

PRINCIPAL'S MESSAGE

Dear Students/Parent(s)/Guardian(s),

Welcome to another school year! I hope everyone had a wonderful summer. As the administrators of St. Francis of Assisi Catholic School, I look forward to joining you in another year of learning and growth. St. Francis of Assisi has established itself as an outstanding Catholic community of learners and we consider ourselves privileged to be a part of it.

We would like to welcome new students and their families to our school. In a spirit of partnership and genuine respect, we share the responsibility and privilege of passing on the rich history of our Catholic faith and providing a quality education for our students. Together through the dedication, talents and collaboration of staff, parents and church, we will encourage students to grow, learn, and evangelize with hope, faith and love. We know that together we can continue to work with one another as we strive for "Excellence" in Catholic Education as we work together "Building a Community in God". We sincerely hope that we can continue to nurture and celebrate our gifts and talents, to support one another and to make every effort in God's name to make St. Francis of Assisi Catholic School an even better place in which to learn, play and grow.

The staff at St. Francis of Assisi Catholic School are dedicated to providing every student with the best Catholic Education possible. We believe that we all need to work together to instill and develop an understanding of gospel values, pride in academic performance, socially accepted behavior and effective organizational tools. We believe that this can be accomplished best with communication, consistency, adherence to high standards and working as partners in education.

On behalf of the entire St. Francis of Assisi Catholic School staff, we would like to extend best wishes to all for a successful and fulfilling school year.

Yours in Catholic education,

Mr. Gencarelli & Mrs. Day

ST. FRANCIS OF ASSISI CATHOLIC SCHOOL MISSION STATEMENT

We, the community of St. Francis of Assisi, work hard to enrich the spiritual, intellectual, social, and physical well-being of our students. We look to St. Francis as a model of humility, joy, and respect for all of God's creations. We aim to create a respectful environment where all students feel safe and accepted. We recognize and foster each persons' gifts thereby supporting their ability to make positive contributions to their school and society.

WORKING TOWARDS OUR MISSION

The goal of St. Francis of Assisi Catholic School is to empower the students to develop spiritually, academically, socially and physically so that they can discover who they are and what they can become. Students will develop a sense of self-worth and confidence both independently and in their interactions with others. Through a focus on the Catholic Graduate Expectations students will discover they are all created in the image of God and will be encouraged to live a life of love.

The learning environment at St. Francis of Assisi Catholic School encourages students to be life long active, enthusiastic, and self-directed problem solvers in a collaborative community of learners. It promotes co-operation among all members of the school community in creating compassionate, supportive programs which respect the special learning needs and abilities of all students. Students are encouraged to take risks in their learning and persevere when faced with a challenge in their learning.

We encourage the development of environmentally conscious students with an understanding of community and global issues. Our students will know the Catholic virtues and gain an understanding of how to live these virtues.

We believe in excellence in Catholic Education which encompasses more than high levels of student achievement. It is excellence which encourages idealism and values love. It is true excellence which rejoices in the uniqueness of each member of the school community.

GUIDING PRINCIPLES

At St. Francis of Assisi Catholic School, we promote responsibility, respect, cooperation and academic excellence in a safe learning and teaching environment, consistent with the teachings of our Lord, Jesus Christ. We are created in the image of God and are, therefore, called to make the world a better place in which to live.

All students, parents/guardians and school staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others and oneself. The word discipline comes from disciple, someone who follows the teaching of another. Discipline, therefore, does not mean punishment but a learning experience. Proper discipline affords each person the chance to live productively in a social world. The development of self-discipline is a constant long-term goal.

This Code of Conduct sets clear standards of behaviour in line with provincial standards. It outlines possible consequences for student actions that do not comply with these standards. The standards of behaviour apply not only to students, but also to all individuals involved in the school system; parents/guardians, volunteers, teachers and other staff members whether they are on school property, on school buses, at school-authorized events or activities or in circumstances where engaging in an activity could have a negative impact on the school climate.

SACRAMENTAL AND RELIGIOUS INSTRUCTION

Religion is integrated within all aspects of the educational experience and that is one of the reasons we can say that "Catholic Schools are schools with a difference". The students in our school, with the help of parents, priests, and teachers are made ready to receive the sacraments. All students must take part in religious instruction and celebrations and may not be excused from participation. We also encourage both you and your child to attend Sunday Mass regularly as the Mass is the very center of our worship. Periodically, the teacher will send home information about the Religious Education Program with ideas for parents/guardians to use with their child at home. We hope you will use these to make the spiritual development of your child a joint effort between Church, School and Home.

ST. FRANCIS OF ASSISI CATHOLIC SCHOOL COUNCIL

All parents and guardians are invited to attend the monthly Council meetings and are encouraged to serve on Council committees. Parents' participation in Council discussions and activities allows you to be involved in your children's education, and to enrich the life of the school. Elections will be held in September after notification has been given from the school.

The Catholic School Council provides advice to the Principal, promotes the best interests of Catholic education, and fundraises to provide special resources and materials to the school. Even if parents cannot attend Council meetings, you are encouraged to keep in touch by checking the Council webpage at

<http://www.alcdsb.on.ca/School/stfa/Parent/SchoolCouncil/>.

