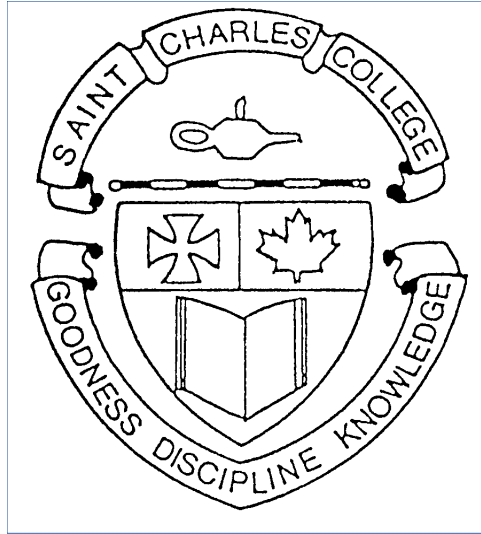


ST. CHARLES COLLEGE



CARDINAL ELEMENTARY STUDENT HANDBOOK 2015-2016

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PRINCIPAL

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VICE-PRINCIPALS

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PRINCIPAL'S MESSAGE

I am pleased to welcome everyone to St. Charles College for the 2015-2016 school year. We welcome grades 7 and 8 students to the school campus this year.

Our staff consists of dedicated, committed and caring professionals who minister to your individual needs. The staff of St. Charles College is proud of our dedication, providing you with the best possible setting in which you can develop spiritually, academically, physically and emotionally.

This handbook contains useful information about St. Charles College, as well as a clear statement of expectations.

We are requesting that parents and students new to our school make the same commitment by carefully reviewing the contents together.

I challenge all of our students to achieve to their potential. Realizing that there is a relationship between student involvement and achievement, I urge you to participate in some of the many clubs, activities and athletic teams available.

Work hard and enjoy school by participating and cooperating with your fellow Cardinals in making this the best possible year ever!

Mrs. P. Mardero
Principal

GOODNESS DISCIPLINE KNOWLEDGE
ST. CHARLES COLLEGE MISSION STATEMENT

St. Charles College is a caring co-educational community that challenges all staff and students to ask God to “teach me goodness, discipline and knowledge.” We exist to inspire and reveal student potential and to provide an optimal environment for student learning where a living witness to God’s saving message is delivered through all our works including our academic and co-curricular programs. We dedicate ourselves to foster a supportive and personalized learning environment, understanding our special duty of care to all our students during times of need. We envision a school community rooted in Gospel Values that supports the well-being and learning of all.

PHILOSOPHY OF ST. CHARLES COLLEGE

GOODNESS

We believe that individuals are worthy of respect, dignity, service and love. It is our goal to promote Christian education and the principles of faith, hope and charity in developing Christian persons who respond actively to community needs. Essential to spiritual development is the understanding of the scriptures, the history and traditions of the Roman Catholic Church.

DISCIPLINE

The aim of discipline is to develop, within the individual, self-control and the ability to cooperate with others. It is our goal to develop self-discipline, and good citizenship. It is our goal to develop tolerance and respect for societal differences.

KNOWLEDGE

The goal of education is for each student to achieve his/her full potential. The acquisition of knowledge requires effort. The acquisition of education or training is a partnership of parents, students and teachers.

2015-2016 SCHOOL YEAR CALENDAR

3	Professional Activity Day	September
7	Labour Day – no school	
8	First Day of Classes, Term 1 Starts	
9	Grade Level Assemblies	
15	Picture Day	
16	Opening School Mass 8:30	
21-25	Spirit Week	
6	Picture Retakes	October
9	Thanksgiving Liturgy	
12	Thanksgiving Day	
15	Food Drive Kick-off	
30	Costume Day	
30	NET Retreat	
4	Feast Day of St. Charles Borromeo	November
5	Stepping into Grade 9	
11	Remembrance Day Service	
13	Progress Reports	
16	Professional Development Day	
18	Progress Reports 4:30 – 6:30	
29	1 st Sunday of Advent	
6	Second Sunday of Advent	December
10	Christmas Arts Concert	
13	Third Sunday of Advent	
16	Advent Mass	
18	Last day of school/SCC's Got Talent Contest	
20	Fourth Sunday of Advent	
21	Christmas Holidays Begin	
4	School Resumes	January
6-7	Grade 8 Graduation Pictures	
12	Grade 8 Open House	
1	Term 2 starts	February
5	Professional Development Day	
10	Ash Wednesday	
12	Term 1 Report Card	
15	Family Day – No School	
25	Winter Carnival Day	

