

F A T I M A

Our Lady of Fatima Catholic School

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Scarborough, ON

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www.tcdsb.org/ourladyoffatima

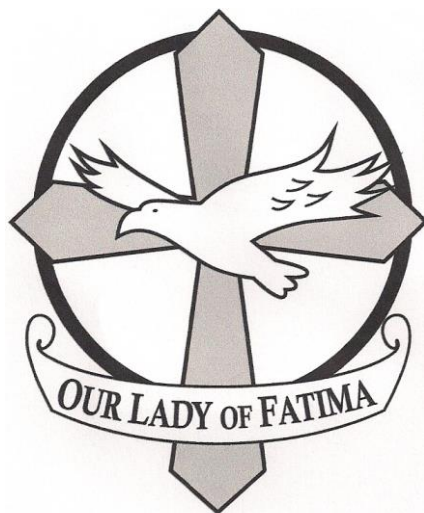


OUR LADY OF FATIMA CATHOLIC SCHOOL

HANDBOOK

A Guide for
Students and Parents

2012/2013



CONTACTS:

Principal: Susan Miller
Vice Principal: Micheline Dutil
Secretary: T. Penney
Clerk Typist: B. Hughes
Superintendent: Michael McMorrow
(416)222-8282 (x5371)
Ward 12 Trustee: Nancy Crawford
(416)222-8282 (x2267)
CSAC Chair: Susan Nero
susan.nero@rogers.com

Our Lady of Fatima Shrine

Pastoral Team:
Rev. Fr. Victor Mallia
Rev. Fr. Domenic Borg
3170 St. Clair Avenue East
(416) 757-2806
Email: olfatima@rogers.com

TORONTO CATHOLIC DISTRICT SCHOOL BOARD TRUSTEES 2012-2013

Wards

- | | | |
|-----|----------------------------|--------------|
| 1. | Peter Jakovic | 416-512-3401 |
| 2. | Ann Andrachuk, Chair | 416-512-3402 |
| 3. | Sal Piccininni, Vice-Chair | 416-512-3403 |
| 4. | Patrizia Bottoni | 416-512-3404 |
| 5. | Maria Rizzo | 416-512-3405 |
| 6. | Franck D'Amico | 416-512-3406 |
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| 9. | Jo-Ann Davis | 416-512-3409 |
| 10. | Barbara Poplawski | 416-512-3410 |
| 11. | Angela Kennedy | 416-512-3411 |
| 12. | Nancy Crawford | 416-512-3412 |
| 13. | Andrew Walker | 416-512-3413 |
| | Student Trustee | 416-512-3413 |

OUR LADY OF FATIMA STAFF LIST 2012/2013

Gr. 8	K. Cabanatan	ME Class	H. Hoang
Gr. 8	M. Gregoire	Educational Assistant	L. DeFrancesco
Gr. 8 & 7	C. DiFonzo	Educational Assistant	S. Doody
Gr. 8 FI & 7 FI	F. Ilunga	Educational Assistant	B. Duke
Gr. 7	K. Gauci	Educational Assistant	M. Martino
Gr. 7	S. Davis	Educational Assistant	L. Ostermann
Gr. 6/7	M. Fuller	Educational Assistant	L. Pasqua
Gr. 6	T. Bennett	Educational Assistant	M. Quilang
Gr. 6 & 5	B. Snow	Educational Assistant	B. Somerville
Gr. 6FI & 5 FI	A. Brandolini	Child & Youth Worker	A. Cuellar
Gr. 5/6	S. Birett	English/Second Lang	H. Richard
Gr. 4/5	M. Pasia	ESL (am)	B. Phillips
Gr. 4	B. Deuel	Junior Literacy	C. Reel
Gr. 4	B. Vespi	Resource	G. Scian
Gr. 3/4	M. Prohaska	Resource/Computers	T. Consoli
Gr. 3	J. Tarnowski	Phys. Ed.	V. Bendall
Gr. 3	W. Sparrow	FRENCH	A. Alfieri
Gr. 3	L. Hawkins	FRENCH	J. Derasmo
Gr. 2	M. Murano	FRENCH	C. Romero
Gr. 2	B. Stewart	FRENCH	A. Scollard
Gr. 2	C. Novak	LIBRARY	J. Eason
Gr. 1/2	B. Phelan	VOCAL MUSIC	R. Faraci
Gr. 1	K. McLelland	INSTRUMENTAL	D. Smith
Gr. 1	S. Antao	Head Caretaker	R. Almacen
SK/1	C. Robertson	Night Caretaker	D. Selga
JK/SK	R. Hadden	Night Caretaker	R. DeVera
JK/SK	S. Shore	Clerk Typist	B. Hughes
JK/SK	C. Jones	Secretary	T. Penney
		Vice Principal	M. Dutil-Hoffman
		Principal	S. Miller

