



ST. FRANCIS CATHOLIC SCHOOL

STUDENT/PARENT HANDBOOK CODE OF CONDUCT

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Our School

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.

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.

CATHOLIC GRADUATE EXPECTATIONS

The CATHOLIC graduate is expected to be:

- A discerning believer
- An effective communicator
- A reflective, creative, and holistic thinker
- A self-directed, responsible, lifelong learner
- A collaborative contributor
- A caring family member
- A responsible citizen

Our Monthly Virtues:

- September – Respect
- October – Faith
- November – Justice & Peace
- December – Patience
- January – Responsibility
- February – Compassion
- March – Forgiveness
- April – Stewardship
- May – Empathy
- June – Gratitude

BELL TIMES

Primary and Junior Schedule (FDK – Grade 6)	TIME
Supervision in school yard	8:40
Classes begin	8:55
Morning recess	10:15 – 10:30
Lunch	12:10 – 1:10
Dismissal	3:10

STUDENT SAFETY AND SECURITY

PARENTS/GUARDIANS AND VISITORS

In the interest of safety and to prevent interruptions to classes, Board policy states that all parents/guardians and visitors must inform the main office of their presence in the school. Parents who pick up their children at dismissal must wait in the lobby or office area (unless access to the school is denied e.g., due to COVID-19 protocols etc.) This policy is in place to ensure the safety of all our students and to avoid confusion and disruption in the classroom. Please note that ALL entrances to the school are always locked. Anyone wishing to enter the school must utilize the "buzzer system" to gain access. All visitors are requested to sign in and may be asked to wear identification badges. If a parent/guardian is dropping something off for their child or a teacher, it may be left at the office. Parents/Guardians must give the office consent for all visitors wishing direct contact with their child, this includes siblings not attending St. Francis School. Following these procedures contributes to the safety and security of the school community.

ATTENDANCE/SAFE ARRIVAL

Parents and guardians are responsible for their children's safety. St. Francis School has a Safe Arrival Program that monitors the attendance of every student at the start of the school day. When a student will be absent or late, it is the responsibility of the parent/guardian to notify the school of the reason. Therefore, if your child is to be late or absent, please inform the school office before 8:30 a.m. We are required by law to account for any pupil's unexplained failure to arrive at school. The preference is to inform the office through Edsby (this allows both the office and the teacher to be informed). Both Edsby and calling allows you to inform the school at any time to leave details about your child's attendance. Please leave your child's full name and grade.

REQUEST FOR TEMPORARY EXCUSAL

This process is to be used by a parent/guardian (or student 18 years of age or older) requesting the temporary excusal of a student due to a reason such as a (vacation). It is not to be used for medical reasons – a medical note must be provided for those absences.

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.

EDSBY

In 2023 St Francis, along with all schools in the Sudbury Catholic District School Board, moved to a parent/guardian communication tool called Edsby. Families can access this digital tool through a website browser or a free app. The browser and server needed to gain access is

www.scdsb.edsby.com

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. Most communication will be posted in Edsby to family members. Please be sure to check often and change your notification settings so that you are advised when new information is posted. 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.

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!

HOMEWORK

Homework provides students with the opportunity to reinforce and extend in-school experiences outside of the regular school day. Parents/Guardians share with teachers the responsibility for the educational success of their child(ren) and should actively participate in the child's learning process. 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.

Parents/Guardians are encouraged to:

- sign and return forms or projects as requested by the teacher
- provide help and monitor completion
- recognize that the completion of homework activities is integral to school success

ADMINISTRATION OF MEDICATION

The Sudbury Catholic District School Board has a clear policy regarding the administration of medication to students. Listed are a few guidelines:

- The principal or his/her designate will administer the medication for student use - only after written authorization on a SCDSB Form has been obtained from the parent/guardian and/or a physician.
- All medication must be turned over to the main office for proper storage, unless carried by student as per treatment plan e.g., auto injector, puffer, etc.
- Records are maintained regarding dosage, method of administration, and storage.
- All medication must be submitted in its original prescription container with the child's name on the prescription container.
- Non-prescription medication will **not be administered** unless accompanied by a doctor's note indicating dosage.

