

STUDENT HANDBOOK 2018-2019
ANNUNCIATION CATHOLIC SCHOOL

Principal: Mr. V. Sweeney
 65 Avonwick Gate, Toronto, Ontario, M3A 2M8
 416-393-5299 - OFFICE
 416-397-6089 - FAX

THIS AGENDA BELONGS TO: _____

GRADE: _____ ROOM: _____

TEACHER: _____

Annunciation Hours of Instruction
Entrance: 8:30 a.m.
Morning Recess: 10:12 a.m. - 10:27 a.m.
Lunch: 11:15 a.m. - 11:35 a.m.
Lunch Recess: 11:35 a.m. - 12:15 p.m.
Afternoon Recess: 1:40 p.m. - 1:55 p.m.
Dismissal: 3:00 p.m.

TCDSB SCHOOL YEAR CALENDAR 2018-2019

Number of school days Number of Professional Activity Days Labour Day First Instructional Day for students PA Day Thanksgiving Day Parent Teacher Conferences PA Day Christmas Break PA Day Parent-Teacher Conferences Family Day Mid-Winter Break Good Friday Easter Monday Victoria Day PA Day Last day of classes for elementary students PA Day

194 7 September 3, 2018 September 4, 2018 October 5, 2018 October 8, 2018 November 16, 2018 December 7, 2018 December 24-January 4, 2019 January 18, 2019 February 15, 2019 February 18, 2019 March 11-15, 2019 April 19, 2019 April 22, 2019 May 20, 2019 June 7, 2019 June 27, 2019 June 28, 2019

Annunciation Catholic School

MISSION STATEMENT

The Annunciation community is formed by Catholic beliefs and traditions. Students, parents/guardians, school staff, parish priests and trustees are united in working together toward a common cause. Our community is characterized by a safe and harmonious working climate in which the needs and well-being of every individual are paramount and everyone is expected to be treated with courtesy and respect at all times. Our Mission is to educate students to their full potential by providing:

- Leadership in the shared responsibility for education that exists among schools, students, families, parishes and the community;
- A safe and welcoming learning environment that is an example of Christian community;
- Role models of Gospel values and Catholic doctrines, teachings and beliefs;
- Guidance in what students need to learn;
- Instruction in the learning process itself;
- Religious, academic and technological instruction;
- Integration of Catholic, Christian beliefs into the total learning experience;
- Feedback on students' proficiency and performance.

TCDSB POLICIES

Please note that the following information is a condensed version referenced and adapted from the TCDSB's policies which serves to highlight sections of the TCDSB's policies. The full version of the TCDSB's policies can be found on the board's web site at <http://www.tcdsb.org>.

It is recommended to review the full versions of the TCDSB's policies annually.

CODE OF CONDUCT

The TCDSB Code of Conduct recognizes the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive Catholic school environment. The aim of school discipline is to assist students in developing their ability to cooperate with others. A degree of obedience and conformity is reasonable and necessary to promote productive and harmonious interactions with others in any social group. At the same time, individuals are encouraged to internalize the fundamental values that are essential to the well-being of both the individual and society, and to accept responsibility for the consequences of their actions. In this way, young people can develop a self discipline that arises from a respect for themselves and others rather than a fear of punishment and also develop the ability to distinguish between socially acceptable and unacceptable behaviours. The student who respects self and others reflects a positive self-image and is mindful of the rights of others.

The TCDSB Code of Conduct recognizes that all members of the school community comply with the standards of behaviour outlined in this policy. The TCDSB will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community. Every member of the Annunciation community (student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others) while on TCDSB property, at TCDSB sponsored events and in circumstances that could have an impact on the school climate is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

COMMUNAL RIGHTS AND RESPONSIBILITIES

FIGHTING AND/OR PHYSICAL AGGRESSION

- Disagreements are expected to be resolved in a manner which ensures others' dignity and safety.
- Fighting or other forms of physical aggression are forbidden.
- There is to be no body contact intended to be injurious.
- Dangerous activities such as throwing snow, sticks, rocks or rough play are forbidden.
- Students witnessing fights/ physical aggression are required to seek adult assistance.

HARASSMENT: Any unwelcome comment or conduct that intimidates, demeans or offends an individual.

