

CANADIAN MARTYRS CATHOLIC SCHOOL

2017-2018

SCHOOL YEAR

Parent Information Package

Please complete
and return A.S.A.P.



September 2017

Dear Parents and Guardians:

Please find attached your child's *Student Registration Verification* sheet, which indicates the information your school currently has on file. Please review this information sheet, and make any corrections, additions or deletions directly on the sheets. If the *Student Registration Verification* sheets are not returned by the date indicated below, it will be assumed that all information is correct and unchanged from the previous year.

Please also find attached the *Family Information / Consent Form* which requires parent / guardian signatures on all sections as listed below:

- Section 1: Custody
- Section 2: Disclosure of Student Information
- Section 3: Student Photo and Video Consent
- Section 4: School Council
- Section 5: Consent for Participation in Activities
- Section 6: Acceptable use of Electronic Assets
- Section 7: Code of Conduct
- Section 8: School Emergency Closure
- Section 9: Medical & Medical Danger Information
- Section 10: Lunch Time Routine

A *Background Information Sheet* outlining the requirements for each section above is also attached.

Letter on Medical Danger: Anaphylaxis -

Please read this information. This information is very important as it pertains to peanut/tree nut allergies and other anaphylactic allergies.

Volunteer Application Form -

If you may be interested in volunteering some of your time at the school, please complete the volunteer application form, indicating your areas of interest.

Volunteer Criminal Offence Declaration Form -

This form is to be completed ONLY by those parents who already have a Criminal Reference Check on file at the school and wish to keep their volunteer file active.

Catholic School Council -

At the beginning of each school year, we form a newly elected Catholic School Council. We invite parents from the school community to self-nominate and serve for one year on the Catholic School Council. Attached to this letter is the nomination form which must be returned to the school no later than 4:00 p.m. on

Thursday September 14 2017

Accident Insurance Coverage: Please read this information.

It is requested that the *Family Contact Information / Consent Form/Volunteer/Student Verification forms* be returned to your child's teacher by:

September 11th 2017

FAMILY SURNAME: _____ SCHOOL NAME: _____

SECTION 1: CUSTODY (Please complete if student DOES NOT reside with both parents.)

Custody of children: (please ✓) MOTHER only _____ FATHER only _____ JOINT _____ LEGAL GUARDIAN _____

CUSTODY DOCUMENTS on file: _____

SECTION 2: DISCLOSURE OF STUDENT INFORMATION (Check circle and sign either Option A or B and sign below.)

OPTION "A": YES, this is to confirm that I/We consent to the display and/or publication of school-related information about my/our child/ren as described in any of the activities listed on the Background Information Sheet for the current school year. This also applies to the sharing of student information between the elementary and secondary panels for Grade 8 students (refer to Board Policy H-21 Cross Panel Sharing of Student Information).

OR

OPTION "B": NO, this is to confirm that I/We DO NOT consent to the display and/or publication of school-related information about my/our child/ren as described in any of the activities listed on the Background Information Sheet for the current school year.

Date: _____ Parent/Guardian Signature: _____

SECTION 3: STUDENT PHOTO and VIDEO CONSENT

YES NO I/We understand that during the school year, students may be involved in a wide variety of activities that may involve photo and/or video recording for the purpose of promoting the school, the Halton Catholic District School Board, and/or Catholic education. This is to confirm that I/We consent to the display, publication and/or sharing of my child's name and/or school-related photos/videos of my child in any of the school's and/or Board's: websites, social media channels, publications, professional learning opportunities, reports, newsletters, and/or with the media for the purpose of promoting the school, Catholic education and/or the Halton Catholic District School Board for the 20__ - 20__ school year.

YES NO This is to confirm that I/We consent to the filing of these photos/videos (print or electronic) in a resource library for possible use in any of the school's and/or Board's: websites, social media channels, publications, professional learning opportunities, reports, newsletters, and/or with the media for the purpose of promoting the school, Catholic education and/or the Halton Catholic District School Board for the 20__ - 20__ school year.

YES NO This is to confirm that I/We consent to the sharing of my child's name and photo in the annual school yearbook and/or class photos for the 20__ - 20__ school year.

N.B. In providing this consent, I/We acknowledge that the photos/videos (print or electronic) may be widely circulated to the public and that they may be posted on the Board website, or the Board's social media channels, which can be visited by anyone in any part of the world who has access to the Internet. This consent is valid for the school year for which it has been given or until such time that it is withdrawn. It may be withdrawn at any time, upon written notice. In the event that consent is withdrawn, I understand that the materials/photos/videos will be removed from Board websites, social media channels, and publications. Furthermore, I understand that it may not be possible to remove all traces of personal information from the Internet or the public realm. This consent form is in compliance with and is governed by the rules and regulations of The Municipal Freedom of Information and Privacy Act and The Education Act for the disclosure of personal information.

Student Name: _____ Grade: _____

Parent/Guardian's Signature: _____ Date: _____

SECTION 4: SCHOOL COUNCIL

authorize permission for the release of information (telephone number only) to Catholic School Council members so that they may contact me.

YES _____ NO _____ Parent/Guardian Signature: _____

SECTION 5: CONSENT FOR PARTICIPATION IN ACTIVITIES

Throughout the school year, there will be occasions when the children will be asked to participate in teachable moments field trips within walking distance of the school. This may involve a walk to the Church, local park, plaza, etc. Teachers must have permission from the principal/designate with time of departure and return, with the route of the "trip" and destination outlines.

Parent/Guardian consent to the participation of my child/ren in activities related to the curriculum during regular school hours at school, or beyond school grounds, e.g., to use park or walk in the neighbourhood, provided such activities are supervised by members of your school staff, as per Board supervision ratios. This consent includes all athletic activities conducted as a regular part of the curriculum.

I confirm that I have reviewed all of the documentation provided by the Halton Catholic District School Board regarding excursions into the community, outlined in the attached Background Information Sheet. I acknowledge that I understand that accidents resulting from excursions into the community may occur and may result in injury and/or loss. I acknowledge that excursions into the community contain an element of risk, which I have discussed with my son/daughter.

I confirm that my son/daughter and I acknowledge that as a condition to participation in the excursions into the community we must assume all risk associated with the activity. I understand that my son/daughter should be a member of a medical insurance plan and that in case of accident, loss or injury, the Halton Catholic District School Board will not be held responsible.

Date: _____ Parent/Guardian Signature: _____

SECTION 6: ACCEPTABLE USE OF ELECTRONIC ASSETS

STUDENT/PARENT: As a user of the Halton Catholic District School Board's computer network, I have read this information to my child/ren and agree that my child/ren and I will comply with the Halton Catholic District School Board's "Acceptable Use of Electronic Assets" guideline, which forms part of the Background Information Sheet provided with this consent form.

STUDENT'S FULL NAME	GRADE/TEACHER	STUDENT SIGNATURE

Date: _____ Parent/Guardian Signature: _____

SECTION 7: CODE OF CONDUCT

This is to state that we have read the Code of Conduct located in the Parent Handbook and Student Agenda (Grades 1 – 8). We have reviewed and discussed the contents herein with our child/ren.

Date: _____ Parent/Guardian Signature: _____

SECTION 8: SCHOOL EMERGENCY CLOSURE (Circle ONE option ONLY.)

