

# PARENT HANDBOOK

## SANTA MARIA THE SCHOOL WITH HEART



Dear Parents/Guardians:

We are proud to present our student planner to the Santa Maria School Community. The cost for each agenda is \$5.00. The agendas are an important component of the curriculum. They assist students in organizing their time and school assignments, and they are an excellent tool for ongoing communication between the home and the school. Parents are asked to check the agendas regularly and to make comments where and when appropriate. Also included in the opening pages of the agenda is the updated version of the school Code of Conduct as well as The School Handbook, which provides information about school operations and expectations.

Please read through The Handbook and The Code of Conduct with your child and sign below as an indication that you have done so. If there are any questions or concerns regarding any part of this agenda, please do not hesitate to call the school office. Working together and with your positive support of school policies, we can continue to provide a dynamic learning environment at Santa Maria Catholic School. Thank you for your continued support and cooperation.

Santa Maria Catholic School Staff

### WE HAVE READ AND SUPPORT THE CODE OF CONDUCT AND THE SCHOOL HANDBOOK

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Signature

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

### SANTA MARIA CATHOLIC SCHOOL STAFF LIST 2017/18

<i>Principal</i>	<i>A. Carreiro-Neto</i>	<i>Office</i>
<i>Secretary</i>	<i>E. Spizzirri</i>	<i>Office</i>
<i>ELKP</i>	<i>T.B.A.</i>	<i>104</i>
<i>ELKP</i>	<i>L. Alfano/A. Bucciacchio</i>	<i>103</i>
<i>ECE</i>	<i>S. Figueiredo</i>	<i>103</i>
<i>ECE</i>	<i>C. Dang</i>	<i>104</i>
<i>Grade 1</i>	<i>I. Festa</i>	<i>203</i>
<i>Grade 1/2</i>	<i>M. Gallo</i>	<i>204</i>
<i>Grade 2</i>	<i>J. De Bonis</i>	<i>205</i>
<i>Grade 3</i>	<i>L. Pascale</i>	<i>307</i>
<i>Grade 4/5</i>	<i>M. Azavedo</i>	<i>306</i>
<i>Grade 5/6</i>	<i>K. Thornton</i>	<i>304</i>

<i>Grade 7</i>	<i>N. Pastore</i>	<i>305</i>
<i>Grade 7/8</i>	<i>E. Kubath</i>	<i>309</i>
<i>Special Education</i>	<i>F. Di Martella-Orsi</i>	<i>310</i>
<i>Multiple Exceptionality</i>	<i>C. Tucci</i>	<i>202</i>
<i>ESL/ELL</i>	<i>M. Zuccon-Maudsley</i>	<i>303</i>
<i>French</i>	<i>J. Bortolussi</i>	<i>206</i>
<i>Vocal Music</i>	<i>L. Capstick</i>	<i>108</i>
<i>Instrumental Music</i>	<i>T.B.A.</i>	<i>108</i>
<i>Health &amp; Phys. Ed.</i>	<i>F. Coscarelli</i>	<i>105</i>
<i>Health &amp; Phys. Ed.</i>	<i>N. Formosa</i>	<i>105</i>
<i>Library Technician</i>	<i>A. Feikis</i>	<i>206</i>
<i>Educational Assistant</i>	<i>D. Vella</i>	<i>202</i>
<i>Educational Assistant</i>	<i>F. Andreaacchi</i>	<i>202</i>
<i>Educational Assistant</i>	<i>S. Padovani</i>	<i>202</i>
<i>Educational Assistant</i>	<i>S. Ramos</i>	<i>202</i>
<i>Child &amp; Youth Care Worker</i>	<i>A. Sarabando</i>	<i>202</i>
<i>Head Caretaker</i>	<i>V. Marziliano</i>	<i>109</i>
<i>Assistant Caretaker</i>	<i>T.B.A.</i>	<i>109</i>

