

# AGENDA

2009 – 2010

**St. Francis de Sales Catholic School**

**43 Russell Street East**

**Smiths Falls, Ontario**

**K7A 1G2**

**Phone (613) 283-6101**

**Fax (613) 283-4976**

**www.sfdscs.ca**



**“A Family Community where all are encouraged to grow in the Image of Christ”**

The need to provide a safe, predictable, pleasant environment is well recognized by the staff, students and parent community at St. Francis.

*“This is what Yahweh asks of you;  
only this, to act justly, to love tenderly,  
and to walk humbly with your God.”*

Micah 6

Name \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

I \_\_\_\_\_ acknowledge that I have read through the agenda and am familiar with the School’s policies and procedures. I understand that this is the primary source of communication between home and school and needs to be reviewed on a daily basis.

Student Signature: \_\_\_\_\_

Our Board website is [www.cdsbeo.on.ca](http://www.cdsbeo.on.ca)

Our School website is [www.sfdscs.ca](http://www.sfdscs.ca)

### **Pastor's Welcome**

The Parish of St. Francis de Sales - Blessed Sacrament welcomes all staff and students back to a new school year. This year will certainly be different! The JKs to grade three are now at St. James School and grade 4 to grade 8 are now at St. Francis School. This new concept will be a challenge as you begin a new journey.

Your parish is always here for you and your families. I am happy to announce that we will be embarking on an exciting journey this year. Together with St. John the Baptist Parish, Perth we will be working to involve our youth in a definite way. We have invited the National Evangelization Team (NET) to be in our parishes to train people in our parishes in youth ministry. A NET Team is made up of 7 to 8 young people who organize retreats and lead us in Life Teen Masses and evenings. Life Teen evenings will be for youth in High School while Edge which will begin in January will be for those in grade 7 and 8.

For this year, Life Teen will be at St. Francis, Smiths Falls. There will be a youth oriented Mass on Sunday evenings at 6:30pm (open to anyone) followed by an activity in Hanley Hall for the teenagers until 9pm. Edge for grade 7 & 8 youth will take place at St. John Parish, Perth. The time and day is still to be determined. We also hope to have parents to transport kids to Perth. As you can see, we have an interesting year coming up.

May God bless you all.  
Fr. Sebastian Amato, Pastor

### **Principal's Welcome – Mr. Derek Haime**

Welcome to the 2009-2010 school year! Our new Board Theme for 2009-2011 is “We Walk In Good Company”. At St. Francis de Sales Catholic School this is certainly the case. We will continue to build on the excellent work that has been a hallmark at St. Francis for the last 95 years. We are blessed to have so many people in our Parish Community walking with us today. Together we will continue to make our Catholic Values of Faith, Hope, Love, Justice, Fortitude, Temperance, and Prudence come alive for our students and their families. Thank you for taking the journey with us.

### **St. Francis de Sales Catholic School Council**

The St. Francis de Sales Catholic School Council has a mandate to:

- provide opportunities for parents to be more involved in the education of their children;
- develop a mission statement and annual goals;
- evaluate success in achieving those goals;
- encourage a positive social environment in the school;
- foster good relations among parents, staff, parish, students, school board and the local community;
- be a voice for Catholic Education in the local community; and
- provide information in a number of areas to the Principal, Staff and Board of Trustees where applicable.



With the support of the Catholic school community, School Council is able to provide financial assistance that helps meet the needs of students, classrooms and the school through fundraising initiatives such as MacMillan's Frozen Food Campaign.

School Council is made up of 16 members—10 parents/guardians, one parent liaison representative, one teacher representative, one non-teaching staff member, one community representative, one parish representative and the Principal/Vice-Principal. Meetings take place once a month throughout the school calendar year and a full account of all proceedings and transactions of meetings is recorded and posted within two weeks of the meeting. All parents/guardians of students attending St. Francis de Sales School have the right—and are encouraged—to attend meetings of the Council and the right to speak on any item on the agenda. Specific requests to address Council must be given, in writing, to the Chair or Principal at least 7 days prior to the scheduled meeting. Requests may be made by anyone.

Attending Council meetings is not the only way for parents/guardians to get involved. The use of committees can help members of our school community contribute in areas that meet their specific interests or expertise and time available. Council may form committees to focus on areas such as special events, fundraising, safety, etc. Contact the school or any member of school council for more information on getting involved in committees.

If council and committee work doesn't appeal to you, you can always get involved in your child's education by simply asking him/her about their time at school. Try a few of these conversation-starters:

- What was the best part of your day?
- Did anything really funny happen?
- What was the hardest thing you had to do today?
- Did you learn any new games?
- Who did you play with today?
- Tell me about something you read today. Did you have a favourite character?
- Who did you sit with at lunch?
- Did you have your favourite subject today?
- Were you able to help someone else today? What did you do?
- Was today more fun than yesterday?

### **School Hours:**

Supervision begins at 8:35 a.m. and ends at 3:05 p.m.

**\*\*Please ensure that your child does NOT arrive at school prior to 8:35 a.m.**

The school day starts at 8:50 a.m. and classes end at 2:50 p.m.

8:50 – Opening Exercises/Prayer/O'Canada

11:30 – 12:10 – Lunch and Recess

2:50 - Dismissal

**Breakfast Program**  
Every morning from  
8:20 – 8:50 a.m.

### **Student Success Club**

8:20-8:50 M-F  
2:50-3:20 M-Th

This is for all students who wish to receive extra help or catch up on their assignments. Permission forms must be signed beforehand

Instructional classroom time is vital for the success of our students. Classroom interruptions will be kept to an absolute minimum for emergencies only.

