

St. Mary French Immersion Catholic Elementary School

12096 County Rd. # 34
Maidstone, ON, NOR IKO
Phone: (519) 737-6446 Fax: (519) 737-1864

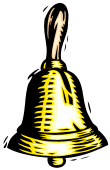
X (Formerly Twitter): @stmarywecdsb
Facebook: St. Mary French Immersion Catholic Elementary School

Student / Parent Handbook 2024 - 2025



“Building communities of faith, hope and service”

SCHOOL SCHEDULE



Open Entry	8:55 a.m. – 9:10 a.m.
Morning Bell	9:10 a.m.
100 Minute Learning Block	9:10 a.m. – 10:50 a.m.
1 st Nutrition/Activity Break	10:50 a.m. – 11:30 a.m.
100 Minute Learning Block	11:30 a.m. – 1:10 p.m.
2 nd Nutrition/Activity Break	1:10 p.m. – 1:50 p.m.
100 Minute Learning Block	1:50 p.m. – 3:30 p.m.
Dismissal	3:35 p.m.



This agenda planner belongs to:

Student Name _____

Teacher Name _____

ST. MARY'S CATHOLIC SCHOOL PHILOSOPHY



St. Mary's School Student Vision

We believe that school is an exciting challenge
Each day we practice the three R's
Responsibility, Respect and Reaching for the Stars
With an "I Can" attitude and God by our side
We will succeed

Our goal at St. Mary's Catholic School is to create a place where every individual is treated with respect and dignity in life. It is our objective to create a positive learning environment together with the parents, parish and community. As a Catholic School, students are taught the basic beliefs of our Catholic faith and how to live in a truly Christian community. Together we must guide them to respect themselves and the rights and property of others in order to ensure that the entire school community will have a pleasant, safe and productive school year.

We will encourage each student to:

- Develop a knowledge of God and the teachings of Jesus Christ; so as to continuously grow in faith;
- Develop an appreciation and understanding of the human dignity of self and others, through the teachings of the Roman Catholic Church;
- Develop the ability to make sound, moral judgments; think independently, and work co-operatively with others;
- Recognize that everyone in the school has the right to be treated in a courteous and considerate manner, so that we have a positive feeling towards ourselves and others;
- Participate in school activities to the best of their ability; and develop and contribute, as a valuable member of our school community, home and neighbourhood.

Our Catholic School Advisory Council (CSAC) is comprised of a group of hard-working parents and educators. Meetings are held at least 4 times per year to help enhance the quality of education and the school environment for all of our students. These meetings are open to any parent in the school and we would encourage you to participate whenever you are available. The dates and time will be placed on monthly calendars located on our website at: www.catholicboard.ca/stmary

Thank you for the trust you have placed in us to educate your children. Please be assured that we will do our best to provide them with a good academic and Catholic education. They are the world's future leaders and our greatest treasures.

Yours in Catholic Education,

M. Paolo Scalzo
Principal/Directeur
St. Mary French Immersion Catholic Elementary School

"Building communities of faith, hope and service"

A Message for Students

How to use this Planner

This planner will be a very useful tool for you this school year. It will help you to organize your day, your homework assignments, your projects and study plans. It will also help you to keep track of important events. We have included a section regarding the Windsor-Essex Catholic District School Board's Code of Conduct. The section on the *Community Code of Conduct* will help you to remember your responsibilities as a student at St. Mary School.

- Your teacher will discuss this Planner with you and show you how to use it to establish weekly goals, list assignments, plan for projects and tests, etc.
- Your parents will help you by checking your Planner entries on a regular basis so that they can help you to organize your work and to meet all homework and assignment deadlines.
- It is very important that you keep this Planner with you at all times. Record your entries as assignments are given.
- It is your responsibility to show the Planner to your parents every night and to ask them to sign it *when your homework is completed*. Return the Planner to school every morning.
- If you lose or ruin this Planner, you will need to purchase a new one. It is your responsibility to take care of it, like all other books and supplies.

Information for Parents

ATTENDANCE

- The Ministry of Education mandates that punctuality and attendance be recorded in your child's permanent records. If a pattern of lateness/absence develops, parents will be notified and intervention procedures implemented.
- It is the parents' responsibility to inform the school of their children's absence. Please call the school's main phone line at (519) 737-6446 x1 (24 hour access) and leave a message whenever your child is going to be absent from school.

SPECIAL PROGRAMS

- Field trips, school presentations and special programs are carefully planned in accordance with expectations from the Ontario Curriculum and are, therefore, **not optional for students**.

