



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.



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 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.

"May the Lord give strength to his people! May the Lord bless His people with peace!"

Psalm 29:11



St. Gregory Catholic School
"A Great Place to Be"
2013-2014

The TCDSB Monthly Virtues:

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

St. Gregory Catholic School
BRICKS Recognition Board:

- Belonging
- Respect
- Integrity
- Character
- Kindness
- Service

SCHOOL HOURS

A.M. START TIME	8:30 a.m.
RECESS (15 min)	10:15 a.m.
LUNCH	11:35 a.m.
P.M. START TIME	12:35 p.m.
RECESS (15 min)	1:40 p.m.
DISMISSAL	3:00 p.m.

Kindergarten students participate in half the instructional day morning or afternoon session.

Supervision is provided from 8:00 am until 3:15 p.m. **Please do not drop off your child at school before 8:00 or leave them past 3:15** as supervision cannot be guaranteed. Students are discouraged from loitering in the yard or the front of the school after dismissal as this often leads to mischief or other forms of inappropriate conduct or activity.



Supervision while at school takes many forms. The staff including teachers, educational assistances and the lunch time supervisor is responsible for supervision of students. In the yard staff is present to provide on-site supervision. During lunch time, supervision is provided on each floor. Bus supervision is provided on arrival and departure. Other adults, including parents, are not to be in the yard will be asked to leave. Children need to be aware of who can and can't be in

the yard or building in order to keep them safe at all times.

Students who need to come indoors from the yard must ask the supervising staff for permission and will be given an item to identify them as having permission to be in the building. During inclement weather conditions students will remain indoors in their own classroom area or vicinity. Students are not permitted in unsupervised areas (like the stairwells or bathrooms) for their own safety and well-being. Students may only leave the classroom when accompanied by the teacher or with the teacher's knowledge and consent.

ATTENDANCE /SAFETY AT SCHOOL

Students need to be punctual and in attendance on a daily basis. As per our Safe Arrival procedures we request that parents inform the school of their child's absence. In the event that you do not contact us we will make an effort to contact you. It is important that the school be aware of a student's whereabouts at all times. If your child is habitually late or absent on a regular basis you can be certain that their schoolwork will be negatively affected. Unexplained or persistent absences/tardiness will be documented and may result in a referral to the Social Worker.

School starts at 8:40 am and students need to be punctual. Students who are late will be required to obtain an admit to class slip before going up to class and times late will be shown on the Provincial Report Card. If your child is going to be late due to an appointment please call the school to inform us of such.

TCDSB Absence Reporting Guidelines state that students will be marked *absent* for the following reasons:

- absent from school because of illness and medical reasons
- accompanying a parent on a vacation
- truancy (Social Worker may be involved)
- participation in a non-school team or sports program
- urgent or emergency family matters of more than 15 consecutive school days but less than 30 days, when the school principal is not advised

The school principal *may* excuse students temporarily from attendance at school for an extended period of time (in excess of 15 consecutive days but less than 30 school days) due to urgent or emergency family matters not related to vacation. Approval of the school principal is required, a return to school date must be specified and a program on study provided in accordance with Regulation 298 (3) of the Education Act. Forms for such emergency family matters are available from the school office and the principal must

be advised within a reasonable amount of time (3-5 days). Should the program of study not be completed or the student fails to return to school by the date specified and the parent has failed to make contact with the school principal the days will be changed to count towards the accumulated absence summary on the Provincial Report Card. Supporting documentation is required for **all** absences exceeding 15 consecutive days (i.e. medical note, social worker report) and must be retained on file at the school for Ministry audit purposes.

Children who are ill should be kept at home until they are able to fully participate in the school day. This includes outdoor time on a daily basis. It is not always possible to honour a request to stay indoors as this is a supervision concern. A Doctor's note may be required in some cases before a child can return to class. Parents are also responsible to report to the school should their child be diagnosed with a communicable disease such as whooping cough or chicken pox.

If a student is absent due to a family vacation outside of designated vacation times **or** participation in non-school related sports, competitions or tournaments no course of study/homework will be provided. Students may take school books with them but these must be returned in good condition.

LEAVING SCHOOL PROPERTY

Students are not permitted to leave school property at any time during the school day unless signed out by a parent/guardian or authorized designate. Parents/Guardians or authorized designate picking up students must meet them at the school office. **Notes for students to leave school property unaccompanied will not be accepted. Parents who remain at home or take their children home for lunch should neither accept nor offer to take other children for lunch without prior consent of their parents.**

Students coming in late or from pre-arranged appointments must report to the office before making their way to class. A late slip will be required.

VISITING THE SCHOOL

All visitors including parents and former students must report to the school office. Visitors must sign in and wear a badge if they intend to travel within the building. However, this does not entitle any parents, guardians, permit holders, former students or other visitors' full access to all areas of the school premises. During and after school hours, the building needs to be secured and no one should be wandering about the building or grounds. School staff will question visitors without visible badges or TCDSB identification tags.

