



# "Inspirations"

## Phone Numbers

**St. Francis School Office:**  
**905-987-4797**

**Safe Schools Reporting Line:**  
**905-987-4797 ext. 548**

**St. Francis Parish Office:**  
**905-987-5446**

**Durham Region Health Department:**  
**1-800-841-2729**



In Peace,  
Hope,  
And Joy



**ST. FRANCIS OF ASSISI  
CATHOLIC ELEMENTARY SCHOOL**

## Parent Handbook



### Prayer of St. Francis of Assisi

Lord, make me an instrument of Your peace.

Where there is hatred, let me sow love.

Where there is injury, pardon,

Where there is doubt, faith,

Where there is despair, hope,

Where there is darkness, light,

And where there is sadness, joy.

O Divine Master, grant that I may

Not so much seek to be consoled,

As to console;

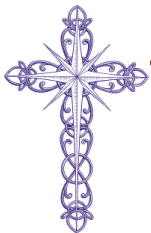
To be understood, as to understand;

To be loved, as to love;

For it is in giving that we receive,

It is in pardoning that we are pardoned,

And it is in dying that we are born to eternal life.



## St. Francis of Assisi Elementary School Website

<http://schools.pvnccdsb.on.ca/stfra14/>

## Peterborough Victoria Northumberland & Clarington Catholic District School Board Website

[www.pvnccdsb.on.ca/](http://www.pvnccdsb.on.ca/)

## St. Francis of Assisi Catholic Church Website

[www.sfarcc.org/](http://www.sfarcc.org/)

## STSCO (bus) Website

[www.stsco.ca](http://www.stsco.ca)

Notes



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## Pupil Information Sheets

It is important that we have accurate information about each child in our school in case of an emergency. You will receive a Pupil Information Sheet (one per family) with the September Newsletter. We ask you to please read it, fill it out and return it to school as soon as possible. Please remember to inform the school of any change of caregivers, home or business telephone numbers, medical alerts, life-threatening conditions and custody alerts. Many times parents forget to do this and we may only find out in an emergency situation that we have incorrect information.

## Cell Phones



Cell phone use by students is not permitted on the busses or at school. Students using cell phones in these circumstances should be prepared to surrender their phone to staff. Parents will be notified and be required to collect the phone at their convenience.



## Welcome

This booklet was prepared by the Catholic School Council and staff of St. Francis of Assisi Catholic Elementary School to provide parents with an orientation and reference guide to the school. This book contains a brief overview of School Life, Procedures and Policies. For more detailed information, refer to the school website (<http://schools.pvnccdsb.on.ca/stfra14/>) or the Peterborough Victoria Northumberland and Clarington Catholic District School Board website ([www.pvnccdsb.on.ca/](http://www.pvnccdsb.on.ca/)).

## Our Patron Saint St. Francis of Assisi and our school's Environmental Focus.



St. Francis of Assisi understood that we need to love nature and spend time in it, because it is through His creation that the Creator communicates to us His grace and joy.

## School Mission Statement

To provide a spiritual, academic and social learning environment that is safe, inclusive and inspiring. We support and celebrate the individual gifts and talents of our students. We are committed to teaching a challenging curriculum, assessing progress and collaboratively responding with support to ensure excellence for all.



## *Educational System with a Difference*

The ministry of the Catholic Church seeks to invite a personal relationship with God in three persons (Creator, Jesus and Holy-Spirit); to nurture a community which sees its mission as the fulfilment of God's reign on earth; and has a preferential option for the poor and disadvantaged. As a particular ministry of the Roman Catholic Church, Catholic Education applies these three foundational values to our work. We help each person to see themselves as created in the image of God by mirroring that sacredness through our interactions with them and our attentiveness to the processes which support their progress in Catholic schools. We foster Catholic school communities which are holy, respectful, fair, inter-connected, creative, energized and hopeful about a future filled with possibility and blessing. We are a Church which names itself as inclusive and universal, seeking to honour each person and to ensure that no one is disadvantaged by systemic processes, bias, wealth or personal attributes. In a Catholic School, "here comes everybody" and it is our ministry to ensure that we support religious faith development and excellence in learning for all members of the Catholic educational community.

