

St. Raphael Catholic School
 3 Gade Drive,
 Toronto, Ontario M3M 2K2
 Telephone: 416-393-5285 Fax: 416 393-5127

Student Name: _____ Grade: _____

Student Signature: _____ Room: _____

Parent Signature: _____

Acknowledgement:

The above signatures acknowledge that you have read the St. Raphael Catholic School Handbook and Code of Behaviour and that you have discussed it with your child.

Welcome to the 2014 - 2015 School Year

This Agenda is intended to provide parents and children with some general information about St. Raphael Catholic School: school times, academic and non-academic activities and general information. Teachers, parents and students are encouraged to use the Agenda to assist students in planning, organizing their work, and reminding them of upcoming assignments/tests and school events.

School Year Calendar: 2014-2015

September 1, 2014	Labour Day
September 2, 2014	First Day of School
October 13, 2014	Thanksgiving Day
November 14, 2014	P.D. Day (Parent/Teacher Conferences)
December 5, 2014	P.D. Day (Provincial Education Priorities)
Dec. 22 to Jan. 2	Christmas Holidays
January 5, 2015	School resumes in 2015
January 23, 2015	P.D. Day (Assessment, Evaluation, and Reporting)
February 13, 2015	P.D. Day (Parent/Teacher Conferences)
February 16, 2015	Family Day (no school)
March 16 – 20, 2015	March Break
April 3, 2015	Good Friday (no school)
April 6, 2015	Easter Monday (no school)
May 18, 2015	Victoria Day (no school)
June 5, 2015	P.D. Day (Assessment, Evaluation, and Reporting)
June 25, 2015	Last day of school (regular dismissal)
June 26, 2015	P.D. Day (Provincial Education Priorities)

School Day

8:30 a.m.	Entry Bell
10:12 a.m. - 10:27 a.m.	Morning Recess
11:15 a.m. - 12:15 p.m.	Lunch
1:40 p.m. - 1:55 p.m.	Afternoon Recess
3:30 p.m.	Dismissal

School Information

Principal:	Ms. J. Provenzano
Vice-Principal:	Mrs. J. Leo-DelDuca
Secretary:	Mrs. V. Mangano
Head Custodian:	Mr. S. Grossi
CSAC Chair:	Mrs. J. Puglisi
Superintendent:	Mrs. G. Iuliano-Marello
Trustee:	Ms. P. Bottoni
Parish:	St. Philip Neri R.C. Church
Pastor:	Fr. Paul Duplessie, OFM, Cap.

Mission Statement of TCDSB

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 the community
- A safe and welcoming environment that is an example of Christian community
- Role models of Gospel values and Catholic doctrines, teaching 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 students' 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
- Demonstrate global perspective and community responsibility

Vision of TCDSB - To provide students with the qualities they will require, our Vision of TCDSB is a school system that:

- Is Christ-centered
- Is student focused
- Demonstrates a clear sense of purpose
- Is visibly and demonstrably Catholic
- Reflects empowering leadership
- Applies collaborative decision making
- Is innovative
- Provides role models among all stakeholders for all these qualities

The Toronto Catholic District School Board's Graduate is expected to be:

- 1) A discerning believer
- 2) An effective communicator
- 3) A reflective, creative and holistic thinker
- 4) A self-directed, responsible, lifelong learner
- 5) A collaborative contributor
- 6) A caring family member
- 7) A responsible citizen

School Policies

St. Raphael 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.

The belief that each person has great dignity and is deserving of the highest respect is central to St. Raphael's values. 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.

- School Code of Behaviour
- Spiritual Dimension
- Appropriate Dress Code
- Student Entry and Dismissal Procedures
- Lunch Rules and Privileges
- Healthy Snacks
- Security
- Allergies & Anaphylaxis
- Emergency Procedures
- Student Illness
- Student Attendance
- Health and Safety
- Personal Property
- TCDSB Acceptable Use Policy

School Code of Behaviour

Our goal is to work collaboratively and collectively with all stakeholders within our school community to create a safe and caring learning environment where students feel secure, valued and able to develop to their full potential.

- Our school's Code of Behaviour is understood and implemented by all members of our school community
- Our school has established a Safe School Advisory Team (SSAT) that includes bullying awareness and prevention as part of our school's annual plan and progressive discipline model
- Daily reminders on PA system highlighting Faith and Character Development readings
- All teachers and students have a classroom agreement that encourages a climate of acceptance and inclusion
- All classrooms provide opportunities to practice a sense of community and positive leadership
- A consistent application of consequences that align with our school's progressive discipline plan is the goal for our school

Expected Behaviour

Respect is the founding principle upon which all relationships are based. Students are expected to model appropriate Christian Catholic values and behaviour. They are taught, encouraged, and reminded to demonstrate respect for God, for themselves, for the rights of others, for authority, and for property.

