

Letters for Parents



Enclosed are two very important TCDSB Policy letters ... **The Appropriate Dress Code Policy** (i.e., what students are expected to wear) and **The Acceptable Use Policy** (around technology, social media, personal electronic devices, and how consequences (and law enforcement) comes into play).



We are asking that all parents please review the Dress Code Policy for all TCDSB Schools with your child. Right from the beginning of school in September, we will be applying the Appropriate Dress Code Policy and we want everyone to be aware of what this means – The Policy will be fully explained in this letter. As a welcomed member of the St. Albert School Community, it is our expectation that adherence to our policies, rules, and regulations are fully understood and adhered to. Please, do review the information in this document. We expect to have 100% compliance and this reminder serves notice to those who are not aware of the expectations or are non-compliant with the policy and our expectations. I thank you for your support and appreciate your efforts in this matter.

TCDSB Dress Code for Pupils Policy S.S.07

The Toronto Catholic District School Board implemented an Appropriate Dress Code in all of its elementary schools in September 2011.

The Appropriate Dress Code consists of any combination of white and navy blue garments (see below for more info).

In keeping with our commitment to reflect Christian values in our day-to-day lives and to abide by the social teaching of the Church and our own Mission and Vision Statement, the Toronto Catholic District School Board has implemented a Sweatshop-Free Purchasing Policy. This requires that all vendors provide assurances that the manufacturing of apparel is in keeping with the provisions and procurement requirements of the Suppliers Fair Labour Practices Agreement.



Photo courtesy of Life Touch Canada

What is part of the uniform?

Navy Blue: pants, shorts, skorts, skirts, dresses, cargo/capri pants, sweaters, hoodies, fleeces, cardigans, St. Albert Spirit wear (example, shorts with St. Albert logo).

White or Blue: golf shirts, collared shirts, blouses, dress shirts, turtle necks, mock turtle necks, Spirit wear (for example, St. Albert T-Shirts, Virtue Shirts)



What is not part of the uniform?

The following are “bottoms” are items that are not part of the uniform: track pants, sweat pants, tights (worn without a skirt), nylon pants, blue pants with stripes, leggings, athletic pants, jeans, jeggings, yoga pants/tights. Pants are to be navy blue - not ripped at the knees.

The following are “tops” that are not part of the uniform: T-shirts or any shirts with logos or messages of any kind (other than St. Albert spirit wear). Please note, the standard appropriate dress items are collared and sleeved white or navy blue shirts - That is, no cut-off/muscle shirts or shirts tied with elastics are permitted, no bare-back shirts, nor any spaghetti-strap tops.

The Appropriate Dress Code Policy calls for clothes items that navy and white - not baby blue, nor any other shades of blue or off-white or beige. These items are not to have any graphics, unless it is the St. Albert crest (or spirit wear Anaconda or the new Gators logo) or a TCDSB crest. If in the past, you have purchased St. Albert vests, hoodies, or sweat tops, your child would definitely still be encouraged to wear it especially during the colder months of the year and/or during physical education classes.

Please review the next pages for further details regarding Dress Code Policy S.S. 07

Those students who come to school not wearing appropriate clothes as outlined, will be asked to call home for mom/dad to bring a change of clothes; will go home to get a change of clothes. Parents will be called by the Administrative staff to discuss the matter to avoid future transgressions.

TCDSB Policy Register - SAFE SCHOOLS: DRESS CODE FOR PUPILS POLICY S.S.07

A. INTRODUCTION

To foster, through the implementation of a Local Dress Code, a positive and safe Catholic learning environment consistent with the mission and governing values of the Toronto Catholic District School Board (the “Board”). This policy applies to all students under the jurisdiction of the Board.