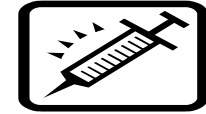
## *Pastoral Care*

At St. Francis of Assisi, our Catholic faith is an essential element in our school life. Students and staff are encouraged to put their "faith into action" for the local and global community. We are guided by the Ontario Catholic Graduate Expectations, which are described not only in terms of knowledge and skills, but also of values, attitudes and actions. We work together- students, staff, priest, parish community, and parents- to live our faith. This includes prayer, liturgies, retreats, outreach activities as well as opportunities to hear speakers on local and global events. There are many students involved in different ministries at St. Francis of Assisi and we welcome everyone who is interested in participating.



## Immunization and Pediculosis

### Immunization



Under the Immunization of School Pupils Act, parents are responsible to ensure that their children are vaccinated against diphtheria, tetanus, polio, measles, mumps and rubella. If your child requires immunization against one of these diseases you will receive notification from the Durham Region Health Department. Follow their instructions carefully as failure to provide immunization information may result in suspension from school if so ordered by the Health Department. As proof of immunization, have your child's doctor complete a yellow immunization card and have it updated after each vaccination. For additional information, call the [Durham Region Health Department at 1-800-841-2729](tel:1-800-841-2729).

### Pediculosis (Head Lice)



The Board believes that communication and education are essential for dealing with the problem of pediculosis. Pediculosis may become a school issue when nits or lice are detected on students attending school. The treatment and eradication of pediculosis is ultimately the parent's responsibility. Students with pediculosis will be excluded from school for the purpose of receiving a head lice treatment. Students must be lice- and nit-free before returning to school. Each school has an action plan to respond to cases of pediculosis that includes education, prevention, screening, exclusion process, re-admission procedure, confidentiality and communication. The brochure, *Pediculosis (Head Lice) in Schools* is available at the school or on the Board website ([www.pvnccdsb.on.ca](http://www.pvnccdsb.on.ca)) under Parents/Publications.



*Imparting the Spirit  
Through Education*

## Safe Schools

### Progressive Discipline

**Progressive Discipline and Promoting Positive Student Behaviour** It is the policy of the Peterborough Victoria Northumberland and Clarington Catholic District School Board to maintain respectful and purposeful learning communities within the Catholic schools under its jurisdiction. The Board supports the use of progressive discipline and the promotion of positive student behaviour outlined in Board policy, Roman Catholic Church teaching, and the Education Act and its Regulations.

Progressive discipline is a whole-school approach that utilizes a continuum of intervention, supports and consequences to address inappropriate student behaviours. Catholic schools will implement early and ongoing intervention strategies as a measure to prevent unsafe or inappropriate behaviours in school or school-related activities. Catholic schools will address student misbehaviours with a range of interventions, supports and consequences including short-term suspension, long-term suspension or expulsion that are developmentally appropriate with consideration of the particular student and circumstances, the nature and severity of the behaviour and the impact on the principles and mission of Catholic education. Students who disobey school rules or directives from the staff will be dealt with in accordance with the School Code of Conduct. Parents will be informed by telephone, letter and/or through action plans that outline poor choices made by students. Suspensions from school are used for more serious infractions and for persistent misbehaviour or behaviour that may potentially harm the student or others.

Suspensions are used as per the Ministry of Education's Code of Conduct. Suspensions are official documentation for a student, and are placed in the student's OSR. Violent Incident Reports may accompany serious, harmful behaviours in accordance with MOE policy.

*Believe, Love, Act:*

*"The greatest among you will be your servant."*

Matthew 23:11

## School Life

### St. Francis Website



St. Francis of Assisi Elementary School has a website that can be accessed from the Board website or directly from this link: <http://schools.pvnccdsb.on.ca/stfra14/>. Look to this our school website for information on the following: registration, staffing, newsletters, school activities, operations and procedures, the Catholic School Council as well as other topics of interest.

### Celebrating Catholic Virtues

Catholic education in our jurisdiction has a long tradition of nurturing academic, spiritual and character development in our students. As such, we welcome the provincial government's focus on character education.

Our character education initiative, Catholic Virtues into Action, is built on our Gospel values and Catholic graduate expectations. Each month during the school year, St. Francis of Assisi students and staff celebrate one of the following Catholic Virtues: Compassion; Empathy; Forgiveness; Honesty; Justice; Patience; Respect; Responsibility; Stewardship; and Tolerance. Look to the monthly newsletter for the Virtue being celebrated.