My child/ren are: Bus Student(s) _____ Bus # _____ Walker(s) _____

OPTION "A" YES, the school may dismiss my child/ren with NO telephone call required.

Date: _____ Parent/Guardian Signature: _____

OR

OPTION "B" NO, child/ren to remain at school – parent(s) to be called to pick up child/ren from school.

Date: _____ Parent/Guardian Signature: _____

SECTION 9: MEDICAL & MEDICAL DANGER INFORMATION

ALLERGY ALERT TO PEANUT/PEANUT PRODUCTS OR OTHER DEADLY ALLERGENS: This is to inform the school that I have received and read the *Medical Danger-naphylaxis* notice on food or other deadly allergies. Please provide us with information that will help us care for your child(ren).

STUDENT'S FULL NAME	GRADE	ALLERGY OR MEDICAL CONDITION (e.g. asthma, diabetes, etc.)	DESCRIPTION

Date: _____ Parent/Guardian Signature: _____

SECTION 10: LUNCH TIME ROUTINE

STUDENT STATUS: (please ✓) _____ May leave the school property _____ Remain on school property unless note from parent provided.

SECTION 2: DISCLOSURE OF STUDENT INFORMATION

The Halton Catholic District School Board and your child/ren's school collect student information under the legal authority of *The Education Act* and its attendant regulations as well as *The Immunization of School Pupils Act* and the *Municipal Freedom of Information and Protection of Privacy Act*.

During the school year, students may be involved in a wide variety of events and activities consistent with the purpose of educating students in accordance with *The Education Act*. It is an established practice for our school to display and communicate information about these activities.

These activities could include:

- > displaying and posting the students' work (with their names) through such activities as science fairs, art projects, poster contests, bulletin board displays, school newsletters and websites and/or Board website or the Board's social media channels;
- > announcing student achievements or other special events in the classroom or on the school's public address system;
- > posting lists of student names inside the school to inform students and parents of school clubs or school teams.

If the parent/guardian consents to the display or publication of student information as described above, complete "OPTION A" of Section 2 on the attached form and return it to the Principal.

If the parent/guardian does not consent to the display or publication of student information as described above, complete "OPTION B" Section 2 on the attached form and return it to the Principal.

SECTION 3: STUDENT PHOTO and VIDEO CONSENT

Dear Parent and/or Guardian:

The Halton Catholic District School Board and your child's school collect student information under the legal authority of *The Education Act* and its attendant regulations as well as *The Immunization of School Pupils Act* and *The Municipal Freedom of Information and Protection of Privacy Act*.

During the school year, students may be involved in a wide variety of events and activities, consistent with the purpose of educating students in accordance with *The Education Act*, that may involve photo and/or video recording. It is an established practice for our school and the Halton Catholic District School Board to publicize many of the positive and newsworthy activities that occur throughout the year.

Please complete and return this form to your child's principal by _____.

Insert Date

SECTION 6: ACCEPTABLE USE OF ELECTRONIC ASSETS

Telecommunications and the Halton Catholic District School Board:

To prepare students for the world in which they will participate and to provide them with resources and skills appropriate to the information age, the Halton Catholic District School Board is developing a Wide Area Network (WAN) linking students to a variety of local electronic resources as well as providing access to the Internet. This access is consistent with the mission statement of the Halton Catholic District School Board.

Use of Halton Catholic District School Board's WAN and its connections to the Internet shall be for the exchange of information in order to support the user's education and research.

Network Etiquette/Citizenship:

- Users will not post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive, sexist or illegal material or images of staff or students.
- Sending or receiving offensive messages or pictures from any source is prohibited.
- Users will not transmit or download information or software in violation of copyright laws.
- Only public domain resources or resources for which the author has given expressed consent for on-line distribution may be uploaded or downloaded. Software and resources downloaded will be used only under the terms and conditions specified by the creator or owner of those resources.
- Posting messages and attributing them to another user is unacceptable.

Vandalism:

- Transmission of any software having the purpose of damaging computer systems or files (e.g. computer viruses) is prohibited. All software and files downloaded will be systematically checked for viruses before loading on Halton systems.
- Any malicious attempt to harm or destroy data of any person, computer or network linked to the Halton Catholic District School Board's WAN is prohibited.

Security:

- Users shall not share their passwords or accounts with others and must make all efforts to safeguard this information from unauthorized users. Users shall not give out personal information such as their home address, telephone number or credit card numbers. Users shall use the school's address instead, but shall not publish the school's telephone number.

personal gain.

- **Failure to observe these rules will result in loss of computer usage in your school and/or consequences consistent with the School Code of Conduct.**

SECTION 7: CODE OF CONDUCT

The Ministry has introduced a province wide *Code of Conduct* that sets clear standards of behaviour and consequences. The establishing of standards is intended to foster a learning environment that is characterized by respect and civility. Improving school safety is a continual process.

The *Code of Conduct* is located On our school website and attached to this document. The document incorporates Board policies and procedures and provisions of the *Safe Schools Act*. This document has been tailored for our school (in keeping with provincial policy) with input from staff and Catholic School Council members. Please note that the *Code of Conduct* applies whether on school property, in school buses or at school authorized events or activities, and may apply to activities related to the school or related to school activities.

SECTION 8: SCHOOL EMERGENCY CLOSURE

- ♦ The Halton Catholic District School Board will make every effort to avoid closing its schools during winter storms. There are occasions, however, when emergency conditions such as severe storms, impairment of heating facilities and other safety-related circumstances, may require the early closure of schools.
- ♦ When weather conditions cancel transportation or cancel some bus routes, parents are advised to use their own discretion in deciding on school attendance.
- ♦ Those students who come to school (by routes in operation, by walking or by their own transportation) are expected to attend for the entire day. If attendance is reduced, multi-grade departmental sessions will be conducted.
- ♦ Occasionally, when a storm develops during the school day, carriers will request early closure to ensure home delivery of students. At that time, parents with students in the school will be notified according to the procedures outlined on the School Emergency Closure section.

SECTION 9: MEDICAL DANGER – ANAPHYLAXIS

This information letter is to inform you that our school has children with life threatening allergies to food products including peanuts and all types of nuts. If peanut butter or even the smallest amount of peanut oil or any type of nut enters the body by touch or eating, severe life threatening symptoms occur and without immediate medical treatment the child could die.

Our concern is for foods where peanuts or nuts might be a 'hidden' ingredient, and where cross contamination may occur. For example, should the child touch a toy, a box of computer keys, or a ball previously handled by another student who had peanut/nut oil on their hands, it could lead to blockage of airways and death.

AWARENESS AND PREVENTION

The best medical advice in prevention is to minimize the allergen in the school setting. We hope to provide a safe environment for the child by enlisting the support of the parents and students of the school by helping to make the classroom and school as realistically as possible a 'minimized allergen environment'. This means that each child entering the classroom/school is asked to bring lunches and snacks free of any peanuts or nuts. Though it sounds simple, it means no peanut butter sandwiches or peanut butter cookies brought to school. It means you should read the labels of other foods like muffins, donuts, granola bars and cereals before you put them in your child's snack. If your child/ren eats lunch at home and has eaten peanut butter, we request that they wash their hands prior to coming to school. If you have caregivers who provide lunches or snacks to take to school, we encourage you to share this information letter with them.