STUDENTS ON MEDICATION

- The primary responsibility for administration of medication to students belongs with the parents.
- It is the obligation of the parent to advise the teacher and principal of any medication the child is taking and of any potential side effects.
- If it should become necessary for the school to administer medication to your child, you must first obtain the appropriate form from the office, have it completed by your ***doctor*** and return it to the school. All medications are to be kept *at the office* in their original containers (to include directions for the proper administration of the medication).
- In fairness to students and staff, please do NOT send your child to school after an illness until he/she is able to participate in physical education classes and take recess outdoors.
- If a student (or student's sibling) develops a Communicable Disease, parents must report the outbreak to the school and follow the minimum absence guidelines recommended by the Health Unit (519-258-2146 ext. 1422, 1444 or 1447). Health Unit website: www.wechealthunit.org

ACCESS TO STUDENTS

- All visitors, including parents, **MUST** report to the office. *Access to your child must be done through the office*. This restriction includes access in the schoolyard, classrooms and portables. Please note that parents will not be allowed in the playground at any time.
- As an important safety measure, it is necessary that administration and staff know who is in the school at all times. **All visitors, including parents, will therefore be required to sign our visitors' book and report to someone at the office each and every time they enter the school.**
- **Parents are not to walk their children to their classrooms.** No adult, other than School Board personnel and St. Mary staff, will be allowed to proceed past the office without permission from administration.
- Parents are always welcome to communicate with their child's teacher. Accordingly, you are asked to set up an appointment with the teacher at a mutually convenient time so that we can best address any issues that you would like to discuss.
- Parents must send *a written note* each time that they are going to pick their child up early from school (i.e., for an appointment), especially if the child regularly takes the bus. This system of communication will greatly decrease the number of non-emergency phone calls to the school and provide for the safe dismissal of all of our students.
Early dismissals can be disruptive to a classroom and a child's success. Please try to limit those as much as possible.
- In an emergency or in the case of unforeseen circumstances when it becomes necessary to phone about arrangements for having your child picked up, please contact the school early in the day so that we can ensure that your requests be accommodated. When you arrive, be sure to come to the office where your child will be sent to meet you. *No child will be allowed to leave at any time with someone other than the persons you have specifically approved to pick up your child.*
- To reduce the number of interruptions in the classrooms, we will be unable to relay messages to students or teachers during instructional hours. We are asking parents to use the student agendas to communicate with the teacher or to send reminders with your child (i.e., doctor's appointment).
- We ask that all parents who pick up their children do so at dismissal time which is **3:35 pm**. *Please do not arrive earlier or later than this prescribed time.* Parents are asked to wait outside where your child will be released to you. This will allow for the most efficient use of school personnel and of instructional time and will help ensure the safe dismissal of students.

HOMEWORK

Classroom teachers have the discretion to assign homework to their students, as they see fit. However, a general rule of thumb for assigning homework is completion of work not finished in class as well as review for tests, projects and assignments.

Parents: Please encourage your child to do homework daily and sign it for them in their agendas.

▶ THINGS TO REMEMBER ABOUT HOMEWORK

- ❑ Assignments are the responsibility of the student & must be completed on time by the **student**.
- ❑ Students are encouraged to work to the best of their ability and use their agendas daily.
- ❑ Homework should be done in a quiet area with minimum interruptions & properly supervised.

INTERNET

The Windsor Essex Catholic District School Board is committed to providing schools with access, with teacher supervision, to the Internet and believes that it will enhance students' opportunities for developing life-long skills as independent learners, creative thinkers, enthusiastic problem-solvers and effective communicators. Students will be responsible for appropriate behaviour on school networks. An agreement form will be distributed to all Internet users, which is a binding contract to be obeyed by all students.

Internet Etiquette: The use of the Internet is a privilege and breach of any terms and conditions may result in a cancellation of those privileges and further disciplinary action. The terms include (but are not limited to) the following:

1. Politeness: no abusive messages are to be written, displayed or sent to others.
2. Use appropriate language: swearing, using vulgarities, etc. is strictly forbidden.
3. Privacy: students shall not participate in any chat rooms or communication without the direct supervision of teachers.
4. Respect for others: use of the network must not be conducted in a disruptive and/or selfish way (downloading huge files during prime time, sending mass e-mail messages, annoying other users).
5. Recognition: all communications and information accessible via the network must be assumed to be private property and therefore, subject to copyright restrictions.
6. Security: attempt to log on to the system as any other user and/or as a system administrator shall result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
7. Students visiting inappropriate web sites will be disciplined and have their Internet privileges revoked.
8. Sharing or forwarding inappropriate images or content.

