

St. Raphael School Handbook



St. Raphael Catholic School

3 Gade Drive,
Toronto, Ontario M3M 2K2
Telephone: 416-393-5285 Fax: 416 393-5127

Welcome to the 2012 - 2013 School Year

This Handbook is meant to provide parents and children with some general information about St. Raphael Catholic School: school times, academic and non-academic activities and general information.

School Year Calendar: 2012 - 2013

September 3, 2012	Labour Day
September 4, 2012	First Instructional Day
October 8, 2012	Thanksgiving Day
November 16, 2012	Parent Teacher Conference
December 7, 2012	Provincial educational priorities
December 24 th , 2012-January 4, 2013	Christmas Break
January 7 th , 2013	First School Day in New Year
January 25, 2013	Assessment, Evaluation and Reporting
February 15, 2013	Parent Teacher Conference
February 18, 2013	Family Day
March 11-15, 2013	March Break
March 29, 2013	Good Friday
April 1 st , 2013	Easter Monday
May 20, 2013	Victoria Day
June 7, 2013	Assessment, Evaluation and Reporting
June 27, 2013	Last Day of Classes
June 28, 2013	P.A. Day (Provincial Education Priorities/Faith Day)

School Day

8:30 a.m. <u>sharp</u>	Entry Bell
8:30 - 8:35 a.m.	Morning Exercises
9:40 - 9:55 a.m.	Morning Recess
11:05 a.m.	Kindergarten Dismissal
11:35 - 11:55 a.m.	Supervised Lunch
11:55 - 12:35 p.m.	Lunch Recess
1:40 - 1:55 p.m.	Afternoon Recess
3:30 p.m.	Dismissal

School Information

Principal:	Mrs. A. A. Carino
Vice-Principal:	Mrs. M. M. Sardo-Antunes
Secretary:	Mrs. V. Mangano
Head Custodian:	Mr. S. Grossi
CSAC Chair:	Mrs. J. Puglisi
Superintendent:	Mr. D. Yack
Trustee:	Ms. P. Bottoni
Parish:	St. Philip Neri R.C. Church
Pastor:	Fr. Paul Duplessie, OFM, Cap.

Mission Statement for the Catholic Schools of Ontario

Catholic Education is a process through which the community of the school, the home, and the Church develops within its students a way of living which embodies the life of Jesus Christ.

The Ontario Catholic Graduate Expectations represent an integral component of TCDSB 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.

Toronto Catholic District School Board

OUR MISSION

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

- leadership in the shared responsibility for education that exists among schools, students, families, parishes, and community;
- a safe and welcoming learning environment that is an example of Christian community;
- role models of Gospel Values and Catholic doctrines, teachings and beliefs;
- guidance in what students need to learn;
- instruction in the learning process 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 the Catholic faith;
- apply Christian values to life's opportunities, challenges and choices;
- pursue academic excellence;
- demonstrate relevant knowledge and ability;
- display self-esteem and self-respect;
- 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;

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- reflects empowering leadership;
- applies collaborative decision-making;
- is innovative and provides role models among all stakeholders.

St. Raphael Mission Statement

St. Raphael Catholic School is dedicated to excellence in education and to the spiritual, intellectual, emotional and physical development of the whole child within the framework of Gospel values, in the tradition of the Catholic Church.

Nurturing Catholic Community

Through prayer, worship, liturgy, and action, we will encourage and strive to strengthen the child's relationship with God and with one another as respected and responsible members of society.

Learning and Achievement

Through the unique talents and learning styles of each child, we will teach the fundamental skills while promoting critical thinking, teamwork and ownership of learning.

Building Capacity to Lead and Learn

Through stewardship education, social justice teaching, creative and expressive arts, academic and athletic participation, leadership training, technology integration, and community service projects, we will strive to promote the growth and development of the whole child.

GENERAL INFORMATION

Attendance/Punctuality

The Education Act states that students must attend school regularly and punctually. Parents are to notify the school (416-393-5285) of a child's absence. You may call anytime and leave a message on the answering machine. This system requires full parental co-operation to be effective. **The student should also bring a written note to the school (to be given to the classroom teacher) on the day of his/her return.** Extended absences, for reasons other than health, require notification to the principal. An Extended Absence Form must be completed by parents.

