Holy Family School



STUDENT/PARENT HANDBOOK
2026-2027

Principal: Matt Cull
Email: mcull@ncdsb.on.ca

Telephone/Safe Arrival: 705-544-2397

Superintendent: Erica Raymond

Trustee: Stan Skalecki, Steve Malciw

Welcome to Holy Family School!

The staff of Holy Family School is excited to welcome all students back for the new school year! We also extend a warm welcome to our new and returning families who are joining our school community. This year, our focus remains on providing a safe, caring, and engaging learning environment where academic achievement and student well-being are at the forefront.

Holy Family School is a place where staff, parents/guardians, community partners, neighbours, and agencies come together to support our children. We strongly believe that education is a partnership, and that students thrive when families, educators, and the wider community work hand in hand.

This handbook has been created as a helpful guide for students and parents throughout the year. Inside, you will find important information to support you and your child. We encourage you to stay connected by following our school Facebook page for updates, and by referring to our monthly calendar of events. In addition to the communications you will receive directly from classroom educators, these resources will ensure you remain informed about school activities and happenings.

If you have questions or concerns at any point, your child's teacher(s) should be your first point of contact. Our school office is also available at 705-544-2397 between 8:30 a.m. and 4:00 p.m. Our school Facebook page is another excellent way to keep up-to-date.

Thank you for choosing Holy Family School! It is our commitment to meet your child's academic, social, emotional, and physical needs through the dedication of our staff and the variety of programs we offer. Together, we look forward to a year filled with growth, learning, and success.

We can't wait to share this amazing school year with you—come join us!



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NCDSB Mission and Vision

Northeastern Catholic District SCHOOL BOARD

MISSION STATEMENT

Learning together. Striving for excellence. In service to God and each other.

VISION STATEMENT

Faithful and thoughtful learners, working together to transform the world.

SCHOOL BOARD INFORMATION

The Northeastern Catholic District School Board (NCDSB) is the product of the coming together of regions, of boards, of schools, and of people from Catholic Communities throughout Northeastern Ontario.

The Board serves communities within the Districts of Cochrane, Timiskaming, Nipissing and Moosonee.

Each region has its own roots, and in fact, has its own separate school board at one time, operating both English and French language sections.

Currently, we have 12 elementary schools, 1 secondary school, and an Adult Continuing Education Centre.

Director of Education: Tricia Stefanic-Weltz

Superintendent of Education: Erica Raymond & Jennifer Dunkley
Superintendent of Business: Keld Scott

SCHOOL INFORMATION

Welcome to Holy Family School! Our staff and students work very hard to fill our school with hope. You see, hope hugs us in the halls when we laugh with our friends; it embraces us in its arms when we struggle; it encourages us to keep trying when we feel we have failed. Hope is what brings us together as a school, as a community, and as a family. At Holy Family School, we value God's gift of hope as we pursue the Christian ideal to become faith-filled, lifelong learners.

Address: 80 Eighth Avenue- P.O BOX 578 Englehart, Ontario P0J 1H0

Email: hfensec@ncdsb.on.ca

Phone: 705-544-2397

IMPORTANT DATES

First Day of School

September 1, 2026

PA Days

Monday, August 31, 2026 Health & Safety, Keeping Schools Safe (Policy Review) , Mental Health at School

Monday, September 28, 2026 Consistent Classroom Delivery and New Curriculum Updates, Special Education and IEP's

Monday, October 26, 2026 Keeping Schools Safe, Cyber Safety & Artificial Intelligence

Friday, November 27, 2026 Annual Learning Plan &; School Achievement Plan, Mental Health & Well Being

Friday, January 29, 2027 Report Card Preparation – Assessment & Evaluations related to the Report Card

Friday, April 16, 2027 Consistent Classroom Delivery and New Curriculum Updates, Cyber Safety & Artificial Intelligence

Friday, June 11, 2027 Report Card Preparation – Assessment & Evaluations related to the Report Card

School Holidays

September 7, 2026 (Labour Day)

October 12, 2026 (Thanksgiving)

December 21, 2026 – January 1, 2027 (Christmas Break)

February 15, 2027 (Family Day)

March 15, 2027 – March 19, 2027 (March Break)

March 26, 2027 (Good Friday)

March 29, 2027 (Easter Monday)

May 24, 2027 (Victoria Day)