INTERNET SAFETY: We aspire to work closely together with our families to ensure that the children are safe and well monitored while using the internet. The Board and our school have invested a great deal of resources to educate families as to the potential dangers that exist when those who are too young to protect themselves from predators are at such a high risk. Please join us by monitoring them closely. It is not a matter of privacy, it is a matter of leadership, monitoring and mentoring safe practices to harness all the good we can from such a great tool.

PARKING

Parents and visitors are asked to follow the parking signs in front of the school. Please do not, at any time block the bus routes or the front entrance. Please adhere to the fire route signs in front of the school and at the bus loading area to facilitate a smooth flow of traffic. For your convenience, we have permission from the church and hall to use their parking as overflow. Please do not park in the cemetery or use the Rectory's driveway.

ARRIVAL AND PICK UPS

Students must NOT be dropped off at school before 8:55 a.m. There will NOT be supervision provided before that time. Please adhere to instructions for parking. **NO STUDENT** should be dropped off or picked up in the designated bus-loading zone. We do not encourage students to cross lane ways or parking lots to and from your car. Please do not go between the buses or block them when they are loading or unloading. Parents of older students may consider dropping off their child at the Church parking lot and have them safely walk from there. Students are to be picked up no later than 3:35 p.m.

INCLEMENT WEATHER **(LISTEN TO FOLLOWING STATIONS).**

In the event of impending severe weather conditions, parents must consider the safety of their children in deciding whether or not to send them to school.

INCLEMENT WEATHER - Announcements regarding bussing delays or cancellations will be broadcast during the 7:00 a.m. news on these stations: **540--CBEF; 580--CKWW; 800--CKLW-and-1550--CBE-WINDSOR/ESSEX COUNTY --730 – HYR--LEAMINGTON/ WINDSOR/ESSEX COUNTY.**

Parents of students receiving transportation should be familiar with the WESTS procedures located on www.buskids.ca website.

Please be advised that if bussing is cancelled **it will not operate for the entire day unless it is for early morning fog.** If parents choose to drop their children off at school, it will be their responsibility to make the necessary arrangements for the safe return of their children at the **end of the day.**

Parents shall provide the school with updated emergency contact information.

WEATHER RELATED EARLY DISMISSALS - Parents are advised, that at times, due to inclement weather, classes may be dismissed early. Alternate arrangements should be considered if young students are to be bussed to an unattended home. In the event that we must evacuate the school immediately, our **PRIMARY EMERGENCY SITE** will be **St. Mary Church Hall** and our **SECONDARY EMERGENCY SITE** will be **Holy Name School.**

PLEASE DO NOT CALL THE SCHOOL, AS THE LINES MUST BE FREE FOR US TO COMMUNICATE WITH THE BUS COMPANY AND/OR SCHOOL BOARD!

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD CODE OF CONDUCT

The following is mandatory for inclusion in each WECDSB school's local code of conduct and is based on the requirements established by the Ministry of Education.

1.0 GUIDING PRINCIPLES AND PURPOSES OF THE CODE

- 1.1 The standards of behaviour set out within this code apply not only to students, but also to all individuals involved in the publicly funded school system – parents, volunteers, teachers, staff members, and visitors – whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.
- 1.2 All members of the school community are to be treated with respect and dignity, especially persons in positions of authority.
- 1.3 To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community. This includes appropriate representation on digital platforms, appropriate profile icons.
- 1.4 To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- 1.5 To encourage the use of non-violent means to resolve conflict.
- 1.6 To promote the safety of people in the schools.
- 1.7 To prevent the use of alcohol, vaping and illegal drugs and, except by a medical cannabis user, cannabis;
- 1.8 To prevent bullying in schools, including cyberbullying, and activities using electronic devices (recording, distributing);
- 1.9 To help ensure students in grades 9-12 can focus on learning, the use of cellphones and other personal mobile devices during instructional time must be stored out of view and powered off or set to silent mode, unless they are required: for health and medical purposes, to support special education needs, or for educational purposes, as directed by an educator. For students in grades K-8 cellphones and other personal mobile devices must be stored out of view and powered off or set to silent mode throughout the full instructional day except when they are required: for health and medical purposes, to support special education needs, or for educational purposes.

2.0 ROLES AND RESPONSIBILITIES

2.1 Parents

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;

- help their child be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the provincial code of conduct, the board's code of conduct, and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

2.2 **Students**

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for their own actions.
- follows the established rules and takes responsibility for the appropriate use of their personal mobile devices as outlined in this policy.

2.3 **Principals**

Principals, under the direction of their school board, take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone, under their authority, accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully with all members of their school community.
- reducing distractions for students through ensuring that student use of personal mobile devices follows the expectations outlined in this policy.
- model the standards of respect, civility and responsible citizenship.

