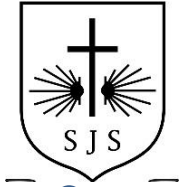




St. James Catholic School Handbook



Our Heavenly Father ,
Today we offer you ourselves; with arms to reach out, hands to care, and hearts to give love. St. James, Patron of our school, fill us with your grace this day , so as to love, to care and to share, always, with one another. Amen.

St. James Catholic School was built in 1960 to meet the needs of a community. The school was named after St. James the Apostle, and is one of two schools in St. James Parish. St. James was the son of Zebedee and Salome, brother of St. John the Apostle, and may also have been the cousin of Jesus. Saint James was a fisherman who left everything when Christ called him to become "a fisher of people". James was a close confidant of Jesus. He died a martyr. (Refer: Matthew 4:21, Mark 1:19 and Luke 5:10) St. James is the Patron Saint of pilgrims and rheumatism. We celebrate the Feast of St. James on July 25th.

OUR PARISH: St. James Catholic Church, 728 Annette Street, Toronto, Ontario M6S 2E2, 416-767-6451, st.james@sympatico.ca, Pastor: Rev. O. Gustavo Campo. At St. James, we strongly believe in the three part relationship of home, church and school. We celebrate our faith, daily as an integral part of what we are. During the year, we celebrate as a full community masses, para-liturgies, and special sacraments of Reconciliation, First Holy Communion and Confirmation.

A Message from the Principal:

Dear Families,

Welcome to St. James Catholic School as we begin another eventful, busy and informative school year.

Our staff are committed to providing the best possible education for your child during the months ahead, whether that be in class, or in a virtual learning environment.

We know that the unique challenges presented by COVID-19 have been difficult for everyone, and most particularly our students. Please be assured that the health and well-being of our students and staff are vitally important to us. We are continuing to follow the direction of public health officials, the Ministry of Education and our own Health and Safety Department, as well as the Board's Mental Health and Psychology teams.

We want to ensure that the school year is as normal as we can make it for your children, and that all students are given the opportunity to learn and succeed in whatever learning environment you have chosen for your family.

Please feel free to contact the school at any time with your concerns, as well as your suggestions for improvement. As it has been so often said, "we are in this together", and we are confident that with your continued support the 2020-2021 school year will be a successful and enjoyable one for all of us.

We look forward to a great year of learning ahead.

Sincerely,

Joanne Saragosa
Principal

GENERAL INFORMATION: Morning Session - 9:00 am, Morning Recess - 10:42 am to 10:57 am, Lunch - 11:45 am to 12:45 pm, Afternoon Session - 12:45 pm, Recess- 2:10 pm to 2:25 pm, Dismissal - 3:30 pm.

St. James' School Pledge

I believe that everybody has the right to live in a community where they feel safe, included, valued and accepted regardless of differences. I pledge to be respectful of others, to listen to all points of view, to take turns and to help others. I pledge to celebrate individuality and promote positive mutual respect. I pledge to show my appreciation for everyone and to be a good St. James friend to all.

SCHOOL 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.

To deal with safety the school will do the following:

- keep all school doors locked
- enforce Board policy that all persons entering the school first report to the office
- ask parents to drop off their children in the schoolyard when bringing them to school before school starts
- ask parents bringing students to school during school hours to sign them in at the office
- ask parents picking up students during school hours must sign them out at the office
- ask children to wait in the yard until their teachers come to pick them up when the bell rings
- ask parents not to accompany their children inside
- ask parents to enter the school only through the front door and to report to the office
- ask parents to leave the school only through the front office
- **after school, parents are asked to pick up their children at the front entrance of the school.**

To further ensure student safety, students will not be permitted to leave school property to purchase a lunch unless they are picked up and accompanied by a responsible adult known to the child. If a child eats lunch at school, please ensure that (s)he brings a lunch to school every day. Please do not send glass bottles in student lunches.

COMMUNICATION

Regular and effective communication allows the school to keep the parent community informed about children's progress and school events. Parents can expect any form of communication to go home with the eldest child in the family. Communication tools can take the form of newsletters, monthly calendars, student agendas, letters and telephone calls. Electronic updates through e-mail will be sent home on a regular basis. **Make sure the office has your e-mail address.**

CHANGES OF INFORMATION

Report to our office any changes of home address, telephone number, business telephone, name and telephone number of emergency contact person. Accurate information at school could be critical in the event of an emergency.

APPOINTMENTS WITH THE PRINCIPAL AND TEACHERS

Parents/Guardians are welcome to visit the school. Should you need to meet with the teacher or principal, please arrange an appointment in advance. **Please do not wait inside the school to pick up students or to speak with teachers outside their classroom.**

STUDENT ILLNESS OR ABSENTEEISM

If your child is to be absent or late from school for any reason, please telephone the Safe Arrival School Messenger system at 1(833) 251-3286 or go online @ go.schoolmessenger.ca before 9:00 a.m. or 12:00 p.m. on the day of absence. This will reassure the school that your child is safe. If a child is absent, the School Messenger system will call home if we have not been notified. If your child has to leave during the day for an appointment, please contact the school regarding his/her dismissal and the time and please sign them out when they are picked up.

