



Blessed Trinity Catholic School Handbook

A Message from the Principal

Dear parents:

Welcome to the Blessed Trinity Catholic School community!

The purpose of this handbook is to provide you with useful information about our school and school board. Please read this handbook carefully and keep it in a safe location for future reference. Should you have any questions or concerns about the content of this handbook, or any other school matter, please feel free to call me at the school. I shall be more than happy to speak with you in person or on the telephone.

We hope you will take advantage of every opportunity to be part of this school, bringing to it all of your energy, talents and interests. Students require knowledge and skills that will help them compete in a global economy and allow them to lead lives of integrity and satisfaction both as citizens and Catholics. It is crucial for home and school to communicate effectively on a regular basis to ensure that the students are progressing to the best of their ability.

Students, be the best you can be! Have a vision, because a vision with action can change the world. Let respect, responsibility, civility and academic excellence be your guides.

At this time, I would like to extend to you my warmest best wishes. My staff and I are dedicated to developing the best interests of your children and I am looking forward to a productive and successful year at Blessed Trinity School.

Sincerely,

F. Savoia

GENERAL INFORMATION

SCHOOL HOURS

Morning Session - 8:30 am to 11:30 am
(Jr. and Sr. Kindergarten to 11:00 am)
 Morning Recess - 10:00 am to 10:15 am
 Lunch - 11:30 am to 12:30 pm

Afternoon Session - 12:30 pm to 3:00 pm
 Afternoon Recess - 2:00 pm to 2:15 pm
 Dismissal - 3:00 pm

SCHOOL SAFETY

Over the past little while, a serious safety concern caused by unwanted visitors in our schools has arisen. To deal with this problem, the school will do the following:

- keep all school doors except the main front door locked
- enforce Board policy that all persons entering the school first report to the office
- ask parents to drop off their children in the schoolyard when bringing them to school
- ask children to wait in the yard until their teachers come to pick them up when the bell rings
- ask parents not to accompany their children inside
- **after school, parents are asked to pick up their children in the schoolyard. (Please do not wait for children outside the classroom.)**
- when children are to be picked up during school hours, parents are asked to report to the office and their child will be called out of class

To further ensure student safety, students will not be permitted to leave school property to purchase a lunch unless they are picked up and accompanied by a responsible adult known to the child. *(Students in grades 7 and 8 will be allowed to leave the school property to purchase a lunch if they have a note signed by their parent/s giving them permission. The note giving permission must be given to the principal. If the principal is not at school permission will not be granted).* If a child eats lunch at school, please ensure that (s)he brings a lunch to school every day. Please do not send glass bottles in student lunches. We ask that lunches are not brought to school for the students.

COMMUNICATION

Regular and effective communication allows the school to keep the parent community informed about children's progress and school events. Parents can expect any form of communication to go home with the eldest child in the family. Communication tools can take the form of newsletters, monthly calendars, student agendas, letters and telephone calls.

CHANGES OF INFORMATION

Report to our office any changes of home address, telephone number, business telephone, name and telephone number of emergency contact person. Accurate information at school could be critical in the event of an emergency.

APPOINTMENTS WITH THE PRINCIPAL AND TEACHERS

Parents/Guardians are welcome to visit the school. Should you need to meet with the teacher or principal, please arrange an appointment in advance. **Please do not wait to pick up students or to speak with teachers outside their classroom.**

STUDENT ILLNESS OR ABSENTEEISM

If your child is to be absent from school for any reason, please telephone the school to inform the secretary before 8:30 a.m. or 12:30 p.m. on the day of absence. This will reassure the school that your child is safe. If a child is absent, then we will call home if we have not been notified. If your child has to leave during the day for an appointment, please send a signed note requesting his/her dismissal and the time.

If children are not feeling well, please give them an opportunity to recuperate at home. It is assumed that if children are well enough to be at school, they are also well enough to take part in recess. Children need time to get some fresh air and stretch their muscles. If they are dressed properly, they will be able to do this in comfort, even on our cold Canadian winter days.