B. PRINCIPLES

The Dress Code for Pupils Policy (the “Policy”) of the Board:

- reflects the mission of the Board, which includes providing a safe and welcoming learning environment that is an example of Catholic community and sense of belonging in all our schools
- endorses and supports our commitment as visible role models of Gospel values and Catholic doctrines, teachings, and integration of Catholic beliefs into the total learning experience
- contributes to providing a learning and working environment that is respectful of the needs and well-being of all individuals

C. POLICY DEFINITIONS

All student attire must be in keeping with our Catholic teachings and beliefs, and reflect principles of modesty and shall not include the following:

- short shorts/skirts, bare midriffs, halter tops, tank tops etc.
- accessories such as spiked bracelets/necklaces or any externals not in keeping with the spirit of the dress code as determined by the local school
- language and/or representation on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group

In this policy, references are made to the terms Uniform Dress Code, Appropriate Dress Code, and Local Dress Code. Each of these terms is defined as follows:

- i) Uniform Dress Code – prescriptive in nature, determined by the school, specifying clothing that must be purchased from a particular uniform supplier, often with guidelines as to when certain items can/must be worn. No variations from this uniform dress are permitted except as are provided in the Local Dress Code.
- ii) Appropriate Dress Code (elementary schools only) – consists of any combination of navy blue and white garments (i.e., plain white top, navy blue bottom, navy blue top and bottom, no denim). Dress code options that may be decided locally may include: dress details (e.g., collar or no collared shirts), inclusion and colour of over-garments (e.g., vests), school crests, gym attire and accessories.

*The elementary schools that already had a uniform or colour dress code in place prior to June, 2009 were “grandfathered” (i.e. there was no expectation for these schools to change their Local Dress Code to navy blue and white).
- iii) Local Dress Code: – refers to the dress code adopted by a school (i.e., details regarding the Uniform Dress Code or Appropriate Dress Code).

D. LOCAL DRESS CODE REQUIREMENTS

1. All Elementary students within the jurisdiction of the Board shall adopt an Appropriate Dress Code or Uniform Dress Code.
2. All Secondary students within the jurisdiction of the Board shall adopt a Uniform Dress Code.
3. The Local Dress Code shall comply with the “principles of modesty” referred to in Section C.
4. Local Dress Codes must be consistent with the following:
 - TCDSB Dress Code for Pupils Policy S.S.07
 - TCDSB Sweatshop-Free Purchasing Policy F.P.04
 - TCDSB Safe Schools: Code of Conduct S.S. 09
 - TCDSB Safe Schools, Progressive Discipline Policy S.S.10
 - TCDSB Purchasing Policy F.P.01
 - Safe Schools Act, 2007: Education Act, S.302(5)
 - Education Act, Reg. 298 Operations of Schools (Requirements for Pupils) 5.23 (1)(f)
 - PPM 119 Religious Accommodation

5. School dress codes must take into consideration:

- affordability
- student/family mobility
- consequences for non-compliance with the Local Dress Code
- safety conditions
- students with special needs
- maintenance of proper decorum
- age of the students
- neatness and cleanliness

6. The responsibility for meeting the expectations of the Local Dress Code is primarily that of the parents/guardians of the students.

7. The enforcement of the Local Dress Code is the responsibility of the principal and school staff are expect to support its consistent implementation.

8. Local Dress Codes must be flexible enough to permit the principal to exercise discretion to allow exceptions to the Local Dress Code (such as “Dress Down Days” or “Casual Days”) or exceptions regarding compliance and provide accommodation for religious dress.

9. Any action taken to implement the requirements of this policy, including the application of supports and consequences to students, must be consistent with the provincial requirements of Policy Program Memoranda (PPM) 145 “Progressive Discipline and Promoting Positive Student Behaviour”, and TCDSB Safe Schools, Progressive Discipline Policy S.S.10.

10. Uniforms shall be purchased from compliant vendors on the Board’s Materials Management (Purchasing Department) “School Apparel Supplier List”.

11. Local Dress Codes shall include a provision respecting periodic review and monitoring of the Local Dress Code once every five years. The periodic review shall include a process for consultation with students, teachers, and staff working in the schools, parents and guardians and school councils.

G. COMPLIANCE

1. The Local Dress Code is mandatory and shall be in effect on the first day of the school year unless otherwise determined by the school principal.

2. The principal of each school has the right to enforce the Dress Code for Pupils Policy S.S. 07 in both the Elementary and Secondary panels and any action taken to implement the requirements of this policy, including the application of consequences to students.

3. Students are expected to comply with the Local Dress Code for their school.

4. School staff is expected to support the consistent implementation of the Local Dress Code, according to the local school Code of Conduct.

5. Parental support of the Local Dress Code for their school is essential for upholding a positive and safe Catholic learning environment in our schools.

