

# SENHOR SANTO CRISTO CATHOLIC SCHOOL

PRINCIPAL:

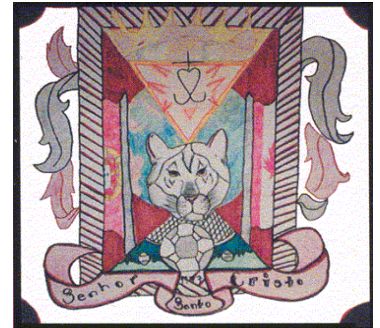
L. Lio

SECRETARY:

A. Arandia

THIS AGENDA BELONGS TO: \_\_\_\_\_

HOMEROOM TEACHER: \_\_\_\_\_



## MISSION STATEMENT OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD

In a school community formed by Catholic beliefs and traditions our Mission is to educate students to their full potential by providing leadership in the shared responsibility for education that exists among schools, parents, and community

- a safe and welcoming learning environment that is an example of Christian community
- role models of Gospel Values – prayerful, Catholic doctrines, teaching and beliefs
- guidance in what students need to learn
- instruction in the learning process itself
- religious, academic and technical instruction
- integration of Catholic, Christian beliefs into lifelong learning experiences
- feedback on student proficiency and performance

## OUR SCHOOL AIMS AND EXPECTATIONS

In a school community formed by Catholic beliefs and traditions, our mission is to educate students to their full potential by:

- working together with the home, parish and community;
- integrating Catholic beliefs into the total learning experience and daily school life;
- guiding our students so that they can become independent, self-disciplined workers;
- inculcating the love of learning into our students;
- expecting our students to behave in a manner which displays respect for self and others;
- providing our students with professional, well-organized and well-planned instruction which reflects the mandates of both the Ministry of Education and the Toronto Catholic District School Board;
- creating a learning culture which is positive and provides a combination of classroom learning activities, liturgical and Para liturgical events, co-curricular activities (sports and academic), and out of school excursions;
- promoting excellence in learning;
- Providing on-going assessment of student learning and communicating results and concerns to parents on a regular basis.



# Toronto Catholic District School Board

## Code of Conduct

*Abridged Version*

**Policy No: S.S.09**

**Revised: February 1, 2010**

**Abridged Version: August, 2008**

*The full version of the TCDSB's Code of Conduct Policy can be found on the board's web site. This condensed version serves to highlight sections that may be used for publication in a student agenda book or newsletter. It is suggested that the full version be reviewed annually.*

### **POLICY DEFINITIONS:**

The following list of words and phrases are defined in the complete full version: **Bullying, Explosive Substance, Extortion, Firearm, Harassment, Hate Material, Inappropriate Use of Electronic Communications/Media, Physical Assault Causing Bodily Harm, Possession of a Weapon, Racial Harassment, Refractory Conduct, Replica Firearm, Robbery, Sexual Assault, Sexual Harassment, Threat to Inflict Serious Bodily Harm, Trafficking in Drugs and/or Harmful Substances.**

### **1. POLICY**

The Toronto Catholic District School Board (TCDSB), including staff, students, parents and trustees, is committed to the mission of providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian community. This mission is affirmed in TCDSB policies, including the Violence Prevention Policy.

Every member of this community - student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others, while on TCDSB property, at TCDSB sponsored events and circumstances that could have an impact on the school climate - is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

The purpose of the TCDSB Code of Conduct is to further promote the mission of the TCDSB and to provide a framework for individual schools to develop local, school-based codes of conduct **that foster a positive school climate and support student academic achievement and wellbeing.**

**In addition, the TCDSB Code of Conduct and local school-based codes of conduct must be modified regularly.** The TCDSB Code of Conduct is to be read together with the Violence Prevention Policy and all related TCDSB policies.

**The TCDSB Code of Conduct also recognizes the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive Catholic school environment. More information can be found under Progressive Discipline Policy S.S. 10.**

### **2. LEGISLATIVE FRAMEWORK**

*The Education Act* requires school boards to establish policies and guidelines with respect to the conduct of persons in schools.

*Policy/Program Memorandum No. 128*, issued October 4, 2007, and the revised Policy/Program Memorandum No. *144* and No. *145 enforced February 1, 2010* requires that the standards of behaviour in school board codes of conduct be appropriate for local communities.

### **3. PROVINCIAL CODE OF CONDUCT**

**The Education Act** permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools.

#### **4. GUIDING PRINCIPLES**

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel and trustees - are included in the Provincial Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities that may have an impact on school climate.

