestation, we recommend treatment before they return to school; also, as a courtesy, please notify the office in order that we may do further checking at school. We want to take a proactive measure in preventing the spread of head lice to the rest of our student population. If you are in need of more information, contact the Sudbury & District Health Unit at 705-522-9200.

School Insurance - It is the parent's responsibility to purchase adequate insurance to cover injuries that may occur at school. It is the School Board's responsibility to inform you of the availability of such an insurance package. Your child will bring home an insurance package; please look it over and deal directly with the insurance company if you wish to enroll.

School Closure due to Inclement Weather - Following is a review of the procedure for the closing of schools due to inclement weather:

Closing Schools before the School Day begins - Should the decision be made to cancel classes before the school day begins, announcements will be broadcasted over the radio.

1. Listen to the local radio stations.
2. Check the Consortium website: www.sssc-cses.ca
3. **Call the school (as usual)** as we need to be sure that your child is not left out in the cold. (Safe Arrivals Policy)

Closing Schools during the School Day - A special concern to us is a changing weather pattern or an unexpected emergency during the school day that demands an early return of the children to their homes. The concern is real – locked doors – empty houses. It is impossible to reach all parents by telephone to inform them of the decision.

Arrangements for the receiving of your children should be made so that, in the event of an early school dismissal (whatever the reason), they will have an alternate place to go if you are not home. Children should have the security of such knowledge. Young children who are aware that parents are not at home become quite anxious when early dismissals are announced. **Note:** If an emergency closing occurs during the day, it will be broadcasted on the radio (the radio will be our contact with you).

Buses - All bus inquiries should be directed to the **Sudbury Student Service Consortium** at 705-521-1234: www.sssc-cses/english



Bus Regulations and Conduct - Bus patrols and bus drivers have a serious responsibility for the safe conduct of the passengers on the bus. They keep the Principal and the Transportation Officer informed about bus conduct. A student will have transportation privileges revoked if he or she disregards bus safety rules. Parents of students excluded from using a bus must make transportation arrangements for their child(ren). This is an area where we are very strict and uncompromising, as the safety of all children is involved. Bus Regulations: Students are responsible to the Principal for their conduct on the bus and must obey instructions of the bus driver who acts on behalf of the Principal.

Students shall:

- be at the bus stop at least five (5) minutes in advance of the scheduled pick-up time
- refrain from talking to the bus driver except in cases of emergency
- refrain from loud or boisterous talking, fighting, and the use of abusive or profane language
- refrain from eating, drinking or littering inside the bus (gum is not allowed)
- remain seated at all times in the seat assigned to them

- keep their hands, legs and head inside the bus
- keep their books and parcels on their laps
- refrain from bringing oversized, bulky or dangerous items on the bus
- follow recommended procedures when crossing the roadway and loading/unloading the bus
- cooperate with bus patrols whose duties are assigned by the Principal and bus driver
- be responsible for any wilful damage to the bus
- carry skates in a sports bag or equip them with protective guards

It is very helpful if you are aware of your own child's bus number and help him or her to remember it also. Parents are to inform the Sudbury Student Services Consortium at 705-521-1234 of any changes to bus pick up & drop off points. Changes for pick up and drop off require a 3 day notice. Bus drivers cannot make changes themselves. Please arrange to have someone home to meet the bus. **Students may not take a different bus home nor get off at a different stop without Consortium permission. The school cannot give permission.**

Custody - Custody is a legal issue. If there is a custody issue with regard to your children it is imperative that you provide the school with a copy of the court order for enclosure in the student's OSR file. A note or a phone call will not suffice. If the court order does not exist, or if the school has not been made aware of it, by virtue of The Children's Law Reform Act, both parents will be deemed to have equal access.



If you do not want any of your child's work or their picture posted, because of custody issues, please notify the teacher and the office. An "Information Release" form is required for all students for our records. It is completed every September or when a new student registers at St. Francis.

