



**Nativity of Our Lord Catholic School**  
 35 Saffron Crescent  
 Etobicoke, Ontario M9C 3T8  
 Telephone: (416) 393-5288 Fax: (416) 393-5053



*Nativity of Our Lord Catholic School 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.*

Student Name: _____
Teacher _____ Grade _____ Room _____

Dear Parents/Guardians:

Thank you for supporting the use of the Agenda this year at Nativity of Our Lord Catholic School.

The Agendas continue to be an important component of the curriculum and assist children in organizing their time and school assignments. They are also an excellent tool for ongoing communication between the home and the school. We urge you to check the Agendas on a regular basis and to make comments where and when appropriate.

Included in the Agendas is an abridged version of the Code of Behaviour as well as an update on School Policies. In particular, we draw your attention to the TCDSB Acceptable Use Policy for electronic communication.

We ask you to read through these pages with your children and to sign below as an indication that you have read and support these two documents. It is through working together and through the parents' positive support of school policies that we can provide a learning environment that is an example of a Christian community. Thank you for your continued support and cooperation.

Sincerely,

Joseph Schnurr  
Principal

We have read and we support the Code of Behaviour and School Policies.

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Principal:** Joseph Schnurr      **Vice Principal:** Carol Wagner      **Secretary:** Irene Aldeias      **Clerk Typist:** Helen Beben

**Head Caretaker:** Jose Tavares      **Superintendent:** Josie Nespolo      **Trustee:** Ann Andrachuk      **Co-CSAC Chairs:**  
Stacey Myers/Sonja Babic

**Nativity Parish:** Fr. Michael Machacek      **Nativity of Our Lord Catholic Church**      **Tel. (416) 621-2732**

## **Local School Code of Conduct**

Our goal is to foster an internal discipline in our students which will help them to thrive in a safe, and healthy learning community rooted in the love of Christ. The development of self-discipline is a positive goal to work towards, as a child learns to internalize and live our gospel values.

The Nativity of Our Lord Safe School Committee has developed a **progressive discipline continuum** which outlines the steps/interventions that will be followed when a student exhibits an “inappropriate behaviour”. Additional information can be found at the TCDSB web site at [www.tcdsb.org](http://www.tcdsb.org) under Safe Schools Policy S.S.09.

### **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

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 student’s behaviour. Interventions, therefore, should be selected in direct response to individual developmental needs.

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/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

Interventions and consequences may include, but are not limited to, the following:

- verbal reminder of expectations, reprimand
- social contract/behaviour plan
- contact with home/request for meeting
- formative consequences, e.g., reflective activity, act of restitution, etc.
- detention or loss of privilege
- meeting with principal
- referral to school/board resource personnel, e.g. Guidance, Social Work, Chaplaincy, CYW, etc.
- social skills training, e.g., anger/conflict management, goal-setting, etc.
- suspension of expulsion

**In serious matters that clearly contravene the “Safe Schools Act”, 2000 and the “Bill 212: Progressive Discipline and Safety in Schools Act”, 2008, a suspension or a suspension pending possible expulsion from school may result. Length of suspensions varies according to the situation. Parents will be kept informed. The student loses his/her right to attend any school in the province during a suspension and may not enter Board premises. In accordance with Toronto Police Service/TCDSB Protocol, police may also be involved in serious matters of the law.**

### **Suspension**

Under subsection 306 (1) of the *Education Act*, a principal **SHALL CONSIDER** whether to suspend a pupil if he or 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 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 property at the pupil’s 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 the policy of the board.

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 policy of the board. Under TCDSB 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;
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

If a principal decides to suspend a pupil for engaging in an activity described in subsection 306 (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities. The minimum duration of a suspension is one school day and the maximum is 20 school days. In considering whether or not to suspend, or the duration of the suspension, a principal will take into account any mitigating or other factors prescribed by the regulations.

#### **Suspension Pending Possible Expulsion**

Under subsection 310 (1) of the *Education Act*, a principal **SHALL** suspend a pupil pending possible expulsion if he or 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 the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to 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 a 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 policy of the 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 be expelled.

The following infractions may result in a suspension pending possible expulsion in accordance with TCDSB policy:

1. Possession of explosive substance;
2. Serious or repeated misconduct;
3. Refractory conduct;
4. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

A pupil who is suspended under subsection 310 (1) is suspended from his or her school and from engaging in all school-related activities.

#### **Mitigating Factors**

- Mitigating factors shall be considered with every incident. For a complete list of factors consult the TCDSB's Safe School Policy S.S. 09.

## Homework Policy

The Toronto Catholic District School Board recognizes the value of homework that furthers students' learning in relation to the curriculum. Homework should be a positive experience.

