



**2023-2024  
Code of Conduct**

Immaculate Conception Catholic School  
1748 Pierre Street  
Val Caron ON P3N 1C5  
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**IMMACULATE CONCEPTION SCHOOL MISSION STATEMENT**

Immaculate Conception School is committed to a safe and respectful learning environment, where everyone helps to nurture the development of a love of learning, self, neighbour and God.

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### IMMACULATE CONCEPTION SCHOOL VISION STATEMENT

Immaculate Conception School is a community of learners where minds, hearts and faith in God's love are nurtured.

## IMMACULATE CONCEPTION SCHOOL

### CODE OF CONDUCT

The Immaculate Conception School Code of Conduct is in compliance with the Education Act and contains duties and responsibilities for principals, teachers, parents/guardians and students.

### STUDENT INFORMATION FORM

In September, your child will bring home a Student Information Form; it is important that all information be checked: home addresses, home phone numbers, work numbers, emergency contact numbers for your child. It is vital that the school be able to contact you. Please complete and return as soon as possible.

### CUSTODY

Should a custody issue in regards to your child occur, it is imperative that a copy of the court order(s) be provided to the school for enclosure in the student's file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

### SCHOOL TIMETABLE

8:00	School Office Opens
8:35	Students Arrival and Entry
8:45	Morning Bell
8:50	Classes begin
10:30	Morning Recess
12:05	Lunch (FDK Recess)
12:35	Recess (FDK Lunch)
1:00	Classes Resume
3:00	Dismissal

## SAFE ARRIVAL PROGRAM

**Parents are asked to contact the school before 8:30 a.m. at 705-897-4483 if your child is going to be absent from school.** The Safe Arrival Program requires that the school attempt to contact the parents and emergency contacts of each child that is not present. If a parent has not been reached, it is expected that a note clearly explaining why a student was absent be provided to the school.

## GUIDELINES WHEN TRANSPORTATION IS CANCELLED

### **Cancellation of Transportation:**

**Please call the school to inform us that your child will be staying home when transportation is cancelled.** Cancellation of transportation does not automatically mean that schools are closed. If transportation is cancelled, **schools remain open for all students.** School staff will be available at school to receive students. Parents are reminded to call the school and report their child's absence. **Cancellation of Classes:** This indicates that schools are closed **only to students.**

**System Closure:** System closure is declared during extremely hazardous conditions. System closure means that all schools and Board offices are closed to both employees and students.

**Communication:** If it is necessary to cancel school transportation or to do a System Closure prior to the start of the school day, the **decision will be communicated on local radio stations at approximately 7:00 a.m.** and will be posted on the Board's and Bus Consortium's websites.

## ABSENCES

Attendance is a significant part of a student's educational experience and of his/her evaluation process. Students are to attend classes on a regular basis, unless for reason of illness. Parents/guardians are responsible to ensure that students are attending school regularly or communicate reasons for absences with their child's teacher and the main office. **Please call the school if it is a "Snow Day" and school buses are cancelled, because schools are open and you are choosing to keep your child at home.**

## LATES

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. If a student must leave the building during the school day, parents/guardians must call the office

or message the classroom teacher. The classroom teacher will keep this note on file and inform the office. When students arrive late at school in the morning or afternoon, they must report to the office before proceeding to class.

#### LEAVING SCHOOL EARLY

To be excused from school, a student must present a note from his/her parents/guardians. The note should be given to the teacher in the morning. If a student is being picked up during school hours, parents/guardians must report to the school. When you arrive, please buzz the front door and a staff member will bring your child outside to you.

#### ILLNESS

Sick children are very uncomfortable at school. When a child complains of feeling ill every effort will be made to send him/her home. It is imperative that arrangements be made with a relative, friend or neighbour in the event that parents are not available to care for a sick child and use the ***STUDENT INFORMATION FORM*** to provide three names other than yourself.

#### MEDICATION

All students who need to take medication at school need to have an **ADMINISTRATION OF MEDICATION TO STUDENTS** form completed by their parent/guardian before the medication is administered at school.

Here are a few guidelines:

1. All medication and medical devices are to be stored in office, unless discussed and approved at an In-school meeting. A record of medication administered to the child is to be kept at the office by a designated staff member.
2. All medication needs to be submitted to the office by parent/guardian; please do not send medication with your child. Parents/guardians are encouraged to bring in the medication to the office.
3. All medication must be submitted in its original prescription container with the child's name on the prescription container.
4. The Administration of Medication form must also be completed for over the counter medication. The container must be labelled with the child's name.
5. Please discuss with your family doctor the possibility of antibiotics or temporary medications to be administered at home by the parent/guardian.

6. Parents/guardians must provide new medication if medication becomes expired.
7. Staff cannot administer any medication, prescribed or over the counter that does not come in its original container/package and without written consent.

#### INDIVIDUAL MEDICAL PLANS

All students who have a medical condition must have an Individual Medical Plan completed by their parent/guardian prior to or at the beginning of the school year.

#### IMMACULATE CONCEPTION SCHOOL IS A PEANUT/NUT AWARE SCHOOL

Immaculate Conception School has students with severe life-threatening allergies mentioned above. It is our intention to provide a safe environment for all students; therefore, we are requesting that your child not bring any food items that could contain those items, such as sandwiches, cookies, granola bars, birthday cakes/cupcakes, etc. It is hoped that parents/guardians will read food labels and choose food items that are free of the above ingredients for your child to bring to school.

#### BE SCENT AWARE

The SCDSB community is encouraged to reduce the use of fragrances and scented products, because exposure to scented products can trigger serious health reactions in anyone with sensitivities or allergies.

