



ST. GABRIEL CATHOLIC SCHOOL STUDENT HANDBOOK

Student Name: _____	Grade: _____
Student Signature: _____	Room: _____
Parent Signature: _____	

Principal: Caterina Crispo
Secretary: Patricia Monaco
Superintendent: John Shain
School Board Trustee: Maria Rizzo
St. Gabriel Catholic Parish
Pastor: Father Brando

School Year Calendar: 2016-2017

Number of school days	194
Number of Professional Activity Days	7
Labour Day	September 5, 2016
First Instructional Day	September 6, 2016
Thanksgiving Day	October 10, 2016
Christmas Break	December 26, 2016 – January 6, 2017
Family Day	February 20, 2017
Mid-Winter Break	March 13-17, 2017
Good Friday	April 14, 2017
Easter Monday	April 17, 2017
Victoria Day	May 22, 2017
Last day of classes	June 29, 2017

Seven (7) Professional Activity (PA) Days for ELEMENTARY schools:

October 7, 2016	Provincial Education Priorities
November 18, 2016	Parent-Teacher Conferences
December 2, 2016	Provincial Education Priorities/Faith Development
January 20, 2017	Assessment, Evaluation and Reporting
February 17, 2017	Parent-Teacher Conferences
June 9, 2017	Assessment, Evaluation and Reporting
June 30, 2017	Provincial Education Priorities

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
- 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
- Demonstrate global perspective and community responsibility

Ontario Catholic School Graduate Expectations

1. 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.
2. An effective communicator who speaks, writes and listens honestly and sensitively, responding critically in light of gospel values.
3. A reflective, creative and holistic thinker who solves problems and makes responsible decisions with an informed moral conscience for the common good.
4. A self-directed, responsible, life-long learner who develops and demonstrates his/her God-given potential.
5. A collaborative contributor who finds meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
6. A caring family member who attends to family, school, parish, and the wider community.
7. A responsible citizen who gives witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.



GENERAL SCHOOL INFORMATION

STANDARDIZED SCHOOL HOURS

Entry Bell: 9:00 a.m.

Recess: 10:42 a.m. — 10:57 a.m.

Lunch: 11:45 a.m.— 12:45 p.m.

Recess: 2:10 p.m. — 2:25 p.m.

Dismissal: 3:30 p.m.

Supervision begins at **8:40 am**. Please do not drop off your child(ren) at school before 8:40 a.m. unless they are involved in teacher directed activities. Supervision is provided at recess periods, lunch hours, and at 3:30 pm (only for those students boarding buses).

ATTENDANCE AND SAFE ARRIVAL PROGRAM

The Education Act states that students must attend school regularly and punctually. Please note that is the responsibility of the parent/guardian to inform the school that their child will be absent or late. For the smooth operation of the Safe Arrival Program, the parent/guardian must call the school before 9:00 a.m. to report that their child will be absent or late that day. You may leave a message on our answering machine at any time.

The safety of our children is a priority at all times. The TCDSB “Safe Arrival Program” requires us to telephone you if your child is absent. If there has been no phone call and a child is reported absent by the teacher, the school will contact the parent/guardian.

Signing in and signing out procedures are required on a daily basis for those students who arrive after 9:00 a.m. and leave anytime throughout the day before 3:30 p.m. dismissal. Any student leaving the school because of illness or an appointment must be signed out by their parent/guardian. We thank you for your support and assistance in keeping accurate records of your children’s attendance.



STUDENT INFORMATION

It is essential that we have up-to-date information on each child. Changes in address, telephone numbers (business and home), etc. should be given to the office as soon as they are known. In the event of an accident or emergency involving your child, it is vital that we have an emergency telephone number which will enable us to reach you or a relative immediately. Under no circumstances will a sick child be sent home unattended.

BUS SAFETY

Safety and respect for all children is as important on the bus as at school. Students are expected to follow established safety routines and behavioural expectations while lining up to wait for the bus, boarding a bus, riding a bus and disembarking a bus.

The following rules have been set up to help ensure the safety of all our children.