14-18	March Break	March
25	Good Friday	
28	Easter Monday	
30	Easter Mass	
4-8	SCC Musical	April
15	Professional Development Day	
27	Silent Auction	
2-6	Catholic Education Week	May
5	Province Wide Mass	
10	Student Council Speeches	
11	Student Council Elections	
23	Victoria Day - No School	
26	Spring Arts Concert	
28	Arts Banquet	
		June
14	Athletics Banquet	
15	Closing Mass	
17	Professional Activity Day	
28	Grade 8 Graduation & Dance	
29	Final Report Card goes home	
30	Last Day of School	

BELL TIMES

REGULAR MORNING SCHEDULE	
PERIOD	TIME
Homeroom	8:20 - 8:30
1	8:30 - 9:10
2	9:10 - 9:45
3	9:45 - 10:25
4	10:25 - 11:05
5	11:05 - 11:45
LUNCH	11:45 -12:25
6	12:25 – 1:05
7	1:05 – 1:40
8	1:40 – 2:10

STUDENT RESPONSIBILITIES

St. Charles College requires more of the students than minimal academic work. A specific standard of dress, and of student responsibilities are part of the St. Charles College philosophy. Students who enroll at St. Charles College accept this ideal and agree to abide by the St. Charles College Letter of Commitment and Uniform Policy.

SCHOOL UNIFORM POLICY

All students are required to wear a uniform to school each day. Uniforms are to be worn coming to and from school during the day and while representing St. Charles College in an official capacity. It is expected that the school uniform be worn neatly. RJ McCarthy is our uniform supplier located at 1955 Lasalle Boulevard.

SUMMER UNIFORM

The summer uniform may be worn from April 1st until October 30th of each year. The summer uniform consists of:

- McCarthy black shorts or capri pant (flared pant leg)
- socks optional
- black sandals with ankle straps may be worn
- only sandals secured with ankle straps are permitted

REGULAR UNIFORM

ITEM	DESCRIPTION	HOW TO WEAR IT
Boys and Girls Pant	- black dress pants (flared pant leg not leggings)	- must be hemmed and in good repair - must be worn at the waist - belts, if worn, must be black
Kilt	- grey / burgundy plaid - McCarthy brand	- worn with solid black tights, black nylons or knee socks - no shorter than 7 cm. above the knee (3")
Oxford Shirt	- white dress shirt	- white only - worn tucked in - a dark tie is optional
Girls French Cut Shirt	- crested or uncrested - McCarthy brand	- worn untucked
Golf Shirt	- crested - McCarthy brand	- long or short sleeved - may be worn untucked
Rugby Shirt	- crested or uncrested - McCarthy brand	- may be worn untucked
Cardigan	- Black - McCarthy brand	- worn with golf shirt or blouse
Black Shoe	- black - low-heeled	-If alternative footwear is recommended for medical reasons, black orthopaedic shoes are permitted.

N.B. Shoes **MUST** be black and low-heeled.

ADDITIONAL REQUIREMENTS:

T-shirts worn under the shirt/blouse must be solid white, grey, burgundy or black and short-sleeved. No logos on T-shirts are permitted. Leggings are not permitted.

Students are to be in uniform during work periods, including the cafeteria and library.

Extremes in personal grooming are not permitted ie. large bulky jewelry and wallet chains.

Extreme body piercing is not permitted. In addition, any piercing considered to be a safety concern is not permitted.

