

NOTRE DAME CATHOLIC SCHOOL

2751 Partington Ave., Windsor, ON

www.wecdsb.on.ca/notred

Phone: 519-969-7040

Twitter: @notredwindsor

Home of the Wildcats

Principal ~ M. Dorion

Vice Principal ~ A. Fields

2022-2023



Morning Entrance 8:50 a.m. - 9:05 a.m.

10:45 a.m. -11:25 a.m. - First Nutritional & Activity Break

1:05 p.m. -1:45 p.m. - Second Nutritional & Activity Break

Dismissal 3:30 p.m.

This agenda belongs to:

NAME: _____

TEACHER: _____

WECDSB Tools 2 Go Login: _____

Tools 2 Go Password: _____

NOTRE DAME CATHOLIC SCHOOL PHILOSOPHY

Our goal at Notre Dame 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.

Building Communities of Faith, Hope and Service



Windsor - Essex Catholic District School Board

FOLLOW US ON SOCIAL MEDIA:

Facebook	Notre Dame Catholic Elementary School
Instagram	@notredwindsor
Twitter	@notredwindsor
Website	www.wecdsb.on.ca/notred
School Cash Online	http://wecdsb.schoolcashonline.com/

BELL TIMES:

Open Entry	8:50 - 9:05 a.m.
Start Time	9:05 a.m.
Nutrition/Activity Break	10:45 - 11:25 a.m.
Nutrition/Activity Break	1:05 - 1:45 p.m.
Dismissal (Bus)	3:25 p.m.
Dismissal	3:30 p.m.

CELEBRATING OUR FAITH

Our goal is to build a Christian community through the celebration of our faith. Liturgical worship is an essential element in our Catholic schools. Each class is afforded the opportunity to worship with Corpus Christi parish by attending Mass on a regular basis in the school gym. Parents and guests are always welcome to attend. Students are given the opportunity to receive the Sacraments during the year. Arrangements will be made with our parish priest. *If you require more information regarding Sacraments, please call [Corpus Christi Church](tel:519-969-5292) (519) 969-5292.*

AGENDAS

Both the School Advisory Council and our school have purchased agendas for each student in Grades 1 through 8. This agenda assists the student in being organized, outlines homework and projects to be completed and keeps parents informed. It is imperative that you sign your child's agenda on a daily basis so that we know you are aware of what is taking place in class. It is also a good communication tool between parents and teachers, i.e., if students have appointments and need to leave early.

ATTENDANCE

This is an important aspect of school and it will be monitored closely. Your assistance in maintaining our policy would be greatly appreciated.

Absences, late arrivals and appointments can be reported at any time by calling the Notre Dame telephone number 519-969-7040.

In cases of absenteeism parents are requested to indicate the reason for the pupil's absence when leaving a message.

If we have not heard from you we must, according to Board Policy, ensure that every reasonable effort is made to contact you to explain pupil absences using the following order of contact:

1. Parent(s)/guardian(s) home, cell

2. Parent(s)/guardian(s) work
3. Emergency contact(s)
4. In the event that the Principal has undue concerns regarding a student's absence, he/she may notify the police.
5. When students are late, they MUST report to the office prior to going to class. They will not be admitted to class without a late slip.

Poor attendance at school usually results in reduced academic progress and performance results. It is very difficult for many pupils to keep their schoolwork up to date if they are consistently absent from school. We realize there are times when pupils must be absent for good reason, but we hope these will be minimal.

In cases where students are habitually late, administration will contact the parent regarding the reasons for the child's behaviour. Students who are habitually late to classes develop bad habits, are interruptive to teachers and their classmates, as teaching and learning has most often begun. This is disrespectful to all involved.

ARRIVAL/DEPARTURE PROCEDURES

There is **NO** supervision of students until 8:50 am. For this reason, we ask that students do not arrive prior to this time. Once a student arrives at school, they are to remain on school grounds. Please inform the office and the teacher with a note, if your child will be picked up during the school day.

