



St. John Vianney Catholic School

Code of Behaviour and Handbook 2019-2020



This Agenda Belongs to _____ Teacher _____ Grade _____

I dreamed I stood in a studio
And watched two sculptors there
The clay they used was a young child's mind
And they fashioned it with care.
One was a teacher – the tools she used
Were books, music and art
The other, a parent, worked with a guiding hand
And a gentle loving heart,
Day after day, the teacher worked with touch
That was deft and sure,
While the parent standing by her side
Polished and smoothed it o'er.
And when at last their task was done,
They were proud of what they had wrought,
For the things they had molded into the child
Could neither be bought or sold
And each agreed they would have failed
If each had worked alone,
For behind the teacher stood the school
And behind the parent, the home.

Author Unknown

Principal's Message

Our School Community is based on the philosophy that every member is a unique gift from God. It is our mandate to discover and celebrate this giftedness. Gospel Values permeate our curriculum and we try to model these values and celebrate our 'Virtues of the Month'. We hope our students, those entrusted to our care, witness our interactions and strive to achieve these Virtues as they work toward achieving the Catholic Graduate Expectations.

The agendas are an important component of the curriculum. They assist students in organizing their time and school assignments and they are excellent tools for ongoing communication between the home and the school. Parents are asked to check the agendas regularly and to make comments when and where appropriate.

Included in the opening pages of the agenda are the School Code of Behaviour and the School Handbook which provide information about school operations and expectations. Please read through the opening pages with your child (ren) and sign below as an indication that you have done so. It is through working together and the parents'/guardians' 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.

H.P. Pires

H.P.Pires
Principal

We have read and support the Code of Behaviour and School Handbook.

Parent's Signature

Student's Signature

ST. JOHN VIANNEY CATHOLIC ELEMENTARY SCHOOL

CODE OF BEHAVIOUR & HANDBOOK

This code is written for all members of the St. John Vianney Community:
Students, staff, parents and visitors.

It is written to conform with Ministry of Education and Training and
Toronto Catholic District School Board Policies

It reflects our mission of whom we are and where we are going.

Our Strategic Direction - Living our Catholic Values, Enhancing Public Confidence, Inspiring & Motivating Employees, Achieving Excellence in Governance, Providing Stewardship of Resources, Fostering Student Achievement & Well Being

St. John Vianney Catholic School gratefully acknowledges the contributions of staff and parents in their dedication to the formulation of this document. Staff, students and parents collaborate to maintain a positive and nurturing environment at St. John Vianney Catholic Elementary School. We recognize that an education in the most enabling environment must be provided for all students. It is a shared responsibility among school, home, church and community which provides the opportunity for all students to achieve their maximum potential and strive to be the best they can be. The Toronto Catholic District School Board declares that it is a fundamental expectation that students in our Catholic Schools will follow the ethic of our Catholic faith, where empathy, care for others, and respect for life dominate, by adhering to the following principle, "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"

Our Code of Conduct is intended to reflect a message of love and to encourage our students to become true Christians who are empathetic, have an understanding of others and are able to respect all people. A discipline policy is designed to create an atmosphere in which all individuals may perform their tasks without interference or harm. Once a year, the St. John Vianney Safe School Team will review and update, if necessary, the School Code of Conduct and Handbook.

OUR MISSION AT ST. JOHN VIANNEY CATHOLIC SCHOOL

In a school community formed by Catholic values and traditions, our Mission is to educate students to their full potential wherein we believe:

- In the worth and dignity of every person
- In the critical role that Catholic Schools play in promoting Gospel Values, social justice, environmental responsibility, human solidarity and the common good
- That high standards and expectations foster greater achievement
- That people strive in a safe, healthy, compassionate environment
- That teaching is responsive to individual needs & should be rooted in research and evidence
- That each of us shares responsibility for creating collaborative communities of learning
- That equity, diversity, accessibility and inclusivity are integral to the Catholic community
- That 21st century fluencies of digital literacy, creativity, innovation and collaboration are essential

VISION OF OUR STUDENTS

To provide students with the qualities they will require, our vision of the Toronto Catholic District School Board is a school system where students:

- are formed in the Catholic faith
- apply Christian values to life's opportunities challenges and choices
- pursue academic excellence
- demonstrate relevant knowledge and ability
- strive to be the best they can be
- demonstrate skills for developing and maintaining personal and family wellness
- demonstrate global perspective and community responsibility.

