

**St. Cyril Catholic School
Handbook
2018-2019**

**18 Kempford Blvd.
Toronto, Ontario M2N 2B9**

Telephone: (416) 393-5270

Fax: (416) 393-5119

This agenda is an important component of the curriculum. It assists students in organizing their time and school assignments and it is an excellent tool for on-going communication between the home and the school. Parents are asked to check the agenda regularly and to make comments when and where appropriate.

Included in the opening pages of the agenda are the school's Code of Conduct and Handbook which provide information about school operations and expectations. This information is central to the TCDSB Mission and Vision statements. We are an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge to lead lives of faith, hope and charity. We transform the world through witness, faith, innovation and action.

Please read through the opening pages with your child. It is through working together, and your positive support of school policies, that we can continue to provide a dynamic learning environment which is a true example of a Catholic Community.

Thank you for your continued support and cooperation.

Yours sincerely,

*R. Leone
Principal*

This agenda belongs to: _____ Teacher: _____ Grade: _____

ST. CYRIL CATHOLIC SCHOOL

Code of Conduct

St. Cyril Catholic School staff is committed to providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian Community. Every member of this community is governed by the policies of the TCDSB and shares in the responsibility for creating a positive environment that is safe, harmonious, comfortable, inclusive and respectful.

The fundamental expectation of students in our Catholic Schools is that they 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.

Ontario Catholic School Graduate Expectations

The Ontario Catholic School Graduate Expectations represent an integral component of our students' character formation. We envision students who are:

- discerning believers formed in the Catholic faith community who celebrate the signs and sacred mysteries of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living
- effective communicators who speak, write and listen honestly and sensitively, responding critically in light of gospel values
- reflective, creative and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good
- self-directed, responsible, life-long learners who develop and demonstrate their God-given potential
- collaborative contributors who find meaning, dignity and vocation in work which respects the rights of all and contributes to the common good
- caring family members who attend to family, school, parish, and the wider community
- responsible citizens who give witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

RESPONSIBILITIES

Responsibilities of the Principal

It is the duty of the principal of a school, in addition to the principal's duties as a teacher:

- to maintain proper order and discipline in the school
- to develop co-operation and co-ordination among staff members
- to refuse to admit to the school or classroom, a person whose presence in the school or classroom would in the principal's judgement detrimental to the physical or mental well-being of the pupils. *Education Act, July 1992, Sect. 265 (a), (b), (m)*

Responsibilities of the Teachers/Support Staff

Teachers and support staff at St. Cyril have a responsibility to create and maintain a welcoming environment that is conducive to Christian growth and learning. The dignity and rights of all students are to be preserved and respected as participating members of a Catholic community.

It is the duty of a teacher:

- to teach diligently and faithfully the classes or subjects assigned to the teacher
- to encourage the pupils in the pursuit of learning
- to inculcate, by precept, respect for religion and the principles of Judaeo-Christian morality and to nurture our Catholic community virtues of hospitality, gratitude, peace, charity, courage, love, forgiveness, justice, compassion and faithfulness
- to assist in developing co-operation and co-ordination of effort among staff members
- to maintain proper order and discipline in the classroom and while on duty in the school and on the school grounds. *Education Act, July 1992, Sect. 264 (a), (b), (d), (e)*

Responsibilities of All Students

It is the responsibility of a student:

- to show respect for self and other members of the school community
- to contribute positively to the Christian climate of the school
- to respect the school property, the neighbourhood and the environment
- to use respectful language at all times
- to comply with all school expectations, procedures and codes of behaviour.

Responsibilities of Parents/Guardians

It is the responsibility of a parent:

- to demonstrate a commitment to Catholic beliefs, traditions and sacramental preparation
- to demonstrate the value of education and to provide positive support for the policies and efforts of school personnel involved in the education of the children
- to ensure regular and punctual attendance of children at school
- to ensure that children are well rested, well nourished and appropriately dressed
- to inform the school office or classroom teacher of absences, illnesses, family or health concerns that may impact on the child's education
- to ensure that children respect the property of others, assume responsibility and provide compensation, in case of loss or damage, to school property or the property of others.

