



Sacred Heart Catholic School

63 Churchill Dr.
Kirkland Lake, Ontario
P2N 1T8



Parent/Guardian Information Booklet

**Telephone (705) 567 - 7444
Fax (705) 568 - 6545**

**Anne Bougie, BA. B.Ed.
Principal**

e-mail: abougie@ncdsb.on.ca
mguertin@ncdsb.on.ca

Board website: www.ncdsb.on.ca

Sacred Heart Catholic School is an:

Allergen Controlled Environment

Students must NOT bring NUT products to school.



Fragrance Aware School

Please do NOT wear perfume, cologne, aftershave or other highly fragrant products as many people suffer severe reactions to scented products.



FROM THE PRINCIPAL'S DESK



Dear Parents and Guardians,

Welcome to the 2010-2011 school year! Didn't we experience an awesome summer? I speak without hesitation on behalf of the staff to assure you that we are "pumped" and we look forward to providing an education second to none for your child(ren) this year!

It is with a great deal of pleasure that I begin my third year as the principal of Sacred Heart Catholic School. I have been involved in education for over 30 years (that doesn't count the 17 years I spent as a full-time student) with seven and a half years as a principal either in Kirkland Lake or Englehart.

This year, we have one new teacher joining our staff. I am very pleased to welcome Madame Lisa Guenette to Sacred Heart Catholic School as a Core French and Music teacher. Music will be taught to all of the students in the school for 40 minutes once in the 5 day cycle. The older students will receive instrumental music as part of their program and the younger students will be taught the recorder. Madame hails from Timmins, originally from Sturgeon Falls, and she is thrilled to be teaching in Kirkland Lake. Please join me in welcoming Mme Guenette to our school!

I am also very pleased to inform you that Ms. Mullins was married this summer and she is now Mrs. Dubreuil. Congratulations to the happy couple and may God bless your marriage!

As a School Board initiative, every school throughout the board is involved with the Virtues Program this year. A virtue is a habitual and firm disposition to do good. It allows the person not only to perform good acts, but to give the best of themselves. The virtuous person tends towards the good with all their sensory and spiritual powers; they pursue the good and choose it in concrete actions. More information about the Virtue Program can be found on the Board website at www.ncdsb.on.ca and click on "Faith & Pastoral Care" on the right. **The Virtue for September is Faith** and it will be integrated into many aspects of our program.

Sacred Heart Catholic School is unique in Kirkland Lake as each intermediate student (Grades 7 and 8) receives the **Family Studies and Industrial Arts** program for 80 minutes once in the five day cycle. The students are taught either Family Studies or Industrial Arts for the first half of the school year and then they receive the other subject in the last half of the school year.

Please note the time changes in our schedule this year. We will begin our school day at **8:45 a.m.** and end the school day at **3:15 p.m.** as we did last year. However, lunch will now be from **11:40 a.m. to 12:40 p.m.** to reflect the new distribution of time as we were instructed to adjust our schedules by the School Board. Morning recess is from **10:05 a.m. until 10:20 a.m.** and afternoon recess is from **2:00 p.m. until 2:15 p.m.** We are requesting your cooperation in ensuring that **no students arrive on school property until 8:30 a.m.** as there

is no supervision until that time. This is a very important safety concern!

Also, parents who are driving their children to school are requested to drop off and pick up their children on **Duncan Avenue** by the opening in the fence which is close to the portables. There are staff on outdoor supervision from 8:30 to 8:45, 12:00 until 12:40 and immediately after school to monitor the pick-ups and drop-offs on Duncan Avenue. No children should be dropped off or picked up on Churchill Avenue or at the main entrance of the school due to the location of the designated bus area, staff parking and visitors arriving at the school. The main entrance is for staff and visitors only. Students are not allowed to enter or exit from the main entrance unless they are late for school or if they are being picked up throughout the school day. This rule also applies at lunch time. For safety reasons, we are very strict in enforcing the rule as our goal is to provide a safe learning environment for everybody.

If parents or other family members are dropping into the school before classes commence or picking up their children at dismissal time, **please report to the office and wait in the office area**. We will be happy to "buzz" the students' classrooms or a teacher if you wish to speak to them. The end of the day in particular tends to be very busy as students are rushing in various directions to get on their buses, to walk home, to meet up with family members, etc.