BELL TIMES: Please note that some of our bell times have changed.

8:30	ARRIVAL
9:40	A.M. RECESS
11:35	LUNCH HOUR BEGINS
12:35	LUNCH HOUR ENDS
1:40	P.M. RECESS
3:00	DISMISSAL

1. STUDENT SUPERVISION

Supervision is provided during the recreation periods of a regular school day. However, we become concerned about students who arrive on school property before 8:15 a.m. and are unsupervised by an adult. For your child's safety, we recommend that you ensure your child does not arrive on school property before 8:15 a.m. No child is allowed in the school before 8:30 a.m. unless directly supervised by a teacher or unless the weather is inclement and the teacher on supervision duty directs the children inside.

2. ABSENCES AND LATES

- Frequent absences and tardiness can hamper a student's progress and have a negative effect on the development of good work habits. Please support our efforts to instill a sense of obligation to attend on a consistent basis and to arrive on time.
- We understand that occasionally students have health problems which prevent them from coming to school and family crises may also periodically interfere with attendance. We have many resources available to us in the school system to help students experiencing exceptional difficulties and challenges. In such a circumstance, please contact us as soon as possible to discuss the ways in which we can ensure that your child's education is not compromised.
- Note: In the interest of preventing the spread of illness (such as the flu), we ask that you keep your child at home when s/he is sick. In the long run, this will limit the spread of illness and reduce absenteeism school-wide.
- If your child is going to be absent or late, please:
 - phone the school before 8:30 a.m. or 12:35 p.m. (for the p.m. session)
 - indicate the child's name, the teacher's name and the reason for absence.
 - Students who are late must report to the office and will receive a late slip.

3. CHANGE OF ADDRESS AND TELEPHONE NUMBERS

In case of accidents or illness, it may be necessary for us to contact parents at home or at work. For this reason, it is imperative that our files be kept up to date. Please relay any of the following changes to the school IMMEDIATELY:

- Change of home address or telephone number;
- Change of employer, address and telephone of both parents;
- Change of "emergency" contact person (neighbour, relative);
- Change in medical information.

4. ALLERGY ALERT: NO NUTS/PEANUTS

Some of our students have life-threatening allergies which could be triggered by even the slightest contact with allergens (i.e. breathing in the aroma, touching the residue on a door handle, consuming the allergen, etc.). Please help us to keep the school environment as safe as possible for all students by refraining from sending any products that contain nuts and/or peanuts.

5. MEDICATION & HEALTH ISSUES

Members of school staff are not permitted to give medication to students unless both a parent and a doctor sign authorization forms. Please contact the office to obtain those forms. Please do not send medication (even over-the-counter items) with the expectation that your child or the teacher will administer it.

Requests to stay inside at recess due to illness are not accepted. If a child is well enough to attend school, then s/he is well enough to go outdoors at recess. Fresh air is not harmful if appropriately dressed for the weather; in fact, it can be quite beneficial. An extra day or two at home may be the answer and would support our efforts to reduce the spread of illness.

Note: Exceptions to this policy may be made for serious medical conditions that are supported by a written note from a physician.

If your child becomes ill while at school, you will be notified. Your child will be supervised until you can attend. Please be certain that current home, business and emergency telephone numbers are on file at the school.

