

**ST. KATERI
TEKAKWITHA
CATHOLIC
SCHOOL**



St. Kateri Tekakwitha is sometimes known as 'Our Lily of the Mohawks'. She became the first Aboriginal Saint in 2012. Kateri lived over 300 years ago and she was admired for her deep faith. She was named the patron saint of the environment and ecology. In Canada we celebrate her feast day on April 17th.

**70 Margaret Avenue
Toronto, Ontario
M2J 4C5**

Phone: 416 393-5393 / FAX: 416 393-5183

**Epiphany of Our Lord Parish
3200 Pharmacy Avenue 416 499-2196**

This Agenda belongs to:

Name: _____ **Grade:** _____

Teacher: _____

Info: _____

Signing this agenda means that I have read and understood the St. Kateri Tekakwitha School Code of Behaviour and Protocols.

Student Signature: _____

Parent Signature: _____

OUR MISSION

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



OUR VISION

At Toronto Catholic we transform the world through witness, faith, innovation and action.

OUR CATHOLIC VALUES

We believe...

- in the worth and dignity of every person
- in the critical role that our 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 thrive in a safe, healthy and compassionate environment
- that teaching is responsive to individual needs
- that teaching and learning 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 the 21st century fluencies of digital literacy, creativity, innovation and collaboration are essential

CODE OF RIGHTS AND RESPONSIBILITIES FOR THE HOLY ROSARY CATHOLIC SCHOOL COMMUNITY

Community is at the heart of all Catholic education,

Not simply as a concept to be taught,

But as a reality to be lived

Pope John Paul 11



St. Kateri Tekakwitha Catholic School strives to create a community where a sense of belonging, of ownership and of caring for one another prevails. A safe and harmonious working environment in which the needs and well-being of every individual is paramount must characterize such a community.

Discipline at St. Kateri Tekakwitha Catholic School must transcend the conventional code of human ethics and behaviour. Noting that both “discipline” and “disciple” share the same linguistic root, the Code of Rights and Responsibilities in a Catholic community like St. Kateri Tekakwitha Catholic School is lived according to the Gospel values of Jesus. *“I have come that they may have life and have it to the full”* (John. 10:10)

Central to these values is the belief that each person has great dignity and is deserving of the highest respect.

Together with parents, the school shares the mission of helping each student grow toward self-discipline so that a stimulating and positive learning environment can be provided of all.

The Code emphasizes:

- respect for self
- respect for others
- respect for property
- respect for authority

Any behaviour which disrupts the teaching-learning process in the classroom, or which demonstrates disrespect for self, others, property or authority will be dealt with by the teaching staff and the administration in order to ensure the well-being and security of everyone in the school.

Attendance and Safe Arrival:

A Safe Arrival program is in operation at St. Kateri Tekakwitha Catholic School. This means that when a child is expected at school and fails to arrive, we will notify the home as soon as possible to ensure safety. In order for this program to work, it is essential that we have up-to-date contact information. **It is also important that you leave a message on the school answering machine, informing us if your child will be absent or late. Where a child will be absent for an extended time (ie: family vacation), please communicate this information in writing to the office. Punctuality will be expected of every student.**

Illness:

In order to prevent the spread of infections in school, children suspected of having a communicable disease should not be sent to school. If you notice in the morning that your child has a fever, flushed face, red eyes or sore throat, runny nose, sneezing, cough, skin rash, sores, upset stomach or vomiting, please keep the child home from school and contact your doctor. **It is important to inform the school** if your child has a communicable disease, such as **chicken pox, pinkeye or measles** to name a few.

Lice is not a communicable disease, but it is a nuisance. If your child has lice, please use medicated shampoo and follow the directions as directed in the notice the school will provide. **Please contact the school in order that we might be able to inform others and to assist in preventing an outbreak of the problem.**

School Hours:

Grades: Early Learning Program to Grade 8

9am	School begins
10:42-10:57am	Recess
11:45pm-12:45pm	Lunch
2:10-2:25pm	Recess
3:30pm	Dismissal

Outside supervision begins at 8:45am and ends at 3:30 pm. **Students arriving prior to this time are not supervised.** A “Safe Arrival Program” is in place at the school. For the safety and protection of students we require **ALL VISITORS** to report to the office.

