

Mother Teresa Catholic School

Name: _____

Student Handbook

Principal: Mr. Neil Boland

15 Fishlock Street
Ajax, Ontario
L1Z 1H1

Phone: (905) 426 7065
Fax: (905) 427 6960
Website: www.dcdsb.ca
Twitter: @MotherTeresa_DC

Teacher_____

Phone Mailbox #_____

Grade_____ Room#_____

Mother Teresa Catholic School Vision Statement:
*The Mother Teresa Catholic School Community is a vibrant
faith-filled environment where Catholic values, life-long
learning, and student achievement are fostered through
sharing our love.*

Principal's Message

Welcome to Mother Teresa Catholic School!



The information found in this agenda is intended to introduce you to the various aspects of our school operations.

Parents/guardians, students, staff and the clergy are looked upon as partners in the process of education. We hope that this agenda will be informative and helpful as we work together in helping our children grow spiritually, academically and socially.

Please take the time to become familiar with this information. A mutual understanding of our school routines and a clear definition of our expectations will form the basis of a positive relationship between the home and school.

Best wishes for a successful year.

Sincerely,

Mr. Neil Boland
Principal

School Day

7:50 a.m.	Staff begins yard supervision
8:05 a.m.	Morning classes begin
10:50 a.m.	Lunch
11:45 p.m.	Afternoon classes begin
2:30 p.m.	Dismissal

Mother Teresa – Our Namesake and Inspiration

In 1948, Mother Teresa became the first Catholic nun in 300 years to be allowed to work outside the convent. Mother Teresa began her missionary work amongst India's poor and homeless, in her long life of service, Mother Teresa was responsible for the creation of more than 445 Missionaries of Charity houses, providing shelter for the homeless, food for the starving, medicine for the sick and comfort for the dying in nearly one hundred countries worldwide. She was beatified October 20th, 2003. Blessed Mother's Teresa's feast day is celebrated on September 5th. Her legacy inspires us as we work together to support students as they develop in body, mind and spirit.

Mother Teresa School Prayer

*Mother Teresa,
Lead us to understand who we truly are through God's words.
Inspire us to believe in ourselves and others.
Guide us to care for each other by our actions.
Help us to accept one another as one family, and
Teach us the full meaning of "Sharing our Love".
Amen.*



ST. BERNADETTE PARISH

St. Bernadette's Roman Catholic Church is the home parish for Mother Teresa Catholic School. We work in partnership with Rev. Father Keith Wallace to support Sacramental preparation for our Grade 2 and Grade 8 students. St. Bernadette Catholic Church is located at 21 Bayly St. East in Ajax. The parish office telephone number is: 905 683-1533.

School Calendar

2016-2017

September 1	PA Day
September 5	Labour Day
October 10	Thanksgiving Day
October 21	P.A. Day
November 18	P.A. Day
Dec. 26-Jan 9	Christmas Holidays
January 20	P.A. Day
February 20	Family Day
March 10-20	March Break
April 14	Good Friday
April 17	Easter Monday
April 28	P.A. Day
May 22	Victoria Day
June 30	P. A. Day

The Learning Program

Catholic Schools strive to form, inform and transform students to exemplify the Catholic Graduate Expectations. Teachers focus on delivering the Ontario Curriculum through a Catholic perspective. At all times every effort is made to integrate Religion and Family Life programs and the sacraments within the teaching and learning.

Religion and Family Life Program

The distinctiveness of a Catholic education is especially evident in two closely connected programs: Religion and Family Life.

Born of the Spirit/Believe in Me/Stand by Me, religion program is developed and approved by the Canadian Conference of Catholic Bishops, and builds on the essential faith education that families provide. The program is an initiation into a lifetime of growing in faith.

Fully Alive is the Family Life program that is taught from Grade 1-8. Fully Alive is organized into five major themes: **Created and Loved by God**, we are created in the image of God and loved as special creations; **Living in Relationship**, the bonds of family and friendship are central to our identity and development; **Created Sexual Male and Female**, the gift of sexuality is intended for love and life and is an integral part of our identity and development; **Growing in Commitment**, we are called to be faithful and fully human in our promises, choices and decisions; **Living in the World**, we are members of human society and have a responsibility to care for each other and our World.