6. STUDENT DENTAL & ACCIDENT INSURANCE

Student Dental and Accident Insurance are available for parents to purchase. Forms are sent home during the first week of school. The application and remittance are to be sent directly by the parent or guardian to the Insurance Company in the envelope provided. Claim forms may be obtained from the School Secretary.

7. ARRIVAL and DISMISSAL ROUTINES

Please help us to ensure that student arrival and dismissal are as safe as possible.

- Parents and caregivers who drop students off at the beginning of the day are asked to wait in front of the portables; this allows the staff and the children to easily identify unauthorized persons on our property. It also allows for more dedicated space in which the children can play while waiting for the bell.
- Please do not stand in line with your child.
- Parents/caregivers who pick up children at the end of the day are asked to wait for the children in the school yard, near the child's exit door.
- If dropping off or picking up by car, for safety reasons, please:
 - Do not stop or park in the bus loading zones.
 - Do not use the staff parking lot.
 - Please do use the drop-off loop at the front of the school for quick drop-offs (note: this is a no parking zone) or park in the church parking lot, on the north side of Stamford Square or on Lindal Avenue.
 - Do not allow your child to step out from between vehicles to cross the street. Please do meet them and walk across the street with them.
 - Exercise extreme caution when driving in all areas where children are being dropped off or picked up.

8. MONTHLY NEWSLETTER:

At the beginning of each month, the school publishes a newsletter including information about and a calendar of upcoming events. This will be sent home with the youngest (or only) child in each family.

The newsletter will also be posted on the school website: www.tcdsb.org/ourladyoffatima. If you prefer not to receive the paper copy, please indicate this preference on the general permission form included in the September Newsletter.

9. ACCEPTABLE USE POLICY :

The TCDSB Acceptable Use Policy (AUP) governs the proper use of technology and electronic communication in our schools. The purpose of the AUP is to provide students and their parents with a set of guidelines that outline the safe and appropriate use of technology within our Catholic School system. During the first week of school, teachers will review this policy (as appropriate, depending upon the age of the students) and a Student Internet Agreement will be sent home for students and parents to sign and return. For parents, the full text of the AUP can be found at: <http://www.tcdsb.org/board/policies/aup>.

Effective September 2012, the TCDSB has developed a 'Bring Your Own Device' (BYOD) policy to address expectations surrounding the use of Personal Electronic Devices (PED). This policy states that students can bring PED such as cell phones and laptops to school, but are not allowed to use them during class time unless permitted by the teacher. Students are responsible for securing their own devices and must turn them off and put them away during regular school hours. (For full details, please review the AUP as referenced above.)

In our school, students will not be allowed to use PED unless given permission by directly supervised by a teacher. If your child has a cell phone for safety reasons, we expect that it will be turned off and stored in your child's backpack during the school day and during any school-related activity. Please do not attempt to contact your child or encourage your child to contact you via the cell phone. Should you need to contact your child during the school day due to an emergency situation, please contact the office.

If any of the above-mentioned items are used inappropriately or without teacher permission at school or during any school-related activity, the item will be confiscated and will only be returned when a parent accompanies the child to the office to retrieve it.

10. VALUABLES:

When valuables are brought to school, there is a risk that these items will be lost, damaged or stolen; therefore, we recommend that all valuables be left at home. We strongly discourage the trading of items and the lending or borrowing of money.

11. TELEPHONE MESSAGES

Please understand that ours is a very busy office with many phone calls and visitors. In addition, the students are not always in the same location (i.e. classroom, library, gym, music classes, etc.) and can be difficult to find without a school-wide interruption through the PA system. As such, we ask that requests for the delivery of messages to students be limited to urgent and emergency situations.

Exception: If your child has an appointment and will be picked up early, please call the office and we will have your child meet you there. (It is helpful if the child and the classroom teacher are forewarned of the early pick-up.)

If a student needs to contact a parent regarding an urgent matter, they may do so from the school office (**not** via cell phone), but only with the permission of an adult at the school. Students will not be permitted to call home for non-urgent reasons (i.e. to make last-minute after-school arrangements, etc.).

