



# 2024-2025 Code of Conduct

## Immaculate Conception Catholic School

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The purpose of this Code of Conduct is to support the creation of a safe and welcoming learning environment, where everyone feels valued and accepted. It has been created as a reference for families and students. We have tried to encompass the essential components of our school. Please contact the school at 705-897-4483 with any questions or concerns. You may also visit our website at <https://immaculate.sudburycatholicschools.ca/> Further information can be found in PPM128

## **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

## **IMMACULATE CONCEPTION SCHOOL VISION STATEMENT**

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

## **FAITH FORMATION**

Immaculate Conception school is blessed to maintain a close relationship with our parish, St. Kevin's Church. Mass dates will be included on our monthly calendars. We come together in prayer each month as a school community through our Virtue Assemblies and are often joined by the priest to celebrate full mass.

## **SCHOOL HOURS**

8:00 a.m.	School Office Opens
8:35 a.m.	Supervision Begins
8:50 a.m.	Instructional day begins
10:30-10:45 a.m.	Morning Recess
12:05-1:00 p.m.	Lunch
3:00 p.m.	Dismissal

Supervision – there is no supervision of students prior to 8:35 a.m. Please do not drop students off prior to this time.

Please ensure students are at school ready to begin learning at 8:50 a.m. which means they should arrive prior to 8:45 a.m. When students are late, it often sets their day off poorly, they miss important information and they disrupt others.

## **STUDENT INFORMATION**

Your cooperation is requested in assisting with keeping student information current. It is vital that we have the correct information in case of emergencies. We asked that you keep the office informed of any changes that occur throughout the school year. Please ensure you have a minimum of **three** reliable emergency contacts.

## **CUSTODY**

Should a custody issue regarding your child arise, it is imperative that a copy of the court order(s) is provided to the school for 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

## **SAFE ARRIVAL**

The ministry of education has mandated every school to have a safe arrival plan. Promptness and regular attendance reflect a desirable attendance pattern.

If your child is late or absent, please call the school at 705-897-4483 or email at [immaculate@sudburycatholicschools.ca](mailto:immaculate@sudburycatholicschools.ca), prior to 9:00 AM. You may also enter the absence on the EDSBY app. If the school has not confirmed your child's absence, the school will attempt to contact you to verify. We are required to ensure that all students who are not in present are safely accounted for. Your child's safety is our number one priority.

## **PICKING UP STUDENTS AT END OF DAY**

If you are picking your child up at the end of the day, and this is a change from the regular routine, to avoid any confusion and ensure safety, please communicate to the classroom teacher prior to NOON, advising of the change. A verbal message from your child will not be accepted. You may also contact the school prior to 2:15 PM. No changes will be made after this time.

## **SIGN-IN/OUT BINDER**

In accordance with Safe School Policy, we have a sign-in and sign-out binder at the main office. ALL VISITORS, parents and guardians will be required to sign-in & out when visiting the school. VISITORS must also wear a Visitor Tag given to them by the main office.

## **ABSENCES**

Attendance is a significant part of a student's educational experience and of their evaluation process. The Ministry of Education indicates that "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 and to communicate reasons for absence with their child's teacher and/or the main office. After an absence, a student is responsible to complete missed assignments. If unexplained absences persist, referral to the Board's Attendance Counselor will be made.

## **LATENESS**

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. When students are late, they are to report

the office before going to class. Habitual lateness, particularly unexplained tardiness, could be referred to our Board’s Attendance Counselor.

**ILLNESS**

School is not a very comfortable setting for a sick child. Every effort will be made to send home a child who is or becomes ill. It is imperative that arrangements are made with a relative, friend or neighbour if a parent/guardian is not able to pick up their sick child. This is why we request THREE names, other than parents, to support the safety and well being of the student.

If your child is not well enough to take part in the regular routines of the school, including recess, please keep your child at home. This will eliminate the risk of spreading infection to other people in the building. Unfortunately, there is not a space for sick children to rest and therefore, the best place for them to be is home. To help reduce the spread of infection in schools, Public Health Sudbury and District requires the following infection control protocol for schools. (list is not exclusive, common examples only.)