People can be affected by scented products including perfume, cologne, deodorant, soap, fabric softeners and laundry detergents.

We recognize the right to personal choice in fragrance; however, the air space is shared. The chemicals released into the air can be easily inhaled by those around us.

What can we all do to help?

- Use scent free alternatives
- If using scented products, please use them sparingly
- Do not apply scented products in a public area
- If you experience difficulties with a scent, approach the user of the scented product in a respectful manner and advise them that you are affected by the scent
- Seek understanding and cooperation if the problem persists, see the principal

## SMOKE-FREE ONTARIO ACT

### Smoking on School Property

Under the [Smoke-Free Ontario Act, 2017](#) (SFOA), smoking tobacco or cannabis and vaping has been banned on school properties, school buses as well as public areas 20 metres from the property boundaries.

It is also illegal to sell or offer to sell tobacco and vapour products in schools. Note that simply possessing a vape device or product is not an offence. This includes holding a vape device that is not activated.

Any individual who violates the prohibition on smoking and vaping in schools or on and around school grounds, may be charged and if convicted, face a maximum fine of \$1,000 (for a first offence) or \$5,000 (for any further offence). Any individual convicted of selling tobacco or vapour products on school grounds could face a fine ranging from \$2,000 to \$50,000, depending on the individual's number of prior convictions.

For a complete list of offences, please refer to the SFOA and the applicable sanctions.

### DRESS CODE

All students are to dress tastefully and responsibly. Style of dress and grooming should be consistent with the philosophy and moral standards of a Catholic School. Clothing that draws attention is a distraction to the learning process of others. General health and safety is to be considered as well. Comfort, warmth, safety and propriety are the criteria used in the following outline of acceptable school attire.

Students shall not wear:

- Outside shoes in class
- Hats or hoods inside the school
- Clothing exhibiting immoral pictures, offensive or double meaning slogans, advertisements of alcohol or other illicit substances, promotion of violence, or sexual stereotyping
- Clothing that fits too tightly or clothing that exposes sections of the back, chest or stomach.

- Loose, long, torn, or frayed clothing that may cause the student to trip and fall
- Loose clothing that may fall off the student
- Shoes with “wheelies” embedded in the sole, or have very high heels, or have slippery soles (safety issues)

Students should wear:

- Closed toe shoes at all times (safety issue)
- Strapped sandals when weather permits
- Non-marking running shoes are required for gym class

Consequences:

- Clothing will be changed
- Parents may be contacted to bring a change of appropriate clothing
- Incidences will be documented, reflection and/or loss of privileges may result for non-compliance of dress code

### OPHEA GUIDELINES FOR PHYSICAL EDUCATION:

#### JEWELRY:

Hanging jewelry must NOT be worn. Jewelry which cannot be removed, and which presents a safety concern (e.g., medical alert identification, religious requirement jewelry) must be taped or securely covered.

### FIRE DRILLS AND LOCKDOWN DRILLS

There will be six Fire Drills practices, and two Lockdown drills practices in the school year. The safety of our students and staff is the highest priority of the SCDSB, and schools must be prepared. Some emergency situations may prevent the safe evacuation of a school building and may require steps to isolate students and staff from danger by instituting a school lockdown. During our Lockdown drill, the school will be locked, and parents/guardians and guests will not be able to enter the school until after the drill. If the students must evacuate ICS, staff and students will proceed to École Jean-Paul II (school) located at 1795 Main Street in Val Caron.

### SCHOOL PARKING LOT

Parents, guardians and visitors to the school are to park in the designated parking lot and along the fence. Please do not park across from the school, Parents/guardians

dropping off their children to the daycare are asked to park in the Daycare parking zone, along Pierre Street and the fence or inside the fence. Daycare parents/guardians are asked not to park in front of the school in the Fire Route Zone. Please do not drive through the school yard and/or park in the school yard.

#### PICKUP/DROPOFF OF STUDENTS BEFORE AND AFTER SCHOOL

Parents and guardians are asked to please park their vehicle in the designated parking area, get out of their vehicles and wait inside the fence to pick up their children. For the safety of the children, when dropping off your child(ren) in the morning, please be sure to drop them off at the entrance on the side of the fence so they will **NOT** have to cross the street. For drop off and pick up, hold children by the hand so they cannot run into the street in front of traffic, and park in designated parking areas to again avoid students crossing the road.

Some families have agreed to participate in the drop off and pick up on Louis Street, which has alleviated some of the congestion. Please be aware of the ditch as you drop off and pick up.

#### SAFETY AND SECURITY OF STUDENTS

For the safety and security of all students, all parents/guardians /visitors and former students are asked to report to the office.

**Please refrain from walking your child to the classroom.** If students are being picked up by parents and/or guardians, students must be picked up inside the school and signed out at the office. Parents/guardians are asked

“CRIMINAL BACKGROUND CHECK”(CBC) means, in respect of the Board, a document concerning an individual which:

- a) was prepared by the police force or service from the national data on the Canadian Police Information Centre (CPIC) database within six (6) months before the day the Board collects the document;
- b) contains information concerning the individual's Personal Criminal History, and
- c) includes a check of the vulnerable sector. As per our Board policy, **all parents/guardians/volunteers attending field trips or assisting with special events in the class will need to provide the school with a current (this year) Criminal Background Check.**
- d) Parents/guardians/volunteers who have provided a CBC will be asked to sign an Annual Offence Declaration for each school year.