Last Day of School

June 25, 2027

SCHOOL DAILY SCHEDULE

8:30- 8:45	Buses Begin Arriving to School
8:45 -9:00	**Recess**
9:00-11:30	**Instructional Block**
11:30-12:30	Lunch/ Recess
12:30-1:40	**Instructional Block**
1:40-1:55	Recess
1:55-3:15	**Instructional Block**
3:15	End of Day Dismissal

FIVE DAY CYCLE

All NCDSB schools will continue to follow a 5 day cycle this year. The 5-day cycle will help provide equality to programs that happen on a weekly basis. For example, if a school was to have math instruction on Mondays, they miss out on a number of days during the year because of holidays and PD Days. The 5-day cycle will not include any days that the students are not scheduled to be at school. Our monthly calendars will indicate Day 1, Day 2, ect. as well as the dates so that parents and students can keep track. Teachers will send home information to let you know which days of the cycle your child has Math, Phs.Ed, Music, ect.

HOLY FAMILY SCHOOL TEAM

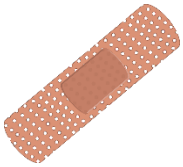
Principal	Matt Cull	mcull@ncdsb.on.ca
Secretary	Carol Sikkema	hfensec@ncdsb.on.ca
Custodian	Carolyn Verrier	—----------
Custodian	Erin Charlton	—----------
Kindergarten Teacher	Jennifer Hong	jhong@necdsb.ca
Grade 1/2	Maggie Dunn	mregimbal@necdsb.ca
Grade 3	Andrew Lawton	alawton@necdsb.ca
Grade 4/5	Stacey Whitcroft	swhitcroft@necdsb.ca
Grade 5/6	Emma Livingston	elivingston@necdsb.ca
Grade 7/8	Stephanie Knowles	sknowles@necdsb.ca
Core French	Hayley Leveille	hleveille@necdsb.ca
Lead/Intervention Teacher	Emma Wright	ewright@necdsb.ca
Resource Teacher	Christine Kirkey	ckirkey@necdsb.ca
Educational Assistant	Tammy Malette	tmalette@necdsb.ca
Child and Youth Worker	Marcella Forth	mforth@necdsb.ca

ABSENCES 

Regular school attendance is vital for a successful school year. If a student is going to be absent from school, we ask parents/guardians to call or email the school before 8:30 am or leave a message at 705-544-2397. When possible, a note could also be given to the teacher prior to the absence. This is important for reasons of safety. The *Safe Schools Act* requires us to contact those parents/guardians of students who are not in school when the school has not been notified. Students who arrive after 8:45 a.m. are expected to sign in at the office and catch up on any missed work.

ILLNESS OF INJURY

If a student is injured or becomes ill at school, a parent or alternative will be contacted as soon as possible. First aid or medical care will be provided for injured students until a parent or designate arrives. **Please ensure that emergency contact numbers and health information is kept up to date during the course of the school year.** Every child who is well enough to be at school will benefit from being outdoors in the fresh air during the breaks in the school day. Please do not send notes requesting that a child stay inside at recess, as we do not have supervision available for students that are not outside.



VISITORS

To ensure the safety of your children, all visitors MUST enter through our secured entrance at the front doors, and sign in at the office.

SIGN-OUT

To minimize disruptions in the classrooms and confusion at bus time, parents picking up children are asked to wait until the end of the day when the bell rings at 3:15 pm whenever possible. Please do not drive through the bus lane at times when the buses are boarding and disembarking (8:30 am & 3:15 pm). Instead, please park in the parking lot across from the Englehart Arena. This allows us to ensure the safety of all students while they arrive and depart from the school grounds. **If you need to pick up your child before dismissal, please call the school office before 2:30 p.m..**

CUSTODY

Unless a court order specifically states otherwise, both parents have access to information concerning a student's progress at school. It is the responsibility of the custodial parents to ensure that a copy of any custody order that restricts the access of noncustodial parents is on file at the school office.

DAILY ANNOUNCEMENTS

Holy Family School will play “O’ Canada” each morning and make school related announcements each day. Students will be expected to stand for the national anthem as outlined in the Ontario Regulation 435/00 under the Education Act. Morning announcements may also include daily prayers, birthday wishes, awards, certificate achievements and other greetings. If there are reasons why your child cannot participate in these routines, please contact the school office and/or your child’s teacher.



