

## INTRODUCTION

At St. Antoine Daniel Catholic School we strive to provide our students with a safe, secure and stimulating learning environment where sensitivity to, and caring for other people are as important as academic learning. We strongly believe in the inherent right of all individuals to be treated with dignity and respect. It is a shared responsibility among school, home, church and community which provides the opportunity for all students to achieve their maximum potential and strive to be the best they can be. To this end, we engage the support of all stakeholders in facilitating the spiritual, social, academic, physical and effective development of our students. Our **Code of Conduct** is intended to reflect a message of love and to encourage our students to become true Christians who are empathetic, have an understanding of others and are able to respect all people. A progressive discipline policy is designed to create an atmosphere in which all individuals may perform their tasks without interference or harm. To develop and maintain an atmosphere where all may strive to achieve their full potential, there are guidelines in our **Code of Conduct**, that all must follow.

### Catholic School Graduate Expectations

- **A discerning believer** formed in the Catholic faith community who celebrates the signs and sacred mysteries of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- **An effective communicator** who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
- **A reflective, creative and holistic thinker** who solves problems and makes responsible decisions with an informed moral conscience for the common good.
- **A self-directed, responsible, life-long learner** who develops and demonstrates his/her God-given potential.
- **A collaborative contributor** who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- **A caring family member** who attends to family, school, parish, and the wider community.
- **A responsible citizen** who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

### Our Vision

#### **We Envision A School Where:**

- Intimidation, physical, verbal or written, sexual or psychological abuse and bullying will not be tolerated.
- Discrimination on the basis of race, culture, religion, gender, language, age, disability, sexual orientation or any other attribute is unacceptable and will not be tolerated.
- Deliberate vandalism of school property and damage to personal property in the school environment is unacceptable.

#### **We Envision Students Who:**

- Pursue academic excellence and strive to be the best they can be.
- Exercise self-discipline.
- Use language that is appropriate to their dignity as Roman Catholics.
- Are formed in the Catholic faith.
- Apply Christian values to life's opportunities, challenges and choices.
- Display self-esteem and self-respect.
- Demonstrate skills for developing and maintaining personal and family wellness.
- Demonstrate global perspective and community responsibility.

#### **We Envision Staff Who:**

- Maintain a trusting and confidential relationship between pupil/parent and teacher.
- Equally share in the monitoring of school activities and student behaviour.
- Share equally in the curricular activities required to provide for the fullness of life within the school community.
- Maintain the dignity and rights of all students.

#### **We Envision Parents/Guardians Who:**

- Are viewed as partners in the learning process and reinforce school recommendations with their children.
- Will share an open relationship with school staff in a non-threatening, trusting, tolerant and supportive manner.
- Ensure that the regular and punctual attendance of the children will be enforced.
- Keep the school informed of those conditions of health and welfare which affect their child's involvement in school.
- Share with the school in the exercise of the discipline control and direction of their children.

#### **We Envision Visitors, Including Parents/Guardians, Who:**

- Report to the main office any time that they enter the school.
- Sign the log book and respect school and classroom routines.

## AREAS OF BEHAVIOUR

---

---

### **ACADEMICS**

---

---

The primary goal of all staff at St. Antoine Daniel School is to develop inquisitive, independent, self-disciplined, and self-motivated learners. Students are expected to be in regular attendance at school. Students are expected to arrive punctually to class, prepared for the day. Preparation includes the completion of daily assignments, which are done to the best of the individual student's ability. Preparation also implies that the student devotes appropriate time to study in advance of test situations.

Homework can be defined as an important and relevant learning activity that is related to the school program and that takes place in a variety of settings in the home or in the community. Along with daily Independent Reading, Time Guidelines for homework generally follows the rule of thumb: **5 to 10 minutes per grade on most nights**. That is, a child in grade two on most nights will have 10 to 20 minutes of homework. However, a child in grade eight can expect, on most nights, 40-80 minutes of homework.

Consequences for lack of cooperation with respect to academic expectations will result in the following actions by staff:

1. Students will be required to make up missed work, possibly in detention.
2. Parental contact via agenda entry or phone call or meeting.
3. Case Conference involving student, parent(s), teacher(s) and principal.
4. Follow-up to recommendations of the case conference.

---

---

### **LUNCH TIME & INDOOR RECESS**

---

---

Students who stay for lunch must stay on the school grounds during the entire lunch period, unless a clearly, signed, and dated note is approved by the office by 9:15 a.m. Students are expected to show consideration for others through good manners and behaviour by:

- Sitting and eating quietly in the assigned area.
- Leaving the personal eating area clean.
- Talking in a normal conversational tone.
- Lining up in a quiet, orderly fashion.
- Staying in class unless the supervisor gives permission.
- During indoor recess participating in quiet conversational activities.