All students from Kindergarten through Grade 8 are to enter through their designated doors during morning entry. Staff are responsible and present for the dismissal of all students. Parents picking up children are asked to meet their child at their designated doors.

SCHOOL BUS ZONE

There is a designated area at the side of the school (Labelle Street) for **BUSES ONLY** at the onset and end of the school day. In the interest of student safety, vehicles are prohibited from pulling into this area when school buses are present.

KISS 'N RIDE

Parents and family members driving students to and from school can do so safely using our KISS 'N RIDE safety zone at the front of our school. The entrance to this area is on Partington Road. Adults dropping off children are encouraged to drive up, drop students off and then proceed to exit using the Partington Road exit. Staff are present at the onset of the school day to assist with the safe arrival of students.

INCLEMENT WEATHER SITUATIONS

Radio Stations – Parents are advised to listen to our local radio station when extreme weather conditions are evident (CKLW AM800).

School Entry – Supervision of students begins at 8:50 a.m. Students are permitted entry into the school upon arrival at 8:50 a.m.

Delayed Dismissal – During “weather emergencies” or severe weather, dismissal may be delayed. If this is the case, information and direction will be communicated by administration to parents/guardians.

Early Closure - The closing of school due to dangerous weather conditions will be announced on CKLW AM 800 by 6:30 a.m. If the school is closed, classes are cancelled and students are not allowed to come to school. If the buses are to take the students home early, the school will endeavour to contact parents by phone. It is therefore very important that our school records be kept up to date. Working parents should make their children aware of alternate arrangements for accommodation in case the school must close early due to adverse weather conditions. If the school does close early, it will be broadcast over CKLW AM 800.

SNOW

It is important to remember the rules of winter fun in order to keep everyone safe at school. Students must refrain from throwing/kicking snow, throwing snowballs as well as destroying other children’s work outside. We want students to enjoy the winter months. However, play must be controlled so that all students are kept safe at school.

COMMUNICATION

Close communication between the home and school is imperative if we are to coordinate our efforts to develop each child’s full potential. During the course of the year the school will attempt to keep parents informed of our programs through our school website, Google classroom, Seesaw (JK/SK), social media, newsletters, monthly calendars, meetings, visitations, etc. Interviews, letters, phone calls concerning individual pupils will be made when the need arises. Parents are urged to contact the teacher at any time when there is a concern over any aspect of a child’s progress and to contact the teacher or principal concerning school or educational matters in general.

CONTACTING TEACHERS

When you wish to contact a teacher, please call the school office. The secretary will take your name and telephone number and the teacher will contact you as soon as it is convenient to do so. If an immediate response is necessary, inform the secretary of the urgent nature of your call.

COMMUNICATION GUIDELINE FOR PARENTS

Check in at the office when entering school. **Do NOT go to classrooms unannounced.**

STEP ONE

- Speak to the teacher
- If you have not spoken to the teacher, the

principal will ask you to do so.

STEP TWO

- Speak to principal
- The principal will involve the teacher in the discussion.
- The principal may request, at any time in the process, that you put your concerns in writing.
- The principal may involve, at any time in the process, others who may be helpful in resolving a concern such as: support from the school board, employee group representatives, the local parish, community agencies, etc.

The Role of the Trustee: You may contact your trustee at any time. He/she will direct you to follow the process outlined above.

The Role of the School Council: The School Council **is an advisory body.** It shall provide advice to the school principal and, where appropriate, the Board on any matter. School Councils are not forums to discuss administration-parent-teacher-student issues. If these matters are brought to any School Council member or any School Council meeting, the concern is to be referred immediately to the principal.

VISITING THE SCHOOL & ACCESS TO STUDENTS

Visitors are always welcome, especially parents. **When you are visiting, please report to the office and sign the visitor book. The office staff will assist you with your requests and/or concerns.** The safety of our students is paramount so please follow these simple safety procedures each and every time you visit the building.