- Students must not harass others physically or verbally.
- Deliberate degradation of any individual is unacceptable (i.e. sexual, verbal, race, ethnic).
- Intimidation or bullying shall not be tolerated.

WEAPONS AND DANGEROUS ARTICLES

- The TCDSB strictly prohibits the possession of weapons or replicas on its property.
- Police will be notified if a student is found in possession of weapons.

ALCOHOL AND DRUGS

- No alcohol or illegal drugs are permitted on school property at any time.
- Police will be notified if a student is found in possession of such substances.

NO SMOKING POLICY

At the TCDSB we are committed to providing a smoke-free environment for the students and employees. Consequently, smoking anywhere on TCDSB property is strictly prohibited.

HANDS OFF POLICY

The **Hands Off Policy** is a philosophy adopted by the students and staff of Annunciation Catholic School. The **Hands Off Policy** states that physical contact and verbal abuse are prohibited at all times.

Hands Off means that your hands are kept to yourself at all times. Hitting, fighting, roughing, pushing, tripping, kicking, shoving, play fighting, wrestling, pinching, spitting, biting, pulling hair, scratching or throwing objects are all examples of physical or hurtful contact. Disrespectful and abusive language, name calling, racial remarks, swearing and inappropriate gestures of any kind, etc. are all examples of verbal abuse.

GENERAL EXPECTATIONS

- **Students may only use the telephone with permission of the staff.** Office Monitors are not authorized to give permission to use the phone.
- **Students are not permitted to use their cell phones to make calls during the day at school.**
- Gum chewing is not permitted.

RESPECT FOR PROPERTY

- Students are encouraged and expected to respect the property of others.
- School property such as text books, library materials, physical education equipment, team uniforms, computers, software, furniture, etc. are for everyone's use.
- Students who are responsible for vandalizing, damaging or losing articles may be required to pay replacement costs.
- Students are not permitted to buy or trade personal possessions in school.
- Students are discouraged from bringing valuable items to school.
- The school cannot assume financial responsibility for loss of personal items.

ACADEMICS

At Annunciation, students are encouraged to develop their ability to be inquisitive, independent, self-disciplined, and self-motivated learners. We strive to uphold the ideal of academic honesty. Students must not plagiarize, cheat, copy or knowingly and deliberately present the language, ideas or thoughts of others as their own work.

DRESS CODE

We are an educational institution and as such the dress code reflects our principal purpose and is meant to be an indication of respect, self-respect, appropriateness and decorum. All students are expected to follow the Annunciation Appropriate Dress Code Policy:

- Shirts: Plain White or Plain Navy Blue in colour with or without a collar. May include golf-style, dress shirts, crew neck, turtleneck, and mock turtleneck. No logos or writing.
- Pants, Shorts, Skirts: Plain Navy Blue in colour. No logo or writing.
- Shoes: Students may wear any appropriate footwear. No flip flops.
- Students must wear the school dress code on field trips except when given special permission because of the nature of the activity, e.g. track meets.
- For gym, students can change into shorts/track pants, t-shirt/sweatshirt, and non-marking running shoes.
- Hats, caps, bandannas, and headbands are not to be worn indoors.
- The school strongly discourages wearing make-up, body art, tattoos and piercings.
- Parents/guardians will be called if his/her child is not adhering to our school dress code and will be asked to bring the proper clothing items to school for his/her child.

ELECTRONIC COMMUNICATION

The **TCDSB Acceptable Use Policy (AUP)** governs the proper use of technology and electronic communication in our schools. The purpose of the AUP is to provide students and their parents with a set of guidelines that outline the safe and appropriate use of technology within our Catholic School system. Included in the AUP is a definition of **electronic communication** to include social media, website publishing, and the use of **personal electronic devices (PED's)**. In addition, it addresses expectations surrounding the **Bring Your Own Device (BYOD)** policy effective as of September 2012. While these devices are not mandatory for classroom activities, they may be included when there is a clear educational purpose that has been identified by the teacher. All students will sign a Student Access Agreement in which they commit to abide by the TCDSB Acceptable Use Policy.

