



St. David Catholic School  
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**Principal: D. Wemigwans**

**Administrative Assistant: E. Gould**

We are pleased to welcome you back for another rich and rewarding year. If you and your child are new to the St. David Catholic School family, we extend a special greeting and encourage you to take part in all that our school community has to offer.

St. David Catholic School is committed to providing an safe and comfortable atmosphere where students grow and develop spiritually, intellectually, socially and physically as unique individuals created in God's image.

The staff at St. David Catholic School is made up of dedicated, sincere and conscientious professionals who strive to meet the individual needs of each of our students. There is a strong relationship between student involvement at school and achievement; therefore, students are encouraged to participate in the various sports and activities planned throughout the year to assure that their time at school is both challenging and satisfying. Parents are welcome to get involved in any way possible in their child's education to further strengthen the connection between home, school and parish.

## *This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



**PLEASE NOTE:** The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper A small icon of a recycling symbol, indicating that the paper is recyclable.

## **SCHOOL HOURS**

8:45a.m.	Entrance
8:50a.m.	Classes begin
2:30p.m.	Gr. 7 & 8 dismissal
3:00p.m.	Dismissal

### ***SUPERVISION***

The schoolyard is open to students at 8:30 a.m. once teacher supervision begins. If families have special circumstances, they are asked to make an appointment to speak with the principal.

### ***SAFE ARRIVAL***

The Ministry of Education has mandated every school to have a safe arrival plan. Promptness and regularity reflect a desirable attendance pattern. If your child is late or absent, please call the school at (705)674-4096 between 8:00 and 9:00 a.m. in the morning. If we have not heard from you by 9:00 a.m. and your child is absent we will attempt to contact you. We are required to ensure that all students who are absent are safely accounted for. If you have not indicated by phone, it is expected that a note clearly explaining why a student was absent be provided to the school. This is to be given to the teacher who will keep it on file.

### ***ABSENCES OR LATENESS***

Attendance is a significant part of a student's educational experience and of his/her evaluation process. The Ministry of Education regulations indicates that "students are to attend classes on a regular basis, unless for reason of illness." Parents are responsible to assure that students are attending school regularly and to communicate reasons for absences with their child's teacher and the main office.

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.

If a student must leave the building during the school day, parents need to submit a note to the classroom teacher. The classroom teacher will keep this note on file and inform the office.

**After an absence, the student is responsible to complete missed assignments.**

### ***ILLNESS***

Sick children are very uncomfortable at school. If your child is ill, please keep him/her home to recover. Too

often these germs are brought to school and spread to the rest of the school. We do not have a sick room. When a child complains of feeling ill every effort, will be made to send him/her 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 the **FAMILY INFORMATION FORM** to record the name and telephone number of such an emergency contact. Three names other than yourself MUST be provided.

### ***DISMISSAL***

Unless absolutely necessary, it is best to wait until the dismissal bell to pick up your child from school, and not before. All visitors to the school, as required by the SAFE ARRIVAL PROGRAM - to ensure the security of all of our students, are required to report to the main office. We ask that parents announce themselves at the main office and wait for their child to meet them there. Note also that children will not be permitted to leave the school property except with a parent or another appropriate adult and then only if prior arrangements have been made with the office.

As part of our **SAFE SCHOOL POLICY** access to the school will only be through the main doors. Other doors will be locked at all times. If you are picking up your child after school, we ask that you wait in the front foyer area until they are dismissed.

### ***ENTRANCES***

Students should use the entrance designated by their teacher. Entrance to the school must be in an orderly manner. The main entrance is to be used by staff and visitors. All doors except for the main entrance will be locked at all times. Unless students are involved in extra curricular activities and supervised by teachers, they are not allowed in any part of the school without supervision.

### ***COMMUNICATION***

Close ties between home and school is crucial to establishing a positive school climate. It is our goal to keep all of our families informed of the life here at St.



David Catholic School, whether it is of academic, social, athletic, or other informative matters. A monthly newsletter and calendar will be sent home regularly – so check your child's school bag. Our Website is also a good source of information: <http://st-david.scdsb.edu.on.ca>. Individual teachers also send classroom newsletters home. Often informative notes or notes requiring parental authorization for such

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.