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 and classrooms. Please note that parents will not be allowed in the playground at any time. Students **CANNOT BE DROPPED OFF PRIOR TO 8:50 AM DUE TO SUPERVISION.**

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, are required to sign our visitors’ book and report to the secretary 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 the Notre Dame staff, will be allowed to proceed past the office with permission from administration. In order to maintain the most effective instructional day for our students, parents are not allowed to visit the classroom during the day, sit in a classroom to observe, or walk the halls. As a matter of confidentiality and safety, please respect these

expectations.

APPOINTMENTS

In cases of medical appointments during school hours, the teacher (via the agenda or note), or office (phone call) should be notified by the parent: Students should leave from and return to the office to check in.

TELEPHONE

Students are more than welcome to use the office telephones provided they have permission from their teacher. Student use of the phones should be kept only to matters of importance, and during natural breaks in the day (i.e., recess and lunch).

BALANCED DAY - NUTRITION BREAKS

Pupils who remain at school for nutrition breaks will eat in their classroom, sitting at a desk, with a teacher supervising them. **Children who are classified as taking the bus are not permitted to leave the school grounds without parent consent.**

Students who stay for nutrition breaks are expected to:

- Remain seated while eating.
- Place all garbage and items to be recycled in the containers provided.
- Use normal speaking voices (e.g., no shouting) and respectful language when talking to one another.
- Be cooperative and courteous to all supervisors.

LEAVING SCHOOL GROUNDS

Children will not be allowed to leave the school grounds during nutrition/activity breaks. Students who do not go home for lunch on a nutrition break on a regular basis **are required to stay at school unless a parent/approved guardian arrives at the school in person to pick up the child. Absolutely no notes can be accepted for this purpose.**

BALANCED DAY - ACTIVITY BREAKS

This time is for outdoor activity. Students cannot re-enter the school without adult permission. In inclement weather conditions, indoor activity breaks will be announced from the office. Students who are well enough to attend school are encouraged to enjoy their activity break. Please refrain from requesting students to remain indoors as there is no supervision provided inside the building during these times.

HOMEWORK

Homework will consist mainly of work, which was not completed during class time. It is, therefore, important that students use class time wisely. We do our utmost to be reasonable with the amount of work, which the children will have to do at home.

JK–Grade 3: Homework is seldom given as an actual assignment. It is usually the completion of class work. The children should be encouraged to read

every night.

Grade 4-8: Approximately 10 minutes per grade is expected (i.e., Grade 4 x 10 minutes = 40 minutes of homework). Daily review and personal reading should be a regular “scheduled” part of each student’s nightly routine. Since children accomplish tasks at different rates, time spent on completing work will vary. If, in your opinion, your child constantly spends too much or too little time on homework, please contact your child’s teacher to discuss the matter.

HOMEWORK REMINDERS

1. Assignments are the responsibility of the student and must be completed on time by the student.
2. 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 and with proper supervision.
3. If assignments are not completed satisfactorily or on time, the student may be required to forfeit special privileges or activities.

ACCIDENTS AND ILLNESS

Any child who is hurt outside should report to the teacher on duty or the office. In all cases of a serious accident, attempts will be made to immediately notify parents, at home or place of employment. Should your child(ren) get sick once the school day has begun, please have them inform their teacher. They will then be sent to the office, and we will call home for someone to come to get them. Should there be no one home, your child will be kept at school until other arrangements can be made. Please make sure your child has fully recovered before sending him/her back to school. Teachers will gladly send work/post work in Google classroom if your child is well enough to do some homework. Please keep in mind that it is really unfair to send a sick child to school when illness “interferes” with personal schedules. We don’t have the facilities to care for sick children and they will not be allowed to remain indoors at recess due to illness. Generally if your child is too sick to be outside, they are too sick to be at school.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY REQUIREMENTS

Work done by pupils is regularly displayed in the school, in local public buildings or in newspapers/social media. As well, pictures are periodically taken by school staff, parents and community media personnel, using both still and video photography. Please notify the principal if you do not wish your child to be photographed or to be identified in these types of displays.