ATHLETICS AND CO-CURRICULAR EVENTS

Participation in co-curricular activities is a privilege afforded to students who fulfill their responsibilities as students and members of the Annunciation community. This privilege will be removed for poor academic effort and/or conduct which fail to adhere to TCDSB policy. A team member may enter the gym only with a staff member/coach.

ADMINISTRATION OF MEDICATION

TCDSB staff will not dispense non-prescription medication to students. Students are not permitted to carry non-prescription medicines (i.e. Advil, Tylenol). If these items are ingested inappropriately by any child the result could be serious. All medication that is being administered to students at school is done as a prescription from an attending doctor. The forms to dispense any medication must be updated on a regular basis and are available from the school office.

ANAPHYLAXIS: Several children have severe life threatening allergies. Anaphylactic students must have an epi-pen on their person at all times. As well, a back-up epi-pen is to be kept in the office. Nuts or nut products are not allowed on school premises or on school excursions in attempt to provide a nut aware environment. No food is permitted in the classroom for general consumption unless it is permitted by the classroom teacher or principal. Any food for general consumption must be commercially packaged and clearly labeled as nut free. Homemade food cannot be permitted for general consumption as we are unable to ensure it is nut free and was made in a nut free environment.

SAFE SCHOOLS RULES, POLICIES AND PROCEDURES

The fundamental expectation of students in our Catholic Schools is they will follow the ethic of our Catholic faith, where empathy, care for others, and respect for life are present.

If you are aware that a student or group of students is in a dangerous situation, then you should tell a caring adult in the school community immediately.

VISITORS TO SCHOOL

Please note that the term visitor includes parents/guardians. In adherence to Safety practices outlined in the TCDSB Safe Schools Policy:

- **All visitors to the school are to report to the office.**
- Visitors may be asked to provide proof of identification.
- Visitors must sign a Visitor's Book and pick up a Visitor's Badge if they are on the school premise for a purpose other than dropping off or picking up students at the office.
- Visitors dropping off items for a child or picking a child up must report to the office.
- Visitors must not go into the schoolyard or directly to a classroom with a child or to contact a child without the approval of the Principal or an adult designate and must follow proper visitor protocol.
- Visitors are expected to make an appointment with staff members in advance so that mutual convenience and minimal disruption may be assured.

Refusal of Access: The principal has the power, under the Education Act, to refuse admission to any visitor whom the principal determines is detrimental to the physical or mental well-being of an individual.

SAFE ARRIVAL/ATTENDANCE

Students are expected to be in regular attendance at school. Students are expected to be punctual, organized with the required materials and prepared for the day. Preparation includes the completion of daily assignments which are done to the best of the individual student's ability. Preparation also implies that the student devotes appropriate time to study.

Parents are required to inform the school office staff of their child's absence before 8:30 a.m. on the day of the absence. A message may be left on the school's answering machine at **416-393-5299**. Written notification for extended vacations is required. Parents/guardians will be contacted to verify a child's absence in the event that your child is absent and the school has not been notified. It is imperative that the school is provided with current and up to date contact information and phone numbers.

SCHOOL ENTRY AND DISMISSAL

School Staff provide yard supervision fifteen minutes before the morning bell, during all recesses, throughout the lunch hour and fifteen minutes after dismissal. Supervision is provided for bus children upon their arrival and before their departure from school. During these times, students must remain in supervised areas. Students should not arrive at school before 8:15 a.m. or remain after 3:15 p.m. unless special arrangements are made. All students are expected to:

- Use the fenced in walkways to gain access to and from the yard.
- Proceed immediately to their designated class line when the bell rings.
- Enter and exit the building through their designated entry/exit door in a quiet manner when instructed by a staff member.
- Report to the office to obtain a late slip if they are not in line for class entry.
- Use the east doors (rear entrances) at all times, unless they are late or are accompanied by an adult and have business at the office.

3:00 p.m. DISMISSAL PROCEDURES:

- A staff member is on duty in the school yard from 3:00-3:15 p.m. for general school yard supervision.
- Students should leave the school premises through their designated entry/exit doors immediately when dismissed at 3:00 p.m.
- Parents/guardians or their designate are expected to pick up their child at the 3:00 p.m. dismissal time. **Parents/guardians or designates are permitted and encouraged to be anywhere in the school yard at the 3:00 dismissal time to assist with student pick up.**

Additional Drop-off and Pick-up Safety Tips:

- Each morning make sure your child knows **who** will be meeting them and **where** they will meet.
- Prepare for unforeseen events that may cause you to be late. Encourage your child to report to the staff member on duty or go to the office via the front door when they do not see the adult who is picking them up at dismissal time.
- Students old enough to travel to and from school on their own are encouraged to walk home with a partner or in a group.