Only send the required dosage of medication to school. Ask your pharmacist for two separate containers of medication if possible. One container for home and one container for school. THE SCHOOL WILL MAKE EVERY REASONABLE EFFORT TO ADMINISTER MEDICATION ON TIME TO YOUR CHILD. HOWEVER, SITUATIONS DO ARISE THAT MAY CONFLICT WITH THE TIMING OF MEDICATION. THE SCHOOL IS NOT RESPONSIBLE FOR MEDICATION TRAVELLING BETWEEN HOME AND SCHOOL. If possible, time the administration of medication when your child is at home.

IMMUNIZATION

For children attending school, the law in Ontario requires a written immunization record or proof of immunization. Incomplete immunization records can result in suspension from school on order of the Medical Officer of Health. For more detailed information contact Public Health Sudbury & District @705-522-9200.

PREVALENT MEDICAL CONDITIONS

As primary caregivers of their child, parents are expected to be active participants in supporting the management of their child's medical condition while attending school. At minimum parents should: educate their child about the condition, guide their child to reach their full potential for self-management and self-advocacy, duly inform the school of the condition(s) and co-create and maintain the Plan of Care for their child with the principal or designate. Please contact the school directly for the appropriate medical forms.

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.****

CONCUSSION

Concussions can only be diagnosed by a medical doctor or nurse practitioner. Any student with a diagnosed concussion, **shall** have a "return to learning and/or physical activity" plan to assist a student return to learning/play. Please contact the school directly for the appropriate medical forms.

PEANUT/NUT-CONTROLLED ENVIRONMENT

We have several students who are highly allergic to peanut/nut products, and this can potentially lead to severe and life-threatening reactions. For the safety of all children, parents are asked to refrain from sending peanut/nut products to school. Please seek approval from your child's classroom teacher prior to sending food or beverages to school. Wow butter is not allowed to be sent to school.

OTHER FOOD ALLERGIES

We have students who are allergic to other food products. It is vital you seek approval from your child's classroom teacher prior to sending food or beverages to school. We ask families to help their child understand that we do not share snacks or lunches with others as this is one of the best ways to keep everyone safe.

LEAVING SCHOOL DURING THE SCHOOL DAY

To be excused from school, students must present a note or parents need to inform the office through Edsby or a phone call explaining the reasons(s) for being excused. The message must be given in the morning. If a student is being picked up during school hours, parents must report to the office, and the student will be called to the office. Once a student arrives at school, they may only leave school grounds with permission from the office. **Students who eat lunch at school are NOT ALLOWED to leave school property.** For example: students are not allowed to leave school and walk to the store or a fast-food restaurant to pick up a snack or lunch.

FOOD DELIVERIES

We kindly ask that students, parents, and guardians **do not arrange for food or lunch deliveries** from services such as SkipTheDishes, Uber Eats, or DoorDash, etc. to the school. We are unable to accommodate these deliveries as we do not have staff available to accept, monitor, or distribute them during the school day. Thank you for your understanding and support in keeping our school environment safe and organized.

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. If you are picking up your child early please do it by 2:30 or wait until the end of the day dismissal.

EMERGENCY SCHOOL CLOSING

On extremely rare occasions, circumstances may lead to an emergency school closing. Please make arrangements with a relative, neighbour or friend so that your child has an alternative place to go if you are not available.

BUS TRANSPORTATION

Transportation is provided through the Student Services Consortium. Guidelines are available on their website. The Consortium establishes the parameters, including collector points for each bus route. As a rule, please note the following:

1. **Bus transportation is a privilege, not a right.**

2. Students eligible for transportation must live in a transportation zone.
3. Only authorized students may ride on their approved bus route. Students are not permitted to ride on a different bus. E.g., take a friend's bus home etc.
4. To ensure the safety of FDK students, it is required that when they are delivered to the regular drop off point, a responsible adult meets the child.
5. Bussed students must have a note or families have called the office if not taking the bus. A note/message must be dated for each day a student does not take the bus.

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**. 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. If there are any changes to be made regarding bussing, parents are asked to notify the Transportation Consortium directly at 521-1234 or at www.businfo.ca. **Please review the Bus Regulations & Conduct** located on the consortium website.