In addition, the bulletin board just inside the front door of the school has pertinent information about Council meetings and activities.

ROLES AND RESPONSIBILITIES

PRINCIPAL

The Principal, under the direction of the school board, takes a leadership role in the daily operation of a school. He/She provides this leadership by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment;
- Holding everyone under their authority accountable for their behaviour and actions;
- Communicating regularly and meaningfully with all members of the school community.

SCHOOL STAFF MEMBERS

Teachers and support staff, under the direction of the principal, are responsible for maintaining order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, school staff should uphold these high standards when they:

- Help students work to their fullest potential and develop their self-worth;
- Communicate regularly and meaningfully with parents and guardians;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, other staff and parents/guardians;
- Prepare students for the full responsibilities of citizenship.

STUDENTS

Students are to be treated with respect and dignity. In return, through acceptable behaviour, students must demonstrate respect for themselves and others, and for the responsibilities of citizenship. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time and ready to learn;
- Shows respect for himself or herself, for others and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the rules and takes responsibility for his or her own actions.

Students have the responsibility to fulfill the Ontario Catholic Graduate Expectations and live the Gospel message by:

- Exercising self-discipline
- Accepting such discipline as would be exercised by a kind, firm and judicious parent
- Being courteous to fellow pupils
- Showing respect for school property
- Complying with all school expectations, procedures and codes of behaviour
- Giving respect and co-operation to all persons in positions of authority in the school.

PARENTS AND GUARDIANS

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents and guardians fulfill this responsibility when they:

- Show an active interest in their child's schoolwork and progress;
- Communicate regularly with the school;
- Help their child to 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;
- Become familiar with this Code of Conduct and the rules of behaviour contained therein;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues.
- Demonstrate respect for all students, staff, coaches, volunteers, support staff and officials in all extra-curricular activities and in their decisions regarding these.

PARENT VOLUNTEERS

Many activities in the school are possible only through the dedication and assistance of our generous volunteers. Activities range from direct participation on our very active School Council, to helping on hot lunch days, field trips, reading volunteers and Graduation planning, just to name a few areas of need. We welcome parent involvement and remind everyone of the provincial legislation which now requires that volunteers must obtain a police clearance check before having ongoing direct contact with students at the school. This includes field trips.

STANDARDS OF BEHAVIOUR

RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All members of the school community must:

- Conduct themselves in a manner consistent with the beliefs and practices of the Catholic Faith; show

- respect and comply with all applicable federal and provincial acts and regulations and municipal by-laws;
- Demonstrate honesty and integrity;
- Show respect for differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times and especially when there is a disagreement;
- Show respect and treat others fairly, regardless of: their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- Show respect for the rights of others;
- Show proper care and regard for school and board property and the property of others;
- Take appropriate measures to help those in need;
- Show respect for persons who are in a position of authority;
- Show respect for the needs of others to work in an environment of learning and teaching;
- Show respect for themselves and others by using language that demonstrates gospel values.

PHYSICAL SAFETY

All members of the school community must:

- Not be in possession of any weapon, including but not limited to firearms;
- Not use any object to threaten or intimidate another person;
- Not cause injury to any person with an object;
- Not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs;
- Not inflict or encourage others to inflict harm on another person.
- All members of the school community are to seek staff assistance, if necessary, to resolve any conflict peacefully.

FOOD POLICY

Hot dog days and weekly hot lunch days are available throughout the year on a pre-paid order form sent home by the school. Milk cards are also available. Snack time is provided each morning and afternoon around recess times. Snacks are not allowed outside in the playground to avoid littering and the attraction of bees and wasps. Please be aware of our school's nut/peanut-sensitive policy.

PERSONAL BELONGINGS

Parents are encouraged to clearly label their children's belongings (clothing, bags, and toys) with the child's name. Our Lost and Found box is frequently overflowing with misplaced articles and eventually much of it is given to local charities.

FIRE DRILLS AND SCHOOL LOCKDOWNS

Regular fire drills and School Lockdown drills are held, especially during the fall to make everyone aware of the procedures to follow in case of emergency situations. Since the alarm bell can be sounded at any time it is necessary for students to have indoor shoes to wear, so they will not have to run outside in sock feet.

GENERAL RULES FOR PLAYGROUND BEHAVIOUR

- Students are expected to treat all members of the school community in a polite and cooperative manner.
- Students are expected to show respect for the rights of others.
- Students are to play in their designated areas of the school playground.
- All playground equipment is to be shared and used with particular concern for safety and courtesy. The playground equipment will be closed during winter for safety reasons.
- For safety reasons, hardballs and baseballs are not to be used. Tennis balls, basketballs, volleyballs and soccer balls are acceptable for play. Throwing of objects such as snowballs, stones and sticks can cause personal injury or property damage and is not acceptable.
- All games are to be non-contact. Profanity, name-calling, poor sportsmanship, verbal or physical threats, racial slurs and sexual harassment are unacceptable. Verbal and physical acts of aggression will not be tolerated.
- Skateboards, scooters, in-line skates are not permitted to be used on school property.
- Report any injuries or incidents of bullying to the teachers or persons in charge on supervision duty.
- Students are expected to use the washroom facilities prior to going outside for recess; however, in the event that a student has an urgent need to use the washroom while outside at recess, he/she must request a hall pass or obtain permission from a staff member on yard duty.
- Minor infractions will be dealt with by the teachers or persons assigned to supervision duty. Any serious or repeated infractions will be reported to the office, which may result in a loss of student privileges. Parents may also have to be contacted.

