



**St. Daniel Code of Conduct
Operational Procedures
(Guide to being a Thunderbird)**

Mission and Vision Statements of the Waterloo Catholic District School Board

“As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”

“Our Catholic Schools: heart of the community, success for each, a place for all.”

SCHOOL HOURS

9:10 a.m.	School Day Begins
10:20 – 10:35 a.m.	Morning Recess
11:55 am – 12:55 p.m.	Lunch
2:15 – 2:30 p.m.	Afternoon Recess
3:40 p.m.	Dismissal

School begins at 9:10 a.m. It is important that students arrive on time for school. Supervision on the playground begins at 8:40 a.m. It is important that students do not arrive at school earlier than this because they would not be supervised.

2016-2017 SCHOOL YEAR CALENDAR

Please visit the WCDSB’s website at www.wcdsb.ca for a complete listing of the school calendar.

ONTARIO CATHOLIC SCHOOL GRADUATE EXPECTATIONS
(Institute for Catholic Education)

Learning in Catholic Schools...is not merely an intellectual quest, but a spiritual one as well. In Catholic education, all of life is viewed as an affair not only of the mind, but also, of the spirit. The expectations of graduates, therefore, are described not only in terms of skills and content, but in terms of values and attitudes as well. (Educating the Soul)

Catholic Curriculum in all program areas and at all grade levels must directly contribute to our Catholic students' achievement of the Ontario Catholic School Graduate Expectations:

- *A discerning believer* formed in the Catholic faith community who celebrates the signs and mystery of God's presence through liturgy, sacrament, prayer, reflection, and moral thinking.
- *An effective communicator* who communicates honestly and sensitively and responds critically in light of gospel values as reflected in church teachings.
- *A reflective, creative and holistic thinker* who solves problems and makes responsible decisions with informed moral conscience.
- *A self-directed, responsible, lifelong learner*, who develops and demonstrates their God-given potential, influences change in a discerning manner for the service of the whole community, the church, and society.
- *A collaborative contributor* who finds meaning, dignity and vocation in work, which respects the rights of all and contributes to the common good.
- *A caring family member* who ministers to family, school, parish, and community
- *A responsible citizen* who witnesses Catholic social teaching by promoting peace, justice and the sacredness of human life.

LATENESS AND ATTENDANCE EXPECTATIONS

The Education Act states that students must attend school regularly and punctually. If your child is going to be absent, parents/guardians are asked to send a note to the classroom teacher in advance or contact the school by phone (519-893-8801). For your convenience, an answering machine is in operation from 4:00 p.m. to 8:00 a.m. Please leave your name and the reason for your child's absence. We ask that you please repeat this procedure each day your child will be absent. The Safe Arrival Protocol states that for unexplained student absences, in which we cannot make contact with the parent or guardian, the school is responsible for calling the police to ensure the student's safety.

Students who arrive late must first report to the office to report their arrival to the Administrative Assistant. Lates are noted in the daily attendance register and are listed on student report cards. If students will be absent from school for a week or more, parents or guardians are asked to inform their classroom teacher. Any school work or assignments missed during the absence are the responsibility of the student.

Every effort should be made to schedule appointments outside of school hours. If students do have to leave school early, parents/guardians must go to the office to sign them out. When students return during the regular day, they must also be signed in at the office. *Please inform the school if parental work or home telephone numbers change.*

STANDARDS OF BEHAVIOUR

As a caring community, the staff at St. Daniel Catholic School will always strive to instill social skills in our students that promote a positive learning environment free from physical or emotional intimidation. The Waterloo Catholic District School Board and St. Daniel Catholic School recognize the inherent dignity and worth of all individuals. At St. Daniel Catholic School, we believe that the school must be a community whose values are communicated through positive interpersonal relationships. One of our primary goals at the school is to assist our students in learning, accepting and living Christian values. *The Ontario Code of Conduct* (revised Nov. 2007) has been implemented at St. Daniel Catholic School within the context of the Christian faith life experience of our school, and consistent with the *Ontario Catholic School Graduate Expectations*.

GENERAL RULES FOR SCHOOL PLAYGROUND BEHAVIOUR

- Be courteous and show respect for the rights of others
- Play in your designated areas of school property
- Rough, aggressive games are prohibited
- Equipment judged by the school to be dangerous or hazardous to student safety is not permitted
- Report any injuries or incidents of harassment to staff member on supervision
- Obtain permission before entering the school during recess breaks and lunch hour
- The throwing of snow, ice, stones, or other objects is not allowed
- The use of inappropriate language will not be tolerated under any circumstances
- Always play with a safe mind.

Minor infractions will be dealt with by the staff member assigned to supervision. Serious or repeated infractions will be reported to the school administrator.

VOLUNTEERS

Parents who are able to volunteer at St. Daniel Catholic School are most welcome. In fact, many of the programs, clubs, and teams that we offer to the students at St. Daniel Catholic School are only possible with the assistance of parent volunteers. Please contact the office if you wish to be part of our volunteer program. In order to ensure the safety of our students, the WCDSB requires all volunteers working with our children to complete an Offence Declaration form before they can begin their placement. Volunteers must also adhere to the Ontario Freedom of Information and Right to Privacy legislation. Parents and caregivers who transport students for school related activities, such as athletic events and excursions, must complete the Volunteer Driver Form each year.

DRESS CODE

The main purpose of a school dress code is to assist staff, students and parents to create a safer and more respectful learning environment. Staff and students will support the dress code by dressing in a manner which demonstrates respect for oneself, others and the Christian values of our school.