All visitors are bound by the code of conduct. The principal may invoke the Trespass to Property Act to a person or persons whose presence in the school may be detrimental to the physical or mental well-being of the pupils in the school. Parents should make teachers and school administration aware of any custody issues that may impact on the safety or well-being of their child. Any paperwork regarding custody or access to a child must be provided to ensure that any stipulations or requirements for the school are understood by all parties.

Meetings with the teacher must be made in advance and not on a "drop in" or "need to see" basis. Teachers are not obligated to meet with a parent or parents who arrive unannounced as such visits are disruptive to teaching, the classroom and school proceedings. However, this does not mean that parents cannot voice concerns or issues. These should be brought in a timely manner to the attention of the teacher. A positive and constructive approach to problem solving between home and school is essential. Every effort will be made to keep lines of communication open! Parents wishing to visit the school or their child's classroom are asked to contact the school principal prior to any such visit.

CHILD AND FAMILY SERVICES ACT.

The school will fully co-operate in any investigation undertaken by The Catholic Children's Aid and/or Toronto Police Services. School staff is **obligated** to report to Catholic Children's Aid if they have reasonable grounds to suspect that a child is or may be in need of protection. Any suspicions and the information upon which the suspicions are based must be reported. It is not our role to investigate but it is our professional duty to report

APPROPRIATE DRESS CODE

The St. Gregory Catholic School Navy Blue and White Dress Code is as follows:

- ✓ At all times clothing must be neat, modest, and suitable for a Catholic school environment
- ✓ Tops may be blue or white. Tops without the St. Gregory Catholic School Crest must be plain and with **no graphics, messages or slogans**
- ✓ Shirts must have two sleeves
- ✓ Bottoms must be navy blue
- ✓ **Not** permitted- clothing that is revealing, including, but not limited to, halter tops, short-shorts, tube tops, tank tops, low cut tops, and midriff baring or suggestive attire
- ✓ Hats, caps, bandanas, sweatbands and other head attire may **not** be worn inside the school or in the

classrooms and must be removed upon entry into the school.

- ✓ During the winter months, your child will need shoes for indoor use only. The wearing of socks or boots is neither safe nor healthy. In the event of an evacuation there will not be time to put on shoes nor is it safe to travel through the building, in the washroom or on the stairs in socks.
- ✓ Footwear restrictions- no flip-flops or sandals without the heel supported. Footwear should be selected based on practicality and safety.
- ✓ Gym attire will also be navy blue and white and each classroom teacher will outline his/her requirements.
- ✓ Proper footwear (gym shoes) is the minimum requirement in the gymnasium.
- ✓ Clothing is to be worn appropriately. (For example, no swagging)

Students who fail to comply with appropriate dress code will be disciplined. This may include the providing of more suitable attire, a note in the agenda, phone call to the parent, or removal of the questionable item (such as studded or chain items). Remember, the school is a workplace and the children are to dress accordingly.

Each classroom teacher will outline his/her requirements regarding gym attire and students are to be prepared by bringing the items to school with them as required. Proper footwear is the minimum requirement in the gymnasium. Jewellery should be removed for gym activity as it can be a safety issue. Physical Education is a component of the curriculum and is not optional. There is also 20 minutes of Daily Physical Activity and students should be prepared to be active each and every day!

LUNCH and THE PLAYGROUND

Pupils who do not go home for lunch eat lunch in their classroom. Proper behaviour is expected during eating time and that includes remaining in your assigned seat, using a conversational voice, eating in a polite manner, cleaning up your space, placing garbage in the garbage can and recyclables in the bins. Students have 20 minutes in which to eat their lunch before going outside. (Food is not aloe in the yar. Please reference the shool's "Anaphylaxis Handbook" for additional safety protocols.) If your child requires more time to eat, they may finish their lunch in the office or another supervised area.

Please provide your child with a lunch and snacks for the breaks. Juice or water is preferable to soft



drinks. Glass bottles are discouraged for safety reasons. There are no cafeteria or microwave facilities for the students. Set up a procedure with your child regarding uneaten food and do discuss lunch choices with them in an effort to minimize waste of good food. Unfortunately, a lot of food is wasted at school with fruit and sandwiches being discarded untouched or after just one bite. Litter should be discarded in the appropriate receptacles and not dropped in the hallways, stairwells or school yard. Recycling containers are located on each floor.

Some parents like to bring a special lunch for their children once in a while or deliver forgotten lunches. These lunches should be delivered for the start of lunch hour to save you that anxious phone call from your child. Please bring lunches to the office and your child or children will be called down. Do not go directly to the classroom area.

There may be present in your child's classroom a child or children with a severe food allergy. You will be informed as to any specific food restrictions in place in order for us to maintain the health and safety of the child in question. (Refer to section on Anaphylaxis).

For the remainder of the lunch period, the students are outdoors and supervised in the schoolyard unless the weather limits or prevents outdoor activity.

Outdoor activity is a regular part of each school day unless the weather prohibits or limits such activity. If rain or severe wind chill advisories are issued, outdoor activity will be limited or curtailed.

Severe cold compounded with wind chill (-28 C or lower) can result in hypothermia or frost bite to unprotected exposed skin in 10 to 30 minutes. Children



need to dress for the weather and be prepared for some outdoor activity each and every day even in the winter months. Dressing in layers is a good practice given changeable weather conditions. During the winter months please send a pair of shoes for indoor use as boots cannot be worn in the classroom area. The warmer months bring their own concerns including sun exposure, poor air quality and over exertion. Children should drink plenty of water and limit their outdoor play activity during hot spells.