The school reserves the right to determine if a student is in compliance with the spirit of the dress code policy and the appropriateness of dress or piercing.

STUDENT ACTIVITY FEE

The Student Activity **Fee of \$20.00** is payable on the first day of school to the homeroom teacher.

The fee supplements the costs of:

- locks/locker maintenance
- co-curricular field trips
- student council spirit activities
- student recognition activities
- guest speakers

ATTENDANCE POLICY AND PROCEDURES

MORNING ROUTINE

A bell will ring at 8:15 a.m. The bell is an indication that it is time to conclude conversations, gather books and move to homerooms. During the day there will be a bell at the end of each period and the beginning of the next. Students **must** be in their homerooms for the opening exercises. The National Anthem and Prayer will be broadcast at 8:20 a.m. They will be followed by the announcements.

BREAKFAST PROGRAM

St. Charles College offers a Breakfast Program daily in each of the homerooms. This Breakfast Program is sponsored by The Human League, Better Beginnings/Better Futures and Breakfast Clubs of Canada. Staff and students enjoy beginning each day in sharing a community breakfast together.

ABSENCE FROM SCHOOL

Parents are to phone the school, the day before or morning of each day of absence. The student will present a note from his/her parent on the first day back following his/her absence if telephone contact has not been made. Notes are kept on file.

LEAVING SCHOOL EARLY IN THE DAY

Students who must leave during the school day must bring a note to the main office. An excuse slip will be issued and the departure time recorded. Students returning from the appointment must check in at the main office before being admitted to class.

Students may leave the premises only under conditions mutually agreed upon by the office and the parent **prior** to the student departure from the school. Students must sign-out from school at the office upon confirmation of permission from administration and parent.

Unacceptable requests to sign-out include but are not limited to: studying for tests, completing work for other classes, missing evaluation or submission of evaluated materials because of lack of preparation, avoidance of detentions.

Grade 7 and 8 students are not permitted to leave the school property at lunch.

LATE FOR HOMEROOM

Students who are not in homeroom at the start of the National Anthem, are late for homeroom. Students will stop all movement and conversation when the National Anthem and morning prayer begins. Students will then report directly to homeroom.

LATES

Students who are late for school, will report directly to the Main Office to sign in. When a student accumulates 5 lates, they will be referred to the Vice-Principal. Consequences may include phone call home, detentions and/or suspensions.

If a student skips or misses an assigned detention without prior verification from the Parent/Guardian, they will receive a warning and Parent/Guardian may be contacted. If the detention continues to be missed without verification, the student may be sent home and/or suspended.

TRUANCY

Any absence without **prior** authorization is truancy. Parents or guardians will be notified. Consequences will be at the discretion of the administration and may include detentions and/or suspensions.

SCENT FREE ENVIRONMENT

Please be mindful that there are a large number of adults and students with chemical allergies. Excessive hair spray and body perfumes can cause severe reactions; students are to refrain from using colognes, perfumes, and/or aerosol cans of deodorant. This will help create a scent-free environment for students and staff who have asthma and/or allergies.

TEXTBOOKS

Textbooks used by all courses are on loan to students. They must return the textbook issued to them in good condition. Students will be assessed the cost of replacement or repair if either is required. This will be done prior to admission to final examinations. The lending of textbooks for home use may be withheld until all books are either returned or paid for.

BACKPACKS AND HANDBAG POLICY

Backpacks are a necessary item to transport large amounts of equipment, supplies and/or laptop to and from school. However, these same items present a safety hazard i.e. trip and fall in the classroom. Students must leave their backpacks in their lockers during the school day. Slim line laptop bags are permitted. Students who fail to comply will be referred to Administration. Handbags no bigger than the size of a standard pencil case are permitted.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices are permitted before school, during lunch and after school. Personal electronic devices are permitted in class for academic purposes with the teacher's permission.

Students must always keep cell phones on silence to avoid disrupting the school environment. Cell phones may be temporarily confiscated and stored in the office for non-compliance. ***Parents are asked not to call the school to give messages to students during the day, unless it is an emergency.*** Classes will not be interrupted for student messages.

