

## ST. THERESA CATHOLIC ELEMENTARY SCHOOL

### CODE OF CONDUCT 2013 – 2015

**Completed September 2013** (the Code must reviewed every two years)

District School Board under the authority of the Education Act, (R.S.O. 1990 c. E. 2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual.

This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

For questions about this collection, please contact your school Principal.

#### Rationale:

The Ministry of Education in the *Provincial Code of Conduct for Ontario Schools* requires that each school develop a *Code of Conduct* that promotes responsibility, respect, civility, and academic excellence in a safe, inclusive and accepting learning and teaching environment.

These standards of behavior apply to students whether they are on school property, on school buses, at school related events or activities or in other circumstances that can have an impact on the school climate. They also apply to all individuals involved in our Catholic schools: principals, teachers, other school staff, parents, volunteers and community groups.

*At St. Theresa we are committed to making our Catholic school a place where:*

- Students, parents, teachers, other school staff, volunteers and community groups have the right to be safe, and to feel safe, welcomed and accepted;
- Healthy and respectful relationships based on Christ's teachings are promoted among all members of the school community;
- Students are encouraged to be leaders;
- Students, staff, parents and community members are expected to be positive role models and actively engaged;
- Positive behaviour is reinforced and celebrated;
- The *Catholic Graduate Expectations* are emphasized and support the improvement of learning outcomes for all students;
- Everyone is respected and valued.

#### Standards of Behaviour: Respect, Civility, and Responsible Citizenship

All members of the Catholic school community must:

- Respect and comply with all applicable federal, provincial, and municipal laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times, and especially when there is disagreement;
- Respect and treat others fairly, regardless of, for example, race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- Respect the rights of others;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment that is conducive to learning and teaching;
- Use appropriate and respectful language with teachers and all members of the school community.

#### PROCEDURES AND ROUTINES

School Hours and Bells- Balanced day

- |                     |                                  |
|---------------------|----------------------------------|
| - 8:40 a.m.         | - Entrance and Opening Exercises |
| - 8:40- 10:20 a.m.  | - First Instructional Block      |
| - 10:20- 11:00 a.m. | - First Nutrition Break          |
| - 11:00- 12:40 p.m. | - Second Instructional Block     |
| - 12:40 - 1:20 p.m. | - Second Nutrition Break         |
| - 1:20- 3:00 p.m.   | - Third Instructional Block      |
| - 3:00 p.m.         | - Dismissal                      |

Please Note:

There are teachers on supervision duty in the yard, lunch room or bus area from 8:25 a.m. until 8:40 a.m. and until the last bus departs at the end of the school day. There is no supervision prior to 8:25 a.m. Children should not be arriving at school prior to 8:25 a.m. unless at the request of a teacher. Students should be picked up as soon as they are dismissed at 3:00 p.m., unless they are part of a supervised activity.

#### SAFETY STANDARDS:

**PERMISSION NOTES FROM PARENTS:** We require a written and signed note from you if your child is to do something which is not a part of his/her daily school routine. Examples include: leaving school before the usual dismissal time; leaving school for a medical appointment.

**SCHOOL VISITS-** Parents and other visitors are most welcome at St. Theresa Catholic School. When you have occasion to visit the school, please check in at the office upon arrival. This procedure assists us in maintaining a safe school environment.

All members of the school community must not:

- Engage in bullying behaviours
- Commit sexual assault;
- Traffic in weapons or illegal drugs;
- Give alcohol to a minor;
- Commit robbery;
- Be in possession of any weapon, including firearms;
- Use any object to threaten or intimidate another person;
- Cause injury to any person with an object;
- Be in possession of, or be under the influence of, or provide others with alcohol or illegal drugs;
- Inflict or encourage others to inflict bodily harm on another person;
- Engage in hate propaganda and other forms of behaviour motivated by hate or bias;
- Commit an act of vandalism that causes extensive damage to school property or to property located on the premises of the school.

### **OUR PURPOSE**

St. Theresa School is a JK to grade 8 English and Early French Immersion School offering educational opportunities within a caring and safe Catholic environment. The task of educating our children is not one that can be accomplished by the school alone. We need the support of you, the parents and guardians, the Community and the Church to provide our children with all of the opportunities they need to succeed.

The staff at St. Theresa School is committed to providing our students with the skills required to be able to read, write and calculate properly. We will also make every effort to promote Catholic teachings in our school. We want our students to be good citizens who respect themselves and others.

Our school in partnership with you, the parents and guardians, will do its best to make certain that your children receive the highest quality of instruction.

