



**Our Mission - "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."**

## PRINCIPAL'S MESSAGE

### SCHOOL FOCUS AREAS AND PASTORAL THEME

### SAFE RETURN TO SCHOOL & STAGGERED START

### DROP-OFF & PICK-UP PROCEDURES

### COVID-19 SCREENING TOOL FOR FAMILIES

### SAFETY IN OUR SCHOOLS

### ALLERGIES

### SCHOOL COMMUNICATION & IN THE PARISH

## PRINCIPAL'S MESSAGE

Dear Parents and Guardians,

Welcome back to school! We have truly missed seeing all of you at St. Francis, and we hope that everyone stayed safe and healthy during these very difficult times. Thank you to all essential workers who have helped us navigate Covid-19 safely. Thank you to our custodial and secretarial staff who always do a great job to ensure our school is ready to go for September.

Information for parents will be communicated through notes home, the daily agenda, our automated School Messenger messaging system and on the school website at <http://www.alcdsb.on.ca/school/stfa/Pages/default.aspx>. Our Twitter handle is @alcdsb\_stfa for those who use Twitter as well. Please be sure to check our school website regularly for important updates. We firmly believe that ongoing and open communication between the

home, school and parish makes the difference in the success achieved by our students. Feel free to contact the school at any time should you have questions or concerns.

Thank you in advance for your ongoing support of our school as we look forward to achieving, celebrating, and worshiping with all of you this year. Have a great school start up!

Yours in Catholic Education,

Mr. Gencarelli  
Principal

Mrs. Day  
Vice Principal



# Our School Focus Areas

At St. Francis of Assisi Catholic School we know the importance of consistency and having clear goals for all students. Below you'll find some of the areas that we'll all be working on during the 2020-2021 school year.

## 2020-2021 Theme: "All are Welcome (All Belong)"

### I-Interpersonal (Sow Love) ="We Treat Others the Way we Want to be Treated"

Expectation	Statement
We Resolve Conflicts in Healthy Ways	"We value the opinions of others and disagree respectfully"
We Listen to Adults	"We listen and follow adult direction"
We Treat Others With Respect and Kindness	"We treat people the way we deserve to be treated"

### S-Safety (Foster Wellness) -"School is a Safe Place"

Expectation	Statement
We Move Safely at School	"We walk in the school. Please try again"
We Don't Hit	"We keep our hands to ourselves. We don't hurt others."
We Use Polite Language	"We use polite language at school. Please try again."
We Stay in Our Community	"We stay in our community. You may go to our calming space."

### E-Environment (Build Community) -"We Care for our Environment as St. Francis Did"

Expectation	Statement
We Take our Hat's Off	"We take our hats off at school. Please take it off"
We Take Care of our Personal belongings	"We keep our coats, backpacks and shoes in the assigned places (cubbies/hooks)".
We Take Care of School Materials	"We take and return materials neatly"
We Move Quietly in the Halls	"We move quietly in the halls. Please try again."

### A-Achievement (Embrace All) - "We Come to School to Learn"

Expectation	Statement
We Use School Materials Properly	"We use materials appropriately (or in the way they are intended to be used)"
We Strive for Excellence	"We put our best selves forward at school"
We Learn at School	"Your job at school is to learn so keep working."

# A Safe Return to School

## Masks



Masks are mandatory for students in Kindergarten through to grade 12.

\*\*During outdoor activities, students may remove their mask. Consider where the mask will be stored safely during this time (for example, a fanny pack on the child, a storage container, a paper bag). Staff will work with students who find wearing a mask difficult.

## Water Bottles



Please pack a full refillable water bottle for your child(ren).

**\*\*\* A reminder to all families to please label everything with your child's name on it.**

## Lunch Bags



Boomerang lunches: This means that everything that comes to school in a student's lunch bag will return home with him/her (including garbage and recycling). We encourage you to pack re-useable containers to avoid a mess in your child's lunch bag.

## Personal Belongings



Students are asked to bring only what they need at school for their learning. Personal belongings are to be kept to a minimum to prevent the possibility of cross-product contamination.

# Grade 1-8 Staggered Start Schedule



## **WHEN DOES MY CHILD COME TO SCHOOL?**

### **LAST NAMES BEGINNING WITH A TO J**

Thursday, September 3 – Tuesday, September 8 – Thursday, September 10

### **LAST NAMES BEGINNING WITH K TO Z**

Friday, September 4 – Wednesday, September 9 – Friday, September 11

**ALL STUDENTS BEGIN FULL TIME ON MONDAY, SEPTEMBER 14**



# Safe Arrival - Drop-off & Pickup

## Safe Arrival

When students arrive before school, they are to **proceed directly to their classroom** according to the map below. **Supervision begins at 8:00 a.m.** and classroom doors will be unlocked at this time. We ask that students are not dropped off before this time.

Students may enter the school yard according to the map below. To ensure the safety of all students, parents/guardians are not to enter the school yard with their child.