Responsibilities of Visitors

St. Cyril welcomes visitors whose presence will be of benefit to the pupils. Visitors include parents, guardians, clergy and School Board members. In keeping with the Safe School procedures, all visitors must report to the office, sign in the visitor's book and wear appropriate identification. All doors to the school are kept locked throughout the day. **Students must not open any door to any visitor under any circumstances.**

The principal may invoke the *Trespass to Property Act* to a person or persons whose presence in the school may be detrimental to the physical or mental well being of the pupils or staff. Parents should make teachers and the school aware of any custody or access issues that may impact the safety or well being of their child. Any paperwork regarding custody or access to a child must be provided to ensure that all parties understand any stipulations or requirements for the school.

RESPECT

As a Catholic school, the whole essence of our being revolves around an adherence to the teachings of Jesus Christ. Members at St. Cyril are encouraged to learn, live and share the

Christian vision of life. Students are asked to give their full attention at Mass, during prayers and participate in all religious celebrations and ceremonies.

As children of God, we must be proud and understanding of our appearance, strengths and limitations and racial heritage. Safe, well-mannered and responsible behaviour is expected at all times. Verbal or physical violence including intimidation, bullying, threats or aggression will not be tolerated.

Students must address each other, and all adults, respectfully. Students must be polite and courteous, and show cooperative behaviour. Rudeness will not be tolerated.

The property of staff members or fellow students is not to be touched or taken without the owner's permission. Theft will not be tolerated. The school building, furniture, equipment, texts and writing materials are provided by the School Board and are not to be intentionally damaged or destroyed. Students shall keep the building grounds clean and litter free. Vandalizing neighbouring property is not acceptable and we encourage upholding a good neighbour policy. Our Earth's resources are limited and materials should not be wasted. Every attempt shall be made to reuse or recycle materials.

PROGRESSIVE DISCIPLINE

Ontario's approach to making schools safer involves the whole school. It focuses on:

- promoting positive student behaviour
- preventing inappropriate behaviour
- providing early and ongoing intervention
- practising progressive discipline by addressing inappropriate behaviour with appropriate consequences

When inappropriate behaviours occur, disciplinary measures are applied within a framework that is not punitive, but corrective and supportive. The school will utilize a range of interventions, supports and consequences that include learning opportunities for reinforcing positive behaviour. Utilizing the progressive discipline approach represents an opportunity to tailor-make solutions based on an individual student's needs, his/her circumstances and the nature and severity of the behaviour.

Some early and ongoing intervention strategies may include:

- verbal reminder/warning/discussion with the classroom teacher/administration
- note in agenda to parent
- reflection papers
- loss of privileges
- time out from classroom setting or loss of privilege
- written apology (may require parent signature)
- meeting with parents/guardians and/or students
- seizure of prohibited materials
- making restitution for damage to property
- involvement or referral to school guidance counsellor, social worker or an outside agency
- referral to incident/progressive discipline report
- behaviour letter warning of possible suspension - in some instances a suspension is warranted.

SUSPENSIONS

The principal shall, after considering mitigating factors, decide whether to suspend a pupil if the student 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:

- persistent opposition to authority

- habitual neglect of duty
- physical assault
- possessing, or being under the influence, of alcohol or illegal drugs
- use of profane or improper language
- theft
- committing an act of vandalism that causes damage to school property or the property of others
- sexual harassment
- racial harassment
- extortion
- bullying
- wilful destruction of school property; vandalism causing damage to school property or property of others located on the premises of the school
- inappropriate use of electronic communication/media
- any conduct injurious to the moral tone of the school or to the physical or mental well being of others.

Before suspending students, the principal must consider the individual student. The principal can decide on different consequences for each student, based on mitigating and other factors.

Principals will consider the following mitigating and other factors:

- student's age
- student's history (disciplinary history or personal history such as a recent trauma in the student's life)
- whether the student can control his/her behaviour
- whether the student can understand the possible consequences of his/her behaviour
- whether the student's presence in the school creates an unacceptable risk to anyone else
- whether the behaviour is related to harassment because of the student's race, ethnic origin, religion, disability, gender; sexual orientation or any other type of harassment
- how the discipline will affect the student's ongoing education.

When students are suspended, the principal will make every reasonable effort to let the student's parents or guardians know within 24 hours. This will be followed by a letter notifying them about the suspension. The letter will include important information, such as:

- reason for the suspension;
- length of the suspension;
- information on the right to appeal the suspension;
- the supervisory officer's contact information in the event parents have questions.