Rules for the bus are as follows:

- Student are to use only the bus for which they are registered. Students are NOT permitted to switch buses at any time.
- Students are expected to be on time and wait in an orderly fashion in the designated bus area.
- Students are expected to board the bus in single file.
- Students are expected to remain seated in their assigned seat while the bus is in motion and face the front of the bus.
- Students are not permitted to eat or drink on the bus.
- Written permission is required for bus students who have altered transportation arrangements (i.e. being picked up for an appointment).

Students are responsible to the principal, as well as the bus driver, for their conduct on the school bus. Student misbehaviour will be reported to parents. 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. In such an event, you will be required to provide alternate transportation.

Please remember that students should not arbitrarily decide when they are or are not taking the bus. Consistency is paramount for our students’ safety.

Bus Companies:

First Student 905-764-6662
Stock North 416-757-0565



SCHOOL PARKING LOT/ DROP OFF AREA

The St. Gabriel School Parking lot is for St. Gabriel staff and TCDSB employees only. Please use the turn-around drop off and pick up area when dropping off and picking up your child(ren). To maximize student safety, please do not allow your child(ren) to walk/run through the parking lot areas without your direct supervision.

FIRE DRILLS/PROCEDURES

During the course of the year, several fire drills are conducted to ensure that students are aware of the proper procedures to be followed in an emergency.

If an alarm sounds when you are in the building, all parents and visitors are to exit immediately. Students will follow standard fire drill procedures as outlined by the Toronto Fire Department:

- Leave the school building in a silent and orderly fashion through designated exits
- Cooperate with supervisors to ensure all classmates are present
- Await instructions for re-entering the building

THREATS TO SCHOOL SAFETY

The Toronto Catholic District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property. In partnership with the Toronto Police Services and the Toronto District School Board, city wide safety emergency procedures for “**Threats to School Safety**” have been developed.

The following are the emergency response situations:

- **Lockdown** — danger on the school site
- **Hold and Secure** — possible danger in the school neighbourhood
- **Shelter in Place** — possible environmental danger

In order for all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures as we have normally done with fire drills. During these drills, signs will be posted on the entrance doors indicating that the school is in **Shelter in Place, Hold and Secure** or **Lockdown**. The doors may be locked and no one will be allowed into the school. This is the same procedure that will be followed in a real situation.



LUNCHTIME ROUTINE/BEHAVIOUR

Whenever possible and where there is an adult at home, students are encouraged to go home for lunch. Those students who cannot go home for lunch will eat their lunch in their classroom from 11:45 a.m. to 12:05 p.m. Staff will provide supervision during the lunch hour. Students who go home for lunch are encouraged to return to school as close to the bell as possible. On a few special occasions, some of the intermediate students are given permission by their parents to go out for lunch.

If you decide to give your child(ren) permission to go out for lunch, please consider the following:

- Your children are not supervised when they leave the school grounds for lunch.
- Crossing a major roadway and wandering in a large shopping complex is not safe.
- A written, dated permission note with a telephone contact number is required for us to allow your child(ren) to leave the school during the lunch period.

For obvious safety reasons, we highly discourage parents/guardians from allowing their children to leave the school property unsupervised for lunch or any other reason.

Students who remain at school for lunch are expected to:

- Eat politely in their designated area and not visit other classrooms
- Remain seated until dismissal
- Exercise good manners and a polite voice
- Clean up their eating area before dismissal

If behaviour becomes a consistent problem with any child we will ask the parents to make other arrangements for lunch time.

VISITORS

Toronto Catholic District School Board policy states that ALL visitors to the school MUST report to the school office. The safety and security of students is our main concern and we need to know who is in the school at all times. All parents and visitors must come in through the front doors and report to the office. If a parent wants to drop something off for their child, or pick them up for a medical appointment, they are asked to come to the office. We will contact the class.

If you have anything specific to talk over with the school principal or a teacher please call for an appointment. This will ensure that classes are not disrupted and that the school day runs smoothly.

