

# **St. Clare Catholic School**



**DRAFT**

## **Handbook & Code of Behaviour 2015-2016**

# **ST. CLARE CATHOLIC SCHOOL**

## **HANDBOOK AND CODE OF BEHAVIOUR**

*This is a DRAFT Handbook and Code of Behavior.*

*It is written to conform with Ministry of Education and Training and Toronto Catholic District School Board Policies*

In a school community formed by Catholic beliefs and traditions, the mission of St. Clare, in harmony with the mission of the Toronto Catholic District School Board, is to educate students to their full potential. This is achieved by providing a safe and welcoming learning environment that is an example of a Christian community, by the integration of Gospel Values into the total learning experience and by providing continual feedback on student progress. We seek to provide a Catholic education that will enable our students to become responsible, self-discipline, life-long learners and members of a caring local and global community.

We envision students who:

- are formed in the Catholic faith;
- are physically, emotionally and spiritually balanced to be open to and apply Christian values to life's opportunities, challenges and choices;
- strive for personal academic excellence in literacy, numeracy and technology;
- display self-worth and self-respect;
- display a concern and respect for others;
- demonstrate skills for developing and maintaining personal wellness;
- demonstrate global perspective and community responsibility.

Our school community believes that, by demonstrating our faith in God and respect for each other, we can create a safe, caring and collaborative environment that promotes life-long learning and celebrates the uniqueness of all individuals.

### **EXPECTATIONS**

#### **STUDENTS**

*To continue to build on our existing tradition of excellence, as a student of St. Clare you are expected to:*

- Be a contributing member of the Christian climate of the school;
- Attend school regularly, on time and ready to learn;
- Show respect for self and others;
- Follow the established rules and take responsibility for your own behavior, words and actions;
- Demonstrate respect for the building, school equipment and make strong efforts in the conservation of school property and materials;
- And complete all assignments on time, to the best of your ability and with academic honesty and integrity.

#### **PARENTS**

*The parents and guardians at St. Clare play a very important role in their child's education. They are our students' first and most influential teachers. The development of positive partnerships will enable each child to progress academically, socially and emotionally. As a parent/guardian you can contribute to the personal success of your child by:*

- Ensuring that you child attends school regularly, arrives on time, and comes to school prepared to learn;
- Showing an active interest in your child's schoolwork and progress;
- And by establishing a positive, collaborative partnership with staff so that any issue that may arise, is resolved in the best interest of your child.

#### **STAFF**

*The staff of St. Clare is committed to providing your child with a well round, excellent education by:*

- Helping all students succeed to their full potential;
- Maintaining consistent standards of behavior for all students;
- Empowering students to be leaders in class, school, community;
- Communicating regularly and meaningfully with colleagues, students and parents;
- And by demonstrating respect for all members of the school community;

## **CSAC**

*St. Clare Catholic School Parent Council (CSPC) plays an important role in achieving the school's overall vision. Its primary function is a forum through which parents and members of the school community can contribute to improving student achievement and school performance by:*

- Demonstrating a commitment to Catholic education, Christian beliefs and sacramental preparation;
- Consulting and working collaboratively with administration to identify and solve problems in accordance with school and board policies and procedures;
- Assuming a leadership role to raise funds to enrich students' educational experiences;
- Promoting meaningful parental and community involvement;
- And communicating regularly with the school community regarding its activities.

## **CELEBRATIONS**

*As part of our on-going commitment to promoting the positive values of a professional learning community, we believe that celebrations will provide living examples of the values of our school. At St. Clare, we celebrate:*

- Our Catholic Faith through celebration, ceremonies and daily Christian rituals;
- Individual and collective learning of students, staff and parents who work towards supporting the school's vision and continuous school improvement;
- Special events and milestones;
- And community and relationships.

## **THE CATHOLIC DIMENSION**

*The school day reflects our witness to the teachings of Jesus Christ. Gospel values permeate our school environment. The following highlights the Catholic dimension of our school community:*

### **Our Parish**

Our school community's parish is St. Clare Church. Close communication is maintained throughout the year between the school and the parish so that all of us will benefit from the spiritual guidance and leadership of the parish priest.