#### PARENT AND VISITOR SIGN IN BOOK/VISITOR BADGE

All visitors and parents must sign the VISITOR SIGN IN BOOK at the entrance of the school. Parents, please remember to sign out your child if you are picking him/her up before the end of the day. All visitors and parents must wear a **VISITOR BADGE** while in the school and/or on school property. All visitors and parents are asked to report to the office and obtain consent from the principal to be in the school, to visit a teacher in the class, or to be in the school yard. The visitor badges are obtained from the office.

#### FIELD TRIPS

The informed consent/Parental Permission form for field trips must be read and signed by every student who wishes to participate and by a parent/guardian of the participating student. **There must be written consent on the field trip form by parents/guardians for every field trip.**

#### ELEMENTS OF RISK ON FIELD TRIPS

The risk of injury exists in every educational activity/field trip. However, due to the very nature of some activities the risk of injury may increase. Falls, collisions and other incidents may occur and cause injury. Students must assume the risks and dangers. The safety and well-being of students is a prime concern and attempts are made to manage, as effectively as possible, the foreseeable risks inherent in the activity. The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity. If parents/guardians choose to allow their son or daughter to participate, parents/guardians must understand that they will bear the responsibility for an accident that might occur. The Sudbury Catholic District School Board does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of the students participating in this activity.

Student accident insurance coverage may be purchased through Reliable Life Insurance Company, and it is strongly recommended for students taking part in any athletic competition

#### BEHAVIOUR ON FIELD TRIPS

Students are expected to behave in the same manner as they would if they were in school during a regular school day. School regulations, behaviour policies, etc. will apply, as explained to them by their teachers/coach(es), and they will be followed for the duration of the season. Parents/guardians must understand that should the conduct of their son or daughter become detrimental to the safety and the welfare of others, they will be contacted, and their son or daughter could, at the discretion of the coach or teacher-in-charge, be returned home under supervision. In the event of absenteeism, remuneration for activity

expenses may not be provided. Students may lose the privilege of attending the field trip.

#### ACKNOWLEDGMENT ON FIELD TRIPS

Parents/guardians must read the elements of risk and behavior guidelines and be familiar with the current schedule of activities for field trips. Parents/guardians understand that in permitting their child to participate in these activities, they are assuming the risks associated with the activity. Parents/guardians who give their child permission to participate in the field trip activity believe, to the best of their knowledge, that their child is capable physically and emotionally to participate in this activity.

#### WINTER SAFETY

Winter is a beautiful season. Children enjoy the outdoors. For winter safety, all students need to wear their hat, mitts, scarves, coats, ski pants, boots etc... at all times in order to keep warm and prevent frostbite. All students are expected to go outside for recess. If students are not dressed appropriately, they will stay in for recess, and parents will be contacted.

Please speak to your children about not throwing snow, snowballs or ice chunks. It is dangerous, and we want everyone to be free of injuries.

#### SUMMER SAFETY

Spring and summer are seasons that call everyone to be outdoors. For student safety, please ensure that students protect themselves from the sun by wearing a hat, sun screen and sun glasses that block out UV rays. If students are wearing strapped sandals as their outdoor footwear, please be aware that your child may get hurt, if playing or running in the school yard. A running shoe is the best type of foot wear for playing in our school yard.

#### STUDENT ACCIDENT INSURANCE

A number of student accidents have been reported where the student is not covered by student accident insurance. Some accidents result in major dental restorative work being required, which can be very expensive for parents.

Basic student accident coverage can be obtained for a very small fee per year. This basic level of insurance covers both any present dental work required and any future dental work required as the student continues to grow.

If Parents are interested in obtaining this very important insurance protection for your child, then please complete the Student Accident Insurance application on the brochure

which is sent home at the beginning of the school

To have an application mailed to you, please contact:

Reliable Life Insurance Company  
Insuremykids  
Toll Free:  
800-463-KIDS (5437)  
or, enroll on-line at [www.insuremykids.com](http://www.insuremykids.com).

#### ASSIGNMENTS AND CLASS WORK

Students are responsible not only for their behaviour in the classroom and the school, but also for providing evidence of their achievement of the overall expectations within the time frame specified by the teacher, and in a form approved by the teacher. There will be consequences for not completing assignments for evaluation or for submitting those assignments late.

Students are expected to:

- Work to the best of their ability to participate in class lessons and activities
- Work to the best of their ability to complete projects, assignments and tests
- Behave in a manner conducive to learning
- Be respectful to peers, self, adults and property
- Bring home assignments and tests to be signed by parents/guardians
- Demonstrate honesty and pride
- Take care of textbooks/books/computers/ipads and return to teacher in good condition (Parents/guardians will be contacted, if textbooks/books/computers/ipads are damaged or lost. Parents/guardians will be responsible to replace items.)

Consequences:

- Verbal warning/reminder
- Loss of recess to complete work; homework club
- Loss of extra-curricular activities, privileges, excursions until work is completed
- Homework notice from teacher
- Teacher-Parent Conference
- Referral to the Principal
- Student Incident Report
- Reflection time
- Plagiarized work will not be graded or assessed; student will receive a Student Incident Report; student will redo the work.

#### EQAO

In the spring, students in Grades 3 and 6 will participate in the Education Quality and Accountability Office's

(EQAO's) Assessment of Reading, Writing and Mathematics, Primary and Junior Division. **Please ensure that your child arrives promptly each morning by 8:45 a.m., well rested and ready to begin. Please schedule appointments and outings on alternative dates and times.**

#### STUDENT EXPECTATIONS:

Immaculate Conception students are expected to:

- Follow directions, school routines and school rules
- Show respect for themselves, for others and those in authority
- Resolve differences through non-violent and peaceful means
- Refrain from inappropriate language and gestures
- Care for personal, school property and the property of others
- Participate in school religious activities
- Fulfill their obligation to work to the best of their ability
- Follow the dress code
- Enter the school in a quiet, orderly fashion
- Comply with the Code of Conduct expectations of all field trips/excursions.