The school bell rings at 8:30 a.m. sharp and student entry begins immediately. Students are expected to arrive prior to the singing of the national anthem and opening prayers. Students who arrive late for school must check in at the main office to ensure safe arrival and to help in keeping accurate attendance profiles. Students will be given a late slip and tracking of tardiness is maintained by the teacher and office. Consequences for tardiness could include making up the missed time. Persistent tardiness will result in a report being made to the Social Worker.

Children's Safety

Parents are strongly encouraged to park their vehicles away from the front entrance of the school, entry to the parking lot, and bus loading zones both in front of the school, on Gade Dr. and on Ianhall Road. The city sets heavy fines for parking in a school bus loading zone. Wherever possible, please park on the same side of the street to avoid having your child cross the road. **Please choose safety over convenience.**

During the school day, all outside doors are locked. Entry for portable students and staff is by Swipe Card only. Parents, wishing to access the school, must ring the front door buzzer and identify themselves to the school secretary.

All visitors to the school must report to the office immediately upon entry in order to sign in and receive a visitor pass.

Parents are asked to have their children enter the school through the back entrance doors with their respective classes. **They are NOT to use the front door as a short cut to the school yard.**

Student supervision by staff begins at 8:00 a.m. and ends with dismissal or the departure of the last bus. Please do not drop off your children before 8:00 a.m. or expect extended supervision of your child beyond the school day.

Safe Arrival Program

If a child does not arrive at school and a phone call, or note has not been received, there will be an attempt to alert parents by telephone at home, or at their place of employment. The purpose of this program is to provide a service for parents to check that their children have arrived at school safely. The program recognizes that the ultimate responsibility for children rests with the parents.

“Early” Student Dismissal

No student is permitted to leave the school grounds without permission. Students leaving the school during the day for ANY reason are required to have permission, in the form of a note, from their parents/guardian. This note should be given to the teacher. Parents/Guardians picking up their child(ren) must meet them at the office and sign them out in our Sign Out Book.

Also, students eating lunch at school are not permitted to leave the school grounds during lunch hour, unless they have been signed out and are accompanied by a parent/guardian. This too must be done at the office.

Visitors to the School

Parents/guardians are always welcome at St. Raphael. You have a standing invitation to join us at our assemblies, liturgies and performances. **However, since your identity may not be known to the school staff, we ask that you comply with the Board's policy and begin your visit by reporting to the Main Office to sign in.** In this way we can avoid the presence of unauthorized persons in the building and maintain the safety and security of our students, staff, and building.

All TCDSB schools operate on a "closed campus" policy; thus only students, staff, and parents/or guardians are permitted in the building. All others are TRESPASSING. Students from other schools, friends of our students, and older siblings are not authorized to visit.

Visitors to the school are required to:

- Clearly state the purpose of their visit
- Sign the log book
- Abide by the principal's or designate's decision regarding the interference of classroom routines.

Address And Other Information Changes

Please inform the school Main Office immediately of any changes in address, telephone number, cell numbers, or other important information so that we may have our records updated in case an emergency should arise. Please be certain that the school has the **name and accurate telephone number of a relative or neighbour who may be contacted in the event that the parent/guardian cannot be contacted in an emergency.**

Medical Information Update

Please inform the Main Office or Administration of any change or newly diagnosed **medical condition which may adversely affect the health or well-being of your son/daughter, if not attended to**

properly. This would include any conditions such as asthma, severe allergies, anaphylactic responses, prescription medications that must be taken during the school day etc. **All such information is held in strictest confidence and is shared only with those who have a “need to know”.**

Dispensing of Medication

Please do not send medicine with your child.

If your child requires medication, we request that this be administered at home. We do not have the staff or facilities to safely keep and administer medication. In extreme situations, where medication must be administered during the course of the day, we request WRITTEN PERMISSION. By law, school staff is not allowed to dispense prescription or non-prescription medication without parental and medical authorization. “Request and Consent to Medication” forms are available from the office. Children should not keep any medication on their person or in their bags, unless the appropriate consent forms have been completed.