Recess:

All students are required to go outside during recess. In the event of severe weather conditions, school personnel will decide to keep the students indoors. Please ensure that your child is always dressed appropriately for the weather conditions.

**Early Learning Program students will have a modified recess plan in place.

Fire/Threats to School Safety Drills:

Fire drills are held on a regular basis to ensure that the school can be evacuated in an orderly, panic-free manner in case of an emergency. The wearing of **indoor shoes** is mandatory because fire drills are unannounced and **every person must leave the building** when the fire alarm sounds. Threats to School Safety drills will be held periodically (as per board protocol) to

ensure proper emergency response in the event that we need to keep our students safe indoors.

SCHOOL CODE OF CONDUCT

The St. Kateri Tekakwitha Catholic School Community believes that all children have a right to a healthy and safe environment where they can learn. No student has the right to choose a behaviour that infringes upon the rights of others.

As Catholic educators we recognize the primary role of parents as the first and best teachers of their children. We also recognize the partnership that needs to exist among home, school and parish if students are to benefit fully from their Catholic education.

The school-wide discipline policy is designed to help students understand that they have chosen to behave inappropriately and to encourage them to acquire and apply more acceptable behaviours.



School-Wide Expectations:

- **Treat and speak to others with care, respect, and kindness.**
- **Everyone’s body belongs to him or her. They determine the boundaries.**
- **Follow instructions the first time given.**
- **Common courtesy is to be used, modeled and encouraged.**

Classroom Expectations:

Each teacher has developed a code of behaviour in accordance with the Progressive Discipline School Plan that will contribute to a positive learning environment. This code of behaviour will be communicated to and discussed with each student in the first weeks of school and with parents during Curriculum Night. Please feel free to contact your child’s teacher at any time to discuss these expectations.

Consequences:

Staff at St. Kateri Tekakwitha Catholic School will continue to ensure that positive behaviour is given recognition. The staff is committed to increasing communication, not only between teachers and students, but also between school and home. This may come in the form of encouraging telephone calls, sending positive notes home and keeping open lines of communication. Students in grade 1 to 8 are provided with agendas. **Please use this agenda as a communication tool to communicate any message with your child’s teacher.**

Students will also know when they have chosen behaviour that is unacceptable. Our goal is to help students see that they are responsible for their behaviour and in control of themselves. The choice is always with the student.

Minor Offences:

Staff members will handle minor offenses “on the spot”. Students will know what poor judgment on their part was and what is expected from them.

Major Offences: Major offenses are those behaviours that threaten the orderly function of the school or are threatening to the well-being of others. These usually include open defiance of authority; physical or mental abuse of others and/ or continuous disruptive behaviour.

A formal process mandated by the Ministry of Education’s “Safe Schools Act” will be used to handle all major offenses. A *Progressive Discipline Plan* will be developed and discussed with all parties concerned and acted upon. The consequences for major offenses will be decided upon based on each individual case.

For Further Information on our Safe Schools Conduct policies please refer to:

<http://www.tcdsb.org/policyregister/default.htm#SAFE%20SCHOOLS>

N.B. The school is covered by all parts of the Board Code above.

Uniform Dress Code:

St. Kateri Tekakwitha Catholic School has a colour coded uniform dress code which is in accordance with the TCDSB’s Appropriate Dress Code Policy. We ask parents / guardians to have their children dressed in the following school uniform every day.

- Plain white top
- Plain navy blue bottom (pants or skirt) **NO denim / jeans please!**
- A navy blue cardigan, pullover or sweater with NO graphics on them.

Parents have the flexibility to purchase the above colour coded uniform pieces from any local retailer of their choice. The school does reserve the right to send any child home if they are not in proper uniform.