All students are to refrain from rough play– that is no "body to body" contact. Playground rules include no pushing, no fighting, take turns, do not lift or carry other children and use playground equipment properly. Undesirable playground activities include ice sliding, snowball throwing or fights, rock throwing, tree or fence climbing. Certain games and activities have a greater risk associated with them and are not permitted in the yard. Such games include "doggy pile" and contact sports such as tackle football or British

Bulldog. Hard sports equipment (baseball bats, hockey sticks, and hard balls) are not permitted in the yard except under direct teacher supervision. Roller blades, skateboards, scooters, shoes with wheels and such are also not permitted at school or in the schoolyard. Students who arrive with such items will be expected to “park” them in the school office. Games and activities in the yard should be safe, inclusive, fun and active. It is important to Play safe and play fair each and every day. Injuries due to accident or incident must be reported to the teacher on duty.

During inclement or extreme cold weather, students will remain or be brought indoors for part or all of the time. During indoor recess or lunch, students are expected to remain in their assigned classroom unless they are supervised in another designated area. Students should engage in a quiet, suitable indoor activity (puzzles, board games, reading, quiet conversation, homework) in their own classroom and not be wandering about the school building or loitering in the stairwells or bathrooms. In area supervision is provided whether indoors or outdoors.

PERSONAL BELONGINGS

We strongly encourage you to label your child’s clothing in some way that we can re-unite lost or misplaced items with their owner. It is amazing how during the winter months all the boots, mitts, hats and gloves begin to look alike. Encourage your child to keep track of their belongings and check the “lost and found” area in the main hallway near the rear exit doors. It is astonishing how many items remain unclaimed! Items are displayed around parent-teacher interview times and any unclaimed items are donated to charity.

Only a limited and necessary amount of objects and personal items should be brought to school. Expensive jewellery, sports equipment and clothing are better left at home.



CELL PHONES AND ELECTRONIC DEVICES

We strongly encourage parents **not** to send cell phones and other electronic devices to school with their children. However, if your child brings a cell phone at school, it must be turned **off** at all times while on school properties. The school will not be responsible for lost or stolen phones. In addition, students who have their phones on in school will be given one warning followed by a discipline report for any further infractions.

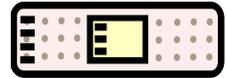
The students do not have use of lockers or any other such lockable bins at the school. Knapsacks, lunch

bags, and jackets are left on hooks located outside of each classroom. Regrettably, items have been known to go missing from knapsacks – anything from snacks to hats! We encourage students to keep their bags zipped at all times and hung in such a way that access is not easy nor are contents visible. Money should not be left in unattended knapsacks at any time.

Your child should only bring to school items necessary for the school day or items that the teacher has requested they bring for instructional purposes. Items such as small toys, trading/game cards, items of value or sentimental value should not be brought to school as they can be distracting or tempting to other children. Parents, your support and cooperation in these matters are greatly appreciated.

ACCIDENTS/MEDICAL ATTENTION

There are inherent risks associated with activity and these risks vary with the demands and nature of the activity as well as with the skill and ability of the participants. Physical injuries should be reported immediately to the nearest teacher or to the office. Parents will be contacted if the injury is serious and/or requires medical attention beyond First Aid. **It is imperative that the school has up to date information on how to contact you or an alternate in the event of an emergency or sudden illness.** A Student Accident Insurance Plan is available to all students and application forms go home the first week in September. Parents are requested to mail these directly to the Insurance Company if participation in the plan is desired.



We are not permitted to dispense non-prescription medications to students nor can we administer any type of prescription medication unless we have signed authorization from both the parent and the prescribing physician. Forms are available from the school office and will be kept on file. Any information regarding allergies or other illness should be on record in the office. From time to time requests are made to complete a course of medication during school hours. Please contact the school office **before** sending any medication to school with your child. It is not advisable to send your child to school with any medication in their bag to “take at lunch time” or to take “if they have a headache.”

The school needs to be aware of any health problems that might give rise to an emergency situation. Please inform us if your child has any serious health problems which might restrict his/her activities at the school or any other conditions which might give rise to an emergency situation; for example, cardiac problems, epilepsy, respiratory difficulties, hemophilia,

bee sting allergy, peanut allergy etc. If your child requires an Epi-Pen or puffer, these should be made available to the school. Please check the expiry date on any and all products that may need to be kept at the school for the year. (Please also see section on Anaphylaxis)

Hand washing with soap and rinsing under running water is the first line of defense in breaking the chain of infection from one person to another but hand washing alone is not enough and parents are asked to refrain from sending an ill child to school.

If your child becomes ill at school, we will make every effort to contact you, as we do not have facilities to care for ill children. In a case where an injury or illness appears to be serious and immediate medical attention is required an ambulance will be called and we will make every effort to contact you.