Student Illness

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is reasonable.

Students who are ill should tell their teacher immediately. It is important that students who are ill go home as soon as possible. Our practice will be to call parents/guardians and ask that students be either picked up or given parental/guardian permission to go home. For this reason, it is important that parents/guardians keep work and emergency numbers current in the school's family information form.

Life Threatening Food Allergies



A number of students have **severe life threatening allergies** to peanuts, peanut butter, peanut products, eggs, seafood, nuts and kiwi fruit. Please help us to protect the safety of children by not sending food items containing these products.

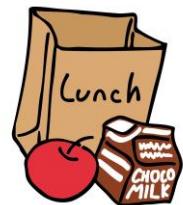
Mother Teresa is a scent restricted school, Please do not wear perfume, cologne, or clothing washed with strongly scented soap products in the school.

Administration of Medication

According to Board policy, the responsibility for the administration of medication for students is primarily that of parents/guardians and they are encouraged to have this medication administered outside of school hours. In special cases, where a student must have medication during regular school hours, an SS-18 Form: "Administration of Oral Medication – Parent's Consent and Instructions" is to be completed and signed by the Parent/Guardian before any medication is sent to school with the child. The forms are available at the school office. **Please note that a new form needs to be completed each school year.** All prescribed medication to be administered must be clearly marked with the child's name and have the qualified medical doctor's statement for prescribed use clearly stated.

Lunch Hour

It is expected that all children who are within walking distance will go home for lunch if possible. This provides a change of pace in their day and serves as a refresher for their afternoon program. We realize, however, that in some cases, it is necessary for students to remain at school.



Students who have to stay for lunch are expected to observe and follow the guidelines which have been established and clearly explained to them.

NO CHILD staying for lunch is allowed to leave the school yard.

Celebration Assemblies

Monthly we celebrate student accomplishments. During these assemblies students may be recognized for demonstrating the Catholic Virtues, Catholic Graduate Expectations and Learning Skill development. We will be celebrating a different virtue and learning skill every month this year at our Celebrates Assemblies. At these assemblies, we will honour students in our school community who strive to exemplify the unique traits of our Catholic school system. As part of our mission to inform, form and transform students, Virtues Education and the Catholic Graduate Expectations allow us to identify and better articulate what makes it different.

Extra-Curricular Activities



St. Mother Teresa Catholic School has a wide range of extra-curricular activities. Most of these programs are conducted during the lunch hour in order to allow for maximum participation. Although there is an accepted degree of competition, the emphasis in our extra curricular activities is on participation. We encourage all students to take part in an area of interest to them.

Lost and Found

A lost and found box is located by the gym. Students are encouraged to place any found articles in this location. Likewise, students are advised to look in the lost and found box for any lost articles. Periodically, lost articles are placed on tables in the hall to encourage and aid students in claiming their possessions. **Any items that remain unclaimed at the end of each term are packaged and given to the Diabetes Association.** Please encourage your child(ren) to check the lost and found when an article has been misplaced. Labeling all personal items also assists in locating the owner of found items.



Volunteers

Parent/guardian volunteers are always welcome at Mother Teresa Catholic School. They provide assistance in classrooms and the Library Resource Centre, act as chaperones on trips and help prepare materials for students to use in their studies. Please contact the school if you would like to become a member of this very valuable group in our school. **A mandatory police check is required for all parent volunteers at the school (including school day trips). Please see the school secretary for a letter to take with you for the police check.**

Mother Teresa Catholic School Council

Mother Teresa Catholic School provides advice to the Principal on matters set out by the Ministry of Education and Training and the Durham Catholic District School Board. Regular meetings are held throughout the year and are open to all members of the school community. Being involved in any capacity with the school council is a great way to be informed and involved in your child's education.





Code of Conduct

Mother Teresa Catholic School Code of Conduct

A school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted.