6. The principal of each school has the discretion to determine whether a student is in violation of the Local Dress Code and will consider mitigating circumstances that would prevent a student from complying.

7. Any action taken to implement the requirements of this policy, including the application of consequences to students, must be consistent with the requirements of Policy S.S.10, Safe Schools: Progressive Discipline (2008).

8. Consequences for students who do not comply with the policy shall be established by the principal in consultation with CSAC and shall be incorporated into the local school Code of Conduct.

9. Non-compliance with the Local Dress Code shall include but is not limited to sayings, pictures, and logos that address or display sexual content, substance abuse, violence, profanity, inappropriate references to nationality, race or gender, articles of clothing in serious disrepair.

10. **Some examples of a progressive discipline approach for non-compliance include but are not limited to:**

- verbal reminders of expectations
- consultation with parent/guardian
- written notification (notes, agendas) to parent/guardian by the Administration outlining consequences for further non-compliance
- loss of privileges
- detention
- age appropriate discipline assignment
- contacting parent/guardian to pick up student from school
- suspension of student

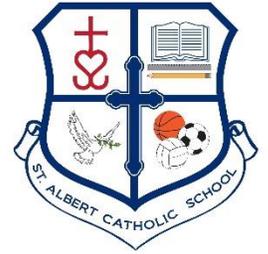
11. No student will be denied access to school as a result of inability to afford clothing required by a school’s Local Dress Code. Strategies shall be in place to address issues of affordability and may include: giving advance notice to parents, supplier incentives for parents, supplier discounts, swap days, donation of outgrown items etc.

12. The principal shall:

- develop procedures for monitoring the Local Dress Code for students in consultation with the Catholic School Parent Council
- document (in the Progressive Discipline Form) the efforts made to have the student conform to the Local Dress Code.



TCDSB ACCEPTABLE USE POLICY (AUP)



Acceptable Use Policy (AUP)

The TCDSB provides for student and staff, use of an electronic communication system. Teachers will instruct students about specific rules for using TCDSB electronic systems including the Internet/Intranet. Students are expected to follow the rules and procedures and may use TCDSB equipment only after a Student Access Agreement is signed and filed at the school. Parents may view the TCDSB Acceptable Use Policy (AUP) on the TCDSB website at: www.tcdsb.org.



A disciplinary process is in place should there be a failure to comply with the TCDSB Acceptable Use Policy. For example the student password may be disabled for failing to follow teacher instructions and directions for computer use, viewing, creating and/or circulating inappropriate or offensive materials or using computers without teacher permission or supervision. Further actions, as per Safe Schools Policy will also be in play.



Children need to know and use responsible on-line behaviour. Cyber-bullying or the spreading of malicious messages or images is not uncommon. Unfortunately, students and parents are not aware that such matters start as small school issues, but sometimes become significantly more serious and could potentially become Police matters.

We strongly suggest that at home computers be located in highly visible areas and the use of MSN, Twitter, FaceBook or other be monitored closely. Talk to your child about their online activities and friends just as you would talk to them about their other activities.

It cannot be stressed enough that: Any activities that transpire during non-school hours are also covered under the TCDSB Acceptable Use Policy as any activity “that affects the moral tone of the school” is covered in this policy.

Any cyber-bullying or inappropriate activity using photos, sexting, text messaging, instant messaging, Facebook posts/comments, Twitter posts/comments, etc. making reference to any staff member and/or student and/or student’s family are considered serious contraventions of the Acceptable Use Policy, the Safe Schools Policy, and Canadian Privacy Laws – students are subject to suspension, expulsion, and possible police involvement if required.



As such, should any internet/social media activity undertaken by a student contravene any Ontario Provincial Laws or Federal Laws, they become legal issues and will be dealt with by the appropriate authorities in conjunction with the school. The ramifications of such activity may very well go beyond the scope and jurisdiction of the school and it is for this reason that we want to further encourage parents to take it upon themselves to know what his/her child is doing on the internet when at home or when not at school (i.e., at a friend’s house).



TCDSB Acceptable Use Policy for Technology

The **TCDSB Acceptable Use Policy (AUP)** reflects the growing technological presence of electronic communication systems in our schools and emphasizes the use of technology in a respectful manner that upholds the dignity of the human person and is consistent with our Catholic teachings. It recognizes that in 21st century there is a shared responsibility between the Board, families, schools and students to provide guidance on the appropriate use of technology. The AUP has been created to establish guidelines for users to understand what governs “safe and appropriate use”.