ANAPHYLACTIC PROTOCOL AND ALLERGIES

At St. John Vianney Catholic Elementary School we are an allergen aware school. There are children in the school who suffer from severe and life threatening allergies to certain foods such as peanut and nut products. Exposure to the smallest quantities can cause severe life threatening reactions. Anaphylaxis is a severe and life threatening allergic reaction. We would appreciate the co-operation of the entire school community in NOT sending any lunches or snacks that contain peanuts or nuts which could potentially harm a child. **Also, note that baked goods and treats are not permitted for birthday celebrations in order to ensure the safety and welfare of these children.** * During our grade 8 bake sales teachers work with the graduating students and their families to ensure that all products being sold are nut free. The TCDSB has implemented an anaphylactic protocol. Children with severe allergies must have up-to-date medical information on file and always have two epi-pens at school; one of which must be carried by the child at all times. If your child has any type of allergy, especially an anaphylactic one, the school MUST be informed.

APPLICATION OF STANDARDS OF BEHAVIOUR

The Board Standards of Behaviour apply to all members of the school community, including students, parents or guardians, volunteers, teachers, other staff members, superintendents, senior board staff, board personnel, trustees and others who may be present in school or at school related events under the jurisdiction of the TCDSB. The standards of behaviour apply:

- on school property;
- while traveling on a school bus that is owned by the Board or that is under contract to the Board;
- in school sports activities;
- in off-site school-sponsored activities, or
- in circumstances where engaging in an activity could have a negative impact on the school climate.

ATTENDANCE/LATE PROCEDURES

If attendance or punctuality is a concern, communication to the parent(s) will be made prior to filing a report with the school Social Worker. To ensure the safe arrival of each student and that children experience the full school programme, parents are requested to:

- inform the school of any absence before 8:15 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 (if students arrive after 8:30 a.m., they must enter by the front door and receive a late admit slip before being admitted to class);
- endeavour to make appointments outside of school hours;
- pick up students personally at the office and sign them out in the 'Student Sign Out'. Students will not be allowed to walk home alone.

BUS SAFETY

Riding the bus is a privilege and bus privileges can be withdrawn for a period of time if students repeatedly disobey bus safety rules. Students who are transported by bus are expected to ride the bus every day. In an emergency situation only, parents are asked to come to school to sign students out who are not taking the bus that day. This policy is for the safety of our students. Parents will receive a warning letter if exclusion from the bus is the next step. We ask students riding the bus to:

- take seats quickly and remain in them
- speak quietly and respectfully to each other, the driver and community members
- keep hands and heads inside the bus / not throw anything from the bus
- always make sure the driver can see them when exiting the bus
- always be at the stop on time

CARE OF MATERIALS AND PROPERTY/LOST AND FOUND

Each student will be supplied with the required textbooks. It is the student's responsibility to take care of the books and ensure that they are returned in good condition. Students will be required to replace lost or damaged books. This applies to all library materials as well. It would also be helpful to have all personal items labeled. A Lost and Found area is maintained in the school. Parents and children may check for missing personal items. Please impress upon your children the importance of caring for all texts, library books and other school supplies.