If children are not feeling well, please give them an opportunity to recuperate at home. It is assumed that if children are well enough to be at school, they are also well enough to take part in recess. Children need time to get some fresh air and stretch their muscles. If they are dressed properly, they will be able to do this in comfort, even on our cold Canadian winter days.

ST. JAMES DRESS CODE

WHAT TO WEAR

TOPS:

Solid white or navy, Polo/collared-shirt (long or short sleeved) or turtleneck, solid white or navy dress shirt, Solid white or navy sweater, sweatshirt, dress shall be above the knee. During gym and sports events, the shorts must be above the knee and not shorter. Dress code is in effect on all school trips.



BOTTOMS:

Solid navy pants/skirts/shorts/capris/jumpers/collared dress. Where a skirt or shorts are chosen, keeping in mind the principle of modesty, the acceptable length of the hemline shall be at the knee or slightly above. These items can be purchased from any department store.

WHAT NOT TO WEAR

Logos, jeans, leggings/yoga pants, strapped tops, mesh shirts, no undergarments should be seen, no motifs, pictures, stripes, sequence, flowers, lace short shorts, bare midriffs, halter tops, tank tops, sleeveless shirts, external accessories such as chains, jewelry, spiked bracelets/necklaces, make-up or any externals not in keeping with the spirit of the dress code as determined by the school administration, language and/or representation on attire that indicates gang affiliation and/or depicts violence, profanity or discrimination of any kind whatsoever or that otherwise demeans an identifiable individual or group, tight/low cut clothing.

DISCIPLINE

The responsibility for meeting the expectations of the Dress Code is primarily that of the parent(s)/guardian(s) of the students.

The enforcement of the Dress Code is the responsibility of the principal.



COMPLIANCE

1. The Dress Code is mandatory and shall be in effect on the first day of the school year unless otherwise determined by the school principal.
2. Mandatory Dress Code implies that all students arrive at school dressed appropriately. The principal has the right to enforce the Dress Code for pupils.
3. Students are expected to comply with the Dress Code for their school. School staff members are expected to support its consistent implementation.
4. Parental support of the Dress Code for their school is essential for upholding a distinctly Catholic and positive learning environment in our schools.
5. The principal has the discretion to determine whether a student is in violation of the Dress Code and will consider mitigating circumstances that would prevent a student from complying.
6. A Progressive individual report will be filled out if the student is non-compliant.

INCLEMENT WEATHER

During the winter season we want to remind the children to make sure that they are dressed appropriately with hats, gloves, boots, etc. so that they are comfortable when they are outside. Generally, students will go outside for recess unless there is a wind chill warning from Environment Canada at -21 Celsius or colder. A wind chill warning is issued when the combination of cold temperatures and high winds makes it unsafe to be outdoors for a long period of time. The school regularly monitors weather forecasts and conditions so that we have up-to-date information. If there is a warning, the children will be kept indoors.

On days when there is a very heavy snowfall, we ask that parents listen to radio broadcasts to get information on bus cancellations and school closures. Please do not call the school for this information because we are often not informed until after school starts in the morning.

TELEPHONES

Students are given permission to use the school telephones only in emergency situations. Students will not be called out of class to come to the phone. The practice of calling students out of class is very disruptive to everyone involved. Please leave a message and we will make sure that it is communicated to your child. You may call at any time to report an absence to the automated answering machine or to leave messages for a particular teacher. Refer to teacher voice mail.

TCDSB POLICY REGISTER

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:

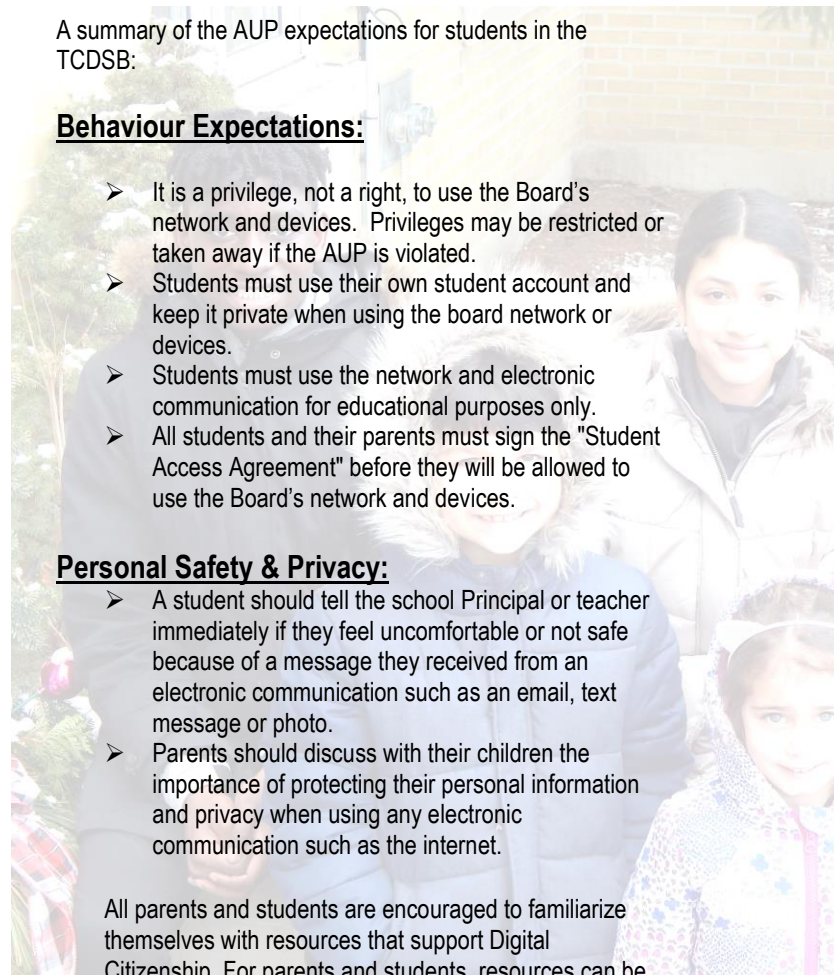
- A student should tell the school Principal or teacher immediately if they feel uncomfortable or not safe because of a message they received from an electronic communication such as an email, text message or photo.
- Parents should discuss with their children the importance of protecting their personal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