IDENTIFICATION OF STUDENTS FOR SCHOOL-RELATED ACTIVITIES AND SHARING OF PICTURES OF YOUR CHILDREN

At the beginning of the year, we are asking for parents to update information including your permission to share pictures of your child in different publications such as newspapers, school newsletters, social media and our school website. Please read the information carefully.



COMMUNICATION

Communication with staff is an essential element of a strong school-family relationship. Educators at the school are busy teaching and working with students during the day, but will endeavor to respond to your communication in a professional and timely manner (24-48 hours, if not sooner). While parent-teacher interviews are conducted following the completion of Progress Reports in the fall, we encourage you to reach out to your child's teacher should you have any questions or concerns. In an effort to reduce costs and paper waste, Holy Family School has moved primarily to an electronic means of communication with families. Communication from the Office will be facilitated through email and the school's Facebook page, while individual teachers will share their desired method of communication with you during the first week of school. Should this present a challenge, please let us know and we are happy to find a solution (i.e., paper copies). All documentation related to Individual Education Plans and Progress Reports/Report Cards will be sent home with your child in a sealed envelope when required throughout the school year.

INDOOR SHOES



Our custodial team works very diligently each and every day to keep Holy Family School clean and safe. We ask that students bring a pair of **non-marking** soft soled athletic shoes to school to wear indoors and during gym classes. Such shoes must remain at the school during the period of the school year unless specific circumstances permit otherwise.

NO SCENTS MAKES GOOD SENSE

Please avoid the use of perfumes, colognes and other scented products. Scented products can aggravate health problems for some people, especially those with asthmas, allergies and other medical conditions.

SCHOOL MATERIALS

<u>In Class</u>



Learning materials are provided for students in all publicly-funded Catholic schools. However, we do recognize that individual preferences exist. Students are permitted to have their own school supplies, provided they do not interfere in the classroom (as deemed by the school).

<u>Physical Education</u>

Students are required to have a pair of **non-marking** indoor shoes for physical education and to change out of boots during the winter months of the year.

FIELD TRIPS

Staff and students look forward to the school trips that take place throughout the year. School trips are to be educational in nature and align with expectations within the Ontario curriculum. Students are expected to follow the school's "Code of Conduct" during any in-school or out-of-school event or activity. Failure to comply with staff supervisors' expectations and/or general behavior expectations may result in a student being removed from the field trip experience. For any field trip throughout the school year, parents/guardians are encouraged to contact the principal if the cost of the field trip would exclude their child from attending at any time.

ALLERGIES AND HEALTH CONCERNS

It is important that all parents be aware that there are some children here at Holy Family with life-threatening food allergies (anaphylaxis). This medical condition is caused by a severe reaction to specific foods and can result in death within minutes. It is the responsibility of parents of students with severe health concerns, including those who are endangered by anaphylaxis, to provide current medical information, EPI pens as required, and to work with the principal in developing a plan that addresses the needs of the at-risk child within the school. We also request that parents/guardians call their child's teacher before bringing in any food products for sharing with classes and/or pets or animals for meeting/greeting, as some students might experience allergic reactions to certain foods and/or animals.

MEDICATION



If your child requires prescription or non-prescription medication during school hours, please notify the office to provide the necessary authorization and complete necessary medical forms (Forms must be completed yearly). In some instances, you will be required to provide a doctor's signature detailing when the medication should be given to your child. We require that most medications, whether prescription or not, be stored in the office. Asthma puffers are an exception and can be carried on a student's person. For storage in the school office, medications require clear labels with the child's name and instructions for use. For the protection of all students and staff, school personnel will confiscate unauthorized medication found in possession of a student and contact home. If your child requires an auto-injector (i.e. Epi- 10 pen) because of an anaphylactic reaction, then there must be two provided to the school.

DRESS CODE

Under the Safe Schools Act, 2000, sub-section 302(5) each school is required to have a dress code. Holy Family School has established a dress code with a purpose to work towards a safer and more respectful learning and teaching environment. We encourage our students, staff and visitors to dress in an appropriate manner, which assists in working towards this goal.