Mother Teresa School, as part of the Durham Catholic District School Board focuses on prevention, early intervention and progressive discipline, as the key to maintaining a positive school environment in which students can learn and teachers can teach. When inappropriate behaviour occurs, teachers, administration and all staff members will be required to utilize a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behaviour. In some circumstances, short term suspension may be a useful tool. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.

Mother Teresa Dress Code

We encourage all parents to monitor how their children dress for school each day. Often, our young people have not had enough experience to determine how weather conditions may change during the day and, as a result they may come to school ill-prepared for these conditions. Only with constant guidance can our students learn to dress properly for the weather and the learning environment.



- ✓ All students must be dressed in a modest and non-provocative fashion.
- ✓ Clothing must be suitable for ordinary student activity (e.g. clothing does not restrict movement; too large or too tight).
- ✓ Undergarments must remain covered at all times.
- ✓ Tank top straps must be 5 cm wide (3 fingers wide) with decent coverage at the armpit.
- ✓ Shorts and skirts must be of conservative length (mid-thigh length).
- ✓ Shorts, skirts and pants must be properly hemmed (e.g., no cut offs or frayed or ripped jeans).
- ✓ Clothing must represent the ideals of our Catholic educational system (e.g., clothing that endorses alcohol or illegal activities, uses profane language or contradicts the teachings of the Church must not be worn).
- ✓ Clothing and jewelry must maintain the safety of the students (e.g., heavy belt or neck chains, studded bracelets or other sharp objects must not be worn).
- ✓ All students are required to wear indoor shoes with non-marking soles.
- ✓ Wear proper clothing for the physical education program. A change of clothes is recommended for grades 4-8
- ✓ Clothing and jewelry worn during Physical Education classes must maintain the safety of the students (e.g., hoop or dangly earrings, watches, necklaces etc. must be removed during gym class).
- ✓ All caps, hats and bandanas must be removed upon entry to the building.

In all matters related to appropriate clothing, the Principal will make the final decision. Consequences for infractions of these expectations will be clear and fair in order to promote positive problem solving and encourage students to take responsibility for their actions. Consequences will promote the Gospel values and will be in accordance with provincial and Board safe school policies.

Electronic Devices

Students should not bring electronic devices to school unless directed by a teacher.. These items are a distraction to learning and tend to be very expensive. **The school cannot be responsible for lost or stolen items should they be brought to school.** Students who use these devices during the school day will have them taken away and returned at the discretion of the principal or vice principal.

Cell Phones

The staff of Mother Teresa School is committed to providing a safe, healthy environment and it is our responsibility to communicate with parents/guardians if your child has a serious concern. Similarly, students have access to the phones in the office should an emergency arise. Cell phones are not to be used during the instructional day nor used on school property.



Some parents/guardians want their child to have a cell phone for safety reasons (e.g., walking home alone, at a bus stop alone). If this is the case, please be aware that the **school cannot be responsible for lost or stolen items**. During the school day the cell phone **is never allowed to be turned on when on school property, which includes the bus, school yard or school** unless the teacher is allowing students to use it as a learning tool. Should your child use the cell phone on the bus or at school, the cell phone will be confiscated, the parent/guardian will be responsible to pick up the cell phone at school and that student will lose all privileges that pertain to the cell phone.

Cameras

In order to protect the privacy rights of all of our students, we ask that students refrain from using cameras at school without the expressed permission of the teacher. This includes camera phones.

Homework Policy



Part of the nightly homework routine should include time for reading whether it has been directly assigned *or not*. *Ongoing review of concepts* and studying for quizzes or tests is also appropriate and necessary.

In order to ensure that we continue to have assessment for and as learning, homework will only be work that should otherwise have been finished in class and the end stages of in-school assignments, projects or practice activities. (A good rule of thumb is that homework should not be any longer than 10 minutes times the grade level) Students may be assigned incomplete work due to planned absences.

Children need time to be children and to have the opportunity for family time. Consequently, homework will NOT be assigned during holidays. Weekend homework will be kept to a minimum (unless assigned and due earlier in the week).