CONSEQUENCES

POSITIVE CONSEQUENCES

Positive consequences for appropriate behaviour are many and varied; however, first and foremost is self-satisfaction and a sense of contribution to the school community. A pleasant, safe and positive learning environment is a result of everyone accepting his or her responsibilities and acting

accordingly. Young people have a need for positive reinforcement, for example:

- Private/public recognition (verbal and written);
- Parental encouragement;
- Leadership opportunities;
- Free time;
- Certificates and awards;
- Classroom incentives;
- School activities and field trips;
- Recognition and awards ceremonies;
- Alternative activities;
- Extra privileges;
- Positions of trust and responsibility.

RESPONSE TO INAPPROPRIATE BEHAVIOUR – PROGRESSIVE DISCIPLINE

Recognizing that pupils learn by their mistakes and that they are always on a journey towards self-discipline and maturity, there may be occasions when they find themselves in violation of the standards contained in the Code of Behaviour. It is our goal to have a well-disciplined school and to enable our students to choose appropriate behavior and develop the skills for lifelong learning. Together, parents and staff can assist students in recognizing that appropriate behavior is learned and self-discipline is a sign of growth. We will discipline with dignity, providing opportunities for students to learn expectations and appropriate behavior.

Those responsible for the implementation and enforcement of the school's Code of Behaviour require a variety and range of possible options and strategies for responding to these incidents. They must also be able to exercise sufficient latitude to deal with the individual needs of the student and exercise judgment within the context of specific situations. The principle of progressive discipline will be followed. The following is an array of possible consequences that could be implemented depending on factors such as the age of the child and prior infractions:

- Informal interview with student;
- Formal interview with student;
- An apology by the student (verbal or written);
- Detention of student or a "time-out";
- Parent contact/interview;
- Written assignment (e.g. essay, problem solving activity, action plan);
- Re-doing an unacceptable assignment;
- Return home to change inappropriate clothing;
- Payment for damaged or lost property;
- Loss of privileges such as special events, year end trips, sports teams etc.;
- Additional assignments;
- Withdrawal of student from classroom;

- Referral to Youth Worker (e.g. to work on social skills, anger management skills);
- Report to attendance counselor;
- Restitution, where appropriate (e.g. classroom or yard clean-up);
- Behavioural or performance contract; loss of bus privileges;
- Student is sent home for the day (voluntary withdrawal);
- Suspension from school in accordance with Board Policy and the Safe Schools Act;
- Violent Incident Report;
- Utilization of Board services/personnel (e.g. Student Services);
- Referral to outside agency (e.g. C.A.S., Pathways for Children & Youth, Children's
- Mental Health, community policing officer, youth diversion programs); home instruction/alternative setting; expulsion in accordance with Board Policy and the Safe Schools Act.

These early and ongoing strategies will help prevent unsafe or inappropriate behaviours in the school and in school related activities. Intervention strategies should provide students with appropriate supports that address inappropriate behaviour and improve school climate. An effort is made to ensure that learning occurs so that the inappropriate behaviour does not repeat.

SUSPENSION & EXPULSION:

Progressive discipline is a stepped approach to support positive change in behaviour. However, if an incident is serious in nature and after a full consideration of circumstances affecting the student's behaviour, it is recognized that a step, such as suspension or expulsion, which is further along in the progressive discipline continuum, may be necessary.

Under subsection 306(1) of the Education Act, a principal SHALL CONSIDER whether to suspend a pupil if he/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 (a threat is an expression of intent to do harm or act out violently against someone or something)
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol,
- Swearing at a teacher or 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 school premises
- Bullying * (see below)

- Any other activity that is an activity for which the principal may suspend a pupil under the policy of the Board.

If a principal decides to suspend a student for engaging in an activity described above, the principal will suspend the student from engaging in all school related activities. The minimum duration of a suspension is one school day and the maximum is 20 school days. In considering the length of the suspension, the principal will take into account mitigating or other factors prescribed in the regulations.

Under clause 306 (1) of the Education Act, a student MAY be suspended if he/she engages in an activity for which the principal may suspend a student under a policy of the Board. Under Board policy, activities for which a principal may suspend a student include:

- Persistent opposition to authority
- Habitual neglect of duty
- Use of tobacco
- Theft
- Aiding/inciting harmful behaviour
- Wilful destruction of school; vandalism causing damage to school or Board property
- Use of profane or improper language
- Being under the influence of illegal drugs
- Fighting
- Racial harassment
- Extortion
- Distribution of hate material
- Physical assault
- Sexual harassment
- Possession or misuse of harmful substances
- Hate motivated violence
- Inappropriate use of electronic communication/media i.e. Cell phones, digital cameras
- Other – defined as any conduct injurious to the moral tone of the school or the physical and mental well-being of others.

