

**ST. FRANCIS ELEMENTARY**

**SCHOOL**

**SCHOOL YEAR 2019 - 2020**

**GUIDELINES**

**AND THE**

**CODE OF CONDUCT**



**WEBSITE ADDRESS: [stfrancis.etsb.qc.ca](http://stfrancis.etsb.qc.ca)**

**School Secretary's Office Phone: (819) 826-3737**

**Secretary's Email: [sfes-secretary@etsb.qc.ca](mailto:sfes-secretary@etsb.qc.ca)**

Submitted for Governing Board approval June, 2019

## SCHOOL HOURS

**8:35 a.m.:** Supervision begins outside (**children should not be on the school grounds unattended before 8:35 a.m.**)

**8:43 a.m.:** The bell rings, students line up to enter into the school

**8:45 a.m. - 8:50 a.m.:** Homeroom period in the classes

**8:50 a.m.:** Classes begin

**10:20 a.m. - 10:40 a.m.:** Recess

**\*11:55 a.m. - 12:45 p.m.:** Lunch Break

☛ \*Pre-K & K eat @ 11:38 a.m.

☛ Grade 1-3 eat @ 11:55 a.m.

☛ Grade 4-6 eat @ 12:20 p.m.

**12:45 p.m.:** Afternoon classes begin

**2:15-2:35 p.m.:** Afternoon Recess

**3:20 p.m.:** Dismissal

**\*Parents may choose to meet their child daily at lunch, see the lunch supervisor at the Brown door to sign him/her out, and when the child returns by 12:45 pm, sign him back in to school. There are no supervision charges if you do this daily (no exceptions).**

## AFTER SCHOOL PRACTICES OR OTHER ACTIVITIES

Any activities that take place after school are for students who have permission to take part in the activity. Younger brothers and sisters **are not allowed to stay behind and wait, as supervision is not provided.** A permission form is needed in order to participate in these activities, which normally would end at 4:30 p.m., unless otherwise indicated. Students will only be allowed to call home if the activity has been postponed or cancelled.

## BICYCLES AT SCHOOL

- A student who rides his/her bike to school **should wear** a helmet. Any school bike outings will require a helmet.
- Bicycles must be placed in the racks provided at school and secured with a lock. It is highly recommended that a student lock his/her bike, as it is parked on the school grounds at the student's own risk.
- Students must get off their bikes at the edge of the school property and walk them to and from the racks.
- Students **must not** ride bikes on the school grounds during school hours and may only use them after classes once the buses have departed.

## CARS ON THE SCHOOL GROUNDS

For safety reasons, **cars are not permitted to come on the parking lot** from 8:25 a.m. until 9:15 a.m.; from 10:00 a.m. - 10:40 a.m.; from 11:55 a.m. – 12:45 p.m., from 2:00 – 2:40 p.m. and from 3:15 p.m. – 3:30 p.m. If you drive your child(ren) to school, please let

the child(ren) out by the entrance. To avoid danger, if your car is in the parking lot during the identified times above, your car will need to remain until the students have returned into the school. Parking on the street is available at the back of the large trees located along the playground at any time, in front of the school, or in the school parking lot when students are not at recess or lunch.

## COMMUNICATION

We value the support that we receive from you, the parents of our school. It is important, that you, as parents are kept informed and it is equally important that you keep us informed. We will provide the following:

- A School Newsletter will be sent home with your youngest child once a month.
- An interim report will be sent home in October.
- A student report card will be posted online (please register on the parent portal) three times a year (November, February and June).
- Parent-Teacher interviews will be held twice a year (November and February).

Should you have questions or concerns about your child:

- **Please speak to the teacher first.**
- Should you require further clarification, the Principal would be more than happy to meet with you. However, in order to ensure that we are able to give you our undivided attention, **please call the school to make an appointment to meet with your child's teacher** and/or the Principal at a time that is convenient for all concerned.

## DAYCARE COST AND REGISTRATION

St. Francis provides a Daycare service before and after school. Please contact the school for an information package and details. You can now register your child on line for Daycare. The Ministry may change the fees but at this time, the cost of Daycare is \$8.35 per day. Pedagogical days cost \$16.00 per child. Please contact the Daycare at (819) 826-3737 x 11870 or email: [stfdaycare@etsb.qc.ca](mailto:stfdaycare@etsb.qc.ca) if you require further information.

