

BLESSED MARGHERITA OF CITTÀ DI CASTELLO

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Toronto Catholic District School Board (T.C.D.S.B.) (416) 222-8282

Superintendent: Doug Yack (416) 222-8283 Ext. 2267,

Catholic School Advisory Council (CSAC) – Chair – To be determined

Pastor: Fr. Amedeo (416) 741-1463, Trustee: P. Buttoni (416) 512-3404

BLESSED MARGHERITA OF CITTÀ DI CASTELLO 2012—2013 SCHOOL YEAR CALENDAR

Labour Day	Sept. 3, 2012
First Day of School	Sept. 4, 2012
Thanksgiving Day	Oct. 8, 2012
Christmas Break	Dec. 24, 2012- Jan 4, 2013 (Return to school Jan 7, 2013)

Family Day	February 18, 2013
Mid-Winter Break	March 11-15, 2013
Good Friday	March 29, 2013
Easter Monday	April 1, 2013
Victoria Day	May 20, 2013
Last Day of School	June 28, 2013

PROFESSIONAL ACTIVITY DAYS

November 16, 2012	Reporting Day
December 7, 2012	Provincial Priorities
January 25, 2013	Assessment, Evaluation
February 15, 2013	Reporting Day
June 7, 2013	Assessment, Evaluation
June 28, 2013	Provincial Education Priorities

SCHOOL HOURS

Grades SK – 8

School Opening	8:30 a.m.
Morning Recess	9:40 – 9:55 a.m.
Lunch	11:35 a.m.
Afternoon Opening	12:35 p.m.
Afternoon Recess	1:40-1:55 p.m.
Dismissal	3:30 p.m.

Junior Kindergarten

Morning	8:30-11:05am
Afternoon	1:05-3:30pm



GUIDING PRINCIPLES AND POLICES

MISSION STATEMENT OF THE TCDSB

The Toronto Catholic District School Board (TCDSB) strives to create school communities where a sense of belonging, of ownership and of caring for one another prevails. With the co-operation of family, church and school, the TCDSB endeavours to fulfill its mandate to serve all students. The TCDSB is committed to establishing a Catholic community – a community of students, parents/guardians, school staff, parish priests and trustees who are united in working together toward a common cause. Such a community is characterized by a safe and harmonious working climate in which the needs and well-being of every individual are paramount. In a community formed by Catholic beliefs and traditions, the mission of the TCDSB is to educate students to their full potential by providing:

- ◆ A leadership in the shared responsibility for education that exists among the schools
- ◆ 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 technical instruction
- ◆ Integration of Catholic, Christian beliefs into the total learning experience and
- ◆ Feedback on student proficiency and performance

Vision of Our Schools

We envision students who:

- are formed in the Catholic faith
- apply Christian values to life's opportunities, challenges, choices
- pursue academic excellence
- demonstrate relevant knowledge and ability
- display self-esteem and self-respect
- strive to be the best they can be
- develop and maintain personal and family wellness
- have global perspective & community responsibility

Vision of TCDSB

- is Christ-centred
- is student focused
- demonstrates a clear sense of purpose
- is visibly and demonstrably Catholic
- reflects empowering leadership
- supplies collaborative decision making
- is innovative
- provides role models among all stakeholders for all these qualities

BLESSED MARGHERITA SCHOOL MISSION STATEMENT As a community of Faith and Learning, we pride ourselves on nurturing the spiritual, intellectual, physical and social growth of each community member. As a caring and compassionate team of dedicated professionals we hold ourselves accountable in striving to achieve excellence in our learning community. We hold ourselves accountable to: Catholic Character in Action; collaborative teaching and learning; and assessment for learning •

At Blessed Margherita, our mission is to assist our children to:

- develop self-esteem and self-confidence; respect the rights and needs of others;
- work, play, and learn together in harmony, exercising care and self-control in their relationships; and
- develop communication, problem solving, and conflict resolution skills to be function in society.

CATHOLIC GRADUATE EXPECTATIONS Our graduates are expected to be:

1. *A discerning believer* formed in the Catholic Faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
2. *An effective communicator* who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
3. *A reflective, creative and holistic thinker* who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. *A self-directed, responsible, lifelong learner* who develops and demonstrates God-given potential.
5. *A collaborative contributor* who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
6. *A caring family member* who attends to family, school, parish, and the wider community.
7. *A responsible citizen* who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

TCDSB CODE OF CONDUCT OF CONDUCT (abridged version)

Policy No: S.S.09 Revised: February 1, 2010 Abridged Version: August, 2008

The full version of the TCDSB's Code of Conduct Policy can be found on the board's web site. This condensed version serves to highlight sections that may be used for publication in a student agenda book or newsletter. It is suggested that the full version be reviewed annually.