BUS CANCELLATION DUE TO SNOW DAYS, ETC.

Kindly note that parents/guardians are required to call the school even if bus transportation is cancelled due to snow days, etc., as the school remains open. We are required by "Safe Arrivals" protocol to verify the whereabouts of children who fail to arrive at school, regardless if buses are running or not. The best way to do this is through Edsby.

**ALL BUS INQUIRIES SHOULD BE DIRECTED TO THE SUDBURY STUDENT SERVICES CONSORTIUM @521-1234
OR BY VISITING www.sssc-cses/english**

LUNCHROOM EXPECTATIONS

Students will eat lunch in their classroom and will be supervised by a shared lunchroom supervisor. Students are expected to be responsible in their behaviour as well as clean up after themselves. Repeated disruptive or disrespectful behaviour may result in their removal from the classroom setting and/or reassignment in an alternate classroom.

THE PROVINCIAL CODE OF CONDUCT

The Education Act permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools. The purposes of the Provincial Code of Conduct are:

- 1.1 to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity
- 1.2 to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community
- 1.3 to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- 1.4 to encourage the use of non-violent means to resolve conflict
- 1.5 to promote the safety of people in schools
- 1.6 to discourage the use of alcohol and illegal drugs; including cannabis, except by a medical cannabis user (as defined in the Education Act, a medical cannabis user is a person who is authorized

to possess cannabis for the person's own medical purposes in accordance with applicable federal law)
1.7 to prevent bullying in schools.

FAIR NOTICE TO STAFF, STUDENTS, PARENTS **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, each individual'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 School Board

CODE OF CONDUCT - STANDARDS OF BEHAVIOUR

Respect, Civility, and Responsible Citizenship

All members of the Sudbury Catholic District School Board community must:

- ✓ comply with all applicable federal, provincial, and municipal laws
- ✓ comply with all Ministry of Education, school board and school policies
- ✓ show proper care and regard for school property and the property of others
- ✓ take appropriate measures to help those in need
- ✓ seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully
- ✓ not use personal mobile devices during instructional time except under the following circumstances: 1) for educational purposes as directed by an educator 2) for health and medical purposes 3) to support special education needs **(For more information, please refer to APG SS50 – Personal Mobile Device Use)**
- ✓ demonstrate honesty and integrity;
- ✓ respect differences in people, their ideas, and their opinions;
- ✓ treat one another with dignity and respect both in person and online at all times, and especially when there is disagreement or difference;
- ✓ respect and treat others fairly, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability;
- ✓ respect the rights of others;
- ✓ show proper care and regard for school property and the property of others;
- ✓ take appropriate measure to help those in need;
- ✓ seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- ✓ refrain from using abusive language or swearing at another person;
- ✓ respect the need of others to work in an environment that is conducive to learning and teaching.

Sudbury Catholic Schools Code of Conduct (to be posted in all schools)

SCDSB CODE OF CONDUCT

Members of the school community will:

- Treat each other with kindness and respect
- Support learning and keep distractions out of the class
- Help others when they are in need

Members of the school community will not:

- Bully, cyberbully, or encourage others to do so
- Harm others, including harm with the motivation of hate or discrimination
- Use a personal mobile device during class unless permitted to e.g., medical, special ed. needs
- Use, share or sell vape, nicotine and/or tobacco products on school property

SAFETY

All members of the SCDSB school communities must not:

- engage in bullying behaviours
- commit sexual assault
- traffic weapons or illegal drugs
- be in possession of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs (for students, this would also include being in possession of electronic cigarettes, tobacco and nicotine products)
- use, or be under the influence of alcohol, cannabis (unless the individual has been authorized to use cannabis for medical purposes), tobacco, electronic cigarettes, illegal drugs or related products;
- provide others with alcohol, illegal drugs, tobacco, electronic cigarettes, cannabis and related products;
- commit robbery or theft;
- be in possession of any weapon, including firearms;
- threaten or intimidate another person;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- commit an act of vandalism that causes damage to school property, to property located on the premises of the school, or to the property of a member of the school community;
- record, take or share non-consensual recording or photos of members of the school community.