### DAYCARE HOURS

**Morning: 7:00 a.m. – 8:45 a.m.**

**Afternoon: 3:20 p.m. – 5:30 p.m.**

## DRESS CODE

**Our values are:**

All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.

All students and staff are responsible for managing their own personal “distractions,” without regulating individual students clothing.

**Section 1: Basic Principle:**

Clothes must be worn in such a way that genitals, buttocks, breasts, and midriffs are fully covered with opaque fabric.

**Section 2: Students cannot wear clothing:**

- that depict violent/sexual language or images
- that contains images or language depicting drugs or alcohol (or illegal items or activity).
- that contain hate speech, profanity or pornography
- that has images or language that creates a hostile or intimidating environment
- that reveals visible undergarments (visible waistbands and visible straps are permitted)
- Hats/hoodies during class time. Hats must be placed into the locker before entering class.

**Section 3: Physical Education:**

Students in grade 2 – 6, physical education classes require that students have a change of clothes that consists of shorts/sweatpants/leggings, a t-shirt/long sleeve shirt and running shoes. All attire for PE must meet the requirements set out in section 1.

**Dress Code Enforcement:**

Students will only be removed from spaces, hallways, or classrooms as a result of a Dress Code violation as outlined in section 1 and 2. Students in violation of the Dress Code will be asked discretely by their homeroom teacher to find an alternative clothing item. Repeat offenders will meet with the Principal. The student will be given **three** options:

**Option 1:** Students will be asked to put on their own alternative clothing, if already available at the school.

**Option 2:** Students will be provided with temporary clothing.

**Option 3:** If necessary student’s parents/guardians may be called during the school day to bring in alternative clothing for the student.

No student should be affected by Dress Code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religions identity, household income, body size/type, or body maturity.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to:

- Kneeling or bending over to check attire fit
- Measuring straps or skirt length
- Asking students to account for their attire in the classroom or hallway in front of others.
- Calling out students in spaces, in hallways or in classrooms about perceived Dress Code violations in front of others.
- Accusing students of distracting other students with their clothing.

**Shoes:** Due to fire regulations, shoes must be worn at all times. For safety reasons, we request a shoe with a solid tread. For example, **flip-flops** are flimsy, slippery and are not an ideal shoe for school.

For your child's comfort we request that he/she has an appropriate pair of indoor shoes that can be worn in the classroom and the gym. Students must **NOT** wear outside shoes or boots in the classrooms.

**Clothing Worn in Accordance with the weather conditions:** Supervision is provided outside. Normally all students are outside each day for two 20 minutes recesses as well as 30- 40 minutes at noon hour. In the winter we expect that children have snow pants, snow jackets, scarves, hats, mitts. In the spring we expect children to wear rain coats/wind jackets/sweaters and splash pants (if they wish to play on the wet field).

## EXTRA-CURRICULAR SPORTS

*We, at St. Francis, believe that extra-curricular sports are a valuable part of our school life. It is an opportunity for our students to act as ambassadors for St. Francis, as they enjoy playing one of their favourite games. It is a privilege to represent the school and, for that reason, we place great importance on each student's behaviour when choosing our teams.*

*Our Cycle 3 students have the opportunity to play on a variety of sports' teams including:*

*Cross-Country Running*

*Soccer*

*Volleyball*

*Basketball*

*Badminton*

*In June there is an annual meeting of the students from the Eastern sector of the ETSB, to intermix on teams and participate in a series of Field Games. This is a highlight of the year. The entire grade 6 and many grade 5 students participate.*

## FIELD TRIPS

Field trips are a wonderful opportunity for students and teachers to participate in educational, entertaining, and community-oriented events. Many large field

trips that take place during the year are partly subsidized by fundraising projects supported by students, families and the community. Parents will be asked to pay entrance fees and the cost of transportation for certain field trips.

Students must return their completed permission forms signed by a parent by the due date designated by the teacher. All volunteers who accompany a class on a field trip must complete a copy of **Declaration of a Judicial Record**. This document expires at the end of the school year and must be filled in each new school year.