POLICY DEFINITIONS:

The following list of words and phrases are defined in the complete full version: **Bullying, Explosive Substance, Extortion, Firearm, Harassment, Hate Material, Inappropriate Use of Electronic Communications/Media, Physical Assault Causing Bodily Harm, Possession of a Weapon, Racial Harassment, Refractory Conduct, Replica Firearm, Robbery, Sexual Assault, Sexual Harassment, Threat to Inflict Serious Bodily Harm, Trafficking in Drugs and/or Harmful Substances.**

1. POLICY

The Toronto Catholic District School Board (TCDSB), including staff, students, parents and trustees, is committed to the mission of providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian community. This mission is affirmed in TCDSB policies, including the Violence Prevention Policy.

Every member of this community - student, teacher, parent/guardian, support staff, trustee, parish priest, volunteers or others, while on TCDSB property, at TCDSB sponsored events and 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.

The purpose of the TCDSB Code of Conduct is to further promote the mission of the TCDSB and to provide a framework for individual schools to develop local, school-based codes of conduct **that foster a positive school climate and support student academic achievement and wellbeing.**

In addition, the TCDSB Code of Conduct and local school-based codes of conduct must be modified regularly. The TCDSB Code of Conduct is to be read together with the Violence Prevention Policy and all related TCDSB policies.

The TCDSB Code of Conduct also recognizes the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive Catholic school environment. More information can be found under Progressive Discipline Policy S.S. 10.

2. LEGISLATIVE FRAMEWORK

The Education Act requires school boards to establish policies and guidelines with respect to the conduct of persons in schools.

Policy/Program Memorandum No. 128, issued October 4, 2007, and the revised Policy/Program Memorandum No. 144 and No. 145 enforced February 1, 2010 requires that the standards of behaviour in school board codes of conduct be appropriate for local communities.

3. PROVINCIAL CODE OF CONDUCT

The Education Act permits the Minister of Education to establish a code of conduct governing the behaviour of all persons in schools.

4. GUIDING PRINCIPLES

All participants involved in the publicly funded school system - students, parents or guardians, volunteers, teachers and other staff members, superintendents, senior board staff, board personnel and trustees - are included in the Provincial Code of Conduct whether they are on school property, on school buses or at school-authorized events or activities that may have an impact on school climate

5. ROLES AND RESPONSIBILITIES

The *TCDSB Code of Conduct* recognizes that all members of the school community comply with the standards of behaviour outlined in this policy.

Toronto Catholic District School Board

The TCDSB is committed to the principles and standards established by the Violence Prevention Policy. The TCDSB will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community.

Schools

Through the development or refinement of local codes of conduct, schools must communicate provincial and TCDSB standards of behaviour in a variety of languages suited to the respective communities.

Principals

Principals, under the direction of the school board, take a leadership role in the daily operation of the school. Bill 157 permits the Principal of a school to delegate limited powers under Part XIII of the Education Act to a vice-principal of the school or, in the absence of a vice principal, to a teacher employed in the school. Bill 157 requires the Principal to provide written acknowledgement of receipt of a report to the individual who initiate the report using the Incident Reporting Form – Part II. Bill 157 requires Principals to contact the parent/guardian of victims who have been harmed as a result of serious student incidents including incidents for which a suspension or expulsion must be considered. A principal will not contact the parent/guardian of a victim if:

- the student is 18 years of age or older,
- the student is 16 or 17 years of age and has withdrawn from parental control,
- in the opinion of the principal, contacting the parent/guardian will create a risk of harm to the student by the parent/guardian.

Teachers and School Staff

Under the leadership of the principal, teachers and staff shall maintain order in the school and are expected to hold everyone to a high standard of respectful and responsible behaviour. Bill 157 requires all TCDSB employees, bus drivers and other non-TCDSB employees deemed appropriate, to report to the principal serious incidents that must be considered for suspension or expulsion using the Incident Reporting Form - Part 1. In addition, TCDSB employees, who work directly with students, must respond to incidents that may have a negative impact on school climate.

Students

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.

Parents and Guardians

Parents and guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Police and Community Members

Police and community members are essential partners in making our schools and communities safer. Community members need to support and respect the rules of their local schools. Police will investigate and respond to incidents in accordance with the Police/School Board Protocol.