12. LOST AND FOUND

Please remember that Dress Code items are all very similar, so it is highly recommended that you label or mark all items of personal property with your child's name. There is a "Lost and Found" bin near the long bench on the main floor; unclaimed items are donated to a charitable group.

13. PERMISSION TO LEAVE SCHOOL

Students are not permitted to leave the school property during the school day. There are only two exceptions to this rule:

- Students who go home for lunch every day. A permission form from the parents must be on file at the school.
- Students who are being picked up by a parent. Please check in at the office and sign your child out.

14. LUNCH-HOUR SUPERVISION

Lunch-hour supervision is provided for the convenience of students and parents. Lunch privileges will be revoked for anyone who persistently disobeys the lunch rules.

- Students who eat lunch at school must eat lunch at school every day. (Students will not be permitted to leave for lunch unless picked up by a parent/guardian.)
- Students who go home for lunch every day must return to school only after the other students are outside in the school yard (i.e. after 11:50 a.m.).
- Students must eat lunch at their own desk and remain seated until they are dismissed by the teacher or lunch supervisor.
- Each student is responsible for cleaning his or her place before leaving the class.
- Due to allergies, students are discouraged from sharing food. If a child forgets lunch at home, an attempt will be made to contact a parent; failing that, a snack will be provided.

15. LUNCHESES

Parents who bring lunches to school are asked to mark the child's name on the container and leave the lunch on the desk in the hall outside the office. Please ensure that your child knows you are dropping off the lunch so that they remember to come down and pick it up.

16. STUDENT IMMUNIZATION

The Ministry of Education requires that all school-age children receive the required immunization set forth by the Ministry of Health; failure to adhere to this can result in a suspension by the Health Department.

17. PEDICULOSIS (HEAD LICE)

This problem occurs in school from time to time. If you find evidence of head lice in your child, please contact the school immediately. All calls are kept confidential.

18. SCHOOL VOLUNTEERS

We are always grateful to those who volunteer their time, talents and energy for the benefit of our students. The classroom teacher should be contacted for those who wish to volunteer as a supervisor on a class trip. Those interested in long-term volunteering opportunities should consult with the principal or vice principal to initiate the steps outlined in the TCDSB Volunteer Policy.

19. VISITORS TO THE SCHOOL

Parents/guardians and clergy are always welcome at Our Lady of Fatima and have a standing invitation to join us at assemblies, liturgies and performances. We ask that all visitors comply with TCDSB policy and begin their visit by reporting to the Office. This will make it possible for us to quickly identify unauthorized persons in the building or in the school yard and maintain the safety and security of our students.

20. HOMEWORK

Homework is an accepted and useful extension of the learning process. It must be used wisely and assigned with individual pupil needs in mind, as well as curriculum requirements. As a general rule, the amount of time spent doing homework on the average should be the number of minutes that is ten times the grade level. (Grade 2 - 20 minutes, Grade 7 - 70 minutes, etc.). Should your child spend more than that time on homework, on a regular basis, please contact your child's teacher to discuss.

21. DRESS CODE

All students are expected to wear appropriate Dress Code attire. The Dress Code consists of a combination of white and navy blue garments (e.g. plain white top, navy blue bottom or, navy blue top and bottom, no denim). Please note that the Dress Code does not require that parents purchase any items from a particular supplier.

Periodically during the school year, 'dress -down' days will afford students the opportunity to wear clothing other than navy and white. Even on 'dress-down' days, however, students are expected to wear clothing that is neat, clean, modest and appropriate for school activities. 'Dress-down' days are often used to support a charitable endeavour and those who participate are usually invited to make a small donation.

22. PHYSICAL EDUCATION CLOTHING

It is recommended for reasons of health and freedom of movement that the students change into loose, light clothing for physical education classes. All students are required to wear running shoes during physical education classes.

23. WINTER WEATHER AND APPROPRIATE ATTIRE

During the winter, we are bound to encounter some very frigid temperatures. Of course, living in Canada, we expect to endure some cold days and recognize that, when dressed appropriately, we can enjoy fun-filled, outdoor activities. Students are expected to come to school with all that they need to participate in outdoor recesses.