2.4 **Teachers and School Staff**

Teachers and school staff, under the leadership of their principals, maintain a positive learning environment and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:

- help students work to their full potential and develop their self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;

- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibilities of citizenship, in particular the skill of respectful communication, both in-person and online.
- help students to work in a classroom environment that is conducive to learning and teaching by following the expectations outlined in this policy regarding the appropriate use of personal mobile devices for students.
- model the standards of respect, civility, and responsible citizenship. This includes modelling appropriate use of personal mobile devices. Educators are not to use personal mobile devices during instructional time, unless explicitly for work related purposes.

2.5 **Campus Ministers**

The campus ministers in secondary schools of the Windsor-Essex Catholic District School Board, under the leadership of their principals, assist in fostering a safe environment when they:

- coordinate activities to promote school unity;
- facilitate communication among varied partners within the school community;
- provide pastoral counseling for individual staff and students;
- make referrals to other school and community resources;
- strive to incorporate Gospel values in the life of the school community;
- initiate justice and peace issues and coordinate action plans; and
- contribute as a member of each local school's Crisis Response Team

2.6 **School Board**

School Boards provide direction to their schools that ensure opportunity, excellence and accountability in the education system. School boards:

- develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, safety and the principles of equity and inclusive education;
- seek input from school councils, their Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;
- review these policies regularly with students, staff, parents, volunteers and the community;
- establish a process that clearly communicates the Provincial Code of Conduct and school board codes of conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- ensure an effective intervention strategy and response to all infractions related to the standards for respect, civility, responsible citizenship and safety;
- provide opportunities for all staff to acquire the knowledge, skills and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment; and

- wherever possible, boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavour to share effective practices.
- ensure board policies relating to personal mobile devices are updated to align with the provincial code of conduct
- support schools in the implementation of the school code of conduct

2.7 Police, Parish and Community Partners

- Through outreach, partnerships already in place may be enhanced and new partnerships with community agencies and members of the community may also be created. Community agencies are resources that the Board can use to deliver prevention or intervention programs. Protocols are effective ways of establishing linkages between the Board and community agencies and of formalizing the relationship between them. These partnerships must respect all applicable collective agreements.
- The police play an essential role in making our schools and communities safer.
- Police investigate incidents in accordance with the protocol developed with the Board. These protocols are based on the Provincial Model for a Local Police/School Board Protocol, 2015, developed by the Ministry of the Solicitor General and the Ministry of Education

3.0 STANDARDS OF BEHAVIOUR

3.1 Respect, Civility & Responsible Citizenship

All members of the school community must:

- respect and comply with all applicable federal, provincial and municipal laws;
- comply with all Ministry of Education, school board and school policies;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect, both in person and online, at all times, and especially when there is disagreement;
- respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, gender identity, religion, gender expression, sexual orientation, age, marital status, family status, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect all members of the school community, especially persons in positions of authority;
- respect the need of others to work in an environment that is conducive to learning and teaching, including by ensuring that personal mobile devices are only used during instructional time for the educational and other permitted purposes outlined;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully; and
- refrain from using abusive language or swearing at another person

- not use personal mobile devices during instructional time except under the following circumstances:
 - i) for educational purposes, as directed by an educator
 - ii) for health and medical purposes
 - iii) to support special education needs

3.2 **Safety**

All members of the school community must not:

- be in possession of any weapon, including firearms;
- cause injury to any person with an object;
- threaten or intimidate another person;
- be in possession of, or under the influence of, or provide others with alcohol, tobacco, electronic cigarettes or related products, cannabis (unless the individual has been authorized to use cannabis for medical purposes) and illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol or cannabis to a minor;
- commit robbery;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias; and
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school or to the property of a member of the school community.
- record, take, or share non-consensual recordings or photos of members of the school community

***St. Mary
French Immersion Catholic Elementary School
Community Code of Conduct***

A) Preamble

Vision

As members of the St. Mary School Community, we are committed to providing a safe, healthy and productive environment in which opportunities for educational growth exist within an atmosphere based on Christian respect, dignity and fellowship for all people.

This document is designed to ensure that each St. Mary student is provided with the best Elementary, Christian, Educational experience possible, as outlined in the above Vision Statement.

The successful implementation of the Code of Conduct rests on the support and cooperation of all members of the St. Mary School Community, including: Students, Parents / Guardians, Volunteers, Staff, Parish Representatives and Board Administration.

This document applies to all school related areas, including: school property, school bus, bus stop, school functions/ activities, field trips, church functions, the internet, etc.

