



Nativity of Our Lord Catholic School
35 Saffron Crescent
Etobicoke, Ontario M9C 3T8
Telephone: (416) 393-5288 Fax: (416) 393-5053



Principal:	Joseph Schnurr
Vice Principal:	Ewa Wajda
Secretary:	Irene Aldeias
Clerk Typist:	Helen Beben
Head Caretaker:	Jose Tavares
Superintendent:	Josie Nespolo
Trustee:	Ann Andrachuk
CSAC Chair:	Barb Sommerville

Nativity of Our Lord Parish

Pastor: Fr. Thomas Kalarathil
(416) 621-2732

This Planner Belongs To:

Name _____

Grade _____ **Teacher** _____



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"The mission of our school community is to educate students in mind, body, and spirit, to become contributing, responsible, Catholic members of society."

Student Name: _____
Teacher _____ Grade _____ Room _____

Dear Parents/Guardians:

We are pleased that, again this year, the Nativity of Our Lord Catholic School Advisory Council has provided all students from grades one to eight with Agendas/Planners. The Premier School Agendas have proven to be useful and durable planners.

The Agendas continue to be an important component of the curriculum and assist children in organizing their time and school assignments. They are also an excellent tool for ongoing communication between the home and the school. We urge you to check the Agendas on a regular basis and to make comments where and when appropriate.

Included in the Agendas is an abridged version of the Code of Behaviour as well as an updated School Handbook, which deals more particularly with school operations and specific behavioural expectations.

We ask you to read through the Code of Behaviour and Handbook with your children and to sign below as an indication that you have read and support these two documents. It is through working together and through the parents' positive support of school policies that we can provide a learning environment that is an example of a Christian community. Thank you for your continued support and cooperation.

Sincerely,

Joseph Schnurr
 Principal

We have read and we support the Code of Behaviour and School Handbook.

Parent's/Guardian's Signature	Student's Signature	Date
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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.

Local School Code of Conduct

Our philosophy of discipline encourages our students to develop an internal discipline in order to allow them to focus their mind and energy on schoolwork and self-betterment. Discipline or the development of self-discipline is a positive goal to work towards, as a child learns to internalize a high standard of the ethical behaviour.

The Nativity of Our Lord 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.

What is Progressive Discipline?

Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences.

It includes:

- Prevention measures and initiatives
- Early and ongoing intervention strategies
- Strategies to address inappropriate behaviour

Consequences must have a positive effect on the student’s journey through reconciliation, either formally or informally, with the school community and those affected by the student’s behaviour. Interventions, therefore, should be selected in direct response to individual developmental needs.

For a student with special education needs, any interventions, supports and consequences must be consistent with the student’s strengths, needs and goals contained in his/her Individual Education Plan (IEP).

Interventions and consequences increase when:

- the concerning behaviour is persistent
- the concerning behaviour escalates
- there is a very serious infraction of the Code of Conduct

Interventions and consequences may include, but are not limited to, the following:

- verbal reminder of expectations, reprimand
- social contract/behaviour plan
- contact with home/request for meeting
- formative consequences, e.g., reflective activity, act of restitution, etc.
- detention or loss of privilege
- meeting with principal
- referral to school/board resource personnel, e.g. Guidance, Social Work, Chaplaincy, CYW, etc.
- social skills training, e.g., anger/conflict management, goal-setting, etc.
- suspension of expulsion

In serious matters that clearly contravene the “Safe Schools Act”, 2000 and the “Bill 212: Progressive Discipline and Safety in Schools Act”, 2008, a suspension or a suspension pending possible expulsion from school may result. Length of suspensions varies according to the situation. Parents will be kept informed. The student loses his/her right to attend any school in the province during suspension and may not enter Board premises. In accordance with Toronto Police Service/TCDSB Protocol, police may also be involved in serious matters of the law.