#### **Classroom:**

In the classroom, students are expected to work to the best of their ability and,

- Speak respectfully to staff
- Display appropriate behaviour at all times
- Come to school prepared, on time and ready to learn
- Participate in school and classroom activities
- Complete all assigned tasks
- Be attentive and follow directions
- Walk in the classroom or hallways
- Use furniture, tables, desk, and chairs in a safe, appropriate manner

#### **Lunch time:**

Students are expected to:

- Eat healthy foods
- Eat only foods that are in accordance with the schools' food allergies policy
- Inform lunch supervisors of lunches containing allergic foods not permitted at school
- Sit in assigned seats and remain seated
- Listen and follow the lunch room supervisor's directions at all times
- Use appropriate language and manners
- Follow school waste management and recycling program
- Eat only the lunch prepared by parents; no sharing between students is permitted

- Bring non-breakable and recyclable lunch containers
- Students are not allowed to walk home for lunch.

#### **Playground/Recess time:**

Students are expected to:

- Play fairly and safely with peers, including refraining from any form of horseplay or rough play; no play fighting
- Abstain from inappropriate language and gestures
- Play within assigned boundary areas
- Show respect to playground supervisors at all times
- Follow all safety rules regarding the primary and junior play structures
- Stone/snowballs or projectiles cannot be thrown and used as play objects
- **Under no circumstances** will students bring matches, lighters, fireworks, or tobacco (vaping) products to school, nor articles which could pose a danger to others. These include; weapons, knives, water guns, slingshots, pea shooters, inappropriate toys, etc. It is also inappropriate for a student to pretend to have dangerous articles.

#### **PROGRESSIVE DISCIPLINE CONSEQUENCES**

Disregard for the above may result in any of the following:

- Verbal Warning/discussion
- Time out/removal from situation, loss of recess
- Apology (verbal or written)
- Classroom reflection
- Restorative good deed
- Communication with parent/guardian (agenda, phone call or interview)
- Removal of privilege, field trip
- Reflection
- Therapeutic withdrawal
- Suspension

#### LANGUAGE/GESTURES

Students are expected to use language and gestures appropriate to a Catholic school setting

Students shall not:

- Engage in verbal (oral and written) abuse of other students, staff members or parent volunteers
- Use vulgar, offensive, disrespectful language and gesture (for example: spitting, showing middle finger, sticking out tongue)
- Issue verbal, written or hand gesture threats
- Issue threats by means of the internet
- Use hand gestures to issue threats of violence or harm

#### VERBAL/PHYSICAL AGGRESSION

Students are expected to:

- Treat every individual with respect
- Use conflict resolution strategies

- Exercise diplomacy and common sense in peer interaction
- Refrain from sexual or psychological threatening, assault or abuse (verbal, physical or written)
- Refrain from discrimination in any form

**Students shall not:**

- Harass/bully
- Play fight, horseplay
- Fight or threaten others (verbal or written)
- Attack or assault causing serious injury
- Threaten or assault students, staff or volunteers
- Slander or defame the character of staff, students or volunteers

WEAPONS

Students shall not:

- Possess, use any weapon or item that can be used as a weapon that may cause harm to themselves or others
- Possess or use any incendiary devices including fireworks, lighters, matches, caps, zappers, bullets
- Throw or kick snowballs, sand, rocks or any other objects in a harmful way
- Use sling shots, pea shooters, laser pens
- Possess a weapon or any object that might cause harm
- Assault with a weapon

CIGARETTES, ALCOHOL AND DRUGS

Students are expected to adopt a healthy life style.

**Students shall not:**

- Smoke cigarettes/vape in or on the school's property
- Bring cigarettes, vaping products, cannabis, matches or lighters on school property or on the school bus
- Possess, consume alcohol, non-prescriptive and prescriptive drugs and/or any other substances
- Possess drug paraphernalia
- Use of solvents as a narcotic

SCHOOL PROPERTY

Students shall treat the property of the teachers, other students and the school with respect and care.

Students shall not:

- Willfully damage desks, lockers, textbooks, buses, sports equipment, playground equipment, washrooms, etc.
- Graffiti

Items not allowed in the class, at school or on the bus:

- Cell phones (if brought to school, powered off and kept out of sight during the day)
- Electronic devices, unless directed by the teacher

- Digital cameras
- Skate boards, in-line skates, scooters, roller blades
- Water guns
- Computers, IPADS, etc., unless directed by the teacher
- Personal CD-players, MP3 player, IPOD, etc. (unless directed by teacher)

The school is not responsible for lost, damaged or stolen student's personal property. If an item is of great personal or monetary value, please do not bring it to school.

USE OF LOCKERS/CUBBY SPACE

Students are expected to:

- Keep clean and respectable lockers/Cubby Space
- Use only the locker/cubby space assigned by the teacher

(The school is NOT responsible for items damaged, lost or stolen)

**The student shall not:**

- Display graffiti or inappropriate photos/pictures
- Possess prohibited items as covered in the Code of Conduct
- Use another student's locker
- Place a lock on the locker

CONSORTIUM INFORMATION

The Transportation Consortium has launched an informative website: [www.businfo.ca](http://www.businfo.ca). This site will provide information on the status of a bus (lateness), announcements, delays and procedures. You may also refer to this site concerning inclement weather announcements.