Good Health

This is very important for good learning to take place. Students who are sick should receive proper medical attention and should not attend school until they are feeling better. If your child becomes ill during the day, he/she should let his/her teacher know and the office will monitor him/her, then contact the parent/caregiver if deemed necessary. It is essential for all parents/guardians to **keep the office informed of any changes in home, work and emergency telephone numbers.** These telephone numbers are very important, if your child requires immediate medical attention.

Health Services

Public Health Nurses are no longer assigned to the school by the Public Health Unit. If you have any health concerns regarding your child, please call your family physician or call your local Health Unit.

Pediculosis (Head Lice)

Pediculosis is considered to be a nuisance, and not a health concern. If you find your child has head lice, notify our school secretary who will call for a technician who will check all students in the class and any sibling within the school. If your child is found to have head lice, you will be asked to administer treatment and report to the office, upon your child's return to school. Your child will be readmitted to school when it is determined that there are no eggs or nits.

If your child has head lice, please keep your child at home. Purchase an appropriate shampoo for head lice and follow the instructions for the medicated shampoo. Please inform the school of this problem.

Lost and Found

All students' belongings should be marked with the student's name. If articles are found, students will bring them to the Lost and Found box, which is situated in the hall by the girls' washroom. All unclaimed articles will be donated to a charity at the end of each term and/or school year.

Fire Drills

By law, three separate fire drills are held in both the Fall and Spring seasons. Students are reminded of their exit door as well as alternate exit. For very definite safety reasons, during a Fire Drill all pupils are to leave the school in single file as quickly and as quietly as possible. Once outside, pupils are to line up in single file in the designated areas so that attendance may be taken. Students will not proceed back into the school until it is deemed safe to do so. Upon sounding of the fire alarm, all staff members will ensure that all students evacuate the building. Any visitors or parents in the school must also evacuate the building. Teachers of special needs students, if applicable, will provide assistance to ensure they are safely outside.

Lockdown Drills

Twice a year (Fall and Spring), the school also holds Lockdown Drills. Students and staff practice internal or external lockdown procedures.

Assembly

When the outside bell rings, all students are to proceed immediately to their designated entrance. Students must line up to enter and exit the building in a safe and reasonably quiet manner. Students will enter and exit the building by way of their designated entrance. Pupils are not to be in the building before 8:30 a.m. or after 3:20 p.m. unless they are participating in an activity under the direction of a teacher.

Athletic and Extra Curricular Activities

Participation in extra-curricular activities is a privilege afforded to pupils to fulfill their responsibilities as students and members of the St. Raphael community. This privilege will be removed for poor academic performance and/or conduct which reflects a lack of courtesy and respect.

School Materials

Please impress upon your children the importance of caring for all texts, library books and other supplies. In that regard, we urge our students to take excellent care of the materials they receive from public funds. ***Any child who loses or defaces a book will be asked to contribute to cover the cost for the replacement of the item.***

All students are requested to cover their textbooks at the beginning of the school year with some form of paper or plastic covering in order to keep them in good shape. A school bag of some type, or even a plastic bag would be most useful in protecting your child's materials.

Educational Excursions

The expectations of the Ontario Curriculum can be complemented by educational trips. In order for your child to leave the school property, a school consent form must be completed. Costs for the trips are kept to a minimum and no child will be denied the excursion for financial reasons. Please contact the teacher or the office, if finances are not available for trips.

Parking

Parking is a problem with our limited space. Therefore, we ask that you do not use the staff parking lot for picking up or dropping off your child/ren. Children walking or running in the parking lot risk injury by unsuspecting drivers trying to get in or out of the parking lot.

Catholic School Advisory Council

St. Raphael has in place a very active Catholic School Advisory Council (C.S.A.C.) whose members are parents elected in September each year for the academic year.

All parents/guardians are encouraged to attend the monthly Council (CSAC) meetings and to become actively involved in our school community in any way they can. Parents discuss school issues, provide advice on policy and procedures and support school programs and special events.

Meetings are usually held on the third Tuesday of each month. Please consult the monthly newsletters for confirmation. All are welcome to attend. Meetings will begin at 7:00 p.m. in the gym.