Appropriate winter clothing includes: winter boots, a winter coat, snow pants, a hat, a scarf and warm mittens or gloves. All students are expected to have a pair of indoor shoes that may be left at school for the duration of the snowy/wet season. It is highly recommended that each student have an extra pair of dry socks in their backpack.

Please be assured that on exceptionally frigid days, outdoor recess will be shortened or cancelled. However, it is our intention to ensure that the students receive opportunities for fresh air and exercise on a regular basis throughout the winter season.

24. CATHOLIC SCHOOL ADVISORY COUNCIL

The Catholic School Advisory Council is mandated to advise the administration on matters defined by the Ministry of Education. The work of our school council is a vital part of our school. CSAC includes members of the school community and teachers. All parents are welcome to attend CSAC meetings. Dates will appear in the monthly calendar to keep you informed of the meetings. You will be informed early in the school year of your representatives on the Catholic School Advisory Council.

25. DANCE-A-THON

Our Lady of Fatima School organizes an annual Dance-a-thon to raise much-needed funds to support school activities. The Dance-a-thon is organized by parents and staff volunteers. This annual event typically raises over \$20,000 and the funds are used directly to reduce the cost of school trips, special events and school projects. The Dance-a-thon usually takes place in October. A full parent information letter and pledge forms are sent home within the first few weeks of school.

26. REPORTING STUDENT PROGRESS

Reporting student progress to parents is an on-going, year-round activity. When appropriate, a teacher may contact a parent about a child's progress. Parents may also make an appointment for a mutually-convenient time to meet the teacher.

Formal reporting will take place as follows:

Progress Report:

The Provincial **Progress Report** Card is used to inform parents and to monitor students' progress towards achieving the overall and specific expectations so that timely, specific and descriptive feedback can be provided in response to student needs. This will be sent home in mid-November and Parent/Teacher conferences will immediately follow.

The First Report Card:

The First Provincial **Report Card**, will reflect the student's achievement of curriculum expectations introduced and developed from September to January/February of the school year, as well as the student's development of the Learning Skills and Work Habits during that period. This will be sent home in mid-February and Parent/Teacher conferences will immediately follow.

The Second Report Card: The Second Provincial **Report Card** will reflect the student's achievement of the curriculum expectations introduced or further developed from January/February to June of the school year as well as the student's development of Learning Skills and Work Habits during that period. The second Report Card will be sent home on **Tuesday, June 25th**.

27. TESTING (C.C.A.T, CAT 3 & EQAO)

Our school board has approved the use of a group test called the Otis-Lennon School Abilities Test (OLSAT) for all Grade 4 students within our system. The Grade 2, 5 and 7 students also undergo a test called the Cognitive Abilities Test (CAT). As well, the Ontario Ministry of Education requires the students in grades 3 and 6 to participate in an assessment process that is known as EQAO. The results of these tests can be used for a variety of purposes such as programming, grouping, and planning as well as to flag students who may be possible candidates for the Gifted Program.

28. RELIGION/FAMILY LIFE

All students attending a Catholic school are required to participate in Religious Education programs. These programs are mandated by the Toronto Catholic District School Board and approved by the Canadian Conference of Catholic Bishops. The Family Life program is also approved for use by the CCCB in all TCDSB schools. Parents are encouraged to become familiar with the program called "Fully Alive" which includes lessons about human sexuality which are in keeping with Catholic Church teachings. A copy of the program can be obtained (on loan) from your child's classroom teacher for your reference and to assist you in discussions with your own children. All family edition books must be returned by the end of the school year.

29. MASSES and SERVICES

Parents are always welcome to attend school masses and celebrations which occur on a regular basis and are organized by our dedicated staff members. All masses take place at the church, while the Remembrance Day and Ash Wednesday services take place in the school gym.

30. SACRAMENTAL PREPARATION

We are very fortunate to work in partnership with the pastoral team of Our Lady of Fatima Shrine to nurture faith development in our children. The family, the school and the parish form an important triad in the spiritual lives of our children. This triad becomes particularly important as we prepare our students to receive the sacraments.

