



St. Rose of Lima Catholic School

3220 Lawrence Avenue East

Toronto, Ontario

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Pastor: Monsignor Edgardo Pan 416-438-6729

Superintendent of Education: S. Campbell

Student Handbook 2018 – 2019

School Mission Statement

The Catholic community of St. Rose of Lima School believes that by demonstrating our faith in God and respect for each other, we can create a safe, caring and collaborative environment that promotes life-long learning and celebrates the uniqueness of all individuals.

School Hours:

Morning Entry	8:30 a.m.
Morning Recess	10:12 – 10:27
Lunch Hour	11:15 – 12:15
Afternoon Recess	1:40 – 1:55
Dismissal	3:00 p.m.

This Agenda belongs to:

Name _____

Grade _____

Teacher _____

Vision of Our Students

We envision students who are formed in Catholic Faith
Apply Christian values to life's opportunities, challenges and choices
Display self-esteem and self-respect
Strive to be the best they can be
Demonstrate skills for nurturing a healthy family life
Demonstrate global perspectives and community responsibility
Demonstrate relevant knowledge and ability

Rights and Responsibilities of a Student

I have the right and responsibility to learn in a Catholic atmosphere:

- I am responsible for my own learning and I allow others to learn.
- I do my best at all times.
- I am honest.
- I come to class with necessary books and materials.
- I do my homework.
- I arrive to school on time.
- I am respectful during prayer celebrations and religious activities.
- I bring home all school information for my parents.

I have the right to be safe and the responsibility to permit others to feel safe:

- I obey all the school rules.
- I avoid games that promote violence or that could hurt others
- I do not bully others.
- I keep my hands and feet to myself.
- I tell an adult if someone is hurt or doing something dangerous.
- I listen to teachers and supervisors.
- I use school equipment in a safe and respectful manner.
- I play safely on the playground

I have the right to be respected and to be treated with dignity and the responsibility to treat others in a similar manner:

- I will demonstrate respect of others without discrimination against race, culture or ability.
- I treat everyone kindly and with respect.
- I speak to others in an appropriate and polite manner.
- I listen to others when they speak.
- I respect the space and belongings of others
- I work quietly so other students can work.

I have the right to learn in a clean environment and the responsibility to do my part in helping keep our environment clean:

- I keep my desk and classroom neat and tidy.
- I clean up after myself at lunchtime.
- I keep the washrooms clean.
- I throw litter in the garbage
- I cooperate in keeping the schoolyard clean.

Homework Policy

The Toronto Catholic District School Board recognizes the value of homework that furthers students' learning in relation to the curriculum. Homework should be a positive experience.

Homework can be beneficial to children in many ways. It can help children to develop a sense of responsibility, teach organization and provide practice of skills. It can also provide communication between parents, students and school staff regarding subjects being taught in school. Parents can help children through their personal interest and encouragement as well as by ensuring a quiet time and place for homework to be done.

Homework may take a variety of forms or activities. It may be:

- | | |
|--|---------------------------------|
| a) work assigned by the teacher to be done for the next day | b) review of class work |
| c) longer term assignments, e.g. memory work, projects, study for unit tests | d) unfinished class assignments |
| e) reading for enjoyment, including, Read Aloud or Independent Reading | |

If there are reasonable occasions when a child is not able to complete homework, parents are requested to advise the teacher by written note in the agenda.

Safety Policies

Safe School /Arrival and Departure Program

The safe Arrival Program is implemented to ensure your child's safety. We will continue to call you after the morning and afternoon attendance if your child is absent from school and we do not know why. **It is very helpful for the office and we do appreciate your call to the school if you know that your child will be absent. You can phone the school at (416) 393-5269 anytime before 8:30 a.m. and leave a message.**

School Bus

Without exception, students are required to use the bus assigned to them both to and from school. Please be aware that both the teachers and the bus drivers have been apprised of this requirement and will strictly enforce it, as attendance is taken. ***Please do not pick up your child from the bus loading area.*** We trust that everybody will cooperate to ensure the safety of our students. Please call the school office prior to 2:30pm if you wish to pick up your child, your child must be signed out at the office. Please do not send a note to school indicating your child has permission to walk home if they are assigned to be on the bus. Please contact the office if you have any concerns regarding bus transportation.

Parking --Between the times of 8:00 am to 8:40am and 2:40pm and 3:25pm

The front of the school parking lot is designated for employees in the building, please do not park there to drop off your children. Should you require to visit the office, designated parking is located in the west lot and at the back of the church/school lot, this has been purposefully placed there for parent parking and student safety.