### PHONE NUMBERS AND ADDRESSES

#### Santa Maria Catholic School

25 Avon Ave., Toronto, Ont., M6N 4X8  
(416) 393-5368 FAX (416) 393-5083

#### Our Lady of Guadalupe Church (School Parish)

694 Weston Rd., Toronto, Ont., M6N 3R2  
(416) 767-8658  
Fr. Omar

#### Our Lady of Victory Church

117 Guestville Ave., Toronto, Ont., M6N 3R2  
(416) 769-1171  
Fr. John Papagno

#### St. Matthew Catholic School

706 Old Weston Rd., Toronto, Ont., M6N 3B8  
(416) 653-7191  
Fr. Andre Grecki

#### Superintendent of Education

Doug Yack  
Catholic Education Centre  
80 Sheppard Ave. E., Toronto, Ont., M2N 6E8  
(416) 222-8282 Ext. 2732

#### Trustee

Frank D'Amico  
c/o Catholic Education Centre  
80 Sheppard Ave. E., Toronto, Ont., M2N 6E8 (416) 512-3406

#### SCHOOL HOURS

<i>9:00 am</i>	<i>Classes Begin</i>
<i>10:42 am-10:57am</i>	<i>Morning Recess</i>
<i>11:45 – 12:45 pm</i>	<i>Lunch</i>
<i>12:45 pm</i>	<i>Classes Resume</i>
<i>2:10 – 2:25 pm</i>	<i>Afternoon Recess</i>
<i>3:30 pm</i>	<i>Dismissal</i>

*Santa Maria Catholic School strives to maintain a welcoming and inclusive environment for students and families from rich and diverse cultural and ethnic backgrounds. Multicultural celebrations, Black History and anti-bullying presentations, Virtue of the Month assemblies and overall, respectful treatment of others, has been a central focus for our school, and has enabled us to earn our motto, "The School with Heart."*

### **SCHOOL VISITORS**

You are welcome in the school but in order to preserve order and minimize disruption to the classes you are requested to come first to the office and speak with the secretary or principal. Then you are required to sign in the visitor's book. You will also be given a VISITOR'S Badge. **Everyone is expected to enter through the front door only.** All doors are locked at all times. This procedure is followed to ensure the safety of all students. This helps us to be aware of who is in and around the school. This is done to ensure the safety of all students. This policy also applies to parents if they are coming to pick up their child during school time. Parents coming to pick up children at dismissal time are requested to do so at the dismissal doors. Parents wanting to consult with the classroom teacher are encouraged to make an appointment so that class interruption can be kept to a minimum.

### **ABSENCES AND LATENESS**

*To ensure the safety of your children, we strongly urge you to call the school if your child is going to be absent or late. The answering machine is on from 4:30 p.m. to 8:45 a.m. If you do not call us, we will call you. If a student is late for school, he/she must report to the office so that it can be recorded. Habitual lateness will necessitate contact with the parent to help solve the problem. Prolonged and/or frequent absenteeism necessitates a note from the doctor. Unreasonable or unexplained absences/lateness will require a parent/principal/social worker conference to resolve or assist with the problem.*

### **EARLY DISMISSAL**

- Students who must leave the school earlier than 3:30 p.m. dismissal must bring a note from their parents/guardians requesting early dismissal.
- Parents must sign their children out in the sign-out book at the office. Students will be called to come to the office to meet their parents.
- Students will not be released to parents/guardians at the classroom door.

### **EMERGENCY SITUATIONS**

*The school may be closed or classes may be cancelled for a temporary period in the case of an emergency. If we have to evacuate the school we will take the students to Archbishop Romero High School, 99 Humber Blvd. The school staff will endeavor to contact parents/guardians to ensure that the children are picked up. Those children who cannot be picked up will remain in the care of the principal and staff.*

### **SAFE SCHOOL**

*FOR THE SAFETY OF YOUR CHILD, IF YOU HAVE CHANGED YOUR ADDRESS OR*

*TELEPHONE NUMBERS OR ANY OTHER IMPORTANT INFORMATION PLEASE CALL THE SCHOOL TO UPDATE OUR RECORDS*

### **SAFE ARRIVAL POLICY**

The Safe Arrival Policy is a system of procedures that enable the school to verify a student's absence or lateness with the parent or guardian. These procedures are a critical part of the daily attendance taking practices at Santa Maria Catholic School.