B) Student Rights and Responsibilities:

1] Students have the Right to:

- a. Receive their education in a Catholic environment with the right to know, love and pray freely to God.
- b. Participate and worship in an active faith community.
- c. Receive religious and moral education and the resources for spiritual growth.
- d. Be informed of their obligation to be of service to others, as taught through the Gospels.
- e. Receive their education in a free society with opportunities to participate as a Canadian Citizen, i.e., through the National Anthem, etc.
- f. Receive instruction that is suited to the students' needs and abilities.
- g. Be treated with respect and dignity.
- h. Learn in a positive atmosphere, free from harassment, abuse and violence.
- i. Have access to information about the greater school community.
- j. Participate in school activities appropriate to age and abilities provided that student responsibilities are appropriately addressed.

The office phone is a business line for use by office personnel and school staff. Students will only be allowed to use the office phone in the case of an emergency.

2] Students are Responsible to:

- a. Be appropriately prepared and participate in school classes and activities:
 - Attend school regularly and on time (8:55 a.m. - 9:10 a.m.).
 - Complete assignments to the best of their abilities.
 - Read, understand, support and follow the St. Mary School Code of Conduct, as appropriate to age and abilities. Ask for clarification and guidance where required.

- Listen respectfully and attentively to staff and any school announcements.
 - Respectfully listen to and participate in the National Anthem and Prayers.
 - Promptly deliver all reports and publications to Parents/Guardians.
 - Strive to work to the best of their ability in all areas of their education.
- b. Be positive representatives of the school community:
- Be courteous, kind and polite to others at all times.
 - Maintain respect for others (i.e., no name calling, opposition to authority, put-downs, spitting, etc.).
 - Maintain reverence and proper protocol at Church and religious functions.
 - Walk quietly and in an orderly fashion in the hallways and classrooms.
 - Stop and listen to announcements and directions, as required.
 - Use proper language at all times (i.e., no profane language, gestures, writing or drawings, etc.).
 - Gum chewing is not allowed (exceptions may be outlined by school personnel as is appropriate).
 - If eating at school, remain seated during lunch/snack, and keep their desks and floor areas as reasonably clean as possible.
 - Littering on school property, the bus or in the surrounding neighbourhood is not allowed. Practise recycling, reducing and reusing as part of your regular routine.
 - Be respectful of our immediate neighbours and their properties.
- c. Act within the limits of the Law and School Regulations:
- Read, understand and follow the regulations outlined within the Safe Schools section of this document.
 - Refrain from conduct injurious to the moral tone of the school or to the physical or mental well-being of others.
 - Weapons, cigarettes, e-cigarettes, vapes, illegal drugs, cannabis and alcohol are strictly prohibited.
 - Replica weapons, lighters, matches, and firecrackers are not allowed. Students in possession of/or responsible for any article that could reasonably be considered to be used as a weapon will be subject to disciplinary action.
 - Vandalism to school property is not allowed. Student(s) defacing school property (i.e. damaging, writing or drawing on the building, grounds, bus, furniture, equipment, books and materials, etc.) will be charged for damages as is appropriate. Parents / Guardians will be notified.
 - Students will be held accountable for the choices that they make and for the consequences of their choices.
- d. Promote a safe, educational environment:
- Personal mobile devices, such as iPods, cell phones, laser pointers, etc. are not allowed. If they are found, they will be confiscated and parents will be called to retrieve them from the office in the event of multiple incidents.
 - Skateboards, scooters and roller blades are not to be used on school property.
 - Bicycles and scooters should be locked. Bike helmets are required by law. Bikes and scooters must be walked on and off the property and allow the right of way to pedestrians.
 - All play or other equipment must be used in the manner for which it was intended.
 - The school takes no responsibility for the loss, theft or damage of any of these items.

- e. Engage in safe, appropriate play while at school:
- Treat each other's bodies and belongings with respect. Students must refrain from inappropriate or aggressive physical or sexual contact.
 - No fighting, play fighting, violent/aggressive behaviour or rough play.
 - No throwing or kicking stones, ice or snow. No using stones, ice and snow in a manner that could potentially harm or aggravate someone.
 - Intruding in other children's games is not encouraged, however, every attempt should be made to include as many children as deemed safe and appropriate.
 - Students must not be in the school at recess, or at anytime outside of the regular school hours, without staff permission.
 - Students must remain on school property at all times during regular school hours.
 - Bus students and students who regularly eat lunch at school ***may not leave the school grounds for lunch*** unless accompanied by a Parent/Guardian. In these cases, the school must be advised each and every time your child will be leaving the school property.
 - Under no circumstances will bus students be allowed to ride home on a different bus.
- f. Dress in an appropriate manner that reflects a respect for self and others:
- Cleanliness, neatness and modesty are expected in student attire.
 - Inappropriate Dress is defined but not limited to: logos, sayings, slogans, gang affiliation, and pictures that address or display sexual content, substance abuse, violence, profanity, racial or gender discrimination, or discrimination of any kind, or that otherwise demeans an identifiable individual or group. In addition, clothing that bears a negative message or image is inappropriate.
 - Unless otherwise specified, students are not to wear hats inside the school.
 - In all cases, school administration will make the final determination as to the appropriateness of student attire.
- g. Bus etiquette:
- Behaviour on the bus is expected to be the same as in the classroom. In fact, the bus is an extension of the classroom. It is a privilege to take the bus, not a right. Unacceptable or inappropriate behavior will revoke that right. Student patrols are on the bus to ensure safety and co-operation with the bus driver and all passengers.
 - **Bus company rules do not allow for students to switch buses to go to a friend's house or to a different stop for babysitting or other purposes.**