Drop Off and Pick Up -- Between the times of 8:00 am to 8:40am and 2:40pm and 3:25pm

Please drop off and pick up your students from the school yard. Do not use the front of the school as a 'Kiss and Ride' drop off, the church round about is designated for that purpose and student safety. Students may be dropped off in the schoolyard after 8:00 am when teacher supervision begins. Please do not walk your child to their classroom. Children need to learn the school routines and too many adults in the school during drop off and pick up enables a stranger to enter the building unnoticed. Thank you for your cooperation.

YMCA Families-- Between the times of 8:00 am to 8:40am and 2:40pm and 3:25pm

Families that are dropping off or picking up children from the YMCA, please do not block cars, buses or leave your cars running 'to just drop off' as it poses a major vehicle safety concern during these high traffic times or park your car in the employee parking lot during these times. Designated parking is located in the west lot and at the back of the church/school lot, this has been purposefully placed there for parent parking and student safety.

Early Dismissal

Students who must leave before dismissal time may do so **ONLY** with the written permission from the parent, and parent or guardian pick up. We ask that parents/guardians come to the office to sign their child out. We do not permit students to walk home on their own.

Visitors to the School

All visitors to the school including parents, grandparents and babysitters **must report to the office.** Please do not go to your child's classroom. We ask that all visitors to the school follow this policy for the safety of our children.

School Telephone

Please organize your day with your children before they come to school. **PLEASE DO NOT TEXT OR PHONE YOUR CHILD ON THEIR CELL PHONE.** Please call the office, the secretary will deliver messages to students in their classrooms, or we will have your child come to the school phone in emergency situations only. Frequent interruptions are disruptive to the students in the classroom. The use of the school telephone is with permission only and it is the preferred option than your child using a cell phone.

Health Policies

If Your Child Becomes Ill at School

We do not have facilities at school to accommodate children who are ill. It is the policy of the school to make a sick child as comfortable as possible while the parent is being contacted. In a case where an injury appears to be serious, the Principal or designate may take the child to the hospital emergency or an ambulance may be called and a parent will be contacted.

Please ensure home, work, and emergency phone numbers and contact names on file in the office, are accurate and up to date.

Allergy Aware School

We have several children with severe allergies. Please respect the Peanut Free designation for our school and help ensure a safe and healthy environment of all children. PLEASE DO NOT BRING ANY BAKED GOODS, candy or any other food to the school for a classroom celebrations. An alternative such as pencils or 'loot bag' other than food would be a suitable alternative.

Children with Medical Conditions or Allergies

Specific Medical Information forms will be required to be completed if your child has a medical condition or allergy. Please make sure that you notify the office and the classroom teacher of any health problems that your child may have. Do not send medication to the school with your child without informing the office. If your child has severe allergies that may require an epi-pen we ask that you provide one epi-pen for the office and we ask that another epi-pen be carried by the student with the required medical documentation.

Administration of Medication Policy

If your child is required at any time to take medication at school, it is the Board policy that parents or guardians must submit a completed Request and Consent for the Administration of Oral Medication form to the school with the medication. This form is available through the office and must be signed by **both** the parent and the doctor. The school staff is not permitted to administer any kind of medication.

Staying In At Recess

Students are expected to go outside for recess. If a child is too sick to go outside then they are too sick to come to school. If the weather is extremely cold, stormy or rainy an indoor recess procedure is followed.

Pediculosis-Head Lice

Outbreaks of pediculosis are common among school children. They are not considered a health problem. They are considered a nuisance. Any person, however clean, may become infected by exposure to other infected persons or their belongings (clothing, hats, combs, brushes). Parents are advised to look for pediculosis when their children are observed excessively scratch their heads. Please inform the school if your child has head lice. The school will send home a letter to the parents where cases of head lice have been reported, advising the parents to check their children's hair.

Other Policies

Personal Property

Parents are requested to see that their children's clothes, boots, gloves, scarves, shoes, lunch boxes etc. are marked with the child's name. Clothing does get misplaced and many children have identical or similar belongings. Personal items of value (i.e. electronics, sentimental items) should not be brought to school. The school will not be responsible for lost or any stolen, personal belongings.

Assessment and Evaluation

Each child's progress is assessed primarily on the basis of daily work, projects, periodic testing and student participation. Progress reports are issued in November. The Term One and Two Provincial Report Cards are issued in February and June. The staff at St. Rose of Lima will keep parents informed of their student's 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, scheduled personal interviews, telephone calls, newsletters, student agendas and any other forms of home and school communications.

