



**Bishop Francis  
Allen School**

**325 McMurchy  
Avenue South  
Brampton,  
Ontario**

**Principal:  
E. Filippozzi**

**Superintendent  
G. Prajza**

**Trustee  
A. da Silva  
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**Head Secretary:  
L. Guerra**

**St. Mary Church  
66A Main Street  
Brampton, Ontario  
L6W 2C6**

**905-451-2300  
Pastor  
Fr. Liborio Amaral**

**School Council  
co-Chairs  
T. Kelloway  
T. Falldien**

# September 2011 Newsletter

## **BEGIN AGAIN**

*One of the best things one can do in life  
is to begin again.*

*Begin to see yourself as you were when  
you were the happiest and strongest  
you've ever been.*

*Begin to remember what worked for you  
(and what worked against you) and try  
to capture the magic again.*

*Begin to remember how natural it was  
when you were a child—to live a lifetime  
each day.*

*Tomorrow tells us it will be here every  
new day of our lives; and if we will be  
wise, we will turn away the problems of  
the past and give the future—and our-  
selves—a chance to become the best of  
friends.*

*Sometimes all it takes is a wish in the  
heart to let ourselves...Begin Again.*

*May the parents, staff and students of  
Bishop Francis Allen School....Begin  
Again!*

*May we remember the happiest, strive  
toward excellence, become the best of  
friends in Christ and recapture the  
magic of learning this September and  
every new day of our lives!*

## **Principal's Message**

I hope everyone had a safe and restful summer. I would like to welcome everyone back to Bishop Francis Allen and a warm welcome to the new families who have joined our community and especially our new JK children who are starting school for the first time. We hope that they will develop many happy memories of our school as they begin this very important

journey.

As in the past, we will encourage a cooperative partnership between home, school and parish to promote positive learning experiences for our students.

Bishop Francis Allen is an active school that relies on cooperation and teamwork. We are very blessed to have a very devoted School Council and Parish team. Please consider putting in your nomination to become part of our Council. It is a very important part of the life of our school. We also have a very important volunteer program which I would like you to consider joining.

I wish everyone a very successful 2011-2012 school year. Our staff is committed to working with our parents, parish and community partners as we support our children in their quest for knowledge and spiritual development. May God bless each of you.

E. Filippozzi

## **P.A. Day**

**Friday, September 16th, 2011**

This day is dedicated to meetings to organize, reorganize and plan for the upcoming year. There will be no classes for students on this day.



## **Open House**

You are invited to meet your child(ren)'s teacher **Wednesday, September 21st, 2011** from **7:00 p.m. to 8:00 p.m.** at our school Open House.

*Teaching for The Father Inspired by The Son Guided by The Holy Spirit*

## Reorganization of Classes

As each school year begins at Bishop Francis Allen, reorganization of classes due to fluctuating enrolment is a good possibility. If we must reorganize classes, please be assured that we will do so with the best interest of your child (ren). Written communication will be sent home if any changes are required. School reorganization is scheduled for the **Professional Activity Day of Friday, September 16th, 2011**. There will be no classes for students on this day.

## Class Lists/Placements

Due to an unforeseen decrease of student population, all class lists are tentative until the end of September when final numbers are sent to our school board. We have, to date, some new registrations but many who have moved. If our numbers change we may need to reorganize some classes within the school. Should this be necessary, all students involved will receive a letter explaining to the parents the mandated reorganization and the process involved.

## Combined Grades – Did You Know?

A combined grade class is comprised of students from two consecutive grades. Combined classes are a reality in the Dufferin-Peel Catholic District School Board, as with all schools in Ontario and have been an educational reality dating back to the “one room school house”. Teachers of all classes, single or combined grade, strive to meet the range of individual needs. This is achieved through the implementation of varied teaching and assessment strategies and working with students in a variety of groupings. Teaching strategies and groupings are chosen as appropriate to the learning styles of the students in the class.

## School Board Administration

The Director of Education for the Dufferin-Peel Catholic District School Board is Mr. John Kostoff and the Associated Directors are Mr. R. Borrelli and Mr. J. Hrajnik. The Superintendent of Schools for the Brampton West Family of Schools is Mr. G. Prajza. All of these administrators can be reached at:

The Catholic Education Centre  
40 Matheson Blvd. West  
Mississauga, Ontario L5R 1C5  
(905) 890-1221

## Area Trustee

Our Area Trustee on the Dufferin-Peel Catholic District School Board is Mrs. Anna da Silva.