We define appropriate dress as being the following:

1. Tops and bottoms must overlap.
2. No underwear should be showing.
3. No hats or bandannas are to be worn in the school.
4. Hooded sweatshirts must be worn with the hood down.
5. No inappropriate messages on articles and clothing or visible inappropriate tattoos. (Examples: alcohol promotions, sexual innuendo or comments, references to drugs or violence)
6. See-through clothing is not appropriate.
7. Bathing suits and pajamas (Except on some Spirit Days) are not appropriate for the regular school day.
8. Backless outfits, muscle shirts/ tank tops with large arm openings are not acceptable attire.
9. Shorts and skirts should be school appropriate. For example, a good general rule is “the finger-tip test” (arms straight down at the sides)
10. Accessories and jewelry cannot be unsafe for play, distracting or perceived as weapons.

It is expected that all students will be supported by parents/guardians and school staff to comply by dressing appropriately when attending school. Failure to comply with the school dress code will result in the student being requested to change or cover up the item(s) that violate the school dress code.

CATHOLIC SCHOOL COUNCIL

School councils have been created to enhance students' learning through the co-operative efforts of parents, students, staff members, and others in the community. As a member, you can help your council discover ways to improve the education of students in our school! Elections are held every September for positions on the School Council. The School Council meets at least four times a year, with additional meetings as needed. School Council is an active group of people who contribute to Holy Family in many positive and valuable ways such as fundraising activities, providing parent/caregiver perspectives and input and special events coordination and support. Come and join in the fun! Watch for announcements for our first meeting. We hope to see you there!



PARISH LIFE

Holy Family School partners with the Holy Trinity Church in Englehart, in developing a strong faith-based school community. While students practice their Catholic faith daily at the school, and through other opportunities such as the NCDSB Catholic virtues program, students also attend monthly masses/prayer services. Father Justin is the parish priest. We strongly encourage all families to support their children in developing their faith by attending weekly mass and partaking in the Sacraments.



SELF-IDENTIFICATION FOR INDIGENOUS STUDENTS

Parents of all Northeastern Catholic District School Board students are asked, if appropriate, to voluntarily identify their child(ren) as being of Indigenous (First Nations, Métis, or Inuit) ancestry. This question is on registration forms for new students and on student update forms for existing students. Forms are also available in all school offices. The data collected through the Indigenous Self Identification process will continue to inform our efforts to further support the success of our Aboriginal students.

STUDENT NUTRITION PROGRAM AND LUNCH PROCEDURES

Holy Family School is delighted to be able to continue to offer our student nutrition program which allows us to offer healthy food items during the day. Items such as fresh fruit, vegetables and juice as well as milk, cheese, muffins and granola bars are just some of the things we will have available for all students to enjoy! There is no fee for this program and all students are encouraged to access the program daily. Even better is our daily breakfast program! Students are welcome to participate in a family gathering type of breakfast every morning where we offer all sorts of healthy options. Our parents and school council play a very important role in us being able to offer this program, we are very grateful.

We will also have weekly hot dog and pasta day available to pre-order through "Cash Online." All funds raised go directly back into programming at the school. Please contact the school if you do not have access to the internet for purchasing.

https://northeasterncdsb.schoolcashonline.com/

Each student is responsible for bringing his/her own lunch to school each day. At nutrition break times, all students are expected to follow the lunchroom rules as posted. No students are to leave school property unless through the permission of a parent/guardian. All students are expected to go outside for recess following lunch unless supervised by school staff at an indoor activity. Students are required to remain on school property from arrival until dismissal at 3:15 pm, unless accompanied by a parent/guardian. If you have a scheduled appointment for your

child, or plan to pick your child up during one of the breaks, you will be required to call the school or send a note to your child's teacher.

FUNDRAISING



Once again Holy Family School staff and School Council are planning fundraisers to help lower the cost of school trips and special events. All parents will be notified of fundraising events in advance via information flyers and newsletters. The school appreciates the support that fundraisers receive from families and community members and thank you, in advance, for your participation and support.\

STANDARDS OF CONDUCT

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated, and conduct themselves with integrity. Our goal in discipline is to teach students to make choices that are desirable, and that encourage them to take ownership of their actions. We strive to be proactive and to support students in a process of learning and discovery that allows for mistakes and nurtures them along their journey of learning. We utilize a system of progressive discipline. We also understand that every situation has mitigating circumstances that must be taken into consideration. At the heart of all we do, the child and their well-being come first. Our aim is to create a relationship with students, parents, guardians, and community members that foster a healthy environment where students can flourish. In conversation with Parents and students, we will implement strategies and consequences that are proven methods by which we can help the student in becoming successful members of a community. We also have a code of conduct by which we must all follow (staff and students). This code outlines the expectations and standards of behavior for all members of the Northeastern Catholic District School Board.