We ask that you do not just drop in on a teacher if you need to talk to him or her. Please make an appointment. Parents who come to a classroom door while a teacher is teaching their class are disruptive to both the students and the teacher.

Busing

Board policy states that a student is only entitled to a bus if the nearest school is further than 1.5km away from their home.

Bus procedures

Students are responsible to the Principal for their conduct on the bus. In the interest and safety of all students on the bus, as well as for keeping proper order and a sense of responsible behaviour, students are expected to conduct themselves in a manner that ensures the safe operation of the bus.

- Get on and off the bus in an orderly fashion.
- Listen to the teacher on supervision.
- Be reasonably quiet and well behaved.
- Be seated until the bus comes to a complete stop.
- Be courteous to the bus driver, obeying his or her requests immediately.

RIDING THE BUS IS A PRIVILEGE! Bus privileges can be withdrawn for up to ten days in response to incidents in violation of the goals and visions of St. Rose of Lima Catholic School. Students must ride only on the bus they are assigned.

Lunchtime Policy

Students who are staying at school for lunch will eat in their classrooms. Older student supervisors will be trained and assigned to each FDK to Gr. 6 classroom. As well teachers and a lunch time supervisor will be monitoring classrooms. Students are expected to:

- Sit at their desk.
- Remain seated until the lunch period is over.
- Supervisors will instruct the students to throw away their garbage and get ready to go outside.
- Students will line up in an orderly fashion and will be dismissed from the classroom to the outside yard where supervision will be provided.

Leaving the School Grounds

Students are not allowed to leave school to go to local stores and restaurants for lunch unless a parent/guardian comes to school and signs their child out for lunch. Please do not send a note to school to have your child leave during the lunch hour to buy a lunch as we cannot supervise this. We ask that all students remain at school at all times.

Student Drop off

Please DO NOT drop off and pick up children in the front of the school. *This practice is unsafe for your child(ren)*, as the parking lot at the east side and in front of the school is very busy with many staff members coming and going. We have a staff member on duty on the west side of the school. Therefore, the safest place for you to drop off and pick up your child(ren) would be to enter on the west side of the church and drive around the back of the church and drop off and pick up between the church and school where there is a staff member on duty.

DO NOT "PARK" IN THE SCHOOL BUS LOADING ZONE UNDER ANY CIRCUMSTANCES.

USE OF ELECTRONIC DEVICES, CELL PHONES, AND THE INTERNET

The use of a range of communications continues to increase in our schools and communities at an enormous rate. As the technology has expanded at an astounding rate, so have the implications related to safety, privacy and intrusion in our schools and communities. The use of the Internet and text messaging for bullying and harassment is a serious problem. These activities, when taking place off the school site or outside school hours, normally are not school matters, but rather community or police matters. On occasion, however, these activities can have an impact on the school and negatively affect the safety and the learning environment at the school and thereby become school matters. Students are accountable for behaviour off school property, which has a negative impact on the school environment, including but not limited to behaviour which harms the tone or dynamics of the school or the safety or security of its members.

The use of recording devices (e.g. cameras, video/audio recorders, integrated digital cameras and video recorders in cell phones, etc.) cannot be used in a manner that violates the privacy and dignity of others. Therefore, the taking of photographic images of a person or persons, on school property, at school events and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed and the principal.

The electronic transmission or posting of photographic images of a person or persons on school property, at school events and during school activities and/or hours, is prohibited without the permission of the person or persons being photographed and the permission of the principal. Listening devices (such as MP3/MP4 players, CD players, IPODs, etc.) may not be used at school. Cellular telephones with and without camera capabilities (and similar devices) are absolutely prohibited on the school premises.

All of these similar devices including CELL PHONES, MAY NOT BE 'ON' OR VISIBLE ON SCHOOL PROPERTY. Failure to follow these procedures will result in temporary confiscation of the device and additional restrictions and further consequences may result as described above. Parents will be contacted.

Please Note: The school IS NOT responsible for the loss, damage or theft of any item.

Toronto Catholic District School Board (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.

*The use of an electronic communication system within the Board has an educational and professional purpose. The term *educational and professional purpose* includes classroom activities and limited high quality, self-discovery activities.*

All parents and students are encouraged to familiarize themselves with the AUP. For parents, the full text of the TCDSB AUP can be found at: <http://www.tcdsb.org/board/policies/aup>

A summary of the AUP expectations for students in the TCDSB:

Behaviour Expectations:

- It is a privilege, not a right, to use the Board's network and devices. Privileges may be restricted or taken away if the AUP is violated.
- Students must use their own student account and keep it private when using the board network or devices.
- Students must use the network and electronic communication for educational purposes only.
- All students and their parents must sign the "Student Access Agreement" before they will be allowed to use the Board's network and devices.