### **Before and After School Program:**

6:30 – 8:35 a.m. and 2:50 – 6:00 p.m.

Contact Beverly Leach at 283-2981 (run by the Town of Smiths Falls)

## **School Programs**

Building self-esteem in our students is a goal of every member of our staff and this goal should be evident in our teaching and other dealings with the children. This year, we will focus on the Catholic Virtues in the school which will highlight every student at St. Francis de Sales. The seven Catholic virtues are divided into the three Theological Virtues and the four Cardinal Virtues. "The Three Theological Virtues of Faith, Hope and Love are primarily concerned with the relationship we have with God and with our neighbour. These are the virtues we are most familiar with." The Four Cardinal Virtues, Justice, Fortitude, Temperance and Prudence support the theological virtues. The School Board has produced colour posters for each of the seven Virtues, which are displayed in all classrooms.

### **Social Skills Programs**

Social Skills programs are taught to whole classes, small groups, as well as on an individual basis. Social skills training allow the students to get along with others, to better understand and express their feelings and to cope with their own life experiences. The programs provide steps to help children build self-esteem which leads them to make better choices. Skills are taught through role playing, discussions and hands on activities. Teachers will implement programs to teach students strategies to address needs as they arise or implement prevention and awareness programs.

### **French Immersion**

Half the day is in French, half the day is in English for student in grades 5 – 8. Students work hard throughout the year through class work and homework to acquire a variety of skills in the French language. This hard work is rewarded with a two/three day trip to Quebec and our students being able to enroll in Secondary School Extended French Programmes. Upon the completion of this program, they would receive a certificate of competency in French.

### **Peer Helpers**

Children Helping Children - Grade 7 and 8 students are chosen and trained to assist students in the school. They help with individual and small groups.

### **Volunteer Educators Program**

Volunteers assist in many programs in the school, such as hot lunch, breakfast club, classroom helpers, book fairs, fun night, head checks and excursion supervisors. If you are interested in Volunteering at St. Francis please contact the school.

### **Terrific Kids Program**

This program is sponsored by the Kiwanis Club, Perth-on-the-Tay. The program helps motivate students to achieve higher academic and behaviour goals at school. It also enhances respect for self and others in a school setting. When students do "acts of kindness", they receive a terrific kid ticket. There is a weekly draw and prizes. There is also an award assembly where students are presented with certificates and awards. All children are Terrific! This program highlights those who go out of their way to do something special.

### **Other Important Information**

- Children are expected to be outdoors for the recesses. Those who are unable to have some fresh air outdoors due to illness are probably too sick to be at school.
- All visitors **MUST** sign in and out at the office.
- All students must be picked up at the office.
- Please call the school if your child is going to be absent. Leave a message on the school answering machine. If you know ahead of time your child is going to be absent, please send a note to your child's teacher. Students must sign in at the office if they are late or leave early. If you have an appointment, please send a note to the homeroom teacher on or before the morning of, so your child will be ready without interrupting the rest of the class.
- Attendance – Student success is linked to their presence at school. Board policy is that parents will be contacted at 7 absences or lates; letters at 11, Ministry letter and notification at 15 absences and/or lates. It is the guardian's responsibility to ensure that all absences and reasons for absences are reported to the school.
- Keep the school informed of current student information, e.g. phone number, address, caregivers. Everyone **must** have emergency numbers.
- Any student arriving late or leaving early will be tracked by the Ministry as per the regulations of the Education Act.
- We appreciate if parents would refrain from bringing daily hot lunches; and that other arrangements are made e.g. take your child out for lunch, pack a lunch.
- We have a monthly milk program and a pizza/sub program available to all students. Information and order forms will go out monthly to all students.
- When both of our phone lines are in use, all incoming calls are automatically directed to voice mail. Rest assured that messages are checked frequently. As anyone who has tried to phone the school knows, the telephone lines are extremely busy. As such, it is important that they are reserved for school business. Students therefore, need to make their travel, lunch and social arrangements on their own time. Students are only allowed access to the school phones on an emergency basis and with the written permission of a staff member. (usually their teacher) If a student is unsure about travel arrangements back home at the end of the day (bus or parent pick up) we will call home for the student to clarify. Students are not permitted to use cellular phones at school. *Likewise, parents are asked to contact students at school only in cases of emergency. Classroom interruptions disrupt important student learning.*
- Should you and your family require assistance or help for any of our programs, (i.e. class trips) please contact your teacher or the office. We will privately and respectfully ensure that we try to meet the needs of all of our students.
- Please **do not** send electronic devices (i.e. Cell phones, MP3s, personal video games, etc.) to school as these are expensive items and the school will accept no responsibility for them.
- Please **do not** bring your pet (dog) to school when dropping off or picking up your child. The School Board Policy states that no animals be brought to school.
- If your child is a walker and crosses Elmsley Street, they are to cross with the crossing guard. Please walk and instruct your child on safety prior to the start of the school year.
- Please note that the area directly in front of the school (Russell Street) is a 5-minute only parking area.

## **Student Council**

Intermediate students are elected by their peers and form a student government to organize functions throughout the year.

