

## **TCDSB Code of Conduct and Online Student/Staff Safety During Remote Learning**

Dear Parents/Guardians of the St. Anne Catholic Academy School of Virtual Learning:

We take this opportunity to extend our sincere thanks and appreciation for your ongoing support of the St. Anne Catholic Academy School of Virtual Learning, and serving as key partners in Catholic education.

Parents are their children's first educators. Never before has this been more evident than during this time of uncertainty and challenge, when parent engagement has taken on a distinct new meaning in order to ensure the continuity and success of your child's education while learning at the virtual school.

We remain committed to student and staff safety and well-being and work together to nurture safe, welcoming, accepting, and caring Catholic school communities in our virtual setting.

### **TCDSB CODE OF CONDUCT**

We would like to take this opportunity to remind you and your children about key policies related to student conduct and the use of technology included in the TCDSB Code of Conduct. If incidents of inappropriate student behaviour occur, they will be addressed by virtual school staff and administration, and may be subject to a formal investigation and progressive discipline.

### **TCDSB ACCEPTABLE USE POLICY**

If you haven't already done so, we are reminding you and your child to read and sign off on the Student Internet Agreements shared by your child's teacher (K-Gr 3, Gr 4-8, Gr 9-12) as part of the TCDSB Acceptable Use Policy A.29. It is our expectation that the behaviours of all students and parents, and their use of technology, will adhere to these guidelines and policies to ensure the safety of all.

### **LEARNING ENVIRONMENT**

It is everyone's responsibility – students, parents, and staff – to contribute to a learning environment conducive to growth and achievement, in a manner that reflects respect and dignity for all, where everyone is included. In support of this commitment, and to ensure the safety and privacy of students and staff, we are highlighting expectations for both students and parents of the virtual school.

### **STUDENT EXPECTATIONS:**

- Students are expected to show the same classroom preparedness and willingness to follow school and classroom rules, routines and expectations as if attending in person (i.e., attending class and being punctual, being presentable and dressed for learning, having learning materials ready and homework completed).

- Students are expected to be prompt and in attendance by the start of the school day. Any students who are absent/late will be marked absent/late by the teacher.
- As in a regular classroom, virtual class students are expected to show courtesy, respect and consideration for their teachers and peers.

#### **PARENTS/GUARDIAN EXPECTATIONS:**

- Parents/guardians/caregivers are expected to provide adequate age-appropriate supervision for virtual learning students during synchronous and asynchronous learning sessions.
- All student absences must be reported via the School Messenger service.
- The virtual classroom is to be treated as a regular classroom; parents are NOT to interrupt or “enter” into the virtual classroom during direct instructional time or synchronous learning. Parents are NOT to use the chat feature within the virtual platform to address concerns. As outlined in the Education Act s.212 (1), ‘it is an offense for any person to willfully interrupt or disquiet the proceedings of a school or class.’
- The teacher is the person of authority in the virtual classroom and is responsible for establishing and maintaining class order, management and safety.
- When there is any technical concern (i.e., live feed is not working), the parent will call the TCDSB ICT Services Department (416) 222-8282 Ext. 4357 to report the occurrence.
- Where there is concern, the parent will contact the teacher through an established teacher-parent communication protocol; this could include an email or a phone call to the teacher. If the concern is not addressed after communicating with the teacher, the parent may then contact the St. Anne Grade Vice Principal. Contact email addresses for Vice Principals are provided below.
- **To ensure the privacy of staff and students, parents are prohibited to take pictures, video or audio recordings during synchronous learning.**
- Parents are NOT permitted to post activities related to the virtual classroom on social media. Providing unwelcome feedback/comments about the delivery of classroom lessons on social media is inappropriate. Any concerns should be addressed directly with the teacher.

#### **SPECIAL EDUCATION STUDENTS**

Special education students may require unique considerations while learning virtually. Teachers of students with Individual Education Plans (IEPs) will continue to communicate with parents/guardians/caregivers in order to establish reasonable and effective synchronous and asynchronous learning expectations consistent with the students’ IEPs. In some cases, in order to best facilitate learning, parents/guardians/caregivers may need to be present in the virtual space of the classroom in order to support their child while instruction is being led by the teacher or support worker. Strategies for communication during synchronous learning sessions will be shared with parents/guardians/caregivers. These strategies will enable the educator to provide

support and feedback with the least disruption to the virtual learning environment and other students in the virtual classroom. Any concerns regarding remote learning should be discussed with the teacher and/or principal, who will work with the parents/guardian/caregiver to address the concern. Where applicable to special education students, all Code of Conduct expectations should be met.

As a faith community of believers, let us continue to work together to create caring Catholic school communities and a future built on kindness for all.

You and your children are also encouraged to report any incidents of inappropriate behaviour (occurring online or otherwise) to the classroom teacher, or to the St. Anne Vice-Principal or Principal.

Main Office: [stanne.info@tcdsb.org](mailto:stanne.info@tcdsb.org)

Elementary Administrator: [sonya.lorusso@tcdsb.org](mailto:sonya.lorusso@tcdsb.org)

K-12 Principal: [joe.russo@tcdsb.org](mailto:joe.russo@tcdsb.org)

Sincerely,

The St. Anne Administration Team