### **Liturgical Celebrations**

As a Catholic school, our spiritual development is one of our main objectives. In addition to our Religion and Family Life Programs, we have a series of liturgical celebrations, as well as daily prayer, throughout the year that provide spiritual guidance for students and staff to live our monthly virtues and Gospel values. Parents, guardians, family, friends and community members are always welcomed to join us for mass and special celebrations. Please check our monthly newsletter for the dates and times.

### **Sacraments**

The school staff will continue to run the Religion program to support the students, their families, and the parish, as they prepare for Sacraments of Reconciliation, Holy Eucharist and Confirmation.

We encourage parents whose child will be celebrating any of the above sacraments to attend mass regularly to receive further information on dates and requirements.

## **STANDARDS OF BEHAVIOUR**

All school members must conduct themselves, both inside and outside the school, in a safe and responsible manner. Students are responsible to all those with whom they come in contact either in the school or while participating in school activities. Our school community does not tolerate, allow or accept the following on school property:

- Fighting
- Rough play
- Hitting
- Throwing objects
- Bullying:  
Physical/Emotional/Cyber
- Inflicting harm on others
- Inappropriate language
- Racist or sexist comments
- Teasing
- Threatening
- Humiliating
- Taunting
- Climbing schoolyard fences
- Snowball throwing
- Hard balls, bats & sticks
- Electronic games
- Toys
- Weapons or imitations thereof

The TCDSB has extended the province-wide Code of Conduct that sets clear minimum standards for behavior to include bullying behavior as an infraction for which suspension is mandatory. **Please visit [www.tcdsb.org](http://www.tcdsb.org) for the complete TCDSB Policy Register** and to gain access to a wide range of support materials on bullying. The effects of bullying behavior on student's learning, and on

their emotional, physical and psychological health are well recognized. Bullying also runs counter to the Catholic values of respect, inclusion and social responsibility.

### **SAFE SCHOOLS ACT**

**‘Schools are places of learning. Students, their families, school staff and the community have the right to expect schools to be safe and free of violence.’ (Excerpt from Violence Free Schools Policy, M.O.E. T. 1994).**

### **SUSPENSION POLICY**

*A student SHALL be immediately suspended for the following infractions (mandatory):*

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- being under the influence of alcohol
- swearing at a teacher or at another person in a position of authority
- committing an act of vandalism that causes extensive damage to school property at the student’s school or to property located on the premises of the student’s school

*A student MAY be suspended for the following infractions:*

- persistent truancy
- persistent opposition to authority
- habitual neglect of duty
- the willful destruction of school property
- the use of profane or improper language
- conduct injurious to the moral tone of the school or to the physical well being of others in the school

**SUSPENSIONS ARE FROM ONE TO TWENTY DAYS, DEPENDING UPON THE INFRACTION.**

### **EXPULSION POLICY**

*A student SHALL be expelled from school for the following infractions (mandatory):*

- possession of a weapon, including a firearm
- use of a weapon to cause or to threaten bodily harm to another person
- physical assault on the other person that causes bodily harm requiring treatment by a medical practitioner
- sexual assault
- trafficking in weapons or in illegal drugs
- robbery
- giving alcohol to a minor

### **DISCIPLINARY ACTION**

At the discretion of the staff and under the direction of the principal, inappropriate behavior may result in one or more of the following consequences. The severity of the action will be determined by the degree of frequency and/or the nature of the incident.

- verbal reminders, written or verbal communication with parents/guardians
- rebuilding relationships/community service
- discussion and counseling by guidance teacher
- reflection papers, detentions, removal of privileges
- meetings with parents/guardians, students and school for serious infractions and persistent misbehavior
- supervision by parents/guardian (i.e., lunchtime, trips, class)
- removal from activities
- making restitution for damage to property
- involvement of or referral to an outside agency
- in-school suspension
- formal suspension in keeping with M.O.E.T. and TCDSB policy
- expulsion under the Education Act and TCDSB policy

### **TCDSB ACCEPTABLE USE POLICY**

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.