Anna da Silva  
Trustee, Brampton, Wards 1, 3 & 4  
(416) 706-5679  
anna.[dasilva@dpcdsb.org](mailto:dasilva@dpcdsb.org)



## School Hours

The school hours for students are as follows:

9:00 a.m	Classes Begin
11:30 a.m.	Kindergarten Dismissal
12:00 p.m. – 1:00 p.m.	Lunch
3:30 p.m.	Classes dismissed

## Lunch Hour

During the lunch hour all students who stay for lunch are expected to remain at school, and all students who go home for lunch are expected to go home every day. If there is a change in the regular lunch hour procedure for your child, parents/guardians are asked to provide the teacher with a note explaining the change. A form will be going home with your child in regards to your child's lunch time arrangements. Please complete, sign and return this form to the school as soon as possible.



## Student Transportation

We would like to thank everyone for your co-operation regarding transportation for our school. Only eligible students may ride the bus. Should there be space available students may be granted seats on the bus through the

COURTESY SEAT policy. Parents are to make the request in writing stating the child's name, address, grade and reason for courtesy seat. Priority will be given to the youngest students who live furthest from the school. All requests should be sent to the school by Monday, September 26th, 2011. Seats will be granted in late October.

NOTE: Bus students in JK, SK and Grade 1 must be met at the stop. Your child should arrive at the bus stop 5 minutes before the assigned time. Due to construction on area roads buses are sometimes late.

For more information regarding transportation and/or eligibility contact STOPR directly at:

www.stopr.ca  
businfo.stopr.ca  
or by phone at (905) 890-0614  
For Special Education contact (905) 890-6362

### School Council

You are invited to attend the Bishop Francis Allen Catholic School Council Meeting. It will be held on **Wednesday, September 30th at 7:00 p.m.** in the Library. All are invited to attend. It is very important to have as many parents out as possible so that we can all work together to make our school a better place to grow and learn. If you are interested in being a member of this very important group, or would like to nominate an excellent candidate in the community, please pick up an application form from the office. Nomination forms are due back in the school by **September 30th, 2011 at 4:00 p.m.** If there is a need for an election, the election will take place on **Wednesday, October 7th, 2011 at 7:00 p.m.** followed by a meeting. Please note that if you are interested in being a member of the School Council, recent legislation makes it mandatory that everyone submits to a Criminal Check. Criminal Check Application Forms can be picked up at the school but must be dropped off at Peel Police Headquarters at 7750 Hurontario Street, Brampton.

If however, you have a Criminal Reference Check on file at the school then you do not need a new one but will need to sign a Criminal Offence Declaration Waiver.

### Student Accident Insurance

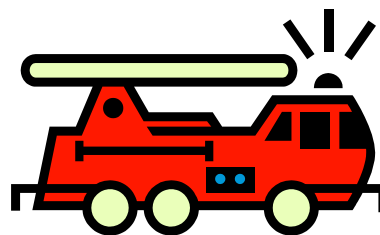
As required by the Education Act and the Ministry of Education, the Dufferin-Peel Catholic District School Board annually provides parents with information about cost-

effective student accident insurance.

Although enrolment is voluntary, the board encourages parents to take advantage of the inexpensive insurance coverage, especially if their child/children participate in sports, excursions/field trips, or, if parents do not have dental insurance coverage. Enrolment is required in writing so there are two options for enrolment:

- 1) Complete the traditional form and mail it in or
- 2) Photocopy the form and fax it to Reliable Life at 1-905-522-7211 or 1-800-463- KIDS (5437). Parents alone have the right to insure their children.

Student Accident Insurance forms will be sent home with each student. If you decide to take advantage of this offer, please return the application form to the company. If you did not receive one please contact the school.



### Fire Drills/Lock Down Procedures

In accordance with Ministry regulations, three fire drills will be conducted in the fall and three in the spring per school year. While we hope that a real fire situation never arises, this practice helps prepare students in the event of a real fire. In addition, our School Board has established lockdown procedures should a high risk incident involving weapons occur in the school, or on school property, that could endanger the lives and safety of students and staff. We will practice the Emergency Lockdown Procedure with students two times during the school year and review it periodically.

