

St. Francis of Assisi Catholic School



STUDENT AGENDA 2019-2020

Address: 22 Leeder Lane
Petawawa, Ontario
K8H 0B8

Telephone Number: (613) 687-4167

This agenda belongs to:

Name:

Teacher: _ Grade:

INFORMATION ABOUT OUR SCHOOL

Principal: Mr. Scott Nichol (snichol@rccdsb.edu.on.ca)
Vice Principal: Mrs. Sally Douglas (sdouglas@rccdsb.edu.on.ca)
Secretary: Mrs. Carolyn Moyles
Fax: 613-687-2686
School Phone: 613-687-4167
e-mail: stfrancis@rccdsb.edu.on.ca

The original St. Francis of Assisi was built in 1952 and initially opened as a High School by the Department of National Defense. It was located on C.F.B. Petawawa and had been operated by Renfrew County Catholic District School Board as a faith based school since 1991. The school was originally named Rivercrest. In September 2012 we moved to our present location on 22 Leeder Lane in the town of Petawawa.

Telephone Numbers:

St. Francis Chapel 613-687-5511 local 5434
Transportation: 613- 732-8419
School Board: 613-735-1031

SCHOOL HOURS (Subject to change)

8:11-10:03	1st Instructional period
10:03-10:45	Nutrition Break (40 minutes 20 snack/20 recess)
10:45-12:30	2nd Instructional period
12:30-1:12	Nutrition Break (40 minutes 20 snack/20 recess)
1:12-2:35	3 rd . Instructional Period
2:35 p.m.	Dismissal

Note: Supervision of the yard does not begin until 7:57 a.m. Students should not be arriving prior to this time for safety reasons.

Home & School Communication

- Regular communication between home and school is important
- Writing information is an excellent way to communicate simple information
- A phone call or a meeting is an excellent way to communicate more challenging items
- Regardless of whether a class uses agendas or not, agendas are available for purchase to help students to organize their time and keep track of engagements and meetings.

School Cash On-Line

All monies handled by the school are now channeled through School Cash On-Line. School or class trips, purchases, donations, are all managed through this means. Hot lunches and Christine's catering are also managed in this manner. School Cash On-Line is industry standard and highly secure.



DRESS CODE

Students shall be dressed in such a way that reflects a Christian learning environment. Dignified, modest, clean, school dress is expected. This means: no shirts or clothing with suggestive logos, imprints or holes; all shirts must extend down past the waistband; shorts must reach mid-thigh (the end of the child's fingertips when arms are extended straight down). Spaghetti straps for senior girls are not allowed. The principal or vice-principal always has the final say as to appropriate dress.



St. Francis of Assisi, the patron saint of animals and the ecology, was a Roman Catholic saint who took the gospel literally by following all Jesus said and did.

Who Was St. Francis?

St. Francis was the son of a very wealthy merchant. He lived a wild life of drinking and partying in his youth. He went to war looking for adventure and was imprisoned. While there he began to examine his life and what drives it. When he was released from prison he tried to resume his carefree life but something was calling him to a higher and better purpose.

One day as he was walking he saw a ruined and abandoned Church. This sight had a profound affect upon him, and he felt that Jesus was calling him to rebuild the church. From there on he dedicated his life to living as closely as possible a Christian life. He gave up all of his possessions which had been so important to him. He tried to follow the Gospels of Jesus in every way...and he loved. He loved all of God's creation without reservation. All of God's creatures and nature were to him visible examples to him of God's loving presence. So he is seen today as the Saint of the environment.

Prayer Services and Assemblies

As a Catholic School community, we gather weekly in our front foyer to celebrate Jesus' presence in our lives through prayer. Every month, we come together to pray, and celebrate the many amazing people and activities that happen in our school. Guests are always welcome to attend. It is advisable to confirm the details with your child's teacher ahead of time.

Restorative Justice:

St. Francis of Assisi has embraced a Restorative Justice model of resolving conflict. In the light of Christ's teachings the Restorative Justice model fosters a Christian atmosphere of justice, fairness, compassion and forgiveness.

STUDENT RIGHTS

Each student at St. Francis of Assisi Catholic School has the right to expect the following:

- ♥ To be respected
- ♥ to be able to acknowledge God openly
- ♥ to be safe
- ♥ to learn in an environment where there are clear expectations
- ♥ to be taught by teachers who are firm, fair and friendly.
- ♥ to have access to the best education possible.

You are expected to:

- ♥ attend classes punctually and regularly
- ♥ be neat and clean in person and habits, and follow the dress code
- ♥ be diligent in studies and prepared for class
- ♥ be kind and courteous
- ♥ use proper, acceptable language at all times
- ♥ adhere to "HANDS OFF" rule
- ♥ be cooperative and respectful to all staff and visitors
- ♥ have respect for personal and public property.

Hallway expectations

During the 2017–2018 school year, we as a community agreed having quiet hallways helps with our learning, and makes our school feel calm. The following items are things we follow in the hallway to make it successful:

Quiet Voices

Walking Feet

Calm Body

Facing Forward

CODE OF DISCIPLINE:

Our overall school expectation is that all students will behave in a respectful manner to each other and to the adults who care for them.