The students in the school with the food allergies are under a strict regimen of never sharing snacks with other students, only eating what is brought from home, never sharing utensils, and carrying an auto injector device containing the life saving medicine around their waist at all times. This medicine lasts only 10 – 15 minutes and the child needs to get to a hospital as soon as possible after an allergic reaction.

SUPPORT AND ACKNOWLEDGEMENT

We realize this request may require added effort for you when packaging your child's lunch and snacks; however, we wish to express sincere appreciation for your support and understanding regarding this life-threatening condition.

SECTION 10: LUNCH TIME ROUTINES

As a reminder to parents and guardians, Board policy 11-6(S) allows students to remain at school for lunch, at the Principal's discretion. Your child/ren will be allowed to stay for lunch, providing lunchtime rules are adhered to at all times. If your form indicates that your child/ren stays for lunch, then we will require a note on any day when your child/ren has been given your permission to go off site for lunch. Your child/ren will not be allowed to leave the school without such a written notification. Please understand that this note ensures that home and school are aware of where your child/ren will be during this time. Conversely, children who do not normally stay for lunch will not be allowed to eat at school without a written request.

MUNICIPAL FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

Personal student information is collected during registration and while attending school pursuant to *The Education Act*. This information is used for planning and programming, school to home communications and to establish the Ontario Student Record (O.S.R.), which contains information conducive to the improvement of instruction.

Select student information will be shared at different times as appropriate. The collection of personal student information and use of personal student information for such purposes is authorized under sections 170, 171, 190 Part X and Part X111 of *The Education Act*. Please note that all information used for the transition process is limited, secure and protected at all times.

Dear Parents/Guardians:

RE: MEDICAL DANGER – ANAPHYLAXIS

This letter is to inform you that there are students in our school with life threatening allergies to peanuts/tree nuts. Some students have such a high sensitivity to the peanut/tree nut protein that even a trace amount from a known peanut/nut product or a food product/item that has come in contact with a peanut/nut source (cross contamination) and is ingested can result in a life threatening anaphylactic reaction. The most serious reaction being respiratory difficulties, blockage of the airways, which if not medicated immediately can lead to death.

THE LAW: AN ACT TO PROTECT ANAPHYLACTIC PUPILS

Sabrina's Law, An Act to Protect Anaphylactic Pupils received royal assent in June 2005 making it law for each school in Ontario to provide an anaphylaxis management plan that will reduce the risk of exposure to anaphylactic causative agents (e.g. peanuts/tree nuts protein) in the classroom and common school areas.

AVOIDANCE AND PREVENTION

Our school anaphylaxis plan conforms to the Halton Catholic DSB and Halton DSB's anaphylaxis policy. The plan is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure and staff and key volunteers are trained to respond in an emergency situation.

To provide the minimized allergen environment required by the legislation, we need the support and cooperation of you, the parents/guardians and the school community. Students are asked to bring lunches and snacks free of peanuts and tree nuts and products that may contain peanuts/tree nuts such as donuts, granola bars, etc. We ask you to read food labels, checking for peanut/nut ingredients prior to sending them to school. If your child eats peanut butter at home before school, please ensure his/her hands are washed thoroughly before attending school. Truly, this is a life saving measure.

If you have caregivers who provides your child(ren) with lunches or snacks we encourage you to share this information letter with them.

THANK YOU FOR YOUR SUPPORT

We realize this request may require added planning and effort on your part when packaging your child's lunch and snacks, however, we wish to express our sincere appreciation for your support and cooperation.

Please refer to the reverse side of this letter for additional information.

PEANUT / TREE NUT ALLERGEN INGREDIENT CHECKLIST

The following is a partial list of ingredients on the labels that will inform you if peanut protein could be in the product and therefore not to be sent to school:

- Arachis oil, cold pressed peanut oil;
- Goober nuts, goober peanuts, goober peas;
- Hydrolyzed peanut protein, hydrolyzed plant protein, sweet lupine flour;
- Nu-nuts, beer nuts, ground nuts, mandelona nuts, mixed nuts, nuts, peanuts;
- Peanut butter, peanut flour, peanut meal, peanut oil, peanut protein.

The following is a partial list of ingredients on the labels that will inform you if tree nut protein could be in the product and therefore not to be sent to school:

- Almonds, Brazil nuts, cashews, chestnuts, filberts/hazelnuts, hickory nuts, macadamia nuts, pecans, pine nuts, pinon, pignolias, pistashios, shea nuts, walnuts;
- Mixed nuts, nut butters, nut oils, nut paste, chocolate nut spreads (Nutella), mandelonas, marzipan, nu-nuts, nut meats.

Commercial food products may contain trace amounts of peanut/tree nuts from equipment used during processing or touching another product containing nuts (e.g. donuts, cookies, and other baked goods from local doughnut shops). These small amounts have been known to cause a life threatening anaphylactic reaction.

If you have doubts about what is in a products or do not know what the ingredient word means, do not send the product to school.

We thank you for your cooperation and support in safe guarding our children.

VOLUNTEERING

Canadian Martyrs Catholic School needs you! A school is just a building – it is the people in its community that make it a success. If you are interested in volunteering some of your time, large or small, please review the information below and complete the form on reverse. Please return the completed form by Monday, September 11.

Criminal Reference Checks – Vulnerable Sector Screening

Provincial Legislation requires that all school boards must collect Criminal Reference Checks (CRC) on all volunteers – a requirement aimed at keeping our school as safe as possible for all of our students.

Vulnerable Sector Screening

As of 2006, a special form of CRC, referred to as a Vulnerable Sector Screening (VSS) is now required. Vulnerable Sector Screening is intended for individuals volunteering with persons, who because of their age, disability, or other circumstances whether temporary or permanent are:

- a) in a position of dependence; or
- b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

A VSS criminal reference check will search the appropriate law enforcement databases for any flagged and pardoned sex offenses. As such, it provides an extra level of safety for our students.

To obtain a Criminal Reference Check, please contact the school office for a letter which will confirm that you are seeking a **volunteer** criminal reference check (a volunteer CRC costs \$15.00, as opposed to a CRC for employment purposes, which has a higher fee). This letter is taken to your local Regional Police Services station where you will fill out your Criminal Reference Check with Vulnerable Sector Screening request.

After you receive the processed Criminal Reference Check with the Vulnerable Sector Screening, the stamped **original** must be brought to the school so that it can be viewed and then photocopied to be kept on file.

Once your Criminal Reference Check is on file with the school, you **will not** need to apply for a new one each year. Rather, you will be required to complete a "Volunteer Declaration Form" which is sent home at the start of each school year.

To Parents with a Criminal Reference Check already on file at the School:

If you already have a Criminal Reference Check on file at the school office, please complete the enclosed **Volunteer Criminal Offence Declaration Form** and return it no later than Monday, September 11.

Even if you are unsure if you will be able to volunteer this year, please complete the Declaration as a means of keeping your volunteer file active should you choose to at any time during the school year.

If you have any questions, please don't hesitate to contact the office at 905-336-5792.