### **CLOSING SCHOOLS DURING THE SCHOOL DAY**

A special concern to us is a changing weather pattern during the school day that demands an early return of the children to their homes. Arrangements for the receiving of your children should be made so that in the eventuality of an early school dismissal (whatever the reason) they will have an alternate place to go if you are not home. Children should have the security of such knowledge. Young children who are aware that parents are not at home become quite anxious when dismissals

administration of non-prescription medication will be decided by the principal in accordance with board policy.

- ▶ Records must be maintained at school to indicate dosage, timing, frequency, etc. A **MEDICATION FORM** will be sent home and must be returned to allow the staff to administer the medication.
- ▶ **Epipen** - the school board has implemented a policy for the administration of an epipen. Upon registration, children with life-threatening allergies must have a form completed by parents/guardians. A waiver shall be signed allowing the school to use the epipen when necessary. Students with severe allergic reaction should be wearing a medic alert bracelet or necklace clearly identifying his/her allergy.



### **HOMWORK**

Homework is an ideal opportunity for parents to become actively involved in their child's education. Homework in the form of completing assignments, research and continual 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.



### **FAITH FORMATION**

St. David Catholic School is blessed to maintain a close relationship with our parish - Holy Trinity. The students at St. David Catholic attend mass as a group each month. This day will be shown on our monthly calendar. Families are encouraged to join us at our Liturgical Celebrations.

### **LOST & FOUND**

Unclaimed articles should be reported to the school secretary. Found articles should be returned to the main office. All articles, with the exception of jewelry, will be placed in the lost and found depot in the designated area. Please check regularly!



### **MEDICATION**

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

- ▶ All medication must be turned over to the principal for proper storage. No medication must be in the actual possession of the child. (This is for the safety of your child as well as that of other children).
- ▶ Non-prescription medication will not be administered without the written consent of the parent/guardian. This includes aspirin, cough syrup, etc. It is very important that medication of any kind be handed in to the office. Procedures for



### **TEXTBOOKS**

Students are provided with school textbooks and they are expected to treat them with care and respect and consider them as borrowed books which belong the school community. We encourage students to cover textbooks. Lost or damaged textbooks are the responsibility of the student and will have to be replaced (parents are required to pay for the replacement costs).

### **LOCKERS**

Students in Grades 6 - 8 may receive lockers in September. The locker is for coats, lunches, books and other school articles. Lockers may be secured by locks however; items of value should not be brought to school. Lockers,



student desks, knapsacks, coats, etc. may all be inspected at the discretion of the Principal.

### **SCHOOL CLOSURE**

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

**Please note:** If an emergency closing occurs during the day, it will be broadcast on the radio - the radio will be our contact with you. **We cannot promise to contact you by telephone before your children are sent home.**

### **CHILD CUSTODY**

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

### **TRANSPORTATION/BUSSING**

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. Rowdiness and confusion can easily create safety hazards on busy roads. **Please note that should a student's behaviour on the bus become a safety hazard his/her 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 has launched an informative website: [www.sssc.ca/english](http://www.sssc.ca/english). This site will provide information on the status of a bus (lateness), announcements, delays and procedures. You may also refer to this site concerning inclement weather announcements.

Students who qualify for transportation should ride the bus; however, if they do not ride the bus, a note must be provided to the office explaining the circumstances.

**Students who do ride the bus should take the bus all the time.** If there are any changes to be made regarding bussing parents are asked to notify the Transportation Consortium directly at 521-1234.

### **CATHOLIC SCHOOL COUNCIL**

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

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

Our school council is Christ centered and formed by the relationship between home, school and parish. Our school council puts into action the tradition of recognizing parents as the primary educators of their children along with being the guiding force behind the formation of a sense of school commitment. Please consider letting your name stand for nomination for a position on the St. David Catholic School Council. Your participation will make a positive difference in your child's education and in the life of our school. Elections

#### **CLOSING SCHOOLS BEFORE THE SCHOOL DAY BEGINS**

Should the decision be made to cancel classes before the school day begins, announcements will be made on the radio.

are held in September. For more information on being nominated, please contact the principal at 674-4096.

### **SCHOOL APPEARANCE**

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

- ▶ Eat only inside the school - no eating while outside during recess.
- ▶ Keep all books in desks or on shelves when not in use.
- ▶ Wear indoor shoes ONLY in the classrooms. Students will need an extra pair of shoes as outdoor shoes are not to be worn in the school. Shoes are to have non-marking soles.
- ▶ Gum chewing is not allowed within the school building or outside on the school yard.
- ▶ Sunflower seeds are not to be brought to school.