SAFE SCHOOLS POLICIES & PROCEDURES

The Provincial Safe School Act was amended by the Ontario Government on February 1, 2008. Bill 212, an Act to amend the Education Act in respect of behaviour, discipline and safety is now in effect. The TCDSB has revised its Safe School Policy to incorporate Ministry regulations while continuing to emphasize the importance of prevention.

An optimal learning environment requires a school-wide 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

In a progressive discipline approach, consequences are designed to support the pro-social development and future behaviour of the person responsible for the action.

Consequences are intended to have a positive effect on the student's journey through reconciliation, either formally or informally with the school community and those affected by the person's behaviour. Interventions, therefore, are selected in direct response to individual skill development needs.

For a student with special education needs, any interventions, supports, and consequences will be consistent with the student's strengths, needs and goals contained in his or her Individual Education Plan (IEP).

Teachers will use the progressive discipline approach when dealing with student infractions of the STUDENT EXPECTED BEHAVIOUR outlined in this handbook.

Examples of the progressive discipline approach are:

- discussion between teacher and student
- think papers, letters of apology, behaviour log
- contact with parent by telephone or in person
- loss of privileges (e.g. recess, free time)
- removal from class
- Guidance counselling or Social Work support
- Progressive Discipline Incident Report
- Principal Involvement
- Warning of Suspension
- Suspension

SAFE SCHOOLS ACT

Under **Bill 212 (Section 306)**, a principal *shall consider* whether to suspend a pupil if he/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 the activity will have an impact on the school climate:

- 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 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 a policy of the board

Under **Bill 212 (Section 310)**, a principal *will suspend* a pupil if he/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 school climate:

- Possessing a weapon, including possession of a firearm
- Using a weapon to cause or threaten bodily harm to another person
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner
- Committing sexual assault
- Trafficking in weapons or in illegal drugs
- Committing robbery
- Giving alcohol to a minor
- Any other activity that, under a policy of a 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 is expelled)



SUSPENSION UNDER BOARD POLICY

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 a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

- Persistent opposition to authority;
- Habitual neglect of duty;
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
- Use of profane or improper language;
- Use of tobacco;
- Theft;
- Aid/incite harmful behaviour;
- Physical assault;
- Being under the influence of illegal drugs;
- Sexual harassment;
- Racial harassment;
- Fighting;
- Possession or misuse of any harmful substances;
- Hate-motivated violence;
- Extortion;
- Distribution of hate material;
- Inappropriate use of electronic communications/media;
- Other—defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

CODE OF CONDUCT

At St. Gabriel Catholic School, we strive to teach our students to be the best they can be. We encourage the development of positive self-esteem and self-respect as students apply Christian values to life's opportunities, challenges and choices. We model an individual and community responsibility for our actions. The cornerstone upon which all of our standards of discipline is founded can be summarized in a single word: **respect**. Every person involved in the St. Gabriel community is expected to treat another person with dignity, courtesy and respect at all times.

Gospel values promote that students who respect self and others reflects a positive self image. Jesus' **Golden Rule** (love one another as I have loved you; treat others as you would like to be treated) is an excellent motto for St. Gabriel students to uphold. The respectful individual is mindful and supportive of the rights of all others in the community.

RESPECT FOR ALL STAFF

It is understood that all staff members are responsible for all pupils at all times. Every member of staff has complete authority in the school and at school events. Consequently, students are to regard all staff members as they would their regular classroom teacher.

RESPECT FOR PROPERTY

School property such as textbooks, library material, physical education equipment, team uniforms, computers, software, furniture, etc., are for everyone's use. Students are asked to take proper care of their school and school property



AT ST. GABRIEL CATHOLIC SCHOOL STUDENTS ARE EXPECTED TO:

- Contribute positively to the Christian climate of the school
- Attend school regularly and punctually
- Display a positive attitude towards school and learning
- Respect the dignity and rights of all people
- Respect the property of the school and all members of the school
- Behave appropriately during all school programs and activities, on and off the school grounds
- Adhere to the school dress code
- Be co-operative to fellow students, teachers, staff and visitors
- Use appropriate and respectful language at all times
- Complete all work in a timely manner and to come prepared for school
- Accept and develop self-discipline
- Solve problems through conflict resolution and mediation
- Adhere to the school's "HANDS OFF" policy