We recommend that each student have either 1 top with the school logo or purchase the school’s crest to pin to any top. For safety reasons, it is easier to identify our students on excursions when they all have the school logo on their top.

Students are required to a second change of clothing for physical education classes (t-shirt, shorts and running shoes). As well, it is highly recommended that parents of children in Kindergarten to Grade 3 have an extra change of clothes for the classroom in the event of a bathroom or outdoor accident.

PERSONAL PROPERTY:

Families are requested to see that their children’s clothes, boots, gloves, scarves, running shoes, lunch kits, etc. are marked with the child’s name. Clothing does get misplaced and many children have identical or similar clothing. If a child has lost or misplaced an article of clothing, there is a good chance it will be in the Lost and Found box. Please check here regularly to reclaim lost items.

Textbooks and Supplies

Each student will be supplied with the required textbooks and other pertinent supplies according to grade. It is the student’s responsibility to take care of the books, plus other borrowed school materials and ensure that they are returned in good condition. Students will be required to replace lost or damaged books.

Cellphones and Electronic Gadgets

IPods, Pokemon cards, video games, and other electronic toys are not permitted in the school or on school activities / excursions. Cell phones should be turned off and in students’ bags while on school grounds. (Please refer to the TCDSB Acceptable Use Policy). Please review safety practices with your child. Rollerblades must be removed before entering the school grounds and exchanged for street shoes. Skateboards, roller shoes, and scooters are not permitted on school property.

The school does not assume responsibility for lost, damaged or stolen items.

Homework:

Homework is a reinforcement and extension of skills taught in school. Homework should be a regularly scheduled activity in a child’s day in order that good study habits develop over time and children become life-long learners. It is also an opportunity for parents/guardians to become involved in their child’s learning. Students should be spending approximately ten minutes per grade on homework.

- **Grade 1 – 10 minutes; Grade 2 – 20 minutes**
- **Grade 3 – 30 minutes; Grade 4 – 40 minutes**
- **Grade 5 – 50 minutes; Grade 6 – 60 minutes**

- **Grade 7 – 70 minutes; Grade 8 – 80 minutes**
When a child does not have homework, your child should be reading nightly.

Types of Homework

Completion: *to keep up-to-date with classroom work*

Preparation: *to prepare for the next day's work or for up-coming lessons*

Practice and Application: *to develop, and reinforce skills; to transfer skills or concepts to new situation*

Extension/Creative: *to enrich classroom experiences and deepen understanding; to provide opportunities for problem solving, critical thinking and integration of skills*

Lunch Hour Policy:

For those students who either a/ live too far from SKT OR b/ do not have an adult at home during the lunch period because their parents work, we do provide a supervised place for them to eat lunch. Students eat in their classrooms. We encourage all students to bring a nutritional snack (peanut free). As well, SKT is becoming an ECO School; hence we are encouraging you to have your child's lunch in plastic containers or a thermos. Those staying for lunch must remain on school property and adhere to specific regulations. The authority of the teachers and lunch hour supervisor must be respected at all times.

Please remember that *St. Kateri Tekakwitha C.S.* is a "**Peanut Free Safe**" School when providing your children's snacks and lunches.



Bus Policy:

Students must be registered (if they are eligible) to one of the busses in order to be on the bus. For safety and insurance purposes we will not allow students to switch buses or board buses for which they are not registered to.

While on the school bus, students are responsible to the Principal/or designated staff member for their conduct. They are expected to remain seated at all times. When leaving the bus at their stop, they are to remain in their seats until the bus comes to a full stop.

They are to use indoor voices and speak to others with respect and caring. The windows are to be opened only with the drivers consent. All belongings are to be kept on the child's lap or under the seat so aisles can be kept

clear. No food or drinks on the bus. The driver is in charge of the bus and must be obeyed at all times.