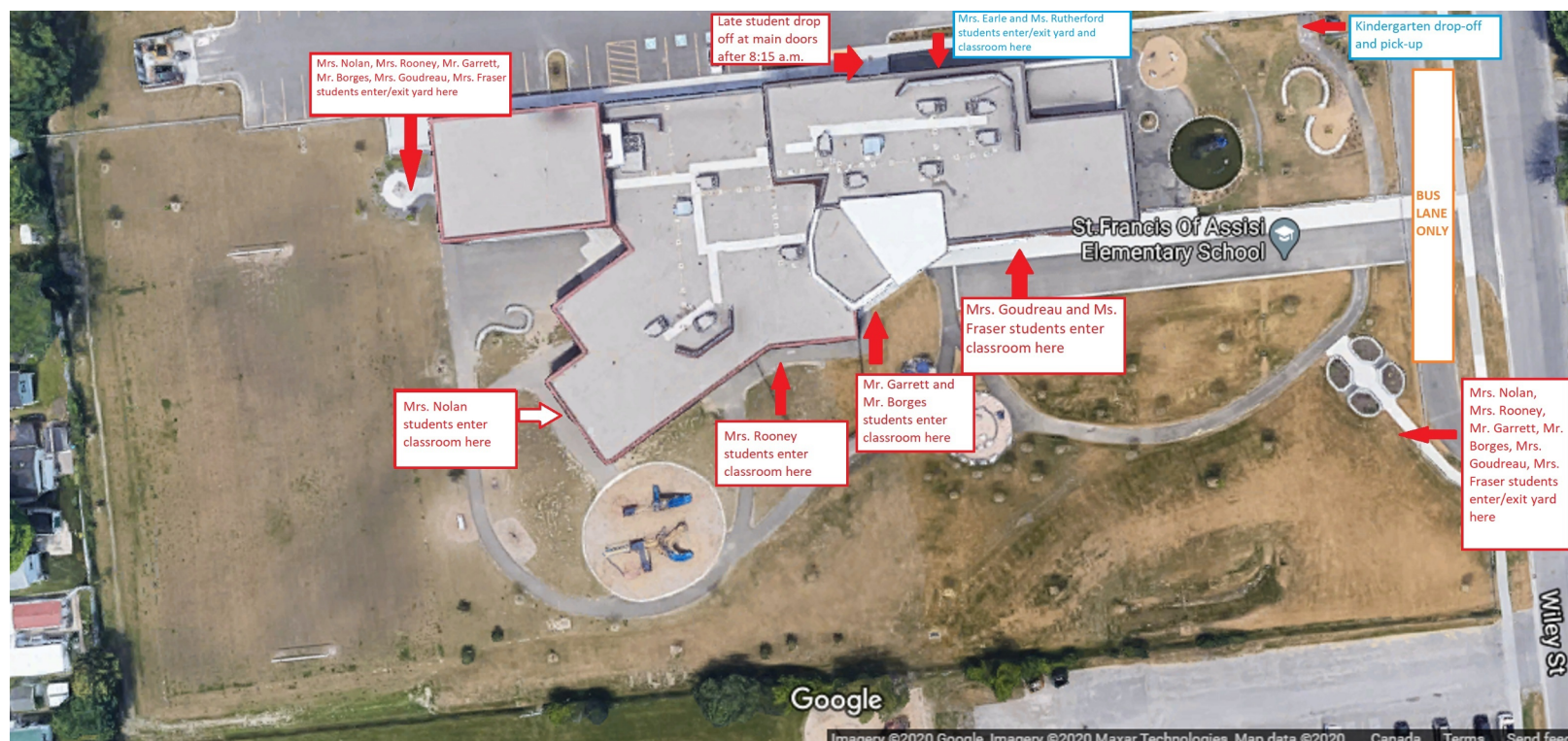
In order for us to ensure that all students have arrived safely at school, it is important that you call the school if a child is going to be absent or late. The school has an answering machine and therefore can receive messages whenever you call. Please include in the message the child's name, teacher and reason for the absence or lateness. If your child is late arriving at school, please be sure to ring the buzzer, sign them in between the set of doors at the main entrance, and we will escort your child to his/her classroom.

**Please note:** Parents/guardians may not enter the school unless by appointment only.

## Bus Lanes & Designated Parking Areas

In front of the school on Wiley Street there is a designated lane for school buses. This lane is used by buses when they arrive at school for student drop off and after school for student pick up. If you are dropping off, or picking up your child at school, please do not park in the designated school bus lane. We would ask that you use the designated vehicle dropped off/picked located off of Weller Avenue located near the staff parking area. Please do not park next to the church in front of the the sidewalk. This area is designated as church parking only. Thank you for your cooperation in ensuring that parish parishioners have a place to park.

## Where does my child enter/exit their classroom/yard?



# COVID-19 Screening Tool

COVID-19

## Screening Tool

Parents and caregivers should review the following checklist with their child before sending them to school each day.