Students who fail to follow these rules are removed from the lunch area and if persistent will have their right to stay for lunch removed after a warning letter is sent home.

---

---

### **BUS BEHAVIOUR AND TRANSPORTATION PRIVILEGES**

---

---

Students who are approved bus students are expected to board the bus every day, unless they are absent, picked up by a parent/guardian or have a written note from home giving them permission to walk home. Students can only take the bus assigned to them. Students, who are not bus students, cannot take the school bus before or after school.

We understand that the safety of your child and that of others is of paramount importance to you. Your support in helping us ensure the safe transportation of all students is greatly appreciated. Students are responsible for their behaviour while waiting for the bus and while traveling. The following expectations must be followed:

- Pupils are to remain seated.
- Pupils are to keep their hands and feet to themselves.
- Pupils are not to be disruptive.
- Pupils are not to eat or drink in the bus.
- Pupils are to respect the personal property of others.

Following progressive discipline and one written warning from the office, pupils may have transportation privileges withdrawn and parents/guardians will have to arrange for their own transportation.

---

---

### **SAFE ARRIVAL POLICY: ATTENDANCE/PUNCTUALITY**

---

---

The Safe Arrival Policy is a system of procedures that enable the school to verify a student's absence or lateness with the parent or guardian. These procedures are a critical part of daily attendance taking practice at St. Antoine Daniel.

Parents and guardians must provide the school with complete and current emergency contact information. Please update this information throughout the year as necessary. Parents are asked to call the school at (416)-393-5339 before 9:00 a.m. and leave a message when their child will be absent or late. If there are other children from the same family attending the school, a note from the parent/guardian regarding the child's absence is acceptable.

- The student must be in attendance at school on every school day unless the child is ill or there is a reasonable excuse for not attending (e.g. doctor's appointment, family emergency). The consequences for non-attendance can progress from a **telephone call home**, to the **involvement of the Board Attendance Counsellor**. The latter may result in court proceedings in serious cases.
- The student must be at school by 9:00 a.m. for morning classes and 12:45 p.m. for afternoon classes unless there is a reasonable excuse (e.g. doctor's appointment, family emergency). The students will assemble in the school yard at these times and wait to be brought into the school by the teacher. Parents are encouraged to develop a wake-up routine at home ensuring that the child is awake early enough to get ready for school and leave early enough so as not to be late. The consequences for lateness can progress from a **letter** to **suspension**.

---



---

### STUDENT DROP-OFF AND PICK-UP

---



---

The time of heaviest volume is the time between 8:30 a.m. and 9:00 a.m. and 3:15 p.m. and 3:45 p.m. If you are dropping off/picking up your child, please park your car and meet them on the sidewalk. This practice will avoid children crossing the parking lot to meet their parents who are waiting in their car.

Thank you for helping to keep our main floor hallway clear by meeting your children outside the doors in the school yard. **Absolutely no one is to park in the bus loading zone.** Your cooperation is greatly appreciated.

#### **INCLEMENT WEATHER**

In the morning: 8:45 a.m. **Children will be allowed into the school and will be supervised.**

In the afternoon: 3:30 p.m. **Bus students will wait in the gym; JK/SK pick-up students will wait in the stairwell.**

---



---

### RESPECT FOR AUTHORITY

---



---

All students are required to respect the teachers and other adults by obeying them and following their instructions both inside the school, in the school yard, on the school bus and on excursions.

Consequences for the lack of respect for authority can progress from a **reprimand** to **suspension**.

---



---

### RESPECT FOR SELF AND OTHERS

---



---

Every individual should be treated with consideration and respect. We should learn to appreciate and understand the many different people in our society. A positive and tolerant attitude encourages mutual growth and harmony among all individuals and creates an atmosphere of co-operation in which to learn.

Activities that show lack of respect for others include:

- |   |                                     |
|---|-------------------------------------|
| ➤ name calling; threatening             | ➤ racial/sexual slurs or harassment |
| ➤ bullying; injuring                    | ➤ distracting others when working   |
| ➤ use of foul or inappropriate language | ➤ disrupting classroom              |

Consequences for the lack of respect for others can progress from a **reprimand** to **suspension**.

---



---

### RESPECT FOR PROPERTY

---



---

Students must show care and respect for their own property, the property of the school and of other people. Students will use wisely, materials and supplies given to them by the school. They will take care of textbooks and notebooks and make sure that these materials are at school every day. They will not perform any acts of vandalism, such as writing on desks, books and walls. Parents will be asked to make restitution for any damages or lost materials. Students are reminded to keep valuables at home. These items invariably are lost, stolen or broken.