Transportation privileges may be revoked if a student behaves in an inappropriate or unsafe manner. Parents/guardians are responsible to transport their child to and from school in the result of a suspension of privilege.

Parking and Bus Zone:

Please do not park in the school parking lot. It is only meant for authorized parking of school or board staff primarily. The bus drop off zone in front of the school is for the large and mini busses that regularly transport students to and from school and school activities. It is important that these vehicles move freely in and out of this zone as they are on tight schedules. Please do not park or leave your vehicle in this zone during morning arrival or dismissal times. Please adhere to the directional and speed signs posted when entering the parking lot.

School Phones:

Students will be allowed to use the school phone in emergency situations only. Parents/guardians are requested to convey personal messages to their children prior to their children leaving for school in the morning. This can also be communicated through your child's agenda.

Building Security:

Please note we do have Video Surveillance monitoring the front door. Parents / visitors must buzz in at the front door before entering. Please refrain from entering our building from the daycare or back doors for safety reasons. All visitors to the school must report to the office upon entering the school to sign in, state their business and pick up a visitor's badge which they must wear while in the school. Visitors will sign out and return their badge at the end of their visit. The doors to the school will remain locked during instructional time and visitors must enter and exit the school through the main school entrance.

Catholic School Parent Council (CSPC):

St. Kateri Tekakwitha has a well-organized Parent Council that meets on a monthly basis. The Parent Council's main function is to assist the school administration in determining community needs and formulating policies that will address these needs. The

School Council is a valuable asset to the school. All parents are invited and encouraged to become involved.

Medications:

Please do not send medicine with your child without notifying the office. If your child requires medication, we request that this be administered at home. We do not have the staff, or the facilities to safely keep and administer medication. In extreme situations, where medication must be administered during the course of the day, we require **WRITTEN** permission on **school board forms** to be able to do so. A “**Request and Consent**” form from the school **must** be completed and signed by your family doctor. This consent form will be kept in the child’s OSR and will enable us to administer the medication. Please make sure that the medication is properly labelled with your child’s name and proper dosage. **We cannot administer over the counter medications to anyone!!**

Anaphylactic Protocol We are an allergen aware school. There are students in the school who suffer from severe and life threatening allergies to certain foods such as peanuts or nut products. Exposure to the substance can cause severe life threatening reactions. Anaphylaxis is a severe life threatening allergic reaction which can be triggered by food, insect stings, medications, exercise and latex. At SKT we would appreciate the cooperation of the entire school community in NOT sending any lunches, or snacks (ie: Nutella) that contain peanuts or nuts which could cause potential harm to a child. Since Sabrina’s Law (2006) there has been a strict protocol to ensure the safety of these students with Anaphylaxis reactions. All staff are in-serviced annually on dealing with emergencies in this area. As per board protocol:

- Parents **MUST** inform the office of their child’s condition and fill in the appropriate medical forms.
- Students are expected to carry the EpiPen on their person at all times
- Parents are to provide back-up medication for the office as outlined in this protocol

ASTHMA FRIENDLY SCHOOL: Bill 20 ‘Ryan’s Law’

Students may carry their puffers on them, however it is highly recommended that we have a backup in the office in the event your child has an asthma attack and does not have their medication readily available.

Threats to School Safety

Response Procedures

The Toronto Catholic District School Board has a primary responsibility to ensure the safety of students and staff inside Board buildings and on Board property.

Central administrative policies and procedures provide direct support to school principals and vice-principals in the management of a crisis situation. These supports have been developed through community consultation and through collaboration with the Toronto Police Service.

Shelter in Place, Hold and Secure and ***Lockdown*** represent the three different responses that may be initiated by a school principal in the event of a threat to school safety.

Shelter in Place - Possible Environmental Danger in the School Neighbourhood

A **Shelter in Place** response is generally initiated by the Toronto Police Service or other agencies, including Toronto Fire Services, having jurisdiction over the incident. The threat poses no immediate danger to students or staff unless they leave the building.