All parents and students are encouraged to familiarize themselves with resources that support Digital Citizenship. For parents and students, resources can be found at:

<https://www.tcdsb.org/ProgramsServices/SchoolProgramsK12/AcademicICT/DigitalCitizenship>

Password Management:

- TCDSB student logins grant access to WiFi, school computers and devices, and educational third-party services e.g., Google Apps for Education (GSuite).



- 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:**
 - ✓ Minimum 8 characters
 - ✓ Need to meet three of the following criteria:
 - At least 1 upper-case letter
 - At least 1 lower-case letter
 - At least 1 number
 - At least 1 special character

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 licensed 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:

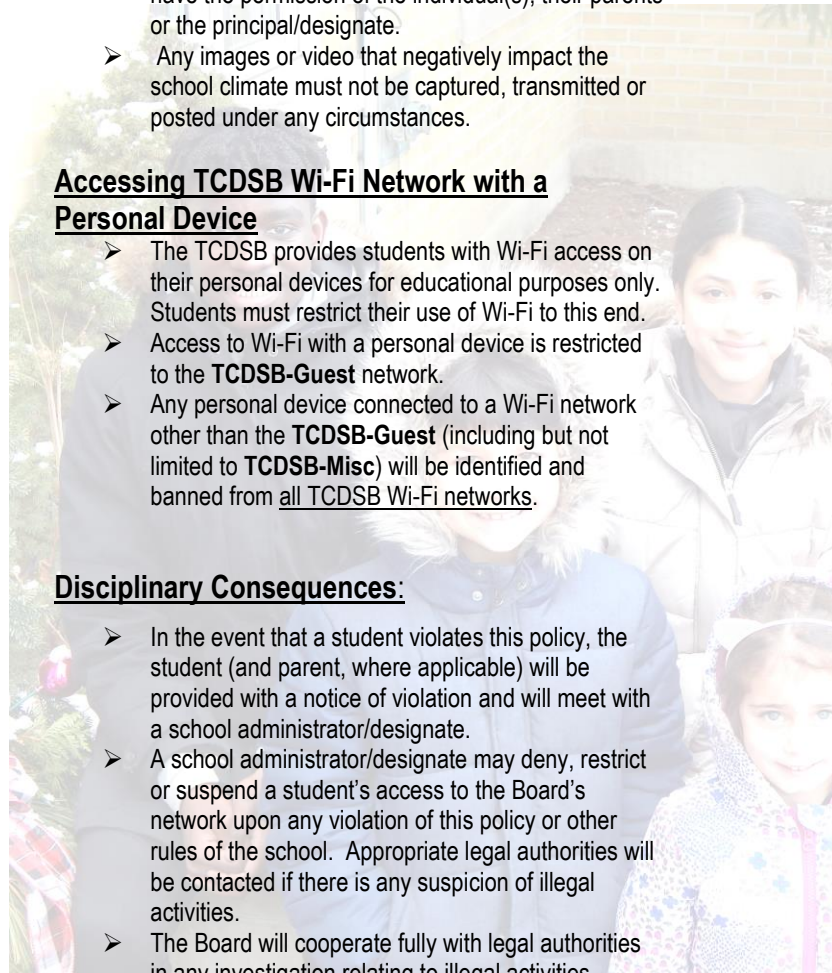
- In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.
- A school administrator/designate may deny, restrict or suspend a student’s access to the Board’s network upon 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.

VISITORS TO THE SCHOOL

Due to COVID-19, only staff and students are allowed in the building.

PRIVACY & CONFIDENTIALITY

The school is not permitted to give out addresses and telephone numbers of students or staff. Student records are also confidential,



but may be inspected by the child's parents/guardians upon written request and by appointment with the Principal.