6. STANDARDS OF BEHAVIOUR

Respect, Civility, Safety and Responsible Citizenship

The TCDSB does not tolerate any anti-social or violent behaviour that impacts on learning environments. All local school codes of conduct must set out standards of behaviour consistent with the standards established in the TCDSB Violence Prevention Policy. Standards of Behaviour must promote respect, civility, responsible citizenship and Catholic values.

Electronic Communications and Media Devices

Schools shall include provisions in their local codes of conduct to ensure that all personal communication devices such as cell phones are powered off and stored out of view in instructional spaces (unless approved by the teacher for program use) and washrooms.

7. CONSEQUENCES FOR INAPPROPRIATE BEHAVIOURS

Students

Local school codes of conduct shall set out consequences that are consistent with *The Education Act* and the Board Safe School policies for Suspension (S.S.06) and Expulsions (S.S. 05). Mitigating Factors as stated in *The Education Act* shall be considered.

BLESSED MARGHERITA STUDENT CODE OF CONDUCT

We are committed to nurturing a Caring, Healthy, Active, and Safe School environment that takes pride in fostering Catholic Character in Action as a central part of our school vision. In reflecting the unique character and needs of our school community, we have various programs that enable students to feel secure, valued and able to develop to their full potential. Discipline is viewed as assisting students to make proper decisions and is based on social learning, restorative justice, Gospel values and a progressive discipline approach. We shape a safer Catholic school founded on empathy and shared responsibility. The co-operation of home, school and parish is essential. Parent support in assisting students to meet school expectations is an important component in creating a positive school climate. In most circumstances communication with your child's classroom teacher is a vital first step in understanding the situation and deciding on next steps.

All students are expected to:

- Display a positive attitude towards school; Respect the dignity and rights of all people.
- Behave appropriately during all school programs, on and off the school premises.
- Be courteous, respectful and co-operative with others. Use appropriate language at all times;
- Exercise self-discipline. Accept discipline from staff as would be exercised by a kind, firm and judicious parent
- Abide by the general rules of school and classroom decorum.
- Attend school regularly and punctually.
- Be diligent in attempting to master all studies of the grade program
- Be prepared for classes with completed assignments and necessary materials.
- Use class time effectively and complete class and homework assignments on time;
- Be responsible to complete missed assignments due to absence.

- Seek and accept extra help from teachers when required.
- Take such tests and examinations as are required by or under the Education Act.
- Show respect for the property of other students, staff, and the school building;
- Use designated doors when entering or exiting the school;
- Walk at all times in a quiet and orderly manner;
- Pick up younger siblings on time at the appropriate doors. If staying late (detention, sports activity, etc.), siblings should be picked up immediately upon dismissal time;
- always stay in an area of the school or grounds with adult supervision;

DRESS CODE

We are an educational institution and as such dress code reflects our principal purpose. Appropriate dress is meant to be an indication of respect, self respect, appropriateness and decorum, which we expect here at Blessed Margherita. All students are expected to:

- Abide by the Dress Code which is **White & Navy**. Your child may wear a plain white or navy top with navy bottoms. Coloured supplies crested clothing.
- Hats, caps, bandannas, and headbands are not to be worn indoors.
- The school strongly discourages wearing make-up, body art, tattoos and piercings.

For gym, students must change into shorts/track pants, t-shirt/sweatshirt, and non-marking running shoes.

VANDALISM AND WILFUL DAMAGE

Students who destroy, deface or otherwise damage property belonging to the TCDSB, another student, or staff member will be required to make restitution, where appropriate, and may face possible suspension; in addition, the police may be called and charges laid, if warranted.

CYBER BULLYING

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text message, instant messaging, defamatory personal web sites, social networking sites and defamatory online personal polling web sites to support deliberate, repeated, harassing and hostile behaviour by an individual or group, that is intended to harm others. This type of behaviour will not be tolerated and may be subject to disciplinary action even though it may be done off school property.

ELECTRONIC COMMUNICATIONS AND MEDIA DEVICES

Electronic communication includes but is not limited to Internet use, e-mail, and social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices. The TCDSB Acceptable Use Policy (AUP) governs the proper use of technology and electronic communication in our schools <http://www.tcdsb.org/board/policies/aup>. All personal communication devices such as cell phones and media devices such as cameras/video cameras can only be used for educational purposes with permission of teachers and principal. Cellphones, laptops, computers and other electronic devices have significant monetary value and may be at high risk of loss or theft. The school cannot assume financial responsibility for loss. A school administrator may deny, restrict or suspend a student's access to the Board's network upon any violation of AUP or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.