Students who qualify for transportation should ride the bus; however, if they do not ride the bus a note must be provided to the office explaining the circumstances. Students who do ride the bus must take the bus all the time. If there are any changes to be made regarding bussing, parents are to notify the Transportation Consortium directly. Students must get off at their bus stop, only the stop assigned by the consortium.

SCHOOL BUS BEHAVIOUR

Students are expected to comply with the Sudbury Student Services Consortium School Bus Discipline Policy Guidelines when riding to and from school, and on all school field trips. The Consortium provides transportation for all four School Boards in the Sudbury area and can be contacted from 7:00 a.m. till 5:00 p.m., Monday through Friday at 705-521-1234.

These guidelines are available for viewing on the



Consortium's website:

<http://www.businfo.ca/en/policies/> under Policies and Procedures. Behaviour guidelines and consequences are clearly identified for the following: Grades JK to 6.

### BUS INFRACTIONS

All students are to report all bus infractions to the bus driver. The bus driver is then to complete a bus incident report and forward this report to the principal.

Consistent infractions may lead to temporary or permanent suspension of the privilege of riding on the bus (including school field trips), or a suspension from school.

Students are responsible to the principal for their conduct on the bus and must obey instructions from the bus driver on behalf of the principal.

Riding the bus is a privilege, not a right. Here are some of the bus regulations as listed on the Consortium website and reviewed with students each year:

While on the bus, students shall:

- Follow all school rules ie. electronics
- Go directly to their seat and remain there until they reach their destination
- Remain seated at all times, facing forward with their back against the seat back and their legs turned toward the front of the bus
- Refrain from eating, drinking or littering the inside of the bus
- Refrain from using electronics ie. ipod, ipad, mp3 player, etc., on the bus
- Keep their books, school bags and any other objects on their lap and keep the aisle clear
- Take skates on the bus ONLY, if the skates have blade guards and are kept inside a special bag
- Be liable for any deliberate damage to the bus
- Never bully other students or the bus driver
- Refrain from speaking loudly, singing, making noise, horseplay, fighting, swearing, using abusive language, or hitting, biting or disturbing other students
- Obey the same rules and regulations as they would in a classroom
- Keep the bus safe and clean
- Follow all the bus driver's instructions in an emergency
- Refrain from throwing objects inside or outside of the bus

- Avoid distracting or speaking to the bus driver, except in an emergency

### SCHOOL BUS PATROLLER

Policy: The Sudbury Student Services Consortium may provide school bus patrollers to assist with safety on a school bus.

Operational Procedures: The school principal along with staff will recommend students for participation in the School Bus Patroller Program. School Bus Patrollers must complete a School Bus Patroller Application Form signed by a parent/guardian and the school principal. These will be kept on file at the school. Sudbury Student Services Consortium will train students to perform the duties of school bus patrollers to assist with safety on school buses. Yearly training will be offered in October to all bus patrollers. The primary duties of the patroller are:

- a) to assist younger children on and off the school bus,
- b) to assist children and the driver in emergency and evacuation situations,
- c) to foster qualities of leadership and good citizenship; and
- d) to wear the bus patroller vest when performing the duties of a bus patroller.

### BIKE SAFETY

With written consent students can ride their bicycles to school, and MUST wear a helmet. Cyclists under 18 are required by law (The Ontario Highway Traffic Act) to wear an approved bicycle helmet when riding a bike on a roadway or sidewalk. Parents/guardians can be charged, if they knowingly allow their children to ride without a bicycle helmet. Students are responsible for locking their bikes outside the school.

The school is not responsible for student's personal property.

### SKATING SAFETY

Listed below are rules that must be followed and enforced during school skating at the City of Greater Sudbury's Municipal Arenas:

- All skaters must wear CSA approved helmets during the skating sessions
- All skaters must move in the same direction at a moderate speed
- There is no playing tag, horseplay, backwards skating or figure skating

- There are no sticks, pucks or balls permitted on the ice
- There is no food or beverage permitted on the ice surface
- There are no boots or shoes permitted on the ice surface
- Only Canadian Safety Authority skating aids are permitted on the ice surface

OSBIE (Ontario School Boards' Insurance Exchange) recommends risk management must be taken into consideration when students go on any field trip.

### PHYSICAL EDUCATION SAFETY

All students will participate in their grade level physical education curriculum. If a student is to be excused from physical education class due to illness or injury, a medical note is required for the student. It is also expected that all students will be properly dressed for sports, fitness and health, in order for students to do daily activities. The dress code is to include:

- Running shoes must have shoe laces or velcro straps and non-marking soles (no black soles)
- No jewelry will be permitted

### THE PROVINCIAL CODE OF CONDUCT

The SCDSB and ICS Code of Conduct are in compliance with the *Education Act*, and it contains existing duties and responsibilities for principals, teachers and students. It also addresses the new requirements stipulated in Bill 157, "Keeping Our Kids Safe At School Act" (February 1, 2010)

The *Education Act* permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools. The purposes of the Provincial Code of Conduct are:

- to ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- to promote responsible citizenship by encouraging appropriate participation in the civic life of the school community;
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility;
- to encourage the use of non-violent means to resolve conflict;

- to promote the safety of people in schools; and
- to discourage the use of alcohol and illegal drugs.

The Provincial Code of Conduct became policy of the Minister of Education on October 4, 2007. The *Education Act* provides that every board take steps as the Minister directs to bring the Provincial Code of Conduct to the attention of pupils, parents and guardians of pupils and others who may be present in schools under the jurisdiction of the board.