Under subsection 301(1) of the Education Act, a principal SHALL suspend a student if he/she believes that the student 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 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 sexual assault
- Trafficking in weapons or illegal drugs
- Committing robbery

- Giving alcohol to a minor
- Any other activity that, under the policy of the Board, is an activity for which a principal might suspend a student and therefore, in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled

A student who is suspended under this section is suspended from his/her school and from engaging in all school related activities.

The following infractions MAY result in suspension pending possible expulsion in accordance with Board policy:

- Possession of explosive substance
- Serious or repeated misconduct
- Refractory (obstinate; unmanageable conduct)
- Other – defined as any conduct injurious to the moral tone of the school or the physical or mental well-being of others.

In considering whether to suspend or recommend to the Board that a student be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations. The following mitigating factors shall be taken into account:

- The pupil does not have the ability to control his/her behaviour
- The pupil does not have the ability to understand the foreseeable consequences of his/her behaviour
- The pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

Bullying

St. Francis of Assisi Catholic School takes a restorative approach to working with students, staff and families, and recognizes the seriousness of bullying behaviour. Our school is committed to provide support to both the individual who has experienced bullying and support for the person engaging in bullying behaviour (recognizing the dignity of both students). It is important that all parties involved in bullying are included in the communication about the incident and restorative practices so that everyone feels safe and secure at school. Our school will continue bullying prevention strategies through a whole school and classroom approach.

Bullying is defined as “aggressive and typically repeated behaviour by a student where,

- 1) The behaviour is intended by the student to have the effect of, or the student ought to know that the behaviour would be likely to have the effect of,

- a) Causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property , or
 - b) Creating a negative environment at a school for another individual, and
- 2) The behaviour occurs in the context where there is a real or perceived power imbalance between the student and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race disability or the receipt of special education ("intimidation").

For the purposes of the definition of "bullying" above, behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

For the purposes of the definition of "bullying" above, bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- a) Creating a web page or a blog in which the creator assumes the identify of another person;
- b) Impersonating another person as the author of content a messages posted on the internet; and
- c) Communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

(Reference- PPM144 and The Education Act)

Under the leadership of teachers, school staff, the principal and parents, students are expected to maintain order in the school and hold everyone to the highest standard of respect. Students are expected to work through conflict with each other accessing teachers and staff for support in situations. Students frequently label difficult or challenging situations of conflict erroneously as bullying. Students are expected to work towards resolving conflict issues with the support of the school to maintain our Code of Conduct, which provides consistent standards of behaviour for all. It is very important for students to openly communicate with teachers and school staff regarding situations or issues that need support and guidance to prevent conflict from continuing or bullying behaviour to begin. Students are expected to report incidents of bullying to an adult.

ATTENDANCE

- Students are expected to attend school regularly and to participate in all classes.
- Once students arrive at school they are expected to stay on school property.
- After arriving, if a student needs to leave the school grounds for any reason, a note or phone call from the parents must be provided.

- If a student is to be absent, parents should contact the school prior to the commencement of classes. If no communication is received, parents will be contacted in accordance with school level Safe Arrival procedures. A significant number of absenteeism or late arrivals will be reported to the Board's Attendance Counselor.
- Supervision is provided for students 15 minutes before and after class each day. For safety reasons, parents who are dropping off or picking up their children are encouraged to do so during the supervised school day.
- Students who walk to school may walk home for lunch provided they have written parental permission. This arrangement should be communicated in writing to the classroom teacher at the beginning of the school year. A note should accompany any change of routine.

CHILD CUSTODY

If a custody order exists, a copy must be on file at school. Without proper legal documentation, child access can't be denied.

STUDENT SAFETY

The safety of our children is our first concern.

- There is a sign in/out book at the office. When a parent is picking up a child during the school day, the parent must; report to the office and sign out their child. The student will be called to the office to meet the parent. When students return or arrive late during the school day, they should be signed in at the office.
- Parents are not permitted on the school yard during recess or lunchtime for safety reasons. All visitors to the school, who plan to stay, are required to wear a visitor tag from the office. Parents or visitors must report to the office prior to proceeding beyond this point. At the office, they will report to the secretary, sign the visitors' log and pick up a visitor tag to be worn while on school property.
- At dismissal time, parents/guardians picking up children are asked to meet their children at the small gate at the south side of the school alternatively parents can wait for their children in the hallway outside of the office.

PUNCTUALITY

It is very important to have students arrive on time in order to foster self-discipline and responsibility. Late arrivals are disruptive to classroom instruction:

Curriculum content is missed and students fall behind. The late arrival of students must be monitored and recorded on school records; therefore, all students who arrive late must report to the office and have their agenda signed or obtain a late slip prior to going to their classroom.

ILLNESS/INJURY

- When a child is ill, the best place for him/her is usually at home. Parents should refrain from asking that students be allowed to remain inside at recess and lunchtime. Most students who are well enough to be at school are well enough to benefit from fresh air and the exercise of outdoor activities. If your child will be absent from school for a day or an extended period of time, please call the school at 613-546-5981 before 8:15 a.m. to inform us of their absence.
- There are cases when a child appears well before leaving for school but becomes ill during the day. When this happens the parent/guardian will be contacted. In the case of a contagious disease (e.g. measles, scarlet fever) the Health Unit must also be notified. Parents/guardians are asked to notify the school of any cases of pediculosis (i.e. head lice), scabies, pink eye, etc. in order to prevent the rapid spread of cases.
- In cases of injury at school, appropriate first aid will be administered. If the injury appears more serious, the parent/guardian or the emergency contact will be called in order that the student may receive the necessary medical attention. It is the parent's responsibility to keep contact information up to date.