Enforcement Relating to Alcohol, Tobacco, Electronic Cigarettes, Recreational Cannabis and Related Products and Illegal Drugs

- All school must follow the direction outlined in the Local Police School Board protocol regarding mandatory and discretionary notification of incidents to the police.
- The Smoke-Free Ontario Act (2017) prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes (vaping) at schools, on school grounds and all public areas within 20 meters of these grounds. Anyone smoking or vaping on school property is guilty of an offence and if convicted may result in a fine under the Smoke-free Ontarian Act
- The Smoke Free Ontario Act also prohibits the sale and supply of tobacco or e-cigarettes to anyone under 19 years of age. Anyone who sells or supplies tobacco or an e-cigarette to a student under 19 years of age is guilty of an offence and if convicted may result in a fine under the Smoke Free Ontario Act
- In the case of these substances being found in the possession of students, parents/ guardians must be notified, and the student must surrender the items to the educator or administrator
- All confiscated items shall be kept in a locked area in the principals/vice-principals' area
- Students who possess or supplies others with these products will be addressed through the progressive discipline guidelines which **must** include support to learn from the behaviours.

ROLES AND RESPONSIBILITIES

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when students:

- ✓ come to school prepared, on time, and ready to learn
- ✓ show respect for themselves, and for others, and for those in positions of authority
- ✓ refrain from bringing anything to school that may compromise the safety of others; and
- ✓ follow the established rules and take responsibility for their own actions.

Parents

Parents play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students.

Parents fulfil their role when they:

- ✓ are engaged in their child's schoolwork and progress
- ✓ communicate regularly with the school
- ✓ help their child be 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
- ✓ become familiar with the Provincial Code of Conduct, the Board's Code of Conduct, and school's Code of Conduct.
- ✓ encourage and assist their child in following the rules of behaviour; and
- ✓ assist school staff in dealing with disciplinary issues involving their child.

Community Partners

Through outreach, existing partnerships may be enhanced and new partnerships with community-based service providers and members of the community (e.g., Elders, Senators, Knowledge Keepers) may also be created. Community-based service providers are resources that boards can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between boards and community-based service providers and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.

Police

The police play an essential role in making our schools and communities safer. The police investigate incidents in accordance with the protocol developed with local school boards. These protocols are based on the Provincial Model for a Local Police/School Board Protocol, developed by the Ministry of Community Safety and Correctional Services and the Ministry of Education.

SUSPENSIONS and EXPULSIONS at the Sudbury Catholic District School Board

School Suspensions

A suspension means a student is removed from school temporarily for up to 20 school days. During this time, the student:

- cannot attend or take part in regular school activities or events
- has other opportunities to continue learning to help them stay on track with their education

Only a principal can suspend a student.

Activities that can lead to suspension

Activities that can lead to suspension depend on the grade of the student.

Students in Grades 4 to 12 can be suspended for:

1. Uttering a threat to inflict serious bodily harm on another person.
 2. Possessing alcohol or illegal drugs; or unless the student is a medical cannabis user, cannabis
 3. Being under the influence of alcohol; or unless the student is a medical cannabis user, cannabis
 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. Other: Activity that is an activity for which a principal may suspend a pupil under a board policy
- Principals will consider suspension whether the activity took place:
- at school
 - at a school-related activity, such as a field trip
 - in any other circumstances where the student's behaviour has an impact on the school climate, such as cyberbullying

Under Bill C-13, it is illegal to distribute intimate images of a person without their consent, regardless of the age of the person in the picture;

Non-consensual sharing of intimate images: Knowingly publishing, distributing, transmitting, selling, making available, or advertising an intimate image of another person while knowing that the person depicted in the image did not give their consent, or being reckless as to whether the person gave their consent. The term "intimate image" refers to a visual recording such as a photograph, instant message, or video recording of a person in which the person is nude or engaged in explicit sexual activity and which was created in circumstances that gave rise to a reasonable expectation of privacy.

If a **student in junior kindergarten to Grade 3** has engaged in any of the activities listed above, the principal will not consider suspension. The principal must consider what positive behaviour supports the school can provide to the student.