HATS AND CAPS

Baseball caps, bandanas and other headwear are not to be worn inside the school. These items may be confiscated and stored in the main office if students are not in compliance.

LOCKERS

Students will be issued a locker on their first day in school. Lockers are loaned to students for their convenience but are the property of the school. The student is responsible for keeping it clean and presentable. Pictures or slogans kept inside must conform to the principles of St. Charles College. Locks are provided by the school. Any others will be cut from the locker. **Students should not keep anything of significant value in their locker** as they are not burglar proof. Students must not share lockers. As well, no one else should know the combination to their locker. **STUDENTS, NOT THE SCHOOL, ARE RESPONSIBLE FOR THEIR PERSONAL LOCKERS.** At the end of the school year, students are responsible for cleaning out their lockers. The school is not responsible for any items left behind. Students

should be aware that lockers can be opened and searched at anytime by an administrator or agent of the Board without notice.

VALUABLES

Students are asked not to bring items of value to school. Do not leave money or other valuables in your locker or the change room. The school is not responsible for lost or stolen items.

CAFETERIA

The cafeteria is provided to students as a place to eat lunch. Light lunches and snack foods as well as drinks such as milk, juice and soft drinks are available. After completing lunch, each student is expected to put the garbage in the receptacles provided.

LEARNING COMMONS

The Learning Commons is our newly renovated library space. It is open between 8:00 a.m. and 2:15 p.m. A photocopier is available to the students.

Technology is located in the library. In order for students to use the computers, they must complete the Responsible Use Policy. The computers are to be used as tools to support student research and the completion of assignments.

Books are available to borrowers for a loan period of 21 days. The loan may be renewed at the discretion of the librarian. The student who signs the item out of the library is financially responsible for its prompt return in good condition. A problem with chronic overdue fines will result in the cancellation of library privileges. A fine for overdue books will be levied at 10 cents per day per book, to a maximum of \$10.00 per book.

We ask that you do your part to keep this newly renovated area clean to protect books and equipment. The library is a work area, a study area and a social area for students to visit and enjoy. Students are expected to behave in an appropriate manner.

PASTORAL CARE

As a Christian community, St. Charles College is dedicated to the students in every aspect of their lives. The chaplain, provides pastoral care to the St. Charles College community.

CELEBRATION OF FAITH

Celebrations of the Eucharist are available to all students and staff. School Liturgies and Masses are celebrated at many times during the year.

CHAPEL

The chapel is located in Room 109 and is always open as a place of quiet and private prayer.

COUNSELLING

Pastoral counselling is available at all times for students and staff. Problems and difficulties relating to school, home, and spiritual life can be discussed in confidence with the chaplain.

SCHOOL ACTIVITIES

A student at St. Charles is presented with a wide range of activities through which he/she may develop and express his/her individual talents. These activities which we consider to be co-curricular usually take place after normal class hours and take the form of clubs/organizations, student government or athletics. Students can find out about these by listening to the daily announcements and by checking the bulletin boards. We strongly encourage students to get involved.

STUDENT COUNCIL

The Student Council of St. Charles College consists of an elected Cabinet — social conveners appointed by the Cabinet, staff moderators and a representative from each homeroom.

Class representatives are elected by a majority vote of all the students in their respective homerooms at the school. The Class Representative represents and expresses the opinions and safeguards the interests of his/her respective homeroom at Student Council meetings, which are held once a week.

ATHLETIC COUNCIL

St. Charles College's Athletic Council is responsible for promoting and encouraging school interest in athletics.

EXCURSIONS AND FIELD TRIPS

Excursions and field trips are valuable learning experiences and are an important part of the school program at St. Charles College. In all situations, school rules and policies apply. Uniforms must be worn, unless the nature of the activity requires different clothing.

HOMEWORK

Homework is a vital part of school and a daily requirement for St. Charles College students. Academic success is affected by the way this responsibility is handled.