Assessment and Evaluation

The evaluation of students is an ongoing process. Teachers gather data in a variety of ways including: daily observations, student conferences, project work, homework assignments, presentations, class participation, quizzes, and tests. As of September 2010, there have been some changes to the manner in which reporting is done. Official provincial report cards will be issued in early February and in June. Parents are asked to return the third page of the report card after

each reporting period. You will also be getting an Interim Report Card in the Fall.

The Staff of St. Raphael Catholic School attempts to keep parents informed of their students' achievements as well as areas of concern. Only by working together (home and school) can we provide the best support system for all students in our care. This can be achieved through report cards, personal interviews, telephone calls, newsletters, portfolios, and other forms of home and school communications.

Homework Guidelines

Homework can be beneficial to children in many ways. It can help to: develop a sense of responsibility; teach organizational skills; provide practice of skills taught in class; complete work begun in class; and provide a basic communication link between home and school.

Types of Homework

- Work assignments by the teacher to be completed for the next day
- Completion of classroom assignments
- Project work
- Studying for quizzes and/or tests
- Review of daily lessons
- Independent reading.

Parent Involvement

Parents can support their child with their homework by: checking the Agenda; providing a suitable environment and setting times conducive to homework completion; providing assistance when necessary; monitoring completion; signing forms and tests as required by the teacher. Parents can also assist by ensuring their children go to bed early.

Ontario Student Record (O.S.R.)

Each student who attends school in the province of Ontario has an established Ontario Student Record. This is a continuing record, which shall be used for the improvement of instruction for your child by school personnel. If, at any time, you wish to review the contents of this record, please contact the principal and make an appointment to do so.

Child Abuse

All professionals have a legislated duty to report reasonable grounds to suspect that a child is or may be suffering from physical harm, sexual or emotional abuse, or neglect. This law promotes the best interests, protection, and well being of children.

Communication

Parental concerns and student issues should be resolved with the child's teacher first. If a resolution is not achieved, then the Principal shall be informed and every attempt will be made to resolve the parental concerns.

You are always invited to share questions, comments and concerns with your child's teacher. Please contact the teacher to set up a convenient meeting time.

SAFE SCHOOLS Practices and Procedures

Code of Conduct

At St. Raphael, we strive **to teach our students to be the best they can be.** We encourage the development of positive self-esteem and self-respect as students apply Christian values to life's opportunities, challenges and choices. We model an individual and community responsibility for our actions. The cornerstone upon which all of our standards of discipline is founded can be summarized in a single word: **respect.** Every person involved in the St. Raphael School community is expected to treat another person with dignity, courtesy, and respect at all times.

RESPECT

Respect is the founding principle upon which all relationships are based at St. Raphael Catholic School.

RESPECT FOR SELF AND OTHERS

"The Board and its staff are fully committed to the elimination of discrimination and will actively foster the creation of an environment which respects the racial, ethnic, and cultural plurality of our system and our society at large." (T.C.D.S.B. Race and Ethnic Relations and Multiculturalism Policy, Regulation #1)

Gospel values promote that students who respect self and other reflects a positive self image. **Jesus' Golden Rule** (love one another as I have loved you; treat others as you would like to be treated) is an excellent motto for St. Raphael students to uphold. The respectful individual is mindful and supportive of the rights of **all** others in the community.

RESPECT FOR TEACHING AND NON-TEACHING STAFF It is understood that all staff members are responsible for all pupils at all times. Every member of staff has complete authority in the school and at school events. Consequently, students are to regard **all staff** members as they would their regular classroom teacher.

RESPECT FOR PROPERTY

School property such as textbooks, library materials, physical education equipment, team uniforms, computers, software, furniture, etc., are for everyone's use. Pupils who are responsible for vandalism, damaged or lost articles are expected to pay replacement costs. Defacing school property including textbooks and desks will not be tolerated. Gang logos and Tags (Graffiti) on notebooks are totally inappropriate and will be consequenced.