CELL PHONE

All personal communication devices such as cell phones must be powered off and stored out of view in instructional spaces (unless approved by the teacher for programme use). If cell phones are being misused parents will be contacted and asked to pick up the phone from the principal. Students will be disciplined if they use cell phones for the purposes of defamation, bullying and/or harassment. Students and parents are reminded that in the case of an emergency, the office phones are always available. Please refer to the TCDSB's Acceptable Use Policy at <http://www.tcdsb.org/Board/Policies/AUP/Pages/default.aspx> for more information.

CLASSROOM EXPECTATIONS

- Be prepared for class with proper materials and homework and assignments completed
- Attend school regularly and arrive punctually
- Follow school and class routines
- Be diligent in your studies
- Participate to the best of your ability
- Respect the rights of others
- Obey any additional classroom rules

CODE OF CONDUCT

St. John Vianney Catholic Elementary School, including staff, students, parents, and trustees, is committed to the Toronto Catholic District School Board's (the "TCDSB") mission of providing a safe and welcoming learning environment that supports academic excellence and is an example of Christian Community. This mission is affirmed in TCDSB policies, including the Violence Prevention Policy. 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 Ontario Catholic 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.

The TCDSB Code of Conduct also recognizes the importance of **Progressive Discipline** which focuses on prevention and early intervention as the key to maintaining a positive environment. It ensures progressive discipline in our school using a continuum of interventions, supports and consequences that include opportunities for reinforcing positive behaviour while helping students make good choices. When inappropriate behaviour occurs, disciplinary measures are applied with a framework that shifts the focus from solely punitive to both corrective and supportive.

The approach includes:

- early and ongoing intervention strategies;
- addressing inappropriate behaviour;
- classifying each discipline concern as: minor, major or suspendable giving students the opportunities to learn from the choices he/she made; and
- involving parents.

Additional information can be found at the TCDSB web site at www.tcdsb.org under Safe Schools Policy S.S.09.

CSPC MEETINGS

All parents are welcome to attend. Meetings are held at 6:30 p.m. in the school Library and dates are announced early in the school year. Information about upcoming meetings is also included in our monthly newsletters.

CUSTODIAL ISSUES

The TCDSB has very specific policies that must be followed by school with regard to parental custody of children. If you have any issues relating to legal restrictions or court orders that outline access to your child by a custodial or non-custodial parent, a copy of this must be in your child's Ontario School Record (OSR). If the school is unaware that access to your child(ren) is restricted by a court order, we are unable to act in his/her best interest. All information provided to us is strictly confidential.

DRESS CODE

In order to increase safety and heighten the awareness of community, St. John Vianney has a mandatory school dress code. The dress code colours are navy and white. Students are expected to wear navy pants and/or skirts with blue or white T-shirts or white golf shirt, without logos, except for the SJV crest. The following restrictions on clothing apply to all students, staff and volunteers.

- all T-shirts, knapsacks, etc. will meet TCDSB standards on racial and gender equity;
- clothing should not contain any inappropriate words or graphics.
- at no time will there be short shorts and/or skirts, mid-riff baring tops, tank tops, sleeveless shirts or excessively sagging pants; shorts and skirts are to be no less than halfway to the knees. Individuals wearing inappropriate clothing at school will be expected to change or contact home for additional clothing (school dress policy).
- excessive or inappropriate make-up is not allowed
- Pizza Days and special School Spirit days will be dress down days – Toonie donations may be requested to support ShareLife or the Angel Foundation of Learning – these dates will be communicated in our monthly calendar.

EMERGENCY PROCEDURES

In the event of an emergency situation in which the police are involved and an evacuation and/or lockdown are required, the children will be relocated to either Thistledown Community Centre or Consolato Missionaries. The children will remain under the supervision of school staff until the emergency has ended or until the parent/guardian picks up the students from the evacuation centre. For a lockdown situation, schools are required to practice lockdown drills every year. Signs will be posted for parents in the event of the lockdown and police personnel will be on hand.

EXCURSIONS

Throughout the school year your children will have the opportunity to go on educational trips and excursions as part of their school programme. Parental permission is required for all excursions outside of the school.