Hold and Secure - Possible Danger in the School Neighbourhood

A **Hold and Secure** response is initiated when the threat is proximate to, but not inside the building. The threat poses no immediate danger to students or staff unless they leave the building.

Lockdown - Danger on the School Site

A **Lockdown** response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened.

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

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

TCDSB Acceptable Use Policy

The **TCDSB Acceptable Use Policy (AUP)** governs the proper use of technology and electronic communication in our schools. The purpose of the AUP is to provide students and their parents with a set of guidelines that outline the safe and appropriate use of technology within our Catholic School system. Included in the AUP is a definition of **electronic communication** to include social media, website publishing, and the use of **personal electronic devices (PED's)**. In addition it addresses expectations surrounding the **Bring Your Own Device (BYOD)** policy effective as of September 2012. While these devices are not mandatory for classroom activities, they may be included when there is a clear educational purpose that has been identified by the

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 cyberbullying, making threats, or posting inappropriate material about another student to a social media site is unacceptable and will be dealt with according to the Education Act or school codes of conduct.
- Impersonation or using a false identity.
- Any use of inappropriate language (obscene, profane, threatening, harassing, bullying, racist or disrespectful) posted publically, privately, or on any websites.

Plagiarism and Copyright Infringement

- Students must not plagiarize and must obtain permission for any copyright materials they use.

Bring Your Own Computer / Personal Electronic Device (PED):

- The student use of PEDs is a privilege, not a right and can be removed if it interferes with student learning.
- Students can bring Personal Electronic Device (PED) such as cell phones and laptops to school, but are

not allowed to use them during class time unless allowed by the teacher. Students are responsible for securing their own devices and MUST turn them off and put them away during regular school hours.

- The teacher may send a student to the office if a PED is used inappropriately during class time. The administrator may confiscate the device and store it securely until the matter is resolved.
- The school Principal may decide when and where PEDs are allowed in the school.
- Students can use PED's to connect to the school network for internet access only. PEDs are NOT permitted in examination rooms, unless the teacher has granted permission.
- Board Technical support will be not be provided for any hardware, software or connectivity issues, and users may not install any Board/Ministry licenced software, unless the software has been licensed for home use.
- All student PEDs must have anti-virus protection on them before they can connect to the Board's network.
- Students cannot take pictures or capture video with their PEDs in private areas such as washrooms or change rooms.
- Any pictures or videos published electronically and taken on school property or at a school event must have the permission of the individual(s), their parents or the principal/designate.
- Any images or video that negatively impact the school climate must not be captured, transmitted or posted under any circumstances.

Accessing TCDSB Wi-Fi Network with a Personal Device

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

Disciplinary Consequences:

- In the event that a student violates this policy, the student (and parent, where applicable) will be provided with a notice of violation and will meet with a school administrator/designate.
- A school administrator/designate may deny, restrict or suspend a student's access to the Board's network upon any violation of this policy or other rules of the school. Appropriate legal authorities will be contacted if there is any suspicion of illegal activities.
- The Board will cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's system.

TCDSB SCHOOL YEAR CALENDAR 2015-2016	
Number of school days	94
Number of Professional Activity Days	6
Labour Day	September 7, 2015
First Instructional Day for students	September 8, 2015
Thanksgiving Day	October 12, 2015
Christmas Break	December 21, 2015– January 1, 2016
Family Day	February 15, 2016
Mid-Winter Break	March 14–18, 2016
Good Friday	March 25, 2016
Easter Monday	March 28, 2016
Victoria Day	May 23, 2016
Last day of classes for elementary students	June 29, 2016

Six (6) Professional Development Days for ELEMENTARY schools:

September 3, 2015	Provincial Education Priorities/Faith Development
November 13, 2015	Parent-Teacher Conferences
January 22, 2016	Assessment, Evaluation and Reporting
February 12, 2016	Parent-Teacher Conferences
June 10, 2016	Assessment, Evaluation and Reporting
June 30, 2016	Provincial Education Priorities