-Parents are asked to call the school at **(416) 393-5368** before 9:00 a.m. and leave a message when their child will be absent or late. Indicate name of student, reason for absence and teacher's name. If there are other children from the same family attending the school, a note from the parent/guardian regarding the child's absence is acceptable.

-All parents of students, whose absences are unexplained are contacted by telephone. Parents are asked to send a note to the teacher when their child is absent for three days or more.

-If contact cannot be made, or if there are concerns about a student, the Principal will determine whether to call the emergency numbers.

-Students who are late arriving for school must check in at the office and pick up a late slip before proceeding to their classrooms.

-Students are still responsible for work missed when absent.

### **LUNCH PROCEDURES**

*It is the policy of the school to allow students to stay for lunch for the following reasons: when no one is at home to provide lunch; when distance is considered too great to go home during the lunch hour; when rehearsals or extra-curricular activities shorten the lunch period.*

*The children eat in a designated classroom and are supervised by monitors and a lunch supervisor.*

*Lunch is from 11:45 a.m. to 12:45 p.m. They go outside to play from 12:05 p.m. to 12:45 p.m. weather permitting. Children must be dressed for the weather. **No child who stays for lunch is allowed to leave the school grounds.** Only for **emergency purposes**, should a student be allowed to leave the school at lunch and only with written parent permission. Students who stay at school for lunch must bring their lunch every day. Students who go home for lunch are not to return to the school until 12:05 p.m. at the earliest. They must return by 12:45 p.m. entry for afternoon classes. In case of inclement weather (rain or snow), those children going home are not to return to school until 12:45 p.m. Once students have returned to the yard, they may not leave school property again.*

### **SCHOOL YARD SAFETY**

Safety concerns means that certain activities and items are NOT permitted on school property. Students should keep hands and feet to themselves. The following games are NOT permitted: *Wrestling, Play fighting, Karate, etc.* The following items are NOT permitted: *Skateboards, Scooters, Bicycles, Hockey Sticks, Baseball Bats, Hardballs, Electronic Devices, etc.* The schoolyard is

supervised before school from 8:45 a.m. to after school until 3:45 p.m.

### LITURGICAL CELEBRATIONS

*Our church is Our Lady of Guadalupe. You must register at the church you belong for the sacraments of First Holy Communion, Reconciliation and Confirmation. Our school has monthly masses prepared by the different classes and celebrated by our Pastor. These masses are held at Our Lady of Guadalupe Church. We also have Advent and Lent paraliturgies. Everyone is welcome to attend.*

### PARKING

**In the interest of the safety of ALL the children, please park on Avon Ave. and let the children enter or leave the school yard through the gates. NO child should ever be in the parking lot. If you need to park and come into the school please park on the street. Please do not park or drop off your children on the “Fire Route” directly in front of the school front doors.**

### SPECIAL ASSESSMENTS

The students in grade 3 & 6 (EQAO) and grades 2, 5 & 7 (CAT4) write these assessments in May/June. Parent information will be sent home at the appropriate time.

### MEDICATION

*Any medication required by a student must be taken directly to the office with full written instructions. Parents are required to complete a “Consent For Medication” form signed by a doctor. Where it is absolutely necessary for the school to administer such medication, written authorization is required in order to do so. The specific 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 principal.*

*The forms to dispense any medication must be updated on a regular basis and are available from the school office. Also, staff in TCDSB schools will not dispense non-prescription medications to students.*

### ANAPHYLAXIS

There are students at Santa Maria Catholic School who have very serious allergies to foods such as NUTS and FISH. Life threatening reactions can be triggered by touching these food items which may have been smeared or left on tabletops, toys, gym equipment, door handles and hands etc. To keep the risks to a minimum, we strongly urge parents NOT to send snacks, lunches or treats with your child that contain nuts. Please read all ingredient labels before sending food into the school. Look for the **NUT FREE** symbol. Please avoid sending food for birthdays or special occasions such as Halloween, Christmas and Valentine’s Day. **Do not** send any home baked goods (due to a possibility of cross contamination) and ensure that store bought packaged food is clearly marked **NUT FREE**. Many bakeries cannot guarantee nut free baked goods. **There are many alternatives to food items such as stickers and pencils. This would be the SAFEST alternative. Please avoid bringing any food, for students to share. If your child is Anaphylactic,**