## **Instrumental Music**

Students in grades 7 & 8 develop skills in the playing of woodwind and brass instruments. They learn the theory necessary to play a musical instrument.

## **School Choir**

Students perform at school celebrations and special events.

## **Lockers**

Intermediate students have access to a hall locker. Lockers are the responsibility of the student and must be clean and LOCKED.

## **Dress Code**

St. Francis de Sales Catholic School is a Professional Learning Community. Accordingly, students and staff will dress appropriately for the world of work. Dress is expected to be conducive to learning for all in our Catholic schools. Our dress code is based on respect, dignity, and safety.

Reasonable rules concerning dress, neatness, and cleanliness are vital not only to the individual student but also to those with whom he/she shares a class or activity. Grooming, dress, and appearance are positive indicators of the serious purposes of attending school. A student of St. Francis de Sales Catholic School is to be neat, clean, and modest in person, dress, and habits. While the selection of clothing worn at school is the responsibility of parents and students, the school reserves the right of final decision concerning dress and appearance.

- Hats, hoods, and bandannas of any kind are to be removed when entering the school and are not to be worn inside the school.
- Shirts that expose the midriff, strapless tops and low cut necklines are unacceptable. Necklines may be a maximum one palm width from the hollow of the neck. No undergarments of any kind (bra straps, boxers, etc.) are to be showing.
- Bicycle pants or shorts, skater pants, and pajama bottoms are not to be worn at school or at any school sanctioned activity.
- No clothing bearing inappropriate language or logos, such as references to alcohol, drugs, profanity, obscene language, statements prompting violence, racism, illegal behaviour, or sex, including phrases or words with double meaning, are not to be worn.
- No hats, outerwear, jackets, windbreakers, or coats are to be worn in the classroom.
- Appropriate footwear must be worn at all times. Footwear that marks the floor is unacceptable (e.g. shoes with wheels). Winter boots should not be worn in the classroom. Open-Toe shoes are not appropriate.
- Students are not permitted to wear any accessories deemed unacceptable by the school's administration (for safety reasons or for appearance). This may include (but is not limited to): gloves, armbands, chains, pins, sunglasses, necklaces or neck wear, excessive jewellery, and excessive make-up.

Students will be required to alter their dress if in violation of the code. Repeat violators will be subject to more severe disciplinary action. Due to the constantly changing variety of apparel style, the Principal/Vice-Principal has the authority to determine if a clothing item, not specifically covered in this dress code is, in fact, appropriate for school attire.

## **Prohibited Items**

- Objects that are injurious, that may be used as a weapon, or are offensive to others must not be brought to school.
- All electronic devices and games are not to be used on school property or at school sanctioned events.
- St. Francis de Sales Catholic School is a smoke-free, drug-free, and alcohol-free environment. Over-the-counter medication or prescriptions must not be brought to school unless the necessary signed "Administration of Medication Form" is on file in the school office.

### **Gym Clothing**

Grades 7 – 8 - school shorts and school crested t-shirts are preferred.  
Grade 4 – 6 – shorts and t-shirts (black and white) are preferred.  
Indoor non-marking running shoes are required by all classes to participate in the gym

### **Peanut Allergies**

There are several children in our school with a severe life threatening food allergy to peanuts and nuts (anaphylaxis). This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Although this may or may not affect your child's class directly, PLEASE choose to send foods to school that are free from peanuts or nut products. Where a classroom has a student with a peanut or nut allergy it will be designated as a "Peanut Free" classroom. For safety reasons, children in these classrooms are asked to refrain from bringing any items which contain peanut products. Should you forget and your child arrives at school with these items, he/she will be required to eat in another classroom or area. The safety of all of our students must be our top concern!

### **Snack bins**

Any student who forgets a lunch or is short of food will have access to snacks. These snacks will be available in the lunch room or by speaking with a staff member.

### **Lost and Found Articles**

Assist your child by labeling clothing and footwear. Articles, which are lost, can be found in the Lost and Found box. This box is emptied and articles donated at the end of every month. Please check regularly and as soon as you realize that an article of clothing is missing.

### **Bus Routines and Safety**

Please review the CDSBEO Bus Safety Guidelines, which are sent home with your child. Parents are reminded that bus students are permitted to ride only one bus and that riding a bus is a privilege. Bus students are not permitted to take a bus which is different from the assigned bus. Thus, we ask parents to make alternate arrangements if your children wish to go to another student's home for birthday parties, visit or work on projects, etc. Students who are walkers are not permitted to ride on the bus to visit a friend, etc. Please refer to the School Board's Policy booklet. We have a bus loading and unloading zone on McGill St. and safety is always the number one concern. (Please note, this is a no parking zone) Please familiarize your children with all safety procedures and routines. During the winter certain buses may not run due to road conditions. In this case the school would normally be open. Local radio stations (92.3 Jack FM, 88.1 Lake FM) will broadcast news of bus cancellations and these will be posted on the board website, [www.cdsbeo.on.ca](http://www.cdsbeo.on.ca).



### **Homework**

Homework is a very important part of our students' program.

Guidelines: Junior – Grades 4 – 6 30 - 45 minutes/daily  
Intermediate – Grades 7 – 8 45 - 60 minutes/daily

Research shows that "homework" is beneficial to your child. Children whose parents take an active role in their education are more successful. Nightly reading is highly recommended. This is especially important in the primary grades, and is considered as necessary. All parents need to check their child's agendas daily!