Durham Catholic District School Board

Safe, Caring and Healthy Elementary Schools



The Durham Catholic District School Board recognizes that a school should be a place that promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. A positive school climate exists when all members of the school community feel safe, comfortable, and accepted. With this right, comes the responsibility of all members of the community to work together to create a positive learning environment where all members feel supported.

Access to Premises

Parents/guardians are welcome to visit the school to discuss an issue with teachers or administrators. In keeping with the Board's Access to School Premises Policy, all doors will remain locked during school hours. Our Safe Welcome Program provides an intercom and camera at the main door of the school for all visitors to communicate with the office prior to entering the school. This enhances the safety of students and staff. Please remember that anyone coming into the school must first sign in at the office and obtain a Visitor's badge. (Parents/guardians are not allowed access to the school yard before school or during recesses and noon hour.) At recess time, the school yard is well supervised and staff will question anyone whose presence is not expected. Each member of staff is wearing photo ID and is identified on duty with an safety vest.

If a parent/guardian needs to pick up his/her son/daughter during the school day, this must be facilitated at the office. Members of the office staff will call the student down to the office to be signed out. If parents send a friend/relative/designate to pick up their child, please advise the school in advance and ask the designate to provide photo identification at the office. If the student returns to school before dismissal, he/she must sign back in at the office so that his/her attendance can be monitored.

Make Every Day Count - Attendance Matters

Attending school regularly helps children feel better about school—and themselves. Now is the time to start building this habit so your child learns right away that going to school on time, every day is important. Good attendance will help children do well in high school, college or university and in the world of work.

Did You Know?

- Absences can add up quickly. A child is considered chronically absent if he/she misses just two days every month!!

Research shows:

- Children chronically absent in kindergarten and grade one are much less likely to read at grade level by the end of grade three.
- By grade six, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By grade nine, good attendance can predict graduation rates even better than grade eight test scores.
- Being late to school may lead to poor attendance.

School success goes hand in hand with good attendance!

What You Can Do:

- Set a regular bed time and morning routine.
- Lay out clothes and pack backpacks the night before.
- Don't let your child stay home unless he/she is truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home. Check with your physician if frequent physical complaints are an issue.
- If your child seems anxious about going to school, talk to teachers, the school social worker, or other parents for advice on how to make him/her feel comfortable and excited about learning. Attending school regularly and arriving on time often helps students feel more comfortable and less anxious in the long run. Chronic absence makes it difficult for a child to feel a part of the classroom community.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbour, or another parent to help.
- Avoid medical appointments and extended trips when school is in session.
- Communicate with the school and let us know how we can best support you and your children so that they can show up for school on time every day. We want your child to be successful in school! If you have any questions or need more information please contact your child's teacher, principal or vice principal.

Safe Arrival - Automated Attendance

The Durham Catholic District School Board uses an automated attendance system, called Safe Arrival, for reporting student absences. Safe Arrival reduces the time it takes to verify student attendance making it easier for you to report your child's absence and easier for staff to respond to unexplained student absences. Parents are able to report their child's absence quickly and conveniently using three different methods:

1. Parents can log into a website: dcdsb.schoolconnects.com to access a Safe Arrival Parent Portal where an account can be set up to report absences; or
2. Parents can call into an automated interactive telephone system via a toll free number: 1-844-288-7628 through which absences can be reported; or
3. Parents can download the SafeArrival app for iOS and Android smartphones: Search for the keyword "safearrival" in the Google Play store or the Apple App store. Use district code DCDSB (or you can search for Durham Catholic District School Board). Use your safe Arrival Parent portal username and password to authenticate your account. Parents are encouraged to use the confidential PIN to gain access to their account.

All three methods are available 24 hours a day, 7 days a week. Future absences, like doctor's appointments can be reported ahead of time.