Does your child have any of the following:

**Fever  
37.8°C or higher**



**New or worsening cough**



**Shortness  
of breath**



**Sore throat,  
trouble swallowing**



**Runny nose**



**Loss of taste  
or smell**



**Not feeling well**



**Nausea, vomiting,  
diarrhea**



Not related to seasonal allergies or other known conditions

E.g., chills, fatigue, pink eye, lack of appetite



In the past 14 days, has the child had close contact with a confirmed case of COVID-19?

Yes  
 No



Have you or your child returned from travel outside of Canada in the past 14 days?

Yes  
 No



If you answered **yes** to any of these questions, stay home and self-isolate right away. Call your health care provider or go to an assessment centre to find out if you need a COVID-19 test.

# Safety in our Schools

The **Algonquin and Lakeshore Catholic District School Board** has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. In partnership with emergency services in the area, a board-wide plan has been developed to address threats to school safety. This plan includes procedures known as Evacuation, Shelter in Place, Hold and Secure, Bomb Threat/Explosive Incident, and Lockdown.

An **Evacuation** occurs when all students and staff are removed from the school (e.g. a fire or gas leak in the school). A **Shelter in Place** occurs when there is an environmental or weather related situation in the area (e.g. chemical spill). A **Hold and Secure** is initiated when there are circumstances in the vicinity of the school that could endanger the safety of students and/or staff (e.g. criminal event near the school but not on school property). A **Bomb Threat and Explosive Incident** procedures are initiated when a threat of a bomb or explosive device is received by a school either by phone or some other means (mail or social media for example). **Lockdown** procedures are initiated when there is a threat of violence within the school (e.g. student with a weapon).

In order for all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures as we have normally done with fire drills. In a real emergency situation, signs will be posted on the entrance doors indicating that the school has activated a **Shelter in Place** or **Hold and Secure**. The doors will be locked and no one will be allowed into the school. In a real **Lockdown** situation, the school will not be able to post signs and lock doors because the imminent threat is in the school building and all staff and students will be actively responding to the threat. If an **Evacuation** should occur, we will report to our evacuation site and emergency services will secure the area.

I understand that a parent or guardian would be concerned for their child during a response to a potential threat to school safety. I want to assure you that the school is prepared for any of these risks. However, if a real emergency is in effect, you will be unable to contact your child or school personnel while the situation is being resolved. If this school should activate the Threats to School Safety Procedures because of an imminent threat, the Board's Communications Officer will use all media available to update families of the situation as it unfolds.

For the safety of our students and staff, two lockdown practice drills and one Bomb Threat practice will be held during the school year. The practice drills will be scheduled at a later date.



# Allergies

Several children in our school have a severe life threatening food allergy (anaphylaxis) to peanuts/nuts. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Although this may or may not affect your child's class directly, we want to inform you so that you may choose to send foods to school with your child that are free from peanuts or nut products.

Thank you for your understanding and cooperation. With your help, we will do our best to prevent mishaps and to make sure that all of our students are safe, healthy, and able to concentrate on learning.

If you would like further information about our policies and practices, please feel free to call the school at your convenience.



## BREAKFAST CLUB

Our breakfast program will change to a "grab-and-go" snack only. Families will be notified soon regarding start date and time.

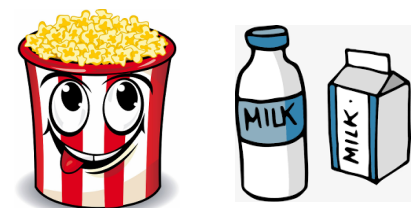


## SCHOOL INFORMATION FORMS

Your child(ren) will be receiving a number of forms within the first week of school. We ask that these forms be filled out and returned to school as soon as possible. Thank you for your cooperation.

## HOT LUNCH/MILK AND POPCORN

All Milk/Popcorn and Hot Lunch Programs are on hold for the time being.



# School Communication

We believe that a strong partnership between home, school and parish is critical to the ongoing success of every child. For this reason, information for parents and guardians will be communicated by a variety of means including notes home, the daily agenda, our automated School Messenger messaging system and on the school website at <http://www.alcdsb.on.ca/school/stfa/Pages/default.aspx>.

Please be sure to check our school website regularly for important updates as this will be updated regularly.

Our Twitter handle is @alcdsb\_stfa for those who use Twitter as well. We would strongly recommend that parents and guardians follow us on Twitter as it allows us to provide timely information on a regular basis.



The Algonquin and Lakeshore Catholic Education Foundation (ALCEF) is a registered charity that raises funds and provides financial support to assist families within our schools during times of crisis or poverty.

This assistance may include the provision of eye glasses, medical supplies, accommodations, food, clothing, or transportation.

For more information, please visit:

<http://www.alcdsb.on.ca/Board/Pages/Foundation.aspx>

## Holy Family Catholic Parish

At St. Francis of Assisi Catholic School, we develop the whole child - mind, body and spirit. The spiritual growth of our students would not be made possible without the strong partnership with our Parish - Holy Family Catholic Church. Our students attend mass twice per month, leading and participating in Gospel readings, song and prayer.

While our school masses are currently on hold, we look forward to finding alternative ways (ex. virtually) to gather in prayer as a school community.

