

## **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.

# ST. ROSE OF LIMA CATHOLIC SCHOOL PROGRESSIVE DISCIPLINE CONTINUUM



## Minor Incidents

- Hands-on (e.g. pushing)
- Spreading rumors
- Name calling
- Swearing (verbal/gesture)
- Teasing
- Any other incident not deemed to be “Major” by school administration, the TCDSB and the Ministry of Education

## Major Incidents

- Malicious hands on (e.g. fighting)
- Swearing (verbal/gesture)
- Habitual non-compliance/defiance
- Bullying
- Weapons
- Any other incident deemed to be “Major” by school administration, the TCDSB and the Ministry of Education

## Suspendable Incidents

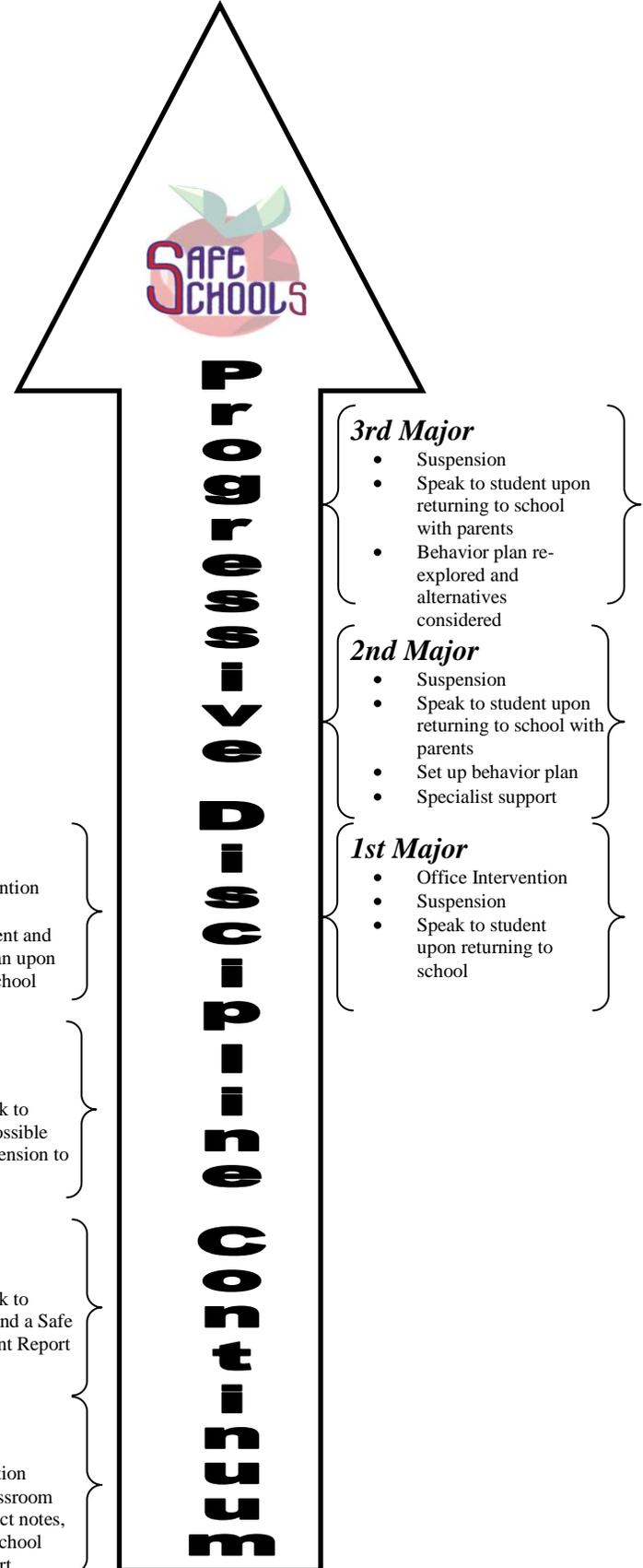
- Fighting
- Physical injury
- Bullying
- Swearing at authority (verbal/gesture)
- Possession of a weapon
- Possession of drugs
- Any other incident deemed by administration, the TCBSB or the Ministry of Education as “suspendable”

## Staff Interventions

- Warning
- Time Out
- Detention
- Phone call home
- Think Paper
- Restitution
- Counseling
- Peer Mediation
- CYW Support/Guidance Support

## Office Interventions

- Warning
- Time Out
- Detention
- Phone call home
- Think Paper
- Restitution
- Counseling
- Peer Mediation
- CYW/Guidance/Social Worker Support
- Suspension
- Expulsion



- 4th Minor**
  - Office Intervention
  - Suspension
  - Speak to student and parent/guardian upon returning to school
- 3rd Minor**
  - Same as 2nd
  - Office to speak to student and possible notice of suspension to be sent home
- 2nd Minor**
  - Same as first
  - Office to speak to student and send a Safe School Incident Report home
- 1st Minor**
  - Staff intervention
  - Logged in classroom code of conduct notes, or on a Safe School Incident Report.

• Mitigating factors shall be considered with every incident  
 • Suspensions/Expulsions can occur with any incident depending on type and severity  
 • For further details consult TCDSB Policy S.S. 09

## **Local School Code of Conduct**

The St. Rose of Lima Safe School Action Team has developed a progressive discipline continuum which outlines the steps/interventions that will be followed when a student exhibits an “inappropriate behaviour”. Additional information can be found at the TCDSB web site at [www.tcdsb.org](http://www.tcdsb.org) under Safe Schools Policy S.S.09.