Restorative Schools

We believe that safety begins with positive connections between the students, staff and parents. To foster these relationships, staff in the Durham Catholic District School Board use restorative practices, including classroom circles and small group conferences to build community within the classroom and the school. Restorative Practice is rooted in the same philosophical approach as Canada's Native Aboriginal communities. It rests on the belief that it is best to do things with people, rather than to them. When conflict arises, using restorative practice engages students in a fair process that responds to behavior in ways that strengthen and repair the relationship. It is collaborative rather than adversarial in nature. The aim of restorative practice is to hold individuals accountable for their actions while restoring and repairing any relationships amongst each other and within the community that may have been harmed.

Catholic Restorative Schools will:

- Provide opportunities for someone who has done harm to determine the effect of his/her actions and make reparations
- Provide a voice for the victim
- Use a common set of restorative questions both in and out of our classrooms to give the victim a voice and enable the perpetrator to determine the effect of his/her actions. *"How do you think your actions had an impact on others?" "What do you think you need to do to make things right?"*
- Use circles, or small group conferences to build community, develop empathy and understanding, and when needed, to repair relationships
- Celebrate our Catholic community through the Catholic virtues and Catholic Graduate Expectations
- Use think papers and reflective discussion papers aligned with the restorative questions

School Code Of Conduct

All schools base their individual school Code of Conduct on the Ministry of Education Code of Conduct. As per Board Policy and the Ontario Safe School Act, a Code of Conduct will be developed in consultation with parents, teachers and the Catholic School Advisory Council. All members of the school community will be responsible for adhering to the expectations as outlined in this Code of Conduct.

Schools within the Durham Catholic District School Board will focus on prevention, early intervention and progressive discipline as the key to maintaining a positive school environment in which students can learn and educators can teach. When inappropriate behaviour occurs, all staff members will utilize a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behaviour. In some circumstances, short term suspension may be the method of progressive discipline utilized. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline, may be the response that is required.

Statement of Purpose

The provincial Code of Conduct sets clear provincial standards of behaviour. These standards of behaviour apply not only to students, but also to all individuals involved in the publicly funded school system whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

The purpose of the Provincial Code of Conduct and the School Code of Conduct is:

- To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- To encourage the use of non-violent means to resolve conflict.
- To promote the safety of people in the schools.
- To discourage the use of alcohol and illegal drugs.

Guiding Principles

- Responsible citizenship involves appropriate participation in the civic life of the school community.
- Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the school community are expected to use non-violent means to resolve conflict.
- Physically aggressive behaviour is not a responsible way to interact with others.
- The possession, use or threatened use of any object to injure another person endangers the safety of oneself and others.
- Alcohol and illegal drugs are addictive and present a health hazard.
- The school will work cooperatively with police, drug and alcohol agencies to promote prevention strategies and, where necessary, respond to school members who are in possession of, or under the influence of alcohol or illegal drugs.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in a school community.
- Members of the school community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.

Standards of Behaviour

I) Respect, Civility, and Responsible Citizenship

All members of the 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;
- Not swear at a teacher or at another person in a position of authority.

II) Safety

All members of the school community must not:

- Engage in bullying behaviours;
- Commit sexual assault;
- Traffic 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 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.

Consequences for Student Behaviour

Commensurate with the Durham Catholic District School Board's Progressive Discipline Policy, when inappropriate behaviour occurs, schools are required to utilize a range of interventions, supports, and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus in improving behaviour. In some circumstances, short-term suspension may be a useful tool. In the case of a serious incident, long-term suspension or expulsion, which is further along the continuum of progressive discipline may be the response that is required.

Suspension

The infractions for which a suspension may be considered by the principal include:

- 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
- Possession and/or use of tobacco products;
- Being in possession of or under the influence of drugs;
- Uttering a racial slur or comment;
- Sexual slurs or harassment;
- Being in possession of or under the influence of drugs;
- Disrespect towards or desecration of the religious dimension of the school;
- Conduct deemed to be unacceptable: e.g.,
 - Fighting
 - Persistent tardiness and/or truancy including "skipping" classes
 - Use of profane or improper language
 - Persistent opposition to authority
 - Any other behaviours deemed to be unacceptable behaviours.