School Code of Conduct

EXPECTATIONS FOR STUDENT BEHAVIOUR

- Students are expected to demonstrate appropriate behavior, courtesy and respect for themselves, respect co-operation/tolerance for others and respect for property;
- Parents are partners in the education of their children. It is expected that they will assist the school by reinforcing the application of these rules; Teachers have the authority and responsibility to maintain discipline and order in the classrooms, halls, excursions and extra-curricular activities, as well as in and around school property.
- The Principal and Vice-Principal have the responsibility for maintaining the positive atmosphere which is necessary for learning.

ST. RAPHAEL'S CODE OF BEHAVIOUR

- All students are required to conduct themselves in a Christian manner:
- Attend school regularly and punctually;
- Leave the school grounds promptly at dismissal time;
- Display a positive attitude towards school and learning;
- Display good manners;
- Use a respectful tone of voice to address peers and adults;
- Be prepared for each class with required materials and homework assignments completed;
- Follow school and class rules and routines diligently;
- Use appropriate language at all times;
- Respect community members and their property;
- Respect the rights of others;
- Devote time for test preparation;
- Solve problems through conflict resolution and mediation;
- Accept and develop self-discipline;

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- Accept discipline imposed by one acting in the role of a firm, judicious parent;
- Dress Code in effect – length of skirts/tops;
- On Civvies Day, dress so that personal appearances should be neat and clean;
- Gum chewing **IN** the school building is not allowed;
- May help a teacher in the classroom **ONLY** with teacher supervision;
- Students will be required to make up missed work.

SAFETY AND PLAYGROUND RULES

The safety of our students is our first priority. Any dangerous activities are not permitted. The definition of dangerous is at the discretion of school personnel following Catholic values and T.C.D.S.B. safety policy. In order to provide a safe and happy environment for all students, students are to adhere to all the following rules at all times:

- a) Leave **all valuables** such as **cards, collections, toys, or electronic devices* including, but not limited to, ipods, MP3 players, CD players, cell phones, cameras, gameboys, etc.**, at home. The school is not responsible for lost items. Expensive jewelry is discouraged. **Again, we strongly advise that these electronic devices be kept at home. If they are brought to school, they are to be powered OFF and stored out of view.** (TCDSB Interim Code of Conduct Policy, June 2007);
- b) Acceptable items include any nerf-like ball, soft basketball, tennis ball, skipping ropes.
- c) No climbing fences or trees;
- d) Sports equipment such as hard balls, rackets, bats, hockey sticks or skateboards are not allowed in the school yard;
- e) No throwing of objects;
- f) No interference with neighbours' property; stay out of restricted area i.e. behind portables
- g) "Hands off" Policy: Students are to keep hands and feet to themselves at all times; (No acts of violence will be tolerated at any time on school property; No pushing or shoving is allowed; No hugging or touching is permitted).
- h) Playing games that endanger the safety of the students such as "crack the whip", "checking", Red "A", lifting and dropping other students, tackle football or any other rough play will not be allowed.
- i) Students are not allowed in the parking lot unsupervised. If a ball goes into the parking lot, students are not allowed to retrieve it without teacher supervision;
- j) Students are not allowed to leave school property at any time, unless appropriate permission is obtained;
- k) Students are to line up promptly at the warning bell;
- l) Once dismissed for recess, students require a "Washroom Pass" to come into the school for a drink or use of the washroom. At dismissal students should leave school grounds, and go home.
- m) Inappropriate language (i.e. swearing) or comments are not acceptable.
- n) Bus students must always board the buses unless written permission is received by the office in advance.

LUNCH TIME RULES

In order to ensure that lunch time is a calm, healthy and enjoyable experience for all students and staff, the following Lunch Time rules will be in place:

- No snacks to be taken outside at lunch recess
- Each student is to remain at his/her assigned seat to eat his/her lunch;
- No one is to be out of his/her seat without permission. Permission is given by the teacher/supervisor to get a drink or use the washroom; Garbage is thrown out and lunch bags are placed in bins as you line up for dismissal;
- Quiet conversation is allowed; good manners are expected;

- No food throwing (whatsoever) is allowed;
- No one should touch anyone else's food; No one should share food due to allergies;
- Students are expected to provide their own cutlery: fork or spoon.
- We are a nut aware school. No peanut butter, Nutella or any other nut product should be brought to school;
- Any uneaten food should go home in the student's lunchbag;
- Students walk quietly, in single file, and in an orderly fashion as they exit by their assigned door;
- Students must not remain or go back to class once dismissed.