Home study program should include:

- a) completion of daily assignments;
- b) review of work previously taken;
- c) preparation of projects; preparation for tests, and
- d) previewing lessons to be taken.
- e) use of student organizer.

A reasonable daily amount of homework for an average student in the various grades is as follows:

Grades 7 & 8 1 – 1 1/2 hours

LATE ASSIGNMENTS

Students are expected to submit all assignments by the established due date.

If the student cannot meet the deadline because of exceptional circumstances, the student must consult the teacher before the due date. Late assignments will be accepted after the due date if the teacher has agreed that the exceptional circumstances is legitimate. Regular submission of assessment is required for teachers to make a professional judgement on the final grade.

MISSED TESTS

Students who are absent for a test should make up the test on the first day they return.

NON COMPLIANCE

Students are expected to be prepared for each class: to have notebooks, textbooks and materials required by the teacher, to have any assigned homework completed, to hand in all assignments to the best of their ability by the due date, to be prepared for tests and exams. If students do not come to class prepared, hand in work that is done in a haphazard manner, or refuse to hand in assignments, then a consequence may be imposed at the discretion of the teacher. Persistent cases of non-compliance may be referred to the office which could result in detention, suspension or exclusion from class.

ACADEMIC INTEGRITY

At St. Charles College, academic integrity is paramount in all programs. Academic integrity means that all assignments, tests, exams, reports, and other academic efforts are solely the product of the student. Students must assume responsibility for maintaining an honest position in all work submitted to teachers. There are a number of ways in which academic integrity is violated:

PLAGIARISM

Plagiarism is taking another person's words (written or spoken), theories, facts (that are not considered general knowledge), statistics, artwork, etc. and passing them off as our own. Simply changing the language of the information you are using also constitutes plagiarism if you do not acknowledge your source.

To avoid plagiarism, every direct quotation must be identified by quotation marks, and it must be properly cited. Likewise, any material retrieved from another source such as a print or electronic medium that is paraphrased or summarized in one's own words must also be properly acknowledged. In order to teach proper methods of documenting sources, students will be taught the proper style of documentation appropriate to the assignment, either (MLA or APA)

CHEATING

Cheating shall be defined as the impermissible use of materials, information, study aids, or conversations with others (verbal, written or electronic) in any academic assessment that would result in an improper advantage. In addition, students cannot submit identical work or portions of it for assessment in two different courses. This is known as "dual submission."

FABRICATION

Fabrication is the falsification or invention of information or citations in an academic exercise. For instance, invented information, or fudged data, may not be used in laboratory experiments or other academic exercises.

FACILITATING ACADEMIC DISHONESTY

Students who knowingly or negligently allow their work to be used by other students or who assist others in academic dishonesty are in direct violation of this policy.

CONSEQUENCES OF ACADEMIC DISHONESTY

Any violation of academic integrity is a serious offence and is, therefore, subject to consequences. The first offense will result in a student/teacher conference. As well, the teacher will contact the student's parents or guardians and the incident may be brought to the attention of the Vice-Principal. A subsequent offense will result in a referral to the Vice-Principal.

LEARNING SKILLS

The following learning skills will be assessed regularly and recorded on the report card:

RESPONSIBILITY

- fulfills responsibilities and commitments within the learning environment
- completes and submits class work, homework, and assignments according to agreed-upon timelines
- takes responsibility for and manages own behaviour

ORGANIZATION

- devises and follows a plan and process for completing work and tasks;
- establishes priorities manages time to complete tasks and achieve goals;
- identifies, gathers, evaluates, and uses information, technology, and resources to complete tasks

INDEPENDENT WORK

- independently monitors, assesses, and revises plans to complete tasks and meet goals;
- uses class time appropriately to complete tasks;
- follows instructions with minimal supervision.

COLLABORATION

- accepts various roles and an equitable share of work in a group;
- responds positively to the ideas, opinions, values, and traditions of others;
- builds healthy peer-to-peer relationships through personal and media-assisted interactions;
- works with others to resolve conflicts and build consensus to achieve group goals;
- shares information, resources, and expertise and promotes critical thinking to solve problems and make decisions.