COVID-19 like symptoms	Can attend with NO fever
Chicken Pox	Can attend if they have NO fever - regardless of rash
Impetigo	24 hours after antibiotic treatment prescribed by healthcare provider is taken
Diarrhea	Must be 48 hours symptom-free
Influenza	Keep at home until fever is completely gone
Norovirus	Must be 48 hours symptom-free
Whooping cough	With treatment, no school for five days, zero treatment no school for three weeks
Pink eye	24 hours after antibiotic has been taken (Must not have discharge or pus)
Ringworm	No school until treatment has started
Scabies	No school until 24 hours after treatment has been completed
Scarlet fever	No school for at least 24 hours following antibiotic treatment
Strep throat	No school for at least 24 hours following antibiotic treatment
Vomiting	Must be 48 hours symptom-free

**MEDICAL CONCERNS**

As per SCDSB policy, a medical plan will be created for all students with medical concerns. Parents/guardians must notify their child’s educator and administration of any student medical condition (e.g. diabetes, epilepsy, heart condition, severe allergies, asthma etc.) and support in developing a student individual medical plan.

## ADMINISTRATION OF MEDICATION

The Sudbury Catholic District School Board has adopted a very definite policy to assure safe procedures regarding the administration of medication to students. The intent of the policy is clear. Students will receive medication under proper supervision. The following points are intended to inform parents/guardians concerning the policy, which must be strictly followed.

- All medication must be turned over to the office for proper storage. No medication may be in the possession of the child with the exception of an inhaler or EpiPen,
- The school personnel may administer prescription medication, providing the appropriate consent forms are completed, and directions from the doctor are visible on the original container
- Records will be maintained at the school to indicate dosage and time medication was administered.
- Children with life-threatening allergies must have parents sign a form, allowing the school to use epinephrin when necessary. Students with a severe allergic reaction should be wearing a medical or bracelet or necklace, clearly indicating the allergy.
- If your child requires an EpiPen, inhaler or has any other serious medical issue, please ensure you have completed and signed the Student Individual Medical plan form and return to school.
- Please keep the school up-to-date on any medical concerns you have regarding your child

## ALLERGIES

Some students have life-threatening food allergies triggered through taste, touch and smell. A reaction arises from the allergin entering the students body. If there are students that have life-threatening food allergies, we will advise families through a letter sent home about the allergy and which food product will not be allowed at the school.

As a general rule, we ask that families refrain from sending any peanut butter/nuts/nut oil snacks to school. **This is a peanut/nut free building.** Parents/guardians are asked to read labels carefully for products that may contain not products to ensure the safety of all of our students. If you wish to send food to school for any other student other than your own child, for example, for a birthday, it must be store-bought and properly labelled with all ingredients listed.

To ensure the health and safety of all who work and attend immaculate, we are also a **Scent Free** school. We ask everyone to refrain from using perfumes, and overly scented lotions/creams.

## **FIRE EVACUATION/LOCKDOWN**

As per board policy, Immaculate Conception, school is required to conduct three fire drills and one lockdown drill in the Fall and three fire drills and one lockdown drill prior to the summer break. Participation in drills is mandatory, as they are conducted to properly prepare students and staff for a possible emergency.

## **EVACUATION PROCEDURES**

The school has policies in place in case there's an event that makes it necessary for us to evacuate the school area. The designated spot we will walk to is, Jean Paul II Elementary School. If this is necessary, we will communicate with families through our social media Facebook page, and we will have emergency phone call logs that we will use to contact all families. We will also use our EDSBY app. Our concern will be to ensure the safety of the students first, before we have time to communicate with those outside of the school.

## **LUNCH TIME**

- Appropriate manners and respect or expected from all students during our lunchtime
- Non-breakable, reusable/recyclable containers are encouraged for use in school lunches
- A good thermos is ideal for warm lunches and cold beverages. Students are not permitted to heat lunches at school.
- Students cannot share any lunch items with one another
- Students are expected to sit in their own seats while eating lunch. Students are expected to clean up their eating areas and dispose of garbage in the appropriate waste receptacle at the end of lunch.
- The lunch monitors encourage students to follow the above expectations and are to be respected as other staff members
- The supervisors will dismiss students for outside

Through our Health Curriculum and the Ministry of Education Healthy Eating Guidelines (PPM 150) we teach students to make healthy food choices. Healthy food choices contribute to healthy bodies and minds. Please do your best to ensure that your child's lunches and snacks are as healthy as possible, minimizing the amount of sugar they ingest during the school day.

The Ministry of Education Policy and Program memorandum 150 states "all food and beverages sold on school premises must meet the nutrition standards as set out by the Ministry. These nutrition standards embody, the principles of healthy eating set out by Canada food guide." For more information on these standards, please visit:

[www.ontario.ca/healthyschools](http://www.ontario.ca/healthyschools).