STUDENT RECORDS

Please assist us in keeping your child's record up to date. Contact the school to report changes in home, business, and emergency telephone numbers, as well as addresses. Additional information regarding your child's health is also helpful to us.

SPECIAL SUPPORT

Pupils identified as needing additional support with their academic program or with social skills will be referred to the principal by the classroom teacher. The delivery of extra services will be coordinated by the school Learning Support Services Teachers (LSST).

PLACEMENT OF PUPILS

Tentative class lists for September are developed in the preceding June. Parents with specific requests are asked to contact the principal by the end of May of each year to discuss concerns. **However, this process does not include the selection of specific teachers or classmates.** Requests will be considered but administration reserves the right to make final placements.

SCHOOL SUPPLIES

Some school supplies such as: pencils, erasers, and workbooks are provided by the school. Teachers will send home lists of additional materials recommended during the first week of school.

TECHNOLOGY IN THE CLASSROOM

Our school finds value in technology, and provides many opportunities for students to access appropriate and engaging activities that enhance the learning experience. Bringing personal electronic devices, such as iPods, electronic games, and cell phones to school are not necessary and can lead to higher chances of theft and breakage. The school cannot accept responsibility for the safety and/or replacement costs of these expensive items. If the electronic devices are brought to school, due to personal choice, and the devices impede instruction, staff has been instructed to confiscate such items and students may pick them up at the office at the end of the day.

USE OF THE SCHOOL PHONE/CELLULAR PHONES

With the classroom teacher's permission students will be allowed to use the school phone. We recognize for safety reasons that many students carry cellular phones with parental approval. These should not be visible or used at any time during the school day. If there is evidence of use, staff has been instructed to confiscate such items. Students will then be required to contact the office for return of their cellular device. Further to this, the school assumes no responsibility for loss or damage.

CARE OF SCHOOL PROPERTY

Students are responsible for proper care of their notebooks, electronic devices, textbooks, desks and all

school property. Damage or misuse of materials or facilities will result in a billing to the parent/student.

BICYCLES/ROLLERBLADES/SKATEBOARDS

Encourage your child to ride his/her bicycle safely when travelling to and from school. Although we offer supervision in the schoolyard at specific times during the day, we cannot ensure the safety of the bicycles while they are parked. We strongly recommend a bicycle lock and chain to secure the bicycle. Bicycles, scooters, skateboards, and rollerblades are NOT to be ridden on school premises.

SMOKING/VAPING

Smoking AND VAPING ARE not allowed on school property. We respectfully request parents and visitors to respect our children's environment and refrain from smoking during any school function on or off school property. **This includes our parking lots.** There is to be no smoking anywhere on school property.

LOST AND FOUND

Items not claimed are placed in the Lost and Found box. We periodically display the items and invite all students to claim their belongings. We urge you to label your child's clothing and boots. You are also invited to check the lost and found box as often as you come to the school. Many of these items are never claimed. Unclaimed items are taken to a local charity after a reasonable amount of time.

PHYSICAL EDUCATION

Physical Education is a compulsory subject in our school. Students may be excused from taking classes **ONLY** by providing a note from the doctor or one from the parents in cases of a short term, less serious health problem. All students, Junior Kindergarten to Grade 8 are required to have gym shoes (no black soles please). As well, comfortable clothing (e.g. t-shirt, shorts and/or jogging pants) is encouraged. Please label all articles.

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities provide important learning and recreational opportunities for our students. All students in grades one to eight are encouraged to participate in programs whenever they are presented. These usually occur during activity breaks with the focus being fun, sportsmanship, participation and skill development. It is understood that all students involved know that academics and responsibility for behaviour and work comes before participation in any co-curricular activities. Teachers/Coaches always have the final decision at any time throughout the season of students on the school teams/clubs.

