



St. Francis Elementary School

2022 - 2023

School Guidelines and Code of Conduct

WEBSITE ADDRESS: stfrancis.etsb.qc.ca

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

Secretary's Email: portert@etsb.qc.ca

Submitted for Governing Board approval May 24, 2022

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

10:00 a.m.-10:20 a.m.: K4-Recess **10:20 a.m. - 10:40 a.m.:** Gr. K5 – Gr.6 Recess

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

K4 & K5 eat @ 11:30 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

1:55 – 2:15 p.m.: K4-Afternoon Recess **2:15 – 2:35 p.m.:** Gr. K5-Gr. 6 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 into 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 signed 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, staff must be parked in the parking lot before 8:30 am. Vehicles providing an essential service (oil truck delivery, lawn maintenance workers, etc.) are expected to arrive on the property only when students are not outside the school building. All other drivers are asked to park on the street. A rope will be placed at the parking lot entrances beginning at 9:50 am, as no vehicle is permitted to move on the parking lot when children are outside the school. Parking is available on Lorne Street beyond the "no parking zone" at the end of the large trees or on Lorne beside the school. Please do not park in the "no parking zone" at the east entrance to the parking lot, as this causes congestion when buses are loading and unloading.

If you drive your child(ren) to school, please let the child(ren) out by the entrance of the fence on Lorne Street. To avoid danger, if your car happens to be in the parking lot when children are outside the school, your car will need to remain parked until the students are back in the school. Your cooperation in this matter is imperative.

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

A "Meet the Teacher" Evening will be held at school in late September. An interim report (First Communication) will be posted on the parent portal in late 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. Daycare registration is now available online. The Ministry may change the fees but at this time, the cost of Daycare is \$8.55 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 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:

1. All students should be able to dress comfortably for school without fear of or actual unnecessary discipline or body shaming.
2. 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 religious identity, household income, body size/type, or body maturity.

Section 1: Basic Principle:

Clothes must be worn so that genitals, buttocks and chests are fully covered with opaque fabric. All items listed in the “may wear” category below must meet this basic principle.

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 intentionally reveals undergarments (a glance of a waistband or strap during movement is not a revealed undergarment and wearing spaghetti straps is permitted if no undergarments are showing)
- Hats/hoodies are permitted in the hallways when entering or leaving the school (for recess, arrival, and dismissal). Hats must be placed into the locker before entering class and are not to be worn during class time or while eating at the cafeteria table.

Section 3: Physical Education:

For students in grades 3 – 6, we recommend that they have appropriate change of clothing (shorts/sweatpants/leggings, a t-shirt/long sleeve shirt) and running shoes for Physical Education.

Dress Code Enforcement:

Students who have difficulty respecting the Dress Code will be asked discretely by their homeroom teacher to find an alternative clothing item. If difficulties persist, the student will be asked to 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, the student's parents/guardians may be called during the school day to bring in alternative clothing for the student.

Shoes: Due to fire regulations, shoes must be worn at all times. For safety and comfort reasons, we request a shoe with a solid tread. For example, **flip-flops** are flimsy, slippery and are not an ideal shoe for school. We recommend that he/she has an appropriate pair of indoor shoes that can be worn in the classroom and the gym. Students are not welcome to wear boots in the classroom.

Clothing Worn in Accordance with the weather conditions: Supervision is provided outside. Normally all students are outside each day for two 20 minute recesses as well as 30 - 45 minutes at noon hour. In the winter we expect that children have snow pants, snow jackets, scarves, hats, and mitts. In the spring we expect children to wear rain coats/wind jackets/sweaters, rubber boots 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 sports. 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 (Cycle 2 students are invited if space is available)

Soccer

Volleyball

Basketball

Badminton

FIELD TRIPS

Field trips are a wonderful opportunity for students and teachers to participate in educational, entertaining, and community-oriented events. Many field trips that take place during the year are partly subsidized by decentralized grants, 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 a **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 nut 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 and it has been agreed to by your child's teacher. Due to safety concerns, **lollipops** are not allowed at school.

Due to health and hygiene reasons, gum is not permitted at school unless it is part of a child's Individualized Education Plan and/or recommended by a professional. Gum has been known to work as a therapeutic tool to reduce anxiety. The use of gum will be discussed with the parent who will be part of the plan and will supply the gum. Please note that the decision to use gum will require parent approval, and be at the discretion of the teacher and the professional who works with the student.

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.

It is best to send two healthy snacks (fruit, vegetable, cheese, yogurt) with your child daily, as there are two recess periods during the day. Students in grades 1 - 6 eat their snacks outside on the pavement. It is important that students put their snack wrappers into the garbage cans located on the playground. We encourage you to review the nutrition label and select healthy snacks based on low sugar content.

