



St. Margaret of Scotland Catholic School

85 Carmichael Avenue (JK—Grade 4)
Toronto, Ontario
M5M 2X1

Beatrice Campus (Grades 5—8)
50 Ameer Avenue
M6A 2L3

Telephone: 416-393-5249 for both sites

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



I have read the school rules, routines, as well as the school code of behaviour.

Student's Signature _____

Parent/ Guardian's Signature _____

Date: _____

Date: _____



MISSION STATEMENT OF THE TORONTO CATHOLIC DISTRICT SCHOOL BOARD



SAINT MARGARET OF SCOTLAND PATRON SAINT

OUR MISSION

In a school community formed by Catholic beliefs and traditions, our Mission is to educate children to their full potential by providing:

- leadership in the shared responsibility for education that exists among schools, students, families, parishes and community
- 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 itself
- Religious, academic and technological instruction
- integration of Catholic, Christian beliefs into the total learning experience and
- feedback on student proficiency and performance

VISION OF OUR STUDENTS

We envision students who:

- are formed in 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 and
- demonstrate global perspective and community responsibility

VISION OF THE TCDSB

To provide students with the qualities they will require Our Vision of the TCDSB is a school system that

- is Christ-centered
- is student focused
- demonstrates a clear sense of purpose
- is visibly and demonstrably Catholic
- reflects empowered leadership

Saint Margaret of Scotland was born in Hungary in 1046 and later moved to Scotland where she met and married King Malcolm. Margaret dedicated her life to God by showing compassion and charity for the poor and through her effort to bring Scottish people back to their faith. Margaret was very holy and would not turn down anyone in need or in trouble. She visited and cared for the sick and started many homeless shelters for the poor. When she discovered that Scottish children received no education, she set up schools for the children to learn. Saint Margaret loved God very much. She taught the children and she teaches us that: "If you love God, He will give you riches in this life and everlasting happiness." Let us take this saintly Queen as our example and strive to become living signs of God's goodness.

PARENT INVOLVEMENT

Catholic School Advisory Council (CSAC)

The Catholic School Advisory Council is elected at the beginning of each school year. St. Margaret's CSAC invites parents to attend meetings which are held once a month in the school library. The school council provides parents the opportunity to strengthen the partnership between themselves, students, teachers, principal, school boards, government and the community. Your involvement in the council allows you to be a part of a dedicated team working to ensure a high quality of education and an accountable education system for the children of Ontario. Your participation can make a difference. Please join us.

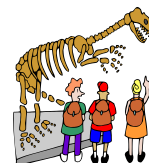
Fundraising Events

The major fundraising events for the school include and Walk-a-Thon and a Dance-a-Thon.

Parents are encouraged to volunteer their time for these activities.

Excursions

Parents are invited to volunteer their time to accompany classes on various excursions throughout the year.



STUDENT SAFETY

ATTENDANCE/ EARLY DISMISSAL / TARDINESS/ EXTENDED VACATION

Safe Arrival

In the interest of your child's safety, please call the school before 8:00 a.m. to inform the secretary of the reason why your child will not be attending class. You may leave a message on the school answering machine. You are also required to send a note explaining the absence when your child returns to school.

Early Dismissal

Parents picking up students during the day must inform the office by telephone or letter; meet their child at the School Office and sign the "Sign Out" log book.

Tardiness

Parents must ensure that their child is on time for school. Students coming in late must enter by the front entrance, report to the School Office and request an admission slip before being admitted to class. Parents are reminded that students must be picked up at 3:00. **There is no teacher supervision of students before 8:10 a.m. or after 3:15 p.m.**

Extended Vacation

Parents must inform their child's teacher prior to an extended absence from the school. A program of study covering the period of absence should be discussed with the teacher well in advance and it is the responsibility of parents/guardians to ensure that students complete assigned work. Parents are encouraged to arrange vacations during the regular school holidays rather than disrupting their child's academic program.

Leaving School for Lunch

Only students who routinely walk home for lunch will be permitted to leave the school during the lunch hour. Parents are asked to indicate this in the forms sent home at the beginning of the year.

