

# *Pius XII Catholic Elementary School*

## *School Code of Conduct*

2015-2016

### Our Mission and Vision:

Pius XII Catholic Elementary School is a community that nurtures a faith-filled educational experience for all. **‘Everyone succeeds, Everyone counts!’** is our belief that supporting individuality by way of fostering community is at the heart of Catholic education. At Pius XII we recognize that each student, staff member, parent, and community partner, is unique and each is in the pursuit of success. Our aim is to provide educational experiences that will foster success through personal growth and development, inclusion, academic skills, creativity, problem-solving, cooperative learning, and faith development.

This mission and vision 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 and vision 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 Pius XII 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 programs

†encourage cooperation, kindness and responsibility

†foster intellectual, emotional and spiritual growth

### **Bell Times**

Arrival - 8:35-8:55 a.m.(For safety reasons students are not to arrive before 8:35 a.m. as there is no supervision in the yard)

Entry Bell - 8:55 a.m. -Instructional Time - 9:00 a.m.\*Students must arrive before 9:00 a.m.\*

Recess - FDK - Gr. 6 - 10:40-10:55 a.m.

Lunch - 12:15-1:05 - Students eat from 12:15-12:40; then go outside from 12:40-1:05 p.m.

Dismissal - 3:05 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 9:00 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. Please note, voice mail will be checked at 2:15 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 and ask your child to bring the note to the office. Children will not be allowed to leave with anyone unless we can verify this by a note or telephone call from the parent. When we have not been notified, it is very difficult to judge if the person sent to pick-up your child is there legitimately.

**Student Progress Reports** - 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, and attitudes. When attitudes are positive success inevitably follows. Reports of student progress are issued twice yearly for all students; an interim report will be provided in the fall prior to the report card. Your monthly school calendar/newsletter will advise you as to the date they will be sent home.

**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:

Grade 1 to 3 .....10 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, calculators, scissors 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** - Students are encouraged to dress modestly, yet comfortably for school. 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. Foot wear is also part of the dress code. Students are expected to wear safe foot wear that provides support when running outside or in the gym and that provides coverage for safety. Flip flops are not appropriate for school as they do not provide safety and support for students. Occasionally, a student chooses to wear an outfit which is imprudent or contains a message expressed in poor taste; in such cases a student will be required to change clothing. Older students are expected to be able to discern the difference between school dress and beach or sleep wear. 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 classes 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 in school.
- Skateboards and scooters are allowed to be brought to school but they must be stored in a designated area of the school and not openly in the classroom as this may cause tripping hazards; 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.
- All students riding a bicycle to school must wear a helmet - it is the law!** There is a bicycle rack at the back of the school; students are encouraged to lock up their bikes as the school is

not responsible for lost or stolen items.

**Safety in the School Yard** - For the safety of all, the rocks and sticks in the yard are never to be picked up and/or thrown at anytime. Students are expected to play games such as freeze tag, soccer, basketball, and so on during recess breaks. Often times students simply stand in groups with friends and have social conversations. Students are expected to control their body movements and behaviour to avoid physically colliding with others in the yard; piggy backs are not allowed for safety reasons. At no time should one student be physically on top of another; no such games are allowed. The yard is uneven and filled with gravel and therefore is not suitable for students to do gymnastics of any kind (i.e., flips, cartwheels, walking on hands, etc.). During winter months there may be patches of ice that occur naturally. Students are expected to stay away from the visible ice patches to avoid slipping and falling. Supervising staff will monitor student activity in the yard closely; students who do not comply with the above expectations will not be permitted to remain outdoors.

**Scent-Aware Environment** - Please be mindful that there are a large number of adults and children with chemical allergies at our school. 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 and Locks** - Students are expected to:

- Purchase their own locks and provide the combination to their teacher.
- Tape only appropriate pictures, posters, etc. in lockers.
- Keep lockers neat and well organized.
- Not store food in lockers for a long period of time.

The school reserves the right to have access to all school lockers and conduct inspections from time to time. **Note to students:** only you should know your lock combination. This protects you against theft. Remember that your locker must be kept **locked** at all times to protect valuables. If you don't have a lock be sure to leave valuables at home.

### **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, Ipads, iPods, Walkmen, 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.

**PED's are to be used in the following manner as authorized by the Principal:**

Students are permitted to bring PED's to class as long as they do not disrupt the learning environment or infringe on the rights of privacy of others; an example of this infringement could be taking pictures/videos of others, or a student using Face Time on an Ipad/Smart Phone which allows an unknown person to over hear the conversations of those in the school without them knowing. PED's must be used during instructional time only with the approval of the teacher. PED's can be used during recess breaks. PED's must be used appropriately and as outlined in accordance with appropriate school conduct (respect of privacy for others) and anti-bullying policies.