In the cafeteria there 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 disposing of their trash.



If your child forgets to bring a lunch:

For those children who forget their lunch or money, a staff member will make an effort to contact the parent(s) to bring lunch for their child. If no one can be reached or no one is available to bring lunch to school, then the student will be given lunch from the cafeteria. If this situation takes place on pizza day or another special meal day, the child may not necessarily receive the same lunch, as these meals must be ordered in advance. The full amount must be repaid the following day (school lunch costs **\$4.75**).

SNACKS AND CAFETERIA LUNCH MENUS FEES

A variety of snacks are available daily in the cafeteria and cost **\$1.00**.

Lunch costs **\$4.75** and includes milk or juice and a dessert. 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**).

St. Francis Cafeteria Ordering Procedure

Menu Page (short sheet): The cafeteria runs on a 4-week menu. This menu includes details about special meals, lists the available snacks and shows any planning days or holidays.

St. Francis Cafeteria
MAY 2022

MENU 1	May 2	May 3	May 4	May 5	May 6
SOUP	Chicken Fingers	Lasagna	Fish Burgers	Meatballs	Hot Dog(s)
VEGETABLES	Vegetable Sticks	Vegetable Sticks	Salad	Hot Mixed Vegetables	Vegetable Sticks
SIDE DISH	Chef Salad	Bread	French Fries	Mashed Potatoes	
DESSERT	Choice between milk or real juice				
	Choice between dessert of the day or fresh fruit				
MENU 2	May 9	May 10	May 11	May 12	May 13
SOUP	Soup with a roll				
MEAT DISH	Hamburgers	Toon in a Shell (Shell Beef)	Macaroni & Meat	Chicken Wrap	Pizza
VEGETABLES	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks
SIDE DISH	Potato Wedges	Bread	French Fries	Potato Wedges	
DESSERT	Choice between milk or real juice				
	Choice between dessert of the day or fresh fruit				
MENU 3	May 16	May 17	May 18	May 19	May 20
SOUP	Soup with a roll				
MEAT DISH	Fish sticks	Shepherd's Pie	Meatloaf	Meat & Cheese	Mozzarella
VEGETABLES	Hot Mixed Vegetables	Hot Mixed Vegetables	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks
SIDE DISH	Rice	Bread	Mashed Potatoes	Bread	
DESSERT	Choice between milk or real juice				
	Choice between dessert of the day or fresh fruit				
MENU 4	May 23	May 24	May 25	May 26	May 27
SOUP	Soup with a roll				
MEAT DISH	No School	Spaghetti & Meat Sauce	Chicken Burgers	Grilled Cheese Sandwich	Hot Lunch
VEGETABLES		Carrot Salad	Vegetable Sticks	Vegetable Sticks	Vegetable Sticks
SIDE DISH		Bread		Tomato Soup	
DESSERT	Choice between milk or real juice				
	Choice between dessert of the day or fresh fruit				

Snacks available for \$1.00 each:

Goldfish snacks, Go Pure Fruit and granola bars
Homemade cookies, Yogurt Licks
Beef Pops, Hot + Cheese snacks

*** Cafeteria Snacks Schedule ***
Fresh-peppercorn on Thursdays

Order form (long sheet): The order form has 2 sections: The top portion and the bottom portion.

St. Francis Cafeteria 2021-2022 Monthly Ordering Sheet

ST. FRANCIS ELEMENTARY SCHOOL CAFE/TERIA

There is NO SCHOOL on May 24th.

****Attention****
Lunch costs is now 4.75\$

PLEASE CUT HERE - Send the bottom portion BACK TO SCHOOL, along with EXACT payment. Thank you!

FRIDAY, APRIL 29th

Top portion- memory aid to keep at home so you know which days your child will eat at the cafeteria.

1. Read the 2 boxes for important information and the due date for orders.
2. Write your child(ren)'s names (one per box).
3. Circle or highlight chosen meals.

Bottom Portion - to be returned to school with your payment

1. Write your child(ren)'s name and class (one child per box).
2. Order for each child by putting a checkmark ✓ or highlighting the boxes corresponding to your order.
Line 1: Soup
Line 2: Meal (some require that you check off portion size)
3. You can also pre-pay for snacks that are served at recess.
4. Calculate your order total for each child.
5. Cash Out: Take the total from each child's order to add up your final cost. You can pay in cash or with a cheque made out to St. Francis Elementary School.
6. Pizza Orders: check ✓ off and highlight the kind of pizza each child wants (pizza MUST be pre-ordered).
7. Cut along the dotted line and return the bottom portion along with your payment to your child's teacher.