In planning and delivering the curriculum to our students, School keep in mind *The Vision of a Catholic Learner*, as set-out by *The Institute For Catholic Education*:

**Catholic Learners:**

- are discerning believers formed in the Catholic Faith community who celebrate the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- are effective communicators who speak, write and listen honestly and sensitively, responding critically in light of Gospel values.
- are reflective, creative and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good.
- are self-directed, responsible lifelong learners who develop and demonstrate their God-given potential.
- are collaborative contributors who always find meaning, dignity and vocation in work which respects the rights of all and contribute to the common good.
- are caring family members who attend to family, school, parish and the wider community.
- are responsible citizens who give witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

(Excepts from the **Ontario Catholic School Graduate Expectations**- Institute for Catholic Education)

**SAFE ARRIVAL PROGRAM** - If your child is ill or will be absent from school for some reason, please inform us at school through our Safe Arrival phone line. The number is **705-752-4407**. This phone line is available **24 hours a day, 7 days a week**. It is monitored regularly. This program helps us to ensure the safety of our students. You will receive an automated phone call on the morning of your child's absence should their absence not be reported by you.

### **HELP KEEP OUR STUDENTS SAFE!**

To ensure the safety of all of our students, walkers and bus students, we request that parents follow the guidelines listed below:

- Students who **DO NOT TAKE** the BUS to school are asked to enter and exit the school grounds, via the kindergarten yard. As such parents are asked to park their cars in the parking lot to drop-off or pick-up their children.
- Students who **TAKE** a BUS or TAXI to school are dropped off in the bus/ taxi lane (directly in front of the school); please do not park in or drive through our bus/ taxi transportation lane at any time (to pick-up/ drop-off). Only buses or taxis are permitted in this lane. **Following the above guidelines will greatly assist us in our efforts to keep students safe!**

**PERMISSION NOTES FROM PARENTS-** We require and prefer a written and signed note from you if your child is to do something which is not a part of his/her daily school routine. Examples include: leaving school before the usual dismissal time; leaving school for a medical appointment.

**SCHOOL VISITS-** Parents and other visitors are most welcome at St. Theresa Catholic School. When you have occasion to visit the school, please check in at the office upon arrival. This procedure assists us in maintaining a safe school environment.

**EMERGENCIES-** In the event of an emergency, staff utilize parent completed emergency forms to make contact; please ensure that we have your up-to-date home address and phone number, as well as the name, address and phone number of another adult who may be contacted if we are unable to reach you. This form is issued to your child/children at the beginning of the school year (please complete one for each child and forward it to the school).

**ALLERGIES-** An updated list of Allergy Alert foods can be found on the monthly news letter which can also be accessed on the NPSC website. The number of children with allergies is growing, and St. Theresa School has some students at the very highest risk level. Although this may or may not affect your child's class directly, we require that foods sent to school with your child be free of the allergens identified. Since it is our goal to ensure as safe an environment as possible when a child's life is at stake, we are asking for your understanding in following this guideline.

**MEDICATION-** A special authorization form must be signed by the doctor and parent or guardian (Board Policy) when a child requires the administration of oral medication at school. These forms are obtained from the school office and must be completed before any medication can be administered by the school.

**NUTRITION BREAKS-** Students have a twenty minute period to eat during each nutrition break, after this time, they are dismissed outside, weather permitting. Students should have healthy, nutritious foods/ beverages to eat/ drink during the two breaks (for example: fresh fruit, vegetables, sandwiches; juice, milk). Healthy eating is essential for students to maximize their learning potential.

**USE OF SCHOOL TELEPHONES-** Students are asked to make personal arrangements before coming to school. Only in special and necessary circumstances do we allow students access to our school phones.

**INCLEMENT WEATHER-** Procedures are in place for indoor recesses during wet, rainy weather. In the winter, when there are extreme temperatures, we do keep

the children indoors (or have shortened recesses). Children should come to school dressed for the weather expected for the day.

**REQUESTS FOR KEEPING CHILDREN INSIDE DURING RECESS:** Requests to keep children indoors during recesses due to illness are very difficult to accommodate; unfortunately, we do not have the extra staff to look after these requests, therefore, we have to limit it to particular medical instances. Exceptions will be made for students who suffer from asthma or bronchial conditions, those who have sustained a major injury or those who have a doctor's note explaining the special medical circumstances. As indicated by our local Health Unit, students should not return to school until they are fully recuperated; this will prevent the spread of ailments such as the flu or the common cold.

**BUS TRANSPORTATION:** It is the policy in our school that any child who comes to school by bus will return home by bus. If, for some reason, you do not want your child to take the bus home, please advise the school by either sending a note to the teacher or **calling the office before 2:00 p.m.** Students can only board the bus to which they are assigned. Boarding a different bus to visit a friend, or to attend a birthday party or sleep-over, etc., cannot be accommodated within the Board's busing policy.