The school religion program supports sacramental preparation on an ongoing basis; however, immediate preparation for the sacraments takes place in the parish. Please contact Fr. Victor Mallia (416-757-2806 or olfatima@rogers.com) for all information regarding parent meetings, commitment requirements and registration deadlines. **All children expecting to receive sacraments in the coming year MUST register at the parish.**

31. EDUCATIONAL FIELD TRIPS

All students are required to participate in educational field trips unless excused by the school. In such cases, attendance at school is still mandatory and your child will be placed in another class. The child will be assigned work by his/her classroom teacher. Some field trips are within walking distance from school (i.e. Church, library, parks, etc.); a general permission form for local excursions is given to each student for such events. Other field trips require transportation; parents will be notified of such field trips well in advance and specific information and a permission form will be sent home. This form must be returned in order for your child to participate in the field trip.

From time to time, parents have volunteered to drive students on educational field trips or to board-wide activities. The TCDSB insurance policy requires such parent volunteers to carry at least \$1 million public liability insurance in such cases. Please contact your own insurance agent for information.

32. VOCAL MUSIC/INSTRUMENTAL MUSIC

Vocal Music is taught to all students from JK to grade 6. The instrumental music program is offered to all grade 7 & 8 students. All students are eligible to participate. No previous musical experience is necessary.

33. EXTENDED FRENCH PROGRAM

Our Lady of Fatima is a centre for the Extended French program. All students are eligible to enter the program beginning in grade 5. Students spend half of each day taking subjects in French. A special information meeting for grade 4 parents is usually held in January.

34. PROHIBITED ITEMS

Certain items are prohibited at all times and under all circumstances:

- Guns of any kind (i.e. toy, water, air, pellet, replica, etc.)
- Knives of any kind (i.e. Swiss Army, pocket, switchblade, etc.)
- Incendiary devices (i.e. matches, lighters, fireworks, etc.)
- Alcohol or non-prescription drugs of any kind
- Any item that could be used as a weapon.

Any item listed above will be confiscated if brought to school and will only be returned when a parent accompanies a child to the office to retrieve the item. The police will be contacted when appropriate.

35. **SCHOOL BUS SAFETY and ROUTINES**

Well-rehearsed school bus routines are an important part of school bus safety. Please assist us by reviewing these expectations with your child:

Getting on the Bus Safely:

- Be at the bus stop at least 10 minutes prior to the scheduled pick-up time.
- Wait at the designated stop in a safe place, well back from the side of the road.
- Remember the 'Danger Zone' is anywhere close enough to the bus to touch it. The bus driver cannot see you when you are in the 'Danger Zone'.
- Wait until the bus comes to a full stop before attempting to get on the bus.
- Hold the handrail as you get on the bus.
- Do not push or shove.

Riding the Bus Safely:

- Take your seat promptly and sit properly, facing forward at all times.
- Hold backpacks, books and parcels on your lap.
- Do not stick your feet out into the aisle – someone might trip.
- Keep your head and arms – everything – inside the bus.
- Remain seated on the bus while it is moving
- Talk quietly. The driver must concentrate on driving the bus safely.
- Do not eat or drink while on the bus.
- Obey the bus driver at all times.

Leaving the Bus Safely:

- When you leave the bus, hold the handrail and take two large steps away from the bus.
- Items that can easily cause injury while getting on and off a bus include loose shoe laces, backback straps and the strings on hooded shirts. Please secure them.
- To cross the street in front of the bus, walk ahead at least ten giant steps. Cross only when the driver gives you the signal.
- If you drop something near the bus, do not pick it up. Tell the driver or an adult.
- If everyone is getting off the bus, the people at the front leave first. Do not push.
- **When you arrive at your bus stop, if you do not see the person who meets you there, tell the bus driver immediately.**

Students must remember that riding the school bus is a privilege, not a right. Out of concern for the safety of all, the privilege of using the bus will be removed in the case of serious or persistent misbehaviour.

