



# St. Francis Catholic School

## Code of Conduct

### 2022 - 2023



St. Francis Catholic Elementary School is an accepting, inclusive and encouraging community that nurtures individual uniqueness. Our staff and volunteers in partnership with our extended community, strive to further develop the spirituality and Catholic faith of our students. At St. Francis Catholic School we promote Catholic faith, responsibility, respect, civility and academic excellence and are committed to supporting each student to reach their full potential.

The purpose of this Code of Conduct is to support the creation of a safe and welcoming learning environment where everyone feels valued and accepted.

#### **FAITH FORMATION**

St. Francis Catholic School is blessed to maintain a close relationship with our parish, Our Lady of Hope. Mass dates will be shown on our monthly calendars. Families are encouraged to join us at our Liturgical Celebrations each month.

#### **SCHOOL HOURS**

8:35 a.m. Supervision begins in the school yard  
8:50 a.m. Classes begin  
10:30 a.m. Morning Recess  
12:05 p.m. Lunch  
2:15 p.m. Afternoon Recess  
3:10 p.m. Dismissal

#### **SUPERVISION**

The schoolyard is open to students at 8:35 a.m. once teacher supervision begins. Please be safe and enter the school yard, only after adult supervision is available.

#### **SAFE ARRIVAL**

The Ministry of Education has mandated every school to have a safe arrival plan. Promptness and regularity reflect a desirable attendance pattern.

If your child is late or absent, please call the school at (705) 674-0701 or email at [stfrancis@sudburycatholicschools.ca](mailto:stfrancis@sudburycatholicschools.ca) before 8:35 a.m. in the morning. If we have not heard from you by 9:00 a.m. and your child is absent we will attempt to contact you.

We are required to ensure that all students who are absent are safely accounted for. If you have not indicated by phone, it is expected that a note in the student agenda clearly explaining why a student was absent be provided to the school.



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#### PICKING UP AND DROPPING OFF STUDENTS – End of Day

Please make sure to contact the school **BEFORE 2:00 p.m.** if you are making changes to your child's regular end of day routine (e.g. picking up etc...). **If you call after this time, we can not guarantee that the message will be relayed to your child on time.**

#### DISMISSAL

End of the day pick up begins at 3:10 PM. Unless absolutely necessary, it is best to wait until the dismissal bell to pick up your child from school, and not before. End of the day student pick up will take place from the main doors of the school.

#### SIGN-IN/OUT BINDER

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

#### ABSENCES

Attendance is a significant part of a student's educational experience and of their evaluation process. The Ministry of Education indicates that "students are to attend classes on a regular basis, unless for reason of illness." Parents/Guardians are responsible to ensure that students are attending school regularly and to communicate reasons for absences with their child's teacher and/or the main office. After an absence, a student is responsible to complete missed assignments. There are 187 days for student attendance in the 2022-2023 school year. We will be celebrating all students with perfect attendance at the June Celebration.

#### LATENESS

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

#### TRANSPORTATION/BUSING

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

#### CONSORTIUM INFORMATION

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



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Students who qualify for transportation should ride the bus; however, if they do not ride the bus, a note must be provided to the office. Students who do ride the bus should take the bus during the duration of the school year. If there are any changes to be made regarding bussing, parents are asked to notify the Transportation Consortium directly at 521-1234. **Please review the Bus Regulations & Conduct** located on the consortium website.

#### CHILD CUSTODY

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

#### COMMUNICATION

Close connections between home and school are essential to establishing a positive school climate. It is our goal to keep families informed of what is happening at St. Francis. A monthly newsletter and calendar will be posted on our school website <https://st-francis.sudburycatholicschools.ca/> each month. Most communication will be emailed to family members. Please be sure to check your email often. Other ways to see what is happening at St. Francis include: Facebook: @stfrancisflames

Individual teachers will advise of their preferred method of communication.

Sometimes informative notes requiring parental authorization for events such as: field trips, mass celebrations, sacrament dates, school activities and volunteering will be sent home. Please sign and return these notes to ensure your child's participation.

***During the 2022-2023 school year it is planned for a new form of communication to occur between school/teachers and families. This is called Edsby. Please watch for more information.***

#### ILLNESS

Sick children are very uncomfortable at school. If your child is ill, please keep them home to recover. When a child complains of feeling ill every effort will be made to send them home. It is imperative that arrangements are made with a relative, friend or neighbour in the event that parents are not available to care for a sick child.

Use of the **FAMILY INFORMATION FORM** to record the name and telephone number of emergency contacts is extremely important. **Three names other than yourself MUST be provided.**

#### MEDICAL CONCERNS

As per SCDSB policy a medical plan will be created for all students with medical concerns. Parents/guardians must notify their child's educator and administration of any student medical condition (e.g. diabetes, epilepsy, heart condition, allergies, asthma etc...) and support in developing a Student Individual Medical Plan.