HOMEWORK

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. A good time guideline is 10 minutes per night per grade level (i.e. 30 minutes for a grade 3 student). Students may complete assigned work, read or be read to, review, study or work on projects. Please check the agenda for upcoming assignments.

INCLEMENT WEATHER

Please tune into the local media regarding cancellations of busses and school during snowstorms. Weather conditions are monitored very closely and students are expected to participate fully in recess and dress appropriately for the conditions.

MEDICAL CONDITIONS

Unavoidably, children do get sick or injured at school. The staff does its best to make the child comfortable, and if possible, staff trained in first aid will attend to injuries. In emergencies:

- parents will be notified if their child becomes sick or seriously injured at school;
- it is essential that home, work and emergency numbers be up to date; and
- in most cases, parents will be informed of a minor visible injury through the agenda or a phone call.

Children are expected to participate fully in the school programme, including outdoor recess and physical education. There is no ongoing safe indoor lunch supervision at lunch or recess. In the event of a cold or illness, the child should be kept home. All children are kept indoors in the event of severe weather conditions. If a child is required to take medication at school, parents must contact the principal or secretary directly to ensure that the required documentation is completed and filed at the office. All students must have a completed medical history form filed, initially distributed in September, with the school. Students who are to be excluded from any normal activities require a doctor's note. If the school suspects that a child may have a condition that requires exclusion from school, parents will be contacted immediately.

PLAYGROUND BEHAVIOUR

For safety reasons, students are expected to:

- stay inside school boundaries;
- refrain from using potentially dangerous objects;
- avoid bringing IPODs, electronic gadgets and collectible cards to school. They will be taken away if they are interfering with learning and the school cannot assume responsibility for lost or damaged articles.

REPORTS, INTERVIEWS AND COMMUNICATION

Ongoing home/school communication is vital to the development of the child and the relationship between staff and parents. The school newsletter is uploaded to our website and calendars are sent home 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.

Provincial Report Cards are sent to parents twice per year. The original is placed in the OSR and parents are asked to return the response form (page 4) to the school as soon as possible. An interim progress report card is also completed followed by our first parent/teacher conferences in November. The second parent/teacher conferences take place in February upon completion of the First Term Report Card. Contact can also be made at any time during the school year, by parents or teachers, to arrange a longer, mutually convenient appointment.

RESPECT AND RESPONSIBILITY EXPECTATIONS

As a Catholic school, the whole essence of our being revolves around an adherence to the teachings of Jesus Christ. Members of our school community are encouraged to learn, live and share the Christian vision of life. Students must give their full attention at Mass, during prayers and participate in all religious celebrations and ceremonies. Students are to show respect for self and others. They are to respect the authority of all adults and students are to show respect for personal and school property, the neighbourhood and the environment.

SACRAMENTAL PREPARATION

Sacramental preparation is the responsibility of the Parish. Information on First Reconciliation, First Communion and Confirmation is sent home, through the school, by the parish. Students preparing for the Sacrament of Confirmation are expected to attend classes at the parish and fulfill the requirements as set out by the parish. Please ensure that you have received communication early in the year from the parish. The school can be contacted to answer any questions if you feel you have missed an important communication.

SCHOOL HOURS

8:10 – School Yard Supervision Begins	12:15-3:00
8:30 – 11:15	1:40- 1:55 Afternoon recess
10:12 – 10:27 Morning recess	3:00 Dismissal
11:15 – 12:15 Lunch Hour	* All students must be picked up

Secretarial Office Hours: 8:00- 11:15 and 12:15 – 3:45 p.m.

