

# **Father Serra**

# **Catholic School**

*Toronto Catholic District School Board*

Name: \_\_\_\_\_

## *Codes of Conduct and Dress Code*

Father Serra is a Catholic school with strong Christian values. It is our goal to provide for our school community of students, staff and parents, a secure, healthy, safe and peaceful environment. This is a shared responsibility for the well-being of all. Let us continue to work together in order to teach our students to become responsible adults. Father Serra Catholic School gratefully acknowledges the contributions of staff, parents and students in their dedication to the formulation of this document.

Through this Code of Behaviour we hope to make the students understand that they must take responsibility for their actions and that there will be consequences according to appropriate and inappropriate behaviour. All deliberations were firmly based upon our Catholic Gospel Values and the belief in the inherent dignity and worth of every member of our school community. We hope to teach our students to make the right choices about how to behave so that they will grow in the image of Christ and live out the values and teachings of the Good News. We hope that these guidelines ensure the well-being and security of everyone in the school.

***Dear Parents/Guardians; Please read through and review the Father Serra Catholic School Code of Conduct with your child/children. With continued support from home, we can work together to ensure a safe and nurturing environment for our students.***

**“Always go forward and never turn back.”**  
**Father Junipero Serra**

## **Father Serra Code of Safety and Respect**

1. Students will behave in a respectful manner at all times and use respectful language at all times.
2. Students are to show respect for others and for the property of others. This includes the property of everyone in the school and all of the surrounding neighbourhood properties.
3. Play fighting, real fighting, rough play and dangerous games, which may result in harm or injury to others, are not allowed. Toys of any kind, which are replicas of weapons such as guns, knives, swords etc. are prohibited on school grounds. Objects such as snowballs, hard balls, toys, stones, or any other potentially dangerous object must not be thrown at anyone.
4. Students are to stay in their assigned yard area and remain on school property at all times during the school day.
5. Students are not permitted to leave the school grounds without permission during the lunch hour. If a student brings a note to leave the school, he/she must sign out and sign in at the office.
6. Students are not allowed in the school during recess without permission. They must ask the teacher for permission.
7. Students are expected to be punctual and to come prepared for school each day.
8. All students must enter and exit by the proper doors. Older students who pick up other family members may leave by the nearest exit.
9. Students must always be neat, clean and appropriately dressed for school by wearing their official school uniform.
10. Students waiting for parents after 3:45 p.m. must wait inside the school, not in front of the school or on the sidewalk.

## **The Code of Behaviour and Dress Code applies to all students at Father Serra Catholic School:**

- during regular school hours, recess and lunch
- on school buses
- while all school events are in progress either before or after school
- during excursions, field trips, athletic events and all other supervised activities

## **BUS GUIDELINES**

1. Students are expected to follow the rules of safety and respect as outlined in the school code and those mandated by the bus company. They are to respect and follow the instructions of the bus driver.
2. Students are responsible for their conduct and behaviour on the bus and are accountable to the principal for inappropriate actions and language.
3. Misbehaviour on the bus will result in a driver's report being issued to the principal whereby consequences will follow.

**Important: This year we have included an additional code of behaviour surrounding the use of cell phones and electronic equipment and a model for Progressive Discipline that has been mandated by the Ministry of Education.**

### **School Code of Conduct According to TCDSB POLICY:**

#### **Cell Phones, Electronic Communications and Media Devices Expectations:**

1. Cell phones must be powered off and out of view on school property and during school sanctioned events.
2. All other electronic communications and media devices are not permitted on school property and during school sanctioned events (unless approved by the teacher for program use).

#### **Infractions:**

1. When a cell phone is in sight and not powered off on school property and during school sanctioned events.
2. When other electronic media communication and media devices are brought school for non-instructional purposes.
3. Any inappropriate use of cell phones, electronic communications and media devices.

#### **Intervention/Consequence/Action Plan:**

1. A cell phone and/or any other electronic communications and media device will be confiscated by teacher or administration or any other staff member. A School Discipline Letter will be issued. The cell phone and/or any other electronic communications and media device will be returned at the end of school day. If an incident occurs a 2<sup>nd</sup> time an Incident Report will be filed and parents will be contacted (by teacher or administration or any other staff member) and arrangements made for them to pick up the cell phone and/or any other electronic communications and media device.
2. Apology and/or think paper.
3. CYW, Guidance, Social Work, Administration involvement.
4. Possible suspension and police involvement.

# **Progressive Discipline Model**

## **Guiding Principles**

1. An optimal learning environment is created by using good judgement and by forging positive relationships through communication, effective classroom management and a school-wide approach to progressive discipline.
2. Incidents are addressed based on their severity and frequency of occurrence.
3. Mitigating factors must always be considered when responding to infractions.
4. A progression of interventions (consequences or action taken) must be applied.
5. Communication with parents **must** be ongoing.
6. When an infraction occurs, the supervising staff member must complete, with all relevant information, an Incident Report with Action Plan. (Copies are sent to parents, classroom teacher, and office.)

## **Minor Infractions**

1. Rules and expectations are developed and communicated in accordance with the standards described in the Father Serra School Code of Conduct.
2. The supervising staff member must consider any mitigating and/or other circumstances when responding to an infraction.
3. The supervising staff member develops consequences for the first three minor incidents (in-class warnings for minor infractions) followed-up with School Discipline Letter.
4. The supervising staff member documents and communicates to parents infractions and interventions used. Rules and consequences are outlined in an Incident Report. (Incident Report with Action Plan to be developed.)
5. On the 4<sup>th</sup> minor infraction, the student is referred to Administration. The supervising staff member provides all documentation, including consequences given, and an Incident Report.

