

Nurturing Our Catholic Community 2015 -2018



Harmonizing our Faith through Family, Parish and School

VIRTUES OF THE MONTH

This year St. Josaphat will be identifying and recognizing students who exemplify the virtues of the month. They are as follows:

- | | |
|-------------------------|---------------------|
| September – Hospitality | February – Love |
| October – Gratitude | March – Forgiveness |
| November – Peacemaking | April – Justice |
| December – Charity | May – Compassion |
| January – Courage | June – Faithfulness |

We encourage all students to work towards demonstrating these virtues at school and in their daily lives. Students from each class that exemplify these virtues will be offered certificates of recognition.

PHONE NUMBERS AND ADDRESSES

St. Josaphat Catholic School

85 Forty First Street., Toronto, Ont.

(416) 393-5291 FAX (416) 397-6296

St. Josaphat Cathedral (School Parish)

143 Franklin Ave., Toronto, Ont.

(416) 535-9192 Fr. Yanishevsky

Superintendent Of Education

Douglas Yack

416) 222-8282 Ext. 2732

Catholic Education Centre

80 Sheppard Ave. E., Toronto, Ont., M2N 6E8

(416) 222-8282

Trustee

Ann Andrachuk

(416) 222-8282 Ext 3402

CALENDAR

Number of School Days	194
Professional Activity Days	6
Sept 8, 2015	First day of School
Oct. 12, 2015	Thanksgiving Day
Dec. 21 – Jan 1, 2016	Christmas Break
Mon. Feb. 15, 2016	Family Day
March 14 – 18, 2016	Mid-Winter Break
March 25, 2016	Good Friday
March 28, 2016	Easter Monday
April 29, 2016	Eastern Rite Good Friday
May 23, 2016	Victoria Day

Last Instructional Day – June 29, 2016

BOARD DESIGNATED PA DAYS:

Sept. 3, 2015	Provincial Education Priorities/Faith Day
Nov 13, 2015	Parent-Teacher Conferences
Jan 22, 2016	Assessment, Evaluation, Reporting
Feb 12, 2016	Parent-Teacher Conferences
June 10, 2016	Assessment, Evaluation, Reporting
Jun 30, 2016	Provincial Education priorities

LITURGICAL CELEBRATIONS

SCHOOL HOURS

8:30 am	<i>Classes Begin</i>
10:12 – 10:27 am	<i>Morning Recess</i>
11:15 – 12:15 pm	<i>Lunch</i>
1:40 – 1:55 pm	<i>Afternoon Recess</i>
3:30 pm	<i>Dismissal</i>

TORONTO CATHOIC DISTRICT SCHOOL BOARD

St. Josaphat School has a strong religious affiliation with St. Josaphat Cathedral (416-535-9192).

A schedule of Divine Liturgies will be available under separate cover. Parents are asked to make sure that their children are prepared for Liturgies, and that they are made aware of what constitutes proper behavior during Divine Liturgy. Preparation for the sacraments of First Solemn Holy Communion and Reconciliation will be conducted by the classroom teacher.

SPECIAL ASSESSMENTS

The students in grade 3 & 6 write EQAO in the spring. Grades 2, 5 & 7 (CAT4) write these assessments throughout the year. Grade 4 write the OLSAT (Otis-Lennon). Parent information will be sent home at the appropriate time.

ST. JOSAPHAT'S DRESS CODE

The Appropriate Dress Code consists of any combination of white and navy blue garments (e.g. plain white top, navy blue bottom or navy blue top and bottom, no denim). The only logo permitted on the top or bottom is the school crest, which may be purchased at the school office for \$3.00 ea. Leggings are to be worn only under skirts or dresses.

SCHOOL VISITORS

To ensure the safety of all students, parents/guardians and visitors are asked to begin their visit at the main office. This will allow us to know who is in the building and minimize disruption to classes.

Parents/Guardians wishing to consult with the classroom teacher are encouraged to make an appointment so that class interruption can be kept to a minimum.

STUDENT SAFETY

Safe Arrival and Dismissal

If your child is unable to attend school, the parent/ guardian is asked to contact the school at 416-393-5291 prior to the beginning of the school day and leave a message. The reason for absence should be provided. **A written note should be sent with your child on his or her return to school stating the reason for absence.**

Should you require that your child leave the school before the regular dismissal time, please provide a signed and dated note. In the event that a note is not received or the

school is unable to contact the parent/guardian, your child will be dismissed at the regular times.

If you are driving your child to school, please come to the office and sign them in. At the end of the day when you are picking up your child at 3:30, sign them out. Please wait outside by the front door of the school. Your child will not be let out of class before 3:30.

Please take a few minutes to review basic safety rules with your child. This will reinforce the lessons taught by teachers during the school year.