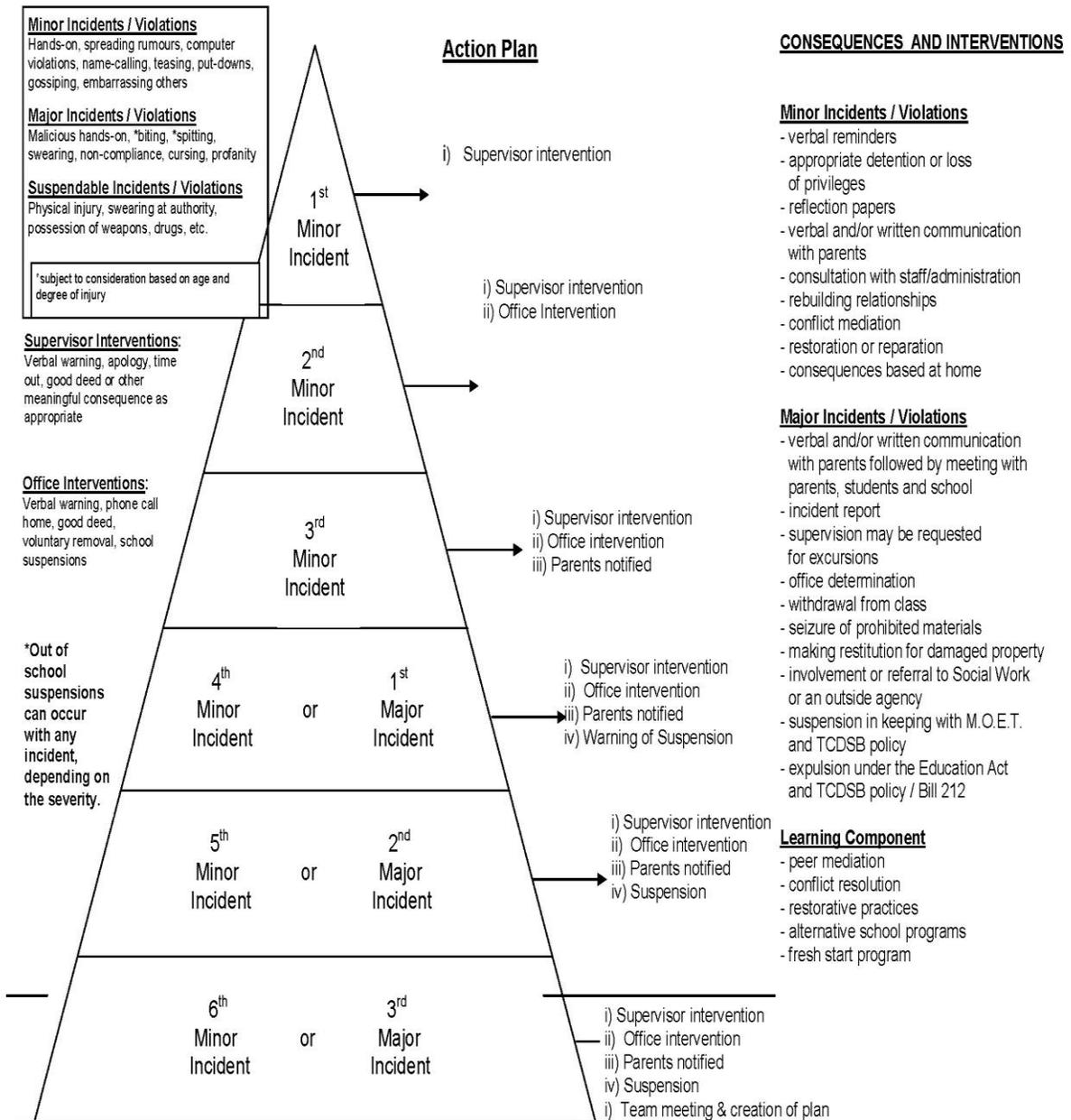
Suspension notices become a part of the student file or OSR (Ontario School Record). Students serving a suspension are not permitted on school property nor may they participate in any school related activities or events. The minimum duration of a suspension is one school day and the maximum is 20 school days. Parents/guardians may appeal any suspension.

BULLYING

The Ministry of Education has provided the following definition of bullying: 'Bullying is typically a form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.'