The **FOR OUR RECORDS** Student Information Form, gives the staff at St. Francis School the information we require in the event of illness, an emergency or an emergency school closure.

Please complete this form in its entirety, paying particular attention to the Emergency Section. You will notice that **three emergency numbers are required**. This is due to the Board's Safe Arrival Policy. **Please complete and return ASAP.**

Discipline Policy Statement - In order to promote a better understanding by all members of St. Francis Catholic School community, we make the following statement of education responsibilities and rights:

- St. Francis Catholic School will provide equal learning opportunities for all students in an environment where the principles of Jesus Christ are paramount.
- In addition to regular curriculum, the principles of Catholicism shall be taught and demonstrated. This includes an appreciation of the rights of others.
- Students are expected to learn responsibility for rules and regulations which have been adopted for the benefit of all.

Basic to this policy is the understanding that every student has the right to an education without disruption, and his or her corresponding responsibility is not to deny this right to any other student. Cooperation and participation in the learning process are expected at St. Francis Catholic School. Our discipline policy focuses on encouraging appropriate behaviour. There will be fair, firm and consistent application of the policy and students will be made aware of the consequences of inappropriate behaviour. Individual cases will be carefully assessed so that our response is appropriate. It is our belief that discipline is learned, and it should be taught in the home, the school, and the community. It is a development process that ultimately should result in self-discipline and appropriate responses in society.

Parents as Partners with School Staff - Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining 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 organized, appropriately dressed and prepared for school;
- ensure that their child attend school regularly and on time;
- provide daily nutritional lunches/snacks;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the Provincial Code of Conduct and the School Code of Conduct.

Expectations of Students - At St. Francis Catholic School, a student is expected to demonstrate the following:

- work to the best of his or her ability and complete all assignments;
- dress appropriately for a school setting in accordance with St. Francis' Dress Code;
- use language and gestures appropriate to a school setting;
- treat school property and the property of others with respect;
- exercise self-control and common sense and make positive choices in the school yard;
- refrain from possession or use of cigarettes, alcohol, drugs and/or weapons in accordance with Sudbury Catholic District School Board's Safe Schools Policy;
- show respect for staff, visitors and other students;
- obey all bus regulations as outlined by the Board's Transportation Policy and follow school rules while on a school bus and/or during a school field trip.

Procedure for Handling Problems/Concerns - It is expected that all students will comply with the basic expectations outlined. When a student does not comply, appropriate action will occur. The action may take any or all of the following forms as part of a **Progressive Discipline Model**:

- the staff member will speak to the student
- the staff member may remove privileges, give detentions or employ any other consequence that would be administered by a judicious parent (apologies can be made, warnings given, loss of privileges, conflict mediation)
- the staff member may contact the parents and/or notify the Principal

In cases of repeated or serious misbehaviour, further steps may be taken. They may consist of the following:

- Principal / Student Conference
- Parent / Principal / Staff Member Conference (creation of a behaviour plan is an option)
- Suspension
- Expulsion

Suspension and Expulsion of Pupils- According to the **Education Act**, under subsection 306 (1), a principal shall consider whether to suspend a pupil if 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 student is suspended for any of the above activities, the student is also suspended from participating in all school-related activities for the duration of the suspension.

The minimum duration of a suspension is one school day to a maximum of 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 opposition to authority;
- Persistent truancy (only non-compulsory school age pupils);
- 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 and/or fighting;
- Being under the influence of illegal drugs;
- Sexual/racial harassment;
- 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 shall 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 that complies

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 an 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.