Throughout the discipline process, a variety of strategies will be used to assist students with making better choices. Students who misbehave will be dealt with using a Progressive Discipline Model honoring and respecting the child, and balancing the rights of other students to feel safe and enable them to learn. Increasingly steps or measures will be taken if issues continue to arise with the same student. Suspensions are considered for multiple occurrences or major offenses. The decision to suspend is at the discretion of the principal or vice principal.

RENFREW COUNTY COMMUNITY THREAT ASSESSMENT PROTOCOL TO FAMILIES



The RCCDSB has joined with other community organizations in Renfrew County to implement the Renfrew County Community Threat Assessment Protocol.

The aim of this protocol is to allow for collaboration amongst agencies when planning for the safety and welfare of the student and staff members. In the event that something might go wrong in one of our schools, this agreement allows different community agencies (i.e. the OPP, Family and Children Services and the Phoenix Centre) to work together to develop plans of action and response. The hope is that through this collaborative effort, we can further ensure that our schools remain safe and secure learning environments.

FAIR NOTICE – In our Renfrew County Catholic Schools, we work to promote positive and caring school climates where we demonstrate care for each other, our world and ourselves. We are committed to creating and maintaining respectful and safe schools. One tool that we have to help us in this endeavor is a Violent Threat Risk Assessment (VTRA).

The Violent Threat Risk Assessment is used to protect students, staff, parents, and visitors of RCCDSB schools. It is a tool to assess the level of risk, understand the context of the threat or serious violence, and to develop an intervention plan to support the student.

Across Renfrew County, we have a VTRA Protocol that outlines the process of the assessment and the partners that may participate. The VTRA teams may include administrators, school board psychologists, guidance counsellors, school support counsellors, social workers, community liaison police officers, other pertinent professionals, and/or community resources (such as staff at Family and Children Services, the Phoenix Centre, and the Petawawa Military Family Resource Centre). When the VTRA process is initiated, the team collaborates to review student information and the details of the event, while respecting the student's rights to privacy and the safety of all school members.

A **threat** may include an expression of intent to do serious harm or act out violently against people or property. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. All threats must be taken seriously and investigated. A Threat/Risk Assessment may be initiated because of the context of an incident or worrisome behaviour. Staff, parents/guardians, students, and community members are responsible for reporting all threat-related behaviours.

LOCK DOWN and HOLD AND SECURE

A Lock Down is initiated when there is an imminent threat in the building (e.g., a bear is *inside* the school). All doors must close and lock. All people in the building must become silent and well hidden until the problem has been resolved.

In a "Hold and Secure" situation, there is a threat within the surrounding area, but not within the building (e.g., a bear is *outside* of the school). In this case, the activities inside the building continue as normal, however, the students do not go outside for recess. Depending upon the circumstances for the Hold and Secure, the administration may decide to have no person come into the school or exit the school at any time until the situation becomes resolved.

Communication During Lock Down or Hold and Secure

Please note, that during a lockdown and/or hold and secure situation, we will be focussing our greatest efforts on keeping the students safe. This means that there may be times when the office is not communicating via the phone/Facebook/Twitter/Remind to notify all parents of what is immediately happening because we are in the process of working with police, other first responders, and RCCDSB senior administration. As well, we need to keep our lines of communication available to police, first responders, and RCCDSB senior administration in order to provide and receive accurate information. We appreciate minimal calls into the school during this time. Parents or guardians may/will be contacted at the immediate safest time.

PRACTICE RANDOM ACTS OF COURTESY EACH DAY

- I will remember to say please and thank you, including the person's name, as an act of courtesy.
- I will respond to "Good Morning/Afternoon, Hello, How are you?" with a polite reply, including the person's name, as an act of courtesy.
- I will acknowledge those who speak to me by looking them directly in the eye, as an act of courtesy.
- I will hold the door open for adults and schoolmates, as an act of courtesy.
- I will await my turn and not interrupt when two people are speaking to one another, as an act of courtesy.
- I will stay seated and listen when my teacher or another student is talking, as an act of courtesy.
- I will raise my hand and wait to be called upon, as an act of courtesy.
- I will be tidy with my school supplies, personal belongings, and personal trash, as an act of courtesy.
- I will use all school books, computers, athletic equipment, etc. with care, as an act of courtesy.

Keeping our children safe

For our children's safety, everyone entering the building that is not a student or staff member of our school shall go to the office upon arrival. If you wish to speak to a staff member, please wait at the office while we check to see if he/she is available. Thank you for your understanding.

Cyber-bullying is a 'real problem. Do not ignore warnings. Do not share contact information over the internet. If you are contacted by a stranger let your parents know immediately! If you are bullied on-line or anywhere else, tell an adult. Do not erase the offending comments! Parents and teachers can and will do something to stop bullying.

Don't give permission to bullies to have power over you!