The principal can intervene to:

- understand the root causes of the behaviour
- provide counselling and mental health supports (with parental permission)
- problem solve with students to identify alternative behaviour choices
- communicate and teach behavioural expectations
- help students deal with conflict
- help students learn to how to manage emotions
- use restorative practices to repair harm to people and relationships (with parental permission)
- resolve conflict through discussion, helping students understand the harm caused to others because of their behaviour
- facilitate a family or group conference to discuss the impact of the student behaviour on others in the school
- coordinate options for the student to restore or improve the school environment either by:
 - directly addressing behavior (in cases of vandalism for example, students can work to undo damage they have caused)
 - having the student improve the school environment more broadly
- equip children with the social-emotional and communication skills needed to:
 - manage themselves
 - resolve conflict
 - develop healthy behavior

Considerations before suspending a student

The principal must consider the individual circumstances of each student. The principal can also decide on different consequences and supports for different students. For example, two students may be involved in an incident, but the principal may only suspend one student – or a principal may suspend one student for five days but suspend another for three days and suggest counselling for both students.

Principals must consider:

- if the student does not have the ability to control their behaviour or understand the possible consequences of their behaviour
- if the student's presence in the school does not create an unacceptable risk to the safety of another person
- the student's history (for example, personal history, such as a recent trauma in the student's life)
- whether progressive discipline has already been used
- whether the behaviour is related to harassment because of the student's:
 - race
 - ethnic origin
 - religion
 - disability
 - gender or sexual orientation or any other type of harassment
- how the suspension will affect the student's education
- the student's age

Students with special education needs

If a student has special education needs and an individual education plan (IEP), the principal must also consider whether:

- the behaviour was a manifestation of a disability identified in the student's plan
- appropriate accommodation has been provided
- suspension is likely to aggravate or worsen the student's behaviour or conduct

Contacting parents about suspensions

When students are suspended, the principal must make every reasonable effort to **let parents know within 24 hours**.

SUSPENSION PENDING POSSIBLE EXPULSION

Expulsion from School

Expelled students are removed from school for an indefinite time. An expulsion does not have a time limit.

Students who are expelled from school must be:

- provided with opportunities to continue their education
- offered non-academic supports, such as counselling, to help promote positive behaviour

Students are suspended first while expulsion is being considered.

Students can be expelled from their own school or they can be expelled from all schools in their school board. Students expelled from all schools in their school board cannot go to school or take part in regular school activities or events (such as field trips and school team events).

Activities that can lead to expulsion

If a **student in Grade 4 to 12** has engaged in any of the activities listed below, the principal will immediately suspend the student and investigate the incident to determine whether the student should be expelled.

If a **student in junior kindergarten to Grade 3** has engaged in any of the activities listed below, the principal will investigate the allegations to determine if the student should be suspended or expelled.

Students can be expelled for:

- possessing a weapon, including a firearm
- using a weapon to cause or threaten bodily harm to another person
- committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- committing sexual assault
- trafficking in weapons or illegal drugs
- committing robbery
- giving alcohol or cannabis to a minor

- bullying – if the student was suspended before for bullying and the student's presence in the school creates an unacceptable risk to the safety of another person
- any activity for which a student can be suspended that is motivated by bias, prejudice or hate
- any other activities identified in school board policy

Expulsion can happen whether the activity took place:

- at school
- at a school-related activity, such as a field trip
- in any other circumstances where the student's behaviour has a impact on the school climate, such as cyberbullying

Contacting parents about suspension and possible expulsion

When students are suspended pending a possible expulsion, the principal must make every reasonable effort to **let you know within 24 hours** that your child has been suspended.

Investigation of activities that can lead to expulsion

If a student is involved in an incident that can lead to expulsion, the principal must investigate the incident to determine if the student should be expelled. If the student is in Grade 4 to 12, they will be suspended while the principal completes the investigation.

As part of the investigation, the principal must make every reasonable effort to speak to the student, their parents and anyone else who may have relevant information.

After an investigation, the principal recommends to the school board whether a student should be expelled. Only the school board can make the decision to expel a student.

Considerations before recommending an expulsion

The principal must consider the student's individual circumstances before deciding whether to recommend a student for expulsion. Each decision on discipline is unique.

Principals must consider:

- if the student does not have the ability to control their behaviour or understand the possible consequences of their behaviour
- the student's presence in the school does not create an unacceptable risk to the safety of another person
- the student's history (for example, personal history such as recent trauma in the student's life)
- whether progressive discipline has already been used
- whether the behaviour is related to harassment because of the student's:
 - race
 - ethnic origin
 - religion
 - disability
 - gender or sexual orientation or any other type of harassment
- how the expulsion will affect the student's ongoing education
- the student's age

If a student has special education needs and an individual education plan, the principal must also consider whether:

- the behaviour was a manifestation of a disability identified in the student's plan
- appropriate accommodation has been provided
- suspension is likely to aggravate or worsen the student's behaviour or conduct

NOTICE TO PARENT OR GUARDIAN

Section 300.3 of the Education Act specifies that if a Principal believes that a pupil has been harmed as a result of an activity described in subsection 306 (1) or 310 (1), the principal shall, as soon as reasonably possible, notify:

a) The parent or guardian of the pupil who the principal believes has been harmed.

- b) The parent or guardian of any pupil of the school who the principal believes has engaged in the activity that resulted in the harm.

When notifying a parent or guardian of a pupil who has engaged in the activity that resulted in harm, the principal shall not disclose the name of or any other identifying or personal information about a pupil who has been harmed as a result of the activity, except in so far as is necessary to comply with his or her obligation to disclose the required information.

When notifying parents of these incidents, the principal shall invite the parent or guardian to have a discussion with the Principal about the supports that will be provided for his or her child.

However, the Principal shall not, without the pupil's consent, notify a parent or guardian of a pupil who is 18 years or older, or who is 16 or 17 years old and has withdrawn from parental control. The principal also shall not notify a parent or guardian of a pupil if in the opinion of the principal doing so would put the pupil at risk of harm from a parent or guardian of the pupil, such that the notification is not in the pupil's best interests. Under subsection 301(5.5) of the Education Act, when principals have decided not to notify the parents that their child was involved in a serious student incident, they must, in accordance with Ontario Regulation 472/07, document the rationale for this decision and notify both the teacher who reported the incident and the appropriate supervisory officer of this decision.

In circumstances where board employees have reason to believe that a student may be in need of protection, board employees must call a children's aid society according to the requirements of the Child, Youth and Family Services Act, 2017.

PROGRESSIVE DISCIPLINE AND PROMOTING STUDENT BEHAVIOUR

A positive school climate is a crucial component of promoting positive student behaviour, and St. John School recognizes the distinctive expectations for Catholic students as an integration of body, mind and spirit. In addition, St. John School actively endorses a variety of programs and activities that focus on healthy relationships, inclusive and equitable learning environments, character education and positive peer relations.

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours.

When inappropriate behaviour occurs, disciplinary/corrective measures may include but are not limited to the following: an apology to the victim, reprimand, warning, detention, loss of privileges, reflection (think sheet), contact with parents via tracking sheet/phone call/Edsby message/person-to person meeting, removal from class, referral to counseling as available, restitution, development of a behaviour plan, conflict mediation (school and/or police), volunteer service, peer mentoring, suspension, and expulsion.

BULLYING PREVENTION AND INTERVENTION

Bullying: A form of repeated, persistent, and aggressive behaviour that is directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. (PPM#144, Ministry of Education) *Bullying-We can all help to stop it...*

St. Francis School has an active school-wide bullying prevention and intervention plan that contains components of the following: definition of bullying, prevention strategies, intervention strategies, reporting and responding requirements, training strategies, communication and outreach strategies, and monitoring and review processes.

<p style="text-align: center;"><u>KIDS HELP PHONE</u></p> <p style="text-align: center;">Confidential counseling service is available 24/7/365 visit www.kidshelpphone.ca</p> <p style="text-align: center;">CALL: 1-800-668-6868 or TEXT: 686868 or DOWNLOAD: The "Always There" APP</p>

VOLUNTEERS

Volunteers are a welcomed resource in our school and assist in a wide range of activities and services. Please know that the SCDSB requires all volunteers to complete a Criminal Reference Check including Vulnerable Sector Screening; and thereafter, an annual Offence Declaration. The principal retains the authority to accept or decline any volunteer's offer of service. The principal will determine the best "fit" for volunteers' placements. It remains the sole and unfettered discretion of the Board to deny volunteer opportunities to individuals when an individual may pose risk to student or staff safety.

