

Welcome to Holy Family School



2017-2018
School Year



From the Principal's Desk

Dear Parents & Guardians of Holy Family School:

Welcome back! As the Principal of Holy Family School, I would like to pledge the following:

- I will nurture Catholic faith, community and culture and model a commitment to the gospel values.
- I will build a shared vision that fosters the acceptance of group goals, and set and communicate high performance expectations.
- I will strive to foster genuine trusting relationships with students, staff, families and communities, guided by a sense of mutual respect. I will affirm and empower others to work in the best interests of all students.
- I will build collaborative cultures and structure the organization for success, and make a sincere effort to connect the school to its wider environment.
- I will set high expectations for learning outcomes and monitor and evaluate the effectiveness of instruction. I will manage the school effectively so that everyone can focus on teaching and learning.
- I will create conditions for student success and be accountable to students, parents, the community, supervisors and the board for ensuring that students benefit from a high quality education. I will be specifically accountable for the goals set out in this year's school improvement plan.

It is my belief that a successful school community is one that works together as a team to help our students achieve to the best of their abilities. This year I pledge to work in collaboration with the HFS team to ensure that the 2017-2018 school year is a fantastic one for everyone. I would like to take this opportunity to thank our wonderful custodial staff, Mrs. Boisvenue and Mrs. Yantha for ensuring that the school looks its best for our staff, students and parents to enjoy throughout the year. They have done a fabulous job this summer and I have no doubt they will continue to do so throughout the school year!

I would like to thank Mrs. Church in advance for all of the hard work she will do as our school secretary. We often forget how much work is completed at the office as a result of the awesome organizational skills of an efficient school secretary. Her friendly smile is the first to greet you when you walk into our school.

I would like to thank our educational assistants, Ms. Tammy Malette and Mrs. Darlene Sherrard and our early childhood educator, Miss Meagan Marwick, for caring so much about children and working with our teachers to give our students the best possible education. I would also like to welcome Mrs. Mairead O'Shea, Child & Youth Worker, to Holy Family School.

I would also like to thank the teaching staff of Holy Family School. They are a phenomenal group of educators who work tremendously hard to give students the best in what Catholic education has to offer.

I would like to thank you, the parents and guardians of the HFS community. It takes a village to raise a child, and your role in the HFS community is a pivotal one. Whether it is by joining the Catholic School Council to help in the decision-making process of school improvement planning, sitting down with your child to ensure that he/she is understanding and completing homework, or even by reading over our various posts on our school Facebook page to keep yourself up-to-date with what is happening at Holy Family School. You belong on the HFS team, and for this reason I invite you to be an active participant in your child's experience at school. Feel free to make an appointment to meet with your child's teacher or myself to discuss matters that are important to you. I urge you to support our fundraising endeavors which include our school yard improvement fund and school activities. I also invite you to join us during our Masses at Holy Trinity Parish, school assemblies, parent-teacher conferences, and much more! If we work together, our students, your children, will succeed. They will gain the self confidence, skills and faith required to be moral and responsible citizens in our local and global community.

Best wishes for a wonderful 2017-2018 school year, and may God guide you in your journey as loving and caring parents. Let us walk in the light of Christ together.

Cheryl Ricco

On behalf of the Holy Family Catholic School Council, welcome back!

I would like to invite, and encourage, all parents to attend our School Council meetings. The meetings are held at least four times per year. This allows parents to become involved with upcoming events and to work towards making the school the best it can be!

**Our first meeting will be on Tuesday,
September 26th at 4:30 p.m. at the
school.**

Come out and get involved with YOUR school.