## **Rights and Responsibilities of Parents**

### **Parents Have the Right**

- To expect their children to be educated in a school community formed by Catholic beliefs and traditions, which promote the basic Gospel values.
- To expect that the individual potential of each child will be recognized and an appropriate program be made available for all students.
- To expect their children to learn in a safe environment that is free from violence and/or threats or fear of violence.
- To receive periodic reports on the performance and progress of their child.
- To expect school staff to be approachable and open to parents, students and community members.

### **Parents Have the Responsibility**

- To ensure regular and punctual attendance.
- To ensure that children are well rested, well nourished, appropriately dressed and prepared for school.
- To inform the school of health conditions or family changes which may have an impact on a child’s education.
- To ensure that children have scheduled times for homework and an appropriate location to complete their studies.
- To allow children to grow and develop responsibility for their own actions/decisions.
- To provide positive support for the policies and efforts of the school in the education of their children.
- To demonstrate to their children a commitment to our Catholic beliefs and traditions.

## **Rights and Responsibilities of Teachers and Support Staff**

### **Teachers/Support Staff have the Right**

- To be treated with respect by all students, parents and visitors.
- To an environment, which makes it possible for them to teach, or do their work without undo disruption, fear or discomfort.

### **Teachers/Support Staff have the Responsibility**

- For clearly reviewing the rules and expectations of the school and the rules of their individual classrooms in relation to behaviour and discipline.
- For promoting trust, reconciliation and acceptance in relationships within the school community.
- For equally sharing in the monitoring of school and student behaviour.
- For modeling community standards of behaviour and dress.
- For accepting responsibility to adapt instructions to meet the individual needs of students.
- For sharing equitably in curricular activities required providing for the fullness of life within the school.

## **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) longer term assignments, e.g. memory work, projects, study for unit tests
- c) review of class work
- d) unfinished class assignments
- e) reading for enjoyment

plus 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.

## **Safety Policies**

### **Safe School /Arrival 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.**

### **Early Dismissal**

Students who must leave before dismissal time may do so **ONLY** with the written permission from the parent. We ask that parents come to the office to sign their child out.

### **Visitors to the School**

All visitors to the school including parents, grandparents and babysitters **must report to the office**. You will be asked to **sign in and to wear a visitor pass**. We ask that all visitors to the school follow this policy for the safety of our children.

### **Drop Off and Pick Up**

Please drop off and pick up your students from the school yard. 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.

### **School Telephone**

Please organize your day with your children before they come to school. The secretary will deliver messages to students in their classrooms in emergency situations only. Frequent interruptions are disruptive to the students in the classroom. The use of the school telephone is with permission only.

## **Health Policies**

### **If you're 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.**

### **Peanut Free School**

**We have several children with severe allergies.** We ask your co-operation in ensuring their safety by listing ingredients of baked goods that you send for class celebrations. Please respect the Peanut Free designation for our school and help ensure a safe and healthy environment of all children.

### **Children with Medical Conditions or Allergies**

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.

### **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

### **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**

### **Dress Code**

Students must be neat and well groomed at all times. Students are expected to dress in school uniform (navy blue & white) for a Catholic School setting in a manner that does not distract others from learning. It is the responsibility of the parents to ensure that students are dressed in uniform at all times. The uniform dress code shall be effective on the first day of the 2013/2014 school year. The uniform items may be purchased at any location with the exception of optional crested items.

### **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. The following items are not allowed in school; **walkmans, video games, skateboards; scooters, roller blades, hardballs, bats and any other valuable toys.** The school will not be responsible for any stolen, personal belongings. These items may be confiscated.

## **Cell Phone Policy**

All personal communication devices such as cell phones must be powered off and stored out of view. The consequences for using cell phones on school property, during school hours will be confiscation of the cell phone for a period of time until the student has learned to follow the school rules.

## **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. Official 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 gr. 1 to 6 classroom. As well teachers and a parent 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.

### **EATING LUNCH AT SCHOOL IS A PRIVILEGE!**

The authority of the teachers and the lunch supervisors must be respected at all times. If students do not follow the rules in the lunchroom, they will be given a warning, parents may be called and if the inappropriate behaviour continues the student will have the privilege of eating lunch at school taken away. It will be the parent's responsibility to find a place for their child to eat lunch.

## **Leaving the School Grounds**

The school strongly discourages students from going to local stores and restaurants for lunch. Since we cannot supervise students once they leave school grounds, we ask that all students remain at school at all times. Should you wish your child to leave school at lunchtime a note must be written and signed by the parent. The school will assume no responsibility once the child leaves the school grounds. The responsibility for the child becomes that of the parent.

**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.**

**Catholic School Advisory Council**

Elections for the new School Council will be held in September. The purpose of the Catholic School Advisory 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 CSAC 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. CSAC meetings are open to all parents and items can be brought to the meetings through any member of the council.

**2013 –2014 School Year Calendar**

Labour Day	September 2, 2013	Good Friday	April 18, 2014
Thanksgiving Day	October 14, 2013	Easter Monday	April 21, 2014
Christmas Break	December 23, 2013 – January 3, 2014	Victoria Day	May 19, 2014
Family Day	February 17, 2014	Last day of School	June 27, 2014
Mid-Winter Break	March 10 – 14, 2014		
P.A. Days	October 11, November 15 and December 20, 2013, January 24, March 7, and June 6, 2014		

I, \_\_\_\_\_, have read, understand and agree to the student responsibilities as outlined in the 2013/2014 St. Rose of Lima Student Handbook.  
Student's Name (Print)

I am the parent of \_\_\_\_\_ and my child and I have discussed and agree to the student/parent responsibilities as outlined in the 2013/2014 Student Handbook.  
Student's Name (Print)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date