### **Supervision Schedule**

Students will come straight in to their classrooms upon their arrival at the school in the morning. We ask that children NOT arrive at school before 8:35 a.m. No food or drink is permitted on the playground. **It is expected that all students eat their lunch at school.** Students who walk home each day for lunch for the entire year should bring a note at the beginning of the year stating so. Intermediate students, who are in "Good Standing", may sign out for lunch, and sign in when returning to school as part of their senior privileges. Any parent who does NOT want this for their child must indicate so, in writing, to the office at the beginning of the year. Intermediate students who choose to go downtown for lunch should plan on being away from the school for the duration of the lunch/recess break and agree to not bring food back into the school or onto the school property. Likewise, these students are ambassadors for our school and it is expected that they will behave in a respectful manner while away from the school. Students are asked not to consume "Energy Drinks", such as Red Bull, during the school day.

### **Information Technology Usage**

All students must sign an “Acceptable Use Guideline for Internet Access by Students” form.

Students may not:

- Damage or disrupt equipment or the computer systems
- Interfere with another’s use of the equipment
- Waste paper by printing unnecessary pages
- Use the equipment and internet without staff permission and supervision
- Read someone’s mail or work without permission
- Use someone else’s account, address, folders, work or files
- Use foul or inappropriate language
- Send offensive messages
- Allow offensive material to enter the school network
- Go into areas which are “off-limits”
- Violate copyright laws

If at any time a student is unsure about his/her use of the network system, he/she should ask a staff member for help.

### **Supplies and Textbooks**

Students are loaned textbooks and supplies during the year. These textbooks and supplies are expensive and students are expected to treat these items with care. Students are responsible for these items and will need to replace them if they are lost or damaged.

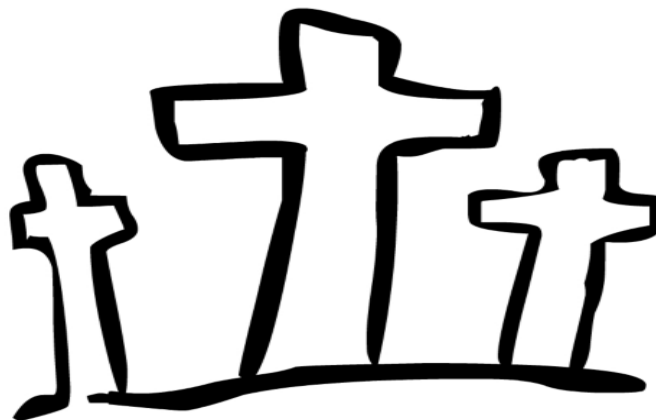
### **Prayer**

Prayer is considered an integral aspect of our daily school program. All students at St. Francis de Sales will participate in daily prayer, liturgies, Masses and Religion and Family Life classes.

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**CATHOLIC DISTRICT  
SCHOOL BOARD OF  
EASTERN ONTARIO**

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## **Our Approach to Discipline**

At St. Francis de Sales Catholic School, we wish to work with parents to help their children learn positive social behaviours, treat other people and property with respect, develop self-discipline and self-esteem and accept responsibility for their actions. Clear expectations are essential.

Our school rules are designed to maintain a safe, positive learning environment. Following these rules will help create a Community of Peace.

### **SCHOOL RULES**

1. I will be courteous, respectful, and considerate at all times.
2. I will include others and play in safe areas, without being rough.
3. I will respect God, others, the environment and all property.
4. I will follow the dress code.
5. I will obey rules concerning eating or chewing gum in different school areas.
6. I will arrive on time for class, with all the necessary materials.
7. I will wait quietly until the teacher is ready.
8. I will stop, listen and respond respectfully when a staff member speaks to me.
9. I will speak using appropriate school language.
10. I will respect other people's differences and opinions.
11. I will walk in the classroom and hallways, keeping to the right.
12. I will help to build and maintain a safe, positive learning environment.
13. I will follow any other rules which may be established during the school year.

### **COMMON CLASSROOM RULES**

1. I will work hard to be successful.
2. I will bring all materials to class and be prepared to learn.
3. I will be seated when class is in progress.
4. I will listen when my teacher, classmate, staff member, or guest is speaking.
5. I will wait my turn to speak.
6. I will positively participate in all classroom activities.
7. I will stay on task without disturbing or distracting others.
8. I will complete all assignments to the best of my ability.
9. I will keep my workspace neat and clean.
10. I will be dismissed only when my teacher has dismissed me.

We must recognize that discipline should always be a positive learning experience. Restorative justice is the norm so that we can all improve. Restorative justice is not about being soft. It is about making sure people are responsible for their own behaviour. We are Called to Care, Called to Action and Called to Rebuild. In our school, everyone looks after one another. (e.g. Reporting incidents, getting help when it is needed for self or others, etc.)

We can teach children by using clear guidelines and boundaries, by establishing logical consequences related to the behaviour, and by being consistent and fair with every child, according to their individual needs.

We need to be fair, to listen to the children and to correct them when necessary. When appropriate, we need to help the children take responsibility for their actions and teach them problem solving.

Parents are very important in the process of discipline and it is essential that the school and home support each other. In certain situations or when a problem repeatedly occurs, we may need to contact and inform parents and receive the parents' assistance in dealing with the behaviour.