From time to time we experience an outbreak of a communicable disease. Certain diseases are reportable to the Department of Public Health. These diseases include, but are not limited to, Chickenpox, Influenza, Whooping Cough (Pertussis), Measles or Mumps. Timely reporting of communicable diseases is essential for their control and we are to report to Toronto Public Health as soon as confirmation of a communicable and reportable disease is made by the parent. Public Health will then make a decision as to whether follow up letters are required. Please pay attention to any such notices delivered home to you by your child as they are for your child's and your well-being.

Head Lice are tiny, blood-sucking insects that reside on the human scalp and can spread from person to person during daily activities and/or transmitted by the sharing of hats, helmets, combs, brushes or hair accessories. Head lice are not uncommon in Daycare, summer camp or school settings. You can confirm the presence of the lice or nits through an examination of your child's scalp and hair. The nits, or eggs, are firmly fastened to the hair shaft and are not easily moved. Dandruff and other skin debris are often irregular in shape and are easily dislodged. It is the responsibility of the parent/guardian to apply an appropriate treatment, which includes systematic nit removal to prevent re-infestation or transmission before the child can be re-admitted to the classroom setting. If you find head lice or nits, **please inform** the school so we can in turn screen the other students for head lice.



ANAPHYLAXIS

Sabrina's Law, An Act to Protect Anaphylactic Pupils came into effect on January 1, 2006. Anaphylaxis is a severe, potentially life threatening allergic reaction often triggered by insect stings or certain types of food the most common being peanuts (legume family and grown on the ground), tree nuts (for example almonds, walnuts, hazelnuts or nut products such as marzipan or "Nutella"), seafood (includes crustaceans, shellfish and/or fish), wheat and wheat products (for example graham flour, farina, or couscous) as well as egg or milk products (which includes mayonnaise or related products). An anaphylactic shock episode is a medical emergency and must be treated immediately. Reaction symptoms may include hives, vomiting, drop in blood pressure, difficulty breathing, disorientation and even unconsciousness. Children experiencing an anaphylactic reaction **will** require an injected medication – usually epinephrine through an Epi-Pen or Ana-Kit- and a call to 9-1-1 must also be made.

There are ways in which we can reduce the risk of an anaphylactic episode including food restrictions, no sharing of food, and checking labels to make sure treats are "safe to share." However, we must never assume that no allergen would ever enter the school and must remain vigilant. Children should also never taunt or invite someone to eat a food item that may trigger a reaction. Cross-contamination is also a real problem and care must be exercised.

If your child suffers from a life-threatening allergy make sure the school is aware and all paperwork is updated on an annual basis. Students are also advised to wear a "Medic-Alert" bracelet. If your child is in a class with an individual with a life threatening allergy you will be informed and we appreciate your support in creating a healthy and safe environment for all children each day.

IMMUNIZATION

The Immunization of School Pupils Act, 1982, states that parents/guardians are required "...to complete the prescribed program of immunization..." for each pupil. Failure to do so will result in suspension and/or exclusion from school by the Public Health Department. We therefore urge all parents/guardians to make sure that their children have the required up-to-date immunizations. Please be advised that an up-to-date immunization card is required for initial school registration.



EMERGENCY PROCEDURES

Fire/evacuation drills are held on a regular basis during the first and last terms of the school year and on an “as needed” basis during the second or winter term. These drills reinforce the need for a quick and orderly exit from the building with congregation in a safe area away from the building. Everyone must leave the building promptly when the fire alarm sounds. It is therefore, not a good practice for the children to wear socks indoors; shoes must be worn at all times.

Scheduled fire drills are communicated to the local fire station and TCDSB central monitoring to avoid the fire department being dispatched. **All students need to understand the consequences and ramifications of falsely pulling a fire alarm. Such abuse will be treated most seriously; will result in suspension and possible police involvement.**

In the event that evacuation of the school is necessary, the children will be relocated under the supervision of the principal and staff to a safe evacuation centre. Our closest evacuation center is St. Gregory Catholic Church and church hall as required. Children will remain under the supervision of the school authorities until the situation has ended or until you, the parent/guardian can safely pick up the child or children.

There may also be a possibility that the children and staff may be required to remain in a “hold and secure” in the main building for their own safety and security. Once again, we will take direction from the local police or fire authorities until such time that it is safe for us to exit the building or for others to enter. Parents please remind your children of the importance of full cooperation and participation in any and all safety drills.



BUSING

Transportation is provided for those students who reside within the designated transportation route. Questions regarding the busing policy should be directed to the board’s Transportation Department at 222-8282. **Students who do not normally take the school bus may not travel on the school bus nor are students permitted to “change buses.”** For example if students need to travel to another student’s house for any reason (e.g. birthday party or to socialize), they cannot simply get on that school bus. Parents, please refrain from making such requests as they may not be granted. Arrangements should be made in



advance to prevent last minute calls to home or your place of work.