### Reporting Student Absences

As in the past, we ask that you call the school on the morning or afternoon that your child is absent or late. This measure is to ensure the safety of your child.

Students who leave early must be signed in and out at the office by a parent or with written notification.



### Emergency Contact

Please ensure the school has updated information with regards to emergency contacts and phone numbers.

### Have you moved?

If you have changed your phone number(s), address or workplace it is *imperative* that you notify the school promptly. It is extremely important that our records be current and up-to-date. In the event of an emergency, we must be able to contact you immediately.

### Pick-up and Drop-off Policy

To ensure school security for students and teachers, the Board policy requires that all visitors (including parents) must report to the office. Parents or designated individuals are required to sign children in at the office when bringing them to school late and must also sign them out at the office when withdrawing them from school before regular dismissal time.

### Early Pick-up of Children

From time to time it is necessary for you to pick up your child/children early. We ask that you send a note to the teacher when possible so that they can prepare any work that they might miss. This will also allow for minimal disruption in the class upon leaving. When it is time for your child to be picked up please come into the office and advise us, we will then call the child/children from their classes. Please do not under any circumstances go directly to their classroom. This is for the safety of all the students in the school. Your co-operation in this matter is greatly appreciated.

### Security at Bishop Francis Allen School

A reminder that all visitors including parents must come to the office, sign in and pick up an identification badge. Anyone not wearing an identification badge will be asked to return to the office to sign-in and pick one up. This procedure will help students and staff in recognizing our many visitors to the school.

We thank you for your co-operation in supporting a safe environment.

### School Driveway

In the interest of safety, please use the north entrance of the school driveway to drop off and pick up your child(ren). The parking spots are extremely limited, therefore, we ask that you not leave your car unattended in the driveway. The parking lot at the north end of the school is designated for staff parking only. We ask that you please respect the posted signs at the entrance. Large orange safety pylons are placed at the entrance of the parking lot to remind drivers not to enter. Visitors to the school are asked to use designated parking spots and refrain from leaving vehicles unattended in the "Kiss and Ride" lane. This lane is intended for morning and lunch student drop off and not intended for pick up at dismissal time.

Parent volunteers are required at this time to assist with the supervision of the school driveway at **8:45 a.m.** and **3:30 p.m. dismissal**. If you are available and would like to offer your time to assist with this supervision, please contact the main office for more information.



### Picture Day

**Wednesday, September 28th, 2011** is picture day for students. The school photographer will be Lifetouch. Order forms will be forthcoming. Picture retake will take place on **Friday, November 4th, 2011**.

### Volunteers in the School

In accordance to GAP 318 all volunteers having direct and regular contact with students are required to provide a Criminal Reference Check. If you wish to volunteer this year, please pick up a CRC application from the main office.



### Valuables

Please help us to protect your child’s valuables by keeping them at home. Staff cannot be responsible for any valuables that your child brings to school. In order to avoid valuables being lost or misplaced please keep them at home.



### Use of Personal Electronic Devices (PEDs) on School Property

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of a PED is strictly prohibited in school (including portables) or during school related activities (such as retreats, field trips, sports events. Etc.)

Failure to comply with his policy may result in the confiscation of the PED and/or disciplinary action as outlined in the Catholic Code of Conduct 2001. The school and the Dufferin-Peel Catholic District School Board assume no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property.

To prevent the loss or damage of PEDs, the school encourages students to leave their PEDs at home.

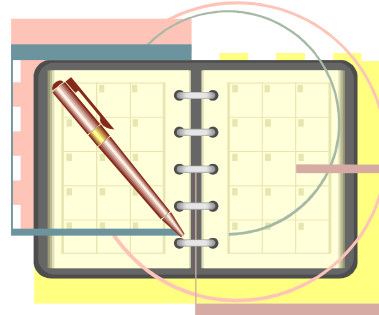
### School Book Bags

The best way we can help our children stay excited about reading and develop the skills that will see them through school is by putting wonderful books in their hands. This year students will continue to use a Bishop Francis Allen School Book Bag personalized with their name on it. Students will be bringing home this book bag daily with books from their classroom library. We encourage all parents to sit and read these books with your children in order to promote independent reading. The Book Bags were purchased with funds raised in last year’s school fundraiser. Along with this we purchased over 400 books from Scholastic

Canada to add to all of our classroom libraries to support our Book Bag Initiative. Remember to remind your children that “Reading is fun and exciting”

### Textbooks

School textbooks are school property and are loaned to the students annually. The expectation is that textbooks will be returned at the end of the school year. Students are responsible for these textbooks and will be asked to pay if these books go missing or have been vandalized.