### **Student Dress:**

Students should dress appropriately for the school setting in accordance with the St. David Catholic School dress code.

~ Clothing that is suggestive or contains obscene statements/pictures are not accepted. Shorts and lightweight clothing may be worn during the warmer months as long as the shorts are mid thigh in length and the midriff is not exposed. Such items as tank tops, muscle shirts, spandex, pajama bottoms, torn clothing, spaghetti strap tops or inappropriate slogans are not acceptable. Moderation in dress will allow everyone to feel more comfortable and limit distraction. Students may wear "hoodie" sweaters however, the hood of the sweater **cannot** be worn over the head during anytime within the school day. Attire that is not worn in the Spirit of the School is not acceptable and will be addressed, this includes pants that are not worn at the waist level.

~ Studs or dime size hoop earrings, one per ear, 2 in total are accepted as safe. Other types or body piercing are not accepted in the school setting

~ No unnatural hair colours are permitted. This includes hair mascara.

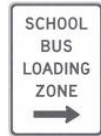
Students who are in conflict with the dress code will be offered the opportunity to comply. This may involve turning the inappropriate shirt inside out or contacting the home for a "change". Students who choose not to comply or who are chronically in conflict with the code

will be dealt with accordingly at the discretion of the Vice-principal or Principal

### **PICKING UP AND DROPPING OFF STUDENTS**

**Make sure to contact the school BEFORE**

**2:00p.m.** if you are planning to pick-up your child. If you call after this time we do not guarantee that the message will be relayed to your child on time.



**Bus Loading Zone:** parents/guardians **ARE NOT** to park near or in the bus loading zone when accompanying their children to school. Buses have priority as they are delivering students to school and must unload. **Keep the Bus Loading Zone clear!!**

**SIGN-IN/OUT Binder:** in accordance with Safe School policy we have a Sign-In & Sign-Out binder starting. Parents/Guardians and/or students will be required to sign-in when arriving after the school day begins and sign-out when leaving before the school day officially ends. This will allow us to keep accurate records of safe arrival at school.

## **+ CODE OF CONDUCT +**

### **POLICY STATEMENT**

***The mission of the Sudbury Catholic District School Board is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith-filled life. This mission is affirmed in Board policies, including the Safe Schools policy. The Board is committed to making each and every one of its Catholic schools a caring place that is safe for learning. The purpose of the Board's Code of Conduct is to further promote the mission of the Board and to provide a consistent Code of Conduct for individual schools.***

## ***ROLES AND RESPONSIBILITIES***

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

**a) The Board:** The Board will provide direction to its schools that ensure opportunity, excellence and accountability in the education system.

The Board is committed to the principles and standards established by the Safe Schools policy. The Board will not tolerate behaviour which jeopardizes the emotional well-being or physical safety of members of the school community.

As part of its broader mandate, the Board will:

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

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

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

**c) Teachers and Other School Staff Members:**

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

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community;
- prepare students for the full responsibility of citizenship.

Teachers will also assist principal in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers must assist the principal by reporting incidents and assisting the principal in conducting an investigation.



d) **Students:** Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour. 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; and
- follow the established rules and takes responsibility for his or her own actions.

Students are expected to:

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

e) **Parents:** Parents 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 fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the Provincial Code of Conduct, the Board's Code of Conduct and school rules;

-encourage and assist their child in following the rules of behaviour; and

-assist school staff in dealing with disciplinary issues involving their child.

#### **Electronic Communications and Media Devices:**

All personal communication devices will be powered off and stored in the student locker or at the office during the day.

#### **Suspension:**

Under subsection 306 (1) of the *Education Act*, a principal will consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school.
6. Bullying.

\*7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

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

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

Under Board policy, a principal may suspend a pupil if he or she believes that the pupil engaged in any of the following activities while at school, at a school-related

activity or in other circumstances where engaging in the activity will have an impact on the school climate:

- Persistent truancy;
- Persistent opposition to authority;
- Habitual neglect of duty;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

### **Suspension Pending Possible Expulsion**

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

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

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

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

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