**please notify the office as soon as possible and have an epi-pen available for the school and send another one with your child every day.**

### School Year Calendar 2017-2018

Number of school days	194
Number or P.A. Days	7
Labour Day	September 4, 2017
First Instructional Day	September 5, 2017
P.A. Day	October 6, 2017
Thanksgiving Day	October 9, 2017
Parent-Teacher Interviews	November 17, 2017
P.A. Day	December 1, 2017
Christmas Break	Dec. 25/17-Jan. 5/18
Assessment & Evaluation	January 19, 2018
Parent-teacher Interviews	February 16, 2018
Family Day	February 19, 2018
Mid-Winter Break	March 12-16, 2018
Good Friday	March 30, 2018
Easter Monday	April 2, 2018
Victoria Day	May 21, 2018
Assessment & Evaluation	June 8, 2018
Last Day of classes	June 28, 2018
P.A. Day	June 29, 2018

### LOST BOOKS

*Textbooks and instruments are extremely expensive to replace. They are used year after year. We ask your cooperation in ensuring that your child / children look after the materials that they are assigned in September. If they are not returned at the end of the year in good condition, we will be asking for the replacement cost.*

### SANTA MARIA CATHOLIC SCHOOL PARENT COUNCIL (CSPC)

Our Parent Council is comprised of parents, teachers and community members working together for the good of our children and school. Through various fund-raising activities we are able to subsidize some class trips; purchase audio-visual, computer equipment and contribute towards gifts for Graduation Festivities.

Your assistance and participation are most welcome. Your comments, ideas and concerns can be shared. Please come and become an active member of the council. Our meetings are held for one hour, per evening, approximately one evening a month. With your support we can make a difference

### Santa Maria Catholic School Code of Conduct

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

### Toronto Catholic School Board Mission

In a school community formed by Catholic beliefs and traditions, our Mission is to educate students to their full potential by providing:

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

### **Vision of Our Students**

We envision students who:

- Are formed in the Catholic faith
- Apply Christian values to life's opportunities, challenges, and choices
- Pursue academic excellence
- Demonstrate relevant knowledge and ability
- Display self-esteem and self-respect
- Strive to be the best they can be
- Demonstrate skills for developing and maintaining personal and family wellness and
- Demonstrate global perspective and community responsibility

### **Vision of the Toronto Catholic District School Board**

To provide students with the qualities they will require, our Vision of TCDSB is a school system that:

- Is Christ-centered
- Is student-focused
- Demonstrates a clear sense of purpose
- Is visibly and demonstrably Catholic
- Reflects empowering leadership
- Applies collaborative decision-making
- Is innovative
- Provides role models among all stakeholders for all these qualities

**The Santa Maria code of student conduct seeks to reflect the values of the Catholic graduate expectations, creating students that are:**

- *A discerning believer* formed in the Catholic faith community who celebrates the signs and sacred mysteries of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living;
- *An effective communicator* who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values;
- *A reflective, creative and holistic thinker* who solves problems and makes responsible decisions with an informed moral conscience for the common good;
- *A self-directed, responsible, life-long learner* who develops and demonstrates his/her God-given potential;

- *A collaborative contributor* who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good;
- *A caring family member* who attends to family, school, parish, and the wider community;

### **Respect for Self and Others**

- Students are expected to treat all staff, fellow students, school volunteers, bus drivers and visitors with respect and courtesy at all times.
- Physical, verbal (spoken, written, implied or gestured), sexual or psychological abuse, harassment, bullying, and name calling are unacceptable.
- The use of the internet as a means of sexual, psychological or emotional harassment is unacceptable.
- Any actions, which occur off school property, at any time, where the activity has a negative impact on school climate, are subject to school disciplinary action.
- Care and respect for school property, including school grounds, school buses and learning materials, as well as for other students' belongings is expected at all times.
- These expectations apply on school trips and in travel to and from school, on field trips, athletic events and all other supervised activities before and after school during the noon hour and all school buses.