PERSONAL APPEARANCE

Our school is special because it is a Catholic School and we have Christ as our example. This gives us the important responsibility of acting in a Christian manner at all times. What we wear conveys a message about beliefs and therefore we should all wear appropriate clothing to school.

- Students are expected to be neat, clean and dressed appropriately. Examples of inappropriate dress include but are not limited to the following items: uncovered backs and midriffs; clothing such as skirts, shorts and dresses of an inappropriate length; tops with spaghetti straps; muscle shirts or tank tops. Profane or suggestive pictures or slogans are not acceptable.
- Students who are not dressed appropriately will be requested to change into more suitable clothing. If they have nothing appropriate available, alternate clothing will be provided or the parents will be contacted to pick up their child.
- Clothing must be of modest fit and length. Skirts and shorts must be no more than 4 inches above the top of the knee.
- Short shorts are not permitted
- Midriffs and backs are to be covered.
- The principal will be the final voice of appropriate dress for school.

- Hats are to be removed when students enter the school. Coats and outside footwear are also to be removed and remain outside the classroom. They should be neatly arranged before entering the classroom. Inside footwear is to be worn in the classroom and in the gym. Students may require shorts or track pants and a T-shirt for gym. These are not to be worn in the regular class. A gym bag is recommended for storage of these items. All belongings should be clearly marked with the student's name for easy identification.

For reasons of personal safety, the following items are not to be worn, nor carried on school property:

- Pocket chains, neck chains secured with padlocks, dog collars, studded collars, studded wristbands or dangly earrings;
- Items that could be construed as weapons;
- Symbols or messages on or attached to, outer clothing that has racist or cultist identification.

PREPARATION FOR CLASS

- Students are to be prepared for class, to have present all notebooks, textbooks and materials indicated by the teacher as necessary and to have all homework and assignments completed. Assignments are to be completed by due dates and students are to be prepared for tests and quizzes. Students are expected to submit work that is original, completed by themselves and represents their best efforts. Students will not be excused from any class activities (e.g. Phys. Ed.) without a note from their parents and a medical certificate as required.

COMMUNICATION OF INFORMATION

Our goal is to keep all of our families informed of the life here in our school, whether it is academic, social, athletic or other matters. To ensure this we will issue regular newsletters. You can expect one newsletter per month from the school during the first week of the month. The school newsletter will be posted on the schools website. Individual teachers may also send home classroom newsletters. Information will be sent home regarding Special Activities, PA Days, Mass celebrations and Sacramental dates.

- Students are expected to assist the school with ongoing communication with their home. All notes, newsletters, report cards, and other forms of communication are to be taken home promptly.
- Students have access to the school telephone only with the written permission of their classroom teacher. Students should ask to use the telephone only for emergency purposes. For safety reasons (in order to

monitor whom students contact during the school day) students are prohibited from use of personal wireless communication devices while at school.

REPORT CARDS

Evaluations are based on a combination of daily work assignments and activities, tests, and the achievement of learning skills. Marks are based on levels which reflect the standards set out by the Ministry of Education. Teachers collect a variety of information, including anecdotal observations. Report Cards are sent home three times per year for students in grades 1 to 8. The *Kindergarten Communication of Learning: Initial Observations* will be issued at the end of the first reporting period. This is intended to provide parents/guardians with an overview of initial observations of their child's learning and early evidence of growth in learning. The *Kindergarten Communication of Learning* will be issued at the end of the second and third reporting periods, respectively. We encourage parents to discuss these evaluations with their child and their child's teacher.

STUDENT MOVEMENT

- At all times students are to enter/exit by their assigned door.
- Living within a community of learners, students are expected to be respectful of their community, and of the surrounding communities at all times.
- Only students travelling by bus are permitted in the bus-loading zone during loading or unloading times.
- Students are required to wear a helmet when skiing, skating or cycling. Any student riding their bicycle to school without a helmet will be required to leave the bicycle at the school. In order to retrieve the bicycle, parents may pick it up or the student may return the next day with a helmet.
- Students will walk their bicycles when on school-property.
- "Heelies", roller blades, skateboards and scooters are not permitted at school.
- Unless students are participating in a supervised school activity, they should not arrive prior to yard supervision in the morning and those waking should leave the yard promptly at dismissal time.
- Students who stay for lunch will eat in their classrooms under the supervision of an adult.
- Students may walk home for lunch or to the store if parental permission has been provided to the school.

TRANSPORTATION

- Transportation is a privilege. Travelling on the bus or other Board provided transportation is considered to be a part of the school day. Only students eligible to ride a school bus or in a taxi may do so.