Any hurtful act towards any individual that threatens or challenges personal dignity, safety, learning, and teaching will be respectfully addressed through means of forgiveness, reflection, restitution, and restorative justice. In addition, consequences will be applied in accordance with the Ministry of Education regulations or as required by law. In the application of consequences, professional judgment will be used, taking into account the severity and deliberateness of the student's actions, the competence of the student related to the situation, and the repetitiveness of the behaviour, along with any other mitigating factors.

The provincial standards as outlined in the Code of Conduct apply to all individuals on school property, on buses, at school-authorized events/activities, or in other circumstances where engaging in the activity will have an impact on the school climate.

## **The Role of Staff in Catholic Education**

All staff have the right to expect appropriate behaviour from students and to discipline students who are disruptive to the class. Staff also have the right to expect students to take an active part in the classroom program to the best of their ability and to receive parent cooperation in all aspects of student behaviour.

Staff will:

- ✓ Support the Catholic nature of the school.
- ✓ Treat each member of the PLC with dignity and respect.
- ✓ Provide students with a program that meets their individual needs.
- ✓ Teach students the necessary skills, attitudes and values of responsible conduct, good citizenship and Christ centered living.
- ✓ Conduct all classes in a purposeful, safe and caring environment
- ✓ Treat all students fairly and honestly in all aspects of their education.
- ✓ Keep parents informed according to school policies.
- ✓ Make a commitment to teamwork, particularly the enforcement of school rules and expectations.
- ✓ Establish clear expectations related to the school environment which will then be communicated to the PLC of St. Francis de Sales Catholic School.

## **The Role of Parents/Legal Guardians in Catholic Education**

Parents/Legal Guardians are partners in the Catholic education of their children.

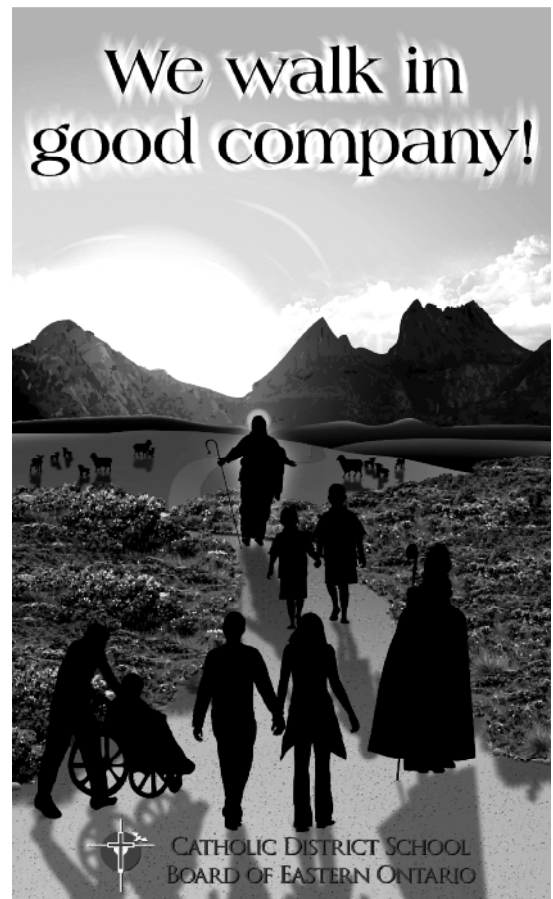
Parents will:

- ✓ Respect and support the Catholic nature of the school.
- ✓ Treat each member of the PLC with dignity and respect.
- ✓ provide adequate, accurate information to the school
- ✓ Inform staff of anything that may affect the student's safety and/or ability to perform his/her duties. Cooperation and communication are key to student success.
- ✓ Ensure that students attend school punctually and regularly, prepared to meet their responsibilities.
- ✓ Promptly report their child's absence or late arrival to the school.
- ✓ Assist and support school staff in dealing with disciplinary issues involving their child.
- ✓ Agree to sign permission forms to approve a school request
- ✓ Help build on the partnership of home, school and parish

## **The Role of the Student in Catholic Education**

Students will:

- ✓ Support the Catholic nature of the school.
- ✓ Treat each member of the PLC with dignity and respect.
- ✓ Show respect for himself or herself, for others, for those in authority, and for their surroundings on and off school property.
- ✓ Be diligent in their studies and school activities and use their God-given gifts to the best of their ability.
- ✓ Be punctual, have proper materials and have all homework and assignments prepared for class.
- ✓ Fully participate in all faith-building activities within the school. These include Masses, liturgies, and Religion and Family Life classes.
- ✓ Strive to demonstrate the Catholic Graduate Expectations



## Called to Care, Called to Action, Called to Rebuild

### Called to Care:

*Reminder, Reflection...*

#### ***Inappropriate Behaviour & Minor Isolated Infractions***

- Teacher redirection
  - Verbal reminder/reprimand by teacher
  - Time for personal reflection (oral or written)
  - Time out in classroom
  - Quiet area to work
  - Teacher reviews Code of Conduct with student and/or parent(s)/guardian
  - Expectations reviewed with student and/or parent(s)/guardian
  - Loss of recess or other privileges
  - Short in-class detention (i.e., 20 minutes)
- \*Documentation process should begin if repeated behaviours.***