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**Definition:**

**Electronic communication** includes but is not limited to Internet use, e-mail, and social media, browsing, publishing or posting on web sites, 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.

**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 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.

# SCHOOL OPERATIONS

## SCHOOL HOURS

8:15 a.m.	Supervision Begins
8:30 a.m.	Entrance
10:12-10:27 a.m.	Recess
<b>11:15-12:15 p.m.</b>	<b>Lunch</b>
1:40-1:55	Recess
3:30 p.m.	Dismissal
3:45 p.m.	End of Supervision

## ATTENDANCE

*To ensure the safe arrival of each student and that children experience the full school program, parents are requested to:*

- **Inform the school when your child is absence before 8:15 a.m., by leaving a message on the school's answering machine;**
- Ensure that your child arrives by between 8:15 a.m. and 8:25 a.m. so that he/she establishes good patterns of punctuality and begins their day by spending time with friends;
- Endeavor to make appointments outside of school hours.

If punctuality or attendance is a persistent concern, communication to the parent will be made prior to initiating a report with the school social worker.

## ENTRANCE

*To ensure that all children experience the full school program, as well as to facilitate supervision of all children in of yards, parents are requested to:*

- Drop off your child in the supervised yards, and leave the yard. Staff need to have clear sight of all children to ensure their safety;
- Allow students easy access to the school by not blocking entrance doors.

## DISMISSAL

*To ensure that all children exit the school in a safe manner, and to facilitate supervision of all children in the yards, parents are requested to:*

- **Stand away from exit doors so that every child is safely dismissed;**
- Parents are requested to make a written or telephone request if a student is to be picked up from school early.
- It is especially important that the school is informed if someone other than the people identified in the student's information card will be picking up the student.
- All students who are picked up before 3:30 p.m., including JK/SK students, must be picked up at the office and signed out.

## **PERSONAL PROPERTY**

- The school will not assume responsibility for lost or damaged cell phones, or any other personal item, as well as money that are brought to school.

## **MEDICAL CONSIDERATIONS**

Unavoidably, children do get sick or injured at school. The staff does its best to make the child comfortable and, if possible, staff trained in first aid will attend to injuries. **It is crucial that home, work and emergency phone numbers are always up to date. Please call the office immediately after any change.**

### **In emergencies:**

- Parents will be notified if their child becomes sick or seriously injured at school
- Serious injuries may result in transportation, by car or ambulance, if parents cannot be reached, to the nearest hospital
- Staff will deal with minor injuries

### **Medical Conditions:**

- Children are expected to participate fully in the school program, **including outdoor recess** and physical education
- **There is NO indoor supervision at lunch or recess to accommodate children who come to school ill**
- All children are kept indoors during inclement and severe weather conditions

### **Medication:**

- If a child is required to take medication at school, parents must contact the principal or vice-principal directly to ensure that the required documentation is completed prior to any medication being administered
- All students must have a completed medical history form filed in their Ontario Student Record
- If school personnel suspects that the child may have a condition that requires exclusion from school, parents will be contacted immediately
- **Please be advised that staff in TCDSB schools WILL NOT dispense non-prescription medication to students**

### **Health Services:**

- **All students are required by law to be immunized**
- Failure to provide proof of immunization could result in suspension of a student by the Medical Officer of Health

## **SECURITY AND STUDENT & STAFF SAFETY**

*The Education Act includes parents, guardians, clergy and school board members in its definition of visitors. We endeavor to maintain a safe supervised environment, where everyone can learn and teach, the following procedures are in place:*

- All doors will be closed during the school day;
- All visitors must enter through the front door, sign in and wear a visitor's pass;
- All parents are asked to pick up and drop off their children at grade appropriate doors;
- Parents must inform the school of any custody issues and provide legal documentation when available;
- To discuss any student issue, an appointment must be made with the classroom teacher;
- Confidential issues regarding students will only be discussed with parents/guardians and appropriate staff by appointment. Please refrain from discussing issues in public;
- Any suspicion of abuse of the children will be reported to the appropriate authorities as required by law;
- Fire drills and lockdown procedures are practiced on a regular basis.