- Students must cooperate with the bus driver and follow instructions and rules to ensure the safety of all students.
- In the interest of safety, young children should be met at their stop. The school must be notified by a parent of any request for a change in a student's regular transportation. Written notification is preferred. Any change to transportation arrangements must be authorized by the office. Permission will be granted if there is room.
- Please call the school before 1:30 p.m. to inform us of any bus changes
- Students are expected to adhere to the following rules in addition to any rules established by the bus/taxi companies:

Before Boarding the Bus:

- Be on time at the designated school bus stop so that your bus can remain on schedule (arriving 5 min early)
- Stay off the road and private property at all times while waiting for your bus. Bus riders are expected to conduct themselves in a safe and respectful manner while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to board your bus.

While on the Bus:

- Get on the bus one at a time and take your seat quietly. Seats may be designated and reassigned.
- Remain in your seat while on the bus and keep the aisle clear.
- Speak in a moderate voice and avoid horseplay as this may divert the attention of the driver and result in an accident.
- Inform the driver if you have a large item to transport.
- Do not bring dangerous items on the bus.
- Do not eat or drink on the bus.
- Ask permission to open windows. Keep your hands and head inside the bus at all times and do not throw anything outside of the bus windows.
- Do not touch emergency exits unless you are instructed to do so by your driver during an emergency situation.
- In the case of an emergency or accident, remain quietly in your seat and follow your bus driver's instructions.
- Your silence is required when your bus stops at a railroad crossing.
- If you are responsible for damaging bus seats or equipment you will be held financially responsible.

Getting off the Bus:

- Get off the bus in an orderly manner and be careful if you are carrying items. Ask for the driver's assistance if you drop something.
- Be alert and watch traffic carefully.

- If you must cross a road, be sure to cross three metres in front of the bus and watch for signals from the driver and traffic.
- Help younger students.
- Do not ask your driver to let you off at stops other than your regular stop unless the office has authorized this.

The school follows the 1-2-3 step reporting process. When a bus driver submits a written report on a student, the school follows up by talking to the student, reviewing the rules, notifying the parents and giving a consequence. Continuation of unacceptable behaviour will result in a loss of bus privileges.

BUSING AND INCLEMENT WEATHER

Tri-Board Student Transportation Services inclement weather policy is outlined below. Please note, in the event of bus cancellations, schools will remain open.

- Road condition reports are obtained from various Municipal Road Superintendents prior to 6:00 a.m.
- Several owners/operators of our local bus companies are inspecting road conditions in their geographical area and are in contact with the Tri-Board Student Transportation Services as early as 5:30 a.m. during inclement weather.
- Parents of bussed students should be reminded to review/update their emergency contact information and listen to local area radio stations for bus delays/cancellations.
- When a bus does not travel a route in the morning due to ice or snow conditions, it will not do so in the afternoon.
- When a bus does not travel in the morning due to fog and the fog clears during the day, the bus shall pick up students at the school in the afternoon for the journey home.
- When a bus does not travel in the morning due to mechanical difficulties, it will run in the afternoon.
- Parents can sign up for electronic notification of bus cancellations on the Tri-Board website

The procedure for early building/school shut down is the responsibility of the Director(s) of Education, to make decisions with respect to the early and/or temporary shutdown of schools and Board buildings.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

On school trips, on buses and during school related activities such as sports events and dances, all relevant school rules apply. Ongoing cooperative school behaviour and consistent daily effort in school work are required of all students for participation in any extracurricular activities. Students should always remember that they represent their school and that any behaviour deemed injurious to the

moral tone of the school may result in a loss of the privilege to participate in extra-curricular activities.

STORING AND DISPENSING OF MEDICATION

The Algonquin and Lakeshore Catholic District School Board recognizes that educators, Educational Assistants, Volunteers or other school staff should not be involved with the administration of medication. Rather, it is the responsibility of parents/guardians to arrange with their licensed physician for medication or medical treatment that can be administered before and after school. In the event that this is not possible, medication will be stored and administered by the school secretary or administrator. Children should not bring prescribed or non-prescribed medication to school for self-administering.

School personnel will dispense prescribed medication only if it is required in a life threatening emergency or for a chronic medical condition (e.g. EPIPEN, seizure, asthma medication, etc.). Please be aware that in order to do so, the completion of Medical Information and Consent Form signed by the parent and doctor prescribing the medication is required. These forms are available in the office. All such medication should be clearly labeled, dated and stored in the office, classroom or child's backpack. EPIPENs should be carried on the child. It is the parent's responsibility to initiate this arrangement on a yearly basis.

INAPPROPRIATE POSSESSIONS

Students are discouraged from bringing personal articles to school that are not required for instructional purposes or are not approved by the classroom teacher or the office. This is to promote safety and also to lessen the potential loss of valuable items. Unsuitable items will be confiscated and parents will be informed. The school is not responsible for the loss of any personal items. Students are responsible for any valuable items brought to school. A sample list of inappropriate items follows:

- Inappropriate books and magazines;
- Fire crackers and caps;
- Expensive toys and games such as Game Boys players, portable DVD players, Digital cameras;
- iDevices, cell phones or PEDs unless they are being used by the student for academic purposes with the teacher's permission.
- Sports equipment disallowed by the office such as hockey and lacrosse sticks, heeies, rollerblades, scooters and skateboards;
- Potentially dangerous items such as pen knives, slingshots, handcuffs, darts, laser pointers and replicas of weapons
- Make-up items such as perfume, hair spray, nail polish;
- Expensive jewelry and chains;
- Tobacco products, lighters or matches;

- Prescription and non-prescription medications.