SCHOOL SPORTS TEAMS

Representing the school, as part of a team, is a privilege; students are expected to act as ambassadors of our institution. They are expected to attend practices

promptly and regularly as well as put forth their best effort. Appropriate sports gear is required. When attending games absolutely no changes to the transportation plans are permitted. **For example, a parent cannot transport the child of another parent unless these arrangements have been brought to both the coach and/or administration prior to the event as per board policy.**

FIELD TRIPS

Signed permission forms are the only acceptable permission for attending field trips. NO phone calls will be made to determine attendance. At times, we request the assistance of our parents. Since we need your help for supervision on these trips, we are unable to allow the attendance of younger or older siblings at these activities. During any outing our Code of Conduct is in effect for all adults in attendance.

HEALTH UNIT

During the school year, the Health Unit will carry out the Hepatitis B shots for our Grade 7 students and the HPV shot for grade 8 girls. They will also do dental screening. If you do not want your child to participate in the dental screening please send a note to school and we will pass it on to the Health Unit. For children in Junior and Senior Kindergarten, the Health Unit must have an up to date record of your child's immunization. The Health Unit has the power to suspend any child from school that is not properly immunized. Each year we get a number of calls inquiring about the length of time a child should be off for various communicable diseases. Whenever in doubt it is best to contact the Health Unit or your doctor.

COMMUNICABLE DISEASES

Parents are asked to contact the school if their child has a communicable disease (head lice, pink eye, measles, etc.). This will help us take prompt action to control the spread of the disease within the school.

HEAD LICE

When detected at home, the school must be notified and proper treatment (i.e., shampoo and nits removed) should take place. When detected at school, the child will be sent home with proper instructions to follow. A note will be sent home with all classmates. **Often, and to prevent further infestation, whole or partial class lice head checks will be completed by school personnel.** The affected children will be allowed back into the class after they are cleared of the problem and no nits are observable. If the affected child(ren) ride the bus, they will not be allowed to go home on the bus, and will need to be picked up. Parents must complete our **Board Confirmation of Treatment Form** upon return to school and after the head check

is completed.

ADMINISTERING PRESCRIBED MEDICATION DURING SCHOOL HOURS

The Windsor-Essex Catholic District School Board has adopted a policy concerning the administering of medication to students by school personnel. We are not to give medication to any student unless there is written approval from the parents as well as a written statement and signature from the family doctor indicating proper dosage and procedures. If forms are needed, please call the office and they will be sent home. Parents are to bring medication, in its original packaging, to the office to be placed in a secured location. Please do not send cough medicine, aspirin, or other over-the-counter medications, as school personnel cannot administer them.

ALLERGY ALERT

Notre Dame is an "Allergy Aware" school, meaning that we have a number of people in our building with life-threatening allergies. Please do not send any nut products (tree nuts, peanuts, etc.) to school for snack or lunch as cross-contamination can occur, even in classrooms where no allergies exist. **Our entire school is nut free.** Please make sure your caregivers are aware of the food restrictions.

HEALTHY ACTIVE LIVING

We are continually promoting Healthy Active Living for our Wildcat students. We ask that parents help by not sending snacks such as cupcakes, cakes, etc. for birthdays, holidays, and special occasions. If you would like, please send healthy snacks or a wonderful book to add to the classroom collection that the teacher will read to the class.

REPORTING CHILD ABUSE

The Child and Family Services Act (2000) requires that every person in the province of Ontario who believes on reasonable grounds that a child may be in need of protection to forthwith report the belief and the information upon which it is based to the Windsor-Essex Children's Aid Society.

For most citizens, the duty to report is a moral duty and there is no penalty for failure to report. However, the law places a different responsibility on persons, who in the course of their "professional or official duties," have reasonable grounds to suspect that a child is or may be suffering or may have suffered abuse. These persons are not only required to report the suspicion and the information upon which it is based, but failure to report could result, upon conviction, in a fine of up to \$1000. The law defines such professional and official persons as including teachers and principals.