DRESS CODE

All students shall dress according to the following criteria:

- bottoms shall be plain navy blue in colour, tops shall be plain white in colour with sleeves and a collar
- over-garments such as sweaters and vests shall be plain navy blue
- clothing such as jeans, T-shirts and low waist pants are not permitted (navy sweat pants are permitted for JK and SK students only)
- pants must be worn around the waist
- shirts must be tucked into the pants and buttoned appropriately
- shorts shall be knee length or slightly above the knee
- clothing with any type of slogan, message or picture is not permitted (even on undergarments)
- hats, headbands, scarves or other headwear are not to be worn indoors
- any type of headgear or accessory that can be interpreted as gang-related, is not allowed at school

Final decision on inappropriate clothing rests with the principal and staff.

INCLEMENT WEATHER

During the winter season we want to remind the children to make sure that they are dressed appropriately with hats, gloves, boots, etc. so that they are comfortable when they are outside. Generally, students will go outside for recess unless there is a wind chill warning from Environment Canada. A wind chill warning is issued when the combination of cold temperatures and high winds makes it unsafe to be outdoors for a long period of time. The school regularly monitors weather forecasts and conditions so that we have up-to-date information. If there is a warning, the children will be kept indoors.

On days when there is a very heavy snowfall, we ask that parents listen to radio broadcasts to get information on bus cancellations and school closures. Please do not call the school for this information because we are often not informed until after school starts in the morning.

TELEPHONES

Students are given permission to use the school telephones only in emergency situations. Students will not be called out of class to come to the phone. The practice of calling students out of class is very disruptive to everyone involved. Please leave a message and we will make sure that it is communicated to your child. You may call at any time to report an absence to the automated answering machine or to leave messages for a particular teacher. Refer to teacher voice mail.

ELECTRONIC COMMUNICATIONS AND MEDIA DEVICES

All personal communication devices such as cell phones are powered off and stored out of view in instructional spaces and washrooms during the school day. Use of these devices on school trips shall be determined by the principal following consultation with the CSAC, staff, students and the school based safe school action team.

VISITORS TO THE SCHOOL

Board policy states that all persons are required to report to the main school office upon arrival at school.

PRIVACY & CONFIDENTIALITY

The school is not permitted to give out addresses and telephone numbers of students or staff. Student records are also confidential, but may be inspected by the child's parents/guardians upon written request and by appointment with the principal.

Teacher e-mail addresses are for school related communication only.

YARD SUPERVISION

Supervision begins at 8:00 a.m. Please do not send children to school, if they walk or are driven, before this time unless they are involved in a teacher-directed activity. Students are dismissed at 3:00 p.m. and bus duty continues to 3:15p.m. Please pick up students promptly at 3:00 p.m.

LUNCH SUPERVISION

Children should eat lunch at school only if they are transported to school by school bus or if there is no one at home during the lunch hour. All other children should go home for lunch. Children who stay for lunch will eat in the classroom to which they are assigned. They have 20 minutes to eat lunch, supervised by staff members. The rest of the noon hour is spent in the yard under staff supervision. Parents and students are reminded that students are not permitted to leave school grounds during lunch. *(Students in grades 7 and 8 will be allowed to leave the school property to purchase a lunch if they have a note signed by their parent/s giving them permission. The note giving permission must be given to the principal. If the principal is not at school permission will not be granted).*

ANAPHYLAXIS ALERT – Allergen –Safe Environment

Please take special note that we have children in our school who have a very serious, life-threatening allergy to nuts, peanuts and all peanut products, called Anaphylaxis. We are notifying all parents that students should not bring peanuts, peanut butter or any food containing nuts or peanut products such as peanut oil, etc.

We ask that you pay careful attention to the listing of ingredients on the packaging and any personal baking or other treats that you may bring to the school to share with the class. These measures are necessary in order to ensure the safety and welfare of these children. More information and tips to help us and you deal with this matter will be sent out under separate cover.