Reminders for Parents:

- In the event that no one is there to meet your child, the driver will bring your child back to the school and a parent will be contacted.
- Bus schedules include a 10 minute period of grace before and after the scheduled pick-up or drop-off times to allow for traffic and weather conditions.
- Note: Vehicles on all roadways proceeding in either direction **MUST STOP** when approaching a school bus with lights flashing.



36. BUS CANCELLATION/ SCHOOL CLOSURE

Inclement weather occasionally makes it necessary to cancel school bus services and/or close the school. These decisions are made at the school board level and are published as early as possible. Cancellation of school bus transportation or school closures due to inclement weather will be reported through the following vehicles:

- News release to all media outlets in Toronto
- (Listen for the *Toronto Catholic District School Board*)
- T.C.D.S.B. 24 hour information line: 416-222-8282 extension 2873
- T.C.D.S.B. website:
 - www.tcdsb.org
- Transportation Department website:
 - http://www.schoolbus.to/c_home.asp

Please note that on some occasions transportation is cancelled but the school remains open. It is up to the parents to consider safety conditions before sending the children to school. On such occasions, we do take attendance to ensure that those students who are coming have arrived safely. If you decide to keep your child home on one of these days, please call the school and report the absence. This helps us a great deal on such a day when hundreds of students may be absent.

Please note also that, if transportation is cancelled, this is in effect for the whole day; there will be no school bus transportation home for those who come to school via another means.

CODE OF CONDUCT
OUR LADY OF FATIMA CATHOLIC SCHOOL

Members of the Our Lady of Fatima community are committed to the TCDSB's mission of providing a safe and welcoming learning environment that supports academic excellence. We recognize the importance of progressive discipline which focuses on prevention and early intervention as the key to maintaining a positive school environment. We recognize that all people are created in the image and likeness of God and, as such, deserve to be treated with dignity, respect and fairness. We will not tolerate behaviour that jeopardizes the emotional well-being or physical safety of members of the school community.

This Code of Conduct:

- is informed by Gospel values;
- supports the TCDSB Violence Prevention Policy and the Race and Ethnic Relations Policy;
- follows the guidelines contained in both the TCDSB and Provincial Codes of Conduct (For specific details, see Policy S.S. 09 at www.tcdsb.org);
- applies to all members of our school community, including students, parents or guardians, volunteers, teachers and all other staff members;
- applies to all activities that may have an impact on the school climate including, but not limited to: activities on school property, on school buses, during school excursions or involving a communication medium such as the internet.

The purpose of our Code of Conduct is to:

- ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity;
- to promote responsible citizenship
- to maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility
- to encourage the use of non-violent means to resolve conflict
- to promote the safety of all members of our community

Students:

Students must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour.

These are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- follows the established classroom and school rules
- is courteous to fellow students, staff members and visitors to the school
- is co-operative and obedient with people in positions of authority
- shows respect for school property and the property of others
- exercises self-discipline and takes responsibility for his or her own actions
- refrains from bringing anything to school that may compromise the safety of others
- accepts such discipline as would be exercised by a kind, firm and judicious parent

Parents and Guardians:

Parents and guardians have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. Parents and guardians fulfill this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child 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 both the Provincial Code of Conduct and their local school code of conduct;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues.

School Staff:

Staff members are expected to uphold the highest standards of respectful and responsible behaviour. Staff members do so 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;
- empower students to be positive leaders in the classroom, school and community;

Progressive Discipline:

Progressive discipline is the framework for all discipline. This approach shifts the focus from one that is punitive to one that is supportive and corrective in nature. Clear behaviour expectations are described, reviewed and modeled and excellent behaviour is highlighted and praised.

Students experiencing difficulty complying with expectations will receive immediate intervention. The degree of discipline will be in proportion to the severity of the misbehaviour. In determining an appropriate consequence, all relevant factors are taken into account such as previous behaviours, the effect of previous consequences and any mitigating factors.