VOLUNTEER SERVICES APPLICATION FORM

Name: _____ Telephone: _____

E-mail Address: _____

Child(ren) at Canadian Martyrs Catholic School:

CHILD'S NAME	GRADE

Please indicate your area(s) of interest below:

CHECK (✓)	ACTIVITY
	Back to School Barbecue
	St. Nick's Workshop
	Movie Nights
	School Fundraising Event
	Hot Lunch Days
	Milk Program
	Team/Trip Drivers
	Emergency School Closure (Callers)
	Yearbook Committee
	Lunch Hour Supervision Coverage for Special Events
	Gardens / Eco-Club
	Pancake Tuesday
	Volunteer Coordinator
	Classroom Volunteer: Please indicate Grade(s): _____

VOLUNTEER CRIMINAL OFFENCE DECLARATION FORM

VOLUNTEER NAME: _____

CHILD/REN(s) Name(s): _____

(please print)

Grade: _____

Grade: _____

Grade: _____

I DECLARE, that:

- ☐ I have no convictions for offences under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- ☐ I have the following convictions for offences under the Criminal Code of Canada for which a pardon under the Criminal Records Act (Canada) has not been issued or granted.

List of Offences:

1. A. **Date:** _____
- B. **Court Location:** _____
- C. **Conviction:** _____
2. A. **Date:** _____
- B. **Court Location:** _____
- C. **Conviction:** _____

(Use separate page if necessary)

Dated at _____ this _____ day of _____ 200_____

Signature of Volunteer

*****Submission of false information on an Offence Declaration will result in termination of a volunteer service.**

Please return in a sealed envelope marked:

Offence Declaration - Confidential to the School Principal

Information is collected and disclosed according to Section 29 (1) and 32 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

Achieving Believing Belonging www.hcdsb.org

September 2017

At the beginning of each school year, we form a newly elected Catholic School Council. We invite parents from the school community to self-nominate and serve for one year on the Catholic School Council. Up to 8 parent members are elected to the Catholic School Council. As a member of the Catholic School Council, you will be working with other parents and the school staff to enhance and improve the educational and spiritual lives of our students. I hope that you will consider serving as a parent member of the Catholic School Council.

I will be accepting completed nomination forms until 4:00 p.m. on Thursday, September 14, 2017. In the event that we receive more than 8 parents willing to run, our election will take place on Thursday, September 21, 2017 from 8:00 am until 5:00 pm. The process will be by secret ballot. Eligible votes must vote in person and proxy voting is not permitted. If we receive 8 nominations or less, those parents will be acclaimed as members of the Catholic School Council for the 2017-2018 school year. The first School Council meeting of the year is scheduled for Monday, October 2nd, 2017. All members of the newly formed School Council will be announced to the school community on Friday, September 29, 2017.

Attached to this letter is the nomination form which must be returned to the school no later than 4:00 p.m. on Thursday, September 14, 2017.

If you have any questions regarding serving as a parent member on the Catholic School Council, please contact me at the school.

Your support of our Catholic School Council is sincerely appreciated.

Respectfully yours,

Jennifer Yust

Principal

September 2017

Dear Parents and Guardians:

In April 2000, the *Child and Family Services Act* was amended and a new law came into effect concerning our obligation to report concerns about children who may be "in need of protection". As is the Board's practice, we will continue our duty to ensure your child's safety this year.

Within our school system, *every person* who has reason to believe that a child is or may be abused or neglected *must* report his/her suspicions directly to the Children's Aid Society.

The definition of "child in need of protection" because of suspected child abuse or neglect has been expanded for Children's Aid Societies. The law says:

- School staff does not have a choice if they suspect that a student is or may be in need of protection. Staff must report their suspicions to a Children's Aid Society.
- Staff can be fined \$1,000.00 for failing to report that a student is or may be in need of protection.
- It is not the school's responsibility to investigate suspicion, evaluate the situation or assign blame.
- When a report is made to Children's Aid Society, school staff are required to share information about their concern which might otherwise be confidential.
- Parents and guardians need to be aware that it is not necessary for school staff to be sure or to have proof "that a student is in need of protection". The law says that school staff must only have reasonable grounds to suspect child abuse or neglect. "*Reasonable grounds*" is defined as being what the average person would expect given his or her training, background and experience.

The Halton Catholic District School Board is *committed* to meeting the legal requirements of the Child and Family Services Act. The safety of our students is a sacred trust.

Yours very truly,



B. Browne
Superintendent, Special Education



P. Codner
Chief Social Worker

**Canadian Martyrs Catholic
Elementary School**

School Code of Conduct

School Mission Statement

Together with home, church and community, Canadian Martyrs School is dedicated to fostering through Catholic values, responsible life long learners, respectful of themselves and others, who are caring contributing members of society.

Purpose of a Code:

The school community functions best when, in a spirit of cooperation, staff, students and parents treat one another with dignity and respect. Proactive and preventative strategies are essential to promote appropriate behaviour in schools. Clear guidelines maintain a positive, caring atmosphere and a safe and orderly learning environment.

INTRODUCTION:

Catholic schools, as articulated in the Ontario Catholic School Graduate Expectations promote a unique vision of the learner as growing to be:

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

To this end, Catholic Schools promote responsibility, respect, civility and academic excellence in a safe learning and teaching environment.

Students, parents, teachers and staff are all members of the Catholic school community. We base the development of our community on compassionate, responsible, fair, respectful treatment of each other as members of the Body of Christ, a community of the Light. To that end, all members of the Catholic school community have the right to be safe, and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself.

The Code of Conduct for ~~Halton~~ Catholic Schools sets clear standards of behaviour. In accordance with the Ontario Code of Conduct, it specifies the consequences for student actions that do not comply with these standards.

The standards of behaviour apply not only to students, but also to all individuals involved in the Catholic school system – principals, teachers and other school staff members, parents or guardians, and volunteers whether they are on school property, on school buses or at school-authorized events or activities.

CODE OF CONDUCT FOR HALTON CATHOLIC SCHOOLS

STANDARDS OF BEHAVIOUR

The Halton Catholic District School Board is dedicated to providing and enhancing a Catholic community of learning in which students will be afforded reasonable opportunities to achieve their potential in spiritual, moral, intellectual, physical and social development. It is the expectation of the Board that students will respond positively to this policy and act accordingly.

The Halton Catholic District School Board expects staff, students and community members involved in school programmes and school and Board authorized activities to exhibit behaviour which complies with:

- (i) the Halton Catholic District School Board Code of Conduct;
- (ii) the Standards of Behaviour in the Ontario Code of Conduct;
- (iii) Halton Catholic District School Board Policies II-39, VI 44;
- (iv) the Education Act as amended by the Progressive Discipline and Safety in Schools Act, 2007.

Roles and Responsibilities

Students are to be treated with respect and dignity. Students have the right to learn in a safe, orderly and stimulating Catholic environment and to be conscientiously instructed by the teaching staff. 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:

- participates fully in the religious life of the school, including the celebration of liturgy, Religious Education courses, and related activities;
- develops personal skills and talents to serve God, and thereby his/her neighbour;
- contributes positively to the Catholic climate of the school and exhibit the responsibilities of citizenship;
- cooperates with all adults in positions of authority in the school community;
- complies with all school expectations and regulations respecting student behaviour;
- uses language that is appropriate to their dignity as Catholics;
- adheres to the school dress code;
- respects the school property and property of others at all times;
- comes to school prepared, on time and ready to learn;
- refrains from bringing anything to school that may compromise the safety of others;
- exercises self-discipline and accountability for their actions based on age and individual ability.