SCHOOL YEAR CALENDAR

TCDSB SCHOOL YEAR CALENDAR 2019-2020	
Number of school days	194
Number of Professional Activity Days	7
Labour Day	September 2, 2019
First Instructional Day	September 3, 2019
Provincial Education Priorities/Faith Development	October 11 th , 2019
Thanksgiving Day	October 14, 2019
Parent-Teacher Conferences	November 15, 2019
Provincial Education Priorities	December 6, 2019
Christmas Break	December 23, 2019–January 3, 2020
Assessment, Evaluation and Reporting	January 17, 2020
Start of second semester for secondary schools	February 3, 2020
Parent-Teacher Conferences	February 14, 2020
Family Day	February 17, 2020
Mid-Winter Break	March 16–20, 2020
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Victoria Day	May 18, 2020
Assessment, Evaluation and Reporting	June 5, 2020
Last day of classes for elementary students	June 25, 2020
Provincial Education Priorities	June 26, 2020

SECURITY

We endeavour to maintain a safe supervised environment for the students and the safety of the students in and around the school is everyone's concern. We strongly discourage parents from parking in front of the school to take their child into the school. Please drop your child off so that they may go directly into the playground. All students must enter and exit the building through their designated doors. The FRONT entrance is not to be used. All doors, including the main doors, will be kept locked. Students leaving classrooms for washroom breaks, special classes, etc. are carefully monitored by staff and younger students go in pairs. **Between the hours of 8:10 a.m. and 3:00 p.m., only staff and students are allowed in the schoolyard without the permission of the principal.** All visitors must report to the office, sign in the visitor's book and wear appropriate identification. If a parent wishes to speak with a teacher, please telephone for an appointment or write a note in your child's agenda. Please avoid interrupting a class in session in order to speak to a teacher.

STAYING FOR LUNCH

Students are encouraged to go home for lunch unless they are bussed or there is no one at home. Lunch privileges may be suspended if students behave inappropriately during lunch hour. Parents are asked not to drop-off fast food (McDonalds, Burger King etc.) as a treat, instead take your child out for a treat and return them to school for afternoon classes. If children remain at school for lunch they are expected to:

- bring and eat a nutritious lunch
- remain seated, talk quietly, tidy up and recycle;
- leave their classroom in a quiet orderly fashion under supervision; and
- leave the school grounds only when accompanied by a parent or an adult and signed out at the office.

St. John Vianney School Incident and Intervention Form

Student Name: _____ Teacher: _____ Grade _____ Date: _____ Time: _____
Location: <input type="checkbox"/> Classroom <input type="checkbox"/> Playground <input type="checkbox"/> Hallway <input type="checkbox"/> Bathroom <input type="checkbox"/> Bus <input type="checkbox"/> Other

Infractions (This list is neither exhaustive nor prescriptive)

Bullying Behaviours		
Physical Pushing, shoving Spitting, hitting Stealing, vandalism	Verbal Name calling, teasing Making fun or, threats Put downs. E-mail threats	Social Gossiping/spreading rumors Rejection, isolation Embarrassing others
<input type="checkbox"/> Fighting <input type="checkbox"/> Improper use of electronic devices <input type="checkbox"/> Physical assault <input type="checkbox"/> Theft <input type="checkbox"/> Bus behaviour <input type="checkbox"/> Non compliance	<input type="checkbox"/> Classroom behaviour <input type="checkbox"/> Hate- motivated violence <input type="checkbox"/> Persistent opposition to authority <input type="checkbox"/> Sexual misconduct <input type="checkbox"/> Use or possession of weapon	<input type="checkbox"/> Lateness <input type="checkbox"/> Skipping classes <input type="checkbox"/> Habitual neglect of duty <input type="checkbox"/> Other _____
Details: _____		

Minor Incidents Require Intervention by Supervisor

Intervention by Supervisor Signature: _____ Intervention: _____ Details(if required) _____ _____

Major Incidents Require Intervention by Office

Intervention by Office Signature: _____ Intervention: _____ Details: _____

Parent/Guardian Signature: _____

We have sent this form home for your information, however, you may contact the school for more information if you wish.

Please contact the school about this incident.

Comments: _____