Personal Safety & Privacy:

- A student should tell the school Principal or teacher immediately if they feel uncomfortable or not safe because of a message they received from an electronic communication such as an email, text message or photo.

- Parents should discuss with their children the importance of protecting their personal information and privacy when using any electronic communication such as the internet.

Password Management:

- TCDSB student logins grant access to WiFi, school computers and devices, and educational third-party services e.g., Google Apps for Education (GSuite).
- Password management is very important and students must personally create their own password and it must be a strong password.
- Students must keep their password secret, and never disclose or share a password.
- When creating a password we recommend that you make it easy to remember, but hard for others to guess. Avoid using personal information such as your name, email address, or mailing address.
- **Password creation checklist:**
 - ✓ Minimum 8 characters
 - ✓ Need to meet three of the following criteria:
 - At least 1 upper-case letter
 - At least 1 lower-case letter
 - At least 1 number
 - At least 1 special character

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.

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 cooperate fully with legal authorities in any investigation relating to illegal activities conducted through the Board’s system.

Catholic School Parent Council, CSPC

Elections for the new School Council will be held in September. The purpose of the Catholic School Parent Council, through the active participation of parents, is to improve pupil achievement and to enhance the accountability of the education system to parents. *Therefore, the CSPC shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the principal and where appropriate to the Board* on matters in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures.

The School Council is a valuable asset to the school. All parents are invited and encouraged to become involved. CSPC meetings are open to all parents and items can be brought to the meetings through any member of the council.

Annual AGM and school CSPC Election will be on September 25th 2018 in the Library 7:00pm

School Year Calendar 2018/2019	
Labour Day	September 3, 2018
First Instructional Day	September 4, 2018
Thanksgiving Day	October 8, 2018
Christmas Break	December 24 to January 4, 2019
Family Day	February 18, 2019
Mid-Winter Break	March 11 - 15, 2019
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day	May 20, 2019
Last Day of Classes	June 27, 2019
P.A. Days	October 5, November 16 and December 7, 2018 January 18, February 15, June 7 & 28, 2019

APPROPRIATE DRESS CODE POLICY 2018-2019

ST. ROSE OF LIMA CATHOLIC SCHOOL

NOTE: CRESTED ITEMS ARE AVAILABLE BUT IT IS NOT MANDATORY FOR STUDENTS TO WEAR CRESTED ITEMS.

Clothing	Details
<p><u>Plain WHITE or NAVY tops include:</u></p> <p>Short and long-sleeved golf shirts, dress shirts, blouses, turtle necks</p>	<ul style="list-style-type: none"> Tops with sleeves With optional collars
<p><u>Plain NAVY BLUE bottoms include:</u></p> <p>Shorts, skorts, skirts, tunic dress, capri/cargo pants</p>	<ul style="list-style-type: none"> Walking/athletic shorts are to be at the knee, plain with no stripe or lettering Skorts are skirts with shorts sewn inside Pants, plain navy with no stripes or lettering Skirts and tunic dresses need to be modest, at the knee Tunic dresses are solid plain navy blue and worn with plain white tops underneath Wearing shorts underneath skirts and dresses is mandatory
<p>Other clothing items can include:</p> <ul style="list-style-type: none"> Tights & socks Sweaters, Hoodies, cardigans and vests 	<ul style="list-style-type: none"> Girls tights can be plain white or plain navy blue Socks, that can be seen, can be solid white or solid navy blue These over-garments are to be plain solid navy blue or white
What is not included or What not to wear	
<ul style="list-style-type: none"> NO Denim/jeans, vinyl material like wind pants; <u>TIGHT PANTS OR SKINNY JEANS OR 'Jeggings'</u> NO Clothing with visible labels/logos, contrasting colours, coloured buttons or stitching, stripes or detailing NO Hats inside school NO Flip flops and slip on sandals without straps NO Mini-skirts, halter-tops, tank tops, muscle shirts, t-shirts with any slogan. 	
Other Details	
<ul style="list-style-type: none"> There is no dress code requirement for student outerwear including jackets, snow pants, hats and gloves. 	
Dress Down Days	
<p>During the year, non-dress code or theme days will be planned. These days will be noted in the monthly school calendars at the beginning of every month so parents and students can be prepared. Students have the option of wearing the dress code or theme clothes or regular clothes which may include coloured clothing, denim/jeans, and logos. All other guidelines for what is not included should be followed.</p>	

Students should be modestly dressed in keeping with our Catholic values