INITIATIVE

- looks for and acts on new ideas and opportunities for learning;
- demonstrates the capacity for innovation and a willingness to take risks;
- demonstrates curiosity and interest in learning;
- approaches new tasks with a positive attitude;
- recognizes and advocates appropriately for the rights of self and others.

SELF-REGULATION

- sets own individual goals and monitors progress towards achieving them;
- seeks clarification or assistance when needed;
- assesses and reflects critically on own strengths, needs, and interests;
- identifies learning opportunities, choices, and strategies to meet personal needs and achieve goals;
- perseveres and makes an effort when responding to challenges.

ST. CHARLES COLLEGE CODE OF CONDUCT

St. Charles College is a caring Catholic co-educational community that fosters a positive school climate so that our students learn to become self-directed, responsible life-long learners. Appropriate student behaviour and early, ongoing intervention, along with preventative education is integral to ensuring the safety of our students. The code of conduct is enforced through a progressive discipline program which supports bully prevention, character education, student leadership and community partnerships.

STUDENT RIGHTS AND RESPONSIBILITIES

St. Charles College requires more than minimal academic work.

Students are expected to conduct themselves in a positive manner as articulated in the motto: **Goodness, Discipline, Knowledge.**

To achieve this, students have certain rights and responsibilities which include, but are not limited to the right to:

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for themselves, for others and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own action.

DUTIES OF STUDENTS

The Ontario Education Act, Regulation 298, Section 23 states:

- (1) A pupil shall,
 - (a) be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
 - (b) exercise self-discipline;
 - (c) accept such discipline as would be exercised by a kind, firm and judicious parent;
 - (d) attend classes punctually and regularly;
 - (e) be courteous to fellow pupils and obedient and courteous to teachers;
 - (f) be clean in person and habits;
 - (g) take such tests and examinations as are required by or under the Act or as may be directed by the Minister; and
 - (h) show respect for school property.
- (2) When a pupil returns to school after an absence, a parent of the pupil, or the pupil where the pupil is an adult, shall give reason for the absence orally or in writing as the Principal requires.
- (3) A pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent of the pupil or the pupil where the pupil is an adult.
- (4) Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends,
 - (a) on the school premises;
 - (b) on out-of-school activities that are part of the school program; and
 - (c) while travelling on a school bus that is under contract to a board.

STANDARDS OF BEHAVIOUR

RESPECT, CIVILITY AND RESPONSIBLE CITIZENSHIP

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times, and especially when there is a disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin,

citizenship, religion, gender, sexual orientation, age or disability;

- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.
- not swear at a teacher or another person in a position of authority.

SAFETY

All members of the school community must not:

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

ACTIVITIES LEADING TO POSSIBLE SUSPENSION

A principal shall consider whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal 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 pupil's school or to property located on the premises of the pupil's school.
6. Bullying.
7. Any other activity that is an activity for which a principal may suspend a pupil under a policy of the board.

ACTIVITIES LEADING TO SUSPENSION AND POSSIBLE EXPULSION

A principal shall suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

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 in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled.