Teacher e-mail addresses are for school related communication only.

SUPERVISION

Supervision begins at 8:45 a.m. Please do not send children to school, if they walk or are driven, before this time unless they are involved in a teacher-directed activity. Students are dismissed at 3:30 p.m. and bus duty continues to 3:45 p.m. Please pick up students promptly at 3:30 p.m.

ANAPHYLAXIS ALERT – Allergen –Safe Environment

Each year more and more students are diagnosed with severe life threatening allergies.

St. James Catholic School is an allergen aware school. We have many students who suffer from Food Allergy to Peanuts (and products that contain them), Chickpeas, Seeds (sesame, tahini/tachini, cottonseed, caraway, mustard, flaxseed, poppy seed, psyllium, sunflower) Tree Nuts (can include almonds, brazil nuts, cashews, chestnuts, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts, shea nuts, hickory nuts, pinion among others) Shellfish and Fish (shrimp and fish products).

EXPOSURE TO EVEN THE SMALLEST AMOUNT CAN CAUSE SEVERE LIFE THREATENING REACTIONS THAT REQUIRE IMMEDIATE INTERVENTION WITH MEDICATION OR HOSPITALIZATION. Please do not send any food treats on special. Instead send non-edible treats such as stickers, pencils, erasers etc.

We aim for the entire school to be peanut and tree nut free and for certain classrooms to be allergy specific free.

To ensure the safety of all our students please adhere to the following:

1. Do not send any items to school that contain peanuts or tree nuts
2. Other allergies are only classroom specific

Allergies that some of our students have such as dairy, shellfish, certain seeds only apply to the specific classroom they are in. For example if a shellfish allergy letter is sent home to all the students in student A's class, we ask that all the class refrain from bringing in any shellfish in student's A class. This allergy is classroom specific only.

EVERY CHILD WITH A LIFE THREATENING ALLERGY MUST CARRY AN EPI-PEN AT ALL TIMES ON THEM AND HAVE AN EXTRA EPI-PEN TO BE HELD AT THE SCHOOL OFFICE.

We appreciate the co-operation of all parents/caregivers in the community in keeping our children safe.

SCHOOL PROPERTY

Throughout the school year, the students are assigned textbooks, library books, physical education equipment and other materials for their use. When the children no longer need these resources, they are to be returned to the school in reasonable condition. If any resources are lost or damaged, the parents will be asked to make restitution to the school. Please encourage your children to take good care of the materials assigned to them.

VALUABLES

Students should not bring expensive items to school such as toys, cell phones, pagers, lasers pointers, CD players, game boys, card collections, books, watches, jewellery, etc. or any object of sentimental value to the family. These items invariably are lost, stolen or broken, which causes unnecessary upset to the student, the family and the school, and puts temptation in the path of other students. Please be advised that Board insurance does not protect such items, and neither the school nor the Board is obliged to replace them. Such items are brought to school at the owner's risk. Skateboards and rollerblades/inline skates are not allowed on school property.

CATHOLIC SCHOOL PARENT COUNCIL (CSPC)

We have an active Parent Council at St. James Catholic School. All parents are cordially invited to attend our meetings. If you wish to add any item to the agenda, please forward it in writing to the school or to any member of the CSPC Executive. Minutes of the meetings are always available for viewing at the school.. Since the majority of members on Council are parents, we are always looking for new members. Please consider joining. No experience is necessary, just an interest in your child's school. Talking to a current member is a great way to find out about being a member. A new School Council is formed each year. The Council supports a broad range of committees and activities including goal setting, community building, fundraising, parent information evenings, special lunches, extra-curricular activities and classroom assistance. Each September, volunteer forms are distributed to all parents detailing all the volunteer opportunities at the school. It is important that you complete these forms so that we can continue to provide these valuable services and activities to our children. To learn more about the Catholic School Parent Council, please contact the school office or any member of the CSPC Executive.

RELIGIOUS EDUCATION / FAMILY LIFE

St. James is a Catholic School committed to excellence in education within a Catholic environment. While the school and the parish work co-operatively in this educational process, the role that parents play as the primary educators of their children, especially in faith development, cannot be over-emphasized. We assume that our children attend Mass regularly as a foundation for all we do in this school. Our Catholic faith underlies and permeates all we do in this school. Prayers and sacramental preparation are part of the daily routine. Children and staff endeavour to live out the Gospel values. All students participate in formal religion and family life lessons, using programs designed and approved by the Canadian Council of Catholic Bishops

SPECIAL PROGRAMS

Many students in the school will have some parts of their program modified to suit their learning needs, for greater or shorter periods of

time. This is organized through our School-based Support Team, and modifications may take place informally in the regular class, or more formally through the intervention of our Special Education teachers. If more formal intervention is necessary, parents will be involved at all levels of the process.