The AUP defines **electronic communication systems** to include social media, website publishing, and the use of **personal electronic devices (PED’s)**. In addition it addresses expectations surrounding the **Bring Your Own Device (BYOD)** policy effective as of September 2012. While these devices are not mandatory for classroom activities, they may be included when there is a clear educational purpose that has been identified by the teacher. All students are expected to familiarize themselves with the AUP. The full text of the TCDSB AUP can be found at: <http://www.tcdsb.org/board/policies/aup>

Behaviour Expectations:

- All students must sign a "Student Access Agreement" before receiving their individual user accounts and gaining access to the Board network. If a student is less than 18 years of age, a parent or guardian must also sign the agreement.
- Using the Board’s electronic communication systems is a privilege, not a right, and can be restricted or, if appropriate, removed altogether.
- Individual user accounts must remain private.
- Students must act ethically, lawfully and in an appropriate manner when using the Board’s electronic communication systems.

- **Personal Safety & Privacy:**
- Students will promptly inform a school Administrator or teacher if they receive any inappropriate communication that makes them feel uncomfortable or unsafe.
- Students should always protect their personal information and privacy.

Unacceptable Activities:

- Attempts to access unauthorized areas of the Board’s system, or any other computer system through the Board’s network. This includes attempting to access another user’s files or attempting to log on using another person’s account.
- Malicious destruction or abuse of the Board’s network, computer systems, hardware, software, or electronic devices.
- Accessing, installing or distributing unauthorized equipment, software or media files on the Board’s network or computer systems.
- Engaging in any illegal activities such as the sale of drugs or alcohol, criminal activity or threatening the safety of another person.
- Engaging in any inappropriate behaviour such as cyberbullying, personal attacks, threats, harassment, hate motivated and discriminatory behaviours at school, school related events or in circumstances that negatively impact on the school climate. These actions will be dealt with according to the Education Act or school codes of conduct.
- Impersonation or using a false identity.
- Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publically, privately, or on any websites.

Plagiarism and Copyright Infringement

- Students must not plagiarize works that they find on the Internet and properly obtain permission and/or site original ownership for copyright materials.

Bring Your Own Computer / Personal Electronic Device (PED):

- The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning, duties and obligations.
- Students are allowed to bring their own Personal Electronic Device (PED) including cell phones and laptops to school, but not to class unless permitted by the teacher, for an educational purpose.
- For educational purposes, students may use their PEDs when not in class in the following designated area:
Cafeteria
- All other times PEDs MUST be securely stored away by the student and in silent mode during regular school hours. A student who uses a PED in class without the teacher's permission is subject to regular classroom and school disciplinary procedures.
- The teacher may send a student to see an administrator if a PED is used inappropriately during class. The administrator may confiscate the device and store it securely until the matter is resolved.
- The school administration may decide when and where PEDs are permitted and prohibited within a school environment
- Students may connect their devices to the Board's Guest network for internet access only, in designated study areas and as per school policy. PEDs are NOT permitted in examination rooms, unless the teacher has granted permission.
- Board Technical support will be not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licenced software, unless the software has been be licensed for home use.
- All PEDs must have anti-virus malware protection on them prior to connecting to the Board's network. If a PED is suspected of interfering with the Board's network it must be disconnected and securely stored by the student.
- Students may not use PEDs to capture video or images in private areas such as washrooms or change rooms. When photographing a student or students on school property their consent must be granted. Parental/guardian consent is required for photographing a student with special needs. Any images being posted or transmitted electronically while photographed on school property or at a school event must have the permission of the individual(s) or the principal. Any images or video that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

Disciplinary Consequences:

- In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.
- A school administrator/designate may deny, restrict or suspend a student's access to the Board's network upon any violation of this policy or other rules of the school.
- Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's system.

School Website ... Stay Informed ... It is our intention to keep the website up to date and informative.

The St. Albert website address is: **<http://stalbert.tcdsb.org/>**

Should you have any questions about the Dress Code Policy or the Appropriate Use Policy, please do not hesitate to contact me.

Sincerely,