The Education Act and the Ontario Code of Conduct outlines the duties, rights and responsibilities of students. Together with the staff and parents, an important aim of our school is to help students develop self-discipline so that they can become independent, productive, mature and responsible members of society.

The Progressive Discipline Model

Discipline can be defined as supporting students to make the right decisions.

- Discipline refers to instruction, correction, the development of self-control and orderly conduct.
- Consistent and logical consequences, rather than punitive measures are important in order for students to learn that they can control their own behaviour by making appropriate choices.

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; and strategies to address inappropriate behaviour. The Progressive Discipline approach is used when addressing issues of student conduct. When inappropriate behaviour occurs, we will utilize a range of interventions, supports and consequences that are developmentally appropriate, that include opportunities for students to learn from mistakes, and that focus on improving behavior. In some circumstances, *short-term suspension* may be a useful tool. In the case of a serious incident, *long-term suspension* or *expulsion*, which is further along the continuum of Progressive Discipline, may be the response that is required. The interventions and consequences applied to instances of inappropriate behavior must be made after *consideration of a student's history, age, level of remorse and any other mitigating factors that apply*. In a progressive discipline approach, consequences are designed to support the social development and future behaviour of the person responsible for the action.

Bullying Awareness and Prevention

Our school has a clear and consistent follow up plan for incidents of bullying and harassment. Our strategies for dealing with bullying situations are formative and constructive.

Key Concepts

- Bullying is a dynamic of unhealthy interaction. It is a form of aggression, often repeated, that is used from a position of power.
- The intention is to control, distress or cause harm to others.
- Bullying is a learned behaviour that, directly or indirectly, can be physical, verbal and/or social in nature.
- Increasingly, the Internet, MSN and text messaging are becoming vehicles for intimidation and harassment.

Physical bullying includes hitting, shoving, stealing or damaging property.

Verbal bullying includes name-calling, taunting or sexual, racial or homophobic comments.

Social/relational bullying involves excluding someone from a group, spreading gossip and rumours or manipulating the social order.

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites.

Under **Bill 212 (Section 306)**, a principal **shall consider** whether to suspend a pupil if he/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 the activity will have an impact on the school climate:

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

Under **Bill 212 (Section 310)**, a principal **will suspend** a pupil if he/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 school climate:

1. Possessing a weapon, including possession of a firearm.
2. Using a weapon to cause or 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 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 is expelled.

Spiritual Dimension

- Our school strives to actualize Gospel values
- St. Philip Neri Parish plays an active role with our school community
- Our school's prayers, Masses and liturgies, awards and presentations highlight inclusion, respect and appreciation
- Promotion of the monthly Faith and Character virtues is endorsed: Hospitality, Gratitude, Peacemaking, Charity, Courage, Love, Forgiveness, Justice, Compassion, Faithfulness

Appropriate Dress Code Policy

Our school and CSAC are committed to our Dress Code policy and will assist parents who have financial difficulties in meeting the policy. Inquiries can be confidentially made through your child's teacher or directly to the school principal. Full compliance with the TCDSB *Blue & White Dress Code Policy* is required. St. Raphael Dress Code consists of any combination of navy blue and white clothing (i.e. polo shirts, t-shirts, blouses, pants, walking shorts, skirts, dresses). Clothing with advertisements or brand name logos, jeans and leggings are not consistent with our Dress Code. Closed toe shoes are highly recommended.

Parents have the primary responsibility for meeting the expectations of the appropriate dress code policy. Compliance problems will be dealt with in a progressive manner so that parents are only contacted when there are serious or repeated issues that need to be addressed. Occasional, accidental, or unforeseen circumstances will not be treated the same as repeated and deliberate non-compliance.

Student Entry and Dismissal Procedures

Unless participating in teacher directed activities, students should arrive to school **no earlier than 30 minutes prior to the 8:30 a.m. bell.** Regardless of the weather, students will enter and leave the school building at their designated doors. Students who enter and or exit from the front door are those who are directly supervised by our Education Assistants; those who arrive late in the school day; and or those who leave for appointments with their parents prior to the 3:30 p.m. dismissal. In order to provide optimum safety parents are not to enter the school grounds before school and during the recess periods. Staff will supervise the safe arrival and dismissal of all students. The majority of our students take one of the school buses to and from school. Several students walk home in partners and or in small groups. Many students are picked up by a caregiver/ sibling/ parent in the school yard. **Due to safety concerns, do not make arrangements to drop off or pick up your children in the parking lot.** In order to facilitate an orderly, safe and efficient dismissal, we ask caregivers to collect their children promptly at 3:30 p.m. and clear the school grounds as soon as possible.