HOMework

The assignment of homework will vary according to grade level, student achievement and teacher expectation. For all grade levels, students are required to complete any work that they did not finish in class. We strongly encourage that parents motivate children to read on a nightly basis. Activities, such as reading, playing, outings, hobbies, games and family discussions provide children with the foundation and background necessary to facilitate learning in the classroom. We would recommend that all students review the day's work to promote learning. Following are suggested daily homework timelimes:

Grade One – 5 to 10 min.	Grade Five – 25 to 50 min.
Grade Two - 10 to 20 min.	Grade Six – 30 to 60 min.
Grade Three – 15 to 20 min.	Grade Seven – 35 to 70 min.
Grade Four – 20 to 40 min.	Grade Eight – 40 to 80 min.

Homework is the responsibility of the students, and parents are asked to provide a supportive environment in which to work. Organizational and time management skills are learned in the elementary grades. Agendas are strongly recommended to help students improve their organizational skills.

EXTRA CURRICULAR ACTIVITIES

Students have access to a wide variety of activities at St. James. Older students play on school teams such as softball, soccer, basketball, volleyball, cross country and track and field. Other activities include skating, chess, school choir, Student Council and instrumental concerts. Educational excursions that enhance the regular school curriculum are also planned. To be involved for the honour of the school involves discipline, sacrifice and school spirit. Students are encouraged to live up to their commitments and participate fully and enthusiastically.

MISSION STATEMENT

The St. James Catholic School, in partnership with their unique community, is to educate each student to achieve their full potential by building a safe, loving, bias-free and creative environment, which fosters our Christian responsibility within society.

With the cooperation of family, church and school, the Toronto Catholic District School Board endeavours to fulfill its mandate to serve all the students entrusted to its care. Its mission is to educate students to their full potential by providing:

- leadership in the shared responsibility for education that exists among the schools
- a safe and welcoming learning environment that is an example of Christian community
- role models of Gospel Values and Catholic doctrines, teachings and beliefs

- guidance in what students need to learn
- instruction in the learning process
- religious, academic and technical instruction
- integration of Catholic, Christian beliefs into the total learning experience, and feedback on student proficiency and performance

BEHAVIOUR CODE

The St. James Catholic School Code helps all community members to understand the ways in which a positive, safe and motivational school climate is developed. All members of our school community have an obligation and responsibility to create and maintain such an environment.

St. James Catholic School has the mandate to create and promote a distinct way of life based upon the Good News of the Gospel and by sharing in the life of Christ in this special setting. Every student has the right to learn and every teacher has the right to teach and no person has the right to disrupt the learning of others.

The St. James Catholic School Behaviour Code is consistent with the basic principles of a democratic society and reflects a positive learning environment based on God's truth and the example set by His Son, Jesus Christ. All members of the school community are to be treated with courtesy, respect, compassion and dignity. Discipline will be handled in a firm, fair way with the best interests of all students as the guiding principle.

The St. James Catholic School Behaviour Code is intended to be preventative not punitive, and to provide suitable guidance for all members of the school community so that the consequences of inappropriate behaviour are known, understood, fair and accepted.

CONFLICT MEDIATION STRATEGY

Conflict is an inevitable part of life in a community filled with individuals with different ideas and ways. Conflict Resolution is a process in which difficulties between community members can be addressed in a respectful manner, and a plan of action determined which will satisfy all members involved. Parents and students are encouraged to take any concerns to the **classroom teacher** first. Staff will contact **parents and students** directly should any difficulties arise. Should a suitable solution or plan of action not be reached among these individuals, community members are asked to contact the **Principal**.

BILL 212: PROGRESSIVE DISCIPLINE AND SAFETY IN SCHOOLS, 2007

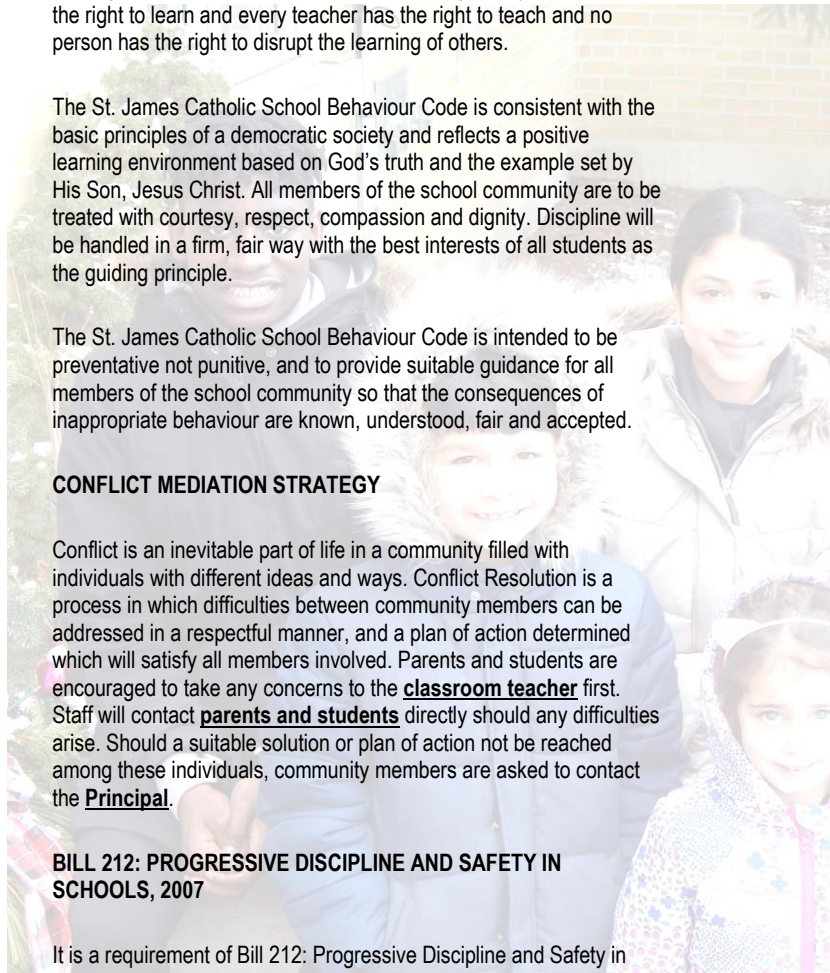
It is a requirement of Bill 212: Progressive Discipline and Safety in Schools that each school establish a progressive discipline plan. St. James has had a progressive discipline plan for many years. The following is a revision of the Progressive Disciplinary Procedures to Good Behaviour Management at St. James:

CLASSROOM LEVEL

Teacher deals with behaviour at this level

OFFICE REFERRAL

Office referral which includes classroom interventions that have been implemented



We respect the HANDS OFF POLICY at St. James Catholic School

St. James Catholic School Progressive Discipline Plan

Progressive discipline is a whole-school approach that utilizes a continuum of:

1. Prevention Measures and Initiatives,
2. Early and Ongoing Intervention Strategies
3. Strategies to Address Inappropriate Behaviour

A positive school climate is a crucial component of prevention. A positive climate exists when all members of the school community feel safe, comfortable and accepted. Programs and activities that focus on the building of healthy relationships provide the foundation for creating a positive school climate. Our St. James Catholic School Progressive Discipline Plan is embedded with Gospel teachings and reflect our Catholic values.

Part 1 Prevention Measures and Initiatives

These include programs and strategies that reflect prevention measures and initiatives that contribute to a positive school climate.

St. James proactive school-wide initiatives:

- all members of the school community model Catholic attitudes and behaviours
- dedication to the achievement of Catholic Graduate Expectations
- clear communication of our School Code of Conduct
- direct teaching of behavioural expectations
- consistent application of school's code of conduct by all staff
- effective classroom management
- implementation of the school's Safe School Plan
- establishment of a confidential reporting system
- identification of high risk areas: playgrounds, washrooms, hallways...
- targeted initiatives for bullying
- student leadership opportunities-
- peace/social justice initiatives
- virtue of the month
- daily gospel readings over the P.A.

Part 2 Early and Ongoing Intervention Strategies

Classroom teachers and support staff rely on a variety of measures and strategies in order to:

- promote and sustain positive student behaviour
- prevent unsafe or inappropriate behaviour
- address underlying causes of inappropriate behaviour

It may be necessary to consult with and obtain additional support from the administration, school support staff, outside agencies, etc.

Examples of early and ongoing interventions at the classroom level:

- teachable moments
- embedded curriculum links, e.g., Religious Education and Family Life programs
- verbal reminder of appropriate behaviour
- a variety of classroom-level responses, e.g., quiet area to work, loss of privilege, behaviour contract, positive reinforcement of improved behaviour
- application of formative consequences, e.g., reflective activity
- support for the building of healthy relationships, e.g., peer mentoring
- social skills programs
- social problem-solving training, e.g., negotiation, mediation, compromise, responding to criticism, dealing with losing and failure, responding to peer pressure
- anger management training
- setting clear goals and action plans
- documentation of incidents
- identification, interventions and supports for students with special education needs, e.g., refer to behavioural modifications and accommodations in IEP
- referrals to guidance, social worker or school support team

Part 3 Strategies to Address Inappropriate Behaviour

When student behaviour does not respond to early and ongoing interventions, strategies and consequences that focus on improving behaviour must be applied. School administrators provide an additional level of support, when behaviours escalate in severity and persistence beyond the classroom level.

Interventions must continue to be developmentally appropriate and to align with expectations in the student's IEP.

In serious cases, consequences may include a suspension or an expulsion.

Examples of strategies to address inappropriate behaviour listed below:

Teacher/School Staff

Apology, Time Out on Fence or Wall, Walk with Supervisor, Good Deed or Other Meaningful Consequence as appropriate, phone call to parents

- immediate verbal intervention/reprimand/warning
- social contract/behaviour plan
- contact with parents
- detention
- loss of privilege
- parent/teacher/student conference
- consultation with administration
- consultations with school-based support team

Administration

- parent/teacher/student/administrator conference
- formative consequences, e.g., reflection paper
- contact with parents
- meeting with school support team
- referral to support staff and/or community agencies
- supervised withdrawal from class
- restitution: clean up/repair/replace
- school contract/behaviour plan
- suspension/expulsion

Out-of-School Suspensions can occur with any incident depending on the severity. The Principal may, at any time, notwithstanding the above procedures, suspend a child for a single incident if it is deemed by the Principal to violate the sections in School Board Policy and the Education Act that deal with suspensions. As well, the procedures described in this Behaviour Code may be modified at the Principal's discretion, where it is felt to be in the best interest of the student.