### A well-designed homework policy should:

- Meet the developmental and individual needs of the student.
- Reinforce and extend school experiences.
- Assist students in assuming responsibility for their own learning.
- Develop positive attitudes towards independent study and life long learning.
- 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.
- Enable regular on-going communication between teachers, parents and the students.
- Assist students in preparing for subsequent learning activities.

### A well-designed homework program should not:

- Be punitive.
- Place unreasonable demands on parents.

### Homework Time Guidelines

Grade One	5 to 10 min.	Grade Six	30 to 60 min.
Grade Two	10 to 20 min.	Grade Seven	35 to 70 min.
Grade Three	15 to 20 min.	Grade Eight	40 to 80 min.
Grade Four	20 to 40 min.		(Plus reading aloud or Independent Reading)
Grade Five	25 to 50 min.		

## Safety Policies

### Safe School /Arrival Program

The safe Arrival Program is implemented to ensure your child's safety. We will continue to call you after the morning and afternoon attendance if your child is absent from school and we do not know why. **It is very helpful for the office and we do appreciate your call to the school if you know that your child will be absent. You can phone the school at (416) 393-5288 anytime before 8:30 a.m. and leave a message or call between 8:30 and 9:00 a.m. to speak to a staff member.**

### Early Dismissal

Students who must leave before dismissal time may do so **ONLY** with the written permission from the parent. We ask that parents come to the office to sign their child out.

### Visitors to the School

All visitors to the school including parents, grandparents and babysitters **must report to the office**. You will be asked **to sign in and to wear a visitor pass**. We ask that all visitors to the school follow this policy for the safety of our children.

### Drop Off and Pick Up

Students may be dropped off in the school yard after 8:45 a.m. when teacher supervision begins. Please do not wait in the schoolyard with your child. Adults in a schoolyard become a safety issue. Your child may know you but you are a stranger to other students. It is very hard for the teachers on supervision to detect a stranger when adults are in the schoolyard. As well please do not walk your child to their classroom. Children need to learn the school routines and too many adults in the school during drop off and pick up enables a stranger to enter the building unnoticed. Pick up at the end of the day is 3:30 p.m. Thank you for your cooperation.

### School Telephone

Parents are asked to refrain from requesting the school secretary to deliver messages to their children in their classrooms. This is disruptive to the students in the classroom. This should be done in **emergency situations only**. Also, students should refrain from using the school telephone. We cannot tie up school telephone lines. Please organize your day with your children before they come to school.

## **TCDSB Acceptable Use Policy**

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

### ***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 activities.

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>. A summary of the AUP expectations for students in the TCDSB:

### **Behaviour Expectations:**

- It is a privilege, not a right, to use the Board's network and devices. Privileges may be restricted or taken away if the AUP is violated.
- Students must use their own student account and keep it private when using the board network or devices.
- Students must use the network and electronic communication for educational purposes only.
- All students and their parents must sign the "Student Access Agreement" before they will be allowed to use the Board's network and devices.

### **Personal Safety & Privacy:**

- A student should tell a staff member immediately if they feel uncomfortable or not safe because of a message they received from an electronic communication such as an email, text message or photo.
- Parents should discuss with their children the importance of protecting their personal information and privacy when using any electronic communication such as the internet.

### **Unacceptable Activities:**

- Trying to access or "hack" parts of the Board network or any other computer network is prohibited.
- Purposely breaking, destroying and intentionally abusing Board computers, network, hardware, software, or electronic devices.
- Installing, accessing or sharing unauthorized equipment, software or media files such as games.
- Engaging in any bullying or threatening behaviour such as cyberbullying, making threats, or posting inappropriate material about another student to a social media site is unacceptable and will be dealt with according to the Education Act or school codes of conduct.
- Impersonation or using a false identity.
- Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publically, privately, or on any websites.

### **Plagiarism and Copyright Infringement**

- Students must not plagiarize and must obtain permission for any copyright materials they use.

### **Bring Your Own Computer / Personal Electronic Device (PED):**

- The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning.
- Students can bring Personal Electronic Device (PED) such as cell phones and laptops to school, but are not allowed to use them during class time unless allowed by the teacher. Students are responsible for securing their own devices and **MUST** turn them off and put them away during regular school hours.
- The teacher may send a student to the office if a PED is used inappropriately during class time. The administrator may confiscate the device and store it securely until the matter is resolved.
- The school Principal may decide when and where PEDs are allowed in the school.
- Students can use PED's to connect to the school network for internet access only. PEDs are **NOT** permitted in examination rooms, unless the teacher has granted permission.