### STANDARDS OF BEHAVIOUR

Under the Provincial Code of Conduct, all members of the school community must:

- respect and comply with all applicable federal, provincial, and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas, and their opinions;
- treat one another with dignity and respect 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, religion, gender, sexual orientation, age, or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measure to help those in need;
- seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- 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; and/or
- not swear at a teacher or at another person in a position of authority.

All members of the school community must not:

- engage in bullying behaviours;
- commit sexual assault;
- traffic weapons or illegal drugs;
- give alcohol to a minor;
- commit robbery;
- be in possession of any weapon, including firearms;
- use any object to threaten or intimidate another person;
- cause injury to any person with an object;

- be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- inflict or encourage others to inflict bodily harm on another person;
- engage in hate propaganda and other forms of behaviour motivated by hate or bias; and/or
- commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

***Suspension and Expulsion of Pupils***

Under subsection 306 (1) of the *Education Act*, a principal shall consider whether to suspend a pupil if he or she believes that the pupil 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:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. 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 pupil’s school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

If a principal decides to suspend a pupil for engaging in an activity described in subsection (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities.

The minimum duration of a suspension is one school day, and the maximum duration is 20 school days.

In considering how long the suspension should be, a principal will take into account any mitigating factors prescribed by the regulations.

\* Under clause 306(1)7 of the *Education Act*, a pupil may be suspended if he or she engages in any activity that is

an activity for which a principal may suspend a pupil under the policy of the board.

Under Board policy, a principal may suspend a pupil, if they believe that the pupil 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:

- Persistent truancy;
- Persistent opposition to authority;
- Habitual neglect of duty;
- Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media; and/or
- Other - defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

***Suspension Pending Possible Expulsion***

Under subsection 310 (1) of the *Education Act*, a principal shall suspend a pupil if they believe that the pupil 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:

- 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 a sexual assault;
- trafficking in weapons or in illegal drugs;

- committing robbery;
- giving alcohol to a minor;
- any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

Under Board policy, a principal must suspend a pupil pending possible expulsion, if they believe that the pupil has engaged in any of the following activities while at school, at a school-related activity or other circumstances where engaging in the activity will have an impact on the school climate:

- possession of explosive substance;
- serious or repeated misconduct; and/or
- other - defined as any conduct that is seriously injurious to the moral tone of the school or to the physical or mental well-being of others.

#### ***Mitigating Factors and Other Factors***

In considering whether to suspend a pupil or whether to recommend to the Board that a pupil be expelled, a principal will take into account any mitigating factors or other factors prescribed by the regulations.

#### ***Mitigating Factors***

Pursuant to the Suspension and Expulsion of Pupils Regulation, the following mitigating factors shall be taken into account:

- the pupil does not have the ability to control his or her behaviour
- the pupil does not have the ability to understand the foreseeable consequences of his or her behaviour
- the pupil's continuing presence in the school does not create an unacceptable risk to the safety of any person

#### ***Other Factors***

The following other factors shall be taken into account if they would mitigate the seriousness of the activity for which the pupil may be or is being suspended or expelled:

- the pupil's history
- whether a progressive discipline approach has been

used with the pupil

- whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment
- how the suspension or expulsion would affect the pupil's ongoing education
- the age of the pupil
- in the case of a pupil for whom an individual education plan has been developed;
- whether the behaviour was a manifestation of a disability identified in the pupil's individual education plan
- whether appropriate individualized accommodation has been provided, and
- whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct

#### **Notice to Parent or Guardian**

If the principal believes that a pupil of the school has been victimized, the principal shall, as soon as reasonably possible, notify the parent or guardian of the pupil. A principal may not notify a parent or guardian of a pupil, if in the opinion of the principal doing so would put the pupil at risk of harm from a parent or guardian of the pupil, such that the notification is not in the pupil's best interest. If the principal does not notify a parent or guardian because of the circumstances described above, the principal shall,

- document the rationale for the decision not to notify a parent or guardian of the pupil;
- inform the appropriate supervisory officer of the decision not to notify a parent or guardian of the pupil;
- if a teacher informed the principal of the harm, inform the teacher of the decision not to notify a parent or guardian of the pupil; and
- if the principal determines it is appropriate to do so, inform other board employees of the decision not to notify a parent or guardian of the pupil.

#### **APPLICATION OF STANDARDS OF BEHAVIOUR**

The Board's standards of behaviour apply to all members of the school community, including students, parents and guardians, teachers or other school staff members, volunteers and visitors.

The standards of behaviour apply:

- on school property;
- while travelling on a school bus or vehicle that is owned by the Board or that is under contract to the Board;
- in-school sports activities;
- in off-site school-sponsored activities; or
- in circumstances where engaging in an activity could have a negative impact on the school climate

## **ROLES AND RESPONSIBILITIES**

The Board's Code of Conduct recognizes that all members of the school community, including principals, teachers and other staff members, students and parents/guardians have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

### **a) The Board:**

The Board will provide direction to its Catholic schools that ensure opportunity, excellence and accountability in the education system.

The Board is committed to the principles and standards established by the Safe Schools policy. The Board will ensure all are treated with fairness, equity and respect. The Board will not accept behaviour which jeopardizes the well-being of members of the school community.