Consequences:

Consequences for violations of the Code of Conduct shall be appropriate to the individual and the circumstances of the situation, in accordance with this document, Windsor-Essex Catholic District School Board Directives, and the Ministry of Education Acts, Regulations, Guidelines and Directives, including The Safe Schools Act (BILL 212).

C) **Parents / Guardians Rights and Responsibilities:**

1] **Parents / Guardians have the Right to:**

- a. Expect a safe and secure school environment.
- b. Expect that they and their child(ren) will be treated in a respectful and equitable manner by all members of the St. Mary School Community.
- c. Be informed of serious school concerns regarding their child(ren), within a reasonable timeframe.
- d. Be assured that all matters regarding their child(ren) will be held in confidence as deemed reasonable and appropriate.
- e. Request a Teacher / Staff interview at a mutually convenient time, as the need arises.
- f. Expect that upon request, when their child(ren) is/are absent from classes, to be able to pick up classroom work at a pre-arranged time, having provided sufficient notice.

2] **Parents / Guardians have the Responsibility to:**

- a. Be partners with the School Community in the Educational process. Cooperate with the school in developing and fostering positive attitudes toward learning and appropriate Christian behaviour.
- b. Respect and support the Catholic nature of the school.
- c. Read, understand, follow and help support the protocol and procedures as outlined in the Code of Conduct and ask for clarification where required.
- d. Ensure that their child(ren) attends class regularly, on time and prepared for daily activities.
- e. Encourage their child(ren) to get adequate sleep and to eat healthy meals, including breakfast, lunch and snack(s).
- f. Be actively involved in their child(ren)'s education by monitoring and supporting their child(ren) as they complete the required assignments.
- g. Be actively involved in their child(ren)'s school life by participating in parent interviews, special events and other activities, where appropriate.
- h. Review and sign all school communications, as required.
- i. Inform the Staff/office when their child(ren) will be absent or late.
- j. Leave all deliveries such as books, lunches, etc. at the School Office to minimize class disruptions.
- k. Request, with reasonable notification, any classroom work required for an extended absence.
- l. Communicate with the Staff any circumstances that may affect their child(ren)'s behaviour, or ability to learn.
- m. Work with the Staff to resolve any difficulties that may arise.
- n. Resolve any difficulties by approaching the School System in the following order, according to proper protocol: **1st – Teacher, 2nd - Principal, 3rd – Superintendent of Education.**
- o. Encourage their child(ren) to take positive actions to enhance the school and surrounding neighbourhood environment, i.e. reducing, reusing, recycling, minimizing litter, etc.
- p. Read, understand and follow the regulations outlined within the Harassment Section of this document.
- q. Provide the office with a complete and updated list of reliable persons who have your permission to pick up your child from school or from the bus stop.

BUSING OF JUNIOR & SENIOR KINDERGARTEN STUDENTS

- **NO** Junior/Senior Kindergarten student will be dropped off without parental presence at the bus stop.
- The bus driver will notify the company and the school if there is no caregiver at the drop-off stop.

- When the child is returned to school, the parent is contacted and is **responsible** to pick up the child immediately.

D) Staff Rights and Responsibilities:

1] Staff has the Right to:

- a. Be treated with respect and dignity by all members of the St. Mary School Community.
- b. Expect cooperation, support and appropriate behaviour from all members of the St. Mary School Community while at school and at any related school functions/activities.
- c. Anticipate that parents and students will work together with school personnel in all areas of the child(ren)'s education.
- d. Expect that Parents / Guardians will first approach the teacher to resolve concerns or issues.
- e. Be informed of any circumstances that may affect a child(ren)'s behaviour and/or ability to learn.

