

Dear Parents/Guardians,

We would like to welcome you to James Culnan Catholic School and assure you that we are dedicated to the care and development of your children throughout the school year. As members of the James Culnan Catholic School community we seek to enrich Catholic spirituality and faith development, respect the individual and embrace diversity, provide the mandated ministry of education curriculum to meet diverse student needs and nurture the academic potential and a love for lifelong learning in all students. We recognize the value of all teaching partnerships- home, school and parish-in helping us to meet our goals.

We understand the importance of effective communication in order to ensure that students are progressing to the best of their ability. We encourage and value your involvement in the education of your child and look forward to a productive and successful year at James Culnan Catholic School.

Sincerely,

M.O'Dowd, Principal, and the James Culnan Catholic School staff

### **THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD – OUR MISSION**

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.

### **OUR VISION**

At Toronto Catholic we transform the world through witness, faith, innovation and action.

### **OUR CATHOLIC VALUES**

*We believe...*

- in the worth and dignity of every person
- in the critical role that our Catholic schools play in promoting Gospel values, social justice, environmental responsibility, human solidarity and the common good
- that high standards and expectations foster greater achievement
- that people thrive in a safe, healthy and compassionate environment
- that teaching is responsive to individual needs
- that teaching and learning should be rooted in research and evidence
- that each of us shares responsibility for creating collaborative communities of learning
- that equity, diversity, accessibility and inclusivity are integral to the Catholic community
- That the 21st century fluencies of digital literacy, creativity, innovation and collaboration are essential.

## GENERAL INFORMATION

### SCHOOL SAFETY

All school doors will remain locked during school hours. Board policy states that **all persons entering the school must report to the office upon arrival**. All visitors, **including parents**, must sign in at the office. If you are picking students up during school hours, **you must report to the office**. 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 or if alternate arrangements have been made through the office. At the end of the day, bus students assemble in the gym in their bus lines. Students who are walked or driven to school must wait with their teachers until the bell rings. Once they are dismissed, students should leave the property immediately.

When picking up your children or dropping them off, please do not block the parking lot or stop in the bus loading zones. Your cooperation in this matter is greatly appreciated.

### SAFE ARRIVAL AND ATTENDANCE

If a child is absent from school for any reason, parents are asked to please telephone the school to inform the secretary or leave a message before 8:30 a.m. on the day of absence. If there are other children from the same family attending the school, a signed note from the parent/guardian regarding the child's absence is acceptable. If a child is absent, we will call home if we have not been notified. If a child needs to leave during the day or if there is a change in his/her regular routine (buses or walking); a note signed by the parent/guardian giving permission must be submitted to the school office staff.

If students arrive late they **must** report to the office prior to entering class. Letters will be sent home to parents when students are chronically absent or late. **Punctual school attendance is required under the Education Act and it is important that children be present to receive all instructions necessary to carry out learning tasks effectively.** *The school social worker will be informed of all students with numerous unexplained absences or late arrivals. The parent will be contacted and a case conference held at the school to assess the problem. Each case will be considered on its own merits.*

**Please note that supervision in the yard begins at 8:00 a.m. Please do not send children to school before this time unless they are involved in a teacher-directed activity.**

### CHANGES OF HOME INFORMATION

Please notify the office, in writing, of any change in your home address or telephone numbers. **Having accurate information at school is critical in the event of an emergency.** If there is a change in custody, please notify the office immediately in writing and provide proper documentation. This will help us ensure the safety of our students.

### PRIVACY AND 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 viewed by the child's parents/guardians upon written request and by appointment with the principal.

## COMMUNICATION

Regular and effective communication allows the school to keep the parent community informed about children's progress and school events. Communication can take the form of newsletters, calendars, student agendas, letters and telephone calls. Please also take time to view our board's website for general information and updates.

## APPOINTMENTS WITH THE PRINCIPAL AND TEACHERS

Parents/Guardians are welcome to visit the school. If you would like to speak directly with a teacher or principal, please contact the school to arrange an appointment.