Bullying can be physical (e.g. hitting, pushing, tripping); verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments); or social (e.g., excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).

Progressive Discipline School Model: St. Cyril



St. Cyril Catholic School Handbook

The Catholic Dimension

The school day reflects our witness to the teachings of Jesus Christ. Gospel values permeate our school environment. The following highlights some of the Catholic dimensions of our school Community:

- daily religious instruction
- daily classroom prayer
- daily community prayers read by students over the Public Announcement system
- religious songs taught in class and through the vocal music program
- liturgies of the Word and celebrations of the Eucharist for monthly masses and according to the Liturgical calendar
- Rosary Apostolates in the School

School Hours

09:00 - Entrance
10:42 – 10:57 Morning recess
11:45 – 12:45 Lunch Hour
02:10 – 02:25 Afternoon recess
03:30 - Dismissal

Secretarial Office Hours

08:15 – 11:45
12:45 – 04:15

Please do your best to call the office when the Secretary is present.

Attendance

To ensure the safe arrival of each student and that children experience the full school program, parents are requested to:

- inform the school of any absences before 8:45 a.m. by telephone or a note to the teacher prior to the absence
- ensure that students arrive punctually beginning their day by lining up outside with their classes
- endeavour to make appointments outside of school hours
- personally sign out their child (students will not be permitted to leave the school without parental consent).

Late Procedures

Student lateness not only affects the late child but also disrupts class and has an impact on the learning of others. Please note that after 9:00 am, students must enter by the front door and receive a late admit slip before being admitted to class.

If punctuality or attendance continues to be a concern, communication to the parent will be made prior to filing a report with the school Social Worker.

Inclement Weather

Cancellation of school bus transportation or school closures due to inclement weather will be reported through the following vehicles:

- news releases to all media outlets in Toronto
- schools will be contacted about closures and cancellations, and the school's voice mail will be updated accordingly
- updates will be posted on the Board's 24-hour information line, 416-222-8282, ext. 2873.
- information will be posted on the Board's website at www.tcdsb.org
- Transportation Department will post information on its website at http://www.schoolbus.to/c_home.asp.

Playground Behaviour/Supervision

Outdoor activity is a regular part of each school day unless the weather prohibits or limits such activity. If rain or severe wind chill advisories are issued, outdoor activity will be limited or curtailed. Children need to be dressed and be prepared for some outdoor activity each and every day in the winter months. Dressing in layers is a good practice given changeable weather conditions. During the winter months please send a pair of shoes for indoor use as boots cannot be worn in the classroom area. The warmer months bring their own concerns including sun exposure, poor air quality and over exertion. Children should drink plenty of water, wear sunscreen and limit strenuous outdoor play activity during hot spells.

To ensure sufficient supervision during recess:

- students are to play in the schoolyard at all times
- the parking lot and walkway are out of bounds
- students are to remain outside during all recess/lunch periods. Students can re-enter the school or use the washroom with a bathroom pass given by the teacher on duty
- students are expected to respond immediately to the first warning bell by stopping all play and moving towards the main building
- students must be in line awaiting instructions from supervising teachers by the time the second bell rings
- if students have difficulty outside, they are to speak to the teacher on duty.

In order to provide an environment that is as fun and safe as possible, the following are prohibited in the school yard:

- pushing, fighting (including play fighting), lifting or carrying other children
- ice sliding, snowball throwing, rock throwing or tree or fence climbing
- rough games or contact sports (e.g., tackle football, British Bulldog and Red Rover)
- hard sports equipment (e.g., baseball bats, hockey sticks and hard balls)
- physical or emotional abuse, intimidation, bullying or threatening of any kind
- electronic gadgets and collectible cards
- profane, abusive, racist, sexist, or demeaning language or gestures.

During inclement or extreme cold weather, students will remain or be brought indoors for part of the time. During indoor recess or lunch, students are expected to remain in their assigned classroom. Students should engage in a quiet, suitable indoor activity (puzzles, board games, reading, quiet conversation, etc.).

Supervision is provided from 8:45 a.m. until 3:45 p.m. Please do not drop off your child at the school before 8:45 a.m. or leave them past 3:45 p.m., as supervision cannot be guaranteed. Students are discouraged from loitering in the yard or the front of the school after dismissal as this often leads to mischief or other forms of inappropriate conduct or activity.