Our school is an **allergen controlled environment** specifically relating to peanut/nut products. Please do not send your children to school with food that contains peanuts or tree nuts. Also, students contacting peanut products at home should take care to wash as even small amounts on the skin and/or clothing can be dangerous to those with life-threatening allergies. Precautions must be taken to minimize any cross contamination issues. More and more companies are offering peanut/nut safe products – we encourage you to support them.

Also, many people experience severe reactions to **scents**. We are asking for your cooperation in ensuring that perfumes, colognes, aftershave and other highly fragrant products are not worn to school. It is our responsibility to maintain a safe environment for our students and staff.

We are optimistic that Sacred Heart Catholic School will be provided with funding once again this year from the Canadian Red Cross to offer an **enhanced nutrition program**. It is our hope that we can offer the program from 8:30 to 8:45 a.m. in the gymnasium for those students who wish to participate in it. Volunteers to run the program will be required each morning for approximately one hour so if you or anybody you know would like to volunteer, please notify the school. More details will follow in regards to the program once we are ready to begin it.

A **milk program** will also be offered for those students who would like to purchase white or chocolate milk to drink with their lunch for 75 cents a container. **Pizza Day** will be on Wednesdays and the cost will remain at \$2 a slice which must be ordered a day in advance. Further details will be provided to you about both programs. We have decided to cancel our Friday Hot Dog Days for a number of reasons. The most important reason is that we are beginning to comply with the new School Food and Beverage Policy which we must adhere to by September 2011. Further information on this is available at :
<http://www.edu.gov.on.ca/extra/eng/ppm/ppm150.pdf>.

We will be holding an **Open House and Book Fair** on Thursday, September 23rd, 2010 from 5:00 to 7:00 p.m. so that you can meet your child(ren)'s teachers, have a tour of the school and purchase books to enhance your child's literacy. Please mark this important date on your calendars as we look forward to seeing you at this time.

On behalf of the **Catholic School Council**, I will be seeking parents to sit on this committee which meets at least four times throughout the school year for approximately one to one and a half hours in the evening. Please seriously consider volunteering as we urgently require parents. This is an excellent opportunity to discuss issues in regards to your children's education, to be informed about educational matters and to make suggestions that affects the school community and even has an impact on Board and Ministry initiatives.

I look forward to working with you, the parents, and the staff to provide the best in Catholic education for your child(ren). If at any time you have questions or concerns, please, call the school to either talk to us over the phone or to set up an appointment to discuss your concerns in person. If you prefer, you may drop in so that we can discuss your issues but it may be difficult to see one of us immediately as the school days tend to be a beehive of activity. The teachers are available most days during their preparation time but **it is best to telephone ahead to book an appointment**. I look forward to renewing contact with the parents of our returning students and to meeting the parents of our new registrants. Please be assured that you are a valuable part of our school community!

In closing, I would like you to know that our doors are always open. We look forward to a successful school year and may the love and peace of our Lord Jesus Christ be with all of us as we shape the minds, conscience and future of the students entrusted to our care.

Yours in Catholic Education,

A Parents' Prayer for Students

Dear Lord,
As my children leave for school,
I pray that you will keep them in your care.
Send your Spirit to open their minds
to all that is true and beautiful and good.
Help them to see the gifts and talents
you have given them and to use them well.
Help them to be kind to others
and lead others be kind to them.
Give their teachers patience and understanding
and help them teach what is just and true.
Send your angels to guide and guard my children
and to keep them from all harm.
Open their young hearts to your presence
and enfold them in your peace and protection.



Hold them in the palm of your hand
and bring them home safely at day's end.
Amen.

ConcordPastor.blogspot.com

LET'S WORK TOGETHER IN PARTNERSHIP

We encourage you to...

- attend information sessions at the school
- attend school activities with your child(ren)
- participate in our Catholic School Council
- communicate any ideas/problems/concerns **directly** to school personnel
- ensure students arrive at school **no earlier than 8:30 a.m.** Also, a reminder that the municipal playground across the road to the west of the school is not school property and it is not supervised.

The school will provide you with a monthly calendar of upcoming events and a periodic letter and/or newsletter.





School Day Schedule

2010-2011

The secretary's office is open from 8:00 a.m. to 4:00 p.m.

