

St. Charles Catholic Elementary School

School Code of Conduct

2017-2018

St. Charles 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. Charles 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

Entry Bell - 8:55 a.m. (Students are NOT to arrive at school before 8:40 a.m. as there is no supervision)

Instructional Time Begins - 8:55 a.m.

Recess - Grade 7 & 8 - 10:15-10:30 a.m.; Recess - JK to Gr. 6 - 10:35-10:50 a.m.

Lunch - 12:10-1:05 p.m. - Students in JK to 6 eat from 12:10-12:35 p.m.; recess is from 12:35-1:05 p.m.; Students in Grade 7 & 8 have recess first, then eat lunch.

There is no afternoon recess.

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 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.



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, and attitudes. When attitudes are positive success inevitably follows. Reports of student progress are issued two times yearly for students in JK - Gr. 8. 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 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.

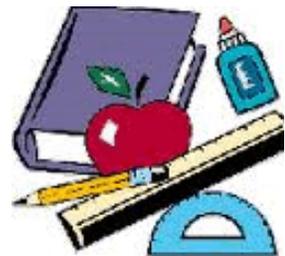
Note: Homework, in the form of completing assignments, research and continual review of school work, is an integral part of education. We strongly suggest that the following amounts of time be devoted to a student's home study daily:

- Grade 1 to 3 10 to 30 minutes
- Grade 4 to 6 40 to 60 minutes
- Grade 7 40 to 70 minutes, max.
- Grade 8 40 to 80 minutes, max.

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 - Consumables are provided for students, however, students can have their own scissors, crayons or colouring pencils, markers, rulers, pencils, glue, lined paper and erasers. We do not supply binders, geometry sets, calculators 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 - The St. Charles Catholic Elementary School dress code is aligned with the Provincial Code of Conduct and the Board's mission/vision and Catholic social teachings. Therefore, students must come to school every day prepared to learn and clothing and footwear needs to be appropriate and neat for the school setting or activity.

Please Note:

- Spirit/theme days are an exception to the dress code. Proper and appropriate attire for these days will be communicated with parents/guardians and students in advance of the day.
- 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.).
- 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).
- Baseball caps and the hood of a sweater are not to be worn inside the 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, 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 front of the school; students are encouraged to lock up their bikes as the school is not responsible for lost or stolen 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 and Locks - Grades 7 and 8 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, 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:

We encourage student responsible use of technology. PEDs are a valuable learning tool when used responsibly, however, when not used responsibly, 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 unless otherwise indicated by the classroom teacher. PEDs are not banned from the school, however, they must be used responsibly and appropriately as outlined.

If a cell phone is needed by a student on their way to and from school it may be brought to school, however, it must be locked up in a student locker or at the office where students can retrieve it 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 or morning recess but may be brought to school and used at the lunch recess break. Cameras of any type are not to be used in the school unless a student has been given permission to do so by the school Administration. 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 12:10 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.

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, 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

At St. Charles 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 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/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 Wednesday and fresh Milk (white or chocolate) will be served each day as per pre-paid order forms.

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 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 or designate will announce to the school community through the P.A. system: “Attention all teachers, staff and students this is a security alert. We are implementing (Shelter in Place/Hold and Secure or 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 or designate.

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, please do not send them to school; also, please notify the office in order that we may do further checking at school. The school procedure is to phone parents to pick up their child if nits or live lice are detected in their child's hair at the 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 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.

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). **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 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.



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

- St. Charles 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. Charles 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 School Code of Conduct by signing the letter within the agenda

Expectations of Students - At St. Charles 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. Charles' 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.

Kids Help Phone - Confidential counselling service is available 24/7. Visit www.kidshelpline.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 behaviour to volunteer. All volunteers must complete a CBC and/or offence declaration to volunteer.

Religious Accommodation - St. Charles 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.

Fair Notice to Parents/Guardians RE: Violence Threat Risk Assessment Process (VTRA)

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.



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. Charles Catholic School, please do not hesitate to contact the Principal or Vice-Principal at 705-855-4955.

Student Signature: _____

Parent / Guardian Signature: _____

Date: _____