## **BUS SAFETY**

*To ensure that safety of all students who take the school bus to and from school, the following must be adhered to:*

- Respect the bus driver and the teacher on duty at all times;
- Respect rights and safety of others;

**Transportation privileges may be revoked if a student behaves in an inappropriate or unsafe manner.** Where this is the case, parents are responsible to transport their child to and from school in the result of a suspension of privilege.

## PLAYGROUND SAFETY

*Different areas of our playground are designated for specific groups of children according to seasonal or other considerations. Students are responsible to all adult supervisors at all times. They are expected to be courteous and respectful of one another, and to always “play safely”. Staff regularly reviews expectations with students and we ask you to do this as well with your child. In order to enjoy the playgrounds in a safe and responsible manner students are expected to:*

- Stay inside school boundaries;
- Refrain from using hard balls, with the exception of basketballs, in the yard. Any piece of equipment used improperly will be taken away;
- Refrain from interfering with the reasonable play of others;
- Respect the property of neighbors living adjacent to the playground;
- Refrain from throwing stones, ice, snowballs, slush, or any other item that may injure others;

## DRESS CODE

*In striving to achieve and maintain the values that are represented by our Catholic School Board, our school is committed to standards of neatness, cleanliness, modesty, and good taste. **For this reason, students are expected to:***

- Come to school daily in full uniform, which consists of any combination of a white polo or white blouse and navy blue bottoms or navy blue top and navy blue bottoms;
- Unless it is the school logo, all clothes worn inside the school, must not have any logo;
- Sweat pants are permitted during physical education.

## LUNCH TIME EXPECTATIONS

*If there is a parent/guardian available and school is within walking distance, students are encouraged to go home for lunch. Students who stay for lunch must respect the lunch supervisors and the staff on duty at all times. Lunch privileges may be suspended if students behave inappropriately during the lunch hour. If students stay for lunch they are expected to:*

- Bring a litterless nutritious lunch with them at 8: 15 a.m.
- Remain seated, talk quietly, tidy up and recycle;
- Leave the lunchroom in a quiet orderly fashion under supervision.

If you would like for your child to have a hot lunch, please take them home for lunch, instead of dropping off their lunch. **Students who stay for lunch, can only leave the school to purchase a lunch with the explicit written permission of a parent/guardian, and are not expected to return to the schoolyard and not to the lunchroom.**

## CARE OF SCHOOL MATERIALS AND PROPERTY

*In order to minimize losses, and maintain our school and school materials in good condition, it is expected that:*

- All clothes and personal items, especially in JK-2, should be labeled;
- **All school, classroom and library materials are to be maintained and returned in good condition;**
- Students will treat ALL school property with care and respect;

Damage to school property might result in parent needing to replace/repair-damaged items/property

## ANAPHYLAXIS

*We have children who have severe allergy, to peanuts in particular. As these children could become severely ill or may even die if they come into contact with peanut butter or peanut oil, **St. Clare is AN ALLERGEN FREE SCHOOL.** Please adhere to the following:*

- Do not send any snacks (cookies, bars, candy) containing peanuts or peanut butter;
- If any peanut butter is eaten for breakfast or lunch at home, please make sure your child washes his/her hands;
- Do not send treats/cake to school to celebrate your child’s birthday. If you wish to send something, send items, such as fancy pencils, erasers, etc.;
- Please visit <http://www.tedsb.org/curriculum/specialeducation/FINALAnaphylaxisBOOK2004-SEPT2004.pdf> for complete details.