PARENT/GUARDIAN AREA

The Parent Area is for parent/guardian **use in the mornings before the 8:30 a.m. bell.**

Parents/guardians who wish to remain in the school yard during student morning drop off can wait in the designated **Parent Area** only. During all other recess times parents/guardians are to remain out of the school yard.

- The Parent Area is located inside the Kindergarten yard along the wall by the entrance door.
- Parents/guardians are permitted to walk across the school yard to the Parent Area but must remain in the Parent Area.
- Please remember that yard supervision is the responsibility of the school staff.
- Children are allowed in the Parent Areas when accompanied by their own parent/guardian.

Parents/guardians who do not adhere to the above guidelines will be redirected to the Parent Area by the staff. Parents/guardians who do not respond to redirection will be asked to leave the yard.

PLAYGROUND SAFETY

The safety of our students is our first priority. In order to provide a safe and happy environment for all students and to show respect and kindness for others, students' expectations are as follows:

- Stay on school property and in supervised areas.
- Listen to staff on duty.
- Arrive appropriately dressed for weather conditions.
- Play in designated areas.
- Students may bring the following non-injurious items to play with: tennis ball, any nerf-like ball.
- Sports equipment such as hard balls, rackets, bats, hockey sticks, skateboards or bikes are not allowed in the school yard.
- No throwing of objects, such as stones, snowballs, sticks, etc.
- Unsafe play is not acceptable. "Crack the whip", "checking", lifting and dropping other students, wrestling moves, tackle football or any other rough play is not allowed.
- Students must not interfere with bicycles/bicycle racks, neighbours' property, climb fences or trees.
- Students are not allowed in the parking lot unsupervised.
- Obtain permission from the teacher on duty to re-enter the school for washroom use/drinks;
- Respond to the bells promptly. Safe practices are expected in lining up and going on stairs.
- Report any visitors/ strangers in the schoolyard to the teacher on duty.

IN-SCHOOL SAFETY: Classrooms, Hallways, Public Walkways

The students are expected to:

- Walk and keep well to the right on the stairs and in halls.
- Always hold the railing when walking on the stairs.
- NO running, pushing or noise while on the stairs or in the halls.
- Well-treaded footwear must be worn at all times for indoor and outdoor use.
- An additional pair of indoor shoes is required during the winter season.
- Clean mud or snow off before entering the building.
- Stay in sight of a supervisor. A teacher/staff member must be present at all times.
- No student shall be in the school at recess without authorization from the staff.
- Show respect for all hall displays, artwork and help to keep the building and staircases clean.
- Students must never move TVs, pianos, furniture, etc.

INDOOR RECESS

Students are expected to:

- Remain in assigned classrooms and involve themselves in appropriate indoor activities (i.e., board games, pencil/paper games, reading, etc.);
- All food must be consumed in the classroom. There is no eating in the halls or school yard.
- Obtain permission from the staff member/supervisor to leave the classroom.
- Refrain from computer use unless directly supervised by a staff member.

LUNCH HOUR SAFETY

Parents are asked to indicate lunch arrangements on the information form sent home at the beginning of the year. Parents are asked to inform the school in writing if there are any changes. Children are encouraged to go home for lunch if a parent is at home. Students going home are asked to return to school for 12:15 p.m. No food or drinks are allowed in the school yard. Adult supervision is provided for students who stay at school for lunch. **For safety reasons, students staying at school for lunch may not leave the school property during the lunch hour.** During lunch at school, students are expected to:

- Sit and eat quietly in the assigned area;
- Clean up their personal eating area, deposit garbage in appropriate receptacle ;
- Be cooperative and courteous to all supervisors
- All food must be consumed in the classroom. There is no eating in the halls or schoolyard.
- Refrain from computer use unless directly supervised by a staff member.
- **Nuts or nut products are not allowed on school premises or on school excursions** in attempt to provide a nut free environment for children with life threatening allergies.