As part of its broader mandate, the Board will:

- 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, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- seek input from school councils, their Regional Parent Involvement Committee, their Special Education Advisory Committee, their Aboriginal Advisory Committee, community partners, social service agencies, parents, students, staff members, and the school community;
- establish a process that clearly communicates the Provincial Code of Conduct and the Board Code

of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;

- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, safety and equity and inclusive education; and
- provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop a Catholic school community and maintain academic excellence in a safe learning and teaching environment.

### **b) Principals:**

Under the direction of the Board, principals 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 his or her 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.

### **c) Teachers and Other School Staff Members:**

Under the leadership of their principals, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;
- communicate regularly and meaningfully with parents/guardians;
- maintain consistent standards of behaviour for all students;
- must respond to any student behaviour that is likely to have a negative impact on the school climate;
- must report an activity for which suspension or expulsion must be considered to the principal as soon as reasonably possible;
- demonstrate respect for all students, staff, parents/guardians, volunteers, and the members of the

school community; and

- prepare students for the full responsibility of citizenship

Teachers and school staff shall also assist principals in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers and school staff must assist the principals in conducting an investigation.

**d) Students:**

Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour and valuing diversity within the school community. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, 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 his or her own actions.

Students are expected to:

- adhere to the teachings of the Roman Catholic Church;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and judicious parent;
- be accepting and courteous to fellow pupils and obedient and courteous of teachers;
- show respect for school property; and
- understand and comply with the Board's and School's Code of Conduct.

**e) Parents/Guardians:**

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining and promoting initiatives to support and promote equity and inclusive education, and a safe and respectful learning environment for all students. Parents/guardians 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;
- show that they are familiar with the Provincial Code of Conduct, the Board's Code of Conduct;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

**f) Community Partners and the Police:**

Police and community members are essential partners in making our schools and communities safer. Community agencies are resources that the Board uses 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. Community partners need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

To facilitate the building of partnerships, and in keeping with our denominational rights as Catholic schools with a specific mandate that must be respected, every school board will:

- direct schools to work with agencies or organizations that have professional expertise in gender-based violence, sexual assault, homophobia, sexual harassment, and inappropriate sexual behaviour to provide appropriate support to students, parents, and teachers in addressing these issues.
- maintain in up-to-date contact list of community agencies or organizations that have professional expertise in these areas, making the list available to staff and students of every school;
- ensure that all publicly funded school provide access to public health units to deliver their mandated public health curriculum.

**REVIEW**

The Board's Code of Conduct will be reviewed for possible revisions to be conducted as per Board policy. The Board will continue to seek input from school councils, their Regional Parent Involvement Committee, their Special Education Advisory Committee, their

Aboriginal Advisory Committee, community partners, social service agencies, parents, students, staff members, and the school community in the review process.

## CODE OF CONDUCT FOR SCHOOLS

The Board's Code of Conduct applies to each school site as the School's Code of Conduct.

## PERSONAL ELECTRONIC DEVICES

### (PED's) - STUDENT

-The school Principal, in conjunction with the support of all school staff, is responsible to ensure the implementation and management of this APG at the school level.

-The school Principal, in conjunction with the support of all school staff, is responsible to ensure the implementation and management of this APG at the school level.

-The visibility and acceptable use of PEDs by students in the school or on school premises shall be authorized by the Principal, in consultation with school staff, and shared with staff and students.

-Students will ensure that PEDs are powered off and kept out of sight during the school day except in areas and for purposes authorized by the principal in consultation with staff.

-In the event that an emergency is occurring, the Principal will provide instruction to the school community pertaining to the acceptable use of PEDs for the specific emergency only.

-PEDs will under no circumstances be used by any student for the capture of photo, video or audio recording or for sharing/posting of individuals or groups without the express authorized permission of those involved and/or captured or as authorized under "Scope of the APG" and the Student Acceptable Use of Information Technology Agreement.

-The use of PEDs for the purpose of sending, receiving, checking personal text messages or for cell phone communication is prohibited during classroom and instructional time.

-The use of PEDs in a manner that facilitates crime under the federal, provincial and/or municipal statutes is strictly prohibited and shall be subject to discipline and/or the reporting of any such incidents to the police services.

-Failure to comply with the Student Acceptable Use of Information Technology may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School/Board Code of Conduct, Board Policy, and/or the Education Act.

-The Board will not service a student's PED, nor will it

be liable in the event that the device is lost, stolen, damaged, or otherwise rendered inoperable.

## BULLYING PREVENTION AND INTERVENTION

**Bullying:** A form of repeated, persistent and aggressive behaviour that is 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 (Policy/Program Memorandum No. 144, released by the Ministry of Education on October 4, 2007).

Students may attain or maintain power over others in the school through real or perceived differences. Some of the areas of difference are, but not limited to, size, strength, age, intelligence, economic status, social status, solidarity of peer group, religion, ethnicity, disability, need for special education, sexual orientation, family circumstances, gender and race.

Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g. hitting, pushing, tripping), verbal (e.g. name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g. excluding others from a group, spreading gossip, or rumours). It may also occur through the use of technology (e.g. spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet website, or other technology).

Children who suffer prolonged victimization through bullying, as well as children who use power and aggression as bullies, may experience a range of psycho - social problems that may extend in to adolescence and adulthood.

**Cyberbullying:** The use of information and communication technologies, such as e-mail, cell phone and pager text messages, instant messaging, personal websites and online personal polling websites, to support deliberate, repeated and hostile behaviour by an individual or group, that is intended or perceived to harm others.

## COMPONENTS OF BULLYING PREVENTION AND INTERVENTION

The Board acknowledges the importance of actively promoting and supporting appropriate and positive student behaviours that contribute to and sustain a safe learning and teaching environment in which every student can reach his or her full potential.