## APPROPRIATE DRESS CODE POLICY

The T.C.D.S.B. has mandated a common dress code in its Catholic elementary schools. This Appropriate Dress Code Policy consists of any combination of white and navy garments (i.e. plain white or navy blue top with a plain navy blue bottom; no denim or jeans). Parents and students may purchase a variety of clothing at local retailers. Please take the time to label your child's clothing with his/her initials using a permanent marker or fabric pen on the tag. In this way, lost clothing will be returned. Students are expected to wear this attire while at school, on excursions, participating in competitions and tournaments and attending mass at St. James Church.

Students in JK-Grade 8 are expected to dress neatly and appropriately to promote a positive environment.

- Offensive patches, symbols or sayings on clothing are not tolerated or allowed
- Halter tops, tank tops, mesh shirts, cut-off shirts, spaghetti strap tops, low-cut tank tops and abdomen revealing tops are not allowed
- Low rider pants, skirts and shorts are not appropriate, wear walking shorts only
- Sunglasses and hats/baseball caps/hoodies are to be removed when entering the school building
- Excessive makeup and nail polish are not appropriate, nor are oversized jewellery or chains
- Footwear should be worn that is appropriate to the class activity

**On Pizza Days, once a month, students may wear Civies attire. Students are asked to be mindful of the clothing they choose on these days and follow the above guidelines at all times.**

## INCLEMENT WEATHER

During the winter season, we remind the children to make sure they are dressed appropriately with hats gloves, boots, etc. so they are comfortable when outside. The school regularly monitors weather forecasts and conditions so that we have up-to-date information. If there is a severe warning, the children will be kept indoors. On days when there is a very heavy snowfall, we ask parents to listen to radio broadcasts or go to the TCDSB website ([www.tdsb.org](http://www.tdsb.org)) to get information on bus cancellations and school closures.

## MEDICATION

Written authorization is required by a doctor in order for the school to administer medication. Authorization forms are available at the school office. Specific medical needs must be discussed with the principal. All medication is stored in and administered by the office. No medication should be sent to school without the knowledge and permission of the staff. Teachers are not permitted to dispense any medication. This includes all over-the-counter medications such as cold/allergy remedies or Tylenol.

## **ANAPHYLAXIS ALERT – Allergen- Safe Environment**

There are children in our school who have a very serious, life-threatening allergy to peanuts and nut products, called anaphylaxis. We are notifying all parents that students are not to bring peanuts, peanut butter or any food containing nut products, including nutella-like products. These measures are to ensure the safety and welfare of these children.

## **SCHOOL PROPERTY**

Throughout the school year, students are assigned textbooks, library books, team uniforms and other materials for their use. When the children no longer need these resources, they are to be returned to the school in good 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 school materials assigned to them.

## **VALUABLES, LOST AND FOUND AND LOCKERS**

Students should not bring expensive items, or items of sentimental value, to school such as toys, jewellery and electronic devices. Bicycles must be chained and locked in the area at the front of the school. Please be advised that Board insurance does not protect such items, and neither the school nor the Board is obliged to replace them. *Lost and Found items are generally located on a table in the front of the cafetorium. Any items that are not claimed will be donated to charity.*

Intermediate students who have locker storage privileges must remember that the lockers are the property of the school board and are subject to school standards of care and, if necessary, inspection. A student should never reveal his/her lock combination to others or leave valuables in a locker. It is the responsibility of the student to ensure the privacy and security of his/her property.

## **CELL PHONES, ELECTRONICS AND THE TCDSB ACCEPTABLE USE POLICY**

All personal communication devices such as cell phones are to be powered off and stored securely out of view in a schoolbag or knapsack. If a student is found using a cell phone or any other personal electronic device, it will be confiscated. There is a very real concern of misuse as well the risk of cell phones/electronics being lost or stolen. The school is not responsible for any loss or damage.

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. These devices may be included when there is a clear educational purpose that has been identified by the teacher.