## EMERGENCY SCHOOL CLOSURE

*The school may be closed or classes may be cancelled for a temporary period in the case of an emergency arising out of severe inclement weather, fire, breakdown of heating plant, the failure of an essential utility or similar emergency when the health, welfare or safety of children are in jeopardy.*

- In such cases the school staff will endeavor to contact the parent or guardian to ensure that the child is picked up.
- In cases where no adequate supervision can be ensured, the children will remain in the care of the principal and staff until the parent/guardian can assume responsibility for their children.

If we have to evacuate the school, our emergency location is Loretto College.

## PARKING AND BUS ZONE

Parents/guardians are reminded that parking lots of for staff only. **We ask that you DO NOT park in front of the school, as this is a school bus zone.**

## HOMEWORK

*Homework is beneficial to students in many ways. It can help students to:*

- Review and master concepts that were taught in class;
- Develop the ability to focus on the task at hand;
- Increase attention span and develop a sense of responsibility;
- Complete work that was not completed in class because the student did not fully use class time.

*Parents are encouraged to assist their child with completion of homework assignments by:*

- Providing a suitable location where he/she can focus and complete it to the best of his/her ability;
- Ensuring that time is set aside daily for school related work.

**A good time guideline is 10 minutes per night per grade level** (i.e., 30 minutes for a Grade 3 student). If no homework is assigned, students should read or be read to, review, study, or work on independent projects.

## REPORTS, INTERVIEWS AND COMMUNICATION

*Open and on-going home/school communication is essential for a child's development and to foster positive relationships between the home and the school.*

- Provincial Report Cards are sent to parents three times a year; the original is placed in the O.S.R. and parents are asked to return the 3<sup>rd</sup> page of the report card to the school as soon as possible. However, parents are encouraged to maintain ongoing communication with their child's teacher regarding his/her progress. **Contact can be made at any time during the school year, by parents or teachers, to arrange a longer, mutually convenient appointment.**
- Please check school website on a regular basis by logging onto [www.tcdsc.org](http://www.tcdsc.org) and selecting St. Clare for updated information.
- A paper copy of the school newsletter will continue to be sent to parents at the beginning of each month. Parents are urged to look for it as it contains valuable information regarding upcoming events, potential additions/revisions to this handbook and ongoing educational issues.

## SCHOOL PORTAL

*To access our school portal page please do the following:*

1. [www.tcdsb.org](http://www.tcdsb.org)
2. In "**Select a School...**", click on arrow, scroll down and select *St. Clare*
3. Click on the arrow
4. In the **Home Page** you can select any of the topics to view multiple sub-topics

## SCHOOL YEAR CALENDAR

Number of school days	194
Professional Activity Days	6
Prov. Education Priorities/Faith Development	September 3, 2015
Labour Day	September 7, 2015
First Instructional Day	September 8, 2015
Thanksgiving Day	October 12, 2015
Parent/Teacher Conferences	November 13, 2015
Christmas Break	December 21, 2015 to January 1, 2016
Assessment, Evaluation & Reporting	January 22, 2016
Parent/Teacher Conferences	February 12, 2016
Family Day	February 15, 2016
Mid-Winter Break	March 14-18, 2016
Good Friday	March 25, 2016
Easter Monday	March 28, 2016
Victoria Day	May 23, 2016
Assessment, Evaluation & Reporting	June 10, 2016
Last Instructional Day	June 29, 2016
Provincial Education Priorities	June 30, 2016

## CATHOLIC SCHOOL PARENT COUNCIL MEETINGS

*All parents are welcomed and encouraged to attend. CSPC acts as an advisory body to the school in determining community needs and formulating policies that will address these needs. The council is a valuable asset to the school. Meeting dates will be communicated once they have been established.*

## UPDATED BOARD AND SCHOOL INFORMATION

For current and updated information on TCDSB and TCDSB policies, please visit: [www.tcdsb.org](http://www.tcdsb.org)

For updated information on the School Learning Plan, EQAO assessment information, school events and information, please visit [www.tcdsb.org/schools/stclare/Pages/default.aspx](http://www.tcdsb.org/schools/stclare/Pages/default.aspx)