### School Newsletter



Monthly newsletters are sent home by way of the youngest or only child in the family. Newsletters are also posted on the school website. Look to the newsletters for information on school events and celebrations, Library news, parish news, Catholic School Council news, the monthly calendar and more.

## School Masses and Sacraments



Masses are celebrated on a regular basis as a whole school or in small groups by class or division. Parents are encouraged to join us at Mass. Check the monthly newsletter for dates.

The parish Priest and the Parish Education Committee are a great help to the school in preparing students for sacraments. Grade 2 students receive First Eucharist and First Reconciliation. Grade 7 students receive the Sacrament of Confirmation.

If your child has missed receiving a sacrament, for whatever reason, please inform the school immediately. Children in Grade 3 and above should have received First Eucharist and First Reconciliation. Children in Grade 8 should have been confirmed. All students preparing for sacraments must have a baptismal certificate on file at St. Francis of Assisi Church. Contact the Parish Office at 905-987-5446.

## Volunteering at the School



The school and Catholic School Council often need volunteers for committees, breakfast/snack programs, classroom volunteers and parent volunteers on excursions. To participate, parents and adults need to submit a recent Criminal Records Check or have a signed declaration if a Criminal Records Check is already on file with the school. As declarations must be made before the current Criminal Records Check expires (within a year of issue), volunteers are encouraged to complete a declaration early in the school year to avoid needing to submit another Criminal Records Check. Go to your local Durham Region Police Service or RCMP office to get your Criminal Records Check. Declaration forms can be obtained from the School Secretary.



## Dress Code

The students of St. Francis of Assisi Elementary School are expected to demonstrate a respect for self, fellow students and staff by dressing appropriately for school.

### *Guidelines for Appropriate Dress*

- dress modestly, neatly and appropriately for the season;
- wear skirts and shorts of appropriate length (mid-thigh);
- spaghetti straps or tops that leave shoulders bare are not permitted;
- undergarments must be covered at all times;
- shirts must meet the waistband of pants, shorts or skirts (no bare midriffs);
- objectionable logos, graphics or words are not permitted;
- remove hats upon entry to the building;
- wear shoes at all times;

wear indoor shoes for use during class and physical education.

## Community Partners and the Police



In keeping with the mission and tradition of the Catholic school, partnerships are already in place with home and parishes; and new partnerships with community agencies and members of the community (e.g., Aboriginal Elders) may also be created. Community agencies are resources that schools can use to deliver prevention or intervention programs. These partnerships must respect all applicable collective agreements. The police play an essential role in making our Catholic schools and communities safer. The police investigate incidents in accordance with the protocol developed with the PVNCCD school board and police services within the jurisdiction.

## School Policies

### Code of Conduct

The Code of Conduct of St. Francis of Assisi Elementary School includes students, staff and parents and is based on the Gospel messages of love and respect for oneself, others and for the world in which we live. It reflects a commitment to diligently foster a learning community that is caring and knows the value and dignity of each individual. The support of parents in matters of discipline is very important. Our Code of Conduct meets new Ministry of Education guidelines and School Board directives. For a full copy of the Code of Conduct, refer to the school website or the front of the student agenda.

### 5 Golden Rules

1. Treat others as you wish to be treated.
2. Use peaceful means to resolve conflict.
3. Respect the authority of supervisors.
  4. No Body Contact (NBC).
  5. Look out for each other.

### Attendance and Punctuality

All members of our learning community are expected to have consideration and respect for education by being present and punctual.

### School Excursions & Extracurricular Activities



When members of our community are on school excursions or participating in extracurricular activities, they are representing St. Francis of Assisi Elementary School. The expectations and consequences reflected in the Code of Conduct apply to all excursions and extracurricular activities.

## Catholic School Council



St. Francis's Catholic School Council, through active participation of parents, seeks to improve student achievement and to enhance the accountability of the education system to parents. Meetings are held in the school library eight times during the school year and are open to everyone. The monthly newsletter contains the dates and times of the meetings. Meeting minutes are available at the school office.

Elections to the Catholic School Council take place in September. Check the September newsletter for more information.

The Catholic School Council advises on many important issues including: school budget priorities; school improvement plans; fundraising; extracurricular activities; Code of Conduct; Board policies; curriculum; and program goals and priorities.

There is overwhelming evidence that indicates when parents are involved in their children's education, children do better in school. Consider joining the Council or attending meetings.