SAFE SCHOOLS POLICY

The responsibility for a safe school culture and the education of appropriate social behavior founded on gospel values rests with everyone.

Understanding Progressive Discipline

A safe, caring, healthy, Catholic school culture scaffolds student achievement, motivation and spiritual faith formation. Catholic school cultures are unique to every community and must be nurtured through inclusive leadership, collaboration, consultation and communal prayer. A consistent and firm application of a school's code of conduct is achieved through this process.

Bill 112: Progressive Discipline and Safety in Schools

Bill 112 requires that each school establish a progressive discipline plan.

What is Progressive Discipline? Progressive Discipline is a whole-school approach that utilizes a *continuum* of interventions, supports, and consequences.

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

In a progressive discipline approach, consequences are designed to support the pro-social development and future behaviour of the person responsible for the action.

What is meant by mitigating factors?

Interventions and consequences applied to instances of inappropriate behaviour must be made after consideration of mitigating factors. These might include:

1. The pupil does not have the ability to control his or her behaviour.
2. The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
3. The pupil's continuing presence in the school doesn't create an unacceptable risk to the safety of anyone.

Consequences must 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**

Under **Bill 212 (Section 306)**, a principal *shall consider* whether to suspend a pupil if he/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 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 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 board policy.

Under **Bill 212 (Section 310)**, a principal *will suspend* a pupil if he/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 school climate:

1. Possessing a weapon, including possession of a firearm.
2. Using a weapon to cause or 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 is expelled.

Suspension under Board Policy Under clause 306 (1) 7 of the *Education Act*, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board. Under Board policy, activities for which a principal may suspend a pupil include:

- (1) Persistent opposition to authority;
- (2) Habitual neglect of duty;
- (3) Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- (4) Use of profane or improper language;
- (5) Use of tobacco;
- (6) Theft;
- (7) Aid/incite harmful behaviour;
- (8) Physical assault;

- (9) Being under the influence of illegal drugs;
- (10) Sexual harassment;
- (11) Racial harassment;
- (12) Fighting;
- (13) Possession or misuse of any harmful substances;
- (14) Hate-motivated violence;
- (15) Extortion;
- (16) Distribution of hate material
- (17) Inappropriate use of electronic communications/media; and/or
- (18) Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

SUSPENSION PENDING POSSIBLE EXPULSION – Board Policy

Education Act, Part XIII, clause 310 (1) 8

Note: Principal must conduct an investigation within 5 school days. Following the investigation, principal must impose a suspension or refer to Board for Hearing

Possession of explosive substance

Serious or repeated misconduct

Refractory conduct

Other * (defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others. Any such activity leading to suspension must be specifically detailed.)

APPROPRIATE BEHAVIOURS / SCHOOL SAFETY

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 must follow these rules:

- Stay on school property.
- Play in designated areas in sight of adult supervisors. Listen to teachers on duty.
- Students may bring the following non-injurious items to play with: tennis ball, any nerf-like ball, partially deflated: soccer ball, basketball, and football.
- Sports equipment such as hard balls, rackets, bats, hockey sticks, skateboards or bikes are not allowed in the schoolyard.
- No throwing of objects, such as stones, sticks, etc.
- Unsafe play will not be tolerated. “Crack the whip”, “checking”, lifting and dropping other students, wrestling moves, tackle football or any other rough play will not be allowed.
- Students must not interfere with neighbour’s 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.

INDOOR RECESS

Students are expected to:

- remain in their classrooms and involve themselves in appropriate indoor activities (i.e., board games, pencil/paper games, reading, etc.);
- obtain permission from the teacher/supervisor to leave the classroom.

IN-SCHOOL SAFETY: Classrooms, Hallways, Public Walkways

Safety in our school environment is foremost. The students shall:

- Walk in the halls. Do not run.
- Walk down the stairs. Always hold the railing.
- Well treaded footwear must be worn at all times.
- Stay in sight of a supervisor. A teacher must be present at all times.
- Do not arrive at school too early. Arrive appropriately dressed for weather conditions of the day and remain outdoors until the bell rings at 8:30am. Students will be brought in by a teacher.acher

- No student shall be in the school at recess without authorization from the staff.
- Show respect for all hall displays and artwork. Keep staircases clean.
- Students must never move TVs, pianos, furniture, etc.