POLICY FOR ELECTRONIC DEVICES

1. Purpose

1.1. The widespread ownership of handheld technologies such as mobile phones/PEDs/iDevices/Tablets etc. among young people now means that schools need to take steps to ensure that they are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues involving handheld technology such as mobile phones/PEDs/iDevices/tablets etc. can be clearly identified and addressed, ensuring the benefits that handheld technology such as mobile phones/PEDs/iDevices/tablets etc. provide (such as increased safety) can continue to be enjoyed by our students.

1.2. St. Francis of Assisi Catholic School has established the following Acceptable Use Policy for mobile phones that provides teachers, students, parents and guardians guidelines and instructions for the appropriate use of handheld technology such as mobile phones/PEDs/iDevices/tablets etc. during school hours.

1.3. The Acceptable Use Policy for handheld technology such as mobile phones/PEDs/iDevices/tablets etc. also applies to students during school excursions, camps and extra-curricular activities.

2. Rationale

2.1. Personal safety and security

St. Francis of Assisi Catholic School accepts that parents/guardians give their children handheld technology such as mobile phones/PEDs/iDevices/tablets etc. to help protect them from everyday risks involving personal security and safety. There is also increasing concerns about children travelling alone or commuting long distances to school. It is acknowledged that providing a child with a handheld technology such as mobile phones/PEDs/iDevices/tablets etc. gives parents reassurance that they can contact their child if they need to speak to them urgently.

2.2. St. Francis of Assisi Catholic School also recognizes the potential positive use that such devices can have to aid learning.

3. Responsibility

3.1. It is the responsibility of students who bring handheld technology such as mobile phones/PEDs/iDevices etc. to school to abide by the guidelines outlined in this document.

3.2. Permission to have handheld technology such as mobile phones/PEDs/iDevices, PEDs etc. at school while under the school's supervision is based on the initial school agreement provided by the classroom teacher as well as the board's Digital Citizenship Policy.

The school or the parents/guardians may revoke approval at any time.

4. Acceptable Uses

4.1. Handheld technology such as mobile phones/PEDs/iDevices, tablets, etc. should be switched off and kept out of sight during classroom lessons, while on the yard and while in the school building. Exceptions may be permitted only in exceptional circumstances if a member of staff requests this or gives permission for students to take such action. Such requests will be handled on a case-by-case basis.

Parents/Guardians are reminded that in cases of emergency, the school office remains a vital and the first point of contact in ensuring that your child is reached quickly and assisted in any appropriate way. Students are not permitted to send or receive messages during the school day. Parents should direct emergency calls through the office.

4.2. While on school premises, students should use soundless features such as vibrate, if their device is switched on.

4.3. Handheld technology such as mobile phones/PEDs/iDevices/tablets etc. should not be used in any manner or place that is disruptive to the normal routine of the school. For example, being heard or used during a lesson or taking a call/making a text whilst walking from classroom areas.

4.4. Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

4.5. The school recognizes the importance of emerging technologies present in modern handheld technology such as mobile phones/PEDs/iDevices/tablets etc. For example, camera and video recording, internet access, MP3 and MP4 playback, blogging, accessing digital books, etc. Teachers may wish to utilize these functions to aid teaching and learning and pupils may have the opportunity to use their handheld technology such as mobile phones/PEDs/iDevices/tablets etc. in the classroom. On these occasions pupils may use their handheld technology such as mobile phones/PEDs/ iDevices/tablets etc. in the classroom when express permission has been given by the teacher.

5. Unacceptable Uses

5.1. Unless express permission is granted, handheld technology such as mobile phones/PEDs/iDevices/tablets etc. should not be used to make calls, send SMS messages, surf the internet, take photos or use any other

application during school lessons and other educational activities, such as assemblies or enrichment activities. Handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. are only to be used in the event of an emergency and with permission from a member of staff.

5.2. Students are not allowed to take photos of others and post them to websites or social media.

5.3. Handheld technology such as mobile phones/PEDs/iDevices etc. must not disrupt classroom lessons with ringtones, music or beeping.

5.4. Using handheld technology such as mobile phones/PEDs/iDevices etc. to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour. It will be treated in the same way as if this issue was of a face to face incident.

5.5. It is forbidden for students to “gang up” on another student and use their handheld technology such as mobile phones/PEDs/iDevices etc. to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing such as Flickr, Facebook or other social media sites. This also includes using handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. to photograph or film any student without their consent. It is a criminal offence to use a handheld technology such as mobile phones/ PEDs /iDevices/tablets etc. to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.6. Handheld technology such as mobile phones PEDs/iDevices etc. are not to be used in changing rooms or bathrooms that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.

5.7. Should there be repeated disruptions to lessons caused by a handheld technology such as mobile phones/ PEDs/iDevices/tablets etc., the responsible student may face disciplinary actions as sanctioned by the classroom teacher and principal.