- Board Technical support will be not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licenced software, unless the software has been be licensed for home use.
- All student PEDs must have anti-virus protection on them before they can connect to the Board's network.
- Students cannot take pictures or capture video with their PEDs in private areas such as washrooms or change rooms.
- Any pictures or videos published electronically and taken on school property or at a school event must have the permission of the individual(s), their parents or the principal/designate.
- Any images or video that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

**Disciplinary Consequences:**

- In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.
- A school administrator/designate may deny, restrict or suspend a student's access to the Board's network upon any violation of this policy or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's system.

**Health Policies**

**If your Child Becomes Ill at School**

We do not have facilities at school to accommodate children who are ill. It is the policy of the school to make a sick child as comfortable as possible while the parent is being contacted. In a case where an injury appears to be serious, the Principal or designate may take the child to the hospital emergency or an ambulance may be called and a parent will be contacted. Please ensure home, work, and emergency phone numbers and contact names on file in the office, are accurate and up to date.

**Peanut Free School**

**We have several children with severe allergies.** We ask your co-operation in ensuring their safety by listing ingredients of baked goods that you send for class celebrations. Please respect the Peanut Free designation for our school and help ensure a safe and healthy environment of all children.

**Children with Medical Conditions or Allergies**

Please make sure that you notify the office and the classroom teacher of any health problems that your child may have. Do not send medication to the school with your child without informing the office. If your child has severe allergies that may require an epi-pen we ask that you provide one epi-pen for the office and we ask that another epi-pen be carried by the student.

**Administration of Medication Policy**

If your child is required at any time to take medication at school, it is the Board policy that parents or guardians must submit a completed Request and Consent for the Administration of Oral Medication form to the school with the medication. This form is available through the office and must be signed by **both** the parent and the doctor

**Staying In At Recess**

Students are expected to go outside for recess. If a child is too sick to go outside then they are too sick to come to school. If the weather is extremely cold, stormy or rainy an indoor recess procedure is followed.

**Pediculosis-Head Lice**

Outbreaks of pediculosis are common among school children. They are not considered a health problem. They are considered a nuisance. Any person, however clean, may become infected by exposure to other infected persons or their belongings (clothing, hats, combs, brushes). Parents are advised to look for pediculosis when their children are observed excessively scratch their heads. Please inform the school if your child has head lice. The school will send home a letter to the parents where cases of head lice have been reported, advising the parents to check their children's hair.

**Other Policies**

**Nativity Dress Code**

Nativity of Our Lord Catholic School Dress Code complies with the TCDSB Appropriate Dress Code Policy.

**Acceptable Dress Code**

**Navy Blue Bottoms**

Pants, cords, walking shorts

Sweat pants for primary grades

Skirts, jumpers, navy and white tights or socks

## **White or Navy Tops**

Turtle neck sweaters, t-shirts, dress shirts/blouses, golf shirts and sweatshirts

**Over garments such as sweaters, sweat-shirts, “hoodies” and vests must be navy blue or white with no graphics, messages or slogans.**

## **Unacceptable Dress Code**

Jeans, jean dresses/skirts, jean shorts, short-shorts, bicycle shorts, tops with spaghetti straps

Muscle shirts,

Any shirts with logos or slogans unless it is a school crest

Any type of halter or belly top-midriff should be covered

Athletic shorts for the classroom (they may be worn for physical education only)

## **Personal Property**

Parents are requested to see that their children’s clothes, boots, gloves, scarves, shoes, lunch boxes etc. are marked with the child’s name. Clothing does get misplaced and many children have identical or similar belongings. The following items are not allowed in school; **walkmans, video games, skateboards; scooters, roller blades, hardballs, bats and any other valuable toys.** The school will not be responsible for any stolen, personal belongings. These items may be confiscated.

## **Assessment and Evaluation**

Each child’s progress is assessed primarily on the basis of daily work, projects, periodic testing and student participation. Official provincial report cards are issued in November, February, and June. The staff at Nativity will keep parents informed of their student’s achievements as well as areas of concern. Only by working together (home and school) can we provide the best support system for all students in our care. This can be achieved through report cards, scheduled personal interviews, telephone calls, newsletters, student agendas and any other forms of home and school communications. We ask that you do not just drop in on a teacher if you need to talk to him or her. Please make an appointment. Parents who come to a classroom door while a teacher is teaching their class are disruptive to both the students and the teacher.

## **Busing**

Board policy states that a student is only entitled to a bus if the nearest school is further than 1.5km away from their home. The transportation department investigates the home locations of the students attending Nativity of Our Lord. If there is another school closer to your home the Board will not provide transportation. If you are out of area and you have chosen to come to Nativity then you are responsible for providing your own transportation. The only special busing arrangements provided by TCDSB are for the students in our special classes or students who have been considered for extenuating circumstances.