Lunchtimes Rules

- everyone must be seated in their designated seat until they are finished eating lunch – students are reminded to use their manners
- class chalkboard, computers and other equipment are not to be used
- students must request permission to leave the room
- at 12:05 students are dismissed from their respective rooms to the school yard.

Dress Code

The Appropriate Dress Code consists of any combination of white and navy blue garments (i.e., plain white top, navy blue bottom; navy blue top and bottom; no denim).

Inappropriate attire includes:

- all T-shirts, knapsacks, etc. will meet TCDSB standards on racial and gender equity,
- short shorts/skirts, bare midriffs, halter tops, cut-offs, tank tops, spaghetti straps and sleeveless shirts.
- shorts and skirts are to be no less than above the knee
- hats/caps/bandanas and other head attire may not be worn in school or in the classroom and must be removed on entry into the school
- clothing with language and/or representations that indicate gang affiliation or depicts violence, profanity, racial or gender discrimination or discrimination of any kind whatsoever, or that otherwise demeans an identifiable individual or group.
- excessive makeup is strongly discouraged and distracting jewellery and paraphernalia are better left at home.

Individuals wearing inappropriate clothing at school will be expected to change. Subject to the discretion of the principal to permit exceptions regarding compliance in appropriate circumstances, every student in the school will comply with the dress code. All students are expected to dress in clean, neat and practical clothing suitable for a Catholic school environment. Good sense is the criterion for acceptable dress. We rely on parents' competent judgment to send their children to school dressed appropriately for the activity.

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. 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>

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.

Care of Materials and Property

The 'lost and found bin' is located in the hallway. Parents and students may check for missing articles. During Parent /Teacher conferences lost items will be displayed. Unclaimed items will be donated to a shelter. In order to minimize losses, it is expected that:

- all belongings are properly identified to facilitate their return
- all school texts and library books are returned in reasonable condition
- students treat all property with care and respect.

Please impress upon your children the importance of caring for all texts, library books and other supplies. Any child who loses or defaces a book will be asked to cover the cost of the replacement of the item.

Medical Considerations

Unavoidably, children get sick or injured at school. The staff does its best to make the child comfortable, and when possible, staff trained in first aid will attend to injuries. In most cases, parents will be informed of a minor visible injury through the agenda or a phone call. If the child becomes sick or seriously injured at school, parents will be notified by telephone. Please ensure that home, work and emergency numbers are up to date.

There are inherent risks associated with some activities and these risks vary with the demands and nature of the activity as well as with the skill and ability of the participants. Physical injuries should be reported immediately to the nearest teacher or to the office. Parents will be contacted if the injury is serious and/or requires First Aid.

Please contact the school immediately if your child has or contracts any serious or life-threatening medical conditions which might restrict activities at school or give rise to an emergency situation (i.e. allergies, respiratory difficulties, anaphylaxis, etc.). If your child requires an epi-pen or puffer, these should be made available to the school. Please check the expiry date on any and all products that may need to be kept at the school for the year.

Communicable Diseases

In order to prevent the spread of infections at school, children suspected of being ill should not be sent to school. If your child becomes ill at school, we will make every effort to contact you, as we do not have the facilities to care for ill children. In a case where an injury or illness appears to be serious and immediate medical attention is required an ambulance will be called and we will make every effort to contact you. From time to time we experience an outbreak of a communicable disease and we are instructed to follow up with a letter by Public Health to inform you of such an outbreak and any precautions required.

Head Lice (Pediculosis)

Outbreaks of head lice are common among school children and anyone can become infested by exposure to other infected persons or their belongings. Parents are advised to check their children for lice regularly. It is the parent's responsibility to apply the appropriate treatment, which includes systematic nit removal to prevent re-infestation or transmission before the child is allowed to return to the classroom setting. If you find lice or nits, please inform the school so we can screen the other students for head lice.

Medication

Occasionally, schools are required to dispense medications to students when parents/guardians AND physicians have completed and signed the appropriate TCDSB forms. The aim of these forms is to ensure that any and all medication that is being administered to students at school is done as prescribed by an attending physician. The forms to dispense any medication must be updated on a regular basis and are available from the school office. **It is not advisable to send you child to school with medication in their bag to "take at lunch time" or if they have a headache.**

Anaphylaxis

Sabrina's Law, An Act to Protect Anaphylactic Pupils came into effect on January 1, 2006.