WINTER SAFETY

In winter months, additional rules apply:

- Stay off icy patches. Stay off any hills. Do not slide down hills or across icy patches.
- Do not slide into other people; Do not throw snowballs.
- Do not roll very large snowballs to create oversized snowmen
- Clean mud or snow off before entering the building.
- Wear well-treaded outdoor boots for snowy and icy days.
- Bring indoor shoes for use in classrooms, hallways, and stairs

Take additional care when walking to school. Be aware that cars may not be able to stop

LUNCH SAFETY

Children are encouraged to go home for lunch if a parent is at home. Students going home should return to school no earlier than 12:20 p.m. No food or drinks are allowed in the school yard.

The school accommodates many students who stay for lunch because of parents’ work obligations. Adequate adult supervision is provided while at school. Please indicate lunch arrangements on the information form sent home at the beginning of the year. Parents must inform the school in writing if there are any changes.

For safety reasons, students may not visit local eateries at lunch nor leave school property.

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 ; and
- be cooperative and courteous to all supervisors

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.

If you are bringing your child’s lunch or any item to school, leave it on the lunch table at the front entrance. Mark your 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 student is the responsibility of the Board and the School Bus Operator while on the school bus. The student is the responsibility of the parent from the time the child gets off the school bus. Should supervision not be available, the driver will return the student to school for parent pick up.

Riding the school bus is a privilege. Students are accountable to the principal for their conduct on the buses. The principal may withdraw bus transportation if rules re violated:

- Students are required to remain in their seat while the vehicle is in motion.
- Respect other students and their personal belongings.
- Food and drinks are **not** allowed on the bus.
- Inappropriate behaviour (pushing, shoving, fighting, etc.) is unacceptable on the bus.
- The windows should be left closed unless someone is instructed by the bus driver to do otherwise.
- **Never put your hands, arms, head, legs or objects out of the window.**
- Objects should never be thrown in the bus or out of the windows
- Talk quietly. Noise (shouting, yelling and screaming) can distract the driver.
- The aisles must be kept clear except when students are embarking or disembarking.

Bus companies: First Student (Etobicoke) 905 629 8200; First Student (Thornhill) 905 764 6662,
McCluskey 416 246 1422; Stock 416 244 5341

PEDESTRIAN SAFETY

If you are dropping off your children by car, do so at the gate entrances on Yatescastle and Spennyvalley Drive. **Avoid the bus loading area as it creates a safety hazard for the children and buses which could result in a serious accident.** As the bus loading zone is a no parking or stopping zone, cars may also be ticketed by police. Students must remain on pedestrian walkways at all times. Students should not walk or run on the street or across the street. Parents must not use the staff parking lot to drop off children. It is hazardous in two ways: parents' cars backing out could hit a child; children could be hit by a staff or parent car while walking through the parking lot. Students must use the fenced in walkway.

SCHOOL ENTRY AND DISMISSAL

Students are to enter the school building only when the bell rings at 8:30 a.m. Supervision begins at 8:15 a.m. Children should not arrive before this time. All students are required to use the east doors (rear entrances) at all times, unless they are accompanied by an adult and have business at the office. Students should leave the school immediately when dismissed at 3:30pm. Each class has been assigned an entry and exit door that is to be used for morning entry, recess, lunch and dismissal. Please arrange a suitable place in the school yard, near the exit door of your child's class, to meet your child at dismissal time.

LATE ARRIVAL/EARLY DEPARTURE

If your child is late, please accompany them to the office to pick up their late slip before proceeding to their class. Please do not accompany your child to the classroom. Early departure requires a parent or family member to pick up the child at the office and follow sign out procedures.

SAFE ARRIVAL PROGRAM

The Toronto Catholic District Board has a Safe Arrival Policy of phoning the parent if a student is absent, and the school has not been notified. If a child is unable to attend school on any day, whether due to illness or for any approved reason, the parent is expected to contact the school prior to the beginning of the school day. The reason for absence should be provided at this time. In the event that notification of the intended absence is not received, in the interests of safety and security of your child, regular home transportation routines and procedures will be followed.

SAFE DEPARTURE PROGRAM

Parents are requested to formally provide us with primary and secondary contacts for pick up of students from JK to Grade 5. This information can be noted in the first day package that will be sent home. Students from Grades 6 to 8 should always be met by a parent or grandparent, but minimally, they should walk home in a group. Should you require that your child leave the school before dismissal time, please provide us with a signed and dated note to this effect or call the school. Children **will not** be released to relatives or neighbours unless directed in writing by a parent(s)/guardian(s).

VISITORS TO SCHOOL

The TCDSB encourages visits to the schools from those with a statutory right to visit, and from those whose presence will be of benefit to the pupils.