The following dress code guidelines must be adhered to (including school excursions):

- Tops must be modest, and overlap the pants.
- The straps on sleeveless tops must measure at least 3 fingers across with no undergarments showing.
- Hemmed shorts, walking shorts, skirts, and dresses must be mid-thigh or longer in length.
- Only clothing with positive messages and pictures are permitted.
- Tight fitting clothing and pajama tops and bottoms are not acceptable.
- Hats and headwear are not to be worn inside the school, however, we do encourage their use when outside.
- All clothing and symbols associated with youth gangs are prohibited. This includes headbands, bandanas, and kerchiefs.
- Outdoor wear (that is, boots, coats, etc.) is not to be worn in the classroom.
- Two pairs of shoes (indoor running shoes and general outdoor shoes) are necessary at all times. For safety reasons, please do not wear sandals or crocs during play periods.
- Students must wear running shoes or shoes that cover the entire foot when playing on our creative playground structure.
- During the winter season, students should wear heavy coats, snow pants, hats, mittens, scarves, and boots.

Students not adhering to the dress code will be asked to co-operate, make suitable changes and/or be sent home. Staff will make every effort to respect the dignity of each child when dealing with related concerns.

Parents are also reminded to apply the appropriate level of sunscreen protection to suit the weather conditions, recognizing that students will be out of doors for approximately one hour during the day for lunch and recess periods.

VISITORS

Unless you are a registered student or board employee, you are considered to be a visitor to the school. When visiting the school, please report to the office before proceeding to any classes or other areas of the building. For your child's safety, we need to know who is in the building at all times. All visitors must sign in at the office and pick up a visitor or volunteer badge from the office.

ANAPHYLAXIS

As you may know, a number of children and adults at St. Daniel Catholic School have extreme allergies to peanuts, other nut products, eggs and bee stings and are susceptible to Anaphylaxis. The allergy is so severe that it could be life threatening. It is imperative that parents or guardians notify the school if your child has any allergy and/or has an EPIPEN. Appropriate forms (available from the school administrative assistant) must be completed. Prevention, of course, is the best approach and therefore, we ask that parents support us by not sending nuts or nut products to school with your child. Children are also told of the situation and have been asked not to share their recess snacks or treats. The WCDSB also prohibits peanut butter alternatives or substitutes from all schools as well. All staff members are aware of this situation and have been instructed in the procedures regarding anaphylactic shock.

MEDICATION

It is always preferable for parents to administer prescribed medication at home. If school staff is called to do so, a form must be completed by parents or a physician and maintained at the school. Where a student requires an inhaler or Epipen, it is recommended that the student have one with them at all times and one in the office. However, where that is not possible, one should be in the office. Again, a note from the parents and doctor is required for our files.

ASSESSMENT / EVALUATION / COMMUNICATION

Evaluation and assessment of student progress is an ongoing process requiring effective communication between home and school. Teachers assess and evaluate students based on how the child independently demonstrates the skills and knowledge in the school setting. Parents are encouraged to contact their child's teacher throughout the year to keep informed of their child's progress.

CO-CURRICULAR ACTIVITIES

It is a shared belief of staff that elementary school programs should emphasize a wide range of activities designed to develop both a healthy and positive attitude toward leisure activities and fitness. These activities should also strive to build wellness in body and spirit. Where possible, we will offer activities to the children in primary, junior and intermediate divisions designed to enhance these goals.

PERSONAL PROPERTY

At times, students bring personal belongings to school (toys, footballs, hats, ball gloves). Parents are requested to mark their children's belongings with the child's name. Lost or misplaced articles of clothing, lunch bags, back packs, etc. are placed in the Lost & Found box. Children and parents should check this box for lost articles. Students must take full responsibility for personal items that are brought to school. Unclaimed items are donated to a charity several times during the school year.

STUDENT USE OF PERSONAL ELECTRONIC DEVICES AT SCHOOL

We believe that technology can be used a learning tool, but also recognize that no amount of technology can replace good pedagogy within our schools. Technology is successful when devices are able to assist students and help with their learning process through inquiry and critical thinking. Technology is unsuccessful when it becomes a distraction to student learning. With this in mind, following are guidelines for use of personal electronic devices at St. Daniel Catholic School.

Acceptable Use

- Personal electronic devices, including, but not limited to cameras, laptops, iPads/iPods, and the like, may only be brought to school if the student and parent have filled out and signed the “*Student Acceptable Use of Outside Technology Equipment: Student Personal Electronic Device Consent Form*” Form # APS017-04. These forms will be reviewed by the principal and kept in the office.
- Personal electronic devices may only be used when directed by the teacher, and only in conjunction with a school related project. It is recommended that devices be left at home and only brought in for specific assignments (e.g., video project).
- Personal electronic devices may not be used on the school yard, school bus, or at recess, or in any location or time other than that directly indicated by the teacher.
- When not in use as specifically directed by the teacher, all personal electronic devices must be kept turned off and out of sight (either in the student’s backpack or in the teacher’s desk).
- Any student who uses a personal electronic device in an unacceptable manner will lose the privilege of bringing their device to school, and may be subject to additional consequences.
- St. Daniel Catholic School staff and the WCDSB will not be liable or responsible for the theft, loss or destruction of any personal devices while at school or on school property. Users are responsible for securing their equipment at school, and if they feel they are unable to adequately do so, should not bring their personal devices to the school.

PRIVACY AND INFORMATION MANAGEMENT

Our students and staff enjoy opportunities to share some of their activities with parents and the school community through teams, clubs, and special events. Many of these are 'memory making' for families and as such photographs are often taken. We would appreciate if families exercise their discretion when taking photographs or videos at school events and consider the privacy of other students who may also be present in those pictures. We ask that families not upload images of students other than their own to the Internet (e.g. YouTube or Facebook). Your cooperation is appreciated.