2] Staff has the Responsibility to:

- a. Work with all members of the St. Mary School Community to create a positive and safe learning environment that respects the rights and dignity of each person.
- b. Work with the School Community to establish and maintain an atmosphere that manifests the Catholic nature of the School
- c. Promote the students' learning in all aspects of their work.
- d. Set a high standard of behaviour for the children through their everyday example in action, language and attitude.
- e. Act in a kind, firm, respectful and equitable manner.
- f. Read, understand, support and help implement the Code of Conduct. Ask for clarification where required.
- g. Ensure that the children's needs are being met through regular classroom instruction and guidance, requesting extra assistance and/or outside resources, as required.
- h. Acquaint themselves with the special needs and circumstances of their students early in the academic year.
- i. Communicate serious concerns (i.e., academic or behavioural) affecting a child(ren) with the Parent/Guardian within a reasonable timeframe.
- j. Maintain confidentiality with regard to a child(ren) and/or their families as deemed reasonable and appropriate.

ANAPHYLAXIS

- St. Mary School is an allergen aware school. There are students attending our school who have severe, potentially life-threatening allergies (anaphylaxis). Exposure of these students to certain allergens can cause reactions affecting airway and circulation.
- We are a **scent aware school**. We kindly ask that all staff and students refrain from using perfume/cologne or other scented products while on the premises of our school. Your cooperation with this important health matter is greatly appreciated!
- Although we can never guarantee an "allergy free" school, we ask that you join us in our commitment to create as safe an environment as possible for these students.
- The most common allergens are peanuts, tree nuts, fish, seafood, eggs, and stinging insects. Reactions to peanuts, tree nuts and shellfish tend to be the most serious. *Peanut allergies are the leading cause of food-induced anaphylaxis death.*

- We have a school anaphylaxis plan in place, which includes strategies for reducing risks for these students. We ask that you join us in that endeavour and refrain from sending any lunches or daily snacks that contain peanuts, peanut butter, nuts or nut products.

CLASS TREATS FOR BIRTHDAYS/SPECIAL OCCASIONS

- We are asking for your cooperation if you are planning to send in “treats” for the class. We appreciate your effort to make this special time more enjoyable for the students and we ask you to send only **non-food treats** such as pencils, stickers, or inexpensive toys. Your child’s teacher may be able to assist you with some ideas.
- The children will celebrate special occasions with their friends and teachers at school through fun and educational activities, and can later enjoy food treats with their families at home.

RESPONSIBILITY OF ALL PARENTS:

- Be aware of and comply with the school’s anaphylactic plan.
- Respond co-operatively to requests from the school to eliminate allergens from packed lunches and snacks.
- Participate in parent information sessions.
- Encourage students to respect the needs of the anaphylactic student and school policies and procedures.
- Educate students to refrain from ‘bullying’ or ‘testing’ a student with a food allergy.
- Respond cooperatively to requests from the school to refrain from sending in food-based treats for holidays or special events.

It is the responsibility of the parents of an anaphylactic student to provide the school with current medication/Epi-pen and documentation. Please note 2 Epi-pens are now required – one for the office and one to be kept with the student/classroom (age appropriate). A Student Health Plan must accompany the medication.

CONCUSSION PROTOCOL:

The Board is committed to ensuring the safety and well-being of students and recognizes that health and safety of students are essential preconditions for effective learning. Research demonstrates that a concussion can have a significant impact on a student-cognitively, physically, emotionally and socially. Proper recognition and response to concussion in the school environment can prevent further injury and assist with recovery. For all of the reasons stated above, when we suspect a possible concussion, you will be notified and your child will be dismissed with documentation that will need to be filled out by yourself and their doctor where necessary. Any injury or a blow to the head, face or body that transmits a force to the head of a student will be observed by staff and we will notify parents if any symptoms or signs are present.

BILL 212-LEGISLATIVE CHANGES TO THE SAFE SCHOOLS ACT

The Education Act, as amended by the Education Amendment Act (Progressive Discipline and School Safety), 2007 was implemented to effectively combine discipline with opportunities for students to continue their education. The legislative changes were implemented through Bill 212 and came into effect on February 1, 2008. Highlights of the legislative amendments are outlined on the following pages.

Please refer to Board Policy and Procedure for a more detailed understanding of the legislative requirements.

SUSPENSIONS

ACTIVITIES LEADING TO A POSSIBLE SUSPENSION

A principal/vice-principal shall consider whether to suspend a student if he/she, after investigation, determines that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate, taking into account any mitigating and other factors that might be applicable in the circumstances.