LUNCH TIME EXPECTATIONS

1. Students are expected to clean up after themselves. About five minutes before dismissal, students will prepare to throw out their garbage and tidy up the area on and around the desk.
2. When the teacher/supervisor/class monitor sees that everything is clean, and orderly and that students are sitting quietly, students will be asked to line up for dismissal.
3. Dismissal is by the teacher/supervisor, **only** at the sound of the bell. The teacher/supervisor will dismiss by class [only if students are ready], in the already established and designated order.
4. The teacher/supervisor on duty will monitor the exit of students. The teacher/supervisor must make sure that classrooms are empty before leaving the area of supervision.
5. Please be reminded that ALL lunch drop offs should be at the office, NOT in classrooms or portables
6. Parents **must** go to office to drop off lunches. Parents should **NOT** go to the portable **OR** meet child en route to the school.

INDOOR RECESS RULES

- All students must remain SEATED in a chair or on the floor;
- All students must be involved in a quiet activity;
- All students may have their snack. All garbage should be placed in the receptacle;
- All students must respect the property of others. They must not touch anyone else's belongings;
- Indoor voices only are allowed;
- Computer access is permissible only with teacher permission and supervision.

PROVINCIAL SAFE SCHOOL ACT

The Provincial Safe School Act was amended by the Ontario Government on February 1, 2008. Bill 212, an Act to amend the Education Act in respect of behaviour, discipline and safety is now in effect. The TCDSB has revised its Safe School Policy to incorporate Ministry regulations while continuing to emphasize the importance of prevention. For more details, please go to the TCDSB website: www.tcdsb.org/policyregister/CodeofConduct.htm. The procedures described in the Safe School document will be used with discretion with younger students.

Actions occurring outside of school hours, but impacting upon school routines or activities may be dealt with at the school. Support services, Police, or C.C.A.S. intervention will be initiated, if needed.

Inappropriate behaviours will not be tolerated. In keeping with the new legislation, **A Progressive Discipline Continuum** (see page 8) has been developed with staff, parent, and student input. All verbal and physical assaults, as well as other inappropriate behaviours will be documented on a School Incident Form and housed in the main office.

Suspension

Under subsection 306 (1) of the Education Act, a principal shall consider whether to suspend a pupil if he or she believes that the pupil 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:

- Uttering a threat to inflict serious bodily harm on another person.
- Possessing alcohol or illegal drugs (weapon or items that can be used as a weapon eg. pointy rulers).
- Being under the influence of alcohol and drugs
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism that causes damage to school property 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 pupil under the policy of the board.

Under clause 306 (1) 7 of the Education Act, a pupil may be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under a policy of the board.

Under Board policy, activities for which a principal may suspend a pupil include:

1. Persistent opposition to authority;
2. Habitual neglect of duty;
3. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
4. Use of profane or improper language;
5. Use of tobacco;
6. Theft;
7. Aid/incite harmful behaviour;
8. Physical assault;
9. Being under the influence of illegal drugs/alcohol;
10. Sexual harassment;
11. Racial harassment;
12. Fighting;
13. Possession or misuse of any harmful substances;
14. Hate-motivated violence;
15. Extortion;
16. Distribution of hate material;
17. Inappropriate use of electronic communications/media; and/or;
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

Suspension Pending Possible Expulsion

Under subsection 310 (1) of the Education Act, a principal shall suspend a pupil if he or she believes that the pupil 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:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing a sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under a policy of a board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the Board that the pupil be expelled.

SCHOOL DRESS CODE EXPECTATIONS

All students are expected to come to school appropriately dressed; that is, neat, clean and in a manner that reflects the aims and atmosphere of a Catholic school. Students are asked to take pride in their personal appearance. Everyone's appearance reflects both his/her good judgment and respect for himself/herself and others. It is the parent's duty and responsibility to ensure that each child is suitably attired. If it is deemed by the school that a student is not dressed in a proper manner, parents will be notified.