## **HOMEWORK**

Homework is an ideal opportunity for parents to become actively involved in their child's education. Homework in the form of completing assignments and reviewing schoolwork is an integral part of education. Homework should not be excessive – please contact your child's teacher if he or she seems to have excessive amounts of homework on a regular basis. Most teachers send home work that was not completed during the allotted work period or work that should be reviewed.

## **DRESS CODE**

Students are expected to dress appropriately for the school setting. Clothing that is suggestive or contains obscene statements/pictures or could be reasonably construed as promoting or symbolizing hate or discrimination or not permitted. Immaculate Conception School respects students' rights to express themselves in the way they dress. All students who attend Immaculate Conception School are expected to respect the school community by dressing appropriately for a Kindergarten to Grade 6 educational environment. Clothing and footwear must be appropriate and neat for the school setting and activity.

## **ELECTRONIC DEVICES**

- Student use of personal mobile devices (Kindergarten to Grade 6)
- Further details can be found on the board's website for APG SS50

To maintain a focused and engaging learning environment, students in kindergarten to grade 6 must ensure their personal mobile devices are stored out of you and powered off throughout the full instructional day. The instructional day is defined as "the full span of time during which students are required to be at school. It includes both instructional and non-instructional periods (recess/lunch etc.) the school day, typically begins with the first bell and ends when students are dismissed to go home." If an educator sees a personal mobile device that is not stored out of you, they must require the device to be handed in for the full instructional day and the device must be placed by the student storage area designated by the principal. This includes cell phones, tablets, and smart watches being used other than for telling time.

## **FILMING AND/OR RECORDING BY STUDENTS/PARENTS/GUARDIANS/VISITORS**

The filming and/or recording of meetings, events or any other school related activity is not permitted without the express consent/permission of the principal or principal designate.

## **SCHOOL INSURANCE**

It is the parent/guardian's responsibility to purchase adequate insurance to cover injuries that may occur at school. It is the school board's responsibility to inform you of the availability of such an insurance package. You can find information about this insurance at:

<https://www.sudburycatholicschools.ca/parents-2/student-accident-insurance/>

## **SCHOOL CLOSURE**

Our school district is often subject to varying and changing weather patterns. The schools within the city of greater Sudbury operate as a whole, and the decision to close affects all schools. The responsibility that we share with you for the safety of your children necessitates review of the procedure for the closing of school due to inclement weather or other emergency reasons in the event of an emergency.

## **INCLEMENT WEATHER**

Please listen to the radio or go to the board website or the consortium website ([www.businfo.ca](http://www.businfo.ca)) for decisions regarding busing and/or school closures due to bad weather. If buses are not running on a regular school day, and you are keeping your child at home, it is your responsibility to inform us that your child will not be attending. You may call or email the school. If you choose to transport your child on a “no transportation” day, they must be picked up in the main entrance by 3:00 PM. Should the school need to close due to Inclement Weather, parents and emergency contacts will be called to pick students up at school.

## **BUS REGULATIONS AND CONDUCT**

Bus drivers have a serious responsibility for the safety of the passengers on the school bus. They keep the Principal and the Transportation Officer informed about bus conduct through bus incident reports. A student may have transportation privileges revoked if they disregard bus safety rules. If your child gets a third incident report, your child may be suspended off the bus for a period of time. Parent/guardians of students excluded from using a bus must make transportation arrangements for their child. The bus is an extension of the school day. If rules are obeyed or observed on the school bus, there are consequences at the school level. Please review the Bus Regulations and conduct located at [www.businfo.ca](http://www.businfo.ca)

On the bus STUDENTS SHALL:

- Be at the bus stop five minutes prior to the schedule
- Refrain from loud or boisterous talking, fighting, and the use of abusive or profane language
- Refrain from eating, drinking or littering inside the bus (gum chewing is NOT permitted)
- Remain seated at all times
- Keep hands, legs, and head inside of the bus
- Cooperate with bus patrols
- Maintain safety in regard to other passengers at all times, including keeping one’s hands to themselves.
- Treat other students and passengers with the utmost respect



## **CODE OF CONDUCT**

The Immaculate Conception School Code of Conduct will be implemented in accordance with Ontario regulation for 72/07, and the Sudbury Catholic District School Board's Code of Conduct. The code of conduct also reflects the values and expectations of Immaculate Conception School.