Suspension

Under subsection 306 (1) of the *Education Act*, a principal **SHALL CONSIDER** whether to suspend a pupil if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Uttering a threat to inflict serious bodily harm on another person.
2. Possessing alcohol or illegal drugs.
3. Being under the influence of alcohol.
4. Swearing at a teacher or at another person in a position of authority.
5. 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.
6. Bullying.

7. Any other activity that is an activity for which a principal may suspend a pupil under the policy of the board.

Under clause 306 (1) 7 of the *Education Act*, a pupil **MAY** be suspended if he or she engages in an activity that is an activity for which a principal may suspend a pupil under policy of the board. Under TCDSB policy, activities for which a principal **MAY** suspend a pupil include:

1. Persistent opposition to authority;
2. Habitual neglect of duty;
3. Wilful destruction of school property; vandalism causing damage to school or Board property or property located on school or Board premises;
4. Use of profane or improper language;
5. Use of tobacco;
6. Theft;
7. Aid/incite harmful behaviour;
8. Physical assault;
9. Being under the influence of illegal drugs;
10. Sexual harassment;
11. Racial harassment;
12. Fighting;
13. Possession or misuse of any harmful substances;
14. Hate-motivated violence;
15. Extortion;
16. Distribution of hate material;
17. Inappropriate use of electronic communications/media;
18. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

If a principal decides to suspend a pupil for engaging in an activity described in subsection 306 (1), the principal will suspend the pupil from his or her school and from engaging in all school-related activities. The minimum duration of a suspension is one school day and the maximum is 20 school days. In considering whether or not to suspend, or the duration of the suspension, a principal will take into account any mitigating or other factors prescribed by the regulations.

Suspension Pending Possible Expulsion

Under subsection 310 (1) of the *Education Act*, a principal **SHALL** suspend a pupil pending possible expulsion if he or she believes that the pupil has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact on the school climate:

1. Possessing a weapon, including possessing a firearm.
2. Using a weapon to cause or to threaten bodily harm to another person.
3. Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner.
4. Committing a sexual assault.
5. Trafficking in weapons or in illegal drugs.
6. Committing robbery.
7. Giving alcohol to a minor.
8. Any other activity that, under 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.

The following infractions may result in a suspension pending possible expulsion in accordance with TCDSB policy:

1. Possession of explosive substance;
2. Serious or repeated misconduct;
3. Refractory conduct;
4. Other – defined as any conduct injurious to the moral tone of the school or to the physical or mental well-being of others.

A pupil who is suspended under subsection 310 (1) is suspended from his or her school and from engaging in all school-related activities.

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.

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.

Homework Policy

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

A well-designed homework policy should:

- Meet the developmental and individual needs of the student.
- Reinforce and extend school experiences.
- Assist students in assuming responsibility for their own learning.
- Develop positive attitudes towards independent study and life long learning.
- Encourage the development of self-discipline, good work habits and time management skills.
- Enable parents to become involved and to participate in their child's learning.
- Enable regular on-going communication between teachers, parents and the students.
- Assist students in preparing for subsequent learning activities.

A well-designed homework program should not:

- Be punitive.
- Place unreasonable demands on parents.

Homework Time Guidelines

Grade One	5 to 10 min.
Grade Two	10 to 20 min.
Grade Three	15 to 20 min.
Grade Four	20 to 40 min.
Grade Five	25 to 50 min.
Grade Six	30 to 60 min.
Grade Seven	35 to 70 min.
Grade Eight	40 to 80 min.

(Plus reading aloud or Independent Reading)

Safety Policies

Safe School /Arrival Program

The safe Arrival Program is implemented to ensure your child's safety. We will continue to call you after the morning and afternoon attendance if your child is absent from school and we do not know why. **It is very helpful for the office and we do appreciate your call to the school if you know that your child will be absent. You can phone the school at (416) 393-5288 anytime before 8:30 a.m. and leave a message or call between 8:30 and 9:30 a.m. to speak to a staff member.**

Early Dismissal

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

Visitors to the School

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

Drop Off and Pick Up

Please drop off and pick up your students from the school yard. Students may be dropped off in the schoolyard after 8:30 when teacher supervision begins. Please do not wait in the schoolyard with your child. Adults in a schoolyard become a safety issue. Your child may know you but you are a stranger to other students. It is very hard for the teachers on supervision to detect a stranger when adults are in the schoolyard. As well please do not walk your child to their classroom. Children need to learn the school routines and too many adults in the school during drop off and pick up enables a stranger to enter the building unnoticed. Thank you for your cooperation.