St. Raphael Official Dress Code (Established June 2010)		
<u>Tops (White or Navy Solid Colour)</u>	<u>Pants/Bottoms (Navy Solid Colour)</u>	<u>Shoes</u>
Polo shirt (short/long sleeve)	Khaki or Cargo Pants	Running Shoes
Turtleneck/Mock neck	Dress Pants	Non-Marking Rubber Soled Shoes
Oxford shirt (short/long sleeve)	Track Pants	Dress Shoes
T-shirt with sleeves	Skirts and skorts	Sandals (covered toes & back support)
Hooded Sweat Tops	Bermuda/Walking shorts	
Vest (knit, zipped fleece vest)	Capris	
Quarter Zipper Fleece Pullover	Loose Leggings	
Cardigan		

Sock Colours – white, blue, grey, black, brown

NOT PERMITTED: Clothing with Logos and designs of any kind
 Tank tops/Tops with spaghetti straps/thin straps
 Denim Clothing/Jeans
 Flip flops style shoes

GYM CLOTHING (optional and available only at Cololine)
 (The following items are **NOT** DRESS CODE ITEMS; THEY ARE FOR GYM ONLY)
 White T-shirt with Ram logo
 Green Basketball Shorts

Pizza Lunches for 2012– 2013

As per the School Food and Beverage Policy, (Ministry of Education, 2010), all pizzas will be served on whole wheat crust with tomato and cheese

First Term

Oct. 3
 Oct. 10
 Oct. 17
 Oct. 24
 Oct. 31



Second Term

Jan. 23
 Jan. 30

 Feb. 6
 Feb. 13
 Feb. 20
 Feb. 27



Third Term

April 3
 April 10
 April 17
 April 24



Nov. 7
 Nov. 14
 Nov. 21
 Nov. 28

Mar. 6

May 1
 May 8
 May 15
 May 22
 May 29

Dec. 5
 Dec. 12
 Dec. 19

June 5
 June 12

Lunch Lady
 Every **Tuesday** and **Thursday**
 Call Chris at **905-470-2598**
 Fax: 905-470-6332
www.thelunchlady.ca

CSAC Sandwich Days
 (Type of sandwich to be determined. . .)

Jan. 9	Mar. 20	Jun. 19
Jan. 16	Mar. 27	Jun. 26

T.C.D.S.B. - Faith and Character Development

Faith and Character Education is taught, not caught. It is embedded in what we do. There is a strong commitment to community building. It requires the full participation of students and staff.

In December 2007, T.C.D.S.B. members (students, parents, and staff) provided input into the themes for each month of the year. We highlight each virtue through morning announcements, classroom lessons and activities, monthly student nominations, and through our established Code of Conduct. The established virtues are:

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

**St. Raphael Catholic School
PROGRESSIVE DISCIPLINE CONTINUUM
(Established February 28, 2008)**



Office Interventions

- Warning
- Time Out
- Apology and/or Apology Note
- Good Deed/Community Service
- Voluntary Removal by parent
- Detention
- Phone call home
- Think Paper &/or Safe School Incident Report
- Restitution/Restoration/Reparation
- Team Meeting
- Peer/Conflict Mediation
- CYW/Guidance/Social Work Support
- Suspension and/or Expulsion
- Behaviour Action Plan
- Call police

Staff Interventions

- Warning
- Apology by student
- Time Out by fence or wall
- In class detention
- Loss of privileges
- Contact with parents
- Think Paper &/or Safe School Incident Report
- Good Deed/ Restitution
- Possible contact with Administration
- Community Service
- CYW/Guidance Support
- Peer/Conflict mediation
- Consequences based at home

Suspendable Incidents**

- Uttering a threat to inflict serious bodily harm on another person/property
- Inflicting serious bodily harm on another person
- Possessing alcohol or illegal drugs
- Being under the influence of alcohol/drugs
- Swearing at a teacher or another person in a position of authority
- Committing an act of vandalism that causes damage to school property
- Bullying/Cyberbullying
- Any other incident deemed by administration, the TCDSB or the MOE as "suspendable"