ALLERGIES

Parents are requested to inform the office concerning any food, medicine and other allergies or insect bite reactions. Teachers are not permitted to administer any medication unless proper forms and consultation has taken place with the school in advance. It is helpful for all of us to be aware of the severity of some allergy problems. Some children run the risk of having anaphylaxis shock to such foods as peanuts, sesame seeds, eggs, and fish. Even tiny amounts are sufficient to cause a severe reaction. Please do not send any snacks or food that contain nuts or peanuts.

In order to prevent any serious health situations in the school, please avoid sending food for birthdays or special occasions. Sensitivity to this issue is of extreme importance and is greatly appreciated.

APPROPRIATE DRESS CODE POLICY

All students are expected to come to school daily appropriately dressed and in a manner that reflects the aims and atmosphere of a Catholic school. St. Gabriel School has adopted a BLUE AND WHITE DRESS CODE.

Students are asked to adhere to the following:

Tops (White or Navy Solid Colour):

Polo shirts (short/long sleeves), blouses, turtleneck/mock neck, oxford shirts, t-shirts with sleeves, hooded sweat tops, vests, cardigans, and St. Gabriel Apparel

Pants/Bottoms (Navy Solid Colour):

Navy dress pants, navy track pants, navy khaki pants, navy skirts, navy shorts (appropriate length), navy capris, and St. Gabriel Apparel

Shoes:

Running shoes, rubber sole shoes, and dress shoes

Items NOT Permitted:

Any clothing with logos and designs of any kind, tank tops, denim clothing/jeans or "short shorts", leggings, flip flops, and crocs.

PARENT VOLUNTEERS ON SCHOOL EXCURSIONS

Parent volunteers have an important responsibility for the safety and well-being of the children they are supervising on school excursions. As such, it is vital that parent volunteers work closely with the classroom teacher. They must be aware of the school's protocols, as well as the teacher's routines and supervision expectations for any school trip/activity for which a parent has volunteered as supervisor. The following are some important safety guidelines:

- Know your group of students by name.
- Always have your group within visual range or at least know where they are at all times.
- If students need to use the washroom, ensure that they go in partners.
- Only students from St. Gabriel who are part of the group participating in the school excursion are permitted to attend.
- Arrange a place to meet with your group in the event that someone becomes separated from the group.

Please remember that student safety is always our main priority. You are asked to use common sense and good judgment.

All parents who serve as volunteers are expected to recognize the importance of confidentiality with respect to events and incidents which occur in the school or on a school excursion. Events and incidents should not be discussed by volunteers in the community at large.



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.

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 the school Principal or teacher 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.

Password Management:

- TCDSB student logins grant access to WiFi, school computers and devices, and educational third-party services e.g., Google Apps for Education (GAFE).
- Password management is very important and students must personally create their own password and it must be a strong password.
- Students must keep their password secret, and never disclose or share a password.
- When creating a password we recommend that you make it easy to remember, but hard for others to guess. Avoid using personal information such as your name, email address, or mailing address.
- **Password creation checklist:**
 - ✓ 8-16 characters
 - ✓ At least 1 upper-case letter
 - ✓ At least 1 lower-case letter
 - ✓ At least 1 number
 - ✓ No space
 - ✓ No accented characters

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 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.

Accessing TCDSB Wi-Fi Network with a Personal Device

- The TCDSB provides students with Wi-Fi access on their personal devices for educational purposes only. Students must restrict their use of Wi-Fi to this end.
- Access to Wi-Fi with a personal device is restricted to the **TCDSB-Guest** network.
- Any personal device connected to a Wi-Fi network other than the **TCDSB-Guest** (including but not limited to **TCDSB-Misc**) will be identified and banned from all TCDSB Wi-Fi networks.

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.