Students who stay for lunch will not be permitted to leave the school, at lunch time unless they are signed out at the office by a parent/guardian.

BUS ZONES / PARKING

Bus Zones/ Parking

Parents picking up children at entrance or dismissal time are requested not to park their vehicles bus loading zone in front of the school at either site. These are reserved for school buses. Please do not permit your children to walk between the parked vehicles.



ENTRANCE / VISITORS TO SCHOOL / SEPARATED / DIVORCED PARENTS & RIGHT TO ACCESS

Entrance and Exit

Parents are advised that students are not permitted to use the main entrance unless they are late or are waiting for their parents to pick them up. Students must use the school exits at the side and back at all other times.

Visitors to School

Visitors are requested to phone the school in advance and make an appointment if they wish to meet a teacher, the Principal or Vice Principal. **All visitors must inform the School Office of their presence in the school and sign the Visitors' book and wear the school's Visitor's badge.**

While parents are not considered visitors, for the safety of the students, they are requested to comply with this regulation. Parents are asked not to wait outside their child's classroom door as this is disruptive to the entry and dismissal procedures. Parent volunteers and visitors must wear the school identification badges provided by the School Office. Please leave a message with the school office, if you would like to make an appointment to speak to one of your children's teachers.

Separated/ Divorced Parents and Right of Access

The custodial parent is requested to inform the school of the rights to access by the non-custodial parent. If access has been denied to the non-custodial parent or where any restraining order has been issued, the school must be notified and a copy of the restraining order, custody agreement, or letter from the lawyer, must be provided. **Without proper documentation child access cannot be denied.**

MEDICATION/ HEAD LICE/ ILLNESS

Administration of Medication- Oral medication/Epi-pen

Principals, teachers and support staff of the TCDSB are not permitted to administer any type of prescription medication unless we have a signed written consent from you the parent AND the prescribing physician. The forms to dispense any medication must be updated on a regular basis. All medication must be sent to the School Office for safekeeping. Parents / Guardians are requested to send the medication to the School Office clearly labeled and in the original container. **Children are required to keep his/her Epi-pen in a fanny pouch and wear it at all times and to have a second Epi-pen in the office in case of an emergency.**

Pediculosis: Head Lice

When a student is suspected of having head lice, parents will be notified and informed of the appropriate treatment. Parents are responsible for ensuring that proper treatment for head lice has been given. They are also responsible for informing the school that the treatment has been completed.

Student Illness

While the school has the students' interests at heart and is always considerate of their needs, the school is not equipped to care for children who become ill. Please do not send your child to school and ask that they remain indoors for recess. Parents / Guardians are requested not to send their children to school if they are not well. Whenever a child becomes ill while at school, the school will phone the parents and request them to take the child home, if possible.

HOMEWORK POLICY, REPORTING PERIODS, INTERNET SAFETY

“When children complete homework, they consolidate and reinforce the learning from in-school experiences in a practical and meaningful way.”

Daily Homework Time Guidelines

JK/SK	5 to 10 minutes on weekends
Grade 1	5 to 10 minutes
Grade 2	10 to 20 minutes
Grade 3	15 to 20 minutes
Grade 4	20 to 40 minutes
Grade 5	25 to 50 minutes
Grade 6	30 to 60 minutes
Grade 7	35 to 70 minutes
Grade 8	40 to 80 minutes

(Plus Read Aloud or Independent Reading)

Internet Safety

Please refer to the guidelines outlined in the TCDSB “Acceptable Use Policy for Technology”. **An electronic version of this policy is found on the TCDSB website at <http://www.tcdsb.org/board/policies/aup>**. Disciplinary action will be taken if there is a violation of the Acceptable Use Policy or the school’s Code of Behaviour policy. Parents should **diligently monitor** students for safe use of social media sites. For their own protection, **students under the age of 13 years are not permitted to use Facebook.**



STUDENT CODE OF BEHAVIOUR

This code of behaviour is written for all members of the school community and is based on the Education Amendment Act(Progressive Discipline and school Safety.) **The full document is found on the TCDSB website at www.tcdsb.org under “Quick Links” scroll to Safe Schools the Code of Behaviour.**

Our Christian mandate is to fully develop each child physically, socially, intellectually, emotionally, and spiritually. This will be achieved by mutual RESPECT, CO-OPERATION, and TOLERANCE of each other.