### **SCDSB CONDUCT POLICY STATEMENT**

The mission of the SCDSB Code of Conduct is to provide students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith filled life. The mission is affirmed in board policies, including the Safe Schools Policy. The board is committed to making each one of its Catholic schools a caring place that is safe for learning. The purpose of the SCDSB Code of Conduct is to further promote the mission of the board and provide a consistent Code of Conduct for individual schools. SCDSB standards of behaviours applied to all members of the school community, including students, parents/guardians, teachers or other 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 under contract to the board;
- During school sport activities both in schools and offsite;
- Offsite school, sponsored activities;
- In circumstances where engaging in an activity could have a negative impact on the school climate.

### **PURPOSE OF THE CODE OF CONDUCT**

- To ensure that all members of the school community are treated with respect and dignity
- To promote responsible citizenship by encouraging appropriate participation in the life of the school
- To maintain an environment where conflict and difference can be addressed in a respectful and civil manner
- To promote the safety of people in schools

Parents fulfill their role when they:

- Showing an active interest in their child, schoolwork and progress
- Communicate regularly with classroom teachers
- Help their child be organized, appropriately dressed for weather, and prepared for learning
- Ensure that their child attends school regularly and on time
- Promptly report the school absence or late
- they are 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 conflict resolution
- Assist school staff in dealing with disciplinary issues involving their child

### **Student Expectations at Immaculate Conception**

Students are to take responsibility for their learning by:

- arriving at school on time
- are prepared for engaging in learning
- demonstrating serious and responsible attitude to daily work in all subjects
- carefully and thoughtfully completing tasks

Students are required to try to settle differences in the peaceful manner

- Students respect other peoples' property and personal space
- Students do not physically or verbally fight with other student
- Students speak respectfully to one another

Students are to follow the directions of the adults in charge, the first time they are given

- Students do not talk back to teachers or adults in charge, including substitutes, volunteers, and lunchtime supervisors

Students follow school expectations, which include

- Using appropriate language
- No teasing or bullying other children
- Being respectful
- No horse play in classrooms, washrooms or hallways
- Play in the assigned play areas only and follow direction of outside supervisors
- Do not throw any injurious objects, such as rocks, snowballs, sand, etc.
- Always observe safety rules

### **PROGRESSIVE DISCIPLINE AND POTENTIAL CONSEQUENCES**

Progressive discipline is a whole school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour, and builds upon strategies to promote positive behaviours. When inappropriate behaviour occurs, disciplinary/corrective measures include, but are not limited to the following:

#### **Classroom Level**

- Minor incidents – these are minor behaviours that can be managed in the classroom
- Teachers can use a variety of classroom interventions, such as, verbal warning, detentions, in class rewards system, loss of privilege or free time, etc.
- Communication with parents
- Behaviour contract for ongoing issues

- Referral to the office

#### Administrator Level

- Repeated Minor Incidents/Major Incidents are referred to the Principal
- When behaviour takes on a repeated, documented pattern, (i.e. defiance, noncompliance, etc) or becomes major, (i.e. bullying, swearing with tent, physical aggression etc.) teachers can refer to the office for intervention.
- Administrator meets to student and states expectations for appropriate behaviour
- Discussion about the issue at hand/debrief the situation
- Discussion of how to correct behavior and make restitution
- Administer consequence, such as detention, loss of privilege etc.
- Call parent to discuss conduct of student
- Meet with parent if behaviour persists
- Behaviour Support meeting with teacher, support staff, administration
- Family Referral for outside support (e.g. social work, psychology, pediatrician, community agencies)
- Possible Suspension (grades 4-6)
- Possible referral for expulsion hearing

#### SUSPENDABLE INCIDENTS

When behaviour is severe enough that contravenes the guidelines as indicated in Bill 212, such as theft, bullying, sexual/racial harassment, physical injury/assault, possession of alcohol, drugs, or weapons, fighting, etc., office interventions may include, behavior contracts, parental contact, suspension, or expulsion.

**IMMACULATE CONCEPTION SCHOOL follows the Sudbury Catholic District School Board (SCDSB) CODE OF CONDUCT which can be found at: <https://www.sudburycatholicschools.ca/wp-content/uploads/2021/10/2.-Appendix-A-Code-of-Conduct.pdf>**

Parents are encouraged to familiarize themselves with the School's, Board's and Provincial Codes of Conduct.

## COMMUNITY THREAT ASSESSMENT PROTOCOL (VTRA)

- Sudbury Catholic District School Board is committed to providing a safe learning environment for all individual 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 in place to protect others as well as the individual of concern
- When the community threat assessment protocol is activated, parents/guardians of a minor child/youth will be notified
- Sudbury Catholic district school board, police services, and community partners, 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
- In sharing personal information, everyone'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 Board's, VTRA lead.