Programs and activities that focus on the building of healthy relationships, inclusive and equitable learning environments, character development, and positive peer relations provide the foundation for an effective continuum of strategies within a school and school-related activities.

### **Prevention Strategies**

The Board/ICS supports the comprehensive prevention strategy that includes expectations for appropriate student behaviour in each of their schools through the following:

- Police / school partnership and programs/VIP
- Sudbury District Health Unit/school partnership and programs
- Virtues Program
- Indigenous Peoples and Multicultural Awareness
- SCDSB Mental Health Nurse
- Bullying Prevention Strategies
- Caring Adult Program
- Kelso's Strategies

### **Safe Schools Teams**

Each school has in place a safe schools team which reflects on the social teachings of the Catholic Church and is responsible for school safety that is composed of at least one student (where appropriate), one parent, one teacher, one support staff member, one community partner, and the principal.

### **STUDENT RESPONSIBLE USE OF INFORMATION TECHNOLOGY**

- Teachers shall provide students with instruction on the appropriate use of the information technology as per the Student Responsible Use of InformationTechnology Agreement annually. If other electronic communications methods are to be used they shall be accompanied by instruction on appropriate use and associated risks. Teachers shall advise students that the Board will from time to time and without prior notice to the student, access and/or monitor the Board's electronic information systems and/or student owned devices used on school premises and/or during school related activities.
- Teachers shall ensure that students accessing the Internet during instructional time do so as part of an instructional plan.
- Teachers shall address the student's inappropriate use of technology on school premises.
- Failure to comply with the Student Responsible Use of InformationTechnology Agreement may result in the loss of computer/network privileges, financial compensation to the Board, pursuance of criminal charges, and/or other disciplinary action consistent with the School/Board Code of Conduct, Board policies, and/or the Education Act.
- The Board shall use technology to further educational goals and promote Catholic values.

- Principals will require that students and their parent/guardian sign a Student Responsible Use of Information Technology Agreement prior to the student bringing in any PED, accessing the Internet or any Board owned technology.
- Principals will obtain the signatures of students and their parent/guardian on the appropriate Student Responsible Use of Information Technology Agreement annually.
- Principals will provide access to guidelines for student safety while using the Internet.
- Principals will establish the steps to be taken by students and staff to respond to the inadvertent access in the school to inappropriate/illegal material on the Internet.

### **Fair Notice to Staff, Students, Parents, Community Community Threat Assessment Protocol**

- The Sudbury Catholic District School Board is committed to providing a safe learning environment for all individuals students, staff, and community members.
- When a person's behaviour poses a serious threat to their safety or the safety of others, the Community Threat Assessment Protocol may be activated.
- The protocol will guide agency personnel to respond quickly to threatening behaviour and put measures into place to protect others and the individual(s) of concern.
- When the Community Threat Assessment Protocol is activated parents/guardians of a minor child/youth will be notified.
- The Sudbury Catholic District School Board, police services and community partners, including school boards will work together to assess the threat and implement interventions.
- The Community Protocol Partners will share information, advice and support, and plans will be developed to minimize risk.
- The parents/guardians of a minor child/youth who made the threat have an important role to play in the process of gathering information and establishing a plan for the minor child/youth, which will enable the team to evaluate and minimize risk.
- If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment at a Stage One will proceed.



- In sharing personal information, each individual's right to privacy will be balanced with the need to ensure the safety of all.
- If you have any questions regarding the Community Threat Assessment Protocol, please contact the Sudbury Catholic District's VTRA lead – Diane Zanier 705-673-5620 ext 243

Sudbury Student Services Consortium (Busing)  
 1760 Regent St. S. | Sudbury, ON | P3E 3Z8  
 Phone: 705.521.1234  
 Toll-Free: 1.877.225.1196  
 Fax: 705.521.1344  
 Website: [www.businfo.ca](http://www.businfo.ca)  
 E-mail: [trans@businfo.ca](mailto:trans@businfo.ca)

## Complaint Resolution Process

Education is a shared experience, involving the home and the school, and it can be strengthened through open communication. If a parent, guardian or stakeholder has a concern about a school matter, the following procedures for review of the issue are available:

Step 1: Contact the classroom teacher/staff member to resolve the matter. It is important to maintain regular contact with the school throughout the year.

Step 2: If the situation has not been resolved, contact the school Principal. The Principal will review the issue(s) and work to resolve the matter as quickly as possible.

Step 3: If the situation has not yet been resolved, contact the Superintendent in charge of the school involved. The Superintendent will review the matter and will respond to the parents/guardian/stakeholder about their concerns. Call (705) 673-5620 for contact information or go to the link below for more information.

Step 4: If the situation has not yet been resolved, contact the Director of Education to have the matter reviewed. You may also wish to contact your local Trustee if the matter remains unresolved.



## Key Contact Information

Immaculate Conception Catholic Elementary School  
 1748 Pierre Street | Val Caron, ON | P3N 1C5  
 Phone: 705.897.4483 Fax: 705.897.7512  
 E-mail: [immaculate@sudburycatholicschools.ca](mailto:immaculate@sudburycatholicschools.ca)  
 Louise Franklin, Principal

Sudbury Catholic District School Board  
 165A D'Youville | Sudbury, Ontario | P3C 5E7  
 Phone: 705.673.5620  
 Fax: 705.673.6670  
 Website: [www.sudburycatholicschools.ca](http://www.sudburycatholicschools.ca)  
 E-mail: [info@sudburycatholicschools.ca](mailto:info@sudburycatholicschools.ca)