#### **5. ROLES AND RESPONSIBILITIES**

The **TCDSB Code of Conduct** recognizes that all members of the school community comply with the standards of behaviour outlined in this policy.

##### ***Toronto Catholic District School Board***

The TCDSB is committed to the principles and standards established by the Violence Prevention Policy. The TCDSB will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community.

##### ***Schools***

Through the development or refinement of local codes of conduct, schools must communicate provincial and TCDSB standards of behaviour in a variety of languages suited to the respective communities.

##### ***Principals***

Principals, under the direction of the school board, take a leadership role in the daily operation of the school. Bill 157 permits the Principal of a school to delegate limited powers under Part XIII of the Education Act to a vice-principal of the school or, in the absence of a vice principal, to a teacher employed in the school. Bill 157 requires the Principal to provide written acknowledgement of receipt of a report to the individual who initiate the report using the Incident Reporting Form – Part II. Bill 157 requires Principals to contact the parent/guardian of victims who have been harmed as a result of serious student incidents including incidents for which a suspension or expulsion must be considered. A principal will not contact the parent/guardian of a victim if:

- the student is 18 years of age or older,
- the student is 16 or 17 years of age and has withdrawn from parental control,
- in the opinion of the principal, contacting the parent/guardian will create a risk of harm to the student by the parent/guardian.

##### ***Teachers and School Staff***

Under the leadership of the principal, teachers and staff shall maintain order in the school and are expected to hold everyone to a high standard of respectful and responsible behaviour. Bill 157 requires all TCDSB employees, bus drivers and other non-TCDSB employees deemed appropriate, to report to the principal serious incidents that must be considered for suspension or expulsion using the Incident Reporting Form - Part 1. In addition, TCDSB employees, who work directly with students, must respond to incidents that may have a negative impact on school climate.

##### ***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.

##### ***Parents and Guardians***

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

##### ***Police and Community Members***

Police and community members are essential partners in making our schools and communities safer. Community members 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.

## 6. STANDARDS OF BEHAVIOUR

### **Respect, Civility, Safety and Responsible Citizenship**

The TCDSB does not tolerate any anti-social or violent behaviour that impacts on learning environments. All local school codes of conduct must set out standards of behaviour consistent with the standards established in the TCDSB Violence Prevention Policy. Standards of Behaviour must promote respect, civility, responsible citizenship and Catholic values.

### **Electronic Communications and Media Devices**

Schools shall include provisions in their local codes of conduct to ensure that all personal communication devices such as cell phones are powered off and stored out of view in instructional spaces (unless approved by the teacher for program use) and washrooms.

## 7. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS

### **Students**

Local school codes of conduct shall set out consequences that are consistent with *The Education Act* and the Board Safe School policies for Suspension (S.S.06) and Expulsions (S.S. 05). Mitigating Factors as stated in *The Education Act* shall be considered.

## Consequences for Inappropriate Behaviour

The following charts are used by Principals when considering consequences for the inappropriate behaviour of students.

- The term **shall**, as used in the legislation, means **must**.
- When the term **may** is used, it is important to note (according to the established Police/School Board Protocol) that if, through **balance of probability**, a criminal act that impacts on the climate of the school took place, the Principal must inform the Police.

Activities for which a Principal Shall Consider a Suspension <i>Education Act, Part XIII, subsection 306 (1)</i>		Principal May Issue Suspension	Notify Police	
			May	Shall
1.	Uttering a threat to inflict serious bodily harm on another person	1 –20 Days		X
2.	Possessing alcohol or illegal drugs	1 – 20 Days	X	
3.	Being under the influence of alcohol	1 – 20 Days	X	
4.	Swearing at a teacher or at another person in a position of authority	1 – 20 Days	NA	NA
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	1 – 20 Days		X
6.	Bullying	1 – 20 Days	X	
7.	Any activity that is an activity for which a principal may suspend a pupil under a policy of the board.	1 – 20 Days	X	

Under clause 306 (1) 7 of The Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Activities for which a Principal May Suspend a Pupil – Board Policy <i>Education Act, Part XIII clause 306 (1) 7</i>		Principal May Issue Suspension	Notify Police	
			May	Shall
1.	Persistent opposition to authority	1 – 20 Days	X	

