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### **At Duke of Connaught**

- We take pride in who we are and strive to achieve our personal best.
  - We are collaborative, co-operative and polite.
- We are respectful of ourselves and others in all places, at all times.
  - We care for our environment and put waste in its place.
  - We arrive on time and are prepared for the day ahead.
- We work together to keep our school safe and caring and are committed to resolving issues in a restorative way.

## OVERVIEW

### **Our Mission**

To create a safe and caring school environment for our students, our staff, and our community. We strive to ensure students understand what is being taught and reach high levels of academic achievement.

### **TDSB Mission Statement**

Our Mission is to enable all students to reach high levels of achievement and to acquire the knowledge, skills and values they need to become responsible members of a democratic society.

### **The Rights of Our Students**

Every student will be respected and treated fairly in a positive school climate that is inclusive and accepting of all pupils, including of any race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status or disability.

Every student will learn in a positive school climate that includes a safe and clean environment where they will experience success and develop to their full potential.

## SHARED RESPONSIBILITIES

### **Student Responsibilities**

- Treat everyone with kindness and respect.
- Arrive on time and prepared for learning.
- Have a positive attitude towards learning and always put forward your best effort.
- Respect the school environment, both inside and outside of the school.
- Respect the rights and property of others.

- Resolve conflicts peacefully.
- Ask an adult for support when you need help to resolve a conflict or feel unsafe.
- Ask for assistance when you need support to understand an assignment or a concept.

### **Staff Responsibilities**

- Treat everyone with kindness and respect.
- Be a positive role model.
- Respect the rights of everyone and ensure confidentiality.
- Encourage each student to do their best work.
- Provide an appropriate environment for each student's individual learning style and ensure that the tools are provided to increase success.
- Monitor workload and ensure students understand assignments.
- Communicate information regularly on the progress and behaviour of students to parents, guardians, caregivers, and colleagues.
- Provide support to ensure students understand assignments and concepts.
- Encourage appropriate ways to deal with conflict and manage emotions.

### **Parent Responsibilities**

- Treat everyone with kindness and respect.
- Be a positive role model and a partner in your child(ren)'s education.
- Communicate with your child(ren)'s teacher and school administration, especially if you have a concern.
- Support your child(ren) to arrive on time and be prepared for the day ahead.
- Call the office (416) 393-9455 if your child(ren) is/are going to be late or absent.
- Encourage and model appropriate ways to manage and solve conflicts peacefully.

### **Parent Concern Protocol**

The TDSB has a detailed policy called "[The Parent Concern Protocol](#)." Its main objective is to outline the steps for addressing educational concerns. Parents/guardians/caregivers are encouraged to speak directly with your child(ren)'s teacher, should you have a concern. Appropriate flexibility will be exercised in implementing these procedures to suit individual circumstances.

## SCHOOL EXPECTATIONS

### In the Playground

- Play safely and be aware on the climbing equipment.
- Play games that are non—contact.
- Rough play is to be avoided.
- in the winter, ice and snow should stay on the ground.
- Keep our school yard clean—throw garbage in the garbage bins.
- Walk bikes on school property and lock them up to keep them safe.
- Skateboards, rollerblades and scooters are to be carried on school property and stored during the day.

### **Punctuality and Attendance: A Critical Life Skill**

Regular, punctual attendance is expected of all students. Students must be in line by 8:20 am and at the end of their lunch recess. Teachers will begin their instructional time promptly at these times.

### **Allergies / Medical Conditions**

There are students and staff in our school who have life-threatening allergies to many allergens, including dairy, nuts, and heavy scents. While these are the most common allergens, others might include shellfish, berries, seeds, and insect bites. If these students or staff smell or come in contact with these allergens, they may have an anaphylactic reaction.

In order to decrease the risk of allergens for our students and staff, please do not send any food to school that is not specifically and solely for your child(ren). Please do not send snacks or lunches to school that contain peanuts or nut products.