Accidents

Despite the constant reminders and attention given to issues of safety, occasional accidents do happen. In the case of minor accidents (cuts, scrapes) band aids and ice will be provided. In the event that a child continues to experience discomfort or is in distress, it is the school's practice to notify the parent/guardian. It is **absolutely imperative** that the school has, at all times, an up-to-date telephone number for your home and work.

**FOR THE SAFETY OF YOUR CHILD:
ALL TELEPHONE NUMBERS MUST BE UP TO DATE!!!!**

Emergency Situation

In the event that the students need to be evacuated from the building or from the school yard and buses need to be redirected, our students will be taken under staff supervision to **Christ the King, 3672 Lake Shore Blvd West, 416-393-5257.**

In the event that Christ the King Catholic School is not available, students will be taken to St. Teresa Catholic School, 110 Tenth Street, 416-393-5266.

ADMINISTRATION OF MEDICATION

Principals, teachers and support staff of the Toronto Catholic District School Board are **NOT** permitted to administer any type of prescription medication during the school day, unless we have written authorization signed by you the parent and the prescribing physician. The forms to dispense any medication must be updated on a regular basis and are available from the school office.

Also, please be advised that staff in TCDSB schools are not allowed to dispense non-prescription medications to students.

Should you require additional information or have any questions about this protocol please, contact the school principal.

ANAPHYLACTIC PROTOCOL AND ALLERGIES

At St. Josaphat Catholic 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. This also includes any **baked goods** to celebrate birthdays or classroom celebrations. Since January 1, 2006, Sabrina's law was passed to ensure that all students with anaphylactic conditions are healthy and safe in our schools. 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.

PLEASE UPDATE MEDICATION AND INFORMATION AS NEEDED.

LUNCH PROCEDURES

It is the policy of the school to allow students to stay for lunch for the following reasons:

1. When no one is at home to provide lunch.
2. When distance is considered too great to go home during the lunch hour.

Lunch hour will be between 11:15 and 12:15. Students will eat their lunches in supervised designated classrooms and will go outside to play, weather permitting. Children must be dressed for the weather.

WASTE FREE LUNCH

The TCDSB has adopted a waste free lunch policy. Lunches should be brought in containers that are brought

home at the end of the day. Likewise, any leftover food not consumed at school should be brought home.

SCHOOL YARD SAFETY

Safety concerns means that certain activities and items are NOT permitted on school property. **A NO TOUCH** policy is strictly enforced.

The following games are NOT permitted: wrestling, play fighting, karate, football, any sort of pushing games. The following items are NOT permitted: skateboards, scooters, bicycles, hockey sticks, baseball bats, hardballs, **electronic devices.**

Please note that electronic devices will not be permitted during school hours. **In case of emergency, there are phones in the school office that can be used.** School will not be responsible for any lost items.

CODE OF BEHAVIOUR

At St. Josaphat Catholic School, we provide our students with a safe, welcoming, and stimulating learning environment within the context of our Catholic faith and tradition, where, sensitivity to and care for other people are as important as academic learning. We strongly believe in the inherent right of all individuals to be treated with dignity and respect.

ALL STUDENTS ARE EXPECTED TO:

- Follow school and class rules and routines.
- Display a positive attitude toward school.
- BE respectful and courteous to **ALL** people.
- Use appropriate language at all times.
- Display good manners.
- Behave appropriately during all school programs, in and out of the school building and on school transportation.
- Respect community members and their property while on trips or coming to and leaving school.
- Respect school property.
- Attend school regularly and punctually.
- Follow ALL teachers' instructions.
- Keep hands, feet and objects to themselves

CONSEQUENCES

Consequences for inappropriate behavior can range from a conversation between student and teacher, to the most severe, an expulsion from school or the Board. Parents/guardians will be advised and invited to participate in developing a Safety Plan for their child.

Suspension Policy

The Safe School Act clearly states that students shall be suspended for the following infractions:

- uttering a threat to inflict serious bodily harm on another person
- possessing alcohol or illegal drugs
- being under the influence of alcohol
- bullying
- swearing at a teacher, or at another person in opposition of authority
- committing an act of vandalism that causes extensive damage to school property at the students' school, or to property located on the premises of the students' school

Further, students may be suspended for the following infractions:

- persistent truancy
- persistent opposition to authority
- habitual neglect of duty
- wilful destruction of school property
- use of profane or improper language
- conduct injurious to the moral tone of the school, or to the physical well-being of others in the school

Suspensions are from one to twenty days, depending upon the infraction and the age of the child and mitigating circumstances.

LOST BOOKS/MATERIALS

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

CHILD WELFARE

By Ontario Law, school staff is obliged to report any disclosure or suspicion of alleged child abuse.

EXTRA CURRICULAR ACTIVITIES

Students involved in extra-curricular activities are required to return a signed permission form prior to participating in these activities.

STUDENT PROGRESS/ACHIEVEMENT

Parents/guardians will have the opportunity to discuss their child's progress a minimum of 2 times per year. [November & February]. Parents/Guardians are strongly encouraged to maintain contact with their child's teacher throughout the school year.