2.	Habitual neglect of duty	1 – 20 Days	NA	
3.	Willful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises	1 – 20 Days	X	
4.	Use of profane or improper language	1 – 20 Days	NA	
5.	Use of tobacco	1 – 20 Days	X	
6.	Theft	1 – 20 Days	X	
7.	Aid/incite harmful behaviour	1 – 20 Days	X	
8.	Physical assault	1 –20 Days	X	
9.	Being under the influence of illegal drugs	1 –20 Days	X	
10.	Sexual harassment	1 –20 Days	X	
11.	Racial harassment	1 –20 Days	X	
12.	Fighting	1 –20 Days	X	
13.	Possession or misuse of any harmful substances	1 –20 Days	X	
14.	Hate-motivated violence	1 – 20 Days	X	
15.	Extortion	1 –20 Days		X
16.	Distribution of hate material	1 – 20 Days	X	
17.	Inappropriate use of electronic communications/media	1 –20 Days	X	
18.	Other*	1 –20 Days	X	

\* **Other** is defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.

<b>SUSPENSION PENDING POSSIBLE EXPULSION</b> Principal shall issue a suspension pending possible expulsion <i>Education Act, Part XIII, subsection 310 (1)</i>  <b>Note:</b> Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing.		<b>Principal Must Issue Suspension</b>	<b>Notify Police</b>	
			<b>May</b>	<b>Shall</b>
1.	Possessing a weapon, including a firearm	1- 20 Days		X
2.	Using a weapon to cause or to threaten bodily harm to another person	1- 20 Days		X
3.	Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner	1- 20 Days		X
4.	Committing sexual assault <i>(Please Refer to TCDSB Policy)</i>	1- 20 Days		X
5.	Trafficking in weapons or in illegal drugs	1- 20 Days		X
6.	Committing robbery	1- 20 Days		X
7.	Giving alcohol to a minor**	1- 20 Days		X

\*\***Minor** as defined in The Education Act – under 18 years of age

The following infractions may result in a suspension pending possible expulsion in accordance with Board policy:

<b>SUSPENSION PENDING POSSIBLE EXPULSION – Board Policy</b> <i>Education Act, Part XIII, clause 310 (1) 8</i> <b>Note:</b> Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing.		<b>Principal Must Issue Suspension</b>	<b>Notify Police</b>	
			<b>May</b>	<b>Shall</b>

1.	Possession of explosive substance	1- 20 Days		X
2.	Serious or repeated misconduct	1- 20 Days		X
3.	Refractory conduct	1- 20 Days	X	
4.	Other *	1- 20 Days	X	

\*Other is defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.

## THE 2011-2012 SCHOOL YEAR:

**NUMBER OF SCHOOL DAYS** **194**  
**NUMBER OF PROFESSIONAL ACTIVITY DAYS** **6**

Labour Day	September 5, 2011
First Instructional Day	September 6, 2011
School year ends	June 29, 2012
Picture Day	October 4, 2011
Thanksgiving Day	October 10, 2011
Parent Interviews	November 18, 2011
P.A.Day(Faith Day)	December 9, 2011
Christmas Break	December 26-January 6, 2012
P.A. Day(Assessment)	January 27, 2012
Parent Interviews	February 17, 2012
Family Day	February 20, 2012
Ash Wednesday	February 22, 2012
Mid-Winter Break	March 12-16, 2012
Good Friday	April 6, 2012
Easter Monday	April 9, 2012
Victoria Day	May 21, 2012
EQAO (Gr. 3 & 6)	May 30-June 10, 2012 (tentative)
P.A. Day(Assessment)	June 1, 2012
Last day of classes for elem. Students	June 28, 2012
Last day for Teachers	June 29, 2012



## SSC CATHOLIC SCHOOL ADVISORY COUNCIL:

Our school is blessed to have active and involved school council. This volunteer group of parents is motivated by their desire to help provide the best education possible for all our students. We are indebted to them for the countless hours they donate to this cause. We thank them for their support in all we do.

## THE SCHOOL DAY:

8:45 a.m.	Morning bell rings (students enter school)
8:50 a.m.	Prayers and opening exercises
10:15 a.m.-10:25 a.m.	Supervised outdoor recess
11:45 a.m.-12:40 p.m.	Supervised lunch period
12:40 p.m.	Afternoon classes begin
2:15 p.m.-2:25 p.m.	Supervised outdoor recess
3:30 p.m.	Dismissal



Teachers are on supervision duty from 8:30a.m. until 3:45p.m. daily. No student is to be left in the school prior to 8:30 a.m. Students are to play safely in their designated areas. **NO STUDENT IS TO LEAVE THE SCHOOL GROUNDS WITHOUT PERMISSION.**

### **SAFE ARRIVAL/ABSENSES:**

Parents are asked to call the school office (416-393-5367) to notify us as to why students are going to be absent each day. An answering system is available to receive calls. Please do not leave messages for the teachers about your child's absence during the day as the message may not be responded to until the end of the day. (Someone will call parents of students who are absent and have not called to notify the office either at home or at work.).