A student may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Expulsion

The infractions for which a principal shall suspend and may consider recommending to the Board that a pupil be expelled from the pupil's school or from all schools of the Board include:

- 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 sexual assault;
- Trafficking in weapons or restricted or illegal drugs;
- Committing robbery;
- Giving alcohol to a minor;
- Engaging in activities or patterns of behaviour on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Engaging in activities on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- Conduct deemed to be unacceptable:
 - Any act considered by the Principal and Family of Schools Superintendent to be a serious violation of the Board or school Code of Conduct.

Mitigating Factors

Before the principal or vice principal makes a decision to suspend or recommend an expulsion he/she must consider all mitigating circumstances.

- Whether the student has the ability to control his or her behaviour;
- Whether the student has the ability to understand the foreseeable consequences of his or her behavior; and
- Whether the student's continuing presence in the school does or does not create an unacceptable risk to the safety of any person in the school.

Other Factors to be Considered

- The student's academic, discipline and personal history;
- Whether a progressive discipline approach has been used with the student;
- Whether the activity for which the student may be or is being suspended or expelled was related to any harassment of the student because of race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment;
- The impact of the discipline on the student's ongoing education;
- The age of the student;
- In the case where the student has an Individual Education Plan(IEP) or disability-related needs:
 - Whether the behaviour was a manifestation of a disability identified in the student's Individual Education Plan;
 - Whether appropriate individualized accommodation has been provided, and
 - Whether the suspension is likely to result in aggravating or worsening of the student's behaviour or conduct.

Roles and Responsibilities

School Boards

School Boards provide direction to their schools to ensure opportunity, academic excellence, and accountability in the education system. It is the responsibility of the School Board to:

- Model Christian behaviours founded in Catholic tradition;
- Develop policies that set out how their schools will implement and enforce the provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- Review these policies regularly with students, staff, parents, volunteers, and the community;
- Seek input from school councils, their Parent Involvement Committee, their Special Education Advisory Committee, parents, students, staff members, and the school community;
- Establish a process that clearly communicates the provincial Code of Conduct and School Board Codes of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- Develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety; and
- Provide opportunities for all of the staff to acquire the knowledge, skills, and attitudes necessary to develop and maintain academic excellence in a safe learning and teaching environment; and wherever possible, Boards should collaborate to provide coordinated prevention and intervention programs and services, and should endeavor to share effective practices.

Principals

Under the direction of their School Boards, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- Modeling Christian behaviours founded in Catholic tradition;
- Demonstrating care for the school community and a commitment to academic excellence in a safe 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; and
- Communicating regularly and meaningfully with all members of their school community.

Teachers and Other School Staff Members

Under the leadership of their principals, teachers and other school staff members 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 school staff uphold these high standards when they:

- Model Christian behaviours founded in Catholic tradition;
- 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 the members of the school community; and
- Prepare students for the full responsibilities of citizenship.

Students

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- Models Christian behaviours founded in Catholic tradition;
- 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; and
- Follows the established rules and takes responsibility for his or her own actions.

Parents/Guardians

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

- Support the values of our Catholic school system;
- Conduct themselves in an appropriate manner;
- Take responsibility and support the efforts of school staff in maintaining a safe and respectful learning environment for all students;
- Show an active interest in their child's school work and progress;
- Communicate regularly with the school;
- Help their child be neat, appropriately 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; and
- Assist school staff in dealing with disciplinary issues involving their child.

Safe and Caring Schools Report It – Non-Emergency Report System

Parents and students are encouraged to report incidents of bullying or other school safety concerns as soon as they happen by contacting their teacher and/or school administration. We recognize that bullying affects a student's sense of safety and security, and some people may not feel comfortable reporting bullying or other school safety incidents. To help ease this worry, students and parents are welcome to use the **Report It** page available on the school website to report incidents of bullying or other safety concerns that have not already been reported. The information provided will be forwarded to the school principal for action. School safety concerns can be reported anonymously or contact information can be given so that appropriate follow-up can occur.