Special Notes:

1. If paying in cash, please send exact change.
2. If paying with a cheque, please make sure the date you write for deposit is BEFORE the meals are eaten. PLEASE make one cheque for the 4-week menu.
3. If your child misses a meal due to an absence, the meal CANNOT be reimbursed but they are welcome to make up their meal. You MUST indicate it on the following month's order form:

Example: John Smith was absent on April 4th, he will take the same meal this month at no cost.

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 not allowed at school.

Cell phones are not to be used on the school grounds. If taken out of their book bags while at school, the cell phone will be confiscated, placed in an envelope and sent home at the end of the day. In the case of a repeat offence, a parent will be requested to pick up the cell phone at the office.

If by accident a student discovers that he has a prohibited item in his/her possession, for example, a Swiss army knife, 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.

Personal fidgets from home have proven to be more of a distraction than an aid in the classroom; therefore they are not permitted at school. The school team will provide self-regulation, teacher approved tools as needed. 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.

Each student will be loaned a reusable 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 bags, 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 reusable 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 request and complete an "Authorization for the Administration of Medication at School" form if your child requires a prescription or non-prescription (ie: Tylenol) medication to be administered. This is essential, as it is considered a medical act. **Be sure that prescription medication or non-prescription medication is kept at the secretary's office.**

Please provide the school with an **Epi Pen** if your child is prescribed this medication. Check the expiration date!

PERSONAL TOYS AND DEVICES

1. Please refrain from bringing items to school for the purpose of trading such as sport's cards, marbles, toys, Pokémon cards, Legos, and clothing.
2. Action figures which depict violence, 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, Legos, 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

At the teachers' discretion and approval from the principal, pets/animals 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

Students must stay on the playground at all times. Students may not leave the property unless the student(s) has/have written permission from a parent/guardian and is/are accompanied by an adult.

If a ball leaves the playground (ie. over the fence) students must ask an adult on duty to 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. Sleds will be provided by the school during supervised time.

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

Run and play tag in an area away from the large slide module

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.

Waiting your turn for the swings safely means standing at a safe distance beyond the mulch.

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 being seated on your bottom or on your knees.

In the winter, playing on the snowbank 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 be asked to and be redirected to remain in the paved area.

Parking lot games include: 4-square, spike ball, skipping, chalk drawing. Due to limited space, tennis balls, Frisbees, basketballs, soccer balls, footballs, are not permitted on the pavement. As well, tag is not to be played on the pavement.

Winter sliding safety means sliding one at a time, feet first, on bottom or knees, waiting until the student has moved out of the way before the next slider goes.

In the early spring the playground is very wet and children must wear slush pants and rubber boots in order to play on the playground/soccer field.

PHYSICAL EDUCATION

For your child's safety and comfort, (grade 3-6) we recommend that they have an appropriate change of clothing and running shoes for Physical Education (please see Dress Code for further details).

SCHOOL ATTENDANCE AND ROUTINES

ABSENCES – GENERAL:

Please email porterf@etsb.qc.ca or 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 a virus, chicken pox, strep throat, conjunctivitis, Fifth Disease, lice, pinworms, scabies, gastro, scarlet fever, measles, Rubella, influenza, Covid-19, etc. please advise the school, so that we can take the necessary precautions to prevent the illness or condition from spreading. Please note that any Public Health guidelines will be communicated via email if and when they are put into place.

IF YOUR CHILD IS LATE FOR SCHOOL:

If your child is late for school, 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 a "Check-in pass" that the child will give to the teacher when entering the 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. 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:

Parents must notify the school secretary in writing (note sent in the morning with their child or by email to portert@etsb.qc.ca) **by 10:40 a.m.** for any change in their child's 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 have approved the arrangement. If someone other than a parent or guardian will be picking up your child, please clearly specify in the note or email 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 at the designated area for the classes to be dismissed. Please note that buses are dismissed before students being picked up are asked to meet their parents. Therefore if you arrive to pick up your child without notifying the school, your child will be sent home on their usual mode of transportation or end of day routine (bus, walking, daycare, etc.). 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 (this includes dogs, cats, rabbits, etc.)

SMOKE FREE BUILDING AND SCHOOL GROUNDS

With the goal of reducing tobacco use (including vaping) 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 students. 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

For the past two years, alternate bus passes have not been issued under any circumstances. Should this policy change, then you will receive notice from the ETSB transportation department. Students who are going to a friend's house after school would need to be picked up by an adult. Please refer to the section about pick up of students for more information about the procedure for notifying the school.

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 behaviour 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 to confirm that you have seen it. We encourage you to speak to your child about the situation but know that an appropriate response and/or consequence have taken place at 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 Principal, a Professional and/or the teacher will 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
- Possession or use of illegal substances
- 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*”.



Acknowledgement of Receipt

I acknowledge that I have read and discussed the School Guidelines

and Code of Conduct for 2022 - 2023 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.