Principals, under the direction of the Board and appropriate senior staff, take a leadership role in the daily operation of a school. They provide this leadership when they:

- demonstrate care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- hold everyone, under their authority, accountable for their behaviour and actions;
- empower students to be positive leaders in their school and community;
- communicate regularly and meaningfully with all members of their school community.

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

- help students work to their full potential and develop their 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;
- prepare students for the full responsibilities of citizenship as outlined in the Catholic Graduate Expectations.

Parents 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 fulfil their role when they:

- show an active interest in the child's school work and progress;
- communicate regularly with the school;
- help their child to be neat, appropriately dressed and prepared for school;
- ensure that their child attend 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 the school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues involving their child.

The Police are essential partners in making our schools and communities safer. The police play an essential role in making our schools and communities safer. Police investigate incidents in accordance with the protocol developed with the local school board. These protocols are based on a provincial model developed by the Ministry of the Solicitor General and the Ministry of Education.

PROGRESSIVE DISCIPLINE

Progressive discipline is a non-punitive, whole-school approach that uses a continuum of corrective and supportive interventions, supports and consequences to address inappropriate behaviour and to build upon strategies that promote positive behaviours. Consequences include learning opportunities for reinforcing positive behaviour and assisting pupils to make good choices.

The range of interventions, supports, and consequences used by the Board and all schools must be clear and developmentally appropriate. For pupils with special education and/or disability related needs, interventions, supports and consequences must be consistent with the expectations in the student's IEP and/or his/her demonstrated abilities.

Appropriate action must consistently be taken by schools to address behaviours that are contrary to provincial and Board Codes of Conduct.

The Board, and school administrators, must consider all mitigating and other factors, as required by the *Education Act* and as set out in Ontario Regulation 472/07.

Progressive discipline may also include early and/or ongoing intervention strategies, such as:

- Contact with the pupil's parent(s)/guardian(s);
- Oral reminders;
- Review of expectations;
- Written work assignment with a learning component;
- Peer mentoring;
- Referral to counselling;
- Conflict mediation and resolution; and/or
- Consultation

Progressive discipline may also include a range of interventions, supports and consequences when inappropriate behaviours have occurred, with a focus on improving behaviour, such as one or more of the following:

- Meeting with the pupil's parent(s)/guardian(s), pupil and participant;
- Referral to a community agency for anger management or substance abuse counselling;
- Detentions;
- Withdrawal of privileges;
- Withdrawal from class;
- Restitution for damages;
- Restorative practices; and/or
- Transfer with support

In some cases, short-term suspension may also be considered a useful progressive discipline approach.

Notwithstanding the above, the principal will take immediate and appropriate action in any situation involving the well-being of others.

SUSPENSION and EXPULSION

The Board supports the use of suspension and expulsion as outlined in Part XIII of the Education Act, the Progressive Discipline and Safety in Schools Act, 2007, Board Policy II-39, Administrative Procedure VI – 44, where a student has committed one or more of the infractions outlined below on school property, during a school-related activity or event, and/or in circumstances where the infraction has an impact on the school climate.

The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the pupil is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

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

1. Uttering a threat to inflict serious bodily harm on another person;
2. Possessing alcohol, illegal and/or restricted drugs;
3. Being under the influence of alcohol;
4. Swearing at a teacher or at another person in a position of authority;
5. Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school;
6. Bullying;
7. Any act considered by the principal to be injurious to the moral tone of the school;
8. Any act considered by the principal to be injurious to the physical or mental well-being of members of the school community; or
9. Any act considered by the principal to be contrary to the Board or School Code of Conduct including but not limited to the following:
 - academic dishonesty – attempting to deceive by cheating, copying or plagiarizing
 - defiance – refusal to comply with persons in authority
 - disorderly conduct – persistent opposition to authority, conduct injurious to the moral tone of the school or to the physical or mental well-being of others in the school
 - explosive devices – use of or possession of explosive devices
 - extortion – to take money, homework or property under threat of harm or duress
 - fire setting, bomb threat, fire alarm – setting a fire or an act that places individuals, property or community at risk
 - harassment – repeated comments or conduct that is known or ought to be known as unwelcome
 - hate crimes – words or actions considered offensive in reference to a person's race, religion, culture, gender, age, appearance or disability
 - smoking on school property – violation of the Tobacco Control Act
 - theft – taking, possessing property without the permission of the owner
 - trespass – unauthorized presence on school property
 - truancy – persistent unexplained absence
 - vehicle use – reckless or dangerous use of a vehicle, e.g., car, motorcycle, bicycle etc.

A pupil may be suspended only once for any incident of an infraction may be suspended for a minimum of one (1) school day and a maximum of twenty (20) school days.

Factors to Consider Before Deciding to Impose a Suspension

Before deciding whether to impose a suspension, or some other form of discipline, a principal will make every effort to consult with the pupil, where appropriate, and the pupil's parent(s)/guardian(s) (if the pupil is not an adult pupil) to identify whether any mitigating and/or other factors might apply in the circumstances.

Mitigating Factors

The mitigating factors to be considered by the principal before deciding whether to impose a suspension are:

1. Whether the pupil has the ability to control his or her behaviour;
2. Whether the pupil has the ability to understand the foreseeable consequences of his or her behaviour; and
3. Whether the pupil's continuing presence in the school does or does not create an unacceptable risk to the safety of any other individual at the school.

If a pupil does not have the ability to control his or her behaviour or does not understand the foreseeable consequences of his/her behaviour, the principal will not suspend the pupil. Alternative discipline and/or other intervention may be considered by the principal in such circumstances. If the pupil poses an unacceptable risk to the safety of others in the school, the principal will consult with his/her Superintendent regarding appropriate accommodations and/or strategies that might be instituted to ensure safety of pupils, staff, and others in the school.

Other Factors to be Considered

Where the pupil is able to control his/her behaviour and is able to understand the foreseeable consequences of his/her behaviour, the principal will consider whether the following factors mitigate the length of a suspension or the decision to apply a suspension as a form of discipline for the pupil:

1. The pupil's academic, discipline and personal history;
2. Whether progressive discipline has been attempted with the pupil, and if so, the progressive discipline approach(es) that has/have been attempted and any success or failure;
3. Whether the infraction for which the pupil might be disciplined was related to any harassment of the pupil because of race, ethnic origin, religion, creed, disability, gender or gender identity, sexual orientation or harassment for any other reason;
4. The impact of the discipline on the pupil's prospects for further education;
5. The pupil's age;
6. Where the pupil has an IEP or disability related needs,
 - a. Whether the behaviour causing the incident was a manifestation of the pupil's disability;
 - b. Whether appropriate individualized accommodation has been provided; and
 - c. Whether a suspension is likely to result in aggravating or worsening the pupil's behaviour or conduct or whether a suspension is likely to result in a greater likelihood of further inappropriate conduct; and
7. Whether or not the pupil's continuing presence at the school creates an unacceptable risk to the safety of anyone in the school.

EXPULSION

Subject to the **Factors to Consider Before Deciding to Impose a Suspension** below, reasonable grounds to believe that a pupil has committed one or more infractions outlined below on school property, during a school related activity or even, and/or in circumstances where the infraction has an impact on the school climate, the principal will suspend the pupil.

The principal will also contact the police consistent with the Police and School Response Protocol if the infraction the pupil is suspected of committing requires such contact. When in doubt, the principal will consult with his or her Superintendent.