## **Major Infractions**

1. Students are referred to Administration for all major incidents (malicious hands-on, swearing at a staff member, non-compliance, etc.) that occur.
2. The supervising staff member provides a written account of the major infraction outlining all the details and witnesses. (The Incident Report is to be used.)
3. Administration reads the account and continues the investigation if necessary.
4. Administration calls parent/guardian and discusses consequences (depending on the mitigating and/or circumstances, the severity of the infraction, and the frequency of occurrence): detention, supervised withdrawal from class, suspension, expulsion, etc.
5. Administration documents action taken; copies are shared with parents/students and classroom teacher.

**Examples of Minor Incidents:**

hands-on, spitting, spreading rumours, name-calling, swearing, teasing, put-downs, embarrassing others, etc.

**Examples of Major Incidents:**

malicious hands-on, swearing, non-compliance, etc.

**Examples of Suspendable Incidents:**

physical injury, swearing at authority, possession of weapons/drugs, etc.

**Possible Staff Interventions:**

Positive reinforcement

Verbal reminder, written contract, conflict resolution, community service, detention, withdrawal of privileges, behaviour logs, tracking sheets

Discussion or meeting with student after class or after school

Request verbal or written apology

Note to parents in daily planner, a phone call or a letter home

Temporary removal from class

Conference with student, other teachers, and parents

Responsible Solution Form, reflection paper

**Referral to Administration for possible:**

Further communication or meeting with student and parents.

Behavioural contracts

Supervised withdrawal from class

Referral to School or Board support staff

Restitution

Suspension

Police involvement

Recommendation for expulsion

## FATHER SERRA DRESS CODE

The Father Serra Uniform Dress Code reflects the mission of the Toronto Catholic District School Board to provide a safe and welcoming learning environment. It is based on the principles of respect, safety and diversity. The uniform fosters an inclusive, nurturing environment in which students can learn, develop social skills and witness their Christian values. **Official Uniform must be purchased only at McCarthy's.**

**DAILY UNIFORM – This is the uniform worn on most school days.**

TOPS: White

**Logo-embroidered**, white collared top

Choice of long or short-sleeved button-down oxford shirt

Long-sleeved polo shirt, long-sleeved turtleneck or short-sleeved golf shirt

BOTTOMS: Navy dress pants or cotton pants

Navy walking shorts

Crested navy tunic or navy skort (Girls)

**MANDATORY:** plain navy or plain white hosiery

**FULL UNIFORM – This is the uniform worn for masses, school excursions, concerts, in-school celebrations and whenever the students are representing our school. Full Dress Uniform days which affect the whole school will be noted in the monthly calendar, or through letters to parents.**

**BOYS: Logo-embroidered** white button-down oxford shirt- long sleeved, Crested navy knitted vest (except in hot weather) Navy pants, Navy socks, Red satin tie

**GIRLS:** May wear boys' uniform as above and/or **logo embroidered** white button-down oxford shirt – long sleeved, Crested navy tunic dress, Navy knee socks or tights, Red satin tie.

**GYM UNIFORM-** For both boys and girls, choose items appropriate for gym classes.

All items are to be solid-coloured with no trims, logos or lettering.

-white plain crew neck t-shirt

-navy plain crew neck sweat shirt or navy embroidered zip polo top

-navy knee-length shorts

-navy sweat pants

-running shoes with non-marking soles

### FOOTWEAR

In addition to outer footwear, indoor shoes with non-slip, non-marking soles are required for all students to ensure student safety and classroom cleanliness.

## **SERRA SPIRIT DAYS**

About once a month, as noted in the school calendars, a non-uniform day occurs. Students may choose to dress according to a specific theme (example: Crazy Hat Day, Backwards Day) or wear regular street clothes for these Serra Spirit Days.

## **INAPPROPRIATE CLOTHING**

Students are not to shorten the hemlines of uniform shorts, tunics or skorts, and are reminded to keep modesty and Catholic values in mind when choosing clothing and accessories for Serra Spirit days.

Clothing which may not be worn includes: cut-off or “short” shorts or skirts, shirts with offensive language or imagery, halter or other backless tops, tube tops or other strapless tops or clothing which bares the midriff.

## **IMPORTANT DATES TO REMEMBER 2011-2012**

**School Resumes** – Tuesday, September 6, 2011.

**Thanksgiving Day** – Monday, October 10, 2011.

**Professional Activity Day:** Friday, November 19, 2011.

**Parent Teacher Conferences:** Thursday, November 17, 2011 (evening)  
Friday, November 18, 2011 (a.m.)

**Professional Activity Day:** Friday, December 9, 2011.

**Christmas Break** – December 26, 2011 to January 6, 2012.

**Professional Activity Day:** Friday, January 27, 2012

**Parent-Teacher Conferences:** Thursday, February 16, 2012. (evening)  
Friday, February, 17, 2012. (a.m.)

**Family Day** – February 20, 2012

**March Break** – March 12-16, 2012.

**Good Friday** – April 6, 2012

**Easter Monday** – April 8, 2012

**Professional Activity Day:** Friday, June 1, 2012

**Victoria Day** – May 21, 2012.

**Last day of classes** – June 28, 2012

**At the beginning of every month a calendar is sent home to each family. This will include dates pertaining to special activities within the school and information concerning pizza days, CSAC meetings, masses and other events involving the community. This calendar is also posted on the TCDSB website.**