8:45 a.m. **Morning Bell**

10:05 - 10:20 a.m. **Recess**

11:40 - 12:40 p.m. **Lunch**

2:00 - 2:15 p.m. **Recess**

3:15 p.m. **Dismissal**



STUDENT ABSENTEEISM

- Telephone the school between 8:00 a.m. and 9:30 a.m or send us an explanatory note in advance. If you call before 8:00 a.m., you may leave a message on the answering machine. Between 9:00 a.m. and 10:30 a.m. daily, our school secretary will attempt to contact, by phone, parents whose children are absent and who did not call or send a note in advance.
- If a student is late, he/she must report to the office for a late slip. Students will not be admitted to class without an admission slip.
- If a student is to be picked up during the school day, a note in advance or phone call is required for the classroom teacher.
- Students should arrive to school no earlier than 8:30 a.m. as there is no supervision until that time.

ATTENDANCE AWARD PROGRAM

- Students who have perfect attendance for a month i.e. 0 absent and 0 late, will have their name entered into a draw to go out to lunch with the principal
- At the end of the year, the names of all the students who have perfect monthly attendance will have their names entered into a draw for a GRAND prize
- Poor attendance is a serious concern as it has a HUGE impact on student learning and achievement

LUNCH/SNACKS

- It's a privilege to eat at school - this privilege can be lost.
- **We are a nut controlled environment!** Please do not send snacks/lunch to school that contain nut products.
- We encourage a healthy lunch and healthy snacks. Pop is not considered an appropriate beverage to drink at school.
- No eating or drinking is allowed on the school yard.
- Students who go home for lunch leave the school yard at 11:40 a.m. and are expected back at school by 12:40 p.m. at the latest but no earlier than 12:00 p.m.
- Students must obey lunchtime supervisors.
- Students must have a note in advance for permission to leave school for lunch.
- It would be a tremendous help for those who live in the vicinity of the school to go home for lunch.

ANAPHYLACTIC STUDENTS

It is important that all parents and guardians be aware that there are children in our school with severe, life threatening food allergies to peanuts and nuts (anaphylaxis). This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Although this may or may not affect your child's class directly, we encourage you to choose to send foods with your child to school that are free from peanuts or nut products.



HEALTH ISSUES

- **Fragrance Aware** - As the number of people developing allergies to “fragrances” is increasing significantly, we are asking for the cooperation of students, staff and parents to be conscious of the fact and, therefore, refrain from wearing perfumes. Students are **not** permitted to bring perfumes or sprays (such as Axe, hair spray, etc.) to school. Students may, however, bring roll-on deodorant for use after gym class.
- **Lice Control** - Please help by checking your child(ren)’s head regularly. We will endeavour to do our best at school to monitor the situation but parental help is a must if we are to be successful with this difficult, unsuspecting and sometimes relentless problem.
- **Medication** - For safety reasons, no student should bring any form of medication to school without prior approval from the office. The “Request for Medication during School Hours” form must be completed by a doctor or parent to indicate that medication is to be taken at school. The medication must be clearly labelled with the name of the student, parent and doctor with specific directions for dispensing the medication. Medications must be kept at the office and are not to be kept by the student.
- **Student Accident Insurance** - Envelopes are being sent home and parents who wish to purchase the insurance are required to deal directly with the company. The school is not directly involved in this venture.

SCHOOL TRANSPORTATION

Students who ride to and from school by bus are entitled to one pick up and drop off only.

- Students are expected to obey the rules and regulations at all times.
- **Riding the bus is a privilege that can be lost!!**



ITEMS OF INTEREST

School Organization: Sacred Heart Catholic School is a Grade 4 to 8 school for students who are either in an English Language Program or in a 50/50 French Immersion Program.

School Day Schedule: Our school day schedule is on the 5 Day Cycle. A copy of the schedule will be sent home for your convenience. Some subjects such as Music, Physical Education, Industrial Arts, Family Studies, etc. are affected by this system. Each class has its own unique timetable and you can expect to be given more information from your child’s classroom teacher.



The School Code of Conduct Policy is in the front of the student agendas. The important sections are reviewed at the beginning of the school year by the classroom teachers with the students. It has been included for your information and you are requested to read the Code of Conduct, sign the last page, review it with your child(ren), ask him/her to also sign the last page and the teachers will monitor that it has been signed. The Code of Conduct is also available on the school website at www.ncdsb.on.ca.

School Agendas: The students in Grades 4 to 8 are provided with an agenda for the school year. The purpose of the student agenda is to assist the student with time management and tracking school and classroom activities plus school work. The agenda shall also serve as a communication tool for parents and teachers. Parents are requested to enter questions and comments in their children's agenda to ensure that they are informed of classroom activities and academic progress.