## **Bus Procedures**

Students are responsible to the Principal for their conduct on the bus. In the interest and safety of all students on the bus, as well as for keeping proper order and a sense of responsible behaviour, students are expected to conduct themselves in a manner that ensures the safe operation of the bus.

- Get on and off the bus in an orderly fashion.
- Listen to the teacher on supervision.
- Be reasonably quiet and well behaved.
- Be seated until the bus comes to a complete stop.
- Be courteous to the bus driver, obeying his or her requests immediately.

## **Riding the School Bus is a Privilege!**

Bus privileges can be withdrawn for up to ten days in response to incidents in violation of the goals and visions of Nativity of Our Lord.

## **Lunchtime Policy**

Students who are staying at school for lunch will eat in their classrooms. Older student supervisors will be trained and assigned to each gr. 1 to 6 classroom. As well teachers and a parent supervisor will be monitoring classrooms. Students are expected to:

- Sit at their desk.
- Remain seated until the lunch period is over.
- Supervisors will instruct the students to throw away their garbage and get ready to go outside.
- Students will line up in an orderly fashion and will be dismissed from the classroom to the outside yard where supervision will be provided.

## **Eating Lunch at School is a Privilege!**

The authority of the teachers and the lunch supervisors must be respected at all times. If students do not follow the rules in the lunchroom, they will be given a warning, parents may be called and if the inappropriate behaviour continues the student will have the privilege of eating lunch at school taken away. It will be the parent's responsibility to find a place for your child to eat lunch. Students who are within walking distance or have someone at home who can pick them up should go home for lunch.

## **Parking**

We strongly encourage parents to walk their children to school. This will avoid many cars stopping in front of the school, causing traffic jams as well as creating very unsafe situations for our students. The city police continuously monitor the area for cars which are parked illegally. Avoid getting ticketed by walking your children to school. Remember you are not the only person dropping off your children. Walking to school will assist with the safety around our school as well as giving you and your child daily exercise.

**DO NOT PARK OR STOP IN THE BUS ZONE!**

## **Catholic School Advisory Council**

Elections for the new School Council will be held in September. The purpose of the Catholic School Advisory Council, through the active participation of parents, is to improve pupil achievement and to enhance the accountability of the education system to parents. Therefore, the CSAC shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the principal and where appropriate to the Board on matters in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures,

The School Council is a valuable asset to the school. All parents are invited and encouraged to become involved. CSAC meetings are open to all parents and items can be brought to the meetings through any member of the council.

## **2012 –2013 School Year Calendar**

Number of school days	<b>194</b>
Number of Professional Activity Days	<b>6</b>
<b>Labour Day</b>	Monday, September 3, 2012
<b>First Day of School</b>	Tuesday, September 4, 2012
<b>Thanksgiving Day</b>	Monday, October 8, 2012
<b>Professional Activity Day</b> <i>Parent Teacher Conference</i>	Friday, November 16, 2012
<b>Professional Activity Day</b> <i>Provincial Education Priorities/Faith Day</i>	Friday, December 7, 2012
<b>Christmas Vacation</b>	December 24, 2012 – January 4, 2013 (inclusive)
<b>Professional Activity Day</b> <i>Assessment, Evaluation and Reporting</i>	Friday, January 25, 2013
<b>Family Day</b>	Monday, February 18, 2013
<b>Professional Activity Day</b> <i>Parent Teacher Conference</i>	Friday, February 15, 2013
<b>March Break</b>	March 11 – 15, 2013 (inclusive)
<b>Good Friday</b>	Friday, March 29, 2013
<b>Easter Monday</b>	Monday, April 1, 2013
<b>Victoria Day</b>	Monday, May 20, 2013
<b>Professional Activity Day</b> <i>Assessment, Evaluation and Reporting</i>	Friday, June 7, 2013
<b>Last Day of classes for the students</b>	Thursday, June 27, 2013
<b>Professional Activity Day</b> <i>Provincial Education Priorities</i>	Friday, June 28, 2013
<b>New School Hours</b>	
<b>Morning Session: 9:00 a.m. – 12:05 p.m.</b>	
<b>Morning Recess – 10:10 – 10:25 a.m. and Afternoon Recess – 2:10 – 2:25 p.m.</b>	
<b>Lunch: 12:05 p.m. – 1:05 p.m.</b>	
<b>Afternoon Session: 1:05 p.m. – 3:30 p.m.</b>	