BEHAVIOUR IN GENERAL

Students are expected to know and to abide by all school policies and reflect Gospel values at all times. Students must learn to work effectively with others. Mutual respect, co-operation and sharing are important values in our society today. To this end St. Margaret/TCDSB policies emphasize

1. Respect for Self:

- An awareness of and pride in one’s spiritual and ethnic heritage
- An understanding and acceptance of one’s strengths and limitations
- Pride in one’s accomplishments and a desire to overcome one’s limitations
- A desire for academic excellence ascending to one’s ability
- A commitment to develop good study habits and to take advantage of the educational opportunities presented

2. Respect for Others:

- An awareness of others as Children of God and our brothers and sisters in Christ
- An acceptance of others culture and racial heritage
- An acceptance of others strengths and limitations
- Co-operation with others to achieve academic, social, and spiritual goals
- Politeness, courtesy, patience, kindness and tolerance

3. Respect for Property:

- An awareness that the school building, furniture, equipment, tests, and writing materials are provided for the use of all students and such are not to be abused, defaced or vandalized
- An awareness that the teacher areas and property are off limits to students
- An awareness that other students’ property is not to be taken without permission

4. Respect for Authority

- Be courteous and obedient to all adults in authority
- Accept such discipline as would be exercised by a kind, firm and judicious parent

SUSPENSION POLICY

Under subsection 306(1) of the *Education Act* a principal shall consider whether to suspend a student if he/she believes that the student has engaged in any of the following activities while at school, at a school related activity, or **in any other circumstances where engaging in the activity will have an impact on the school climate:**

- Uttering a threat to inflict serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol
- Swearing at a teacher or at another person in a position of authority
- Committing an act of vandalism that causes extensive damage at the pupil's school or to property located on the premises of the pupil's school
- Bullying
- Any other activity that is an activity for which a principal may suspend a student under a policy of the board.

Under clause 306 (1) 7 of the *Education Act* a pupil may be suspended if engaging in an activity that, under a policy of the Board, is an activity for which suspension is discretionary:

- Possession or misuse of any harmful substance
- Racial harassment
- Persistent opposition to authority
- Physical assault
- Sexual harassment
- Use of tobacco
- Habitual neglect of duty
- Wilful destruction of school property; vandalism causing damage to school or Board property or property located on Board Premises.
- Theft
- Use of profane or improper language
- Conduct that is injurious to the moral tone of the school or to physical or mental wellbeing of others
- Distribution of hate material
- Aid/incite harmful behaviour

- Being under the influence of illegal drugs
- Extortion
- Hate- motivated violence
- Improper use of electronic communication
- Fighting

Suspension Pending Expulsion

Under subsection 310 (1) of the *Education Act*, a principal shall suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or **in other circumstances where engaging in the activity will have an impact on the school climate:**

- Possessing a weapon, including possessing a fire-arm
- Using a weapon to cause or to threaten harm to another person
- Committing physical assault on another person causing bodily harm requiring treatment by a medical practitioner
- Committing a sexual assault
- Trafficking in weapons or in illegal drugs
- Committing a robbery
- Giving alcohol to a minor
- Any other activity that, under a policy of a board, is an activity for which a principal must suspend a student and , therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that student be expelled.

Violence Prevention Policy

Violence, in any form will not be tolerated in any TCDSB school. The Board has a clear policy on the prevention of violence, a policy which reflects the regulations of the Ministry of Education and Training and the principles of the Ontario Human Rights Code.