Busing is a service provided by the Toronto Catholic District School Board with designated routes. As with any service there are specific conduct expectations. Please review bus travel guidelines regularly with your children:

- **All school rules and expectations apply to the bus.**
- Students taking the bus should take the same bus daily on a regular basis.
- Students must wait in the designated area and enter and exit the bus in a safe and orderly fashion.
- The driver is in charge of the bus and must be obeyed at all times.
- Students must remain **seated** and facing the front at all times while traveling on the bus. All body parts must remain inside of the bus especially while the bus is in motion. Remain seated until your designated stop.
- Students should use a quiet voice level while on the bus. Shouting and screaming are distracting to the driver.
- Be polite to other passengers. Everyone wants to get to school or home on time and safely
- No eating or drinking on the bus. Never throw anything inside the bus or out the window.
- Be considerate; do not make faces, shout or gestures at drivers or pedestrians.
- Students **may** be assigned seats on the bus and will be expected to sit in their designated seat at all times.
- Bus equipment must be respected and students will be held responsible for any damages to the bus.
- Transportation privileges may be withdrawn if children fail to adhere to the rules of conduct. The driver will issue a Behaviour Notice (pink slip) and if a pattern of misbehaviour continues, you will be notified and removal from the bus may occur.

The safety of your children is always our utmost concern. Any change from regular routines demand careful and conscientious planning. We ask your assistance in addressing the following items:

- Traffic patterns and weather conditions may cause buses to be late or not arrive at all. **If transportation services are cancelled, they are cancelled for the full day.** For information about school closures or bus transportation cancellations due to inclement weather, contact the TCDSB 24-hour information line at **416-222-8282** extension **2873** or the Board’s Website at www.tcdsb.on.ca/Weather.htm. Local radio stations will also provide updates and information.

- In the event that the buses are cancelled but the school is open it will be your responsibility to transport your child to and from school. **Children in attendance will be expected to remain for the entire instructional day.**
- Have a plan in place should your child miss the bus or if buses are cancelled. Make sure your child knows what to do if they miss the bus or in the event of bus cancellation. Should your child miss the bus from school to home they must report to the office and not just walk home.
- Bus companies are under contract to the TCDSB and from time to time we do experience problems with the arrival or departure time of the buses. Your patience and understanding is appreciated but please do inform the school if this is a regular problem so we can address the issue with the appropriate staff.

Please do not stop in the bus zone/horseshoe at the south end of the school during school arrival or dismissal time as this interferes with school bus drop off and/or pick up. In cooperation with St. Gregory Catholic Church, parents may drop off or pick up their children from the church parking lot at the start and end of the school day. Enter from the north end of the church lot and exit by the south end. Please be considerate – do not block other drivers or impede the flow of traffic in any way. Follow the signs posted, do not park in the fire lane, and watch for children! Safety is of paramount importance. If you need to stay for an extended period of time at the school please park on school property only.

EXCURSIONS/SCHOOL PRESENTATIONS

Opportunities for learning outside the classroom environment are encouraged. School excursions not only support and enhance the curriculum but allow students an opportunity to practice their social skills as well as be school ambassadors outside of the school setting. At the start of each school year you will be asked to sign a “Local Excursion Form” so that your child may participate in planned and spontaneous walking activities within the immediate school surroundings. Educational and curriculum related outings that take students out of the school will require an additional consent form from you. There may be a cost involved with such excursions as well. Excursions are considered and reviewed on an annual basis for curriculum links, cost, and safety factors and are arranged by the teachers in consultation with the school administration.



School staff arranges for transportation and supervises any school based excursion. Adult volunteers to help with supervision may also be requested. It does happen, from time to time, that we have too many volunteers and regrettably cannot accommodate all requests to volunteer. Any and all school trips beyond “local excursions”, including sporting events will require additional signed consent. Intermediate students may, depending on circumstances, have the opportunity to participate in an overnight excursion. Students who cannot participate in any school based excursion are **expected to come to school**. A “day-off” from school is not granted because a student does not go on an excursion!

Students are expected to adhere to the school code of conduct while on the excursion. They are expected to come prepared, which includes returning the signed permission forms and requirements of the excursion.

From time to time special presentations are arranged a class or classes which may require a financial contribution towards the cost. The teacher will keep you informed of any such presentations and the required cost – but you can be sure it will be money well spent.

EXTRACURRICULAR ACTIVITIES & ATHLETICS

The students have many and varied opportunities to participate in extracurricular activities-activities that are considered to be “above and beyond” the regular instructional day. Such activities are voluntary both on the part of the students and staff.

All students are encouraged to try out for school teams or school activities. Participating in such activities not only builds school spirit and community but promotes the development of a healthy lifestyle, self-discipline, endurance, patience, co-operation, team work, team spirit and a host of other social skills. Try-outs generally take place during school time including lunch hour. From time to time, in order to give all students an opportunity to try-out, class time may be used. However, we always strive to keep disruptions to instructional time to a minimum. Practices are scheduled at different times and may involve your child staying after school hours or arriving before school hours.