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#### MEDICATION

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

1. All medication must be turned over to office staff for proper storage. No medication must be in the actual possession of the child with the exception of a puffer and Epipen (this is for the safety of your child as well as that of other children).
2. Non-prescription medication will **not be administered** unless accompanied by a doctor's note indicating dosage.
3. Records will be maintained at school to indicate dosage, timing, frequency, etc. A MEDICATION FORM will be sent home and must be returned to allow the staff to administer the medication.

**\*\* NOTE: Please contact your child's educator if your child has ANY medical concerns.\*\***

#### ALLERGIES

Some students have life-threatening food allergies triggered through taste, touch and smell. A reaction arises from the allergen entering the student's body. If there are students that have life-threatening food allergies, we will advise families through a letter sent home about the allergy and which food product will not be allowed at the school.

As a general rule **we ask that families refrain from sending any peanut butter/nuts/nut oil snacks to school.** Parents/guardians are asked to read labels carefully for products that may contain nut products.

To ensure the health and safety of all who work and attend St. Francis School we are a **scent free school**. We ask everyone to refrain from using perfume, cologne, and scented lotions/creams.

**Epipen** - the school board has a policy for the administration of an Epipen. Upon registration, children with life-threatening allergies **must have a form completed** by parents/guardians. A waiver shall be signed allowing the child to use the Epipen when necessary. Students with severe allergic reactions should be wearing a medic alert bracelet or necklace clearly identifying his/her allergy and carry their Epipen with them at all times. **\*\*School staff will be made aware of ALL students requiring an Epipen and the emergency procedures associated with its use.\*\***

#### HOMEWORK

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



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#### **ELECTRONIC DEVICES**

All personal mobile devices will be powered off and stored in the student's school bag during the day, unless it is used for educational purposes in the classroom. Electronic devices will not be used during lunch, recesses (indoor or outdoor), or at entry and dismissal. The school does not assume the responsibility for personal mobile devices brought to school.

#### **LOST & FOUND**

Unclaimed articles, except jewelry and electronics will be placed in the lost and found container located outside the gymnasium. Please have your child check regularly!

#### **SCHOOL APPEARANCE**

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

- Eat only inside the classroom.
- Keep all books in desks/baskets or on shelves when not in use.
- Wear indoor shoes ONLY while in the school. Students will need an extra pair of shoes as outdoor shoes are not to be worn in the school.
- Gum chewing is not allowed at school both inside and outside.

#### **CATHOLIC SCHOOL COUNCIL**

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

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

Our school council is Christ centered, formed by the relationship between home, school and parish. School council puts into action the tradition of recognizing parents as the primary educators of their children and being the guiding force behind the formation of a sense of school commitment.

Please consider a nomination for a position on School Council. Your participation will make a positive difference in your child's education and in the life of our school. Elections are held in September. For more information on being nominated, please contact the school at 705-674-0701.

#### **SCHOOL CLOSURE**

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



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#### EVACUATION PROCEDURES

The signal for an evacuation practice is a continuous, loud ringing. As soon as a student hears it, they 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. Evacuation practices occur a minimum of six times each school year.

The school has policies in place in case there is an event that makes it necessary for us to evacuate the school area. The designated spot we will walk to is The Our Lady of Hope Church. If this is necessary, we will communicate with families through our social media (FaceBook Page) and we will have emergency phone call logs that we will use to contact all families. Our immediate concern will be to ensure the safety of the students before we have time to communicate with those outside our 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 no one will be permitted to enter or leave the school until the lockdown directive is lifted by the Principal or Greater Sudbury Police.

#### STUDENT DRESS CODE

St. Francis Catholic 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. Clothing and footwear must be appropriate and neat for the school setting and activity.

St. Francis Catholic School respects students' rights to express themselves in the way they dress. All students who attend St. Francis Catholic School are expected to respect the school community by dressing appropriately for a K-6 educational environment. Students must come to school every day prepared to learn.

#### Minimum requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (down to mid-thigh when standing). Tops must have shoulder straps. Rips or tears in clothing should not be more than 3 inches in length.
2. Closed toe shoes must be worn at all times and should be safe for the school environment
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies and caps are not allowed unless permitted for medical, religious or another reason by school administration.

#### Additional requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, lewd conduct, weapons, or promote the use of alcohol or other controlled substances.
2. Clothing may not depict or imply nudity or sexual acts.



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3. Clothing may not display or imply vulgar, discriminatory or obscene language or images.
4. Clothing may not state, imply or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Appearance, jewelry, accessories or manner of grooming that, by virtue of its colour arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behaviour is prohibited.
8. Pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.