School Telephone

Parents are asked to refrain from requesting the school secretary to deliver messages to their children in their classrooms. This is disruptive to the students in the classroom. This should be done in **emergency situations only**. Also, students should refrain from using the school telephone. We cannot tie up school telephone lines. Please organize your day with your children before they come to school.

Health Policies

If your Child Becomes Ill at School

We do not have facilities at school to accommodate children who are ill. It is the policy of the school to make a sick child as comfortable as possible while the parent is being contacted. In a case where an injury appears to be serious, the Principal or designate may take the child to the hospital emergency or an ambulance may be called and a parent will be contacted. Please ensure home, work, and emergency phone numbers and contact names on file in the office, are accurate and up to date.

Peanut Free School

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

Children with Medical Conditions or Allergies

Please make sure that you notify the office and the classroom teacher of any health problems that your child may have. Do not send medication to the school with your child without informing the office. If your child has severe allergies that may require an epi-pen we ask that you provide one epi-pen for the office and we ask that another epi-pen be carried by the student.

Administration of Medication Policy

If your child is required at any time to take medication at school, it is the Board policy that parents or guardians must submit a completed Request and Consent for the Administration of Oral Medication form to the school with the medication. This form is available through the office and must be signed by **both** the parent and the doctor

Staying In At Recess

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

Pediculosis-Head Lice

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

Other Policies

Nativity Dress Code

In order to increase safety and heighten the awareness of community, Nativity of Our Lord has a mandatory school dress code. The dress code colours are navy and white.

Acceptable Dress Code

Navy Blue Bottoms

Pants, cords, walking shorts
Sweat pants for primary grades
Skirts, jumpers, navy and white tights or socks

White or Navy Tops

Turtle neck sweaters, t-shirts, dress shirts/blouses, golf shirts and sweatshirts
Navy blue sweaters, vests and cardigans may be worn over white tops

Unacceptable Dress Code

Jeans, jean dresses/skirts, jean shorts, short-shorts, bicycle shorts, tops with spaghetti straps
Muscle shirts,
Any shirts with logos or slogans unless it is a school crest
Any type of halter or belly top-midriff should be covered
Athletic shorts for the classroom (they may be worn for physical education only)

Personal Property

Parents are requested to see that their children's clothes, boots, gloves, scarves, shoes, lunch boxes etc. are marked with the child's name. Clothing does get misplaced and many children have identical or similar belongings. The following items are not allowed in school; **walkmans, video games, skateboards, scooters, roller blades, hardballs, bats and any other valuable toys.** The school will not be responsible for any stolen, personal belongings. These items may be confiscated.

Cell Phones, Electronic Communications & Media Devices Policy

1. All personal communication devices such as **cell phones** must be powered off and stored out of view. The consequences for using **cell phones** on school property, during school hours will be confiscation of the cell phone for a period of time until the student has learned to follow the school rules.
2. All other electronic communications and media devices including **cameras** are not permitted on school property or during school sanctioned events (unless approved by the teacher for program use).

Assessment and Evaluation

Each child's progress is assessed primarily on the basis of daily work, projects, periodic testing and student participation. Official provincial report cards are issued in November, February, and June. The staff at Nativity will keep parents informed of their student's achievements as well as areas of concern. Only by working together (home and school) can we provide the best support system for all students in our care. This can be achieved through report cards, scheduled personal interviews, telephone calls, newsletters, student agendas and any other forms of home and school communications. We ask that you do not just drop in on a teacher if you need to talk to him or her. Please make an appointment. Parents who come to a classroom door while a teacher is teaching their class are disruptive to both the students and the teacher.