The infractions for which a suspension may be imposed by the principal include:

- Uttering a threat to inflict serious bodily harm on another person;
- Possessing alcohol or illegal drugs;
- Being under the influence of alcohol;
- Swearing at a teacher or at another person in a position of authority;
- Committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the student's school;
- Bullying; Bill 13 <http://www.edu.gov.on.ca/extra/eng/ppm/144.pdf>
- Medical/Immunization- Students without up-to-date immunization records
- Possessing cannabis (unless the pupil is a medical cannabis user)
- Being under the influence of cannabis (unless the pupil is a medical cannabis user)
- Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; or to the moral tone of the school; or
- Any act considered by the principal to be contrary to the Windsor-Essex Catholic District School Board or School Code of Conduct.

A pupil may be suspended only once for an infraction and may be suspended for a minimum of (1) school day and a maximum of twenty (20) school days.

SUSPENSION PENDING EXPULSION

Subject to mitigating and other factors, a principal shall suspend a student if he/she has reasonable grounds to believe that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate. The principal will promptly conduct an investigation to determine if he/she will recommend to the board that the student be expelled by the board.

These infractions include but are not limited to:

- Possessing a weapon, including possessing a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons, illegal or restricted drugs;
- Committing robbery;
- Giving alcohol to a minor;
- An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and/or working environment of others;

- Activities engaged by the student on or off the school property that causes the student's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or board;
- Activities engaged in by the student on or off school property that have caused extensive damage to the property of the board or to goods that are/were on board property;
- The student has demonstrated through a pattern of behaviour that she/he has not prospered by the instruction available to him or her and that she/he is persistently resistant to making changes in behaviour which would enable him or her to prosper; or
- Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

***Certain infractions may require police involvement as outlined in the Police/School Board Protocol.*

PROGRAMS FOR STUDENTS ON LONG TERM SUSPENSION OR EXPULSION

A student who has been suspended for 6 school days or greater will be eligible to access an alternative to suspension program for suspended students developed by the board. Although a student is not compelled to participate in the program, they are strongly encouraged to do so.

Program for Students on a Suspension of Six to Ten School Days: The program provided for in the Student Action Plan will have an academic component to support the student on a long-term suspension of six to ten days in continuing his/her education. For students on a suspension of six to ten school days, the principal shall consider what types of supports, if any, the student may require and shall assist in making that support available.

Programs for Students on a Suspension of Eleven to Twenty School Days: The program for the student that is suspended 11 days or greater will consist of both an academic component as described above, and a non-academic component. The purpose of the non-academic component is to assist students on a long-term suspension in the development of positive attitudes and behaviours. Counselling through our board, as well as community agencies will be made accessible to the student.

EXPULSIONS

A student may be expelled either from his or her school only or from all schools of the board. If a student is expelled from his or her school only, he or she will be assigned to another school of the board.

If a student is expelled from all schools of the board, he or she will be assigned to a board program for expelled students. The program for expelled students will have an academic and a non-academic component (as described above) that the student must complete if the student decides to access the program.

When a student has successfully met the objectives of the program for expelled students, he or she will be admitted to school.

PROGRESSIVE DISCIPLINE AND SUPPORTING POSITIVE BEHAVIOUR

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. When inappropriate behaviour occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is

both corrective and supportive. Schools will utilize a range of interventions, supports, and consequences that include learning opportunities for reinforcing positive behaviour while helping students make good choices.

For students with special education needs, interventions, supports, and consequences will be consistent with the student’s strengths, needs, goals, and expectations contained in his or her Individual Education Plan (IEP).

Please refer to the School Board’s website to view the model of Progressive Discipline under the Safe School’s tab at

<http://www.wecdsb.on.ca/parents-community-safe-schools.html>

BULLYING PREVENTION AND INTERVENTION

In recognition of the importance of addressing bullying, which can have a significant impact on student safety, learning and the school climate, bullying has been added to the list of infractions for which suspension must be considered.

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 will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances (e.g., online) where engaging in bullying will have a negative impact on the school climate.

Windsor-Essex Catholic District School Board 2024– 2025 Calendar

Holidays (No School)

Labour Day – September 2nd
Thanksgiving Day - October 14th
Christmas Break - December 23rd – January 3rd
Family Day – February 17th
March Break - March 10th - 14th
Good Friday – April 18th
Easter Monday – April 21st
Victoria Day - May 19th

Elementary Schools

Classes commence Tuesday, September 3rd
Last Day of School – Thursday, June 26th

Professional Development Days (No School)

September 20th
October 11th
November 15th
January 17th
February 14th
June 6th
June 27th

By signing below, I/we indicate that I/we have read through the Student / Parent Handbook and Code of Conduct and understand the rules and regulations that apply to my son's/daughter's education at St. Mary French Immersion Catholic Elementary School.

Student Signature: _____

Parent / Guardian Signature: _____

Date: _____