### Called to Action:

*Resolution, Restitution...*

#### ***Major Infractions (Includes Repeated Minor Infractions)***

- Teacher contact with parents (agenda, note, telephone call)
  - Behaviour contract between student and teacher
  - Reward/monitoring system for desirable behaviour
  - A member(s) of the school team will meet with teacher(s) and students(s)
  - A member(s) of the school team will review Code of Conduct with student and/or parent(s)/guardian
  - Program of support initiated (small group or individual)
  - Written reflection by student (may be signed by parent)
  - Conduct Report is issued by teacher/SSW/administration, signed by administration, and signed by parent
  - Supervised withdrawal from playground and/or classroom
  - Referral to Special Education Resource Teacher
  - Phone call to parents from administration
  - Letter to parents from administration
  - School Team meeting (all/some of the following as applicable: Student, Parents, Teacher, SSW, Administrator, SERT, Board Support Staff)
  - Mediation with victim(s)
  - Loss of bussing privileges
  - Student success plan (ideally involves parent/guardian)
  - Regular school team meetings (see above for participants)
  - Documentation of student history may take the form of a more in-depth history with regular updates (i.e., weekly)
  - Referral to community agency and/or family physician
- \*Documentation of student history is required.***

### Called to Rebuild:

*Removal, Reconciliation...*

#### ***Serious Infractions that Jeopardize the Safety &/or Severely Negatively Impact on the Learning Environment (Includes Repeated Major Infractions)***

- Suspension by administration [Ed. Act, 306.(1) & 310.(1)]
- Expulsion by the board [Ed. Act, 311]

***\*A variety of progressive discipline measures are documented (unless this is an isolated, serious offence).***

***\*A full investigation has been carried out. [Ed. Act, 311.1(1)]***

***\*All mitigating factors have been considered. [Ed. Act, 306.(2)]***

***\*In the case of a suspension that > 5 days or an expulsion, an education plan must be provide for the student. [Ed. Act, 312.(1)]***

***\*In the case of a suspension that > 5 days or an expulsion, a reentry plan must be provided for the student. [Ed. Act, 312.(2)(c)]***



## **Effective Restorative Practices**

To be effective in challenging and changing inappropriate student behaviour, we have found several fundamental elements of good restorative practice.

1. **Foster awareness.** In the most basic intervention we may simply ask the offending student a few questions to foster awareness of how others have been affected by the wrongdoing. Or we may express our own feelings to the student. In more elaborate interventions we provide an opportunity for others to express their feelings to the student.
2. **Avoid scolding or lecturing.** When students are exposed to other people's feelings and discover how victims and others have been affected by their behaviour, they feel empathy for others. When scolded or lectured, they react defensively. They see themselves as victims and are distracted from noticing other people's feelings.
3. **Involve students actively.** All too often we try to hold students accountable by simply doling out punishment. But in a punitive intervention, students are completely passive. They just sit quietly and act like victims. In a restorative intervention, students are usually asked to speak. They face and listen to victims and others they have affected. They help decide how to repair the harm and must then keep their commitments. Students have an active role in a restorative process and are truly held accountable.
4. **Accept ambiguity.** Sometimes, as in a fight between two people, fault is unclear. In those cases we may have to accept ambiguity. Privately, before the conference, we encourage individuals to take as much responsibility as possible for their part in the conflict. Even when students do not fully accept responsibility, victims or others who have been affected often want to proceed. As long as everyone is fully informed of the ambiguous situation in advance, the decision to proceed with a restorative intervention belongs to the participants.
5. **Separate the deed from the doer.** In an informal intervention, either privately with the students only or publicly, we may express that we assume that the students did not mean to harm anyone or that we are surprised that they would do something like that. When appropriate, we may want to cite some of their virtues or accomplishments. We want to signal that we recognize the students' worth and disapprove only of their wrongdoing.
6. **See every instance of wrongdoing and conflict as an opportunity for learning.** We are educators. We know that many of our students have a lot to learn about appropriate behaviour and social norms. We can merely punish and alienate them, or we can see school problems and incidents as an opportunity to teach students what they sorely need to know. Teachers, guidance counsellors, custodians, clerical staff and administrators, using restorative practices, can turn negative incidents into constructive events—building empathy and a sense of community.

## **BULLY PREVENTION**

At St. Francis de Sales Catholic School, we strive to be a Peaceful Community and as such, bullying has no place in our school and will not be tolerated! Bullying takes many forms: Physical, Verbal, Social and Cyber. We are committed to teaching our students what bullying is and how we as a community can prevent it. The following is the definition we use in our school:

***Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals, that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.***

***A bully is someone who uses power to hurt another, physically or verbally. Their actions cause the person to feel afraid or upset. A bully targets and hurts one person repeatedly over time. Bullying can happen by one person or a group of people.***

We are all concerned about bullying. We will continue to work together to try to reduce and eventually eliminate it - here at St. Francis de Sales Catholic School and beyond.