Bullying is a form of repeated , persistent, aggressive behaviour that is directed at an individual/s that is intended to cause (or should be know to cause) fear, distress, and/or harm to another person's body, feelings, self-esteem or reputation. which includes:

- Any context where there is real or perceived power imbalance
- Any bullying behaviours in the form of physical, verbal, emotional and cyber/electronic
- Any wilful attempt or threat to inflict injury on a fellow students

- Any wilful attempt or threat to inflict injury
- Any intentional display of force such as would give the victim reason to fear or expect bodily harm
- Any wilful act that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student
- Any wilful act or threat to socially isolating and /or targeting a student or group of students or to exclude them from relationships and /or activities
- Any discrimination, harassment or bullying based on race, culture, religion, gender, language, disability, sexual orientation or any other attribute as is the degradation of any individual for any reason, whether intended or not. This includes the distribution by any means whatsoever- verbal, printed or electronic-of any materials which contain any of the above hate motivated material as defined in the Criminal Code

Bystanders are encouraged to report bullying incidents to an adult to get help for others.

Progressive Discipline

Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences.

It includes:
prevention measures and initiatives early and ongoing intervention strategies
strategies to address inappropriate behaviour

St. Margaret Catholic school is using the following programs to respond to the mission of Catholic education .

Through the curriculum and programs such as Family Life and Religion, students learn the teachings of Jesus Christ and celebrate their faith through prayer, participation at Mass and receiving the sacraments.



Character Development:

In support of this goal St. Margaret school is implementing the monthly Faith and Character Development focus to lead students to appreciate God's love for them and to seek God in all things. In discovering and practicing these characteristics we promote the students' using their talents and respecting the personal dignity of everyone.

The values that are focused on for each month are:

September– Hospitality

October- Gratitude

November – Peacemaking

December– Charity

January– Courage

February– Love

March- Forgiveness

April– Justice

May– Compassion

June– Faithfulness



TCDSB Acceptable Use Policy for Technology

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.

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** be 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 be 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.

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.



Expectations For Student Behaviour

All students are expected to conduct themselves as positive members of our Christian Community.

1. Be prepared for class and responsible for completing all assignments.
2. Attend school regularly and punctually.
3. Solve problems through conflict resolution and mediation.
4. Be respectful of all people by using appropriate language and displaying good manners.
5. Respect community members and their property while on school trips or in coming to and leaving the school.
6. Respect the environment, by throwing garbage in the garbage bins and by recycling.
7. Hats are to be removed upon entering the building and no gum chewing is to occur inside the school or classrooms.
8. Electronic devices such as I-pods, game-boys, pagers, cameras, etc. are not to be brought to school. The school does not accept responsibility for the loss of any personal belongings. Trading cards are also not permitted.
9. Hard balls, leather soccer balls, baseball bats, hockey sticks, rackets, laser pointers, cap guns, firecrackers, aerosol cans or any other inflammable materials, pen knives, real or simulated weapons, matches or lighters are not to be brought to school.
10. Creating or using ice slides, throwing or kicking snow, ice, sand or stones, play fighting and engaging in rough play is not permitted for safety
11. Riding bicycles, skateboards, using roller blades or roller shoes, climbing fences, running in the hallways or on stairways are not permitted.
12. Students must stay within the school boundaries and must obtain permission from a teacher on duty to retrieve any balls that are out of the school yard.
13. Students must obtain permission to enter the school.
14. Water bottles are not allowed in the schoolyard.
15. Students must remain in the appropriate designated yard during recess.



Bus Safety & Behaviour

School Bus Transportation

It is the joint responsibility of the home, school and the bus driver to ensure that students behave in a responsible manner while waiting for or traveling on the school bus.

Parents are responsible for their children's safety before they board their school bus and after they are dropped off in the afternoon.