4th Minor/Major Incidents**

- Swearing
- Racist/Sexist comments
- Threats or Extortion
- Defiance and rudeness to teacher
- Refusing a reasonable request by a staff member
- Bullying (verbal, emotional, physical or cyber)
- Defacing school property/vandalism
- Persistent opposition to authority
- Disrespectful gestures to peer or staff
- Possession of inappropriate materials
- Inappropriate touching
- Chronic incomplete homework
- Persistent rough play/fighting/hitting/spitting
- Any other incident deemed "Major" by school administration, the TCDSB and the MOE

4th Minor

- Office Intervention
- Speak to parents
- CYW/Social Work referral
- Safe School Incident Report
- Possible Suspension

3rd Minor

- Same as 2nd
- Office to speak to student
- Safe School Incident Report sent home
- Notice of Suspension may be issued

2nd Minor

- Same as first
- Office to speak to student
- Safe School Incident Report and/or Think Paper
- CYW Referral

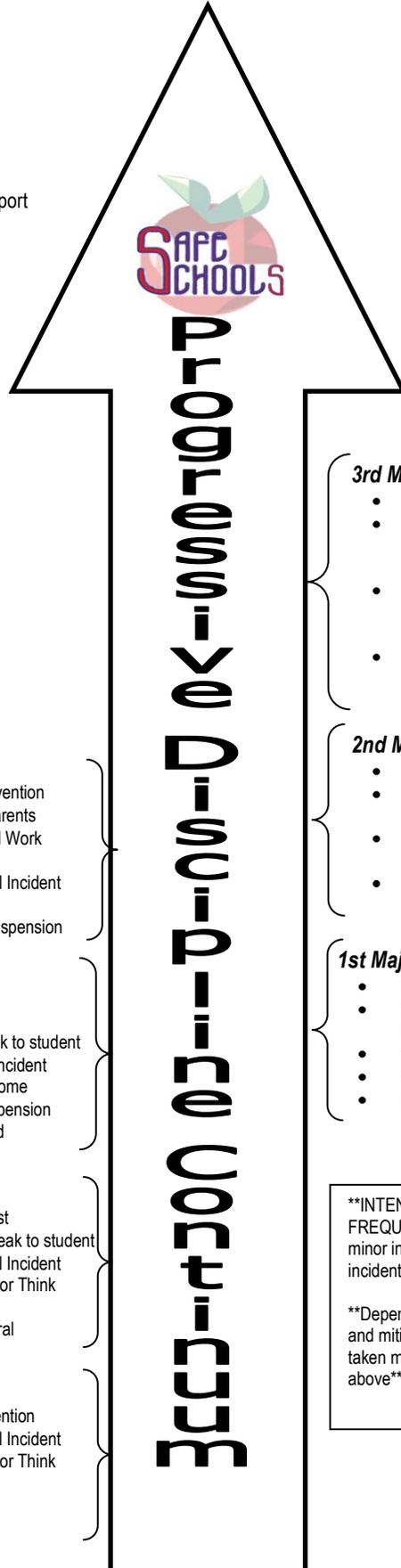
1st Minor

- Staff intervention
- Safe School Incident Report and/or Think Paper

1st, 2nd 3rd Minor Incidents**

- Teasing, name calling, gossiping
- Not following school bus and bathroom protocol
- Rough play/fighting/hitting/spitting
- Cheating on tests/copying homework/plagiarism
- Not following lunchtime/indoor recess/playground rules
- Throwing Objects
- Vulgar/obscene language and gestures
- Stealing
- Use &/or Inappropriate use of electronic devices
- Any incident deemed to be significant by school administration, the TCDSB and the MO

P/Administration/Office/Agendas/Agenda insert



3rd Major

- School Suspension
- Speak to student upon returning to school with parents
- Behaviour Action Plan re-explored and alternatives considered
- Guidance/Social Work/CYW Follow-up

2nd Major

- Social Work referral
- Set up Behaviour Action Plan
- Safe School Incident Report
- Possible Suspension

1st Major

- Office Intervention
- Safe School Incident Report
- Speak to parents
- CYW/Guidance referral
- Possible Suspension

****INTENT, SEVERITY, AND FREQUENCY may change the minor incident to a major incident****

****Depending on the infraction and mitigating factors, the action taken may differ from the above****