Students, who have permission to have their photos taken, may have their photos taken on a field trip by teachers or volunteers. Smoking is not permitted at any time within the presence of children while on field trips. Please note that pictures or videos taken of students or staff on field trips or other school events should **NEVER** be posted on social media such as Facebook, Instagram, etc. This is a safety and consent issue and posting pictures of students or staff disrespects and violates personal privacy. We thank you for your understanding in this matter.

## FOOD GUIDELINES IN THE SCHOOL AND THE CAFETERIA

**NO NUTS AND PEANUTS AT SCHOOL!** We have children with severe allergies to nuts, and for this reason we ask that you purchase food items that are identified with the peanut free symbol.



Junk food at school is discouraged. Please do not send chocolate bars, chips, candies, soft drinks, sports drinks, etc. to school unless it is for a special occasion such as a class party or a special event. Due to safety concerns, **lollipops** are not allowed at school.

Due to health and hygiene concerns, we ask that students not chew gum at school.

Due to time and safety constraints, the school cafeteria does not provide microwave services. Please use a thermos if you wish to send in a lunch that needs to remain warm.

### **If your child forgets to bring a lunch:**

For those children who forget their lunch or money, they will be given a hot lunch. However, the full amount must be re-paid the following day.

### **Snacks and Cafeteria Lunch Fees**

Varieties of snacks are available daily and cost **\$1.00**.

Lunches cost **\$4.50** and include milk or juice and a dessert. An additional beverage (water, juice) costs \$1.00. Menus and order forms will be sent home once a month, and posted on our school website. Please order in advance and return the order form with payment by the due date. Cash and cheques are accepted (cheques are payable to **St. Francis Elementary School**).

Students are encouraged to eat **their healthy** snacks outside at recess and to put their garbage into the garbage cans provided. Review the nutrition label and select healthy snacks based on low sugar content.

New this year in the cafeteria are labelled canisters for our waste, mixed recyclables and composted materials which will help our school population to practice an eco-friendly approach to different types of waste.



### ITEMS NOT PERMITTED AT SCHOOL

- Weapons of any variety including toy weapons are **never** to be brought to school (including water guns or items that look like weapons).
- Matches, lighters of any kind and laser lights are prohibited at school.
- **Cell phones** brought to school will be confiscated, placed in an envelope and sent home at the end of the day. We will request that the parent come in to pick up the cell phone, if it happens a second time.
- If by accident a student discovers that he has a prohibited item in his/her possession, for example, in a jacket pocket, he/she must bring it to the office immediately. Depending on the item, the child may be requested to take it home on the bus at the end of the day or a parent/guardian will be requested to drop by the school to pick it up. A student, in this case, will not receive a consequence.
- Fidget spinners have proven to be more of a distraction than an aid in the classroom, therefore they are not permitted at school. Thank you for your understanding!

### LIBRARY PROTOCOLS

The St. Francis library offers a wide range of fiction and non-fiction titles in both English and French. The school is fortunate to have a dedicated team of volunteers committed to the upkeep and organization of the library. We value the opportunity for students to borrow books and encourage families to read together. Students have the opportunity to visit the library each week with their homeroom or FSL teacher. Borrowing books from the library is a privilege, and students and families must be responsible for the books that are borrowed.

**NEW THIS YEAR:** Each student will be loaned a re-usable bag to transport their library books for the year. We ask that books be taken home and returned in the bag to protect them from being damaged. All bags must be returned at the end of the year.

Families will be responsible for the payment of any damaged or lost library books, or reusable bag, so that books and bags can be replaced.

### **Library Rules**

Students are asked to:

- ★ Carry their library book within their backpack (to and from school) using the re-usable bag provided by the school, to protect it from getting wet.
- ★ Keep the book that they borrow in good condition.
- ★ Keep their borrowed book in a safe place at home, so that it does not get lost or damaged.
- ★ Keep their books at home for a maximum of one week. Return their library books before borrowing another one. Students may only borrow two books at a time (one in French/one in English).
- ★ Ensure that they return their book, even if they want to keep it for another week. They are welcome to sign it out again.