PARKING LOT

Parents are asked to use designated parking spots in the south parking lot only. Please do not park in the north lot or in the north driveway. Please avoid stopping in the drop-off circle and never leave a car unattended in the drop-off circle at any time. I would like to remind parents of the no idling bylaw. Idling causes pollution that poses a health problem for our students. Please do not use the teachers' north parking lot or driveway to pick up or drop off students. It is too small and congestion can jeopardize student safety. We ask that you pick up and drop off in the south parking lot only.

We would like to remind parents that parking in the handicapped parking spaces is illegal unless you have a special permit. Please respect this special reserved space.

SCHOOL PROPERTY

Throughout the school year, the students are assigned textbooks, library books, physical education equipment and other materials for their use. When the children no longer need these resources, they are to be returned to the school in reasonable condition. If any resources are lost or damaged, the parents will be asked to make restitution to the school. Please encourage your children to take good care of the materials assigned to them.

VALUABLES

Students should not bring expensive items to school such as toys, cell phones, pagers, lasers pointers, CD players, game boys, card collections, books, watches, jewellery, etc. or any object of sentimental value to the family. These items invariably are lost, stolen or broken, which causes unnecessary upset to the student, the family and the school, and puts temptation in the path of other students. Bicycles must be chained and locked to the north fence. Students are reminded not to tell others the combination to their locks. Please be advised that Board insurance does not protect such items, and neither the school nor the Board is obliged to replace them. Such items are brought to school at the owner's risk. Skateboards and rollerblades/inline skates are not allowed on school property.

Please be reminded that Ontario law requires all students to wear bicycle helmets.

CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)

We have an active and vibrant Parent Council at Blessed Trinity. All parents are cordially invited to attend our meetings. If you wish to add any item to the agenda, please forward it in writing to the school or to any member of the CSAC Executive. Minutes of the meetings are always available for viewing at the school. Since the majority of members on Council are parents, we are always looking for new members. Please consider joining up. No experience is necessary, just an interest in your child's school. Talking to a current member is a great way to find out about being a member. A new School Council is formed each year. The Council supports a broad range of committees and activities including goal setting, community building, fundraising, parent information evenings, special lunches, extra curricular activities and classroom assistance. Each September, volunteer forms are distributed to all parents detailing all the volunteer opportunities at the school. It is important that you complete these forms so that we can continue to provide

these valuable services and activities to our children. To learn more about the Catholic School Advisory Council, please contact the school office or any member of the CSAC Executive.

RELIGIOUS EDUCATION / FAMILY LIFE

Blessed Trinity is a Catholic School committed to excellence in education within a Catholic environment. While the school and the parish work co-operatively in this educational process, the role that parents play as the primary educators of their children, especially in faith development, cannot be over-emphasized. We assume that our children attend Mass regularly as a foundation for all we do in this school. Our Catholic faith underlies and permeates all we do in this school. Prayers and sacramental preparation are part of the daily routine. Children and staff endeavour to live out the Gospel values. All students participate in formal religion and family life lessons, using programs designed and approved by the Canadian Council of Catholic Bishops

SPECIAL PROGRAMS

Many students in the school will have some parts of their program modified to suit their learning needs, for greater or shorter periods of time. This is organized through our School-based Support Team, and modifications may take place informally in the regular class, or more formally through the intervention of our Special Education teachers. If more formal intervention is necessary, parents will be involved at all levels of the process.

HOMEWORK

The assignment of homework will vary according to grade level, student achievement and teacher expectation. For all grade levels, students are required to complete any work that they did not finish in class. We would strongly encourage that parents motivate children to read on a nightly basis. Activities, such as reading, playing, outings, hobbies, games and family discussions provide children with the foundation and background necessary to facilitate learning in the classroom. We would recommend that all students review the day's work to promote learning. Following are suggested daily homework timelines:

Grade One – 5 to 10 min.
Grade Two - 10 to 20 min.
Grade Three – 15 to 20 min.
Grade Four – 20 to 40 min.