### ***Definition:***

***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 use of an electronic communication system within the Board has an educational and professional purpose. The term ***educational and professional purpose*** includes classroom activities and limited high quality, self-discovery

All parents and students are encouraged to familiarize themselves with the AUP. For parents, the full text of the TCDSB AUP can be found at: <http://www.tcdsb.org/board/policies/aup>

**Please refer to the TCDSB website at [www.tcdsb.org](http://www.tcdsb.org) for the complete outline of Bill 212  
TCBSD Policy Register SAFE SCHOOLS: SUSPENSIONS S.S.06**

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to assist students in the acquisition of pro-social behaviour. Catholic schools utilize a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviour while helping students to make good choices. Bill 212 supports the belief that all stakeholders within school communities have a collective responsibility to create safe and caring learning environments in which students feel secure, valued and able to develop to their full potential.

## **JAMES CULNAN CODE OF CONDUCT**

The purpose of the James Culnan Catholic School Code of Conduct is to develop a sense of self-discipline in our students that comes from a healthy respect for themselves and others around them. Parents and teachers must work together to ensure that all students learn how to interact and succeed in our society. At James Culnan we care deeply for our students and want them to feel comfortable learning in an environment that focuses on academic and extracurricular pursuits embedded with Gospel Values. Our expectations reflect our commitment to supporting the Toronto Catholic District School Board policies and procedures on Violence prevention, Race and Ethnic Relations, Sexual Harassment and Inclusive Language.

### **Addressing Inappropriate Behaviour**

Early and Ongoing Interventions at the Classroom Level may include: Religious Education and Family Life programs; verbal reminders of appropriate behaviour; social skills program; think paper and documentation; restorative justice; referrals to the Guidance teacher, CYW and/or social worker.

When student behaviour does not respond to early and ongoing interventions, strategies and consequences that focus on improving behaviour must be applied. School administrators will provide an additional level of support when behaviours escalate in severity and persistence beyond the classroom level. Interventions must continue to be developmentally appropriate and to align with expectations in the student's IEP. In serious cases, consequences may include a suspension or an expulsion.

**Teacher/School Staff Strategies:** Immediate verbal intervention; social/behaviour contract; think paper; parental contact; detention; loss of privileges; parent/teacher/student conferences; consultation with Principal/Guidance Teacher; CYW; SBST; and/or social worker.

**Administration Strategies:** Parent/teacher/student/administrator conference; think paper; contact with parents; meeting with SBST; referral to community agencies; supervised withdrawal from class; restitution- clean up, repair, replace; school contract; behaviour plan and suspension/expulsion.

### **Suspension Policy**

**A student SHALL be immediately suspended for the following infractions:**

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teaching or another person in a position of authority

- Committing an act of vandalism that causes extensive damage to school property at the student's school or to property located on the premises of the student's school.

**A student MAY be suspended for the following infractions:**

- Persistent truancy
- Persistent opposition to authority
- Habitual neglect of duty
- The wilful destruction of school property
- The use of profane or improper language
- Conduct injurious to the moral tone of the school or the physical well-being of others in the school

**The goal of any consequence is to bring about a positive change in behaviour. Consequences at the classroom and school level will be varied and appropriate to the behaviour needing corrections. Mitigating circumstances are also considered when deciding upon consequences for a particular incident.**

**BUS SAFETY**

**Students are expected to follow these established safety routines and behavioural expectations while lining up, boarding and riding on a bus:**

- To line up single file in the gymnasium as names are checked off the bus roster by the staff on duty
- To wait until a bus duty staff member calls for the individual lines to walk to the waiting bus
- To board school bus in single file as names are checked off on the bus list
- To remain in their seat until it is time for them to get off the bus.
- To not eat or drink on the bus, keep the bus clean and not throw anything out the window.
- To keep their arms and heads inside the bus and not put them out the windows.
- To behave appropriately at all times and refrain from making excessive noise.
- To show respect for and obey the driver at all times without questions or argument.

The use of school bus is a privilege and as such it can be taken away. Any student who does not cooperate by following the rules will receive a pink slip from the bus driver. If subsequent infractions occur, a warning letter will be sent home and it is possible that bus privileges will be taken away for a period of time. If bus privileges are taken away from any child, it then becomes the parents' responsibility to arrange for transportation to and from school. Please speak to your children about the importance of following the rules regarding safety on the school bus.

**Bus students are not allowed to walk home.** Alternate transportation arrangements must be provided by a parent/guardian to the school office or otherwise students will board the assigned bus to get home. For insurance purposes, only students who are on regular or exceptional buses may take the bus home.