Report to the Office: For safety all visitors, including parents, are required to report to the office.

If a parent wants to drop something off for their child, or pick them up for an appointment, they must come to the office. Do not go into the schoolyard or directly to a classroom to get your child without the approval of Principal or adult designate. When taking a child out of school, a logbook must be signed.

Appointment to Visit: Visitors, including parents, are expected to make an appointment in advance so that mutual convenience and minimal disruption may be assured.

Identification of the Visitor: Because of the obligation of the Board, the principal, the teachers, and other staff, to safeguard the welfare of the pupils in appropriate cases, the principal must be satisfied that the visitor is the person who he/she purports to be.

Refusal of Access: Where, because of demeanour or other reason, the principal determines that the presence of the visitor would be detrimental to the physical or mental well-being of a particular pupil or the pupils generally, the principal has the power under the Education Act to refuse admission to the visitor.

MEDICAL ISSUES

STUDENT ILLNESS-HEALTH INFORMATION

Please be sure to notify the school of any pertinent medical information. If your child has ongoing health concerns and parents have been advised by a physician, please call the Principal to discuss the situation. **In these circumstances a note from the doctor giving proper directions should be provided to the school.** If your child is ill, please keep them home under your care during the contagious stage of the illness. When a child is sent to school we expect that they are well enough to take advantage of recess breaks. If your child becomes ill at school, we will make every effort to contact you to determine your wishes. **It is not school procedure to send a child home alone or to an unattended residence.** In the event of a serious injury/illness, the school administration/designate may take the child to a hospital or call an ambulance. Up to date emergency information is vital if the school is to respond adequately. It is the responsibility of each family to contact the school if any changes are made to the following:

- ❖ Babysitter, Emergency contact phone number
- ❖ Alternate place to go to, in the event of an emergency
- ❖ Doctor, OHIP number, Child's health condition
- ❖ Parents' work or home phone number

ADMINISTRATION OF MEDICATION

From time to time schools are asked to dispense oral and/or injected medications to students when parents or guardians AND physicians have completed and signed the appropriate TCDSB forms. The aim of these forms is to ensure that any and 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 principal (or secretary designate) (SS11, 12, 13).

Staff in TCDSB schools will not dispense non-prescription medication to students. **Students are not permitted to carry non prescription medicines (ie. Advil, Tylenol) If these items are ingested by a younger student, the result could be terminal.**

ANAPHYLAXIS

Several children have severe life threatening allergies. Nut allergies are of specific and significant concern to us at Blessed Margherita. In order to attempt meeting the safety requirements of these very vulnerable anaphylactic students, we make an attempt to provide a nut free environment. Peanut butter, Nutella or any other nut products are not allowed on school premises or on school excursions. No food is permitted in the classroom for general consumption, unless the teacher provides it with the approval of the Principal. You will be notified if any child in the class has a food allergy and we ask you cooperation in not sending your child to school with these food items. 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.

IMMUNIZATION

According to the Immunization of School Pupils Act, 1982, parents/guardians are required to complete the prescribed program of immunization for each pupil. Failure to do so will result in suspension and/or exclusion from school by order of the Medical Officer of Health. Ensure that your child has the required up-to-date immunizations. An up-to-date immunization card is required for initial school registrations.

PEDICULOSIS (HEAD LICE)

The Toronto Public Health Department considers pediculosis to be a nuisance and not a health hazard to the community. This view is consistent with Ontario Regulation 161/84 of the Health Promotion and Protection Act and the Ministry of Health's publication "The Effective Management and Control of Head Lice". Procedures include contacting you, the parent, to pick up your child from school and commence treatments as soon as possible if your child is suspected/identified as having pediculosis. The policy states that your child will only be readmitted to school upon evidence that treatment has been administered. When pediculosis is reported in a class, all students in that class will be given an information letter.

NO SMOKING POLICY

Smoking tobacco has serious consequences for one's health. At the TCDSB we are committed to providing a smoke-free environment for the students and employees. Consequently, smoking anywhere on the school property is strictly prohibited.

PARTNERS / GOVERNANCE

CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)

The purpose of Catholic School Advisory Council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. A Catholic School Advisory Council functions in an advisory role to the principal and achieves its purpose by making recommendations to the school principal and, where appropriate, to the Board on any matter in accordance with the Education Act and TCDSB Policies, Guidelines. Members are expected to maintain a school-wide perspective on issues and to represent the views of our Catholic School Community. In September nomination forms will be sent home. Nominations and election of the executive will occur in September.