The following activities may be offered during the school year but cannot take place without a teacher working closely with the students. Some teams, such as the swim team, hockey team or chess team are highly dependent on parent volunteers to organize and run. Please see the Extra Curricular Calendar on p.15

Students participating in any school related events both in and outside of school are expected to

demonstrate proper and respectful behaviour at all times. They should consider themselves representatives of St. Gregory Catholic School and conduct themselves accordingly:

1. Maintain a very good to high academic standard which includes work habits, assignments completed and up to date and classroom conduct. Teachers may deny a student participation in any sports event if the above obligations are not met.
2. Attend practices as scheduled and participate fully with a positive attitude, outlook and demeanor.
3. Follow the instructions of the teacher/coach.
4. Students must conduct themselves in an exemplary manner, demonstrating Christian values. Students are considered to be representatives of the school and must behave accordingly. Students must strive to understand, respect and follow the rules at all times.
5. Behave in ways that show respect for the other student team members, coaches, teachers, referees, parents/guardians and spectators as well as facilities and property. Enjoy the game as an individual as well as a team.
6. Exercise self control and self discipline at all times. Conduct themselves with honour and dignity.
7. Be cooperative and a “good sport” with a positive attitude. No put downs or negative comments. Be generous in victory and gracious in defeat.
8. Report all incidents of vandalism, theft, threat, or injury promptly.
9. Students who are suspended will not participate in team activities while under suspension and future participation will be reviewed.

Students who are not participants may not attend any sports events as spectators. This includes after school tournaments, during the school day tournament; cross country or track and field meets. Some exceptions will be made for students accompanied by a parent at all times.

PROGRAMS AND INSTRUCTION

All school programs and instruction are based on The Ontario Curriculum expectations stated for each subject and grade as well as TCDSB approved programs and initiatives. Religion and Family Life

form the backbone for all instruction and programs and any materials used are approved for use in TCDSB schools. French as a Second Language (FSL) instruction commences in grade 1 and continues to grade 8. An optional Extended French program from grades 5 – 8 is offered whereby half of the instructional day takes place in the French language. An information meeting for interested parents of grade 4 students is held annually usually in the month of February. This is a 4 year commitment on the part of the student. Music is a part of the Ontario Curriculum and vocal music is a requirement for all students from Kindergarten to grade 6 and instrumental music is a requirement for all students in grades 7 and 8. Both these programs are a part of the school day, taught and reported on by qualified teachers.

Students who require assistance and/or support beyond what can be reasonably provided in the regular classroom may be supported through our Special Education program. Such students are typically identified as exceptional through the Identification, Placement and Review Committee or IPRC. Some students will have an Individual Education Plan or IEP.

TCDSB also offers commencing in grade 5, a once a week pull-out program for students who are identified as exceptional - gifted. All students in grade 4 write the Canadian Abilities Achievement Test or C-CAT as part of the screening process for the gifted program.

St. Gregory Catholic School students have opportunity to participate in community based acts of charity and involvement. In the past these have included the Terry Fox Run, St. Vincent de Paul Christmas hamper project and non-perishable food drives.

During the school year there may also be opportunities for students to participate in activities such as the morning book club, English or French public speaking, chess team or a student general knowledge skills competition W5H.

From time to time, the school will send home information from non-profit and for profit organizations. We remind parents and guardians to exercise caution any time they participate in or enroll in an outside organization's event after school hours. The school and the TCDSB are not liable for the quality of service these organizations provide or for the safety of the participants. We forward this information to keep our parent community informed as to the wide variety of opportunities available within our local community.

ASSESSMENT AND EVALUATION

The TCDSB is committed to student and program assessment that is comprehensive, valid, information, equitable, collaborative, and redemptive in nature and focused on the pursuit of both creativity and excellence. The results of assessment will be reported to students and parents so as to provide appropriate feedback in an accurate, relevant and accountable manner. We also recognize the unique abilities and styles of each child and underscore the belief that home and school are key partners.

Students participate in many and varied forms of assessment throughout the school year. Teachers use a variety of ongoing assessment techniques and strategies to develop a profile or pattern of performance to identify the level of achievement as per the Ministry of Education stated expectations for each grade as well as support the delivery of a distinctively Catholic curriculum in order to arrive at an evaluation of the performance and achievement. Assessment and evaluation will be based on the achievement levels outlined and provided in each curriculum document.

At the start of the year teachers will communicate to you and the students their work expectations, requirements and procedures. For example late work may be subject to penalty or frequently incomplete homework may result in missed recess. Assessment and class assignments require students to demonstrate their best independent and from time to time group learning. It is an ongoing and integral part of the classroom learning process. Mistakes are a part of learning as long as effort is made to correct and not repeat the mistake!

From time to time students will also participate in board or province wide assessments. For example the CAT/4 (Canadian Achievement Test, version 4) is administered to students in grades 2, 5 and 7. Such standardized assessments compare an individual's performance against a normative population and can help to identify areas of strength and weakness in either an individual or program area.

The Provincial Assessment in Reading, Writing and Mathematics, also known informally as EQAO, is administered to students at the end of the primary and junior division (grade 3 and 6) at the end of May or start of June. Students demonstrate their best independent learning on this assessment which is based on the Provincial Expectations. Individual, school, board and provincial results are provided in the fall of the next school year.

Standardized and Provincial assessments can support and improve student learning and provide another snapshot or glimpse of your child as a learner. The goal is not to



rank or compare students, classes or schools nor do these assessments stand on their own.

Teachers complete a Provincial Progress Report in November. This is an opportunity to focus on growth—the progress the student is making towards the overall expectations. For each subject area listed, teachers will report student progress by checking one of the Indicators (Progressing with Difficulty, Progressing Well, Progressing Very Well), that most accurately reflects the student's progress in relation to the overall curriculum expectations.

There are two Provincial Report Cards, one in January/February and the second in June. The Provincial Report Card describes student achievement of the curriculum expectations in each subject as well as a separate section for reporting on the student's development of the learning skills required for effective learning.

The Provincial Guide for Grading defines the provincial standard as Level 3 or B or 70-79% which means that the student has demonstrated *most* of the required knowledge and skills outlined for the grade and achievement meets the provincial standard. Level 4 or A or 80%+ work *exceeds* the provincial standard for the grade while work at level 2 or level 1 is below the provincial standard and only meets some of the required knowledge or in limited ways. An R or below 50% means that the student has not demonstrated the required knowledge and skills and signals the need for significant additional learning and support.

The Provincial Report Card consists of three pages and page 3 is to be signed and returned each term. Bear in mind that page 3 is a part of the Provincial Report and will be a part of your child's Ontario School Record (OSR).

HOMEWORK

The homework policy at St. Gregory School is that each student needs to do homework on a daily basis. This would constitute no more than 5-25 minutes depending on age, and would entail a brief review of a particular skill taught that day. The other important aspect is to teach students a daily routine of study at home.

ACCEPTABLE USE POLICY

The TCDSB provides for student and staff use an electronic communication system and we recognize the importance and educational value of technology to support learning in all curriculum areas and extend classroom learning. Teachers will instruct students about specific rules for using TCDSB electronic systems including the Internet, the Intranet and e-mail.

Students are expected to follow rules and procedures and may use TCDSB equipment only after a Student Access Agreement is signed and filed at the school.

A disciplinary process is in place should there be a failure to comply with the TCDSB Surf Right Policy. For example the student password may be disabled for failing to follow teacher instructions and directions for computer use; viewing, creating and/or circulating inappropriate or offensive materials or using computers without teacher permission or supervision. Student accounts will be disabled for a set period of time and during that time students may not use the computers at school. All students are reminded not to share their passwords or log on for other students.

Children need to know and use responsible on-line behaviour. Internet safety is an important component of computer use both at school and at home. Cyber-bullying or the spreading of malicious messages or images is not uncommon. This hurtful behaviour is often cloaked under the guise of “freedom of speech” or anonymity. We strongly suggest that at home computers be located in highly visible areas and the use of MSN or other chat rooms be monitored. Talk to your children about their online activities and friends just as you would talk to them about their other activities. Technology can be a wonderful tool but like all other tools needs to be handled with care and we need to provide guidance and support so that our children can use the internet safely and appropriately at all times.

SCHOOL, HOME, AND PARISH



St. Gregory Catholic School staff assists you the parent or guardian and the parish in the faith growth and development of your child as well as sacramental preparation. We celebrate Liturgy as a school community on a regular basis throughout the school year. All families are encouraged to attend Mass regularly on Sundays and to pray with their children.

You, at home, provide the foundation for the faith development of your child or children through active participation in Church and prayer. Parents, you are the primary religious educators of your child both through instruction and example. We are associated with St. Gregory Catholic Church and one of the roles of the parish is to provide immediate preparation for sacraments and to administer the sacraments. Information regarding sacraments will be provided to parents of children in grades 2 and 8 as these are sacramental years. Children in grade 2 prepare for the sacraments of Reconciliation and First Eucharist while students in grade 7 and 8 prepare for the sacrament of

Confirmation. We, at the school, provide the initial preparation for the children through the use of the **Born of the Spirit** catechetical program. A reminder, that sacraments are a parish not a school celebration.

HOME AND SCHOOL

Open lines of communication between home and school are essential. Daily reference to your child’s agenda is essential for clear communication between yourself and the teacher. A monthly newsletter/calendar will be sent by email or sent home to keep you informed of coming events as well as items of concern or interest. You can expect the newsletter/calendar at the start of each month. You must request paper copies of the newsletter/calendar through the office.

Email distribution lists will be organized at the beginning of the new school year (September 2013).

Make it a point to also ask your child about their school day and do not accept “nothing” as the answer to the question “what did you do at school today?” Rest assured that they did do something! Let them know that you care about their schoolwork.

The staff also strives to keep you informed of classroom or academic difficulties on a timely basis so that we may work towards a quick resolution of any difficulties. Please contact your child’s teacher with any concerns or issues that may impact on your child at school as well. If your child is absent and you require homework, please provide adequate notice of this. It is not reasonable to call at the end of the day and expect work to be ready for dismissal time.



Conflict or disagreement is an almost inevitable part of social behaviour. However, how these situations are handled is most important. Lines of communication need to remain open even if you disagree. Remember that there are at least two sides to every story – your child certainly has a side to tell as does the other person involved. Please make sure that you contact your child’s teacher and listen to both sides before reacting or arriving at a conclusion.



CATHOLIC SCHOOL COUNCIL (CSAC)

The St. Gregory Catholic School Council is an advisory group offering recommendations and advice to the school principal on various aspects of the school. The main purpose of school council is to improve student achievement and enhance accountability through the active participation of parents in all aspects of student life.

St. Gregory Catholic School has a most active and dedicated council. Regular meetings are scheduled and are noted in the monthly school newsletter. An Annual General Meeting as well as an election for School Council executive members is held in the fall. Council also communicates with parents via e-mail should you wish to receive information in this manner.

School based fundraising is carried out under the jurisdiction and supervision of the principal and is often a joint project with CSAC. Participation in any fundraising is voluntary. Annual financial summaries of all fundraising activities are prepared and presented to the community at the regular scheduled CSAC meetings.

VOLUNTEERS

At St. Gregory Catholic School we welcome parent volunteers in our school programs and activities. We have been fortunate to have enthusiastic and committed parents who willingly contributed their time and effort to our school. Your participation in the school will inevitably enhance the learning environment of the school. Whether you volunteer once a year or once a week, your time is appreciated. A volunteer application form is available from the school principal should you wish to volunteer on a regular and ongoing basis and a police check will be required if working directly with students.

From time to time we have available student volunteers from local secondary schools. These students work under the direction and guidance of the classroom teacher. Usually these are former students who are familiar with the school and school procedures and expectations.

Student teachers may also be present for a time in your child’s classroom. Student teachers are supervised by the classroom teacher and provide opportunity for your child to experience another teacher.

TCDSB School Calendar 2013 – 2014

Labour Day	September 2, 2013
School (tentative) Starts	September 3, 2013
Thanksgiving Day	October 14, 2013
Christmas (inclusive) Break	December 23, 2013 – January 2, 2014
Family Day	February 17, 2014
Mid-Winter (inclusive) Break	March 10- 14, 2014
Good Friday	April 18,, 2014
Easter Monday	April 21, 2014
Victoria Day	May 19, 2014
Last day of classes for Elementary students	June 26, 2014
<p><u>Elementary PA Days</u></p> <p>October 11, 2013 November 15, 2013 December 20, 2014 March 7, 2014 June 6, 2014</p>	

PLAYGROUND & RECESS ETIQUETTE

- Respect yourself, others, and the school property.
- We do not use any aggressive behavior toward anyone (pushing, kicking, slapping) or inappropriate language and hurtful comments.
- Remain in your designated area;
- You need to have a washroom pass given to you by a teacher on duty to go to the bathroom or for a drink. Please travel with a buddy.
- Never jump or do flips off of the rocks.
- Only the big “cheese” is permitted to be used during recesses. Other climbing equipment can be used during class DPA.
- Only three students on a play structure at a time.
- Take turns and do not block up the equipment by just sitting on it.
- When climbing down, watch for those climbing up.
- Wait your turn to climb up the climbing walls. Never climb right under someone.

- The mulch is under the equipment to protect you in case you fall. Do not play in the mulch, throw it or use the sticks to hurt others.
- Only nerf-type balls are permitted in the yard, unless you are playing four-square or basketball in which case a basketball is permitted.
- If you need help, ask the teacher to help you.
- Four square games need to be played in the designated areas. Balls should not be overthrown and interfere with other games.
- Have fun and include everyone who wants to play. Everyone at St. Gregory's is special and we need to treat one another with respect and kindness.

Local School Code of Conduct

The St. Gregory Safe School Committee 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 under Safe Schools Policy S.S.09.

Minor/Major/Suspendable Incidents

The St. Gregory Safe School Committee has classified "inappropriate behaviours" in the following three categories: minor, major and suspendable incidents.

Although the following lists are not exhaustive, they provide a sampling of inappropriate and unacceptable behaviours that are sometimes exhibited by students.

Minor Incidents

- Hands on (e.g. pushing)
- Spreading rumors
- Teasing
- Being disruptive in class
- Not completing homework
- Rough play
- Any other inappropriate incident(s) other than the ones deemed to be "Major or

Suspendable" by School Administration, the TCDSB and the Ministry of Education.

Major Incidents

- Malicious/intentional hands on (e.g. fighting)
- Swearing/Inappropriate language (verbal, gesture)
- Habitual defiance or non-compliance
- Bullying (including cyber/internet)
- Weapons
- Vandalism
- Any other inappropriate incident(s) other than the ones deemed to be "Minor or Suspendable" by School Administration, the TCDSB and the Ministry of Education.

Suspendable Incidents

- All behaviours that are classified as being "Major"
- Uttering a threat to inflict serious bodily harm on another person
- Swearing at a teacher or another person in authority
- Bullying (including cyber/internet)
- Committing an act of vandalism that causes damage to school property
- Possessing a weapon or a firearm
- Using a weapon to threat bodily harm
- Committing a physical assault on another person requiring medical attention
- Trafficking illegal drugs or weapons
- Any other incident deemed to be "suspendable" by the school administration, the TCDSB and the Ministry of Education

Mitigating Factors

- Mitigating factors shall be considered with every incident. For a complete list of factors consult the TCDSB's Safe School Policy S.S. 09.

Review and Amendments

Once a year, the St. Gregory Safe School Committee will review and amend the Local Code of Conduct if necessary.



St. Gregory Catholic School
126 Rathburn Road
Etobicoke, Ontario
M9B 2K6



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

- *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*