Holy Family Catholic School Council

Holy Family School Staff

Mrs. Cheryl Ricco	Principal
Mrs. Deana Church	Secretary
Ms. Sondra Laporte	Teacher Kindergarten
Mrs. Michelle Schaffner	Teacher Grade 1-2
Mrs. Christina (Keseru) McDougall	Teacher Grade 3-4 (am)
Mr. Andrew Kirschnick	Teacher Grade 3-4 (pm)
Mrs. Megan Dubreuil	Teacher Grade 5-6
Mr. Adam Orth	Teacher Grade 7 & 8
Mrs. Tracey Delenardo-Birch	Teacher Core French & Music
Mrs. Sandy Ciraco	Resource Teacher
Miss Meagan Marwick	Early Childhood Educator
Ms. Tammy Malette	Educational Assistant
Mrs. Darlene Sherrard	Educational Assistant
Mrs. Mairead O'Shea	Child & Youth Worker
Mrs. Sharon Boisvenue	Custodian
Mrs. Pam Yantha	Custodian & Lunch Hour Supervisor

Fundraising

During the school year Holy Family School will hold various fundraising endeavours, which students are asked to participate in. Our fundraising benefits all students directly, as the funds are used to finance class trips, special performances, sports equipment, library books, and other school activities. Fundraising information will be sent home prior to each endeavour.



School Photos

Our photographer this year will be Life Touch. The date for our school photos will be Monday, October 2nd. Information will be forwarded to you prior to this date.

School Day Schedule

A copy of the daily school day schedule is included for your information.

Head Lice

It seems that Fall is the time of year when these pests like to come to school. We are asking that parents check their child(ren)'s head regularly. Information is available at the school and at the Timiskaming Health Unit for those who would like it. Thank you for helping us with this annual challenge. Students who have head lice and/or knits will be asked to remain at home until it has cleared.

Medication Policy

All students required to take medication at school must have a form completed and signed by their parent or, in certain cases, a medical doctor. All medication, excluding inhalers and epipens, is kept at the office under lock and key and is administered only by the Principal and/or designate. Inhalers will be kept with the student, as per his/her Asthma Management Plan.

Transportation Policy

Included is a copy of the Board's Transportation Policy for everyone's information. Please note that *only in the case of an emergency* is it possible for a Principal to give permission for a student to ride on a bus other than his/her regular bus or to be picked up or dropped off at an alternate location other than his/her regular location (the rule is one pick-up and one drop-off location only). Please do not request bussing changes for birthday parties, sleep-overs or for occasional babysitting purposes as these requests will be denied. Requests for changes should be for *permanent* changes only.



School Entry/Exit Policy

All visitors to the school are asked to please use the front entrance of the school and to sign in at the office. In keeping with Board policy, the doors to the school will remain locked at all times so please use the buzzer to the right of the main door. Any forgotten lunches, school bags, messages, etc. can be distributed by the office. As well, parents/guardians are asked to please wait in the front lobby when picking up children. This will help to eliminate classroom interruptions. It is very important that we are aware of who is in the school at all times. We appreciate your cooperation in this matter.

If you are picking your child(ren) up at bus time, please note that vehicles are **NOT PERMITTED** to enter or leave the school parking lot during this time. This area is very congested during bus time so we ask that you please use the arena parking area, or avoid picking up during bus time. Busses are usually finished their pick-ups by 3:35 pm, so the school parking lot is accessible then.

Student Agendas

Students in Kindergarten to Grade 8 have been 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 and school work. The agenda shall also serve as a communication instrument for parents and teachers. The agendas will be checked regularly by your child's teacher. Parents are requested to enter questions and comments in their child's agenda to ensure that they are well informed of classroom activities and academic progress.

Behaviour Code

A copy of the Holy Family School Code of Conduct will be sent home. Please read the Code of Conduct carefully and review it with your child(ren). Please sign the Parent/Guardian and Student Commitment sections and return it to your child's teacher.

Inside Shoes

All students are required to have a pair of indoor shoes to wear in the school. For the students' safety and for hygiene purposes, shoes must be worn at all times.

Student Absenteeism

The attendance verification check is a process which enables schools to verify a student's absence or lateness with the parent or guardian. *Parents/guardians are reminded that they must call the school, or leave a message, whenever their child(ren) will be absent or late.* Where there are other siblings attending school, a note from the parent is also acceptable. Any students arriving late to school must immediately report to the office upon entering the school. A "late slip" will be issued, and the student must take this slip to his/her teacher.