The enumerated activities are:

1. Possessing a weapon, including possessing a firearm;
2. Using a weapon to cause or to threaten bodily harm to another person;
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
4. Committing sexual assault;
5. Trafficking in weapons or restricted drugs;
6. Committing robbery;
7. Giving alcohol to a minor;
8. An act considered by the principal to be significantly injurious to the moral tone of the school and/or to the physical or mental well-being of others (e.g., theft, academic dishonesty, hazing activities, harassment, verbal abuse, extortion, possession of an explosive substance, distribution of hate material, etc.);
9. A pattern of behaviour that is so inappropriate that the student's continued presence is injurious to the effective learning and/or working environment of others;
10. Activities engaged in by the student on or off school property that cause the student'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;
11. Activities engaged in by the student on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on the Board's property, (e.g. inappropriate use of electronic and/or voice mail systems, fire setting, etc.);
12. The student has demonstrated through a pattern of behaviour that s/he has not prospered by the instruction available to him or her and that s/he is persistently resistant to making changes in behaviour which would enable him or her to prosper, e.g. neglect of duty, truancy, consistent opposition to authority, etc); or

13. Any act considered by the principal to be a serious violation of the Board or school Code of Conduct.

In accordance with the Police and School Response Protocol/School Board Procedural Protocol, police shall be contacted by the principal for but not limited to the above infractions. Consequences resulting from criminal charges related to school incidents are independent of those imposed under the Education Act.

Mitigating Factors and Other Factors

Before imposing a suspension pending an investigation to determine whether to recommend expulsion, the principal must consider any mitigating factors as set out in the Student Discipline Procedures.

If the principal imposes a suspension pending an investigation to determine whether to recommend expulsion, the Principal must consider any mitigating and other factors as set out in the Student Discipline Procedures in determining whether to recommend an expulsion from the pupil's school or from all schools of the Board, as required by the Education Act. If the principal determines it is not appropriate to recommend an expulsion, the principal must consider mitigating and other factors in deciding whether to shorten the length of the suspension.

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>Regular Attendance</u></p> <p>You are expected to attend school regularly.</p> <p>You are not permitted to leave the school grounds during the day without parental consent.</p> <p>You are not permitted to leave without notifying the administration.</p>	<p>Good attendance is essential if you are to be successful in school.</p> <p>Your parents are vitally interested in your academic success and therefore, in your attendance at school.</p> <p>Communication from home is essential if you are absent to ensure us that nothing happened to you on the way to school.</p> <p>There is a legal requirement to attend school at this level.</p>	<p>Attend school.</p> <p>Assume responsibility for school assignments missed when absent.</p> <p>Report to the office if you do not feel well at school.</p> <p>If you have to leave school during the day, you will need a note signed by a parent, or a phone call to excuse you from school.</p>	<p>Ensure that your child gets proper rest and nutrition.</p> <p>Dress your child according to seasonal weather.</p> <p>Care for your child at home when fever or other signs of illness are evident.</p> <p>Phone the school if your child is to be absent. Please call before 8:45 a.m.</p> <p>Listen to radio stations for reports of inclement weather and school and transportation cancellation.</p>	<p>Keep accurate attendance records.</p> <p>Determine reasons for absences.</p> <p>Notify parents when a child becomes ill.</p> <p>Notify parents if we suspect truancy.</p> <p>Report frequent absence to the parent</p> <p>Report frequent absence to the Principal</p>	<p>If you are absent from school without permission your parents will be notified and you may be required to make up time.</p> <p>If truancy persists, you will be referred to the Principal.</p> <p>Failure to comply with this expectation will result in consequences as outlined in the Range of consequences on p. 16.</p>

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>Respect for Authority</u></p> <p>You are expected to comply with the rules listed in the school Student Code of Conduct.</p> <p>You are expected to follow the safety rules established by your school bus driver.</p> <p>You are expected to respect all staff, and any other person working in the school or at school-sponsored activities.</p>	<p>It is necessary to provide an orderly learning environment.</p> <p>Throughout your life, you will have to respect the authority of people who, because of their position, have been given the right and responsibility to impose that authority.</p> <p>The school and your teachers have the authority, under the Education Act, to impose certain requirements on you for academic diligence and proper behaviour.</p> <p>All individuals deserve courtesy, consideration and respect.</p>	<p>Respect teachers, staff and all other persons</p> <p>Obey the bus driver while travelling on a school bus.</p> <p>Obey the rules of the school as outlined in the Student Code of Conduct.</p>	<p>Encourage your child to respect the rights of fellow students, staff and others.</p> <p>Provide an appropriate role model.</p> <p>Communicate and work co-operatively with the school</p> <p>Encourage respect for all figures of authority in society, police.</p> <p>Review the School Code of Conduct with your children.</p>	<p>Approach the education of the student in a just and fair manner.</p> <p>Provide an appropriate role model.</p> <p>Parents are promptly notified about behaviour problems on the bus.</p> <p>The Principal and teachers will hold everyone accountable for their behaviour and actions.</p>	<p>Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences p. 16.</p> <p>A pattern of progressive consequences involving suspensions from school bus privileges is enforced.</p>

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>Punctuality</u></p> <p>You are expected to be on time for school and classes.</p>	<p>Punctuality is a good habit, which will be expected of you both on the job and in your personal relationships.</p> <p>Punctuality shows respect and consideration for others.</p> <p>If you are late for class, you inconvenience the teacher and your classmates.</p> <p>Being late for class may result in missing essential information.</p> <p>Children are unsupervised when late. (No one to walk with, no crossing guards.)</p>	<p>Be on time for school and for classes.</p> <p>Don't fool around going to school.</p> <p>When late, report to the office before going to class.</p>	<p>Ensure that your child leaves for school with sufficient time to be punctual.</p> <p>Encourage punctuality.</p> <p>For your child's safety, phone the school if your child will be late.</p>	<p>Record lateness.</p> <p>Report frequent lateness to the parent.</p> <p>Report frequent lateness to the Principal.</p> <p>Admit students to class when late.</p>	<p>Sometimes late-ness, infrequent and unavoidable, can be excused. (Rather the child be late than absent.)</p> <p>If you are repeatedly late, you will be required to make up time.</p> <p>If you continue to be late, your parents will be notified of your tardiness and asked to assist the school in helping you to achieve the habit of punctuality</p> <p>Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences Policy.</p>

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>Respect for Self and Others</u></p> <p>You are expected to demonstrate Catholic values in helping others in the school community.</p> <p>You must treat everyone with respect and dignity and value all persons for their gender, race, cultural and religious heritage.</p> <p>You are expected to use language that is appropriate to the dignity of all persons in school.</p> <p>Coarse, profane or vulgar language and gestures or taking God's name in vain are unacceptable.</p>	<p>Every person has the right to expect a school environment that is free from fear, harassment, injury, distractions and prejudice.</p> <p>Each person has the right to develop physically, intellectually, emotionally, spiritually and socially.</p> <p>A student who is clean in person, language, and habits, diligent in study, co-operative and courteous, demonstrates self-respect and respect for others.</p> <p>Respect for others is a trait that makes it possible for students to get along with peers and others.</p>	<p>Respect the right of staff and fellow students to a school environment which is free from fear, harassment, injury, distractions and prejudice.</p> <p>Be respectful and courteous to other people.</p> <p>Keep hands and feet to self ("Hands Off" policy).</p> <p>Be clean in person, language and habits.</p>	<p>Encourage your child to respect the rights of fellow students, staff and others.</p> <p>Encourage self-respect.</p> <p>Provide a home environment that helps a child be clean in person, language and habits.</p> <p>Teach your child to be respectful and courteous to others consistent with values promoted by the Catholic school.</p>	<p>Respect the fundamental rights of all people.</p> <p>Exercise such discipline, as would a kind, firm and judicious parent.</p> <p>Model respect and courtesy to others consistent with values promoted by the Catholic school system.</p> <p>The Principal and teachers shall hold everyone accountable for their behaviour and actions.</p>	<p>The use of profane or improper language is a suspendible offence.</p> <p>Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences p. 16.</p>