Statement of Mitigating Factors - In considering whether to suspend a pupil or whether to recommend to the Board that a pupil be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations, including the following:

- the pupil does not have the ability to control his/her behaviour
- the pupil does not have the ability to understand foreseeable consequences of his behaviour
- the pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person
- the pupil's history
- whether a progressive discipline approach has been used with the pupil
- whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment because of his race, ethnic origin, religion, disability, gender or sexual orientation
- how the suspension or expulsion would affect the pupil's ongoing education
- the age of the pupil
- if the pupil has an IEP

Notice to Parent or Guardians - If the Principal believes that a pupil of the school has been victimized, the Principal shall, as soon as reasonably possible, notify the parent or guardian. A principal may not notify a parent or guardian, such that notification is not in the pupil's best interest.

Application of Standards of Behaviour - The School and Board standards of behaviour apply to all members of the school community, including students, parents and guardians, teachers or other school staff members, volunteers and visitors.

The standards of behaviour apply;

- on school property;
- while travelling on a school bus;
- 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.



Bullying - Bullying is typically a form of repeated, persistent, aggressive behaviour that is directed at an individual(s) that is intended to cause (or should be known to cause) fear, distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstance (e.g. online) where

engaging in bullying will have a negative impact on the school climate. Students, parents, and school staff must work together to address bullying at our school; we want everyone to feel safe.

Fair Notice to Parents/Guardians - RE: Violence Threat Risk Assessment Process The Sudbury Catholic District School Board aims to maintain a positive and safe environment in their schools for all students, staff, parents, and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to his or her safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority. If you have any questions regarding the evaluation process for risk and threats, please refer to our Board's website for more detailed information @ <http://www.scdsb.edu.on.ca> and/or contact the principal of your child's school.

Kids Help Phone - Confidential counselling service is available 24/7. Visit www.kidshelpphone.ca or call 1-800-668-6868.

Volunteers - Volunteers are a welcomed resource in our school and assist in a wide range of activities and services. If you can be of assistance, please complete the "volunteer recruitment survey" handed out in the fall. Please know that the SCDSB will not permit anyone with a positive criminal background check (CBC) and/or patterns of negative behaviour to volunteer. All volunteers must complete a CBC and/or offence declaration to volunteer.

Religious Accommodation - St. Francis Catholic School is committed to the values of freedom of religion and freedom from discriminatory or harassing behaviours based on religion and will take all reasonable steps to provide religious accommodations within the legal rights afforded to the Catholic school system. Such accommodation will be provided to students and their families. Accommodation is based on request and is subject to the Code's criteria of undue hardship, and the Board's ability to fulfill its duties under Board policy and the Education Act.

WHAT TO DO IF YOU HAVE A PARENTAL CONCERN

It is our belief that a close working relationship among the partners in education, the home, the school, and the Church is essential to foster and maintain a Christian community. While encouraging each partner to carry out his or her proper role in this community, it is recognized that differences of opinion and problems may arise from time to time.

Complaint and Teacher

Handle the problem as soon as possible. If possible, call the school to arrange a personal interview with the teacher to discuss the problem and attempt to resolve the matter at this stage.

Complaint and Principal

The second contact should be to involve the Principal directly if the two parties fail to resolve the matter.

Complaint and Superintendent

The third contact should be the Academic Superintendent responsible for your school.

Complaint and the Director

Failing settlement of the complaint at the Superintendent's level, the fourth contact should be to involve the Director of Education.

Appeal to the Board

A complainant may take the matter to the Board if the problem is not resolved satisfactorily at the Director's level.



SUDBURY CATHOLIC SCHOOLS...

Creating hopes and dreams through excellence

Dear Parents / Guardians:

Please take some time to thoroughly read through our School Code of Conduct with your child/ren. We ask that you review the information periodically throughout the school year; classroom teachers will also review the information with students at least once per term.

Please sign, and **have your child sign**, the bottom portion of this page indicating that you are aware, and agree to assist your child/ren to abide by the policies and procedures outlined in the previous pages.

If you have any questions about the policies and procedures of St. Francis Catholic School, please do not hesitate to contact the Principal or Vice-Principal at 705-674-0701.

Student Signature: _____

Parent / Guardian Signature: _____

Date: _____