Lunch Rules & Privileges

It is strongly recommended that whenever possible students should go home for lunch. That being said, the majority of our students remain at school during the lunch period. **St. Raphael is an Allergy-Alert School.** Although we encourage students to come to school with a healthy peanut/nut-free packed lunch, sometimes due to unforeseen circumstances, parents drop off student lunches. These lunches are to be clearly labeled with the child's name and dropped off in the main office. Students who receive a "fast food" lunch delivery and/ or students with lunch products such as Nutella and/or fish items will eat their lunch by the office. All students staying for lunch must remain on school property at all times and adhere to specific class and school lunch rules and routines.

Healthy Snacks

A daily in-door healthy snack time before the outdoor recess periods is encouraged for all grades JK-8 students. It is a 5-10 minute period on the timetable outside of washroom and recess activities. The snack period is implemented school-wide in every classroom to promote healthy snacks, to encourage active recess play, to prevent bee and wasp stings, to discourage seagulls, and to help maintain a litter less playground. As a school community we will be promoting nutrition and healthy snacks on a regular basis. That being the case, we will not be distributing edible treats as rewards, for birthdays, during seasonal celebrations and/ or for fundraising.

Security

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. During the morning, lunch and afternoon recess periods, parents are not to interact with the children in the school playground and/ or in the parking lot. Students are taught independence and self-advocacy skills on a daily continuous basis. The gathering of parents, guardians and caregivers in the playground encourage

the arrival of unwanted trespassers, result in uncomfortable situations when children are on display, and cause distractions for the staff on supervision. Should you need to relay an important message to your child, please call and/or report to the school office, and your child will be paged to meet with you. Everyone is reminded to respect the privacy of all students while at school.

A Safe Arrival Program is established in our school.

- Development of before and after school behavior expectations
- Teachers on supervision 30 minutes before and after school
- Safe entry to and from the school is ensured as teachers escort their students
- Safe Arrival Program in place (24-7 Voice Mail access)
- Buddy system in place for all students
- Use of “swipe” cards for student access from the portables
- Kindergarten departure lists and parental pick-up from the Kindergarten Area

Allergies & Anaphylaxis

St. Raphael is an Allergy-Alert School. There are a number of students in the school who are allergic to a variety of substances. Some students require an epi-pen to be kept on site in the event that they are exposed to and react strongly to an allergen. Some allergic reactions can be activated by ingestion and/or contact. Anaphylaxis is a severe, potentially life threatening allergic reaction often triggered by insect bites or certain types of foods. Some of the following substances may cause an allergic reaction and we ask that families be careful in what they send into the school, either through lunches or snacks:

- Any kind of nuts, including peanuts, walnuts, almonds, etc.
- Seafood, including fish, shellfish, etc.
- Soy protein
- Wheat, oats, barley
- Dairy products
- Eggs

There are ways in which we can reduce the risk of an anaphylactic episode including food restrictions, no sharing of food, and the promotion of indoor healthy snack periods. We also discourage “fast food” lunches in the classrooms. **Parents are asked to refrain from providing edible treats for special occasions such as birthdays.** If your child suffers from a life-threatening allergy make sure the school is aware, update the required medical form on an annual basis, and provide two epi-pens, one with your child at all times, and an additional one at the school office. Everyone must be vigilant in promoting an allergen aware school.

Emergency Procedures

Fire drills are held on a regular basis to ensure that the school can be evacuated in an orderly, panic-free manner in the case of an emergency. If an alarm sounds, everyone must exist immediately. Students will follow standard fire drill procedure:

- Leave the school building in a silent and orderly fashion through designated exits
- Co-operate with supervisors to ensure all classmates are present
- Await instructions for re-entering the building

Indoor shoes are mandatory at all times since fire drills and emergencies are unannounced.

In the event that an **evacuation** of the school is necessary, the students will be relocated under the supervision of the principal and staff to a safe evacuation center (St. Conrad, Roding Community Center, Madonna). Students will remain under the supervision of the school authorities until the disaster situation has ended or until you, the parent/ guardian can safely pick up your child or children from the evacuation site.

Hold & Secure (danger in the neighborhood vicinity) and **Lockdown** (danger directly on school site) drills will be held several times a year to ensure a proper emergency response in the event that we need to keep our students safe indoors. During these drills there will be signs posted on the entrance doors indicating that the school is in lockdown. The doors will be locked and no one will be allowed into the school. This is the same procedure that will be followed in a real situation.