Fair Notice to Parents/Guardians re/Violence Threat Risk Assessment Process

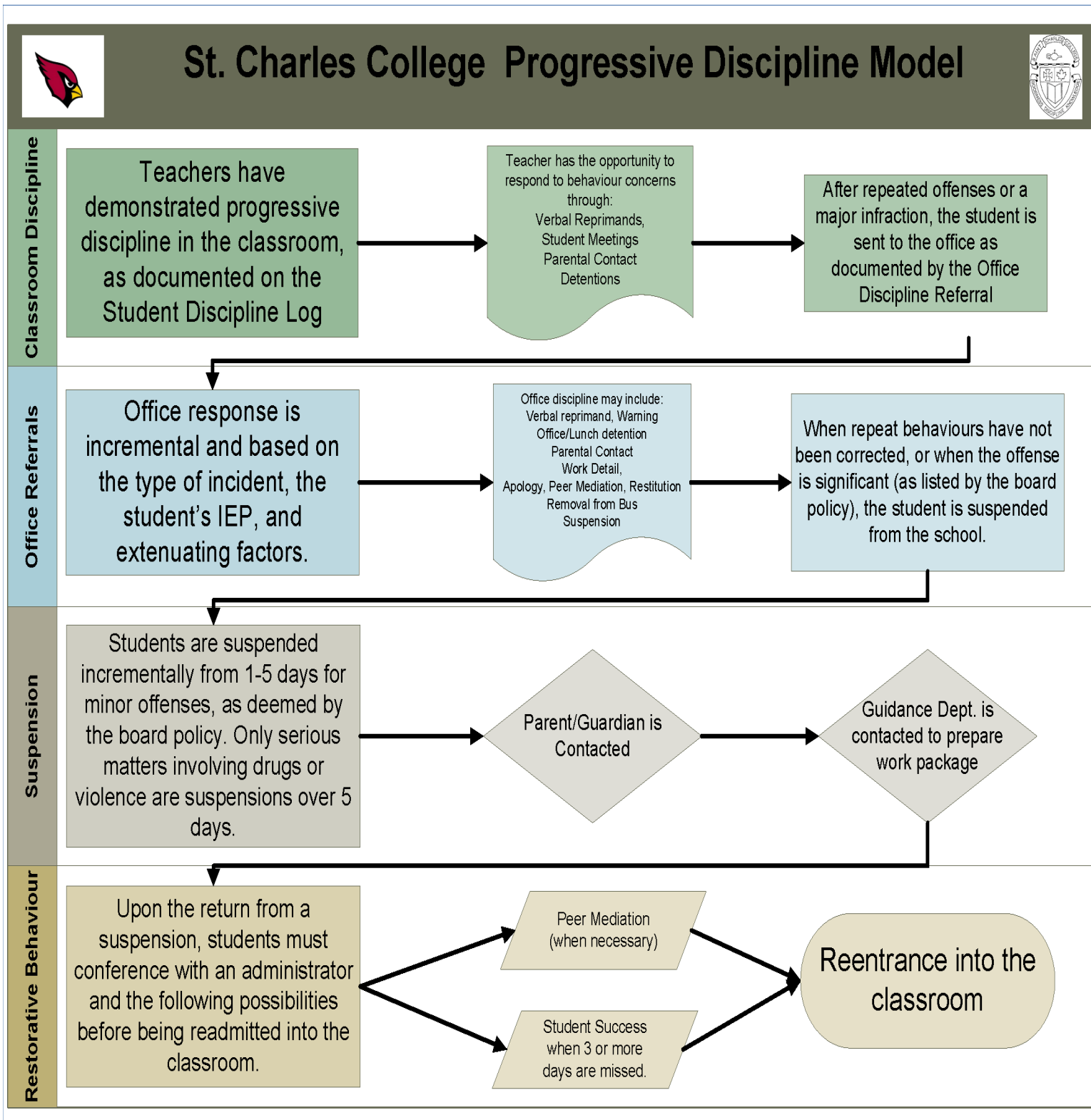
The SCDSB aims to maintain a positive and safe environment in its schools for all students, staff, parents and visitors. Any violence or harassment of any kind is taken very seriously. As a result, when a student's behaviour poses a serious threat to his or her safety or the safety of others, the Board reserves the right to activate a Violence Threat Risk Assessment (VTRA).

When a VTRA is activated, parents/guardians will be notified. If a concern for safety still exists, and parents/guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment process will proceed. In sharing personal information with community partners and agencies, each individual's right to privacy will be balanced with the need to ensure the safety of all. Student safety is our first priority.

If you have any questions regarding the evaluation process for risks and threats, please refer to our Board website for more detailed information at <http://www.scdsb.edu.on.ca> and/or contact the school principal.

**PROGRESSIVE DISCIPLINE MODEL
SCHOOL BUS DISCIPLINE POLICY GUIDELINES**

For all inquiries regarding routes, schedules and services, please contact the Transportation Consortium at 521-1234.