PARISH

Our school parish is St. Jane Francis de Chantal Church. The priests of our parish enhance the religious program by making visits, assisting/providing sacramental preparation, celebrating mass and attending class and school liturgies. It is important that home, school and parish work together as a school community to develop our children spiritually. Together with families and the parish, the school assists with the preparation of students for the sacraments of Reconciliation, First Communion and Confirmation.

St. Jane Frances Catholic Church 2747 Jane Street North York M3L 2E8 Telephone (416) 741-1469

STUDENT PROGRAM DETAILS

ADMISSION

The TCDSB admission policy is that Catholic education be made available to every child who is a Roman Catholic and whose parents are separate school supporters. Junior Kindergarten classes are on a half-day basis. Senior Kindergarten is available for the whole day. The age of admittance is: Junior Kindergarten - birth date before by December 31, 2008

OPENING EXERCISES

Opening exercises will include a vocal version of "O Canada". In keeping with the Board's Mission Statement and statement of Catholic Graduate School Outcomes, prayers and/or scripture readings will form an integral part of each opening or closing exercise as per Board Policy S. 23: Prayers in School. Students are expected to be in class and actively participate in the opening exercises by standing up, singing the National Anthem and listen quietly to the readings and announcements. If the student is in the hallway during the Opening Exercise, the student should stop and wait until the Opening Exercises are finished before proceeding to their room.

SPECIAL SERVICES

Blessed Margherita is part of the North York School Based Student Support Services of the T.C.D.S.B. Personnel from various disciplines work in our school as members of the Joint Team – Psychometrician, Assessment and Programming Teacher, Social Worker, Speech and Language Pathologist. Ms. Menniti, the school special education coordinator, oversees all special needs students within the school and their programs, including the gifted program. The Joint Team is coordinated by Ms. Menniti.

COMMUNICATION

Parents/guardians will be informed of their child/ren's progress as well as activities and events taking place at school through Parents Newsletters, teacher letters, Monthly Calendars, Flyers, and Interim/Formal Report Cards. Each student from grades 1 through 8 will receive a student agenda. Check the agenda daily for communications. Please keep the school informed of any events/circumstances that may impact on your child/ren's learning or behaviour. Students are not allowed to receive or make phone calls during the school day, except in case of emergencies. Important messages may be left at the office. Should you have questions or concerns regarding your child, you are requested to contact your child's teacher first. You may call the school office and leave your phone number or send a note and the teacher will make every effort to get back to you as soon as possible. Supervision and classroom instruction periods are times when teachers must be with the children.

REPORT CARDS and PARENT-TEACHER CONFERENCES

Academic reports are sent home three times during the year. A copy of each report will be placed in the student's Ontario Student Record. Formal parent-teacher conferences are held twice each year. If you have concerns regarding your child's progress, please contact the teacher to arrange an appointment.

HOMEWORK

The Toronto Catholic District School Board recognizes the value of homework that furthers students' learning in relation to the curriculum. Homework is an important and relevant learning activity that is related to the school program, and that takes place in the home. When children complete homework, they consolidate and reinforce the learning from in-school experiences in a practical and meaningful way.

A well-designed homework program **should**:

- Encourage the development of self-discipline, good work habits and time management skills
- Enable parents to become involved and to participate in their child's learning
- Meet the developmental and individual needs of the student
- Reinforce and extend school experiences
- Assist students in preparing for subsequent learning activities

ASSESSMENTS

Students are required to write the EQAO test in Grades 3 and 6, CAT/4 in Grades 2, 5, 7 and the CCAT in Grade 4. CAT/4 – Canadian Abilities test is a test used internally by the TCDSB to evaluate the progress of students in comparison with their same age Canadian counterparts. CCAT is the Canadian Cognitive abilities test and it is used as a screening device for gifted programming.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities provide the opportunity for certain aspects of character development and social interaction which fall outside the realm of the academic curriculum. Our school offers a variety of extra-curricular activities. Students are expected to conduct themselves in a manner which reflects the Christian values taught in our school. Participation in extra-curricular activities requires parent/guardian permission and students are responsible for any work missed in school.

FIELD TRIPS / EXCURSIONS

Fieldtrips/excursions form an integral part of the educational program in the schools. They provide an excellent opportunity to expand the students' programs. Teachers and schools must follow specific procedures and guidelines depending on the nature of the field trip/excursion. Each teacher sends home an explanatory note concerning the details of the trip.