### **MEDICAL REQUESTS TO REMAIN INSIDE**

Only under exceptional circumstances will requests for children to remain inside during recess or lunch be considered. With the exception of the cafeteria, supervision is provided outside during the recess and noon hour, thus making it difficult for us to accommodate requests for children to remain inside.

### **MEDICATION AT SCHOOL**

Should your child be required to take **prescription** medication at school, the school must have a copy of the prescription in order to administer the medication. Upon request, the pharmacist will provide you with an extra copy of the prescription form.

- Please provide the school with **two epi-pens** if your child is prescribed this medication. Check the expiration date!

Non-prescription medication such as “Tylenol” must be accompanied by a note giving permission to school staff to administer the medication at school. This is essential as it is considered a medical act. **Be sure that prescription medication and non-prescription medication is kept at the office.**

### **PERSONAL TOYS AND DEVICES**

1. Please refrain from bringing items to school for the purpose of trading such as sport’s cards, marbles, toys, Bay blades, Pokémon cards and clothing.



2. Action figures which depict violence, Ouija boards and toy weapons are not to come to school **at any time**.
3. The school will **not** be responsible for damaged or lost items should a student(s) bring toys and devices to school, including items such as iPods, cameras, hand-held computer games, etc. We recommend that personal toys and items remain at home.
4. The safe return home of personal articles is the responsibility of the student and his/her parent or guardian.

### **PETS VISITING THE SCHOOL**

Pets may visit a class for a temporary period of time once the following guidelines are applied:

- Parents are informed and required to sign the letter confirming their awareness of the visit. Parents need to indicate if there is an allergy or concern for their child.
- The pet must be in a carrying case.
- Children must wash their hands immediately after touching the pet.
- These guidelines are intended to ensure the health and safety of all.

### **PHOTO AND CONTEST CONSENT FORM**

On the first day of school your child will bring home a “Student Photos & Contests Consent” form. Please indicate on the form if your child’s photo can be displayed by the school (ETSB or school website, PPO Facebook page, etc.) or by an organization (The Record, L’Etincelle, Women’s Institute, etc.). For example, we archive photos from field trips, fundraisers, school events, etc. As well, photos are requested for publication in newspapers, or displayed by contest organizers to name a few. Thank you for completing and returning this form at your earliest convenience.

### **PLAYGROUND SAFETY GUIDELINES**

- Stay on the playground at all times. Students may not leave the property unless the student(s) has/have written permission and is/are accompanied by an adult.
- If a ball leaves the playground (ie. over the fence) an adult on duty must retrieve it.
- Skateboards, Heelys, roller blades, scooters, hockey sticks of any kind, crazy carpets and GTs are not permitted on the playground during school hours.

- Children must ask permission first then they may go in to use the washroom at recess or noon hour but must return to the playground immediately.
- Children who have a problem while on the playground should see the Supervisor-on-duty (the supervisor will be wearing a safety vest).
- Put garbage in the bins provided and never litter the playground or school building.
- Stay off fences, trees, and garbage bins
- Rough sports and games such as play fighting, wrestling, karate, ninja games and tackle football are not permitted.
- The throwing of rocks, sand, sticks, ice, and snow is strictly prohibited.
- Intentional splashing in water puddles is not permitted.

## PLAYGROUND AND EQUIPMENT GUIDELINES

- Swing safety means sitting properly on the seats, slowing down before getting off the swing (avoid jumping), staying off the swing support and chains, and safely swinging back and forth, not side-to-side.
- Sliding safely means taking turns one at a time; sliding feet first, and no walking on the slide.
- Soccer net safety means staying off the nets.
- Baseball Backstop safety means staying off the chain-linked fence.
- In the winter, playing on the ice safely means on your bottom or on your knees.
- In the winter, playing on the snow bank and on the playground/soccer field is reserved for children appropriately dressed with snow pants, jackets, boots, mitts and hats, etc. Students not dressed appropriately will remain in the parking lot area.
- In the early spring the playground is very wet and children must wear slush pants in order to play on the playground/soccer field.

## PHYSICAL EDUCATION

For your child's comfort, (grade 2-6) we recommend that they have an appropriate change of clothing and running shoes for Physical Education.

## SCHOOL ATTENDANCE AND ROUTINES

### **ABSENCES – GENERAL:**

Please phone the office at (819) 826-3737 if your child will be absent from school. Should we not be notified by phone, you **must** provide a note, signed by you, upon your child's return, explaining his or her absence.