Anaphylaxis is a severe, potentially life threatening allergic reaction often triggered by insect stings or certain types of food, the most common being peanuts (legume family and grown on the ground), tree nuts (for example almonds, walnuts, hazelnuts or nut products such as marzipan or Nutella), seafood (includes crustaceans, shellfish and/or fish), wheat and wheat products (for example graham flour, farina or couscous) as well as egg or milk products (which includes mayonnaise or related products). An anaphylactic shock episode is a medical emergency and **must be treated immediately**. Reaction symptoms include hives, vomiting, drop in blood pressure, difficulty breathing, disorientation and even unconsciousness. Children experiencing an anaphylactic reaction will require an injected medication-usually epinephrine through an Epi-pen or Ana-Kit and a call to 911 must also be made.

In order to avoid these serious allergic reactions, we ask parents to:

- avoid making lunches with known allergens
- all lunches/snacks must be peanut free and tree nut free
- remind your children about not sharing foods
- do not bring "birthday treats" as they could be a danger for students with allergies.

We must never assume that no allergen will ever enter the school and therefore must remain vigilant. Children should never taunt or invite someone to eat a food item that may trigger a reaction. Cross-contamination is also a real problem and care must be exercised.

If your child suffers from a life-threatening allergy, he/she must wear an epipen on him/her and have a second epipen in the school. Also, make sure the school is aware and all paperwork is updated on an annual basis. Students are also advised to wear a "Medic Alert" bracelet. If your child is in a class with an individual with a life threatening allergy, you will be informed and we appreciate your support in creating a healthy and safe environment for all children each day.

Homework and Study Skills

Parents are encouraged to assist their children with the completion of homework assignments by providing a suitable location, ensuring that time is set aside daily for school related work, and by checking the student's agenda daily. As parents, you are their first and most important teachers and there are a number of ways in which you can support and nurture the learning and work that takes place in school -

- establish homework routines and expectations
- talk about school and the importance of a good education
- read with your child
- practice math skills
- monitor extra-curricular activities
- praise genuine effort; celebrate success
- be available to help - but do not take over the work
- set realistic and positive goals
- speak positively about the teachers; be supportive of the positions that they hold

Homework is usually assigned to keep up-to-date with classroom work; to prepare for the next day's class work or for coming lessons; to develop, review, and reinforce specific skills; and/or to transfer skills or concepts into new situations. When students complete homework, they consolidate and reinforce the learning from in-school experiences in a practical and meaningful way. Homework also helps assists students in assuming responsibility for their own learning development and encourages the development of self-discipline, good work habits, and time management skills. As a guideline, students in grades 1 to 8 should have from 5 to 10 minutes of homework, per grade, on most nights plus Read Alouds or Independent Readings.

Reports, Interviews and Communication

Ongoing home/school communication is vital to the development of the child and the relationship between staff and parents. Teachers may provide monthly newsletters to inform you of upcoming classroom events as well as curriculum developments. The school newsletter is sent to parents at the beginning of each month. Parents are urged to look for it as it contains valuable information regarding upcoming school events and ongoing educational issues.

A Progress Report Card will be sent home in November and a Provincial Report Card will be sent to parents in January and June. The original is placed in the O.S.R. and parents are asked to return the response form to the school as soon as possible. Interviews are held for Progress Reports and at the end of first term. Contact can be made at any time during the school year, by parents or teachers, to arrange a longer, mutually convenient appointment.

Sacramental Preparation

While the school and the parish work co-operatively, the role that parents play as the primary educators of their children cannot be over-emphasized. Students at St. Cyril participate in formal Religion and Family Life lessons, using programs designed and approved by the Canadian Council of Catholic Bishops, however, sacramental preparation and sacramental celebrations are done at the parish where the student/family worships. Information on First Reconciliation, First Communion and Confirmation for students that attend St. Edward the Confessor will be sent home by Father Paul Boulos Saleh. Students that attend other parishes must register at their parish to ensure that communication is received for their sacraments.

Liturgical Celebrations

A series of liturgical celebrations and Eucharistic celebrations are held in the school gym throughout the year. Parents are always welcome to join us. Please check our monthly newsletter for the dates of our celebrations.