Leaving School Grounds

We are responsible for the students from the time they arrive at school until they are dismissed. We insist, therefore, that all students remain at school during this period. Exceptions will be made only if the student brings a note, signed and dated by a parent/guardian or if we are called by a parent/guardian to give permission for the child(ren) to leave school grounds. Students leaving the school during the lunch hour must have permission from their parent/guardian and they must sign out at the office prior to leaving. *If you wish to pick up your child prior to 3:20 p.m. dismissal, please report to the office prior to doing so in order that the classroom teacher can be notified and our bus lists can be adjusted.*

Change of Contact Information

If, during the course of the school year, you move, change your telephone number, place of employment, or emergency contact please advise the school office immediately. It is very important that these records be kept up-to-date.

Use of the School Telephone

Many students request the use of the school telephone, on a daily basis, for various reasons. Please ensure that your son/daughter remembers his/her lunch, school bag, homework, etc. in the morning. Social calls will not be permitted. Students are reminded to plan sleep-overs, birthday parties, etc. prior to coming to school. The school telephone is to be used by the students for emergency purposes only.

Report Cards



Report Cards for all students will be sent home at the end of January and June. Parents are asked to please sign the last page of the report card and return it to their child's teacher. Progress Reports will be sent home in late October. If you should have any concerns or questions in regard to your child's performance or progress at anytime, please do not hesitate to contact the school.

Adverse Road & Weather Conditions

On occasion it is necessary to cancel daily classes. If the weather is threatening, please listen to CJTT, CJKL or CJBB radio prior to the start of the school day, or check the NCDSB web site at www.ncdsb.on.ca for bus cancellations or delays. *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 members may not be in attendance due to road conditions. Parents sending children to school on these days must provide transportation to and from the school.

School Milk Program

Milk will be available during the lunch period, Monday to Friday each week. We will continue with the “pre-order” system. Order forms will be sent home shortly and you will be advised of the start date of the program.



Lunch Program

We hope to once again offer Pizza Days and Sub Days throughout the school year. We have decided to do a “pre-order” system for all lunch program days, to help alleviate the need for parents to send money to the school every week. A “monthly” order form will be sent home shortly showing when these days are available.

Snack Program

The Snack Program will be available to all students, free of charge each morning, Monday to Friday. We thank the Canadian Red Cross for the funding and support they provide.

Communication Folder

In order to help ensure that all notes, permission forms and information are received by parents/guardians, each student will receive a “communication folder”. We will attempt to send all information home on Wednesday of each week in the folder. We ask that all communication folders be returned to the classroom teacher the following day.

Electronic Devices (Cell Phones, MP3 Players, 3DS, etc.)

We understand that some parents provide cell phones for their children’s safety. Therefore the students are allowed to bring cell phones to school; however they must be turned off while the student is on school property and they must not be visible or used while at school. Students must keep all electronic devices in their backpacks. (This is at their own risk however. *We are not responsible for lost or stolen property.* It is advisable to keep all electronic equipment at home.) While on school property, students will not be permitted to listen to MP3 players, or play with electronic games, etc. Recess is a time set aside for physical activity and to socialize. Also, it is difficult for the staff to monitor what the students are listening to. Students may keep the players in their backpacks, but they must not be heard, or be visible while on school property.

Fragrance Aware

As the number of people developing allergies to “fragrances” is increasing significantly, we are asking for the co-operation of students, staff and parents to be conscious of this fact and, therefore, refrain from wearing heavy perfumes. Students are not permitted to bring perfumes or sprays (such as Axe) to school. Older students may, however, bring roll-on deodorant for use after gym class.

Nut Aware

We do have students with peanut and tree nut allergies. Therefore, we are asking for the cooperation of students, staff and parents to be conscious of this fact. We will not be a completely nut-free school at this time, however extra precaution will be taken in the children's classrooms (Grade 1-2 and Grade 5-6) and on the school bus. In addition, eating will not be permitted in the school yard or in hallways. Recess snacks will be eaten in the classroom.

Awards

At the end of June each year, Holy Family School has an Awards Ceremony where students are awarded for their academic achievements throughout the year. The following is a list of the awards and criteria.

Core French Award

Given to a student (JK-Gr 8) for academic achievement and good citizenship in the Core French Program.