### School Procedures and Resources

#### Hours (Subject to change)

Start: 8:25 a.m.

Recess: 10:05 a.m. - 10:20 a.m.

Lunch: 11:40 - 12:40

Recess: 2:00 p.m. - 2:10 p.m.

Dismissal: 2:50 p.m.

Busses Depart: 2:55 p.m.

## Safe Arrival

The school telephone number is (905) 987-4797. If your child is going to be absent from school for any reason, we ask that parents call the school to report the absence and the reason. The school has an answering machine and you may leave this information on the machine. If your child has an appointment and must leave school early for any reason, please send a note requesting that he or she be excused.

Please pick your child up at the office. If your child is to be picked up by a friend or relative, please let the school know that your child is to go with that person by noon if possible.

All visitors to St. Francis of Assisi School must notify the main office upon arrival and if staying, sign in and wear an identification badge. Remember to sign out and leave your badge with the secretary. Thank You.

## Child Abuse and Neglect Reporting

Staff are required by law and Board policy to report promptly any suspicion of child abuse or neglect, and the information upon which it is based, to a Children's Aid Society. As well, staff cannot call the parent before calling the Children's Aid Society. This means that information about possible physical, sexual or emotional abuse, neglect or risk of harm must be taken seriously by all Board employees. Staff who fail to report a suspicion that a child under the age of 16 years is, or may be, in need of protection is liable on conviction to a fine. The policy also applies to any suspicion of abuse or neglect by Board staff, service providers, volunteers, and visitors to the school. If a student is 16 years or older and experiencing potential abuse or harm, employees may report suspicion to local Police Services. All staff are provided training on Child Abuse and Neglect on an annual basis. The parent community should know that all individuals in Ontario must report suspicions of abuse.

A brochure on Child Abuse & Neglect Reporting is available at the school or on the Board web site:

[www.pvnccdsb.on.ca](http://www.pvnccdsb.on.ca) under Parents/Publications.

## School Library and Parent Collection



Resources such as books, CD ROMs, Internet, videos, DVDs and magazines are available to teachers and students through the library. Students are taught how to access and use information from these resources on a scheduled weekly class visits. The library is also used for general student use at other times. Most materials are borrowed for one week. Students are responsible for the text books and library books issued to them. If a book is lost or damaged, parents must pay to have it replaced.

Together with the Catholic School Council and grant funding, the library has established a Parent Collection. Books in this collection are available for use by parents, free of charge. The Collection is housed in the front foyer of the school across from the office. Books must be signed out and returned. Visit this excellent resource for books on learning and education, parenting and other topics relevant to parents of students.

## Safe Schools Reporting Line



At St. Francis we strive to maintain a safe learning environment. The safety and welfare of the students are of paramount importance. In light of the reluctance of some students to report wrong doing, bullying, or to discuss concerns publicly we have created a new anonymous Safe Schools reporting line. It is hoped that students who call will be able to provide enough information when reporting a concern so that the school can look into the issue as soon as possible. Please note that the voice mailbox is only accessible to the administration at the school. Students can phone the school after hours to access the voice mailbox at **905-987-4797 ext. 548.**



## Inclement Weather



Occasionally, the busses are late or do not run because of weather conditions or other delays. Check the STSCO website ([www.stsco.ca](http://www.stsco.ca)) and click on the yellow bus at the upper right hand corner for detailed information on the status of busses. Bus cancellations are broadcast on local radio stations: **CKDO 1350 AM** or **107.7 FM** in Oshawa; **KX96 AM** in Ajax; **CKLY 91.9 FM** in Lindsay; **CHUC 14.50 AM** in Northumberland. If busses are cancelled in the morning, they will not run in the afternoon either. The school is always open and parents may drive students to and from school in the event of bus cancellations.

## Use of Parking Lot



Parent parking is at the front of the school. Under no circumstances are cars to enter the parking area at the back of the school from 8:10AM to 3:05PM. Be careful when driving and most importantly **NEVER WALK BETWEEN BUSES**. The best place to meet your children is at the flagpole area at the front of the school. Respect the Fire Route signs. Respect the No Parking signs on Rudell Street. There is a designated area on the street where you may “stop and drop” or pick up students while staying in the driver’s seat. This routine has been approved by the police department for the safety of everyone. Your compliance will help prevent a potentially serious accident.