Student Illness

For children who become ill while at school we can provide only short term rest facilities until a parent is called. In cases where illness or injury appears to be serious, every effort will be made to contact a parent. If we are unable to make contact, and it is determined that medical assistance is required, the principal or designate may take the student to the hospital. Where appropriate an ambulance will be called.

It is essential that we have up-to-date information on each child. Changes in address, telephone numbers (business, home, and cell) should be given to the office as soon as they are known. It is vital that we have up-to-date emergency contacts and numbers.

Any medication required by a student must be taken directly to the office with full written instructions. Prior to school supervision of medication taken, parents are required to complete a "Consent for Medication" form signed by the doctor. Forms are available at the school office.

Students are expected to be outdoors for recess, and to be dressed appropriately for the weather. Generally speaking if a child is sick and unable to go outside for recess, then they are too sick to be at school. Appropriate facilities and adequate supervision is not available for students who cannot participate fully in the outdoor recess periods.

Student Attendance

The Safe Arrival Program requires us to telephone you if your child is absent. To assist us with the Safe Arrival Program, please call the school and leave a Voice Message at **416-393-5285** at any time if your child is going to be absent or late. A written note for occasional absences and lates, and for extended absences is strongly recommended.

Signing in and signing out is required on a daily basis for those students who arrive after 8:30 a.m. and leave anytime during the day before the 3:30 p.m. dismissal.

Health and Safety

Ongoing assessments of our school grounds provide safe and inviting recreation areas. There are designated play areas for Kindergarten, Primary and Junior & Intermediate students.

Students receive daily announcements to determine the safety of designated play areas as affected by weather and related hazards (i.e. mud, ice, snow). On inclement weather days, and/ or when the playground is not safe, students remain indoors during the recess periods.

On a daily basis, due to unforeseen playground accidents, parents of the primary grade children should provide their children with a change of clothes. During the winter season, all students must have indoor shoes. The wearing of winter boots in the classroom is unhealthy and therefore prohibited.

The Parking Lot is off-limits to all students and parents. There is no formal drop-off or pick-up zone in the parking lot.

Pediculosis is considered to be a nuisance, and not a health concern. Outbreaks are common among school children, and anyone may become infested by exposure. In order to prevent further spreading, please inform the school should your child be infected with head-lice. Appropriate treatment is required before a child can return to school.

Informational posters regarding proper hand washing techniques are posted in all washrooms and hallways. Kleenex, paper towels and liquid hand soap is available. Children should be equipped with the proper supplies to combat the spread of germs. Alcohol based hand-wipes and hand sanitizers are not available at the school for distribution to students. During the flu season, students receive daily messages and reminders regarding proper hand hygiene and cough etiquette.

Parents and guardians are required to complete the prescribed program of immunization for their children. Failure to do so may result in suspension and/ or exclusion from school by the Public Health Department.

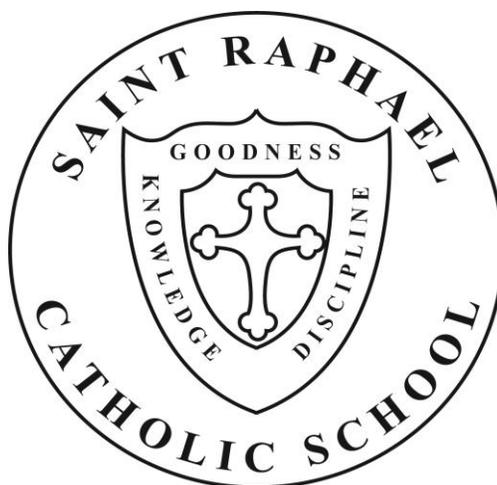
Personal Property

Families are requested to see that their children's clothes, boots, gloves, scarves, running shoes, lunch kits, etc. are labeled with the child's name. Many children have identical or similar clothing that can get misplaced. Please check the Lost and Found box on the Main Floor on a regular basis to reclaim lost items.

Distracting toys, trading cards and gadgets, electronic (i.e. iPad, iPod), or otherwise, are not permitted at school. These items will be confiscated by the teacher and stored in the school office until pick-up by a parent/ guardian is arranged.

Skateboards, roller shoes and scooters are not permitted on school property.

Please note: The school does not assume responsibility for lost or stolen items.



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 teacher.

Definition:

Electronic communication includes but is not limited to Internet use, e-mail, and social media, browsing, publishing or posting on web sites, downloading, accessing or storing files and use of personal electronic devices.

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 licensed 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 co-operate fully with legal authorities in any investigation relating to illegal activities conducted through the Board's system.