Consequences for the lack of respect for property can progress from a **reprimand** to **expulsion**.

---



---

### APPROPRIATE DRESS CODE

---



---

Effective September 2011, all elementary schools in the TCDSB have an Appropriate Dress Code. The colours are **navy blue** and **plain white** for all students in K to 8. Students' appearance reflects their good judgement and their respect for themselves. Students are expected to come to school neatly dressed and groomed.

- Clothing cannot contain stripes, logos, denim, questionable slogans and/or graphics.
- Hats and other head apparel are not to be worn indoors.
- Shorts must be walking length and not tattered, tank tops, halter tops, mesh shirts and cut-offs should not be worn.
- Make-up is discouraged and pants are to be worn at the waist.

Consequences for the wearing of improper dress can progress from a **request that it not be worn again**, to **removal from the class/school setting**.

---

---

## ACCEPTABLE USE POLICY (AUP)

---

---

The **TCDSB Acceptable Use Policy (AUP)** governs the proper use of technology and electronic communication in our schools. The purpose of the AUP is to provide students and their parents with a set of guidelines that outline the safe and appropriate use of technology within our Catholic School system. Included in the AUP is a definition of **electronic communication** 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.

**Definition:**

**Electronic communication** includes but is not limited to Internet use, e-mail, and social media, browsing, publishing or posting on websites, downloading, accessing or storing files and use of personal electronic devices.

The use of an electronic communication system within the Board has an educational and professional purpose. The term **educational and professional purpose** includes classroom activities and limited high quality, self-discovery activities.

All parents and students are encouraged to familiarize themselves with the AUP. For parents, the full text of the TCDSB AUP can be found at: <http://www.tcdsb.org/board/policies/aup>

A summary of the AUP expectations for students in the TCDSB:

**Behaviour Expectations:**

- It is a privilege, not a right, to use the Board's network and devices. Privileges may be restricted or taken away if the AUP is violated.
- Students must use their own student account and keep it private when using the board network or devices.
- Students must use the network and electronic communication for educational purposes only.
- All students and their parents must sign the "Student Access Agreement" before they will be allowed to use the Board's network and devices.

**Personal Safety & Privacy:**

- A student should tell the school Principal or teacher immediately if they feel uncomfortable or not safe because of a message they received from an electronic communication such as an email, text message or photo.
- Parents should discuss with their children the importance of protecting their personal information and privacy when using any electronic communication such as the internet.

**Password Management:**

- TCDSB student logins grant access to WiFi, school computers and devices, and educational third-party services e.g., Google Apps for Education (GAPE).
- Password management is very important and students must personally create their own password and it must be a strong password.
- Students must keep their password secret, and never disclose or share a password.
- When creating a password we recommend that you make it easy to remember, but hard for others to guess. Avoid using personal information such as your name, email address, or mailing address.
- **Password creation checklist:**
  - ✓ 8-16 characters
  - ✓ At least 1 upper-case letter
  - ✓ At least 1 lower-case letter
  - ✓ At least 1 number
  - ✓ No space
  - ✓ No accented characters

**Unacceptable Activities:**

- Trying to access or "hack" parts of the Board Network or any other computer network is prohibited.
- Purposely breaking, destroying and intentionally abusing Board computers, network, hardware, software, or electronic devices.
- Installing, accessing or sharing unauthorized equipment, software or media files such as games.
- Engaging in any bullying or threatening behaviour such as cyberbullying, making threats, or posting inappropriate material about another student to a social media site is unacceptable and 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 and must obtain permission for any copyright materials they use.

**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.

- Students can bring Personal Electronic Device (PED) such as cell phones and laptops to school, but are not allowed to use them during class time unless allowed by the teacher. Students are responsible for securing their own devices and **MUST** turn them off and put them away during regular school hours.
- The teacher may send a student to the office if a PED is used inappropriately during class time. The administrator may confiscate the device and store it securely until the matter is resolved.
- The school Principal may decide when and where PEDs are allowed in the school.
- Students can use PED's to connect to the school network for internet access only. 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 student PEDs must have anti-virus protection on them before they can connect to the Board's Network.
- Students cannot take pictures or capture video with their PEDs in private areas such as washrooms or change rooms.
- Any pictures or videos published electronically and taken on school property or at a school event must have the permission of the individual(s), their parents or the principal/designate.
- Any images or video that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

**Accessing TCDSB Wi-Fi Network with a Personal Device**

- The TCDSB provides students with Wi-Fi access on their personal devices for educational purposes only. Students must restrict their use of Wi-Fi to this end.
- Access to Wi-Fi with a personal device is restricted to the **TCDSB-Guest** network.
- Any personal device connected to a Wi-Fi network other than the **TCDSB-Guest** (including but not limited to **TCDSB-Misc**) will be identified and banned from all TCDSB Wi-Fi networks.