## **STRATEGIES FOR THE BYSTANDER** (from Dr. Tina Daniels)

Choose one of four strategies listed below, depending on the situation and comfort level:

- 1) Assertively tell the child who is bullying to stop
- 2) Support the child who is being bullied
- 3) Report the bullying to an adult
- 4) Walk away-don't be part of the audience

**TEN TIPS ON HOW TO BEAT BULLYING!**

1. **Walk Tall**  
Try not to act scared. Practice ‘walking tall’ with shoulders back and head held high.
2. **Develop Self-Confidence**  
Be positive! Learn new skills. Get involved with people and activities that make you feel good about who you are. Remember, everyone is really good at something.
3. **Start A School Program**  
Make sure your school has an anti-bullying program with tips on dealing with bullying incidents.
4. **Tell A Friend**  
Always tell a friend or an adult you trust about the bullying. Having someone on your side will help you to stand up for your rights.
5. **Walk Away**  
If possible, ignore the bully or say “No” and walk away. The bully is seeking attention.
6. **Ignore The Teasing**  
Try not to react to the bullying and teasing. If you act like you don’t care, the bully might get bored and give up.
7. **Don’t Fight Back**  
The most dangerous thing you can do when confronted by a bully is to fight back. Bullies are generally stronger than their victims are. By fighting back, you could make things worse.
8. **Give Up Your Possessions**  
If the situation is getting dangerous, if the bully is much bigger and stronger than you, or if he has a weapon, then it would be smart to give him what he wants. Material things are replaceable; you are not.
9. **Stick With Others**  
Try not to be alone in places where you could be unsafe – such as an empty schoolyard, a dark hallway or a school washroom. If possible, try to stick with a group. Bullies tend to pick on those who are all alone.
10. **Remember, Bullies Have Weaknesses Too**  
Bullies have weaknesses like everyone else. Try to see beyond the bullies the bully’s scary face and words and think about what is missing in their life to make them act so cruelly.

Most of the time bullying takes place (88 % of the time according to Dr. Tina Daniels), there are bystanders present and the audience being present actually increases the length of the bullying episode.

UNACCEPTABLE BEHAVIOURS HARASSMENT AND BULLYING								
Behaviours which violate the rights of others or which pose a safety risk will be handled in accordance with ministry, school board and school policy.								
PHYSICAL AGGRESSION								
Pushing	Kicking	Physical Acts that are demeaning or humiliating but not bodily harmful	Defacing Property	Physical violence against family or friends	Threatening with a weapon	Inflicting bodily harm		
Shoving	Hitting		Stealing					
Spitting	Punching							
	Tripping							
SOCIAL ALIENATION								
Gossiping	Setting up to look foolish	Ethnic Slurs	Publicly Humiliating	Excluding from group	Maliciously excluding	Threatening with total isolation by peer group		
Spreading rumours about	Embarrassing		Revealing Personal Information				Social Rejection	Manipulating Social order
	Setting up to take the blame							Malicious rumour mongering
VERBAL AGGRESSION								
Mocking	Teasing about clothing and/or possessions	Teasing about appearance	Intimidating phone calls	Inappropriate language directed at someone	Verbal threats of aggression against property or possessions	Verbal threats of violence or inflicting bodily harm		
Name Calling								
Dirty Looks							Inappropriate use of internet (rumours, threats, etc.)	
Taunting								
INTIMIDATION								
Threatening to reveal personal information	Publicly challenging to do something	Defacing property or clothing	Taking possessions	Extortion	Threats of using coercion against family or friends	Coercion		
		Graffiti				Threatening with a weapon		

**By focusing on teaching the value of positive behaviour, positive relationships, strategies students can use to deal with bullying, and forgiveness and restoration, our school will be a “Community of Peace”**

## **STRATEGIES FOR STUDENTS**

- Seek immediate help from an adult
- Report bullying/victimization incidents to school personnel and family members, either directly or through the reporting box located near the office
- Speak up and/or offer support to the victim when they see him/her being bullied
- Privately support those being hurt with words of kindness or condolence
- Express disapproval of bullying behaviour by not joining in the laughter, teasing or spreading of rumours
- Attempt to defuse problem situations either single-handedly or in a group in a non-physical way
- Be patient! Conflict is not usually resolved overnight
- Remember that Bullying is not the victim's fault

The notion that children escape from bullying unscathed is not substantiated in the literature on peer abuse.

**Peer victimization** has been shown to predict loneliness, depression, poor self-worth, poor school attendance and lower grades.

**Bullying** has been directly implicated in several high profile youth suicides in Canada.

**Direct bullying** is usually characterized by open aggression

**Indirect bullying** involves covert and secretive forms of attack.

Bullies tend to exert their "power" in a large number of domains, including physical strength, social influence, and emotional intimidation.

Teachers have special **common law duties** of care imposed upon them because they are entrusted with the heavy responsibility of not only educating, but also to some degree socializing, and also caring for the safety of large numbers of children.

In **Ontario**, the **Education Act** requires teachers to inculcate by precept and example, respect for a substantial list of traditional Judaeo-Christian values, including among others, respect for the law.

The aim of the **Code of Conduct** is to help Ontario school boards to create a learning environment that cultivates respect for others, and ensures that students learn the values needed to be peaceful and caring citizens both in and outside of the school environment.



## **STUDENT EVALUATION POLICY**

### **Philosophy and Procedures**

The staff of St. Francis de Sales Elementary School accept as one of their major responsibilities, the systematic evaluation of pupil's progress and the regular reporting to parents and guardians. With careful monitoring of each child's development: academically, spiritually, emotionally, socially and physically; steady, continuous progress is made.