Fire Drills/Emergency Procedures/Security

Fire drills are held on a regular basis during the school year. These drills reinforce the need for a quick and orderly exit from the building with everyone gathering in a safe area away from the building. Everyone must leave the building promptly when the fire alarm sounds. These scheduled fire drills are communicated to the local fire department and the TCDSB central monitoring to avoid the fire department being dispatched. All students need to understand the consequences and ramifications of falsely pulling a fire alarm. Such abuse will be treated very seriously and may result in suspension and possible police involvement.

Lockdowns are practiced in order for all students and staff to become familiar with expectations during a threat to school safety. During these drills, signs will be posted on the entrance doors indicating that the school is either in: Shelter in Place; Hold and Secure; or Lockdown. The doors will be locked and no one will be allowed to enter or exit the school.

- **Shelter in Place** - Possible Environmental Danger in the Neighbourhood
A shelter in place response is generally initiated by the Toronto Police Service or other agency including Toronto Fire Services, having jurisdiction over the incident. The threat poses no immediate danger to students or staff unless they leave the building.
- **Hold and Secure** - Possible Danger in the School Neighbourhood
A Hold and Secure response is initiated when the threat is proximate to, but not inside the building. The threat poses no immediate danger to students or staff unless they leave the building.
- **Lockdown** - Danger on the School Site
A Lockdown response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened.

Should a real threat to school safety procedure be initiated, the school will inform parents of the event that led to the particular response by letter or phone out system. Any questions about the procedure should be directed to the School Administration.

To ensure a safe environment for everyone, visitors wishing to enter the building must enter through the front door at the discretion of administration, office staff or other staff members. This includes visits during class, recess or lunch, whether in the building or in the schoolyard, or to pick up your child before the end of the regular school day. Parents and guardians must:

- schedule an appointment in advance to meet with teachers,
- must drop students off at entrance gates to the yard (students are not to be accompanied directly to the classrooms)
- leave lunches or other items for students at the main office (these items are not to be delivered to the classroom directly)
- wait outside in the yard for students at dismissal.

All visitors must adhere to the following Safe School procedures:

- report to the main office of the school anytime they enter the school or schoolyard;
- sign the visitor's logbook, wear a visitor's badge and sign out;
- abide by the principal's decision regarding the interference of classroom routines.

For the students' safety, students are not permitted to leave school property at any time during the school day unless signed out by a parent/guardian or authorized adult. Older brothers and sisters, aunts and uncles or other relatives or friends cannot sign a student out unless the parents have contacted the school to make prior arrangements. Parents/guardians or authorized designate picking up students during the day must meet them at the school office. **Notes for students to leave the school property unaccompanied may not be accepted.**

CATHOLIC SCHOOL PARENT COUNCIL

The St. Cyril Catholic School Parent Council (CSPC) is an advisory group offering recommendations and advice to the school principal on various aspects of the school. The main purpose of the school council is to improve student achievement through the active participation of parents in all aspects of student life.

Regular meetings are scheduled and are noted in the monthly school newsletter. An Annual General Meeting, as well as an election for School Council executive members, is held in the fall. School based fundraising is done through a Family Donation. Participation in any fundraising is voluntary.

All parents are invited to attend the CSPC meetings usually held in the School Library.

TCDSB SCHOOL YEAR CALENDAR 2018-2019

The school year calendar is defined as the period between September 1 and June 30 and must include a minimum of 194 school days, six (6) of which must be professional development days.

Labour Day	September 4, 2018
First Instructional Day	September 5, 2017
Thanksgiving Day	October 8, 2018
Christmas Break	December 24, 2018– January 4, 2019
Family Day	February 18, 2019
Mid-Winter Break	March 11–15, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019
Last day of classes	June 27, 2019

Calendar information is posted on the board's website at www.tcdsb.org.

Six (6) Professional Activity (PA) Days for Elementary schools:

October 5, 2018	Provincial Education Priorities/Faith Development
November 16, 2018	Parent/Teacher Conferences
December 7, 2018	Provincial Education Priorities
January 18, 2019	Assessment, Evaluation and Reporting
February 15, 2019	Parent/Teacher Conferences
June 7, 2019	Assessment, Evaluation and Reporting
June 28, 2019	Provincial Education Priorities

NOTES