EMERGENCY PROCEDURES

STUDENT INFORMATION FORMS FOR EMERGENCY PROCEDURES

Each year, emergency information forms will be sent home to be updated and returned to school. It is urgent that these forms be accurate and current. Please notify the office of any changes during the school year. These forms are needed to contact parents/guardians in all emergency situations.

FIRE DRILLS

All students will practice fire drills procedures a minimum of three times in the fall and three times in the spring. Students will be instructed of procedures and exits from all rooms in the school and schoolyard.

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 (St. Jane Frances, St. Martha, St. Jane Frances de Chantal Church). The nature of the emergency may affect more than one school in a neighbourhood or region. In this event, we will receive direction from the Toronto Police Force and/or the Fire Department. Parents will be informed as soon as possible as to the safety and location of their children.

LOCKDOWN

The TCDSB has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. Principals respond to a wide variety of situations on a daily basis. The “EMERGENCY LOCKDOWN PROCEDURE” is initiated, should a high risk incident occur in the schools, 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, hospital. There are several Lockdown types:

Lockdown - danger on the school site

The danger is present on the school site and the safety of staff and students is threatened.

Hold and Secure - danger in neighborhood: The threat is proximate to but not inside the building.

Examples are: a crime in progress, police activity in neighbourhood.

Shelter in Place- Possible Environmental danger in neighbourhood (chemical spill or gas leak in neighbourhood, presence of smoke or fire in the vicinity, extreme weather conditions)

Concealed Weapon procedure – student is carrying a concealed weapon. This is a dynamic and fluid situation. The response is initiated and conducted by Principal and/or police.

If students are on a bus when Lockdown procedures begin they will be directed to the Evacuation Site or safe alternate site.

GENERAL INFORMATION AND PROCEDURES

ABSENCE

To ensure the safe arrival of students, parents are requested to inform Mrs. Tatone, the school secretary, of your 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 416-393-5409. In the event that your child is absent and the school has not been notified, you will be contacted at home or work to verify your child’s absence. Changes in phone numbers should be forwarded to the school.

LATENESS

Pupils should develop the habit of being punctual for classes. Lateness disrupts all the other members of the class and promotes lack of responsibility. Latecomers must report to the office before entering class.

SUPERVISION

Teachers are on supervision fifteen minutes before the morning bell, at recesses and throughout the lunch hour. During these times, students must play in supervised areas. Students should not arrive at school before 8:15 a.m. or leave after 3:30 p.m. unless special arrangements are made. During inclement weather, have your child arrive just prior to the bell so that they may proceed directly to their classroom.

PARENT VOLUNTEERS

Parents wishing to volunteer are asked to contact the school principal. A criminal reference check is a mandatory requirement for volunteers. Volunteers are required to maintain confidentiality and respect the privacy of students and staff. A parent cannot work in the classroom of his/her own child.

USE OF SCHOOL PHONES

Students who need to stay after school for sports or other activities are required to make arrangements the day before. School phones are used for business purposes and are not available for students to make alternate arrangements for after school activities. Students can obtain permission from their teacher to use the phone for extenuating circumstances.

VALUABLES

Students are discouraged from bringing any valuables, jewelry, money or toys, cell phones, iPods. The school does not assume responsibility for any loss or damage to these items.

LOST AND FOUND

Found items are placed in our lost and found box. Unclaimed articles will be donated to charity at the end of each term. Name labels will help students to identify their lost belongings.

CANCELLATION OF BUSES

Due to inclement weather or for other emergency situations, for the safety of the students, it may be necessary to cancel buses or to dismiss pupils early. Bus cancellations will be conveyed to parents via the following radio stations:

CFRB	1010 AM	CHIN	1540 AM	CHFI	91.8 AM
CHUM	1050 AM	CBC	740 AM	CKFM	99.9 FM
CHUM	104.5 FM	CFTR	680 AM		680 AM

Schools will remain open except under extraordinary circumstances.

If buses do not operate in the morning, they will not operate in the afternoon. If buses are cancelled and parents or guardians take children to school, they are also responsible for picking them up at the end of the school day. Please make adequate provision for your children if they leave for school after you have left for work. Make sure they know where to go if the bus doesn’t arrive or is cancelled.

STUDENT / PARENT COMMITMENT

Parents /Guardians have the duty and responsibility to read and discuss the **Code of Conduct Expectations/Responsibilities, Safe Schools Policy and Safety Reminders** with their child/children.

Students must meet the expectations of the **Code of Conduct Expectations/Responsibilities, Safe Schools Policy and Safety Reminders.**