### **SICK CHILDREN:**

If your child is not feeling well before leaving for school in the morning, please keep your child at home. If your child becomes sick, and we cannot reach you at home or work, we will contact the emergency number(s) you provided the school and ask the designated person to take the sick child home. Please make sure that these emergency telephone numbers are up-to-date.

Should your child have a contagious condition such as chicken pox, strep throat, conjunctivitis, Fifth Disease, lice, etc. please advise the school, so that we can take the necessary precautions to prevent the illness or condition from spreading.

### **IF YOUR CHILD IS LATE FOR SCHOOL:**

If your child is late for school, please come with him/her to the secretary's office. A parent or a significant adult must report to the office with the child upon

arrival to formalize the school's responsibility for the child. The secretary will record the child's arrival and provide the absence card as a passport to class.

### **SCHOOL DROP OFF TIME:**

Students should be on time for the beginning of classes in the morning at 8:45 a.m. However, students **should not arrive at school before 8:35 a.m.**, as there is no supervision until then. Please remain with your child until this time. Students who are scheduled with Daycare have supervision from 7:00 a.m. - 8:45 a.m.

### **PICK-UP OF STUDENTS:**

Students must provide a note for any change in their daily routine ie. Leaving for medical or dental appointments, walking home or to RRHS or if they are being picked up after school. If you are picking up your child during the school day, check in at the main office to meet and sign out your child. For obvious security reasons, we cannot knowingly release children from school without being certain that you approve the arrangement. If someone other than a parent or guardian will be picking up your child, please clearly specify (preferably in writing) who it will be.

The school day ends **at 3:20 p.m.** If you are meeting your child at the end of the day, please wait outside the Brown or Silver Doors for the classes to be dismissed. We ask that you do not bring pets onto the school property when picking up your child, as children react differently when they see a pet and a quick or sudden movement in a crowd could impact the safety of a child (specifically dogs).

## SMOKE-FREE BUILDING AND SCHOOL GROUNDS

With the goal of reducing tobacco use (including vapor) and a desire to strengthen the fight against smoking, the government of Québec adopted several amendments to the *Tobacco Act (2006)* thus on November 26, 2015 it became the *Act to Bolster Tobacco Control*. This revision of the *Act* aimed to:

- Protect young people and prevent the start of tobacco use;
- Protect the population from the dangers caused by exposure to second-hand smoke
- Encourage smokers to quit smoking (this applies to electronic cigarettes as well).

In 2001, the ETSB adopted a no-smoking policy. Since 2006, the ETSB has put into place the Tobacco Act prohibiting anyone from smoking on the grounds of elementary and high schools when students were present. Since **May 26, 2016**, the Tobacco Act prohibits smoking or **vaping** (electronic cigarettes) on the grounds of elementary schools, secondary schools as well as, adult education and vocational training centres, **at all times, including evenings and weekends**. Signs are posted, and anyone who violates the law will be subject to fines.

## STUDENT LOCKERS AND SCHOOL PROPERTY

St. Francis Elementary School students are given the use of a locker for the school year. Depending upon the availability of lockers and student numbers, lockers are sometimes shared between two youngsters. Lockers must be kept neat and tidy at all times. Articles such as outside clothing, lunches and running shoes should be kept in lockers. Lockers are school property and a child who uses one inappropriately will be charged for the damages.

Care must also be taken for items such as books, furniture, classroom supplies, etc. A replacement cost will be charged for school property intentionally or negligently lost or damaged.

## TRANSPORTATION ON THE SCHOOL BUS.....

to and from school and while on a school trip en route to an activity.

### OVERNIGHT VISITS

Students may travel to another student's home by bus providing they have a note giving them permission from their parent/guardian and that there is the appropriate room on the bus. Before we can instruct a driver to make a change, the child must present a note from his or her parent/guardian to the office by the end of morning recess. A bus pass will be issued from the office, only if there is room on the bus. ***Bus passes are not available during the month of September.***

## ST. FRANCIS SCHOOL CODE OF CONDUCT

The St. Francis school community is continually working towards being a safe and happy place where students can be confident, responsible, autonomous, considerate, and involved members of their community near and far. Students work closely with their teachers, school staff, and principal in a caring and engaging environment.