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>Safety</u></p> <p>You are expected to conduct yourself in such a manner as to promote safe use of building and property.</p> <p>You are expected to</p> <p>(i) avoid out of bound areas;</p> <p>(ii) refrain from rough play;</p> <p>(iii) keep your hands and feet to yourself.</p> <p>You are expected to walk bicycles on the school grounds.</p> <p>You are expected not to use skateboards or in-line skates on the school site.</p>	<p>Students have a right to learn in a safe and orderly environment.</p>	<p>Care for and store personal property so that it poses no hazard to anyone else.</p> <p>Play in designated areas.</p> <p>Do not play games of physical contact or games which pose a risk or injury to fellow students, staff or visitors.</p> <p>Make proper use of equipment.</p> <p>Report unsafe conditions and situations to a teacher.</p> <p>Keep valuables at home.</p>	<p>Provide personal property which is easily and safely stored.</p> <p>Encourage consideration for the safety of self and others.</p> <p>Review with the student the "Hands Off" policy of the school.</p> <p>Review with your child safety notices sent home from school.</p> <p>Drive safely on school property.</p>	<p>Designate out of bounds areas.</p> <p>Provide for adequate supervision of the school site during the school day.</p> <p>Teach and review the "Hands Off" policy with students.</p> <p>Designate playground areas to students as appropriate for age, size and type of activities according to seasonal conditions.</p> <p>Impose limits on activities found to be potentially unsafe.</p> <p>Report unsafe situations/conditions to the Principal.</p> <p>The Principal and staff shall hold everyone accountable for their behaviour and actions.</p>	<p>You may be refused use of equipment, facilities and access to play with fellow students where behaviour is actually or potentially unsafe.</p> <p>Parents will be contacted by phone or, in writing, concerning rough play.</p> <p>Repeated instances of rough play or unsafe conduct may result in suspension from school.</p> <p>Expect to pay for damage to property due to unsafe behaviour.</p> <p>Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences p. 16.</p>

DEFINITION	GENERAL PRINCIPLES	RESPONSIBILITIES	PROMOTING POSITIVE BEHAVIOUR	STUDENT RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p>Respect for Property</p> <p>You are expected to take care of your personal property and to leave property of others alone.</p> <p>In order to keep the building and grounds clean, you are expected to eat in the designated lunch area and place all litter in garbage and recycling containers provided.</p> <p>You are expected to use the school grounds, buildings, lockers, furniture, equipment and supplies with care and for their intended purposes.</p> <p>School buses, used either for daily travel or for school field trips, are to be treated with the same care as other school property.</p>	<p>The cost of maintaining school buildings, buses and supplies is assumed by the taxpayer. Vandalism increases this cost.</p> <p>School custodians maintain the school building, keep it in good repair and keep it tidy. It is a waste of their service to be cleaning up messes deliberately made by students.</p> <p>We need a clean, safe environment in which to learn.</p> <p>Students do not like having their personal property tampered with by others. It costs money to have things cleaned, replaced or repaired.</p> <p>Library books, school books and materials are expensive to replace.</p>	<p>Take care of the building, its facilities and all its equipment.</p> <p>Do not litter.</p> <p>Respect the property of the school and of fellow students.</p> <p>Take care of school textbooks, library books, school furniture and consumable materials.</p> <p>Store your clothes/property in the appropriate places.</p>	<p>Promote the value of respect for public and personal property.</p> <p>Make restitution for damage to property. Allow this consequence to affect your child in some way.</p> <p>Provide good models of behaviour and attitude.</p>	<p>Provide the student with a clean, safe learning environment.</p> <p>Promote the value of public and private property.</p> <p>Provide containers for litter and recycling.</p> <p>Collect the replacement cost for lost or damaged textbooks, library books or school equipment.</p> <p>The Principal and teachers shall hold everyone accountable for their behaviour and actions.</p>	<p>Students who damage school or personal property are expected to make restitution.</p> <p>Destruction of school property may result in suspension and possible police action.</p> <p>Students who litter are expected to pick up garbage.</p> <p>Failure to comply with this expectation will result in consequences as a result of the consequences of the behaviour.</p> <p>Van ism causing damage to property located at school premises may result in a suspension and possible Police involvement.</p>

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>Preparation for Class and In-Class Conduct</u></p> <p>You are expected to:</p> <p>(a) be prepared for each class;</p> <p>(b) have the note-books, textbooks and materials that your teachers have indicated are necessary;</p> <p>(c) have assigned homework completed on due dates;</p> <p>(d) be prepared to put forth an honest effort.</p> <p>You are expected to conduct yourself according to class rules and teacher instructions and to fully participate.</p> <p>You must not plagiarize, cheat, copy or knowingly present the language, ideas or thoughts of another person as your own work.</p>	<p>It is essential that you be well prepared so that your attention and the teacher's attention can be focussed on the lesson.</p> <p>Well-prepared students generally achieve better results.</p> <p>It is reasonable to set limits on talking and movement in the classroom in order to achieve the academic goals of the lesson.</p> <p>Students must prepare themselves in the academic</p>	<p>Prepare for each class.</p> <p>Have appropriate change of clothing.</p> <p>Have the notebooks, textbooks and materials that your teachers have indicated are necessary.</p> <p>Have any assigned homework completed.</p> <p>Hand in assignments on their due dates.</p> <p>Be prepared for tests.</p> <p>Work diligently at your programs.</p> <p>Give an honest effort.</p> <p>Follow expectations for class as outlined by the teacher.</p>	<p>Promote a positive attitude towards school by supporting and encouraging your child's academic progress and social development.</p> <p>Provide an appropriate place and time for work and study at home.</p> <p>Demonstrate an active/positive interest in the work your child does at home and at school.</p> <p>Discuss daily events at school with your children, including tests, projects, assignments and special events.</p> <p>Read to your children.</p> <p>Encourage daily preparation for each class.</p> <p>Be aware of the homework expectations as set by your child's teacher.</p> <p>Provide help to a child doing homework without doing the work yourself.</p> <p>Promptly contact the teacher directly with any concern.</p>	<p>Supply the necessary materials.</p> <p>Provide clear, concise expectations.</p> <p>Encourage excellence.</p> <p>Assist students in developing good study and organizational habits.</p> <p>Set reasonable expectations for completion of work.</p> <p>Promptly communicate expectations and concerns to parents.</p>	<p>When work is not completed as expected the teacher may:</p> <p>(a) contact parents;</p> <p>(b) set a parent/teacher/ student conference;</p> <p>(c) curtail privileges in order to make time to complete work;</p> <p>(d) arrange to detain the student during or after the school day to finish work.</p> <p>Academic dishonesty may result in a grade of zero.</p> <p>Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences, p. 16.</p>