Music Award

Given to a student (Gr 1-8) who demonstrates a good attitude, good participation, completes all assignments, and has a good understanding of all music concepts.

Catholic Women's League Achievement Award

Given to a student (JK-Gr 8) based on the student's academic and social development; where the student has worked to the best of his/her ability and has shown good citizenship.

Knights of Columbus Award

Awarded to one Grade 8 student for high standard of proficiency, diligence, perseverance and good citizenship.

Math Award

Awarded to the top Grade 8 Math student.

Holy Family School Academic Award

Awarded to the top academic student in Grade 8.

Athletic Proficiency Award

Awarded to the top male and female intermediate athletes. Candidates must have shown leadership, good citizenship, perseverance and ability in all or most sports.

Rotary Club Intermediate Language Arts Award

Given to the top Grade 8 student in Intermediate Language Arts.

Intermediate Social Science Award

Given to a Grade 8 student with the highest achievement in History & Geography.

Holy Family Catholic School Council Award

Given to one student in the school (usually a Grade 8 student) who is an ambassador for Holy Family School and Catholic Education.

CJ Fraser Memorial Award

Given to a deserving Senior Kindergarten student who demonstrates a curiosity for learning, kindness towards others, and a zest for life.

Ontario English Catholic Teachers Association Award

Given to the most deserving student in the school (usually a Grade 8 student) who demonstrates the qualities of a good student in a Catholic School.

Canadian Union of Public Employees Award

Given to a deserving student in the school (usually a Grade 8 student) who has demonstrated a positive attitude, has helped others, and who has worked to the best of his/her ability throughout the school year.

Principal's Award

Given to a student who has shown the most overall improvement throughout the year.

NCDSB Award for Academic Excellence

Given to a deserving Grade 8 graduating student.

NCDSB Catholic Christian Values Award

Given to a deserving Grade 8 graduating student.

Honours Certificates

Given to a student (JK-Gr 8) who has an overall average of over 80 percent (A) and no less than 70 percent (B) in any subject.

Academic Achievement Certificates

Given to a student (JK-Gr 8) who works to the best of his/her ability in academic achievement, has demonstrated a good attitude, and has shown good citizenship.

One way that parents can really help their children is by carefully choosing the words that are used when they praise them. Every word parents say and action they perform sends a message to their children. These words and actions tell children how to think about themselves. Parents should always praise their child's effort instead of praising accomplishments. The following table includes some examples.

Do Not Say	Do Say
You are really athletic!	You really work hard and pay attention when you are on that field!
You are so smart!	You work hard in school and it shows!
Your drawing is wonderful; you are my little artist.	I can see you have been practicing your drawing; what a great improvement!
You are a great athlete. You could be the next Pele!	Keep practicing, and you will see great results!
You always get good grades; that makes me happy.	When you put forth effort, it really shows in your grades. You should be so proud of yourself. We are proud of you!

So the next time you are ready to praise your child, stop and think about how to use that opportunity to praise his or her effort instead of accomplishments.

Holy Family School
Basic School Day Schedule
2017-2018

8:35 - 8:50 a.m.	Student arrival
8:50 a.m.	Morning Bell
10:00 - 10:15 a.m.	Recess
11:35 - 12:35 p.m.	Lunch
1:55 - 2:10 p.m.	Recess
3:15 p.m.	Warning Bell
3:20 p.m.	Dismissal of all students

Office Hours
8:00 am - 11:35 am
12:35 pm - 4:00 pm

Statutory Holidays

P.A. Days

2017-2018

September 4	Labour Day
September 5	FIRST DAY OF SCHOOL FOR STUDENTS
October 9	Thanksgiving
November 1	PA Day
December 25-January 5	Christmas Break
January 8	CLASSES RESUME
February 2	PA Day
February 19	Family Day
February 26	PA Day
March 12-16	March Break
March 19	CLASSES RESUME
March 30	Good Friday
April 2	Easter Monday
April 9	PA Day
May 21	Victoria Day
June 8	PA Day
June 27	LAST DAY OF SCHOOL FOR STUDENTS