It is the responsibility of the parents/guardians to ensure that their children are on time for school. It is important that children learn that punctuality is an expected norm in society. Students must be at school by 8:45 a.m. If late, the student must report to the office.

Students leaving the school during the day for any reason are required to have permission from parents/guardians in the form of a note. This note should be given to the teacher. Parents picking up students must meet them at the office and sign out in our special "sign out book".

Parents, guardians and all visitors must report to the office on entering the school. PLEASE do not remain in the schoolyard during outdoor recess times. This hinders appropriate supervision as children cannot always distinguish between parents and strangers. If you wish to talk to a teacher, please telephone for an appointment. Please avoid interrupting a class in session in order to speak to a teacher.

### **LUNCH:**

We encourage students to eat lunch at home whenever possible as this allows them more time to eat a good meal and to have a break in the day from school. If students must eat at school, the following procedures must be followed:

- children must eat in designated areas;
- children must remain in these areas until the Lunch Supervisor on duty dismisses them;
- children must follow the school "lunch rules";
- children must remain in the schoolyard after lunch



### **If you give permission for your child to leave, we must see that permission in writing.**

Children will not be allowed to phone home for verbal permission, unless it is an emergency situation. We are not responsible for children who leave the schoolyard. Should a child leave without permission, the parents will be notified immediately. Parents are asked not to bring hot meals to school for their children as this disrupts the classroom and office staff and the children do not get the lunch finished in time to go out to play.

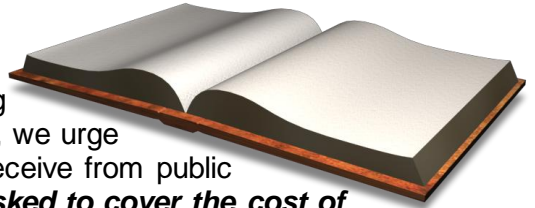


Many children have allergies. For a few of our students their allergies are life threatening. Some children, for example, are severely allergic to peanuts, nuts, shellfish, eggs, milk and latex which can cause severe reactions. If your child is severely allergic to such products, or if your child requires an Epi-Pen, please inform the school immediately. Students with life threatening allergies must have two Epi Pens at school at all times. One must always be on their person. With your help, we will be able to do our best to avoid mishaps and to ensure that all students are safe, healthy, and able to concentrate on learning.

Please remember that Senhor Santo Cristo is a "Peanut Safe" School when providing snacks and lunches. Refer to the first September newsletter package for Peanut Safe snack suggestions.

## SCHOOL MATERIALS:

Please impress upon your children the importance of caring for all texts, library books and other supplies. In that regard, we urge our students to take excellent care of the materials they receive from public funds. **Any child who loses or defaces a book will be asked to cover the cost of the replacement of the item.** Once again, this is done to teach responsible behaviour and to make sure that all students have the benefit of school materials. If we cannot replace lost or damaged items because of lack of funds, some students may have to be unfairly deprived of materials because of someone else's carelessness or irresponsible behaviour. A school bag of some type, or even a plastic bag would be most useful in protecting your child's materials.



## PHYSICAL EDUCATION:



Every pupil is required to participate in Physical Education classes and in the provincially mandated Daily Physical Activity classes. If, for some medical reason, your child cannot participate, a doctor's notification is necessary. For health reasons, proper clothing is essential. Running shoes, are required. We also strongly recommend that each child keep a pair of indoor shoes at school. This is especially crucial during the winter months when boots can become wet and covered with mud. Indoor shoes will protect your child's health and help us to keep the school clean. Please provide this necessary equipment.

## SCHOOL HOMEWORK GUIDELINES

5 to 10 min. per grade most nights

Grade One – 5 to 10 min.  
Grade Two – 10 to 20 min.  
Grade Three – 15 to 20 min.  
Grade Four – 20 to 40 min.  
Grade Five – 25 to 50 min.

Grade Six – 30 to 60 min.  
Grade Seven – 35 to 70 min.  
Grade Eight – 40 to 80 min.