### **Safety**

- *The fundamental expectation of students in our Catholic Schools will follow the ethic of our Catholic faith, where empathy, care for others, and respect for life are present. If you are aware that a student or group of students is in a dangerous situation, then you should tell a caring adult in the school community immediately.*
- All students must conduct themselves, both inside and outside of the school, in a safe and responsible manner. At Santa Maria Catholic School, we define safety as follows:
  - Keep hands and feet to yourself at all times. No tackling or rough play of any kind, no fighting, wrestling, pushing, shoving, kicking, etc.
  - For personal safety, walk – don't run – while inside the school.
  - Enter and exit the school by the school doors assigned to your classroom.
  - Students are not allowed to climb school fences.
  - Students will play in their designated areas at all times.
  - No bike riding, skateboarding, rollerblading or use of anything else on wheels on school property.
  - No baseball bats, frisbees, hockey sticks or other equipment considered hazardous by school personnel are allowed when on school property.
  - Only soft sponge ("nerf") balls, tennis balls, activity balls and basketballs in designated areas are allowed.
  - Making ice slides and sliding on ice is forbidden.
  - Throwing or kicking snow, snowballs or ice is not allowed (Snow is to remain on the ground).

- Water guns and laser pointers are not to be brought to school.
- Water fountains must be used properly - splashing of water on the floor or on others is inappropriate and could cause a slipping hazard.
- Report all strangers immediately.
- All visitors, parents / volunteers should report to the office first, and then should sign in if they are remaining at the school. A visitor's badge will be provided and it must be worn at all times while in the school.

Students are not allowed in the school building before 9:00 a.m., at recess, lunchtime or after 3:30 p.m. without the permission of a teacher. Teachers begin their yard duties at 8:45 a.m. It is very important that students not arrive at school before teachers begin their duties.

- Remember to take all belongings and homework materials with you at the end of the day.
- Students not boarding school buses at the end of the school day are to leave the school property and go directly home, unless participating in a supervised activity.
- Students must not leave the school boundary during school hours for any reason. Early departures must be recorded in the office.
- Students are expected to respond promptly to the bell and to enter and exit the building by walking inside the hall and up and down stairs in a quiet, controlled, orderly fashion at all times throughout the day, as directed by staff members.
- Wet footwear must be neatly lined up in a designated area for each classroom.
- During inclement weather, an additional pair of shoes is required for indoor use.
- Students must wear shoes inside and outside the school at all times. A fire alarm or other emergency requiring immediate exit can occur at any time.

### **What is Progressive Discipline?**

An optimal learning environment requires good classroom management and the support provided by a school-wide progressive discipline plan. 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

The interventions and consequences applied to instances of inappropriate behaviour must be made after consideration of a student's history, age, level of remorse and any other mitigating factors that apply. In a progressive discipline approach, consequences are designed to support the pro-social development and future behaviour of the person responsible for the action. Teachers will use the Progressive Discipline approach when dealing with student infractions of the behaviour code. Examples of the Progressive Discipline approach:

- Discussion between teacher and student
- Think papers, letters of apology

- Contact with parent by telephone or in person
- Loss of privileges- recess, free time
- Removal/Withdrawal from class
- Detention
- Community service
- Payment for repair or replacement of damaged property
- Guidance counseling or social work support
- Progressive Discipline Incident Report
- Principal involvement
- Warning of Suspension
- Suspension/Expulsion

At any point in the process, students may be directed to staff/Board resources, (i.e. Educational Assistants, or school support staff). Parents will be included in this process.

Major discipline issues (such as violent incidents or consistent bullying) may accelerate responses and interventions to a more advanced level along the progressive discipline continuum.