All allergies need to be communicated to your child's teacher and/or the school.

### **Volunteers in School\***

We welcome parent volunteers in our school.

If you would like to volunteer in the school, there are a number of requirements that volunteers need to follow ([Operational Procedure PR558: Parent and Community Involvement](#)). **A police reference check is required.** To complete the police reference check, you may either go to your local police station or contact the Board's Police Reference Check Administrator at 416-393-0759. Volunteers must also complete the Annual Offence Declaration. Please see the office staff to complete this step if you need support.

Please sign in at the office and wear the provided visitor's tag whenever you are in the building so that we can ensure the safety of our children by identifying visitors. This is particularly

important when there is an emergency and the school must be evacuated. We appreciate your cooperation on this matter.

### **The Use of Non-Board Electronic Devices**

Each school has its own guidelines about electronic devices. At a minimum, cell phones and other personal communication devices must be turned off and kept out of sight during all instructional periods, except with the clear permission of the principal or the teacher.

Discussions in our classrooms are ongoing throughout the year about the impact of our digital footprints and how a positive attitude towards using technology supports collaboration, learning and productivity. Camera and/or video functions on mobile devices are not permitted for use on school property, except with the clear permission of the principal or teacher.

Students are responsible for the care and security of their personal devices. The school is not responsible for any damage, loss or theft of these electronic devices.

### **Appropriate Dress Policy**

Duke of Connaught is required by TDSB Policy to develop a dress code. At Duke, our dress code is reviewed by and developed with the School Advisory Council. In keeping with the Toronto District School Board's Equity Foundation Policy, this code is based on the principles of respect, safety and diversity. Duke values a learning environment that is safe, inclusive, positive, nurturing and respectful. Everyone is expected to dress in a way that reflects the diversity of our school community.

Duke of Connaught believes that the responsibility for the dress and grooming of a student rests primarily with the student and his or her parents or guardians and that appropriate dress and grooming contribute to a productive learning environment. We expect students to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate.

School-directed changes to a student's attire or grooming should be the least restrictive and disruptive to the student's school day.

### **Minimum Safe Attire ("Appropriate Dress")**

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings, or shorts) and shoes.
2. For safety reasons, footwear must be worn and secured safely. Flip flops are not encouraged.

Clothing and footwear should be suitable for the day's planned activities, including physical education.

### **Inappropriate Dress**

Inappropriate Dress at Duke of Connaught includes:

3. Attire that depicts violence, obscene language, hate speech, pornography, tobacco or illegal substances, racial or gender discrimination or discrimination of any kind whatsoever; this includes both words and imagery.
4. Attire with images or language that creates a hostile or intimidating environment based on any protected class.
5. Hats or hoods are not permitted to be worn inside the school, unless there is a religious observance or they are required for a physical education or school activity.

### **Dress Code Adherence**

The dress code does not restrict, in any way, a student's right to dress in a manner that is prescribed by religious, cultural, ethnic or similar tenets and custom. It is expected that, subject to the discretion of the principal to permit exceptions regarding compliance in appropriate circumstances, every student in the school will comply with the dress code. The principal reserves the right to exercise discretion to allow exceptions to the school dress code (e.g., health, religious, cultural reasons).

### **Education and Enforcement**

We recognize that children are growing and learning about attitudes towards their bodies, each other and embracing or consciously challenging social norms. At Duke of Connaught, we welcome conversations about these and we would like to consider these as learning opportunities alongside the formal curriculum.

Any subsequent school dress code enforcement actions should minimize the potential loss of educational time. Administration and enforcement of the dress code will be gender neutral and consistent. Failure to comply with the dress policy may result in disciplinary consequences.

### **Policy Review**

This policy shall be subject to a review every three years. The school will solicit the views of students, teachers, staff, volunteers working in the school, parents and guardians, the school council and the public in its review of the policy.

### **Code of Conduct**

The TDSB and Duke of Connaught each have a code of conduct which have been established to ensure a caring and safe, inclusive, and accepting school climate that is kind, supportive, nurturing, positive and respectful to enable students to reach their full potential.

