



**St. David Catholic School**

549 Frood Road, Sudbury ON P3C 5A2

**705-674-4096**

**Principal: D. Wemigwans**

**Vice Principal: L. Levecque**

**Secretary: J. Hammond**

**Welcome. Aanii. Bonjour.**

Our school staff is committed to building strong positive relationships with all our students, families and community members. We take great pride in providing a safe and secure learning environment, while offering a wide array of exciting and challenging academic programs.

Our entire staff is committed to establishing a school environment that allows our students to flourish and grow intellectually, emotionally, socially and spiritually as unique individuals created in God's image.

Together, as a community, we continue to provide all St. David Dragons with the best education possible.

**Welcome Home. Kina Biindigek. Bienvenue Chez Nous.**

A POSITIVE SCHOOL CLIMATE AND A SAFE LEARNING AND TEACHING ENVIRONMENT ARE ESSENTIAL IF STUDENTS ARE TO SUCCEED IN SCHOOL. A POSITIVE SCHOOL CLIMATE MEANS EVERYONE FEELS THEY ARE WELCOME AND RESPECTED. ALL STUDENTS, PARENTS, TEACHERS AND STAFF HAVE THE RIGHT TO BE SAFE, AND FEEL SAFE, IN THEIR SCHOOL COMMUNITY. WITH THIS RIGHT COMES THE RESPONSIBILITY FOR EVERYONE TO BE ACCOUNTABLE FOR THEIR ACTIONS AND CONTRIBUTE TO A POSITIVE SCHOOL CLIMATE.

**WE ASK THAT ALL FAMILIES READ THROUGH THESE SCHOOL PROCEDURES TOGETHER, AND IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE SCHOOL.**

**THANK YOU. MIIGWECH. MERCI.**

## **SCHOOL HOURS**

Entrance 8:45 a.m.

Classes begin 8:50 a.m.

Dismissal 3:00 p.m.

## **MORNING SUPERVISION**

The schoolyard is open to students at 8:30 a.m. once teacher supervision begins. Please be safe and enter the school yard, only after adult supervision is available.

## **SAFE ARRIVAL**

The Ministry of Education has mandated every school to have a safe arrival plan.

Promptness and regularity reflect a desirable attendance pattern. If your child is late or absent, please call the school at (705)674-4096 before 8:30 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.

## **STUDENT ILLNESS**

Sick children are very uncomfortable at school. If your child is ill, please keep him/her home to recover. Too often “bugs” are brought to school and spread to the rest of the school population. We do not have a sick room. When a child complains of feeling ill, parents will be contacted and 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 of the FAMILY INFORMATION FORM to record the name and telephone number of emergency contacts is extremely important. Three names other than yourself MUST be provided for the safety of all children.**

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

*Please make sure to contact the school BEFORE 2:00 p.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 in the bus loading zone when accompanying their children to school. Student safety is a priority. Buses have priority as they are delivering students to school and must unload. **Please keep the Bus Loading Zone clear!! Thank you – this is greatly appreciated.**

## **DISMISSAL**

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. When picking up your child during the school day, we ask that parents announce themselves at the main office and wait for their child to meet them outside the main doors of the school. Please note that children will not be permitted to leave the school property except with a parent or another authorized adult. As part of our **SAFE SCHOOL POLICY** access to the school will only be through the main doors. All school doors will be locked at all times. If you are

picking up your child after school, we ask that you wait on the other side of the bridge at the main entrance until they are dismissed.

### **DAILY COMMUNICATION**

One of our goal is to keep all families informed of the life here at St. David Catholic School. Please check your child's school bag daily. Many teachers use Edsby as an effective communication tool, or a paper and pencil agenda. Our website is also a good source of information: [st-david.scdsb.edu.on.ca](http://st-david.scdsb.edu.on.ca). or our Facebook page. Our Facebook page usually has daily updates. Please check here for timely, up to date information. 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. Thank you.

### **FACEBOOK PAGE**

Be sure to "like" our page "St. David Catholic Elementary School". Reminders, upcoming events, announcements and pictures of school activities with your child/ren are posted on a regular basis.

### **FAITH FORMATION**

St. David Catholic School is blessed to maintain a close relationship with our parish - Christ the King Church, CWL and the Men's Club. The students at St. David Catholic School attend mass at Christ the King Parish as a school during the year. Mass dates will be shown on our monthly calendars. Families are encouraged to join us at our Liturgical Celebrations.

### **STUDENT MEDICATION**

All medication must be turned over to office staff for proper storage. No medication must be in the actual possession of the child with the exception of puffers and EpiPens. (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 administration of non-prescription medication will be decided by the principal in accordance with board policy.

Records will be maintained at school to indicate dosage, timing, frequency, etc. A **MEDICATION FORM** will be sent home and must be returned to allow the staff to administer the medication.

**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 child 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 and carrying their EpiPen with them at all times.**

### **NUT ALLERGY**

**Some students have a life-threatening food allergy to peanut/nut products that is triggered through**

**taste and touch. A reaction arises from the allergen entering the student's body. We ask that parents refrain from sending any peanut butter/nuts/peanut oil snacks to school. Parents/guardians are asked to read labels carefully for products that may contain nut products.**

### **SCHOOL CLOSURE**

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

### **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. Visit [www.businfo.ca](http://www.businfo.ca) for more information.

### **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 and on the website: *businfo.ca*. We will be sending a form home in September requesting contact information in the event of a school closure.

\*\*Bus cancellations will also be announced online and on the radio.

### **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. 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 are held in September. For more information on being nominated, please contact the school at 705-674-4096.

## **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/baskets or on shelves when not in use.
- Wear indoor shoes ONLY while in the school. **Students will need an extra pair of shoes as outdoor shoes are not to be worn in the school.**
- Gum chewing is not allowed at school inside the building or outside on the school yard. - Sunflower seeds are not to be brought to school.

## **STUDENT DRESS CODE**

Students should dress appropriately for the school setting. Clothing that contains obscene statements / pictures are not accepted. Moderation in dress will allow everyone to feel more comfortable. We encourage all students to dress comfortably for the learning activities planned.

## **ELECTRONIC COMMUNICATION AND MEDIA DEVICES:**

All personal communication devices will be powered off and stored at the main office during the day, unless it is used for educational purposes in the classroom. Students are solely responsible for their personal technology.

## **POLICY STATEMENT**

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

## **ROLES AND RESPONSIBILITIES**

The Board's Code of Conduct recognizes that all members of the school community, including principal, teachers and other staff members, students and parents have an obligation to comply with the standards of behaviour.

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

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrain 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 accepting and courteous to fellow pupils and of teachers;
- show respect for school property; and
- understand and comply with the Board's Code of Conduct.

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

- show an active interest in their child's 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.

**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.

### **VTRA-Violent Threat Risk Assessment**

Any violence or harassment of any kind will be taken very seriously. Because of this, when a student's behaviour poses a serious threat to his or her safety or the safety of others, a Violence Threat Risk Assessment (VTRA) will be activated. The protocol for the VTRA was developed by partners within the City of Greater Sudbury and is activated by the principal of each school when a student commits an act that may present a risk for their safety or the safety of others. Sudbury Catholic Schools strive to maintain positive and safe school environments. If you have any questions regarding the evaluation process for risk and threats, please contact the school principal.