### **Evaluation**

- Observation of a pupil's performance in school, including oral participation, written exercises in notebooks, work based on task cards, activity centers or individual or group projects
- Teacher prepared classroom test; exam, oral, written, performance
- Standardized achievement tests
- Checklists, inventories, participation charts
- Rating scales and rubrics
- Student self-evaluation
- Peer Evaluations
- Provincially developed curriculum expectations and learning outcomes
- Student portfolios or conferencing
- Integrate technology



## **Communication**

- School Agenda sent home daily
- Monthly school newsletter
- Report cards are sent home three times a year. Parents are encouraged to comment on them.
- Parent-Teacher interviews
- Class/Division Newsletter
- Open House/Barbecue
- Catholic Education Week
- Monthly Mass & Liturgy
- Science Fair
- Public Speeches
- Special Celebrations – Monthly Terrific Kids Assemblies
- Spirit Week
- Winter Carnival
- Phone/Newspaper/Radio/E-mail
- Parents are encouraged to call teachers
- Board web page – [www.cdsbeo.on.ca](http://www.cdsbeo.on.ca)
- Our school web page – [www.sfdscs.ca](http://www.sfdscs.ca)



## **PRAYERS**

### **The Apostles' Creed**

I believe in God, the Father almighty,  
Creator of Heaven and Earth.

I believe in Jesus Christ, His only Son, our Lord.  
He was conceived by the power of the Holy Spirit  
and was born of the Virgin Mary.

He suffered under Pontius Pilate,  
was crucified, died and was buried.

On the third day he rose again.

He ascended into Heaven,  
and is seated at the right hand of the Father.  
He will come again to judge the living and the dead.

I believe in the Holy Spirit,  
the holy Catholic Church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and life everlasting.

Amen

### **Our Father**

Our Father, who art in Heaven,  
hallowed be thy name;  
Thy kingdom come, Thy will be done  
on earth as it is in Heaven.  
Give us this day our daily bread  
and forgive us our trespasses  
as we forgive those  
who trespass against us  
and lead us not into temptation,  
but deliver us from evil.  
Amen

### **Act of Contrition**

O my God, I am very sorry for having offended You  
because You are all good and deserving of my love.  
I will try to be faithful to Your Spirit and sin no more.  
Amen

### **Hail Mary**

Hail Mary, full of Grace, the Lord is with thee:  
Blessed art thou amongst women  
and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners  
Now and at the hour of our death.  
Amen

### **Guardian Angel**

Angel of God, my guardian dear  
to whom God's love commits me here,  
ever this day, be at my side,  
to light, to guard, to rule, to guide.  
Amen

### **Catholic District School Board of Eastern Ontario Prayer**

God of mercy and wisdom  
we give You praise.  
You have given us many gifts  
so that we may do Your will  
and proclaim and celebrate our Catholic faith.  
Nurture Your life in our hearts, minds, bodies and souls  
so that we may grow in faith, live in hope, and learn in love.  
Transform this world in Your image,  
that it might be a world of Justice and Peace.  
Grant that we may learn and grow  
together in Christ, who lives and reigns with You  
in the unity of the Holy Spirit,  
One God, forever and ever.  
Amen

### **Grace Before Meals**

Bless us O Lord,  
And these thy gifts,  
Which we are about to receive  
from thy bounty.  
Through Christ our Lord.  
Amen

**CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO**  
**KINDERGARTEN CALENDAR – 2009/2010**

☐ = A Days      ☐ = B Days

**2009**

**SEPTEMBER**

S	M	T	W	T	F	S
	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Tues. Sept. 8th is the first day of school

**OCTOBER**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**NOVEMBER**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**DECEMBER**

S	M	T	W	T	F	S
		1	2	3	4**	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

\*\* December 4<sup>th</sup> - Early Dismissal / Interviews

**2010**

**JANUARY**

S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**FEBRUARY**

S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

**MARCH**

S	M	T	W	T	F	S
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**APRIL**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**MAY**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**JUNE**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30**			

June 30<sup>th</sup> is last day of school / Early Dismissal

☐ = PROFESSIONAL ACTIVITY DAYS  
 ☐ = REGULAR SCHOOL HOLIDAYS



**CATHOLIC DISTRICT SCHOOL BOARD  
 OF EASTERN ONTARIO  
 2009-2010 SCHOOL YEAR CALENDAR**

Wednesday, September 2, 2009	PROFESSIONAL ACTIVITY DAY
Thursday, September 3, 2009	PROFESSIONAL ACTIVITY DAY
Monday, September 7, 2009	LABOUR DAY
Tuesday, September 8, 2009	FIRST DAY OF SCHOOL
Friday, September 25, 2009	PROFESSIONAL ACTIVITY DAY
Monday, October 12, 2009	THANKSGIVING DAY
Friday, November 20, 2009	PROFESSIONAL ACTIVITY DAY
Friday, December 4, 2009	EARLY DISMISSAL / INTERVIEWS
Monday, December 21, 2009 to Friday, January 1, 2010 (inclusive)	CHRISTMAS BREAK
Wednesday, January 27 to Tuesday, February 2, 2010 (inclusive)	SECONDARY EXAMINATION DAYS
Wednesday, February 3, 2010	PROFESSIONAL ACTIVITY DAY
Monday, February 15, 2010	FAMILY DAY
Thursday, March 4, 2010	PROFESSIONAL ACTIVITY DAY
Monday, March 15 to Friday, March 19, 2010	MID-WINTER BREAK
Friday, April 2, 2010	GOOD FRIDAY
Monday, April 5, 2010	EASTER MONDAY
Monday, May 24, 2010	VICTORIA DAY
Thursday, June 24 to Wednesday, June 30, 2010 (inclusive)	SECONDARY EXAMINATION DAYS
Wednesday, June 30, 2010	LAST DAY OF SCHOOL / EARLY DISMISSAL