6. Theft or damage

6.1. Students should mark their handheld technology such as mobile phones/PEDs/iDevices/tablets etc. clearly with their names.

6.2. Students who bring a handheld technology such as mobile phones/ PEDs /iDevices etc. to school should leave it stored away in their knapsacks or a locked area possibly provide by their teacher when they arrive. To reduce the risk of theft during school hours, students who carry handheld technology such as mobile phones PEDs/iDevices/tablets etc. are advised to keep them well concealed and not ‘advertise’ that they have them.

6.3. Handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. that are found in the school and whose owner cannot be located should be handed in to the school office.

6.4. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or other personal devices.

6.5. The school accepts no responsibility for students who lose or have their handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. stolen while travelling to and from school.

6.6. It is strongly advised that students use passwords/pin numbers to ensure that unauthorized use will not occur on their devices (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. and/or passwords should not be shared.

6.7. Lost and stolen handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. in Canada can be blocked across all networks making them virtually worthless because they cannot be used.

7. Inappropriate conduct

7.1. Any student/s caught using a handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. to cheat on tests or assessments will face disciplinary action as sanctioned by the principal.

7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the principal.

7.3. Students with handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Students using mobile phones to bully other students/staff will face disciplinary action as sanctioned by the principal and/or the police.

[It should be noted that it is a criminal offence to use a handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. to menace, harass or offend another person].

8. Sanctions

8.1. Students who infringe the rules set out in this document will have their phones confiscated by teachers or staff members. They will only be returned to a parent or guardian. If they refuse to comply with this action, the student will be asked to leave their classroom. Their device will be confiscated and they will be asked to wait in the office until their parents are contacted. If they refuse to comply, with this strategy, they will be face sanctions or a suspension that the principal feels are suitable.

8.2. On the first infringement of this policy the handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. would be confiscated by the teacher and taken to a secure place within the school office. The student's parents/guardians will be able to collect the handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. at the end of the school day and a record will be made of the incident.

8.3. Repeated infringement (second time) relating to handheld technology such as mobile phones/PEDs/iDevices etc. would mean confiscation by the teacher and the item being taken to a secure place within the school office. Parents will again be notified and they would need to collect the item. The student would then be banned from bringing and using PEDs for a specified period of time as set out by the teacher and principal.

8.4. On the third infringement the handheld technology such as mobile phones/ PEDs/iDevices/tablets etc. would be confiscated by the teacher and taken to a secure place within the school office. Parents will be notified and they would need to collect the phone and arrange a meeting with the teacher and principal. After the third infringement the school will withdraw agreement for that individual to have any handheld technology on the school site for the duration of the school year. If a parent still wanted their child to have such an item for emergency purposes, it would need to be lodged with the child's teacher at the start of the day and picked up at the end of the day.

ACCEPTABLE USE OF THE COMPUTER / INTERNET

1. Acceptable Use

Use of the Internet must be in support of education and research and consistent with the educational objectives of St. Francis of Assisi Catholic School. It is never to be accessed without the knowledge and consent of your teacher. Transmission of any materials in violation of any federal or provincial regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities, product advertisements, or political lobbying is generally not acceptable. Students will not create, distribute, download or save any text, sounds, graphics or other material which is obscene, harassing, racist, malicious, fraudulent, and libelous or which may affect the integrity of the computer or computer network. Students may not attempt to read, copy or change files or passwords belonging to other people, either local or on the Internet.

2. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. Remember that access to the Internet is not private. The board's technical support department has access to all files and emails and can track sites visited while using the internet.

3. Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: a) be polite and respectful. b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

4. Vandalism

Acts of vandalism will result in cancellation of your privileges. Vandalism includes deliberate attempts to harm, alter or destroy data, hardware, or network access of another user, including the creation or willful transmission of computer viruses.

5. Personal Safety

Most people who use on-line services have exciting and positive experiences. However, communication

with such a vast audience (Internet) can present a potential threat to your safety. To ensure safe and rewarding Internet experiences, refuse to divulge personal data such as your address or telephone number, and never agree to arrange a meeting with a stranger!

6. Tampering

Any student tampering with hardware, altering software, introducing objectionable material to the network or purposefully adding material which will harm the system will be subject to the following discipline: **forfeiture of use, the cost of repair or replacement and possible suspension.**

Daily School Schedule

Bus Arrival/Drop off	8:00	Outdoor Supervision Begins
Morning Exercises	8:15 - 8:20	Anthem and Prayer
Period 1	8:15 - 8:55	Class Instruction
Period 2	8:55 - 9:35	
Recess	9:35 - 9:55	
Period 3	9:55 - 10:35	Class Instruction
Period 4	10:35 - 11:15	
Lunch Recess	11:15 - 11:55	
Period 5	11:55-12:35	Class Instruction
Period 6	12:35-1:15	
Recess	1:15-1:35	
Period 7	1:35-2:15	Class Instruction
Homeroom	2:15-2:35	
Dismissal	2:35	

I have received the Code of Behaviour for St. Francis of Assisi Catholic School and have discussed it with my child/children. I will support the Code of Behaviour at home and school.

Student Name(s): _____

Parent/Guardian: _____

Date: _____