Community Threat Assessment and Intervention Protocol– Fair Notice

The Durham Catholic District School Board is committed to providing safe learning environments for all students, staff, school visitors and community members. When student behaviours pose a potential threat to safety or serious harm to self or others, all schools in the Durham Catholic District School Board follow the Community Threat Assessment and Intervention Protocol (C-TAIP), which outlines how a school responds immediately to threatening behaviour. This protocol involves supports from various partners, including community agencies, hospitals and police services. Personal information shared throughout this process will always respect and balance each individual's right to privacy while ensuring the safety of all. For more information, please refer to the school website or ask the principal for more information.

Search and Seizure

According to the Police/School Board Protocol for Durham Catholic District School Board, it is the right and authority of the school to search school and personal property, such as lockers, desks, backpacks, purses, etc., without notice or permission of any person. Police may from time to time be invited onto school premises to conduct their own searches, also without prior notice to or permission of any member of the school community.

Community Partners

Through outreach, school and community partnerships already in place may be enhanced and new partnerships developed with community agencies and other groups within the community (e.g., Kinark Family and Child Services, Aboriginal Elders). Community agencies are important resources that schools can use to deliver prevention or intervention programs. Protocols are effective ways of establishing connections between boards and community agencies and formalizing the partnership. These partnership agreements must respect all applicable collective agreements and Board policies.

Durham Regional Police Service Partnerships

The Durham Regional Police Service plays an essential role in making our schools and communities safer. The police investigate incidents in accordance with our Police/School Board protocol. This protocol is based on the provincial model developed by the Ministry of Education. The Durham Regional Police Service are instrumental in supporting our schools with all emergency preparedness procedures. Each of our schools has regular access to a School Liaison Officer.

Emergency Response Plans

Each September, as part of our Police/Board protocol we practice our emergency response procedures so all staff and students are well prepared in the event of a real emergency. Using newsletters and the school website, we will provide all families with details of our practices and the role that parents play in supporting a school's emergency response.

Emergency response practices include:

Fire Drills: Students practise the appropriate way to exit the building when they hear a fire alarm. Practices are held when students are in class, at recess and where an exit might be blocked.

Lockdown: Students practise the appropriate way to respond to a threat of danger inside the school. Students are taught to get to the nearest and safest location as quickly as possible, what to do when they get there and the importance of remaining absolutely quiet.

Hold and Secure: Students practice how to respond to a threat of danger outside the school. In the case of a Hold and Secure, all exterior doors remain locked and students remain inside, away from exterior doors and windows until the Hold and Secure has been lifted. In most cases, the need for a Hold and Secure is at the request of the police, based on a situation in the neighbourhood. In these cases, the school must wait for the police to lift the request for a Hold and Secure

Shelter in Place: Students practice how to respond to an environmental danger, like a hurricane. In most cases, the response will be a Hold and Secure with specific directions based on the environmental concern.

Bomb Threat: Students are taught the appropriate response to a bomb threat which includes never touching a suspicious package, and listening carefully to the directions of the teacher or the administration if an evacuation is warranted.

How can parents help?

Parents can help by following the procedures associated with each of plans should they be present during a drill or should a real situation occur. School administration must follow the direction of the police as soon as they become involved in an emergency response. As such, Parents must understand that schools are unable to release students during an emergency response without the expressed permission of the police.

Parents can also assist the school by emphasizing with their children the importance of closely following the direction of the staff during a drill or a real emergency. Parents should encourage their children to share any information they may have about a threat of violence toward a school or information they may have after a violent incident. It is everyone's responsibility to help keep our school safe.

Permission for Photo and Video Sharing at School

As we try to keep pace with social media that is so much a part of our students' lives, it is important to be reminded of people's right to privacy. While taking photos or videos at various school events, please be mindful that it is illegal to post/upload/share photos or videos of anyone other than yourself your child on the internet or anywhere without the expressed consent of the person or their guardian. Sharing photos or videos of others without their consent is a privacy violation.

