



Our Lady of Fatima Catholic School

Parent-Student Handbook

60 Marshall Avenue
North Bay, ON
P1A 1R1

Telephone: 705-472-7280
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Mission Statement

Our Catholic School Community endeavours to provide a safe and respectful learning environment based upon Gospel values, so that students can achieve their full potential as lifelong learners and become responsible, caring, contributing members of Church and society.

Our Lady of Fatima Catholic School Students are asked to:

1. Be responsible members of their school community;
2. Be understanding and respectful of others and their environment;
3. Be cooperative and work well with others;
4. Be enthusiastic and perform to the best of their abilities.

PRINCIPAL'S MESSAGE

On behalf of the staff at Our Lady of Fatima School, it is my pleasure to welcome you and your child/children to our school community for the 2009-2010 school year.

We look forward to an interesting year of working with students, parents, volunteers and community agencies alike toward meeting the specific needs of our school. This information is meant to provide parents and students with basic information about our school. Please retain this information for reference throughout the school year.

It is our aim to provide students with a Catholic education which will help them develop moral, intellectual, physical, emotional and social skills to the maximum of their potential. Through a variety of classroom and extra-curricular experiences, we hope to provide our students with many opportunities to develop leadership within the school and the community, and to be flexible, responsible, and desiring of lifelong learning - qualities that will enable them to become positive contributors to society.

Enclosed you will find our Code of Conduct. Our Code emphasizes a sense of self-worth and self-discipline that promotes a safe welcoming, violence-free environment based on Gospel values and the four "R's" - Respect, Responsibility, Rights and Routines.

*We encourage you to review the School's Code of Conduct together with your child and request that you return the **Student Commitment Contract** found at the back of this handbook.*

Working together we will form an effective educational team. Parental contributions, support and participation are always most welcome. The School staff look forward to working with each of you to make this year a very exciting and highly productive school year for everyone.

Sincerely,

*Mr. Anthony D'Agostino
Principal*

OUR PURPOSE

Our Lady of Fatima Catholic School is a JK to grade 8 English School offering educational opportunities within a caring and safe Catholic environment. The task of educating our children is not one that can be accomplished by the school alone. We need the support of you, the parents and guardians, the Community and the Church to provide our children with all of the opportunities they need to succeed.

The staff at Our Lady of Fatima School is committed to providing our children with the skills required to be able to read, write and calculate properly. We will also make every effort to promote Catholic teachings in our school. We want our students to be good citizens who respect themselves and others. Our school will not tolerate acts of violence, either physical or verbal.

Our mandate is large; the responsibility to our children cannot be taken lightly. Our Lady of Fatima School in partnership with you, the parents and guardians, will do its best to make certain that your children receive the highest quality of instruction.

In planning and delivering the curriculum to our students, School staff bear in mind *The Vision of a Catholic Learner*, as set-out by **The Institute For Catholic Education**:

Vision of a Catholic Learner

Catholic Learners:

- are discerning believers formed in the Catholic Faith community who celebrate the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living.
- are effective communicators who speak, write and listen honestly and sensitively, responding critically in light of Gospel values.
- are reflective, creative and holistic thinkers who solve problems and make responsible decisions with an informed moral conscience for the common good.
- are self directed, responsible lifelong learners who develop and demonstrate their God-given potential.
- are collaborative contributors who always find meaning, dignity and vocation in work which respects the rights of all and contributes to the common good.
- are caring family members who attend to family, school, parish and the wider community.
- are responsible citizens who give witness to Catholic social teaching by promoting peace, justice and the sacredness of human life.

*(Excepts from the Ontario Catholic School Graduate Expectations- **Institute for Catholic Education**)*

PROCEDURES AND ROUTINES

School Hours and Bells

~ 8:50 A.M. - Entrance - Opening Exercises
~10:30-10:45 - Recess
~11:45 - Lunch
~12:35 P.M. - Entrance for Afternoon Session
~1:55 -2:10 - Recess
~3:10 - Dismissal

Please Note:

There are teachers on supervision duty in the yard, lunch room or bus area from **8:30 a.m.** until the last bus departs at the end of the school day. **There is no supervision prior to 8:30 a.m. Children should not be arriving at school prior to 8:30 unless at the request and supervision of a teacher.**

Departure Times:

Students should set out for home as soon as they are dismissed at **3:10 p.m.**, unless they are part of a supervised activity, or are bus students.

EMERGENCIES

In the event of an emergency involving your child at school, please make sure that we have your up-to-date home address and phone number and the name, address and phone number of another adult who may be contacted if we are unable to reach you.

A form for your convenience will be issued to your child/children. Please complete one for each child and forward it to the school.

LUNCH POLICY

Students eating lunch at school have a twenty minute period to eat their lunch (11:45 - 12:05). After this time, they are dismissed outside, weather permitting. It is recognized that some children do take longer to eat their lunch and they are allowed the extra time required.

Students should have a healthy, nutritious lunch. Fresh fruit, vegetables, sandwiches and juice are highly recommended items for a suitable lunch. Healthy eating is essential for students to maximize their learning potential.

ALLERGIES

The number of children allergic to peanut butter and nut products is growing, and Our Lady of Fatima School will have some students at the very highest risk level. The following precautions are being taken: lunch tables are washed with soap and water at noon hour, staff is kept updated of our Board's Allergy policy, students are advised not to share food, utensils and containers. Although this may or may not affect your child's class directly, we require that foods sent to school with your child be free from peanut or nut products. Since it is our goal to ensure as safe an environment as possible when a child's life is at stake, we are asking for your understanding in following this guideline.

REPORTING STUDENT PROGRESS

As the year progresses, there will be opportunities to meet with your child's teachers. Teachers and parents are encouraged to be in contact at any time to discuss concerns as they occur. Specific dates for formal, written reports will be conveyed to parents in future newsletters.

ENTRY/ DISMISSAL

For the safety of all at Our Lady of Fatima School it is essential that students enter and exit the school in a quiet and orderly manner (single file).

PERMISSION NOTES FROM PARENTS

We require a written and signed note from you if your child is to do something which is not a part of his/her daily school routine.

Examples include:

- ~leaving school before the usual dismissal time;
- ~leaving school for a medical appointment, piano lesson;
- ~a lunch student eating elsewhere.

SAFE ARRIVAL PROGRAM

If your child is ill or will be absent from school for some reason, please inform us at school through our Safe Arrival phone line. The number is 482-7233. This phone line is available 24 hours a day, 7 days a week. It is monitored regularly. This program helps us to ensure the safety of our students.

SCHOOL VISITS

Parents are welcome at Our Lady of Fatima School. When you have occasion to visit the school, please check in at the office upon arrival.

SUPPLIES

The school will provide textbooks and certain consumables. Each division/ classroom will send home a list specific to their program in June (listed below are items commonly requested by classroom teachers):

- ~glue sticks
- ~pencils, pens
- ~erasers
- ~coloured pencils
- ~pencil case
- ~rulers
- ~duo-tangs and loose-leaf paper
- ~scissors
- ~3-ring notebooks

*If it is possible, parents are requested to purchase a pair of running shoes that can be used exclusively in the classroom and gymnasium.

HOMEWORK

Setting up a study routine and schedule at home will benefit all students. As the students grow and move into higher grades the actual homework time will increase. Students should be encouraged to spend time every evening reading a favourite book, reviewing the day's lessons, completing daily assignments or working on particular school projects. **In the primary grades, you are encouraged to read nightly to your child. Studies have shown that children who are regularly read to increase their literacy rapidly. Read to your children, the results are very significant!**

INCLEMENT WEATHER- Procedures are in place for indoor recesses during wet, rainy weather in the Fall and Spring. In the Winter, when there are extreme temperatures, we do keep the children indoors (or have shortened recesses). Children should come to school dressed for the weather expected for the day.

REQUESTS FOR KEEPING CHILDREN INSIDE DURING RECESS

Requests to keep children indoors during recesses (since they still have colds, headaches or are just not feeling well), are very difficult to accommodate. Unfortunately, we do not have the extra staff to look after requests, therefore, we have to limit it to particular medical instances. Exceptions will be made for students who suffer from asthma or bronchial conditions, those who have sustained a major injury or those who have a doctor's note explaining the special medical circumstances. In addition, by sending the youngsters back to school before fully recuperated, we risk spreading the sickness to others.

CAR SAFETY

To ensure the **safety** of our students who walk to and from school, we request that parents please park their cars on Marshall Avenue to pick up their children as they exit the School yard (students who walk use the path on the East side of the School) . **Please do not park in/ block our bus transportation lane or pick-up your children on the West side of the School (parking lot).**

BICYCLES

In the Fall and Spring many of our students bike to school. Students are reminded to lock their bicycles to the fence at the rear of the school yard.

USE OF SCHOOL TELEPHONES

Students are strongly encouraged to make personal arrangements before coming to school. Only in special and necessary circumstances do we allow students access to our school phones.

SCHOOL NEWSLETTER

Our school newsletter is an important means of communication with our families. The school newsletter is sent home at the beginning of each month (other than September) and is used to keep parents informed about upcoming events/school activities. Please look for the monthly newsletter on brightly coloured paper!

MEDICATION

A special authorization form must be signed by the doctor and parent or guardian (Board Policy) when a child requires the administration of medication at school. These forms are obtained from the school office and **must** be completed before **any** medication can be administered by the school.

LIBRARY

Children are allowed to borrow books from our Library. Teachers discuss care of library (and classroom) books with their students, please reinforce this at home. Books are very expensive to buy. If a book is lost, you will be required to pay \$5.00 for a paperback and \$10.00 for a hardcover. This is a portion of the actual cost. We are always in need of volunteers to assist with the library. If you can assist please call the school.

BUS TRANSPORTATION

It is the policy in our school that any **child who comes to school by bus will return home by bus.** If, for some reason, you do not want your child to take the bus home, please advise the school by either sending a note to the teacher or calling the office. Students **can only** board the bus to which they are assigned. Boarding a different bus to visit a friend, or to attend a birthday party or sleep-over, etc., cannot be accommodated within the Board's busing policy.

Transportation will be provided to all pupils who reside from the school as follows:

- | | |
|----------------------------|--------------------------|
| ~J.K. & Kindergarten: | - 0.5 kilometres or more |
| ~Grades 1 - 3 inclusively: | - 1.0 kilometres or more |
| ~Grades 4 - 8 inclusively: | - 1.6 kilometres or more |

A CLEAN SCHOOL- A CLEAN COMMUNITY

We are all committed to keeping our school halls, classrooms and playground clean and safe for everyone. This necessitates partnerships among students, teachers, custodians and the people in the community who visit our playground. Let's all do our own small part by picking up litter and assisting in keeping our school clean.

RESOURCE TEACHER

Children who require resource assistance are integrated within their regular classrooms. The resource teacher works directly with the child in the classroom or assists the child's teacher in adapting special programs for the child. Children who have been identified by an Identification, Placement and Review Committee (IPRC) will be eligible for this special assistance. On some occasions, children may be withdrawn from the classroom for resource assistance.

STUDENT ACCIDENT INSURANCE

The Board makes available to each family an opportunity to purchase accident insurance which covers such things as dental injuries. Parents are urged to examine this policy and determine their needs.

VOLUNTEERS

We appreciate and need the assistance of volunteers and hope to provide various occasions throughout the school year whereby parents may become actively involved in their school.

Examples: - library helpers; safe arrival program, special school events (play days, pizza day), classroom activities (as requested by teachers), Catholic School Advisory Council, etc.

LOST AND FOUND

A box of lost and found articles is kept in a central location. Parents and students are welcome to check this box when something is missing. Please assist by putting names on all personal property. Students are responsible for their personal items and should not bring valuable articles to school. Please label all personal belongings with your child's name, particularly lunch boxes and gym shoes. Any loss of personal possessions should be reported to the child's teacher or the office, and every effort will be made to recover these items.

NOTE: Valuable items (electronic games, audio devices, jewelry, etc.) should not be brought to school; the school cannot be held responsible for loss or damage.

STUDENT OF THE WEEK

Every week Student of the Week Awards are presented to students at Our Lady of Fatima. These awards are presented to students who contributed to their classroom learning environment in a positive manner (e.g. academic, behaviour, classroom helper/ monitor, etc.).

HOLIDAYS/ PROFESSIONAL DEVELOPMENT DAYS

Parents will be notified through our monthly newsletter of these dates and/or any changes. A calendar indicating these days will also follow under separate cover.

Extra Curricular Activities and Special Events

In addition to classroom instruction a variety of other activities (some are listed below) are made available to students; please check the newsletter for details:

Cross-Country Running

Winter Carnival

Volleyball

Track & Field

Basketball

Science Fair

Holiday Theme Activities

Student Council

Liturgical Celebrations

Arts & Crafts

Library Helpers

Jump Rope for Heart

Dramatic Presentations

Electives (Grade 7/8)

In closing, we look forward to working with you in assisting your child's growth and development this year.

Thank you in advance for your ongoing support!

Our Lady of Fatima Catholic School
Code of Conduct

Commentary

Children learn more by example and witness than by words. The Our Lady of Fatima Catholic School Community shall endeavor to establish procedures that will nurture our Catholic environment through example, witness, and the implementation of this Code of Conduct. The Our Lady of Fatima Catholic School environment will provide a safe, secure environment based on the Gospel values.

Rationale

The Ministry of Education (Progressive Discipline and School Safety 2007) requires that each school develop a clear code of student conduct that is aligned with the Provincial code of conduct.

Intended Outcomes

The Catholic School Community of Our Lady of Fatima will ensure a violence free school environment,

- which emphasizes that every community member is valuable, capable and responsible;
- which provides a school climate free from abuse, intimidation, discrimination and distraction;
- which provides a sense of empowerment, cooperation, kindness and ownership in a committed partnership with staff, students, community members, parents/guardians;
- which ensures that positive behaviour is acknowledged, rewarded, and modeled by all;
- which protects the rights of individuals to learn and to teach;
- which fosters the academic, emotional and spiritual growth and development of each member;
- which deploys fair and non-violent discipline strategies that maintain self-respect while teaching the students appropriate behaviour;
- which facilitates conflict resolution and behaviour management strategies by utilizing school and community-based resources;
- which provides a physically safe school environment that maintains adequate safety procedures in day-to-day functioning of the school

General Expectations

The staff, students, community partners, and parents/guardians of Our Lady of Fatima School believe that:

- physical, verbal (oral or written), sexual, or psychological abuse, bullying, or discrimination on the basis of race, culture, religion, gender, languages, disability, sexual orientation, or any other attribute is unacceptable;
- damage to property in the school/ environment (including school grounds, school buses) is unacceptable;
- students will treat each other, teachers, educational assistants, secretaries, custodians, volunteers, all board employees, visitors and parents with courtesy, dignity, and respect at all times;
- students will conduct themselves in such a manner during all activities so that productive learning may take place in the classroom on the school grounds, or on school excursions;
- students will settle arguments in a fair, non-violent manner; violence towards each other or towards adults is unacceptable.

Visitors

To ensure the safety of all our students upon entering the school all visitors must report to the office.

Routines/School Rules

The students of Our Lady of Fatima School shall observe routines and school rules throughout their school day.

The Students of Our Lady of Fatima School shall:

- be punctual and attend school regularly
- display proper behaviour at all times and comply with all school rules
- wear clothing which is comfortable, neat and appropriate for school and the seasons of the year.

warm weather attire consists of the following:

- dress/walking/ sport shorts (length needs to be between mid-thigh to knee, cut-offs are unacceptable);
 - modest tops, t-shirts or collared shirts will be deemed appropriate (muscle shirts, tops with spaghetti straps, tops with alcohol/tobacco slogans, clothing with messages of a violent or sexual nature and tops that show mid-drifts are unacceptable to wear at school)
 - sleeveless shirts need to be of the t-shirt variety/cut to the shoulder.
- participate in school religious activities
 - work to the best of their ability and complete all assigned tasks
 - prepare adequately for their classes with regularity and punctuality
 - follow directions to the best of their ability the first time they are given.

Teachers and School Staff

- under the leadership of their Principal, maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, staff uphold these high standards when they:
- help students work to their full potential and develop their self-worth;
- communicate regularly and meaningfully with parents;
- maintain consistent standards of behaviour for all students;
- demonstrate respect for all students, staff and parents;
- prepare students for the full responsibilities of citizenship.

Parent/ Guardians

- play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:
- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child to be neat, appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- become familiar with the Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour;
- assist school staff in dealing with disciplinary issues.

Playground

- play within their assigned playground boundaries and play fairly and safely with peers;
- use appropriate language;
- and show courtesy and respect to the playground supervisors at all times.

Entering/leaving the school

- meet your teacher at your yard entrance door and enter the school in a quiet, orderly fashion, in single file;
- remove hats upon entry;
- dismiss from classroom or building under your teacher's direction;
- leave the school building and school grounds promptly upon dismissal, unless you are involved in a supervised activity.

Hallways

- walk quietly in the hallway, in a single file along the wall;
- use the washroom or drinking fountains only with teacher permission;
- during class time students must carry a student pass issued by a teacher and conduct themselves in a quiet orderly manner.

Lunch at School

- students who eat lunch at school are expected to behave as if they were guests in someone's home;
- observe our school work plan for waste management and recycling of re-usable materials;
- students who eat lunch at school must remain on the school property under our direct supervision (they must submit a written permission signed by their parent/guardian to leave the school property; this note must be presented to the Principal or designated person of authority).

Attendance (punctuality, absenteeism)

- students should have a parent/guardian phone if they are going to be away- for the entire day or a portion of the day.
- students who need to be released from school should bring a note signed by the parent or guardian;
- students who arrive after the morning or afternoon bell has gone, are considered to be late. Students arriving late must check in at the school office.

School Buses

- obey the school bus rules issued;
- behave in a manner which assures the safety of all;
- treat your bus driver and your peers with courtesy and respect at all times;
- move directly out of the bus to your assigned playground area when you arrive at school;
- be on time and move directly to your assigned bus line when leaving for home.

Personal Property

- treat all public and private property with respect;
- the school is not responsible for lost personal property and equipment;
- lost items will be placed in the lost and found area and may be collected there;
- the school recommends that all personal items be labeled.

Search and Seizure

As per the Safe School Policy of the Nipissing- Parry Sound Catholic School Board (and the Ontario North East Region Police Services and School Board Protocol- 2008) *"the Principal who has reasonable grounds to do so, may conduct a search of a student's clothing, possessions, or any area (desk, locker, backpack) where his/her possessions are stored."*

Use of Cell Phones/ Cameras/ Technology by Students-

Technology can be utilized at school (school or student owned technology) only with the permission and supervision of school staff. Cell phones are not allowed to be used on school property unless a teacher has given permission (cell phones must be stored in lockers or school bags at all times).

Bullying Prevention and Intervention

For the purposes of developing and implementing policies on bullying prevention and intervention, all schools in Ontario use the following definition of bullying:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/ or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

Examples of bullying:

-*physical* (for example- hitting, kicking, tripping, pushing)

-*verbal* (for example- name calling, mocking, or making sexist, racist or homophobic comments)

-*social* (for example- excluding others from a group, spreading gossip or rumours)

-*technological* (spreading rumours, images, or hurtful comments through the use of email, cell phones, text messages, internet websites or any other technology).

Students at our school will prevent bullying by doing the following:

- ✓ treat each other respectfully and peacefully;
- ✓ refuse to bully others;
- ✓ refuse to be a bystander and allow others be bullied (watch, laugh, or join in when someone is being bullied);
- ✓ try to include everyone in play, especially those who are often left out;
- ✓ report bullying to an adult

Consequences of Inappropriate Behaviour

Every student will receive a copy of the Code of Conduct; please review the code with your child.

The students at Our Lady of Fatima School will be expected to live up to the expectations, rules and routines as set out in this Code of Conduct. Students who fail to live up to these consequences shall be subject to the following consequences.

Minor Offences:

Offence	Responsible	Consequence
<ul style="list-style-type: none"> ▶ disruptive behaviour ▶ not following routines ▶ disturbing/ antagonizing other students ▶ rough play ▶ other inappropriate minor offences 	<p>minor offences may be initially addressed by classroom teachers/ supervisors at the time of the incident (may be referred to the Principal or designate)</p>	<p>Discussion of the incident with the student (s)</p> <p>Apology if appropriate</p> <p>Withdrawal of privileges</p> <p>Isolation from the classroom</p> <p>Removal from field trips/ special projects or activities</p> <p>Removal from the classroom to an alternate supervised setting within the school</p> <p>Detention</p> <p>Establishment of a behaviour, attendance or performance contract</p> <p>Restitution by replacement, repair, clean-up or community service</p> <p>Other consequences as determined by the Principal or designate (e.g. informal/ formal suspension)</p>

More Serious Offences:

Offence	Responsible	Consequence
<ul style="list-style-type: none"> ▶ Any minor offence that occurs 3 times ▶ rudeness or defiance ▶ rough behaviour or play ▶ intimidation/ fighting with other pupils ▶ bus offences reported by the driver ▶ disruptive behaviour in the classroom ▶ throwing objects (e.g. snowballs, books) 	reported by classroom teacher or supervisor Principal Parental contact	Withdrawal of privileges Detention Community service/ assigned tasks Time-out Sent to the office Other consequences as determined by the Principal or designate (e.g. informal/ formal suspension)

SUSPENSION: Activities Leading to Possible Suspension

Offence	Responsible	Consequence
<ul style="list-style-type: none"> ▶ uttering a threat to inflict serious bodily harm on another person ▶ possessing alcohol or illegal drugs ▶ being under the influence of alcohol ▶ swearing at a teacher or another person in a position of authority ▶ committing an act of vandalism that causes extensive damage to school property at the pupil's school or to property located on the premises of the pupil's school ▶ bullying ▶ any other activity that is an activity for which a principal may suspend a pupil under a policy of the board 	Principal Parental contact	Suspension from school

SUSPENSION, INVESTIGATION AND POSSIBLE EXPULSION: Activities Leading to Suspension

Offence	Responsible	Consequence
<ul style="list-style-type: none"> ▶ possessing a weapon, including possessing a firearm ▶ using a weapon to cause or to threaten bodily harm to another person ▶ committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner ▶ committing sexual assault ▶ trafficking in weapons or in illegal drugs ▶ committing robbery ▶ giving alcohol to a minor ▶ any other activity that, under a policy of the Board, is an activity for which a principal must suspend a pupil and, therefore in accordance with this Part, conduct an investigation to determine whether to recommend to the board that the pupil be expelled. 	Principal	Suspension Possible expulsion

Our Lady of Fatima Catholic School

Student Commitment Contract

Student's Name _____

Grade _____

I have read the Our Lady of Fatima Catholic School Code of Conduct and I will try to do my best to uphold the honour and reputation of my school.

Signature of Student

Date

I have seen the Our Lady of Fatima Catholic School Code of Conduct.

Signature of Parent or Guardian

Date

Please complete and return this page to the school as soon as possible.

Thank You for your ongoing support,

The Staff of Our Lady of Fatima Catholic School.