### School Agendas

All students in Grades 1 – 8 will be receiving school agendas. The agendas will be used to record special events and homework to be completed. They also have a pocket in which students will be able to carry important letters to and from school. The agendas will go home each night and must be sent back to school each day.

Please note the first 10 pages at the front of the Agenda which contain IMPORTANT information about Bishop Francis Allen School along with Policy and Procedures for the school. Please review these pages with your child(ren).

Following these pages you will find information provided by our school board about the following:

- K to 12 Homework Policy
- Safe, Caring, Healthy & Inclusive School Communities

### Anaphylactic Shock

We felt that all parents would like to be aware that there are several pupils in school with a severe life-threatening food allergy (anaphylaxis) to peanuts and nuts. This is a medical condition that causes a severe reaction to certain allergens and can result in death within minutes. Although this may or may not affect your child’s class directly, please send foods with your child to school that are free from peanuts or nut products. Thank you for your understanding and co-operation.



### Storage/Administration of Medication

Parents are responsible for ensuring that all medication and forms are updated annually. If your child requires medication please have all pertinent forms completed and returned with the medication to the office as soon as possible. A reminder that children are not allowed to keep any medication in their desk, backpack or classroom (with the exception of an epi-pen if allergies are severe). All dispensing of medication requires medical permission and must be stored in the office.



### Communication

Open communication between home and school is very important. Although we will be reporting to you formally during the school year, please do not hesitate to contact us at any time if you have questions or concerns. A phone call on the onset of a concern usually resolves itself before it becomes a problem. On our part, if we have any concerns about your child, we will also contact you at the earliest opportunity.

### Freedom of Information and Protection of Privacy ACT

The Municipal Freedom of Information and Protection of Privacy Act (M-FIPPA) sets out the general rules which school boards must follow regarding the collection, use, disclosure and retention of personal information. Please be aware that recording of students through printed form (photographs), on film, by electronic means (video taping) or by any other means is considered a "collection of personal information" and therefore certain rules apply for its collection, use, disclosure, etc. While the privacy rules in the ACT are strong, signed parental consent forms may or may not be required in ALL situations. The photographing/recording of students would not be permitted without the required informed parental consent.

### Reporting Head Injuries

Even when it appears to be insignificant, we try to inform parents of all reported head injuries at school. We do this in recognition of the potential danger of any injury involving the head area. Our intent is not to alarm you, but to keep you informed. Please remind your child to let a staff member know if they bump their head or if they get hurt at school.



### The Virtues

A virtue is a habit or established capacity to perform good actions according to a moral standard. A Catholic School is an ideal place to practice and prepare to live a virtuous life. When we demonstrate these virtues, we are making the presence of God visible in the world around us. We are contributing to nurturing a loving, peaceful environment, free of discrimination and bullying. This month, we will focus on the virtue of **FAITH**.

**FAITH** is an attitude, which encourages us to involve God in our lives and helps us develop and maintain our relationships with God and with others, when things are going well and when they are not.

### Did you know...from An Historical Understanding of Key Issues Related to Catholic Education

How long have Catholic separate schools been educating Catholic children and contributing to the public good in Ontario?

- *For about 170 years. In the early 1800s there were separate schools in many cities, towns and townships. In Peel, three separate schools opened before Confederation (1867): St. James in Malton in the 1830s, St. John's Agricultural College (1861) and St. Patrick's (1861), both in Wildfield.*

Has the Ontario Government always supported separate schools?

- *Yes, as did its predecessor, the United Legislature of Canada East (now Quebec) and Canada West (now Ontario) during its total life from 1841 to 1867. One of the first pieces of legislation it passed in 1841 was the Common School Act, with a separate school clause.*