**Student Cell Phones:** Students are permitted to bring personal cell phones to school. The use of the cell phone during instructional time is to the discretion of the teacher. The cell phone must be set to vibrate and not interfere with the learning of others. The cell phone must **not be used to take photos or videos of any other person without that person's permission and the agreement of the supervising teacher**. Cell phone apps may be used in relation to instructional learning and as approved by the teacher. Texting is allowed but must adhere to the conduct of respect for others; any texting that constitutes bullying/harassment will be dealt with according to anti-bullying policies and progressive discipline policies.

If a student uses a cell phone/PED in any way that is a detriment to others (i.e., taking pictures/videos, and/or cyberbullying), disciplinary consequences will be issued according to progressive discipline and safe school policies. **Staff have the right and responsibility to view any electronic communications that students generate at school on their PED's**. 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.

**Lunch Policy** - The school lunch break is from 12:15 p.m. to 1:05 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 your 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 the school property
- Not remain inside during an outdoor recess without teacher permission and supervision

There is a sign-out system for walker students to go home for lunch; only regular walkers will be

permitted to leave school property for lunch, and only if they consistently go home for lunch. Also, parents may pick up their child for lunch. At no time will students be allowed to leave school property for lunch when they have brought a note to school (parents must physically come to the school to sign out their child). Students must bring their own lunch to school if they are not regular walkers. This procedure ensures the safety and supervision of our students.

### **Healthy Eating - Ministry of Education - School Food and Beverage Policy**

**(PPM 150)**- 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, and so 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](http://www.ontario.ca/healthyschools)

At Pius XII 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 practice moderation in the consumption of these foods/beverages. Parents are asked to please seek the 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 Friday; Subway Sandwiches will be served every Tuesday; and 2% Milk (white or chocolate) will be served each day as per a pre-paid order form (monthly).

**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:

- Participate in all field trips which are a part of educational programming.
- Comply with all school expectations, policies and procedures on excursions which are an extension of the school program.
- Promote a positive image for 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 with no 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 procedure”. 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.

**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 (main office) 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. All medication must be in its original container that is labelled. 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 may be administered by school personnel providing the appropriate consent forms are completed by the parent/guardian. An example might be if a student needs to store Advil at the school; this type of medicine must not be in the student's possession but locked up at the office. Staff will assist the student in taking such medication; a tracking sheet of dosage and frequency will be maintained. Medication such as a liquid antibiotic (which requires refrigeration) 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, mumps, chicken pox, scarlet fever, whooping cough, fifth disease, 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, please conduct treatments before sending them to school; also, please notify the office in order that we may do further checking at school. The school procedure is to provide a letter to parents notifying them that their child has nits or live lice and how to proceed with treatment. Classmates of the infected student will also receive a letter so that their parents can do a head check at home. 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 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 enrol.

**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.

**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). **We cannot promise to contact you by telephone before the children are sent home.**

**Buses** - All bus inquiries should be directed to the **Sudbury Student Service Consortium at 521-1234; [www.sssc-cses/english](http://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; kindergarten students will not be dropped off unless an adult is standing at the road to meet them. Students may not take a different bus home nor get off at a different stop without Consortium permission. The school cannot give permission.

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

-Pius XII 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 Pius XII Catholic School. Our progressive 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, Board Code of Conduct and the School Code of Conduct.

**Expectations of Students** - At Pius XII 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 Pius XII 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 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, community partners, 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.

**Kids Help Phone** - Confidential counselling service is available 24/7. Visit [www.kidshelphone.ca](http://www.kidshelphone.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 (Criminal Background Check) and/or offence declaration to volunteer.

**Religious Accommodation** - Pius XII 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.

### **Accessibility**

What is accessibility? It simply means giving people of all abilities opportunities to participate fully in everyday life. The Accessibility for Ontarians with Disabilities Act was passed in 2005. Its goal is to make Ontario accessible for people with disabilities by 2025. People with disabilities

should have the same opportunity of access to our services in the same location and in a similar way as these services are available to all others we serve. That means that we must be mindful of people with disabilities and be inclusive in our schools for all individuals: staff, students, parents/guardians, service providers, and visitors. There are many types of disabilities, and they can be hidden. Here are some types of disabilities: Deaf-blind; Physical; Developmental; Intellectual; Vision; Hearing; Speech/Language; Mental Health; Learning. Accessible customer service is not about ramps or automatic door openers. It's about understanding that people with disabilities may have different needs. It can be as easy as asking "How can I help?" and making small changes to how you serve people with disabilities. Please contact the Principal of the school if you have questions.

### **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.