Grade Five – 25 to 50 min.
Grade Six – 30 to 60 min.
Grade Seven – 35 to 70 min.
Grade Eight – 40 to 80 min.

Homework is the responsibility of the students, and parents are asked to provide a supportive environment in which to work. Organizational and time management skills are learned in the

elementary grades. Agendas are strongly recommended to help students improve their organizational skills.

EXTRA CURRICULAR ACTIVITIES

Students have access to a wide variety of activities at Blessed Trinity. Older students play on school teams such as softball, soccer, basketball, volleyball, cross country and track and field. Other activities include skating, skiing, floor hockey, chess, W5H, environment club, music festival, junior achievement, swim team, school choir, Student Council and instrumental concert. Educational excursions that enhance the regular school curriculum are also planned. To be involved for the honour of the school involves discipline, sacrifice and school spirit. Students are encouraged to live up to their commitments and participate fully and enthusiastically.

BEHAVIOUR CODE

The Blessed Trinity Catholic School Behaviour Code helps all community members to understand the ways in which a positive, safe and motivational school climate is developed. All members of our school community have an obligation and responsibility to create and maintain such an environment.

Blessed Trinity Catholic School has the mandate to create and promote a distinct way of life based upon the Good News of the Gospel and by sharing in the life of Christ in this special setting. Every student has the right to learn and every teacher has the right to teach and no person has the right to disrupt the learning of others.

The Blessed Trinity Catholic School Behaviour Code is consistent with the basic principles of a democratic society and reflects a positive learning environment based on God's truth and the example set by His Son, Jesus Christ. All members of the school community are to be treated with courtesy, respect, compassion and dignity. Discipline will be handled in a firm, fair way with the best interests of all students as the guiding principle.

The Blessed Trinity Catholic School Behaviour Code is intended to be preventative not punitive, and to provide suitable guidance for all members of the school community so that the consequences of inappropriate behaviour are known, understood, fair and accepted.

MISSION STATEMENT

The Mission of Blessed Trinity Catholic School, in partnership with its unique community, is to educate each student to achieve full potential by building a safe, loving, bias-free and creative environment, which fosters our Christian responsibility within society.

With the cooperation of family, church and school, the Toronto Catholic District School Board endeavours to fulfill its mandate to serve all the students entrusted to its care. Its mission is to educate students to their full potential by providing:

- 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
- religious, academic and technical instruction
- integration of Catholic, Christian beliefs into the total learning experience, and feedback on student proficiency and performance

CONFLICT MEDIATION STRATEGY

Conflict is an inevitable part of life in a community filled with individuals with different ideas and ways. Conflict Resolution is a process in which difficulties between community members can be addressed in a respectful manner, and a plan of action determined which will satisfy all members involved. Parents and students are encouraged to take any concerns to the **classroom teacher** first. Staff will contact **parents and students** directly should any difficulties arise. Should a suitable solution or plan of action not be reached among these individuals, community members are asked to contact the **Principal**. Blessed Trinity Catholic School offers various social skills groups such as classes given by a guidance counselor or behavioural class teacher.

BILL 212: PROGRESSIVE DISCIPLINE AND SAFETY IN SCHOOLS, 2007

It is a requirement of Bill 212: Progressive Discipline and Safety in Schools that each school establish a progressive discipline plan. Blessed Trinity has had a progressive discipline plan for many years. The following is a revision of the Progressive Disciplinary Procedures to Good Behaviour Management at Blessed Trinity:

MINOR INFRACTIONS

- bullying - teasing/humiliating, taunting
- vulgar or obscene language
- throwing objects
- rudeness
- disruptive behaviour
- disrespect
- bus privilege abuse
- cheating/forgery
- defiance/opposition to authority
- improper use of electronic devices
- computers/Internet
- public display of affection
- rough play in the yard
- neglect of duty
- leaving school property without permission

Possible Consequences for Minor Infractions:

- communication with parents
- peer mediation
- detention
- student reflection paper/apology
- withdrawal of privileges (computer, intramurals, etc.)