Busing

Board policy states that a student is only entitled to a bus if the nearest school is further than 1.5km away from their home. The transportation department investigates the home locations of the students attending Nativity of Our Lord. If there is another school closer to your home the Board will not provide transportation. If you are out of area and you have chosen to come to Nativity then you are responsible for providing your own transportation. The only busing provided is for the students in our special classes or students who have been considered for special circumstances.

Bus Procedures

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

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

Riding the School Bus is a Privilege!

Bus privileges can be withdrawn for up to ten days in response to incidents in violation of the goals and visions of Nativity of Our Lord.

Lunchtime Policy

Students who are staying at school for lunch will eat in their classrooms. Older student supervisors will be trained and assigned to each gr. 1 to 6 classroom. As well teachers and a parent supervisor will be monitoring classrooms. Students are expected to:

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

Eating Lunch at School is a Privilege!

The authority of the teachers and the lunch supervisors must be respected at all times. If students do not follow the rules in the lunchroom, they will be given a warning, parents may be called and if the inappropriate behaviour continues the student will have the privilege of eating lunch at school taken away. It will be the parent's responsibility to find a place for your child to eat lunch. Students who are within walking distance or have someone at home who can pick them up should go home for lunch.

Parking

We strongly encourage parents to walk their children to school. This will avoid many cars stopping in front of the school, causing traffic jams as well as creating very unsafe situations for our students. The city police continuously monitor the area for cars which are parked illegally. Avoid getting ticketed by walking your children to school. Remember you are not the only person dropping off your children. Walking to school will assist with the safety around our school as well as giving you and your child daily exercise.

DO NOT PARK OR STOP IN THE BUS ZONE!

Catholic School Advisory Council

Elections for the new School Council will be held in September. The purpose of the Catholic School Advisory Council, through the active participation of parents, is to improve pupil achievement and to enhance the accountability of the education system to parents. Therefore, the CSAC shall function in an advisory role to the principal and shall achieve its purpose by making recommendations to the principal and where appropriate to the Board on matters in accordance with the Education Act and TCDSB Policies, Guidelines and Operating Procedures. The School Council is a valuable asset to the school. All parents are invited and encouraged to become involved. CSAC meetings are open to all parents and items can be brought to the meetings through any member of the council.

2011 –2012 School Year Calendar

School Year Calendar 2011-2012	
Number of school days	194
Number of Professional Activity Days	6
Labour Day	Monday, September 5, 2011
First Day of School	Tuesday, September 6, 2011
Thanksgiving Day	Monday, October 10, 2011
Professional Activity Day <i>Parent Teacher Conference</i>	Friday, November 18, 2011
Professional Activity Day <i>Provincial Education Priorities/Faith Day</i>	Friday, December 9, 2011
Christmas Vacation	December 26, 2011 – January 6, 2012 (inclusive)
Professional Activity Day <i>Assessment, Evaluation and Reporting</i>	Friday, January 27, 2012
Family Day	Monday, February 20, 2012
Professional Activity Day <i>Parent Teacher Conference</i>	Friday, February 17, 2012
March Break	March 12 – 16, 2012 (inclusive)
Good Friday	Friday, April 6, 2012
Easter Monday	Monday, April 9, 2012
Victoria Day	Monday, May 21, 2012
Professional Activity Day <i>Assessment, Evaluation and Reporting</i>	Friday, June 1, 2012
Last Day of classes for the students	Thursday, June 28, 2012
Professional Activity Day <i>Provincial Education Priorities</i>	Friday, June 29, 2012
School Hours	
Morning Session: 8:50 a.m. – 11:55 a.m.	
Lunch: 11:55 a.m. – 1:00 a.m.	
Afternoon Session: 1:00 p.m. – 3:30 p.m.	