**Lunchtime Conduct in the Cafetorium**

At James Culnan School we are very lucky to have a general area where all students can eat lunch. The following rules apply to all students during lunchtime:

- Show respect for other students and teachers at all times
- Stay in assigned seating during lunch until dismissed by supervisors and teachers on duty
- Ask for permission to use the washroom

- Use the garbage containers and recycling bins provided for containers and other waste products
- Before leaving the cafetorium, make sure individual tables and floor space are clean
- Place lunch bags in the bins provided for each classroom
- Keep conversation to a reasonable level. (Indoor voices please!)

## **ROLES AND RESPONSIBILITIES**

**Principals**, under the direction of the school board, take a leadership role in the daily operation of a school. They provide leadership by:

- Demonstrating care and commitment to academic excellence and a safe teaching and learning environment
- Holding everyone, under their authority, accountable for their behaviour and actions
- Communicating regularly and meaningfully with members of the school community

**Teachers and School Staff**, under the leadership of the principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff members uphold these high standards when they:

Help students work to full potential and develop their sense of self worth

- Communicate regularly and meaningfully with parents
- Maintain consistent standards of behaviour for all students
- Demonstrate respect for all students
- Prepare students for the full responsibilities of citizenship

**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.

Respect and responsibility are demonstrated when a student:

- Comes to school prepared to learn
- Shows respect for self, others and those in authority
- Refrains from bringing anything to school that may compromise the safety of others
- Follows rules and takes responsibility for his/her own actions

**Parents** 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. Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress
- Communicate regularly with the school
- Help their child be neat, appropriately dressed and prepared
- Ensure that their child attends school regularly and on time
- Promptly report to the school their child's absence or late arrival
- Become familiar with the code of conduct and school rules
- Encourage their child to follow the rules of behaviour
- Assist school staff in dealing with disciplinary issues

## **JAMES CULNAN CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)**

CSAC is an elected group of parents who, together with the principal and members of the school staff, work to advise, support and enrich the Catholic learning experience at our school while, at the same time, promoting a healthy, safe and enjoyable environment for all students. The focus of CSAC is fundraising, special events and issues that have a direct impact on the students at our school. CSAC meetings are held once a month and the dates are marked in our monthly calendar. All parents are welcome to attend these meetings. Please come out and support our CSAC members in 2012-2013.

## **CALENDAR FOR THE SCHOOL YEAR 2013-2014**

<b>Labour Day</b>	<b>September 2, 2013</b>
<b>First Day of School</b>	<b>September 3, 2013</b>
<b>P.A. Day</b>	<b>October 11, 2014</b>
<b>Thanksgiving Day</b>	<b>October 14, 2013</b>
<b>P.A. Day</b>	<b>November 15, 2013</b>
<b>P.A. Day</b>	<b>December 20, 2013</b>
<b>Christmas Break</b>	<b>December 23, 2013 – January 3, 2014</b>
<b>P.A. Day</b>	<b>January 24, 2014</b>
<b>Family Day</b>	<b>February 17, 2014</b>
<b>P.A. Day</b>	<b>March 7, 2014</b>
<b>Mid-Winter Break</b>	<b>March 10-14, 2014</b>
<b>Good Friday</b>	<b>April 18, 2014</b>
<b>Easter Monday</b>	<b>April 21, 2014</b>
<b>Victoria Day</b>	<b>May 19, 2013</b>
<b>P.A. Day</b>	<b>June 6, 2014</b>
<b>Last Day of Classes</b>	<b>June 27, 2014</b>

### **TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2012-2013**

#### **Wards**

- |                               |                                   |
|-------------------------------|-----------------------------------|
| 1. Peter Jakovcic             | 8. Tobias Enverga                 |
| 2. Ann Andrachuk, Chair       | 9. Jo-Ann Davis                   |
| 3. Sal Piccininni, Vice-Chair | 10. Barbara Poplawski             |
| 4. Patrizia Bottoni           | 11. Angela Kennedy                |
| 5. Maria Rizzo                | 12. Nancy Crawford                |
| 6. Frank D'Amico              | Andrew Walker,<br>Student Trustee |
| 7. John Del Grande            |                                   |