- school community service
- removal from class
- "0" test or assignment
- student/parent/Principal meeting
- possible suspension based on frequency/severity
- possible referral to Social Worker

MAJOR INFRACTIONS

- assault/fighting/sexual assault
- racist/sexist comments
- smoking
- theft/robbery/extortion
- vandalism
- bullying – threatening harm
- hate motivated actions
- alcohol, drug use/possession
- possession of pornography
- possession of weapon/replica

Possible Consequences for Major Infractions:

- any or all of the consequences for minor infractions
- communication with parents
- placed on behaviour contract
- compensation for damage to property
- report to Police and completion of Violent Incident Form
- suspension
- expulsion

PROGRESSIVE DISCIPLINE ACTION PLAN

- ✓ Review Code of Conduct with student and/or parent
- ✓ Reflection sheet to be completed by student and signed by parent
- ✓ Phone call home
- ✓ Administrator speaks to the student
- ✓ Letter to parents outlining concerns
- ✓ Office detention
- ✓ Withdrawal from class (supervised)
- ✓ Behaviour contract
- ✓ Meet with parents
- ✓ Meet with parents and student
- ✓ Meeting with parent and support staff
- ✓ Referral to support staff and/or community agencies
- ✓ Restorative Justice

First Minor Incident Action Plan -Supervisor Intervention as listed Incident Form submitted to Office. Office sends form home with child Reflection Form for signature

Second Minor Incident- Same as above Office will speak to child Supervisor or Office will refer R&R

*Third Minor Incident- Same as above
Warning Letter of Future In-School Suspension to go home from office.*

Fourth Minor Incident or Second MI- Same as above In-School Suspension

*Fifth Minor Incident or Second Major Incident- Same as above
Another In-School or Possible Out-of-School Suspension*

*Sixth Minor Incident or More or third MI- Same as above
Team Meeting & Creation of a Behaviour Plan for Child*

OFFICE CONSULTATION

- discuss classroom interventions implemented - discuss alternative interventions (social worker, school support team, program modifications)

CLASSROOM LEVEL

Teacher deals with behaviour at this level

OFFICE REFERRAL

- office referral which includes classroom interventions that have been implemented

SUPERVISOR INTERVENTIONS:

Verbal Warning, Apology, Time Out on Fence or Wall, Walk with Supervisor, Good Deed or Other Meaningful Consequence as Appropriate

OFFICE INTERVENTIONS:

Verbal Warning, Phone call Home, Good Deed, Voluntary Removal, In-school and Out of School Suspensions

[Out-of-School Suspensions can occur with any incident depending on the severity. The principal may, at any time, notwithstanding the above procedures, suspend a child for a single incident if it is deemed by the Principal to violate the sections in School Board Policy and the Education Act that deal with suspensions. As well, the procedures described in this Behaviour Code may be modified at the Principal's discretion, where it is felt to be in the best interest of the student.]

BUS BEHAVIOUR

As you know, many of our students are bussed to and from school each day. In order to ensure the maximum safety for all students and driver, children are expected to observe the following rules:

- They must remain in their assigned seat until it is time for them to get off the bus.
- They must refrain from making excess noise.
- They must not eat or drink on the bus, keep the bus clean and not throw things out the windows.
- They must keep their arms and heads inside the bus and not put them out the windows.
- They must refrain from using inappropriate language and making inappropriate gestures.
- They must refrain from teasing, threatening and bullying others.
- They must give their name to the driver when requested.
- They must show respect for and obey the driver at all times without questions or arguments.

