

St. ROCH CSS - CODE OF CONDUCT

BEHAVIOUR

Students must learn to work individually and with others. Mutual respect, cooperation and sharing are important values in any social experience. The ability to work with and for others is an important ingredient in the learning process. It is to this end that these formative years must emphasize:

- * RESPECT FOR SELF
- * RESPECT FOR OTHERS
- * RESPECT FOR PROPERTY
- * RESPECT FOR AUTHORITY

Any overt behaviour which demonstrates a lack of respect for self, others, property or authority will be dealt with so that the well-being and security of everyone in the school is ensured.

BULLYING / HARASSMENT

Students must not bully or harass others verbally or physically. Breaching this policy will be treated seriously and may result in suspension and/or more serious consequences.

CONDUCT IN THE COMMUNITY

Please respect the private property of our neighbours. Refrain from loitering in any of the areas surrounding St. Roch. Remember that you represent St. Roch when you are in these areas and you must be a good ambassador of the school at all times!

Please remember to respect that our neighbours have the right to a clean environment. Do not litter - others should not have to pick up after you so we can continue to keep positive relationships with our neighbours. ***Students who persist in loitering, littering or engaging in other behaviour detrimental to our community will be subject to discipline which may include suspension.***

DISSEMINATING OR SOLICITING INFORMATION

Disseminating, posting, soliciting or communicating, in any way, information unrelated to school activities is prohibited and may result in consequences including suspension. This includes the distribution of information via PEDs and various social media.

FIELD TRIPS

All students going on school-sponsored field trips are expected to be in complete school uniform unless special arrangements have been made with the school administration prior to the trip. ***Students are held to the same code of conduct while on field trips that they are while at school and may be issued consequences for misbehavior during any field trip or excursion.***

FIGHTING

Students engaged in fighting ***on or off*** school grounds. This extends to physical altercations that are "friendly". Students are not allowed to touch, shove, punch or kick one another at any time for any reason. Failure to comply with this expectation may result in suspension and/or more serious consequences.

NARCOTICS & ALCOHOL

Consumption, possession or suspicion of being under the influence of any alcoholic beverages and/or banned/illicit drugs is strictly prohibited on school property or during school functions. These acts may result in suspension, recommendation for expulsion and/or involvement of the police.

PERSONAL ELECTRONIC DEVICE POLICY

The Board's policy is outlined in other pages of this agenda and on the Dufferin-Peel website at www.dpcdsb.org.

Our expectation at St. Roch is for students to use their PEDs in the school ONLY as directed by teachers. All PED use in the school must comply with our Catholic Code of Conduct. Specifically, students should NOT be using their PED

to record video or take pictures of other students or staff unless these activities are related to school work assigned by a teacher their class(es).

PROPER LANGUAGE & DISCRETION

It is expected that students will refrain from using language or indulging in any behaviour which could be considered offensive to others and inappropriate in a Catholic community. Students are expected to use language appropriate to maintain their dignity and the dignity of others. Coarse, profane or vulgar language or taking God's name in vain is unacceptable. Failure to comply with this expectation may be subject to suspension.

RESPECT FOR DIVERSITY

The diversity of our community is acknowledged and honoured. The school adheres to the policy which refuses to tolerate any hateful or discriminatory behaviour, programmes or practices. Any of the following may be considered as hateful incidents: **discriminatory jokes, discourteous treatment, threats, name-calling, graffiti, insults or physical violence, teasing or stereotyping.** Students who violate these policies may be subject to suspension.

SMOKING / TOBACCO / VAPING

Smoking is not permitted in the school or on the school grounds at any time. This policy also applies during all school events and on field trips. This ban includes electronic cigarettes, smoking products, vapor producing instruments, nicotine replacement devices (without a prescription) and any instruments that may be used in a way to imitate smoking. Smoking infractions may result in suspension. Smoking on school property may also result in a ticket, as per the Tobacco Control Act, being issued by the Region of Peel Health Department. The Ontario Tobacco Control Act (TCA) is a provincial law passed in 1994 to:

- Prevent the selling and supplying of tobacco to anyone under 19.
- Create smoke-free schools and public places.

Section 9 (1) of the TCA states, "no person shall smoke or hold lighted tobacco in any of the following places; a school as defined in the Education Act." This means that smoking is not permitted anywhere in a school or on school property at any time.

Penalties are subject to Ontario Tobacco Control Act. A fine of \$305.00 can be enforced by the Region of Peel, for any individual who does not comply with the Tobacco Control Act. The fine for supplying tobacco to anyone under 19 years of age is \$365.00.

SUSPENSIONS

Suspensions under Board Policy and Regulations and the authority of the Education Act will carry with them the following understandings:

- i) Students suspended for 5 days or less will be provided with work to carry on during time missed while under suspension depending on the length of the suspension.
- ii) Students will be fully responsible for material missed while the student was under suspension.
- iii) Students suspended for longer more than a 6 day period may attend the Positive Personal Change program at Archbishop Romero if they choose to do so.
- iv) Any student under the age of 18 becomes the direct responsibility of his/her parent during the period of suspension.
- v) Students under suspension are not permitted on school property and are not allowed to attend any school-sponsored events.

Theft

Theft is a violation of a student's person and property. Any theft on school property may result in a suspension up to 20 school days; police may be contacted; expulsion proceedings may be initiated. Restitution may also be required.

Vandalism / Willful Damage

Students who destroy, deface or otherwise damage property belonging to the Board, another student or staff member, will be requested to make restitution (where appropriate), may be suspended for up to twenty (20) days on the first occasion and the police may be called and charges laid if warranted.