Bus students must:

1. Be at the pick-up point early. Drivers cannot wait for latecomers.
2. Wait in a single file well away from the roadway until the driver stops the bus, then board the bus in an orderly fashion.
3. Obey the driver at all times.
4. Sit in their seats and remain seated for the duration of the trip.
5. Refrain from horse-playing, fighting, eating, drinking or using foul language.
6. Keep their belongings on their lap and keep the aisle clear.
7. Don't open a window without the driver's consent and never lean out the window.
8. Never throw anything inside the bus or out of the window.
9. Respect the bus equipment. Students will be held responsible for any damages to the bus.
10. Take their assigned bus all year.
11. Report to the bus monitor for attendance taking.
12. Wait in their designated bus line at school.

While at school, students must line-up at their assigned bus line and number. If parents request and are granted bus services for their children, it is for the **whole school year** and not just for inclement weather conditions. Students failing to behave responsibly on the school bus may face suspension from bus privileges.



LUNCH EXPECTATIONS

Students are expected to

1. Eat politely in their designated area and not visit other classrooms
2. Remain seated until dismissed
3. Clean up their eating area before leaving
4. **Respect the safety of the students who have food and peanut allergies.**
5. Lunches that are dropped off, must be brought to the designated area next to the main office. Students will pick these up at lunch time. (12:00 noon)

Anaphylaxis

Anaphylaxis is a rapid, severe, potentially life threatening allergic reaction, caused by exposure to a "trigger" (allergen). We have a number of students and some staff members who have serious allergies, in particular to nuts or nut products.

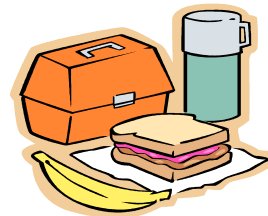
We ask for your cooperation in several ways:

Alert school staff immediately if your child has a serious allergy.

Please do not send nuts or nut products to school.
For the safety of all students, please do not send food items as birthday treats.

- Classes that have class members or staff members, who are anaphylactic, will be given additional information to help ensure the safety of those who are susceptible to anaphylactic reactions. Parents/guardians of children who require an Epi-Pen must provide completed medical forms from their doctor and consent forms for the administration of the Epi-pen. These forms are available in the office

Two Epi-pens are required. One is to be carried by the student at all times in a fanny pack and one is to be kept in the school office.



DRESS POLICY

All students at St. Margaret will follow the Appropriate Dress Code.

The **Appropriate Dress Code** consists of any combination of **white and navy blue garments** (i.e. plain white collared top, navy blue bottom; navy blue collared top and bottom; **no denim**).

Navy or white sweaters, vests, sweat shirts, hoodies may be worn during the cold weather. No logos please. Items with school crests will be available in the fall, but are optional.

HOURS OF INSTRUCTION

Entrance	8:30 a.m.
Morning recess	10:15 a.m.
Lunch	11:35 a.m.—12:35 pm
Afternoon Recess	1:40 p.m.
Dismissal	3:00 p.m.

Kindergarten

Morning Program	8:30—11:05 a.m.
Afternoon Program	12:35—3:00 p.m.



IMPORTANT DATES FOR 2013-2014

First Day of Classes	September 3, 2013
P.A. Day	October 11, 2013
Thanksgiving Day	October 14, 2013
Parent/Teacher Conference	November 15, 2013
P.A. Day	December 20, 2013
Christmas Break	December 23 to January 3, 2014
P.A. Day	January 24, 2014
Family Day	February 17, 2014
Parent/Teacher Conference	March 7, 2014
Mid- Winter Break	March 10-14, 2014
Good Friday	April 18, 2014
Easter Monday	April 21, 2014
Victoria Day	May 19, 2014
P.A. Day	June 6, 2014
Last day of classes	June 27, 2014

COMMUNITY RESOURCES

Public Health Nurse:
Tel: 416.338.7732

Toronto Public Health
North Region: 416.338.7600



Important Phone Numbers

St. Margaret Catholic Church
222 Ridley Blvd.
Toronto, Ontario
Reverend Father Andy Macbeth
416.485.7781

School Bus Transportation:
First Student Bus Company:
Thornhill—905.764.6662
Stock Transportation North—416-757-0565

Trustee
Maria Rizzo
416.512.3405

Superintendent
Mr. John Shain
416.222.8282 Ext. 2267