Attention Parents/Guardians:

This is the best approach to addressing your concerns.

Please know that we appreciate your partnership and support in all matters relating to the education of your children, and we endeavour to ensure that your concerns are responded to in a timely manner.

When calling the school with a concern, it is very important that the parent contact the child's teacher first. This is the fastest way to get matters investigated and resolved.

In the event that a discussion with the classroom teacher is not sufficient to address your concerns, please contact the school office, as we have a support team that is also available to parents. This includes a Social Worker and a Guidance Counselor who service the school on scheduled dates.

Our Social Worker is Sarah Hogg-Silva and our Guidance Counselor is Marianne Corigliano are here to assist parents in resolving any concerns. I urge parents to please call or visit the school any time to speak with any of these support workers. They are here to advocate for your child and assist in any way possible.

The TCDSB policy with respect to addressing parent concerns can be found on the board's website at <http://www.tcdsb.org/Board/Policies/Pages/A33.aspx>. The document is called: **Supporting Document Student Achievement and Well-Being by Addressing Parent Concerns** for your information. We value your continued commitment to the education and wellbeing of your child.

BUS BEHAVIOUR

As you know, many of our students are bussed to and from school each day. In order to ensure the maximum safety for all students and driver, children are expected to observe the following rules:

- They must remain in their assigned seat until it is time for them to get off the bus
- They must refrain from making excess noise
- They must not eat or drink on the bus, keep the bus clean and not throw things out the windows
- They must keep their arms and heads inside the bus and not put them out the windows

- They must refrain from using inappropriate language and making inappropriate gestures
- They must refrain from teasing, threatening and bullying others
- They must give their name to the driver when requested
- They must show respect for and obey the driver at all times without questions or arguments

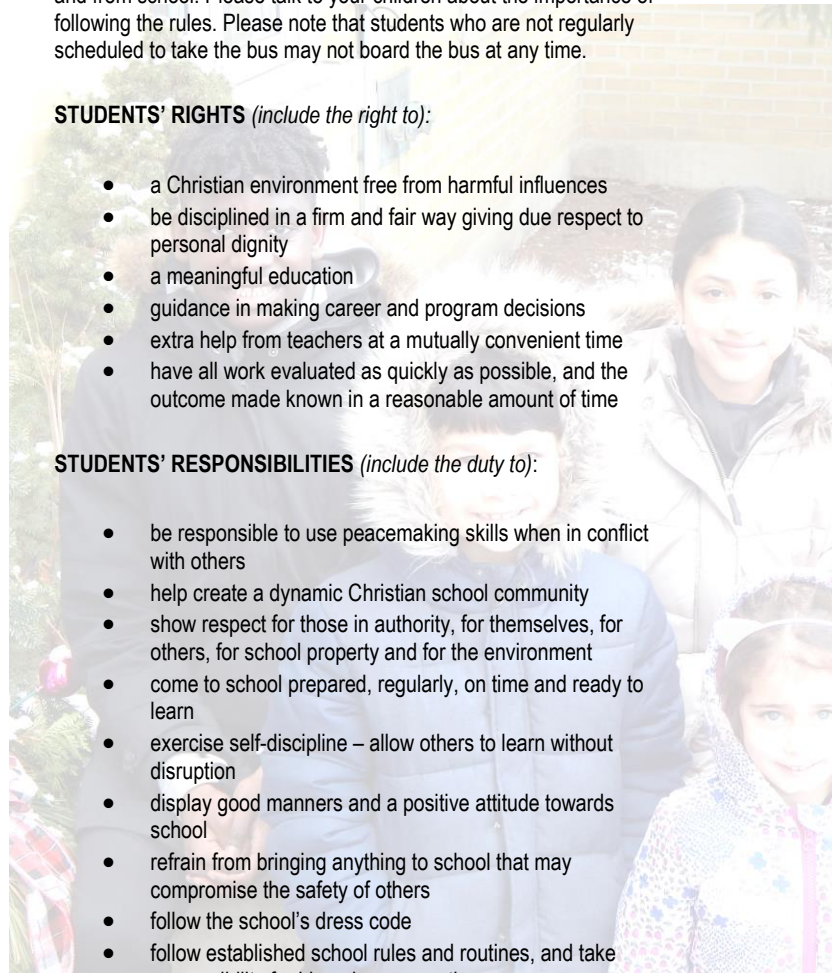
I am certain that you, as parents, would ask no less of your children than we do at school. The driver must concentrate on traffic and control of the bus. Distractions of any kind can put in jeopardy the safety of everyone on the bus. The use of the school bus is a privilege and as such it can be taken away. Any student, who does not cooperate in following the rules, will have a warning letter sent home after the first infraction. If a second infraction occurs, the student's bus privileges will be taken away for a period determined by the Principal. If bus privileges are taken away from any child, it then becomes the parents' responsibility to arrange for transportation to and from school. Please talk to your children about the importance of following the rules. Please note that students who are not regularly scheduled to take the bus may not board the bus at any time.