**REPORTING STUDENT PROGRESS:** As the year progresses, there will be opportunities to meet with your child's teachers. Teachers and parents are encouraged to be in contact at any time to discuss concerns as they occur. Specific dates for formal, written reports will be conveyed to parents via newsletters.

**SUPPLIES:** The school will provide textbooks and certain consumables. Listed below are items commonly requested by classroom teachers:  
-glue sticks, pencils, pens, erasers, coloured pencils, pencil case, rulers, duo-tangs, loose-leaf paper, scissors, 3-ring notebooks (parents are requested to purchase a pair of running shoes that can be used exclusively in the classroom and gymnasium).

**HOMEWORK:** Setting up a study routine and schedule at home will benefit all students. As the students grow and move into higher grades the actual homework time will increase. Students should be encouraged to spend time every evening reading, reviewing the day's lessons, completing daily assignments or working on particular school projects. Parents are encouraged to read nightly to their children, studies have shown that children who are regularly read to increase their literacy rapidly. Read to your children, the results are very significant!

**SCHOOL NEWSLETTER:** Our school newsletter is an important means of communication with our families. The school newsletter is sent home at the beginning of each month (other than September) and is used to keep parents informed about upcoming events/school activities. Please look for the monthly newsletter on brightly coloured paper or access it on the St. Theresa School website via [www.npsc.ca](http://www.npsc.ca)

**LOST AND FOUND:** A box of lost and found articles is kept in a central location; parents and students are welcome to check this box when something is missing. Please assist by putting names or initials on all personal property including clothing. Students are responsible for their personal items and should not bring valuable articles to school. Please label all personal belongings with your child's name, particularly lunch boxes and gym shoes. Any loss of personal possessions should be reported to the child's teacher or the office, and every effort will be made to recover these items. **NOTE:** Valuable items (electronic games, audio devices, jewelry, etc.) should not be brought to school; the school will not be held responsible for loss or damage.

**HOLIDAYS/ PROFESSIONAL DEVELOPMENT DAYS:** Parents will be notified through our monthly newsletter of these dates and/or any changes. A calendar indicating these days will also follow under separate cover or can be accessed on the Board website home page at [www.npsc.ca](http://www.npsc.ca)

### **Suspension**

Under subsection 306 (1) of the Education Act, 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:

- 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 pupil's school or to property located on the premises of the pupil's school.
- Bullying.
- Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

### **Suspension Pending Possible Expulsion – Procedures**

#### **Activities Leading to Suspension**

Under subsection 306 (1) of the Education Act, or current subsection of the Education Act, 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:

- Possessing a weapon, including possessing a firearm
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing a sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.
- Any other activity that, under a policy of a 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.

A pupil who is suspended under this section is suspended from his or her school and from engaging in all school-related activities.

### Search and Seizure

**Desks and lockers are school property** and as such there is no expectation of privacy on the part of students; therefore, a search of such property is permissible by the school administrator. In this case, the principal or the vice-principal is acting under the authority of the Education Act to maintain proper order and discipline in the school, and not as an agent of the police.

The students at St. Theresa should not engage in bullying behavior and must commit to reporting bullying behavior to a staff member.

### Definition of Bullying (Bill 13)

...“bullying” means aggressive and typically repeated behaviour by a pupil where:

- (a) the behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
- (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
- (ii) creating a negative environment at a school for another individual, and
- (b) the behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education; (“intimidation”)

For the purposes of the definition of “bullying” behaviour includes the use of any physical, verbal, electronic, written or other means. Bullying includes bullying by electronic means (commonly known as cyber-bullying), including:

- (a) creating a web page or a blog in which the creator assumes the identity of another person;
- (b) impersonating another person as the author of content or messages posted on the internet; and
- (c) communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

### Principals' Roles and Responsibilities:

Under the direction of the Nipissing-Parry Sound Catholic District School Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Demonstrating care for the school community and a commitment to academic excellence in a safe, inclusive, and accepting teaching and learning environment;
- Holding everyone under their authority accountable for his or her behaviour and actions;
- Empowering students to be positive leaders in their school and community;
- Communicating regularly and meaningfully with all members of their school community.

### Teachers and Other School Staff Roles and Responsibilities:

Under the leadership of their principals, teachers and other school staff maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and other school staff uphold these high standards when they:

- Help students work to their full potential and develop their sense of self-worth;
- Empower students to be positive leaders in their classroom, school, and community;
- Communicate regularly and meaningfully with parents;
- Maintain consistent standards of behaviour for all students;
- Demonstrate respect for all students, staff, parents, volunteers, and other members of the school community;
- Prepare students for the full responsibilities of citizenship.