EMERGENCY DRILLS

In order to ensure that the school will be a safe environment, safety drills will be practiced throughout the school year. (Fire/Tornado/Lockdown)

VOLUNTEER PROGRAM

This program evolves throughout the school year. The program's function is to enlist volunteer assistance in providing activities for students and other duties, which facilitate the smooth operation of our school. Your participation would be appreciated!

CATHOLIC SCHOOL ADVISORY COUNCIL

The Notre Dame Catholic School Council is a very vital part of our school family. They work with the staff to make your child's experience at school a very positive one. They have the ability to raise funds through numerous activities that go to benefit the students. The money they raise is used for technology, curriculum resources, classroom needs, liturgical projects, field trips and special events at the school. As a group, our CSAC is most supportive, active and indicative of our cooperative school spirit. Please watch for upcoming meetings on the school website. Remember that everyone is welcome. The more helpful hands the better!

BUS SAFETY

The major concern is your child's safety. **Riding the bus is a privilege, not a right.** The privilege of riding the bus will be refused for misconduct, violation of the rules or endangering the safety of others. **No temporary changes to the pick up and drop off sites are allowed (no notes accepted) due to provincial insurance guidelines.**

JK/SK students will not be released off the bus without parental presence at the stop.

Any concerns or questions regarding school bus transportation and information can be addressed by using the following web site: www.schoolbusinfo.com

SCHOOL BUS REGULATIONS

1. Be at your bus stop on time.
2. Remain in your seat.
3. Help keep the bus clean and free from litter.
4. Do not throw anything from windows.
5. No obscene language
6. No scuffling or roughhousing with other students.
7. Any damage to the bus caused by students will be charged to the parent/student.
8. Your driver is in complete charge of this vehicle so respect and obey the driver.
9. Keep noise to a reasonable level.
10. Ride only in the bus designated to you.
11. Every pupil riding the bus is responsible to the school principal for their conduct.
12. Unsatisfactory behaviour on the bus will be reported to the school. Students not obeying the rules may be deprived of their privilege of riding the bus for a period of time.

13. Stay well back from the shoulder of the road in your own driveway.
14. Do not cross the road until the bus has come to a complete halt.
15. Double-check both ways for traffic, making sure that all traffic is stopped before crossing the road.

Please note that in situations of misconduct:

- a) The bus driver will send the Principal/VP a form stating the problem.
- b) The Principal/VP will send the form home for parental signature.
- c) Should the problem arise again, the student may be suspended from the bus. If the infraction is of a serious nature or habitual, suspension from bus privileges may be immediate. In this case, parents are responsible for the transportation of the student for the duration of the suspension.

STUDENT DRESS CODE

It is the Windsor-Essex Catholic District School Board's belief that the dress of students reflects their attitudes and values as well as that of the school system. It is our intention to have the students' appearance reflect the highest standard of values and attitudes that are becoming of a Catholic school system, while still enabling parents the most economical means of providing clothing and respecting their right to have some freedom of choice.

It shall be the policy of the Windsor-Essex Catholic District School Board that all students adhere to the following WECDSB dress guidelines. Please visit the website for the most current dress code information.

WECDSB CODE OF CONDUCT

Roles & Responsibilities

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.

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.

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 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 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
- not swear at a teacher or at another person in a position of authority.

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 restricted 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;
- 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.

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 s/he has not prospered by the instruction available to him or her and that s/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 support, 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 students.

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).

PROGRESSIVE DISCIPLINE AND PROMOTING POSITIVE BEHAVIOUR

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 adversely affects:

- A student's ability to learn.
- Healthy relationships and the school climate.
- A school's ability to educate its students.

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

SAFE SCHOOLS

Please refer to the WECDSB website, <http://www.wecdsb.on.ca>, to access board policies and information about Safe Schools.

ACKNOWLEDGEMENT

I have read the Notre Dame Student Agenda and agree to the guidelines outlined in the preceding pages.

Student Signature:

Date:

Parent/Guardian Signature: