

Our Lady of Fatima Catholic School



Parent-Student Handbook

60 Marshall Avenue
North Bay, ON
P1A 1R1
Telephone: 705-472-7280
Fax: 705-472-1145
Safe Arrival: 705-482-7233

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:

- be responsible members of their school community;
- be understanding and respectful of others and their environment;
- be cooperative and work well with others;
- be enthusiastic and perform to the best of their abilities.

Our Lady of Fatima Catholic School

Name: _____

Teacher: _____

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 is committed to providing our students 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 Lady of Fatima Catholic 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 keep 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 contribute 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- Balanced day

- ~ 8:40 am. -Entrance and Opening Exercises
- ~ 8:40- 10:20 -First Instructional Block
- ~10:20- 11:00 -First Nutrition Break
- ~11:00- 12:40 pm -Second Instructional Block
- ~12:40 - 1:20 -Second Nutrition Break
- ~ 1:20- 3:00 -Third Instructional Block
- ~ 3:00 -Dismissal

Please Note:

There are teachers on supervision duty in the yard, lunch room or bus area from 8:20 a.m. until the last bus departs at the end of the school day. There is no supervision prior to 8:20 a.m. Children should not be arriving at school prior to 8:20 unless at the request and supervision of a teacher.

Departure Times:

Students should set out for home as soon as they are dismissed at 3:00 p.m., unless they are part of a supervised activity, or are bus students.

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 705-482-7233. 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.

HELP KEEP OUR STUDENTS SAFE! *To ensure the safety of all of our students, walkers and bus students, we request that parents follow the guidelines listed below:*

-Students who DO NOT TAKE the BUS to school are asked to enter and exit the school grounds, via the walking path on the East side of the school. As such **parents are asked to park their cars along Marshall Avenue to drop-off or pick-up their children.**

-Students who TAKE a BUS or TAXI to school are dropped off in the bus/ taxi lane (directly in front of the school); **please do not park in or drive through our bus/ taxi transportation lane at any time (to pick-up/ drop-off). Only buses or taxis are permitted in this lane.**

-Additionally the parking lot on the West side of the school- should not be used to pick-up or drop-off children as this creates a significant safety hazard. **Please feel free to park in this lot when visiting the school.**

***Following the above guidelines will greatly** assist us in our efforts to keep students safe!

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.

SCHOOL VISITS- Parents and other visitors are most welcome at Our Lady of Fatima Catholic School. When you have occasion to visit the school, please check in at the office upon arrival. This procedure assists us in maintaining a safe school environment.

EMERGENCIES- In the event of an emergency, staff utilize parent completed emergency forms to make contact; please ensure that we have your up-to-date home address and phone number, as well as the name, address and phone number of another adult who may be contacted if we are unable to reach you. This form is issued to your child/children at the beginning of the school year (please complete one for each child and forward it to the school).

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. 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.

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.

NUTRITION BREAKS- Students have a twenty minute period to eat during each nutrition break, after this time, they are dismissed outside, weather permitting.. Students should have healthy, nutritious foods/ beverages to eat/ drink during the two breaks (for example: fresh fruit, vegetables, sandwiches; juice, milk). Healthy eating is essential for students to maximize their learning potential.

USE OF SCHOOL TELEPHONES- Students are asked to make personal arrangements before coming to school. Only in special and necessary circumstances do we allow students access to our school phones.

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 due to illness are very difficult to accommodate; unfortunately, we do not have the extra staff to look after these 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. As indicated by our Health Unit, students should not return to school until they are fully recuperated; this will prevent the spread of ailments such as the flu or common cold.

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.

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.

SUPPLIES- The school will provide textbooks and certain consumables. Listed below are items commonly requested by classroom teachers:

~glue sticks, pencils, pens, erasers, coloured pencils, pencil case, rulers, duo-tangs, loose-leaf paper, scissors, 3-ring notebooks (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, reviewing the day's lessons, completing daily assignments or working on particular school projects. Parents are encouraged to **read nightly to their children**, studies have shown that children who are regularly read to increase their literacy rapidly. **Read to your children, the results are very significant!**

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!

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.

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.

Notification of the Collection and Use of Student Personal Information

Over the course of the school year as part of its mandate to educate its students, the Nipissing-Parry Sound Catholic District School Board under the authority of the Education Act, (R.S.O. 1990 c. E. 2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual.

This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records.

For questions about this collection, please contact your school Principal.

Our Lady of Fatima Catholic School Code of Conduct

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 and a progressive approach to discipline.

Rationale

The Ministry of Education requires that each school develop a clear code of student conduct that is aligned with the Provincial Code of Conduct.

Intended Outcomes

- 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

General Expectations

The staff, students, community partners, and parents/guardians of Our Lady of Fatima Catholic School believe that everyone has a responsibility to resolve conflicts in a way that is civil and respectful. Insults, hurtful acts and a lack of respect for others disrupt learning and teaching in a school community:

- everyone is expected to resolve conflicts without using violence; physical aggression is not a responsible way to deal with other people. No one should use an object to injure another person, or even threaten to use an object to injure another person. This is unacceptable and puts everyone's safety at risk.
- 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;
- 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.

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.

The PRINCIPAL- demonstrates care for the school community and commitment to academic excellence in a safe teaching and learning environment:

- holding everyone under their authority responsible for their behaviour and actions;
- empowering students to be positive leaders in their school and community;
- communicating regularly and meaningfully with all members of their school community.

TEACHERS and SCHOOL STAFF- 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.

PARENTS/ 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.

STUDENTS- Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn;
- shows respect for himself/herself, for others and for those in authority;
- refrains from bringing anything to school that may put the safety of others at risk;
- follows the established rules and takes responsibility for his/her own actions.

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 teachers at entrance doors 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 involved in a supervised activity.

Hallways

- walk quietly in the hallway, 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.

Nutrition at School

- during nutritional breaks students are expected to behave as if they were guests in someone's home;
- follow school guidelines/ initiatives for waste management (e.g. litter-less lunch);

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 and behave in a manner which assures the safety of all;
- treat bus drivers and peers with courtesy and respect at all times;
- move directly out of the bus to assigned playground areas arriving at school;
- be on time and move directly to your assigned bus line upon dismissal.

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;
- all personal items should be clearly labeled.

CODE OF SPORTSMANSHIP

~Participants Code of Sportsmanship

“The purpose of competition is to make us better people. Winning is a bonus.” (Fr. Mike Cundari)

- Doing your best is more important than winning or losing.
- Respect the rules and spirit of the game.
- Treat officials, opponents, team mates and spectators with respect.
- Commit to your activity and your team.
- Refrain from using alcohol or drugs.
- Play hard, play fair, play under control.

~Spectators Code of Sportsmanship

- Cheer in a positive manner.
- Respect officials' decisions.
- Do not interfere with the competition.
- Keep clear of the playing area.
- Be courteous and respectful.

~ Failure to comply with this Code of Behaviour may lead to ejection

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* (for example: 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 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

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 during the school day (cell phones must be stored in lockers or school bags at all times).

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 expectations shall be subject to the following consequences, consistent with a progressive approach to discipline:

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 	-minor offences may be initially addressed by classroom teachers/ supervisors at the time of the incident (may be referred to the Principal or designate)	<ul style="list-style-type: none"> -Discussion of the incident with the student (s); -Apology if appropriate; -Withdrawal of privileges; -Isolation from the classroom; -Removal from field trips/ special projects or activities; -Removal from the classroom to an alternate supervised setting within the school; -Detention; -Establishment of a behaviour, attendance or performance contract; -Restitution by replacement, repair, clean-up or community service; -Other consequences as determined by the Principal or designate (e.g. informal/ formal suspension).

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) 	<ul style="list-style-type: none"> -reported by classroom teacher or supervisor -Principal -Parental contact 	<ul style="list-style-type: none"> -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 	<ul style="list-style-type: none"> -Principal -Parental contact 	<ul style="list-style-type: none"> -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. 	<ul style="list-style-type: none"> -Principal 	<ul style="list-style-type: none"> -Suspension -Possible expulsion