RELIGIOUS ACCOMMODATION

St. Francis 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 STANDARDS FOR CUSTOMER SERVICE

In compliance with the Customer Service Standard (Accessibility for Ontarians with Disabilities Act), please advise the school if you require assistance to access the facility or any other type of assistance.

DISPUTE RESOLUTION- HOME/SCHOOL COMMUNICATION

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

1. Complaint and Teacher: Handle the problem as soon as possible. If possible, call the school and arrange a personal interview with the teacher to discuss the problem and attempt to resolve the matter at this stage.
2. Complaint and Principal: The second contact should be to involve the Principal or Vice Principal directly if the two parties fail to resolve the matter.
3. Complaint and Superintendent: The third contact should be the Academic Superintendent responsible for your school.
4. Appeal to the Board: A complainant may take the matter to the Board if the problem is not resolved satisfactorily at the Director's level.

FIRE EVACUATION/LOCKDOWN

As per Board policy, St. Francis School is required to conduct three fire drills and one lock-down drill prior to Christmas Break and three fire drills and one lock- down drill prior to the summer break. Participation in drills is mandatory, as they are conducted to properly prepare students and staff for a possible emergency.

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:

Clothing must

1. cover the groin, buttocks and nipples with material that is not see-through or transparent;
2. include more than underwear as the only layer of clothing;
3. include footwear with consideration for health and safety;
4. ensure that the student's face is not fully obscured;
5. not include wording or graphics that reasonably could be construed as promoting or symbolizing hate or discrimination, drugs, alcohol, tobacco, Cannabis, weapons, illegal activity, profanity, nudity, pornography; or that incites violence or harassment; or threatens health and safety.

Costumes are not to be worn unless during special days like Halloween.

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.

St Francis follows the SUDBURY CATHOLIC DISTRICT SCHOOL BOARD (SCDSB) CODE OF CONDUCT which can be found at <https://www.sudburycatholicschools.ca/wp-content/uploads/2021/10/2.-Appendix-A-Code-of-Conduct.pdf>

USE OF LOCKERS

Students shall keep a clean and respectable locker. Combination locks only are not permitted for students. Lockers are the property of St. Francis and can be accessed by administration at any time.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES (PEDs)

To maintain a focused and engaging learning environment, students in Kindergarten to Grade 6 must ensure their personal mobile devices are stored out of view and powered off or set to silent mode throughout the full instructional day. The "Instructional Day" is defined as: The full span of time during which students are required to be at school. It includes both instructional and non-instructional periods (recess/lunch etc.). The school day typically begins with the first bell and ends when students are dismissed to go home. If an educator sees a personal mobile device that is not stored out of view, they must require the device be handed in for the whole instructional day and the device must be placed by the student in a storage area in a location designated by the principal.

FILMING AND/OR RECORDING BY STUDENTS/PARENTS/GUARDIANS/VISITORS

The filming and/or recording of meetings (including phone calls), events or any other school related activity is not permitted without the express consent/permission of the principal or principal designate.

STUDENT USE OF SMALL APPLIANCES

Only appliances related to the programming needs of the students will be allowed in student spaces e.g., classrooms, gathering space, gymnasium, resource rooms etc. Appliances such as, but not limited to, space heaters, microwave ovens, toasters, ovens, kettles, coffee makers, toaster ovens, fridges, water coolers, hot plates, etc., not required for the delivery of curriculum or medical needs are not permitted for personal use. While the benefits of hot meals, drinks and snacks sounds appealing, the potential dangers far outweigh any benefits.

SCENT- REDUCED ENVIRONMENT

St. Francis School is asking for voluntary cooperation towards a scent-reduced environment. Students and visitors are encouraged to avoid or reduce the use of products with fragrance. We recognize the right to personal choice; however, the air space is shared, and chemicals released into the air can trigger health reactions (e.g., headaches, asthma attacks, altered behaviour, etc).

SCHOOL NUTRITION & 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. Roughly 1/3 of a child's daily food intake occurs at school and we ask that families provide their children with daily lunches and snacks that reflect a balance of nutrition according to Canada's Food Guide.