At St. Francis:

- We encourage our students, staff and volunteers to be respectful, courteous and speak to each other as they would like to be spoken to.
- It is important that everyone conduct themselves in a manner to satisfy the instructional and emotional needs of classroom life.  
(*Basic School Regulation 18.4*: Students shall conduct themselves in a civil and respectful manner toward their peers and school board personnel. They shall contribute to creating a healthy and secure learning environment. To that end, they shall take part in civics and anti-bullying and anti-violence activities held by their school (2012, c. 19, s. 3). This will in no way jeopardize the rights of other students to an education.
- We instill values of demonstrating good manners in and out of class.

*We at St. Francis value a positive and supportive attitude. We recognize these and related actions by genuinely modeling:*

- Politeness*
- Kindness*
- Helping others*
- Caring for the school*
- Being ready to learn with necessary materials*
- Improved effort*

***Second Step and Steps to Respect*** are two social skills programs that are used to help build a common understanding of appropriate behavior and strategies. The following topics are covered throughout the year:

- Empathy
- Emotion Management
- Problem solving & Conflict Resolution
- Recognizing Conflict & Bullying

**However, when actions are deemed inappropriate, an intervention\* will take place. The nature of the intervention will be based on:**

- **Frequency:** How often the child has repeated the action(s)
- **Intensity:** What the child does during the incident
- **Duration:** How long the action persists

\*In the event of an incident that is deemed intense or violent, internal, external suspensions and re-entry meetings with a parent may be required.

## Notice to Inform

“It’s happened; a solution has been found; we just wanted to keep you informed”. Having your child’s best interest in mind, we as teachers, school staff and principal, feel that open communication and a system of support between home and school is important. If a child demonstrates inappropriate behaviour, a staff member will complete a **Notice to Inform**. Please sign and return this document to the school.

## Notice of Concern

The main goal of the Notice of Concern is home-school communication. We feel it is important to advise/inform parents that there are concerns and secondly to ensure that there is support in place at school as early as possible to assist the student to be successful. Please sign and return this document to the school. In the case of a repetitive or extreme behaviour incident, the teachers, Professionals and/or the Principal may request that the parents attend a meeting to seek solutions or put a plan in place to support the child within the school environment.

### List of potential behaviours of concern

- Aggressive language
- Rudeness
- Arguing
- Play-fighting, shoving
- Throwing objects (food, snowballs, rocks, etc.)
- Physical aggression (fighting)
- Not telling the truth
- Inappropriate actions or gestures
- Possession of a dangerous object
- Theft
- Swearing at a situation
- Swearing at an adult
- Vandalism, damage of property
- Threats and/or intimidation\*
- Bullying\*

(\*Refer to *Safe Schools Document* for further interventions)

**The following interventions will take into account the circumstances, age of the child, intensity, frequency, and duration:**

- Teacher and child discuss the situation
- Principal and child discuss the situation
- Parents and child may be requested to attend a meeting with the teacher and/or principal to discuss appropriate follow up.
- A staff member or supervisor may walk with a child at recess/lunch when prevention is required
- Time outs by the wall during outdoor recess

- Recess and/or lunch detention
- Reflection sheet
- Read and discuss a story related to the incident
- An email or call home
- ½ day “in-school” suspension
- 1 day “in-school” suspension
- 1 day “at home” suspension
- Two (2) to Five (5) days of “at home” suspension (this consequence may be applied in the case of severe and/or recurrent incidents of misbehaviour)
- Other

The goal of these *interventions* is to see why the situation happened and to provide an opportunity for the student(s) to repair this situation:

- Written or spoken apology
- An act of kindness to repair the emotional and physical damage
- Community Service (possibly as part of the internal suspension)
- Other

St. Francis School website: Please view “*St. Francis Safe School Protocol*”.




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### **Acknowledgement of Receipt**

**I acknowledge that I have read and discussed the School Guidelines and Code of Conduct for 2019-2020 with my child, \_\_\_\_\_**

Child's Name

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please tear off this sheet and return it to school with your child. Please do not hesitate to contact the school should you have any questions or concerns.