Students who have the opportunity to ride school buses may do so as long as they display behaviour that is reasonable and safe.

The responsibility for student supervision shall begin when the student boards the bus in the morning and is retained until the student leaves the bus at the end of the day.

NOTE: As stated in the Ontario School Code of Conduct the bus is an extension of the school day. The bus driver reports to the principal and has the authority to assign seats. School Board policies will be strictly enforced on the school bus as well as at school.

Offences	Consequences
<ol style="list-style-type: none"> 1. Spitting; 2. Excessive horseplay; 3. Excessive noise; 4. False identification; 5. Riding unassigned bus without permission or using unassigned bus stop; 6. Eating or drinking on the bus; 7. Leaving seat/standing while bus is in motion; 8. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material; 9. Blocking of aisles; 10. Lack of respect of others on bus; 11. Disobeying driver and/or monitor; 12. Putting hand out of the window and/or touching bus equipment (emergency door handle, etc.) 13. Other offences as reported by driver or principal and/or scenarios that impede safe school bus riding 	<ol style="list-style-type: none"> a. First Offence Warning or 1-5 days suspension b. Second Offence 5-10 days suspension c. Third Offence 10 days minimum suspension Possible loss of all bus service Parent/Principal meeting d. Fourth Offence Indefinite loss of bus service
<p>Level 2 Offences</p> <ol style="list-style-type: none"> 1. Hanging out of windows; 2. Throwing/shooting of any object; 3. Physical aggression against any person; 4. Lighting of matches, lighters, firecrackers or any flammable object or substance; 5. Holding onto or attempting to hold onto any portion of the exterior of the bus; 6. Unauthorized entering or leaving bus through emergency door/tampering of the equipment; 7. Constant opposition to authority; 8. Riding or attempting to ride any bus after receiving a suspension; 9. Other offences as reported by the driver or principal and/or scenarios that impede safe school bus riding; 10. Bullying; 11. Any offence committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc.) will carry a minimum penalty of a level 2 offence. 	<ol style="list-style-type: none"> a. First Offence Warning or 1-5 days suspension b. Second Offence 5-10 days suspension c. Third Offence 10 days minimum suspension Possible loss of all bus service Parent/Principal meeting d. Fourth Offence Indefinite loss of bus service
<p>Level 3 Offences</p> <p>As stated in the Ontario School Code of Conduct the bus is an extension of the school day. The school principal is therefore required to consult the mandatory suspension in the Ontario Safe Schools Act for the following offences.</p> <ol style="list-style-type: none"> 1. Uttering a threat to inflict serious bodily harm on another person; 2. Possession of alcohol or illegal drugs; 3. Being under the influence of alcohol; 4. Swearing at a teacher or at another person in a position of 	<p>Indefinite or possible permanent suspension</p>

<p>authority (school bus driver);</p> <p>5. Committing an act of vandalism that causes extensive damage to school property (extends to the school bus) – reinstatement may follow only once the damage is paid for by the student, parent or guardian) the school will also contact the police;</p> <p>6. Engaging in another activity that, under a policy of the board, is one for which a suspension is mandatory. Indefinite or possible permanent suspension</p>	
<p>D. Level 4 Offences</p> <p>As stated in the Ontario School Code of Conduct the bus is an extension of the school day. The school principal is therefore required to consult the mandatory expulsion in the Ontario Safe Schools Act for the following offences.</p> <ol style="list-style-type: none"> 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 in illegal drugs; 6. Committing robbery; 7. Giving alcohol to a minor; 8. Engaging in another activity that, under a policy of the board, is one for which expulsion is mandatory. 	<p>Indefinite or possible permanent suspension</p>

The school principal is responsible for determining consequences for misbehaviour and for the reinstatement of bus privilege for the offending students should a suspension become necessary. All consequences are at the discretion of the Principal.

A suspension applies to all buses (am & pm).

Bus privileges may or may not be reinstated.