SMOKING/E-CIGARETTES/VAPOURS

Smoking, e-cigarettes, and vapours are not permitted on school property or at any school related event.

FIELD TRIPS & SCHOOL RELATED ACTIVITIES/FUNDRAISING TO HELP PAY FOR TRIPS

The opportunity to participate in a field trip or school related activity will not be withheld because of an inability to pay. Every reasonable attempt will be made to include students; however, the principal reserves the right to deny student participation. Teachers will ensure appropriate schoolwork is available and that supervision is arranged for students who remain at school. All proceeds raised through the sale of products to support a student's field trip are not the property of the student and/or parent and remain solely the assets of the Sudbury Catholic District School Board.

MANAGING ILLNESS AT SCHOOL

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.**

If your child reports they are ill, the office will contact the home to make arrangements to have your child picked up. We do not have the resources available to care for children who are sick. If your child is not well enough to participate in the regular routine of the school day, including recess, please keep your child at home. To help reduce the spread of infection in schools, Public Health Sudbury and District requires the following infection control protocol for schools (list is not exclusive, common examples only):

COVID-19	Refer to most recent Ontario COVID-19 guidelines
Chicken Pox	Can attend if they have NO fever - regardless of rash

Impetigo	24 hours after antibiotic treatment prescribed by a health care provider is taken
Diarrhea	Will be sent home after 2 cases of Diarrhea. Must be 48 hours symptom-free
Influenza	Will be sent home if student throws up. Keep at home until fever is gone (on average six to seven days will stop spread)
Norovirus	Must be 48 hours symptom-free
Whooping Cough	With treatment: no school for five days, Zero treatment: no school for 3 weeks
Pinkeye	Will be sent home if pink eye is noticed with discharge. May return 24 hours after antibiotic taken (must not have discharge or pus)
Ringworm	No school until treatment has started
Scabies	No school until 24 hours after treatment has been completed
Scarlet Fever	No school for at least 24 hours following antibiotic treatment
Strep Throat	No school for at least 24 hours following antibiotic treatment
Vomiting	Must be 48 hours symptom-free

HEAD LICE

Parents or guardians of children with head lice should inform the school that their child has head lice. The school will let families know when there is a case of head lice and provide information about diagnosis and treatment. If your child shows signs of infestation, please treat promptly. If you need further information, visit your family doctor, a local pharmacy or contact Public Health Sudbury & Districts @ 705-522-9200.

CUSTODY

Should a custody issue regarding your child come about, it is imperative that a copy of the court order(s) be 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 officially made aware, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

FAMILY INFORMATION

Please ensure the information we have on file for your child is accurate and up-to-date. Please contact the school immediately if changes occur (e.g., phone #, address, health concerns, custody etc.

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.

MENTAL HEALTH SUPPORTS

The Sudbury Catholic District School Board offers Mental Health & Addictions Services on a continuum of brief services that includes mental health promotion, early identification, prevention, early intervention for students.

Regulated mental health professionals (Social Workers & Psychotherapists) provide services that include evidence-based (1) classroom-wide, Social Emotional Learning (SEL) programs for all

students, (2) small, targeted, psychoeducational, and/or psychotherapeutic groups for some students, and (3) assessment and brief, individual, early psychotherapeutic intervention for a few students.

Unregulated mental health professionals (CYWs) provide services that include (1) “caring adult” support in schools, and (2) classroom-wide, Social Emotional Learning (SEL) programs for all students, and (3) small, targeted, psychoeducational groups for some students.

All students **under 12 years** old **require parental/guardian consent** for Mental Health & Addictions Services. If there is a legally binding joint custody agreement between parents/guardians, **both parents/guardians must consent to services** for the student to begin services.

All students **12 years old and older do not require parental consent** to access Mental Health & Addictions Services as per the Child and Family Services Act (CFSA).

If a child protection and well-being agency has **legal guardianship** of your child, the agency must sign as the **Guardian** (i.e. Children’s Aid Society, Nogdawindamin Family & Community Services, Kina Gbezhgomi Child & Family Services, Niijaansinaanik Child and Family Services)