EXPECTED STUDENT BEHAVIOUR	REASONS FOR EXPECTED BEHAVIOUR	STUDENT RESPONSIBILITIES	PARENT RESPONSIBILITIES	SCHOOL RESPONSIBILITIES	RANGE OF CONSEQUENCES
<p><u>School Dress</u></p> <p>You are expected to wear clothing appropriate to the season and the activity.</p> <p>You are expected to be neat, clean and modest in dress.</p> <p>Appropriate footwear must be worn at all times.</p> <p>You are expected to dress according to the school Dress Code.</p>	<p>Students should wear appropriate seasonal clothing to prevent illness. Students who become sick miss school. Absenteeism is detrimental to your education. We would like to have happy, healthy students.</p> <p>Dressing appropriately promotes a positive learning environment and reflects attention to the values promoted by the Catholic school.</p> <p>In the event of a fire drill or real evacuation, footwear is essential to safety.</p>	<p>Wear proper seasonal clothing to school.</p> <p>Be responsible for your clothing. Do not lose it.</p> <p>Retrieve your lost articles from the Alot and Founds box.</p> <p>Dress in a neat, clean and modest manner.</p>	<p>Provide proper seasonal clothing for your child.</p> <p>Label your child's clothing to facilitate return of lost items.</p> <p>Encourage your child to care for his/her clothing.</p> <p>Support the school in maintaining the expected standard of neatness, cleanliness and modesty in student attire.</p>	<p>Provide appropriate role models of dress.</p> <p>Inform students of proper seasonal dress and school standards of neatness, cleanliness and modesty.</p> <p>Be aware of and enforce the requirements of the Risk Management Policy and Procedures.</p>	<p>If the child does not have appropriate clothing, parents will be contacted.</p> <p>Students may be excluded from activities for which they are not appropriately dressed.</p> <p>Failure to comply with this expectation will result in consequences as outlined in the Range of Consequences p. 16.</p>

DRESS CODE GUIDELINES

- Clothing with inappropriate* logos, sayings and pictures is not acceptable at school.
- Tank tops, halter-tops, cut off shorts and torn jeans are not to be worn to school.
- No bare midriffs.
- Physical education clothing should provide appropriate coverage for comfortable, modest safe movement during activities. Clothing which is either too baggy or too tight is not recommended.
- Shorts should cover to mid thigh when seated.

*Inappropriate refers to logos, sayings and pictures that address/display: sexual content, substance abuse, violence, profanity or inappropriate references to nationality, race or gender.

RANGE OF CONSEQUENCES

The development of the Code of Conduct for Halton Catholic Schools, includes a clear outline of realistic and effective consequences for failure to meet the expectations. Interventions to help students develop self-discipline will be administered to meet their individual needs.

Parents, students, school staff and administrators are strongly encouraged to invest themselves in collaborative approaches to the resolution of behaviour concerns.

The following are basic interventions and strategies that may be initiated by a teacher and/or administrator. This list is not inclusive nor does it imply that each consequence must be exercised before moving to subsequent consequences.

- (a) Informal interview with the student;
- (b) Verbal or written explanation of behaviour by the student (Think Paper);
- (c) Formal interview with the student;
- (d) Parental involvement: phone call, correspondence, interview;
- (e) Involvement of school support staff; (e.g., C.Y.C.)
- (f) Peer counselling;
- (g) Detention of student as appropriate;
- (h) Removal of the student from the classroom to an alternate setting within the school with supervision;
 - (i) Referral to Special Education team;
- (j) Removal of bussing privileges;
- (k) Removal of privileges to attend school related activities or programs;
- (l) Utilization of a behavioural, attendance or performance contract;
- (m) Expectation that the student/parent make restitution;
- (n) Involvement of, or referral to, outside agencies (e.g., Children's Aid Society, Police);
- (o) Suspension as set out in accordance with the Education Act and Board Policy and Procedure;
- (p) Expulsion in accordance with the Education Act and Board Policy and Procedure.

Notwithstanding the above, the principal will take immediate and appropriate action in any situation involving the welfare of others.

**DAY TRIP INFORMATION FORM
CONSENT TO PARTICIPATE**

* it needed until
the school year
2017/2018

TRIP INFORMATION:

1. Site to be Visited: St Paul the Apostle Church
2. Location: 2265 Headon Road Burlington
3. Date of Trip: TBD Departure Time: TBD Return Time: TBD
4. Purpose of Trip: to attend mass & other church activities
5. Student Activities: attending Mass & other church activities
6. Method of Transportation: bus
7. Supervision: Teacher
8. Cost of Trip/Student: 0

STUDENT ACCIDENT INSURANCE NOTICE

The Halton Catholic District School Board does not provide any accidental death, disability, dismemberment, and medical/dental expenses insurance on behalf of the students participating in the activity. For coverage of injuries, you may wish to consider the STUDENT ACCIDENT INSURANCE PLAN made available by the school to parents at the beginning and throughout the school year.

ELEMENTS OF RISK

The out-of-school educational activity programs, being offered, involve certain elements of risk. Accidents may occur while participating in out-of-school activities, which may cause injury or illness (e.g. students are advised to wear long sleeves, long pants, shoes and socks and an insect repellent on unprotected skin when participating in areas where there is a chance of being bitten by an infected mosquito with West Nile Virus.

These accidents result from the nature of the activity and can occur without any fault on either the part of the student, or the School Board or its employees or agents, or the facility where the activity is taking place. By choosing to participate in the activity, you are assuming the risk of an accident occurring.

The chance of an accident occurring can be reduced by carefully following instructions at all times while engaged in the activity.

PRIVATE MOTOR VEHICLES TRANSPORTATION AND INSURANCE

The Halton Catholic District School Board recognizes that private motor vehicles may be used for some out-of-classroom trips. All volunteer drivers must complete the Halton C.D.S.B. AUTHORIZATION TO TRANSPORT STUDENTS PARTICIPATING IN SCHOOL ACTIVITIES form. The Halton C.D.S.B. requires all drivers to have a minimum of \$1 000 000 third party liability insurance coverage. The Board provides non-owned Automobile Liability Insurance for claims that exceed the owner's insurance while the vehicle is being operated on Board business. This coverage would respond to claims that exceed \$1 000 000.00

REQUIRED SIGNATURES FOR PARTICIPATION

ACKNOWLEDGEMENT

I/we have read the above and understand that having our child participate in the above activity we are assuming the risks associated with doing so.

Signature of Parent/Guardian _____ Date _____

PERMISSION AND BEHAVIOUR AGREEMENT

I/we give permission for my son/daughter/ward to participate in the above activity.

I/We am aware of my/our legal responsibilities set out in the Parental Responsibility Act. Subject to the Parental Responsibility Act, I/WE agree to pay any damages that may be occasioned through the misconduct or carelessness of my son/daughter/ward to the person or property of any other party or parties.

Signature of Parent/Guardian _____ Date _____

FREEDOM OF INFORMATION NOTICE
The information provided on this form is protected under the Freedom of Information and Protection of Privacy Act and will be utilized only for the purposes related to the Board's policy on Out-of-Classroom Programs.