**Each situation and student is unique. Compassion, understanding of the student and circumstances are an intrinsic part of progressive discipline.**

### **Suspension Policy**

A suspension policy is a consequence, imposed by the principal, exercising authority to do so as granted under subsection 306 of the Education Act, that prohibits a student from attending school and participating in school related activities.

A student **may** be 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 teacher or at another person in a position of authority
- 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
- Bullying
- 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 student **may** be suspended for the following infractions: (these are a few examples, a more detailed list is provided under Board Policy Safe Schools **Code of Conduct S.S. 09**)

- Persistent opposition to authority
- Habitual neglect of duty
- Theft
- Aid/incite harmful behaviour

- Physical assault
- Inappropriate use of electronic communications/media

Suspensions are from one (1) to twenty (20) days, depending upon the infraction.

### **Factors Principal must consider**

In considering whether to suspend a pupil, the principal shall take into account any mitigating or other factors prescribed by the regulations contained within the Education Act.

### **Mitigating Factors**

- The pupil does not have the ability to control his or her behaviour.
- The pupil does not have the ability to understand the foreseeable consequences of his or her behaviour.
- The pupil's continued presence in the school does not create an unacceptable risk to the safety of any other person.

### **Other Factors**

- The pupil's history.
  - Whether the progressive discipline approach has been used with the pupil.
  - Whether the activity for which the pupil may be or is being suspended or expelled was related to any harassment of the pupil because of his or her race, ethnic origin, religion, disability, gender or sexual orientation or to any other harassment.
  - How the suspension or expulsion would affect the pupil's ongoing education.
  - The age of the pupil.
  - In the case of a pupil for whom an Individual Education Plan has been developed,
- a) Whether the behaviour was a manifestation of a disability identified in the pupil's IEP,
  - b) Whether appropriate individualized accommodation has been provided, and
  - c) Whether the suspension or expulsion is likely to result in an aggravation or worsening of the pupil's behaviour or conduct.

### **Expulsion Policy Section 310 under the Education Act**

A principal has a duty to consider the safety of all students. Under legislation (Bill 212), the principal is required to suspend a student for up to 20 days if the principal believes that the student has engaged in an activity for which the student might ultimately be expelled by the school board. This provides for the removal of the student from school until such time as the principal concludes an investigation and decides whether to issue a report recommending to the board that the

student be expelled. The principal must consider the mitigating and other factors in determining the length of the suspension. A program for suspended pupils must be offered to the student if the suspension is more than five school days. An expulsion is a decision made by a board that prohibits a student from attending a school or all schools of the Toronto Catholic District School Board. A student who is only expelled from his/her school will be assigned to another school of the Board. Students who are expelled from all schools of the Board will be offered a program for expelled students. In both cases, if the student attends the school or program to which he/she was assigned, the student remains a pupil of the Board. A student **shall** be expelled from school for the following:

- Possessing a weapon, including possessing a firearm.
- Using a weapon to cause or to threaten bodily harm to another person.
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
- Committing a sexual assault.
- Trafficking in weapons or in illegal drugs.
- Committing robbery.
- Giving alcohol to a minor.

### **Expulsion Process**

Where the principal believes that a student may have engaged in an activity for which the students **shall** or **may** be expelled, the principal shall:

- Immediately suspend the student.
  - Promptly give written notice of the suspension to the student and/or parent/guardian of the student.
  - Promptly deal with the matter or refer the matter to the board.
  - Where circumstances warrant, the principal shall complete a Violent Incident Form and insert it in the Ontario Student Record.
  - The Principal will conduct a Principal's Inquiry within 48 hours, when possible, after the occurrence of the infraction.
- The Police will be involved in many cases where the student is subject to mandatory suspension or expulsion.**
- The Board has revised its Local Police/School Board Protocol which details a common approach for responding to school related occurrences as required by the Safe Schools Act, 2000. The protocol between the Toronto Catholic District School Board and the Toronto Police Services outlines procedures on how the police and school board personnel will interact to ensure that the students' rights are protected and the victims are safe and treated justly.