Adverse Road & Weather Conditions: On occasion it is necessary to cancel daily classes. If the weather is threatening, please listen to CJKL radio, 101.5 on your radio, prior to the start of the school day or check out the Board's website. *If school buses are cancelled due to weather conditions, regular classes for students will also be cancelled for the day.* If you choose to send your child(ren) to school on these days, please be aware that some staff may not be in attendance due to road conditions. Parents sending children to school must provide transportation to and from school.

Inside Shoes: All students are required to have a pair of inside shoes to wear in the school. In order to prevent marks on the floors, we are requesting that the soles of the shoes are white or non-marking. For the students' safety, shoes **must** be worn at all times.

Electronic Equipment : As per the Board's Code of Conduct :

"The students use and/or display of handheld electronic equipment such as but not limited to cell phones, cameras, MP3 players, iPods, CD players, Personal Video Game devices **are prohibited on school property**, at school-related events, or in any other circumstances that may have a negative impact on a member of the school community and on the school climate."

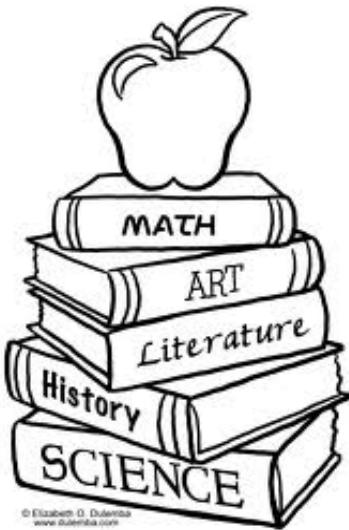
Students and staff also have the right to privacy. With the advancement of electronic equipment, pictures and videos can be taken without a person's knowledge and then posted on a website. This is not acceptable. Electronic equipment interferes with the students' learning when it is used throughout the school day and it is an unnecessary distraction.

If a staff member is made aware that a student has electronic equipment on them, the equipment will be confiscated and the parent will be asked to come to the school to pick up the equipment.

All arrangements for after school hour activities should be made by the student in consultation with the parent prior to leaving home for school in the morning. The school telephone may be used by the students for **emergency purposes**.



Sacred Heart Catholic School Staff for 2010-2011



Principal:

Mrs. Anne Bougie

Teachers:

Mrs. Megan Dubreuil	Grade 4
Ms. Shana Bates	Grade 5
Ms. Melissa Wojtus	Grade 5 I / 6B
Mrs. Crystal Kmet	Grade 6A
Mme Darquise Brisson	Grade 4/5 Immersion (p.m.)
Mr. Daryl Croisier	Grade 7A
Mr. Adam Orth	Grade 7I/7B
Mme Darquise Brisson	Grade 6/7 Immersion (a.m.)
Ms. Jennifer Burtschenk	Grade 8A
Mr. Ronald Conrad	Grade 8B
Mrs. Lori-Ann Parkes	Resource Teacher
Ms. Florence Eno	Resource Teacher/ Family Studies
Mr. Robert Breen	Core French/Technological Studies
Mme Lisa Guenette	Core French / Music

Secretary:

Mrs. Micheline Guertin

Educational Assistants: Ms. Lorraine Davies

*Mrs. Lori Gavin

Mr. Dave Moreau

Mrs. Darleen Smith

Child and Youth Worker: Mrs. Kimberley Walker-Hausel

Library Assistant : Mrs. Dawn Malciw

Custodial : Mr. Rick Danis

Ms. Valerie Best

Mrs. Karen Lafreniere

Lunch-Hour Supervisors: Ms. Valerie Best

Mrs. Jody Doonan

* Mrs. Lori Gavin is assigned to our school for an unspecified amount of time due to the absence of another employee.

DID YOU KNOW THAT ...

Children who read - were read to!



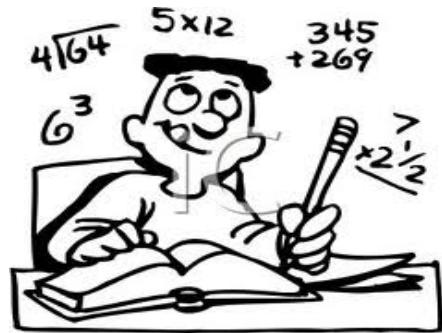
Parents can help by :

- a) reading to their children
- b) encouraging their children to ask questions and make comments
- c) giving books and magazines as gifts
- d) providing a variety of reading materials
- e) encouraging your child to become a member of the public library

Teachers can provide you with ideas in regard to how you can help your children with their studies.

Homework is Worthwhile !

Regularly assigned homework improves academic results, skills and attitudes.