**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.

**INAPPROPRIATE BEHAVIOUR**

The school recognizes that some violations of the School Code of Conduct will be more serious than others. Therefore the severity of the consequences will be directly related to the seriousness of the violations. **Some** examples of major and minor infractions are listed below:

**Minor Infractions**

**Major Infractions**

• Play fighting	• Hitting others
• Running in stairs or halls	• Damaging or stealing property
• Not entering school quietly	• Defiance of authority (i.e., Not listening to the bus driver)
• Noisy in halls and stairs	• Disrespectful/abusive language

- School staff will determine whether or not an infraction is major or minor.

**PROGRESSIVE DISCIPLINE MODEL**

- A. Verbal Reminders/Counseling.
- B. Time Out/Detention/ Removal of privileges.
- C. Parental Involvement – phone call, correspondence, interview.
- D. Incident Report (signed by parent, teachers, principal).
- E. Writing a reflection or think paper (signed by parent).
- F. Teacher communication with parents or/and principal.
- G. Student name and incident recorded in principal's data base.
- H. Teacher meeting with parents (and student).
- I. Principal meeting with parents (and student).
- J. Principal and teacher(s) meeting with parents (and student).
- K. Counseling – Guidance Teacher or Social Worker.
- L. Removal of the student from a classroom to an alternate supervised space.
- M. Utilization of a behavioural, attendance or performance contract.
- N. Restitution, payment for repair or replacement of damaged property.
- O. School Support Team Involvement.
- P. Suspension as set out in the Education Act and TCDSB Policy.
- Q. Violent Incident Form completed and placed in OSR.

## **SUSPENSION AND/OR EXPULSION UNDER THE EDUCATION ACT AND TCDSB POLICY**

The principal may, at any time, notwithstanding the above procedures, suspend a child for a single incident if it is deemed by the principal to violate the sections in School Board Policy and the Education Act, which deal with suspensions. As well, the procedures described in this Behaviour Code may be modified at the principal's discretion, where it is felt to be in the best interest of the student and/or the school community.

### **Activities leading to possible suspension:**

A principal shall consider whether to suspend a pupil if he or she believes that the pupil 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:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
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.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

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. Under Board policy, activities for which a principal may suspend a pupil include:

1. Persistent opposition to authority.
2. Habitual neglect of duty.
3. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises.
4. Use of profane or improper language.
5. Use of tobacco.
6. Theft.
7. Aid/incite harmful behaviour.
8. Physical assault.
9. Being under the influence of illegal drugs.
10. Sexual harassment.
11. Racial harassment.
12. Fighting.
13. Possession or misuse of any harmful substances.
14. Hate-motivated violence.
15. Extortion.
16. Distribution of hate material.
17. Inappropriate use of electronic communications/media.
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

## **SUSPENSION, INVESTIGATION AND POSSIBLE EXPULSION**

### **Activities leading to suspension:**

A principal shall suspend a pupil if he or she believes that the pupil 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:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under the policy of our Board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

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

1. Possession of explosive substance.
2. Serious or repeated misconduct.
3. Refractory conduct.
4. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

### **POLICE INVOLVEMENT**

1. Physical assault causing bodily harm requiring medical attention.
2. Sexual Assault.
3. Robbery.
4. Criminal Harassment.
5. Weapons offences; and drug offences (e.g. trafficking).

### **Consequences for Non-Compliance with the Code of Conduct**

Every case of non-compliance with the school's Code of Conduct will be dealt with in accordance with the **Progressive Discipline School Model**. Every student infraction will be examined on an individual basis and all extenuating circumstances will be considered before disciplinary action is taken.

### **ALLERGY ALERT**

St. Antoine Daniel Catholic School is an allergen aware school. There are a number of children who suffer from severe and life-threatening allergies to certain foods, such as peanuts and nut products. We, at St. Antoine, would appreciate the co-operation of the whole school community for their vigilance in NOT sending any lunches or snacks that contain peanuts or nuts, which could potentially harm a child. For the celebration of your child's birthday, please do not send food items. Please choose alternative ways to celebrate student birthdays—stickers, pencils, etc.

### **School Hours for September 2016**

<b>9:00 am</b>	<b>Opening Bell (Yard Supervision begins at 8:45 am)</b>
<b>10:42 am - 10:57 am</b>	<b>Morning Recess</b>
<b>11:45 am - 12:45 pm</b>	<b>Lunch (12:05 to 12:45 Lunch Recess)</b>
<b>2:10 pm - 2:25 pm</b>	<b>Afternoon Recess</b>
<b>3:30 pm</b>	<b>Dismissal</b>