Duke's code of conduct shall apply to all members of the school community, including students, parents and guardians, teachers or other school staff members, volunteers, permit holders and visitors on school property; while traveling on a school bus that is owned by the Board or that is under contract to the Board; in-school sports activities; in off-site school-sponsored activities.

To respond to inappropriate student behaviour, Duke uses a system of progressive discipline which is developed to support students in making appropriate, well-informed choices. Some examples of progressive discipline may include:

- verbal reminder or warning
- a 'time-out' at recess or over the lunch hour
- the offer of counseling (social work or guidance)
- natural consequences appropriate for the situation
- informal or formal meeting with parents/guardians
- behaviour modification contract
- formal suspension in keeping with the Board's Caring and Safe School's policies and procedures

Major incidents of a serious nature will be dealt with in accordance to the Board and Ministry guidelines and policies and may involve Toronto Police Services.

More information about the [Code of Conduct](#)

## SCHOOL SAFETY

### **Lockdown and Fire Drills**

At the beginning of each school year, our students and staff prepare for the year ahead by establishing the foundations for a successful year. One of the ways we know we can help students be successful is to create a safe environment in which to learn. Though no one ever wants to see an emergency happen at a school, it's important for school staff to be equipped to deal with those situations, should they occur.

The safety of students and staff is a top priority at Duke and to that end, as with all emergency drills, it is essential that we are prepared and understand the importance of procedures that will help ensure the safety of everyone in our school.

The TDSB has taken steps to ensure your child's safety while in school. Each school has developed emergency preparedness plans that include steps staff will take in the event of an emergency, how staff will get students away from possible dangers, and how students' families will be contacted.

One aspect of emergency preparedness is the lockdown and fire drill. All schools are required to conduct a minimum of two lockdown drills and six fire drills each school year. Lockdown drills, like fire drills, are an essential component to ensuring student and staff safety. It is important that all staff and students are prepared and know how to respond in cases of emergencies. The drills last approximately 5 minutes and ensure plans are effective and can also systematically identify any safety concerns.

Communication is also very important in any emergency situation. The emergency contact information kept on file is important in helping this happen. It lists the people who can pick up a student from the school. If you have not yet provided this information to the office or have updates to the information on file, please make sure our office staff have that information as soon as possible.

### **School Grounds & Winter Weather**

Under regular winter conditions, here is our ongoing practice:

- Caretaking staff clear snow and salt as required daily. This is a priority in all shifts.
- Sidewalk at the front entrance of the school along Woodfield Rd. is cleared.
- Pathways from Woodfield Rd. to the main entrance, Door 7, and Door 6 (Childcare), continuing to the west side of the building to student access doors, are cleared and salted.
- Parking lots are contracted out by TDSB and are cleared and salted in accordance to this contract.
- Schools with permits on weekends, such as our own, clear snow and salt as required on each shift (sand is added according to conditions). Otherwise, snow is cleared at the beginning of the shift on Monday mornings.
- Should you encounter a pathway or door entrance that is not easy to navigate or access, please contact our main office at 416-393-9455.

### **Cold weather alerts and reminders:**

When very cold temperatures are expected the following is the TDSB's operational procedure for severe weather.

- When the temperature and/or windchill factor reach  $-28^{\circ}\text{C}$  or lower, there is no discretion for school staff, and children remain indoors during the day due to risk of frostnip and frostbite.
- When temperatures and/or windchill factor are  $-20$  to  $-28^{\circ}\text{C}$ , or other inclement weather conditions warrant it, recesses may be shortened or cancelled depending on local conditions.
- While we do our best to get outdoors for fresh air every day, that is not always possible. Of course, daily physical activity is always an important part of each and every day at school, so on those days where we cannot get outdoors during the day, our staff strive



to provide students with alternative opportunities for activity during recess so that we can keep our bodies and minds active and alert.