I am certain that you, as parents, would ask no less of your children than we do at school. The driver must concentrate on traffic and control of the bus. Distractions of any kind can put in jeopardy the safety of everyone on the bus. The use of the school bus is a privilege and as such it can be taken away. Any student, who does not cooperate in following the rules, will have a warning letter sent home after the first infraction. If a second infraction occurs, the student's bus privileges will be taken away for a period of one week. For a third infraction, bus privileges will be taken away for two weeks. Any further refusal to follow the rules may lead to removal of privileges for the entire term or longer. If bus privileges are taken away from any child, it then becomes the parents' responsibility to arrange for transportation to and from school. Please talk to your children about the importance of following the rules. Please note that students who are not regularly scheduled to take the bus may not board the bus at any time.

STUDENTS' RIGHTS (*include the right to*):

- a Christian environment free from harmful influences
- be disciplined in a firm and fair way giving due respect to personal dignity
- a meaningful education
- guidance in making career and program decisions
- extra help from teachers at a mutually convenient time
- have all work evaluated as quickly as possible, and the outcome made known in a reasonable amount of time

STUDENTS' RESPONSIBILITIES (*include the duty to*):

- be responsible to use peacemaking skills when in conflict with others
- help create a dynamic Christian school community
- show respect for those in authority, for themselves, for others, for school property and for the environment
- come to school prepared, regularly, on time and ready to learn
- exercise self-discipline – allow others to learn without disruption
- display good manners and a positive attitude towards school
- refrain from bringing anything to school that may compromise the safety of others
- follow the school's dress code
- follow established school rules and routines, and take responsibility for his or her own actions
- ensure communication from school is delivered home and vice versa
- take responsibility for their own learning, complete tasks and homework on time
- accept discipline imposed by one acting in the role of a firm, kind and judicious parent
- remain on school property at all times
- use appropriate language at all times

STAFF RIGHTS (*include the right to*):

- expect reasonable behaviour from all students in all school related circumstances
- cooperation from all students
- be treated with respect and dignity
- receive professional support from the Principal
- refer to the administration, any student who persistently has misbehaved or has been uncooperative, who is not making the best effort to learn even after repeated teacher attempts to provide assistance

STAFF RESPONSIBILITIES *(include the duty to):*

- model a Catholic Christian way of life based on the Gospel values
- provide appropriate supervision and instruction to students and evaluate student work
- complete evaluations and make known the outcome within a reasonable period of time
- communicate regularly and meaningfully with parents
- maintain consistent standards of behaviour for all students
- report and be willing to discuss student progress and behaviour with students, parents and administrators with due regard to students' rights and confidentiality
- endeavour to enforce all school rules and routines fairly and consistently
- reinforce positive behaviour
- demonstrate respect for all students, staff and parents
- model appropriate behaviour such as punctuality and courtesy

PARENTS' RIGHTS *(include the right to):*

- expect that the school will support their own efforts to give a solid Christian formation to their children
- expect that their child's rights will be respected
- examine and discuss provincial curriculum guidelines and the Ontario Student Record for their child
- expect reasonable behaviour from their child and other students when at school
- receive regular communication from the school
- discuss the welfare of their child with appropriate school staff
- be informed of any serious behavioural/academic problems concerning their child
- be informed as soon as possible of any serious/head injury

PARENTS' RESPONSIBILITIES *(include the duty to):*

- be positive, praise their child and show an active interest in the child's work/progress
- assure regular and punctual attendance of their child
- communicate regularly with the school
- discuss their child's academic progress and involvement at school at parent-teacher meetings
- provide the school with written reasons, or call the school to report an absence or lateness for their child
- help their child be neat, appropriately dressed and prepared for school
- cooperate with the school to develop positive attitudes
- monitor homework and promptly return work requiring a signature
- inform the school of any circumstances which may affect their child's performance at school
- be aware of and understand the rules and expectations for their children at school

- prepare their child for learning with good nutrition, proper hygiene and adequate rest

PARISH'S RESPONSIBILITIES

- to provide motivation, based upon the model of Jesus
- to provide ethical guidelines/directives/spiritual guidance through school masses and regular school visits

to provide the healing effects of the sacraments to help the school develop and maintain a school code of conduct