### Student Responsibilities:

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. Respect and responsibility are demonstrated when a student:

- Comes to school prepared, on time, and ready to learn;
- Shows respect for himself or herself, for others, and for those in authority;
- Refrains from bringing anything to school that may compromise the safety of others;
- Follows the established rules and takes responsibility for his or her actions.

### Parental Responsibilities:

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe, inclusive, accepting, and respectful learning environment for all students. Parents fulfill their role when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, properly dressed, and prepared for school;
- Ensure that their child attends school regularly and on time;
- Promptly report to the school their child's absence or late arrival;
- Show that they are familiar with the provincial Code of Conduct, the board's code of conduct, and school rules;
- Encourage and assist their child in following the rules of behaviour;
- Assist school staff in dealing with disciplinary issues involving their child. <http://www.edu.gov.on.ca/eng/safeschools/roles.html>

**Electronic Devices and Social Media** Use of electronic devices and social media will adhere to the expectations of this code of conduct:

- The use of cell phones and electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day;
- The use of cell phones or other devices, for any purpose; including telephone calls, text messaging, games, taking pictures, and other functions, is **not permitted at any time**, on school grounds, without the permission and supervision of the classroom teacher and/or school administration (designated times: prior to 8:25 a.m. and after 3:10 p.m. for emergency purposes; during School day only with teacher permission and under supervision);
- Cell phones or other devices need to be stored in a secure location, pocket, purse, backpack, etc. They are not to be visible unless permitted by the teacher.
- The use of cell phones or other devices is not allowed; especially in private areas such as, washrooms, dressing room areas, buses or classrooms. Camera phone violations may be considered a criminal offence.
- Any phone communication during the instructional day will take place only through the use of school telephones and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). **Parents should continue to contact their child/children through the normal school channels for any emergency situation.**
- ***Possession of a cell phone/ other electronic devices, by a student, is a privilege which may be denied to any student not abiding by the terms of this code. Students shall be personally and solely responsible for the security of their cell phones.***

**Dress Code:**

Students are expected to dress in a tidy and modest manner. Clothing offensive to race or Christian teachings is not permitted. Clothing should not be a distraction to others. Clothing that promotes alcohol, drugs, vulgar language, tobacco products or violence is inappropriate in the school. Shirts must cover the shoulders and must extend beyond the waistband at all times. If the school dress code is not adhered to, the individual will be asked to change the clothing and parents may be notified.

**Code of Sportsmanship for Participants and Coaches**

"The purpose of competition is to make us better people. Winning is a bonus."  
(Fr. Mike Cundari)

- Doing ones best is more important than winning or losing
- Respect the rules and spirit of the game
- Treat officials, opponents, teammates and spectators with respect
- Commit to your activity and your team
- Play hard, play fair, play under control
- <http://www.ophea.net/healthy-schools-communities/about-healthy-school-communities>

**Parents/Spectators/Volunteers Code of Sportsmanship:**

- Cheer in a positive manner
- Respect officials' decisions
- Do not interfere with the competition
- Keep clear of the playing area
- Be courteous and respectful.

Failure to comply with this Code of Behaviour may lead to ejection.

**Attendance/Tuancy**

**Regular attendance and punctuality** on the part of the student is vital to learning and for academic success. In case of absence, a student's parent or guardian is expected to call the school at 705-752-4407 to inform the office. If the office has not been notified of an absence, a note or a phone call authorizing the absence must be received by the office. A note may explain an absence but will not necessarily excuse or approve of an absence.

Any unauthorized absence will be investigated as per the safe arrival policy. Please note that repeated concerns about punctuality or absence will be addressed by the school administration and may be directed to the Board Tuancy Officer.

**Intervention and Supports to Progressive Discipline**

Infractions of the Code of Conduct will be investigated and addressed through the teacher and/or principal/vice-principal. In addressing infractions the following mitigating factors will be kept in mind such as age, circumstances, history, IEP, a progressive discipline approach which could include the following:

- contact with the pupil's parent(s)/guardian(s);
- verbal reminders;
- review of expectations;
- written work assignment with a learning component relevant to the behaviour;
- peer mentoring;
- detention;
- peer mediation;
- restorative justice;
- suspension
- referrals for consultation; and
- transfer

In some circumstances suspensions and expulsions may result.

Questions and concerns regarding the **Code of Conduct** should be directed to the principal. Parental comments and input would be greatly appreciated. Setting high expectations for our school community helps to maintain an environment where we all get to work, learn and grow in a safe and healthy environment. Thank you for your cooperation, support and commitment to the well-being of our school community.