HOMEWORK

Homework is an important and relevant learning activity that is related to the school program. When children complete homework, they consolidate and reinforce the learning from in-school experiences in a practical and meaningful way.

Types of Homework

- Completion – of unfinished class assignments
- Preparation - studying for tests.
- Practice and Application – review and drills
- Extension/Creative - collection of materials for use in the classroom program, and project work

Students are encouraged to read daily. This activity develops not only the ability to learn to read but the ability to read to learn.

Recommended Amounts of Time Per Grade

10 min. per grade **most nights**

- Grade 1 – 10 min.
- Grade 2 – 20 min.
- Grade 3 – 30 min.
- Grade 4 – 40 min.
- Grade 5 – 50 min.
- Grade 6 – 60 min.
- Grade 7 – 70 min.
- Grade 8 – 80 min.

TECHNOLOGY AND INTERNET USAGE

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.

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 cyber bullying, 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** be turned 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.

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.

STUDENT PROGRESS

Parents/guardians will have the opportunity to discuss their child's progress at regularly scheduled interviews. Parents are to contact the school to arrange a meeting with the class teacher should the need exist for additional interviews. We are trying to make classroom time sacred and believe it is unfair for parents to ask a teacher for an impromptu hallway meeting while a classroom full of students is waiting. Teachers will be glad to give you an appropriate time to meet over any concern. **Please phone ahead for an appointment.**

STUDENT BUSSING

Bussing is a service provided by the School Board. As with any service, there are specific expectations

which are conditional to use. **In the event that the following guidelines are not adhered to, bus riding privileges may be withdrawn.** Any student who seriously jeopardizes the driver's ability to operate the bus safely, will have the privilege of bus transportation removed and the parents will be contacted immediately. Please review the following guidelines regularly with your children to ensure that they are aware of the expectations:

NOTE: Students taking the bus MUST take the bus at all times. It is not a student's decision to walk some days and take the bus on other days.

At the Bus Stop:

- while waiting for the bus, never stand or play in the street
- line up in single file and board the bus in an orderly fashion
- student to be at the stop 5-10 minutes before pick up time

On the Bus:

- follow the bus driver's instructions at all times
- remain seated, facing the front until the bus comes to a complete stop
- students are responsible to the principal for their bus behaviour
- respect other people's property. You are responsible for any damage you cause.
- avoid loud talking, screaming or yelling while the bus is in operation to allow the bus driver to drive the bus safely
- avoid throwing things and fighting
- do not eat or drink on the bus
- any special requests for students to go home on a different bus, **IS NOT PERMITTED**, the student will be placed on the assigned bus as usual
- parents picking up children should either send a note in the morning or call in to inform the office
- before leaving the bus, check that you have all your personal belongings
- show the same courtesy and respect to the bus driver as you would to your parents and teachers

Please be reminded that you are responsible for the safety and behavior of your children prior to pick up and following drop off each day. Please inform the school of any changes in busing routines. **Kindergarten students will not be dropped off if there is no adult to meet them. These students will be**

returned to the school.

N.B. If you have moved and need to change your bus route, or if you have just requested bus transportation, there is up to a 2 week period to process bus requests. Please keep this in mind if/when you are moving or requesting a change in bus routing.

Please remember that if a school bus is late because of poor weather or mechanical difficulty, it is YOUR RESPONSIBILITY to ensure that your child gets to school.

***Let's work together
to make this a
safe and exciting year.***

Confirmation of Review

As part of the Ontario Code of the Conduct, the School Code of Conduct is to be communicated to students and parent through the student agenda. Parents and students are asked to review the St. Josaphat Code of Conduct together and sign this Confirmation of Review to indicate that they have read the Code of Conduct.

Student Name (print): _____

Student's signature

Date

Parent's Name (print): _____

Parents'/guardians' signature

Date

**IF BUSES ARE LATE, PLEASE CALL THE BUS
COMPANY DIRECTLY**

Bus #1 – Route CFE401-First Student-(905-629-8200)

Bus #2 – Route CFE0403-First Student-(905-629-8200)

Bus #3 – Route CFE0404-First Student-(905-629-8200)

Bus #4 – Route CFE0405-First Student-(905-629-8200)

Bus #5 – Route CFE0406-First Student-(905-629-8200)

Bus #6 – Route CFE0407-First Student-(905-629-8200)

Bus #7 – Route CFE0408-First Student-(905-629-8200)

Bus #8 – Route CMC0151-McCluskey-(416-246-1422)

Bus #9 – Route CMC0152-McCluskey-(416-246-1422)

Bus #10 – Route CMC0153-McCluskey-(416-246-1422)

Bus #11 – Route CAR1325-Attridge-(905-855-7771)

Transportation Department at the board: 416-229-5313