### **Child Abuse**

All professionals have a legislated duty to report suspected cases of child abuse. When there are reasonable grounds to suspect that a child may be suffering from physical harm, sexual, or emotional abuse, all professionals have a legislated duty to report to the Catholic Children's Aid Society.

### **Bus Safety**

Students are expected to follow established safety routines and behavioural expectations while lining up to wait for a bus, boarding a bus, riding a bus and leaving a bus. These include: remaining in the seat assigned to the student while the bus is in motion and facing the front;

wearing seatbelts when provided; obeying the driver and teachers at all times; not distracting drivers of other vehicles; not eating or drinking on the bus; using the assigned bus loading zone. Students are expected to behave safely while on or around a bus. Students are responsible to the principal, as well as the bus driver, for their conduct on the bus. A warning of suspension of bus privileges will be issued after three pink slips.

Cumulative irresponsible behaviour will result in a suspension of bus privileges, out of concern for the safety of all.

### **Academic Responsibilities**

Students are expected to: Attend regularly and be punctual; Display a positive attitude toward the school; Be prepared for classes with completed assignments and necessary books and materials; Follow routines as assigned; Abide by classroom and school behaviour expectations; Participate fully in all class activities; Ask for and accept extra help from teachers when experiencing difficulties or when work and/or assignments are not fully understood; Use agenda books to be organized "*Learn to plan, plan to learn*"; Keep notebooks, assignments and agendas up-to-date, clean, neat, and complete and signed by parents as requested by teachers; Prepare for tests and take tests as required; Participate in the physical education program, which may include changing into suitable clothing: appropriate shorts or track pants, t-shirt and non-marking running shoes; Replace damaged or lost textbooks, library books, notebooks, etc.

### **Student Dress Code**

**T.C.D.S.B. Policy** states that "Pupils should come to school neat, clean and appropriately dressed. **Short** shorts/skirts, halter tops, muscle shirts, or T-Shirts with vulgar sayings are not suitable attire for any students". Students in JK to grade 8 are expected to dress neatly and appropriately to promote a positive learning environment. Our school dress code will allow for a safer and more respectful teaching-learning environment. Modesty is the most important criteria because we are a Catholic School. A practical way to check the acceptable length of garment; stand straight with arms at the sides – if fingertips extend past the hem of the garment (shorts or skirts), it is too short.

#### **APPROPRIATE DRESS CODE POLICY:**

**Students must wear a white top and navy blue pants or skirt.**

-Clothes should be neat, clean and without tears and/or holes and appropriate for the weather. In the event a student dresses inappropriately staff will provide the student with a t-shirt to cover up the inappropriate attire.

-The manner in which clothing is worn *should not reveal* undergarments (e.g. slouch pants).

-Offensive patches, symbols or sayings on clothing are not acceptable.

-Walking shorts are appropriate attire during the warmer months. Halter-tops, mesh shirts; cut-off shirts are inappropriate attire for school.

-Spaghetti strap tops, low cut tank tops and t-shirts and abdomen-revealing tops are inappropriate.

-article of clothing associated with gangs is unacceptable.

-Sunglasses, hats, caps and bandannas are inappropriate in the school building and class.

-Shoes should be worn at all times.

-Students should be wearing athletic footwear, specifically running shoes for DPA and Phys. Ed.

-Jewelry and make-up especially during physical education is discouraged and students will be asked to remove any that is inappropriate.

**Please refer to the Progressive Discipline Policy for possible consequences.**

### **Valuables**

Students should not bring valuables (Money, Cassette and CD players, MP 3 players, electronic games, cameras, radios, trading cards etc.) to school or on the bus or on trips etc. We cannot assume responsibility for loss or damage to a student's personal property. Parents may be notified and asked to come to the school and pick up these valuables. Your child should only bring items necessary for the school day or items that the teacher has requested they bring for instructional purposes.

### **Personal Electronic Devices;**

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

### **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.

Students can bring (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 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 at school or at school events must have the permission of the individual, their parents or the principal. Any images or video that negatively impacts the school climate must not be captured, transmitted or posted. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.