A student's repeated failure to observe lunchroom procedures/rules could result in losing the privilege of eating lunch at school. Parents will have to make other arrangements for the lunch hour.

Lunch Table: Parents/Guardians dropping off lunch for a child are asked to leave it on the lunch table at the front entrance and mark the child's name on it.

BUS SAFETY

Parents are responsible for ensuring that their children are at the bus stop on time for pick-up and are met at the time of drop-off. The driver will return the student to school for parent pick-up if a parent/guardian is not available at the drop-off. Riding the school bus is a privilege. Students are accountable for their conduct on the buses. The bus driver will report infractions to the Principal. **Reported violations on the bus may result in suspension of bus privileges. Students are expected to:**

- Enter and Exit the bus in an orderly fashion.
- Wait in the designated area in order to board the bus promptly.
- Remain in their seat while the vehicle is in motion.
- Respect others and their personal belongings.
- Refrain from consuming food and drinks on the bus.
- Follow the School Code of Conduct.
- Leave the windows closed unless instructed by the bus driver to do otherwise.
- Keep hands, arms, head, legs or objects inside the bus.
- Talk quietly and refrain from loud noises which can distract the driver.
- Keep the aisles clear except when students are embarking or disembarking.

THREATS TO SCHOOL SAFETY

RESPONSE PROCEDURES

The Toronto Catholic District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. Our school **will be practicing threat response procedures in addition to fire drills** in order for all students and staff to become familiar with expectations during a threat to school safety. During these practices, signs will be posted on the entrance doors indicating that the school is in either Shelter in Place, Hold and Secure or Lockdown. The doors may be locked and no one will be allowed to enter or exit the school.

The **EMERGENCY LOCKDOWN PROCEDURE** is initiated when a high risk incident occurs in the school, on school property, or in the vicinity of the school that could endanger the lives and/or the safety of students and/or staff. Every effort will be made to inform the board and all concerned groups such as employees, parents, crisis response team, fire, police, and hospital. If students are on a bus when an Emergency Lockdown Procedure begins they will be directed to the Evacuation Site or an alternate site.

EVACUATION LOCATION

If an emergency requires the total evacuation of the school, students and staff will walk to one of our neighbouring schools or church hall. We will receive direction from the Toronto Police Force and/or the Fire Department in the event that the nature of the emergency affects more than one school in the area. Parents will be informed as soon as possible as to the safety and location of their children.

PROGRESSIVE DISCIPLINE

Progressive Discipline is a whole-school approach that utilizes a *continuum* of interventions, supports, and consequences. Consequences are designed to support the pro-social development and future behaviour of the person responsible for the action. Progressive Discipline includes:

- **prevention** measures and initiatives
- **early and ongoing intervention** strategies
- **strategies** to address inappropriate behaviour

Interventions and consequences applied to instances of inappropriate behaviour must be made after consideration of mitigating factors. Consequences have a positive effect on the student's journey through reconciliation, either formally or informally with the school community and those affected by the person's behaviour. For a student with special education needs, any interventions, supports, and consequences must be consistent with the student's strengths, needs and goals contained in his or her Individual Education Plan (IEP).

Interventions and consequences increase when:

- **the concerning behaviour is persistent**
- **the concerning behaviour escalates**
- **there is a very serious infraction of the Code of Conduct**

SUSPENSION OF STUDENTS FROM SCHOOL

The overall purpose of a suspension is to make a clear statement to the student that his/her actions are totally unacceptable to the school community. The suspension calls upon the parents/guardians to work with the school staff to help the student realize that he/she must strive to be a contributing member of the Catholic environment of the school.



ANNUNCIATION CATHOLIC SCHOOL COMMITMENT

At Annunciation School, we C.A.R.E.! All members of the Annunciation community work together to promote and foster a healthy, safe and collaborative learning environment. Our mandate is to fully develop each child physically, socially, intellectually, emotionally and spiritually. This will only be achieved through mutual **COOPERATION, ACCEPTANCE, RESPECT** and **EMPATHY**.

I have read the Annunciation Catholic School Code of Behavior and will try my best to uphold the honour of my school.

Date

Signature of Student

Signature of Parent/Guardian

Print Names _____