**Students who do not adhere to these guidelines will not be allowed to attend class.** Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

#### SUDBURY CATHOLIC DISTRICT SCHOOL BOARD (SCDSB) CODE OF CONDUCT POLICY STATEMENT

The mission of the SCDSB is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith filled life. This mission is affirmed in Board policies, including the Safe Schools Policy. The Board is committed to making each and every one of its Catholic schools a caring place that is safe for learning. The purpose of the SCDSB's Code of Conduct is to further promote the mission of the Board and to provide a consistent Code of Conduct for individual schools. SCDSB standards of behaviours apply to all members of the school community, including students, parents/guardians, teachers or other staff members, volunteers and visitors. The standards of behaviour apply:

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

#### ROLES AND RESPONSIBILITIES

The Board's Code of Conduct recognizes that all members of the school community, including principals, teachers and other staff members, students and parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

a) **The Board:** The Board will provide direction to its Catholic schools that ensure opportunity, excellence and accountability in the education system. The Board is committed to the principles and standards established by the Safe Schools policy. The Board will ensure all are treated with fairness, equity and respect. The board will not accept behaviour which jeopardizes the emotional well-being or physical safety of members of the school community. As part of its broader mandate, the Board will:





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- develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- seek input from school councils, their Regional Parent Involvement Committee, their Special Education Advisory Committee, their Aboriginal Advisory Committee, community partners, social services agencies, parents, students, staff members, and the school community;
- establish a process that clearly communicates the Provincial Code of Conduct and the Board Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety and equity and inclusive education; and
- provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop a Catholic school community and maintain academic excellence in a safe environment.

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

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully with all members of their school community.

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

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- must respond to any student behaviour that is likely to have a negative impact on the school climate;
- must report an activity for which suspension or expulsion must be considered to the principal as soon as reasonably possible;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibility of citizenship.

Teachers and school staff will also assist principals in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers and





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school staff must assist the principal by reporting incidents and assisting the principal in conducting an investigation.

d) **Students:** Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour and valuing diversity within the school community. Respect and responsibility are demonstrated when a student:

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

Students are expected to:

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

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

Parents fulfill their role when they:

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

#### PROCEDURES FOR HANDLING PROBLEMS OR CONCERNS

Education is a shared experience, involving the home and the school, and it can be strengthened through open communication. If a parent/guardian or stakeholder has a concern about a school matter, the following procedures for review of the issue are available:

**Step 1:** Contact the classroom teacher/staff member to resolve the matter.



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**Step 2:** If the situation has not been resolved, contact the school Principal. The Principal will review the issue and work to resolve the matter as quickly as possible.

**Step 3:** If the situation has not yet been resolved, contact the Superintendent in charge of the school involved. The Superintendent will review the matter and will respond to the stakeholder about their concern.

**Step 4:** If the situation has not yet been resolved, contact the Director of Education to have the matter reviewed. You may also wish to contact your local Trustee if the matter remains unresolved.

### SUSPENSION

Under subsection 306 (1) of the **Education Act**, a principal will consider whether to suspend a pupil (grade 4 and older) 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:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs or being under the influence of alcohol.
- Swearing at a teacher or at another person in a position of authority.
- 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.
- Bullying.
- Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

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

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

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

- Persistent truancy;
- Persistent opposition to authority;
- Habitual neglect of duty;
- Willful 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/vaping;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;



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- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental wellbeing of others.

#### SUSPENSION PENDING POSSIBLE EXPULSION

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

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

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

Under Board policy, a principal must suspend a pupil pending possible expulsion if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate:

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



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#### COMMUNITY THREAT ASSESSMENT PROTOCOL

- **Sudbury Catholic District School Board** is committed to providing a safe learning environment for all individuals students, staff, and community members.
- When a person's behaviour poses a serious threat to their safety or the safety of others, the Community Threat Assessment Protocol may be activated.
- The protocol will guide agency personnel to respond quickly to threatening behaviour and put measures into place to protect others and the individual(s) of concern.
- When the Community Threat Assessment Protocol is activated parents/guardians of a minor child/youth will be notified.
- **Sudbury Catholic District School Board**, police services and community partners, including school boards will work together to assess the threat and implement interventions.
- The Community Protocol Partners will share information, advice and support, and plans will be developed to minimize risk.
- The parents/guardians of a minor child/youth who made the threat have an important role to play in the process of gathering information and establishing a plan for the minor child/youth, which will enable the team to evaluate and minimize risk.
- 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 at a Stage One will proceed.
- In sharing personal information, everyone's right to privacy will be balanced with the need to ensure the safety of all.
- If you have any questions regarding the Community Threat Assessment Protocol, please contact the Sudbury Catholic District's VTRA lead – Diane Zannier