Bring Your Own Device (BYOD)

BYOD allows students to bring their own electronic devices to school for educational purposes. Students are expected to use devices responsibly, and only with the permission and direction of teachers or other staff members. Research indicates that the use of technology increases engagement, which leads to improved student success. The following are reasons why BYOD works well:

- Students are usually experts in their own device and can customize it to suit their learning needs
- Students can use it to learn anytime, anywhere;
- Students can collaborate and work anytime; before school, after school, and at lunchtime; and
- Student-owned devices are often more up-to-date than those provided by the school due to the cost of replacing hardware for the entire system.

Our students are going to live and work in a world where people use electronic devices regularly. They need to learn how to use devices in a respectful, responsible and ethical manner. The Durham Catholic District School Board's BYOD procedures, School Codes of Conduct and Ontario Graduate Expectations will guide teachers in the process of teaching students what it means to be good digital citizens.

Not every parent can, or wants to send their child to school with an electronic device. Teachers will continue to plan lessons that do not require the use of a personally owned device. Teachers are encouraged to give advanced notice when they plan to incorporate electronic devices into a lesson. Students without devices will have the opportunity to work collaboratively with other students or borrow a school device.

Students are required to use the Board's wireless network, which they can access at no cost while at school. They will not be permitted to access their paid data plans while in school. The Durham Catholic District School Board's network filter will help prevent students from accessing inappropriate web content while they are logged in at school.

Schools will have plans in place to help students keep their devices secure. Ultimately, students are responsible for lost, stolen, and/or damaged personal electronic devices, just as they are for other personal items brought to school.

Elementary School - Acceptable Use of Technology Agreement

- I will protect my digital identity, my passwords, and my classmate's right to privacy.
- I will use electronic devices and the internet for positive purposes to make people's lives better.
- I will ask or tell an adult if I see something inappropriate.
- I will take a stand against cyber-bullying.
- I will only use personally owned electronic devices (e.g., cell phones, tablets) during class time when it is allowed by my teacher.
- I will not copy the work of others from the internet.
- I will not take pictures of people without permission from the teacher, principal and student.
- I will not use an electronic device in private areas (e.g. washrooms, change rooms, health rooms and administrative offices).
- I will only use social media in a manner that respects the dignity of others.
- I will remember Jesus' message ***do unto others as I would have done to me.***

Durham Catholic District School Board Concussion Policy

All school boards in the Province of Ontario are required by law to have a Concussion policy and school board administrative procedures in place so that students, school staff and parents/guardians understand their role in preventing, managing and reporting suspected or diagnosed concussions.

A **concussion** is the term for a clinical diagnosis that is made by a medical doctor or a nurse practitioner. The definition of concussion below is adapted from the definition provided in the **concussion protocol** in the Ontario Physical Education Safety Guidelines.

A concussion:

- is a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness);
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

A specific concussion protocol and tool now exists in all Durham Catholic District School Board schools that includes responsibilities for Board and school staff, students and parents/guardians. Additionally, health units and sports and fitness organizations in Durham are using this protocol to raise awareness to help prevent and manage concussions.

It is **important** to note that all suspected concussions must be reported and a medical doctor or nurse practitioner make a diagnosis and participate in the **Return To Learn and/or Physical Activity** documentation process.

The concussion tool noted in this student agenda is a resource for school staff, parents/guardians and students. Parents/guardians and students are encouraged to contact your school principal for more details about the new concussion management and prevention safety protocols that exist to promote student safety and success.



Agenda Review Sign Off

By signing below you are indicating that you have reviewed the information contained in the student agenda and that you agree to abide by them. For further information, the related Board policies are available on the Board's website: <http://www.dcdsb.ca>, and in the school office

- School Code of Conduct (PO 431)
- Fair Notice of Community Threat Assessment and Intervention Protocol
- Acceptable Use of Information and Communication Technology Policy (PO431)
- Concussion Policy (PO614)

Student's Signature	
Date:	

If student is younger than 18 years of age: I have discussed the information contained in this agenda with my child.

Parent/Guardian's Full Name (Please Print):	
Parent/Guardian's Signature:	
Date:	