The progressive discipline continuum is a stepped approach to support a positive change in behaviour. Some examples of possible consequences include:

- a verbal warning
- a 'time out'
- a 'Think Paper'
- a recess detention
- restorative practices
- a phone call home by the teacher
- a phone call home by the principal
- a meeting between the student, teacher & principal

If an incident is serious in nature and, after a full consideration of circumstances affecting a student's behaviour, it is recognized that a step which is further along in the continuum is necessary, then the following may be necessary:

- suspension from school
- expulsion from school

THREATS TO SCHOOL SAFETY

Response Procedures

In partnership with the Toronto Police Services, the TCDSB has developed emergency procedures that are to be initiated should a high-risk incident take place in or around our school. *Shelter in Place, Hold and Secure* and *Lockdown* represent the three different responses that may be initiated by a school principal in the event of a threat to school safety.

➤ **Shelter in Place: Possible Environmental Danger in the School Neighbourhood**

A **Shelter in Place** response is generally initiated by the Toronto Police Service or other agencies, including Toronto Fire Services, having jurisdiction over the incident. The threat poses no immediate danger to students or staff unless they leave the building. All staff and students will be directed to remain indoors, with windows closed. Regular classroom routines will continue until the *Shelter in Place* is lifted.

➤ **Hold & Secure: Possible Danger in the School Neighbourhood**

A **Hold and Secure** response is initiated when the threat is proximate to, but not inside the building. The threat poses no immediate danger to students or staff unless they leave the building. All staff and students will be directed to remain indoors, with windows closed and all exterior doors locked. Regular classroom routines will continue until the *Hold and Secure* is lifted.

➤ **Lockdown: Danger on the School Site**

A **Lockdown** response is initiated when imminent danger is present on the school site and the safety of students and staff is threatened. Staff and students will be directed to enter the nearest room, lock all doors, close windows, cover inner glass panes, turn off lights, move away from doors and windows and maintain silence until the *Lockdown* is lifted.

In all three cases (*Shelter in Place, Hold and Secure* and *Lockdown*) students and staff are directed to turn off cell phones and electronic devices.

Lockdown Drills:

During the month of October, and again in the spring of 2013, we will be conducting our Lockdown Drills. Procedures will be reviewed with the students and they will be told ahead of time that the drill will take place. They will be reassured that there is no actual danger present. The purpose of a Lockdown Drill is to prepare the students so that in the event of a real situation, they will be able to react in a practiced, prearranged manner that will allow for a sense of calmness, control and feelings of safety.

Should a real threat to school safety procedure be initiated, the school will inform parents of the event that led to the particular response by letter.

Fire Drills:

Throughout the academic year, we will conduct a minimum of 6 fire drills to ensure that staff and students are prepared in the event of a fire in the building. Staff will review expectations and conduct practices throughout the school year. During the drill, students are expected to exit the building through the nearest exit, walking in a quick, orderly and silent manner and assemble in the school yard at their designated location for attendance purposes.

In the event of the need for evacuation:

Primary Evacuation Site is Our Lady of Fatima Catholic Church (3170 St. Clair Avenue East)

Secondary Evacuation Site is Regent Heights Public School (555 Pharmacy Avenue).



OUR LADY OF FATIMA CATHOLIC SCHOOL

3176 St. Clair Avenue East,
Scarborough, Ontario M1L 1V6
(416) 393-5252
Fax: (416) 393-5559



September 4, 2012

Dear Parents,

We hope that this handbook answers many of your questions and provides you with the information that you need as we begin this school year. Your feedback as to its value and your suggestions as to other information that would be useful in future editions would be most appreciated.

Please review the contents with your child(ren) and sign and return the bottom portion of this form to indicate receipt of the handbook. Should you have any questions, please feel free to contact your child’s teacher, the Vice Principal or the Principal.

Sincerely,

S. Miller
Principal

M. Dutil
Vice Principal

Our Lady of Fatima
HANDBOOK

We have received the Our Lady of Fatima Handbook 2012/2013 and have reviewed the contents with our child(ren).

Family Name: _____

1) Child’s Name: _____ Teacher: _____ Grade: _____

2) Child’s Name: _____ Teacher: _____ Grade: _____

3) Child’s Name: _____ Teacher: _____ Grade: _____

Parent’s Signature: _____

Date: _____