Homework :

- a) reinforces skills and concepts taught during class time
- b) provides extra drill in areas where a student is weak
- c) helps students to gain experience in research techniques
- d) provides an opportunity for students to develop study habits, including organization of time and materials
- e) provides a basic communications link between home and school
- f) gives parents an informal report of a student's progress

Parents can help:

Make sure there is a quiet, regular place to work. Help the student to organize time for assignments by limiting time for homework and prioritizing the assignments according to difficulty. Provide an "audience" for oral reading and skills needing hints about where and how to locate information. Be a proof reader. Provide the occasional word of encouragement. Run interference for visitors, telephone calls, and other interruptions. Contact teachers if you have questions concerning homework assignments. All these can help the student. Parents should also remember, however, that too much help can prevent a student from developing healthy, independent study habits.

Sacred Heart Catholic School Expected Behaviour

1. Walking in the halls

Students are expected to walk at all times when moving in the corridors. Students should walk on the right side of the corridor. Running is strictly forbidden.

2. Playing with balls in the hallways and classrooms

Balls are meant to be used in the gym and outside. They are not to be used in the classrooms without teacher supervision.

3. Playing in and around water

Students are to stay out of the water at all times. It is not a safe practice to play in and around water, therefore, it is not permitted at any time.

4. Sliding

This activity is permitted as long as students play safely. If a teacher observes that students are behaving dangerously (i.e. colliding with each other, not being careful where they slide, etc.) then the student(s) will be told to stop the activity.

5. No Body Contact

Students must ensure that there is "No Body Contact" at all times. Rough play will not be tolerated at any time. If a teacher deems the play to be too rough, he/she will insist that the activity stop immediately.

6. Throwing rocks, snow and/or snowballs

Throwing rocks, snow and/or snowballs is not acceptable at any time.

7. Use of school grounds after dismissal

Students are to go directly home after dismissal. Students are not to remain on school property after the bell. If students are waiting for a ride, they must wait at the Duncan Avenue entrance (beside the portable) to be picked up.

8. Boundaries of the Playing Field

Students are not permitted to play in the area by the portables, in the parking lot or on the paved hill.

9. Entering the school in the morning and at recess times

Students are to remain outside until the bell rings, unless they are given permission by a staff member. Students must check with a staff member on duty if they want to come inside to use the washroom. Students must dress warmly for the colder temperatures, as they will not be permitted to come inside to warm up.

10. Procedure for leaving the school grounds during lunch

Bus students and those students who eat lunch on a regular basis at school may leave the school grounds for lunch, provided they have a note from their parents.

11. Students coming to the office

Students should have their teacher's permission before they come to the office.

12. Toys at school

Toys should remain at home where they will be safe. They are not permitted at school except with a teacher's permission.

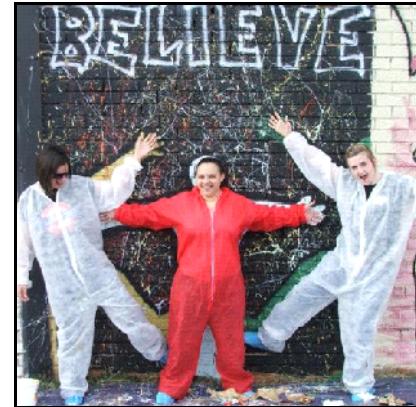
13. Electronic Equipment

The students' use and /or display of handheld electronic equipment such as cell phones, cameras, MP3 players, iPods, CD players, Personal Video Game devices, etc. are not to be visible on school property or at school-related events.



Greatest Love Of All

I believe the children are our future
Teach them well and let them lead the way
Show them all the beauty they possess inside
Give them a sense of pride to make it easier
Let the children's laughter remind us how we used to be
Everybody searching for a hero
People need someone to look up to
I never found anyone to fulfill my needs
A lonely place to be
So I learned to depend on me



I decided long ago, never to walk in anyone's shadow
If I fail, if I succeed
At least I live as I believe
No matter what they take from me
They can't take away my dignity
Because the greatest love of all
Is happening to me
I found the greatest love of all
Inside of me
The greatest love of all
Is easy to achieve
Learning to love yourself
It is the greatest love of all



I believe the children
are our future
Teach them well and let them lead the way
Show them all the beauty they possess inside
Give them a sense of pride to make it easier
Let the children's laughter remind us how we used to be
And if by chance, that special place
That you've been dreaming of
Leads you to a lonely place
Find your strength in love

Written by :

Michael Masser and Linda Creed