STUDENTS' RIGHTS (include the right to):

- a Christian environment free from harmful influences
- be disciplined in a firm and fair way giving due respect to personal dignity
- a meaningful education
- guidance in making career and program decisions
- extra help from teachers at a mutually convenient time
- have all work evaluated as quickly as possible, and the outcome made known in a reasonable amount of time

STUDENTS' RESPONSIBILITIES (include the duty to):

- be responsible to use peacemaking skills when in conflict with others
- help create a dynamic Christian school community
- show respect for those in authority, for themselves, for others, for school property and for the environment
- come to school prepared, regularly, on time and ready to learn
- exercise self-discipline – allow others to learn without disruption
- display good manners and a positive attitude towards school
- refrain from bringing anything to school that may compromise the safety of others
- follow the school's dress code
- follow established school rules and routines, and take responsibility for his or her own actions
- ensure communication from school is delivered home and vice versa
- take responsibility for their own learning, complete tasks and homework on time
- accept discipline imposed by one acting in the role of a firm, kind and judicious parent
- remain on school property at all times
- use appropriate language at all times



STAFF RIGHTS *(include the right to):*

- expect reasonable behaviour from all students in all school related circumstances
- cooperation from all students
- be treated with respect and dignity
- receive professional support from the Principal
- refer to the administration, any student who persistently has misbehaved or has been uncooperative, who is not making the best effort to learn even after repeated teacher attempts to provide assistance

STAFF RESPONSIBILITIES *(include the duty to):*

- model a Catholic Christian way of life based on the Gospel values
- provide appropriate supervision and instruction to students and evaluate student work
- complete evaluations and make known the outcome within a reasonable period of time
- communicate regularly and meaningfully with parents
- maintain consistent standards of behaviour for all students
- remain calm when dealing with inappropriate student behaviour
- report and be willing to discuss student progress and behaviour with students, parents and administrators with due regard to students' rights and confidentiality
- endeavour to enforce all school rules and routines fairly and consistently
- reinforce positive behaviour
- demonstrate respect for all students, staff and parents
- model appropriate behaviour such as punctuality and courtesy

PARENTS' RIGHTS *(include the right to):*

- expect that the school will support their own efforts to give a solid Christian formation to their children
- expect that their child's rights will be respected
- examine and discuss provincial curriculum guidelines and the Ontario Student Record for their child
- expect reasonable behaviour from their child and other students when at school
- receive regular communication from the school
- discuss the welfare of their child with appropriate school staff
- be informed of any serious behavioural/academic problems concerning their child
- be informed as soon as possible of any serious/head injury

PARENT RESPONSIBILITIES *(include the duty to):*

- be positive, praise their child and show an active interest in the child's work/progress
- assure regular and punctual attendance of their child
- communicate regularly with the school
- discuss their child's academic progress and involvement at school at parent-teacher meetings
- provide the school with written reasons, or call the school to report an absence or lateness for their child

- help their child be neat, appropriately dressed and prepared for school
- cooperate with the school to develop positive attitudes
- monitor homework and promptly return work requiring a signature
- inform the school of any circumstances which may affect their child's performance at school
- be aware of and understand the rules and expectations for their children at school
- prepare their child for learning with good nutrition, proper hygiene and adequate rest

PARISH'S RESPONSIBILITIES

- to provide motivation, based upon the model of Jesus
- to provide ethical guidelines/directives/spiritual guidance through school masses and regular school visits
- to provide the healing effects of the sacraments

2020-2021 IMPORTANT DATES

Number of School Days: 194

Number of Professional Activity (PA) Days: 7

First Three Days of the School Year (Staff Only): September 1, 2 and 3, 2020

Labour Day: September 7, 2020

First Day of Classes for Students: September 14, 2020

Thanksgiving Day: October 12, 2020

Christmas Break: December 21, 2020 – January 1, 2021

Family Day: February 15, 2021

Mid-Winter Break: March 15 – 19, 2021

Good Friday: April 2, 2021

Easter Monday: April 5, 2021

Victoria Day: May 24, 2021

Last Day of Classes for Elementary Students: June 29, 2021

Last Day of School Year: June 29, 2021

Seven (7) PA Days for Elementary Schools:

September 1, 2020: Provincial Education Priorities/Faith Development

September 2, 2020: Provincial Education Priorities

September 3, 2020: Provincial Education Priorities

November 20, 2020: Parent-Teacher Conferences

January 15, 2021: Assessment, Evaluation and Reporting

February 12, 2021: Parent -Teacher Conferences

June 4, 2021: Assessment, Evaluation and Reporting