JK and SK parents as well as parents of daycare students will receive a special parking pass for their windshields. Display the parking pass at all times to enable you to enter the parking lot. Please park in the lot and walk your child across the south-east crosswalk and/or along the sidewalk onto the school yard.

A crosswalk and crossing guard assist walkers to cross safely. Staff and student patrollers are also there to assist.



## Allergy Awareness and Illness



Inform the school if your child has any health problems. Our resource staff frequently updates information on medical alters or life-threatening conditions and custody. If there is new information for your child, please contact the school.

## Allergies



St. Francis of Assisi is a Peanut Safe School. The best way to reduce the risk of accidental exposure of peanuts products is to respectfully ask for the cooperation of parents and guardians in **NOT** sending peanut butter or products with peanuts listed in the ingredients in student lunches and snacks.

St. Francis has a School Prevention and Management Anaphylaxis Plan that fulfils the school’s obligations through information sharing, creating awareness, reducing risks and executing emergency procedures. Parents must inform the school about their child’s life-threatening allergies, complete an Emergency Response form and ensure their child carries an EpiPen7 or TwinjetJ at all times. In addition, a second emergency Epipen7 must be provided to the school.



## Illness

When a child is sick at school, the office will contact the parents. We sometimes ask that the parent speak to the child to determine the degree of illness. In fairness to all, do not send your child to school if there are definite signs of ill health in the morning. The school does not have the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. A student should not be sent with a request to remain indoors during recess or lunch hour. Recess and lunch hour are part of the school day and the school is organized and staffed accordingly. In the event of an injury (e.g. a broken bone), asthmatic condition or other long-term disability, or where a doctor’s certificate is provided, special accommodations will be made.

## Medication



Under Policy #401, the School Board recognizes the need for staff to administer medication during school hours. We administer medication only when parents or guardians provide the following: written parental permission; appropriate forms completed and signed by a physician; a signed release from liability form allowing school staff to administer medication; medication is sent to school in the appropriately labeled, original container.

Medication is to be sent to the office for storage in a locked cabinet and will be administered by designated school staff.

The Board further recognizes that a parent may wish the child to keep the medication in his or her own possession and self administer the prescribed drug. In order to ensure the safety of all students, the principal must obtain a written request from the parent which indicates the child's ability and maturity to self administer and the reasons for the request.

## On Campus Lunch Procedure



St. Francis of Assisi Elementary School encourages its students to participate in the active life of the school by staying on campus during each lunch period. This enables the staff to provide a safe and secure environment for students throughout the day and furthers our goal of social development for our children through appropriate work and play.

Students who are designated as “walkers” are expected to walk directly home and then return to the campus a few minutes prior to the entry bell. They may, however, also remain for lunch.

Students who are bussed are expected to stay at school for the duration of the lunch period. Parents or guardians wishing to take their children out for lunch are welcome to do so at any time. Students need to be signed out at the main office. Should parents wish to have their children leave the grounds, they are asked to sign a release form and follow our daily tracking system. Forms are available through the school secretary.

## Student Supervision

Staff are scheduled for supervision of students and the unloading of busses fifteen minutes ahead of the first instructional school bell 8:10 am Staff also supervises students while loading busses ten minutes after the bell that ends the instructional day 3:00 pm Students are not expected to be on the school grounds outside those times.

## Transportation



Students may only use the bus to which they have been assigned. This measure has been put in place to ensure that children are safely transported to and from school. In the case of an emergency regarding bus arrangements, contact the school immediately. It is also recommended that parents, guardians or caregivers meet the children at the bus stop. Parents and guardians are asked to support our efforts to maintain high standards of safety and acceptable behavior for students while travelling on school busses.

## School Bus Discipline

Our “Code of Conduct” and Safe School Legislation applies stringently to students while they are on the busses. For the sake of safety and the comfort of all students, misbehaviour will not be tolerated. Suspension of bus privileges is a likely consequence. Students must obey the authority and direction of the bus driver at all times. Riding on the school bus is a privilege, not a right. Students who break the rules of conduct will be reported to the Vice Principal. The Board’s discipline reporting procedure will be followed. Bus drivers will report misconduct to the Vice Principal using the “Student Behaviour Report” forms. The incident will be discussed with the student. Parents will be notified of a report. Repeat offences may result in a suspension from riding the bus.