Visitors/Trespassing

St. Roch students are not permitted to visit other schools unless they are invited by a staff member of that school community or escorted there by a member of our staff. Students who violate this policy will be disciplined by the administration.

In order to maintain an orderly and safe environment, **visitors must report to the office** as requested on the posted signs. Unauthorized visitors are subject to all regulations as outlined under the Trespass to Property Act. Students are **not** to invite friends to visit them while they are at school.

Weapons

Weapons of any shape or kind, **whether real or imitation**, are prohibited on school property. Students in possession of these items may be subject to discipline including suspension and/or expulsion as well as the involvement of the police.

ATTENDANCE POLICY & PROCEDURES

ATTENDANCE

As set out by the Board, each student is responsible to attend all classes and scheduled activities on time and with the proper materials required for full participation. Regular attendance on the part of the student is vital to the process of learning. Students who habitually miss class will suffer in the assessment and evaluation process because their participation and achievement cannot be fully assessed. Students who miss ten or more classes in any course, without a legitimate reason, may put their credit in jeopardy.

DAILY ATTENDANCE & TRUANCY

A parent/guardian is to make a phone call to the Attendance Office the day of the absence **prior to 1:00 p.m.** so that the absence can be reflected on the teacher's Daily Attendance Report. If the phone call is received by 1:00 p.m. on the day of the absence, then the student may return to school the next day and report directly to Homeroom.

Failure to call the school **prior to 1:00 p.m.** will result in our automated system calling your home regarding your child's truancy for the day or the period in question. Any unconfirmed absence or an absence without a legitimate reason is **truancy** and will be dealt with by the school's administration. Students who are habitually **truant** may face progressive disciplinary measures or suspension.

TESTS & ABSENCES

When a student is absent for a test, a Parental/Medical note **must** be provided upon his/her return to school in order to write the test.

EXAMS & CPT ABSENCES

Students are expected to complete each of their scheduled culminating activities and formal exams in the time frame allotted for these activities. **Family holidays and/or other appointments must be planned OUTSIDE of examination periods. Students will not be exempt from completing the culminating activities or from writing final exams for these reasons.** If a student is unable to do either a culminating activity or a formal exam due to illness, **medical documentation** excusing the student on the day of the evaluation will be required or a mark of ZERO will be recorded. The medical documentation must be submitted to the Administration prior to the end of the examination period. The teacher may still require the student to complete the culminating activity or to take a formal examination at a later date but generally no later than the end of the marking period.

FAMILY HOLIDAY/EXTENDED ABSENCES

Family holidays and extended absences are strongly discouraged during the school year and are detrimental to the success of the student. In the event of a family holiday or extended absence, modifications to the course evaluation may only be considered after the student, parent/guardian, subject teacher, the appropriate administrator, and Guidance Counsellor have consulted with one another. The parent/guardian must advise the school of a prolonged family holiday or absence at least two weeks in advance. A form can be picked up in the Attendance Office.

LATES

Students are expected to be on time for all classes. The learning environment of others is disrupted when a student is late. Generally speaking, if a student is late for any class, the student is to report directly to the class. However, if a student arrives at the school **after 8:45 a.m.** he/she must report to the Attendance Office and sign in with a note explaining the lateness. As per the school's "Lates/Skips Policy", initially classroom lates will be dealt with by the respective classroom teacher. Habitual lates will be dealt with by the Principal or student's Vice-Principal.

LATES / TRUANCY POLICY

LATES

1st Late – Teacher warning

2nd Late – Teacher assigns a consequence

3rd Late – Teacher contacts parents & assigns a consequence

4th Late – Teacher contacts parents & assigns a final consequence

5th Late – Referral to Vice-Principal with student profile card

NOTE:

Lates to Period 1 during morning exercises will result in the student being redirected to the nearest classroom or Cafeteria for opening exercises.

There should be NO students in the hallways during morning exercises as the announcements cannot be viewed or heard in the halls.

TRUANCY (Unauthorized absence from class/school)

1st & 2nd Truancy – Teacher contacts parents & assigns a consequence.

3rd Truancy – Refer to Vice-Principal with student profile card

STUDENT "SIGN-OUT"

Every effort should be made to schedule appointments outside school hours. Students who must leave at some point during the school day are required to sign out at the Attendance Office, providing the Attendance Secretary with a note **signed** by a parent/guardian stating the **date, time** and **reason** for the early departure **prior to the start of the school day**. Parent/Guardians must contact the school via the Safe Arrival system (notification by phone, online on computer or using the phone app). If you have not already done so, please register on the system by referring to the information below:

The graphic is a rectangular box with a blue header and white body. The header contains the Dufferin-Peel Catholic District School Board logo and the title "Options for Reporting Student Absences". The body lists three ways to report absences: Web (go.schoolmessenger.ca), App (SchoolMessenger), and Phone (1-844-435-3440 Toll-Free). The SchoolMessenger logo is at the bottom.

Dufferin-Peel Catholic District School Board

Options for Reporting Student Absences

Web: go.schoolmessenger.ca

App: SchoolMessenger

Phone: 1-844-435-3440 (Toll-Free)

SCHOOLMESSENGER®

NOTE:

Please be aware that some students are signing themselves in late or departing the school early using their parents/guardians email address and or cell/home number on the School Messenger Absence Reporting System and we are unable to detect who submitted the email with a student absence, late or early departure, which is causing a safety concern.

We recommend keeping a close watch on your email submissions, verify any discrepancies to the Attendance Office as soon as possible. Also, once a student is signed out by a parent/guardian, the student must leave the school building.