SCHOOL CODE OF CONDUCT

The Northeastern Catholic District School Board will continue to take steps and enact procedures that enhance the safety of students and staff members in its schools and that promote clear standards of behavior. The Northeastern Catholic District School Board has developed Administrative Guidelines, which were also used to develop our Code of Conduct. The Code of Conduct Administrative Guidelines have recently been revised. These guidelines, relating to Safe Schools, can be accessed on the Board's website at www.ncdsb.on.ca. A copy of Holy Family School's Code of Conduct can be found on our website.

https://ncdsb.on.ca/profile/holy-family-school/

SUSPENSION AND EXPULSION POLICY

The Northeastern Catholic District School Board's policies and related administrative guidelines addressing suspensions and expulsions provide direction for its schools and take into consideration consistency, clarity and procedural fairness, while treating suspensions and expulsions as necessary options on a continuum of progressive discipline procedures. The primary purpose underlying the implementation of all disciplinary measures is to achieve a positive consequence for the student and the school.

COMPUTERS AND TECHNOLOGY

Students need to use computers and technology to gain essential skills. Computers and other technological learning tools are to be used only under the direct supervision of a staff member. Misuse of any technology will result in disciplinary measures.

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Holy Family School commits to providing learning opportunities through technology, it is critical that parents and students are familiar with the responsibilities of being digitally connected citizens. Parents must be aware of the impacts of student participation in the digital world so that they can recognize “teachable moments” that arise as students explore, learn, and create in an online environment. Students must become aware of the benefits and risks that are associated with digital interactions and that ultimately they themselves must be able to make responsible choices and decisions as they navigate and interact within the digital world. HFS students are expected to become responsible digital citizens in a 21st Century learning environment.



Landline Phone Use, Cell Phones, and Other Electronic Devices

The school telephone is reserved strictly for emergency situations and may only be used with the permission of a classroom teacher, the school secretary, or the principal. If you need to contact your child during the day, please call the school office. Your child will be able to return your call at one of the scheduled breaks or immediately if the matter is urgent.

We recognize the importance of technology in today's world. Students must learn to use digital tools responsibly to analyze, explore, and contribute positively to their communities. With this comes the responsibility of being a respectful digital citizen—understanding the ethical, cultural, and societal impacts of technology use.

That being said, **cell phones and other personal electronic devices are not permitted for calls, texting, or personal use during the school day.** If a student is found using a device inappropriately during class time, nutrition breaks, or recess, they will be asked to put it away. Continued misuse will result in the device being stored in the office and returned only to a parent/guardian.

For full details regarding the expectations around student use of electronic devices, please refer to the **Student Code of Conduct** or contact **Mr. Cull (Principal)** for clarification.

SMOKING and/or VAPING

Smoking or vaping, in any form, and possession of smoking-related items are prohibited on school board property.

VALUABLES

Students are reminded that valuables should be kept at home. At times, accidents happen and items may be damaged. It is the owner's responsibility to take care of any valuables brought to school. The school is not responsible for loss or damage of items.

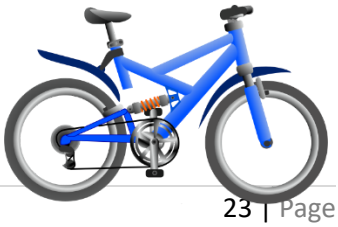


LOST AND FOUND ITEMS

Students who find items of value are expected to hand them into the office. Lost and found items will be collected and put in an area so that students can be regularly checking to retrieve these items. Please know that at break times (e.g., December), any remaining items will be collected and donated locally.

BICYCLES and SCOOTERS

Students are welcome to ride their bicycles, etc. to school, but are not to use them on school property. Please be sure to lock your bicycle/scooter. The school does not assume responsibility for damage or loss to this equipment. By law, it is expected that students wear a helmet.



PLAYGROUND SAFETY RULES

1. No pushing, tripping or fighting.
2. Take turns when playing together.
3. Students must wear supportive footwear at all times. No socks or bare feet allowed.
4. In case of injury –DO NOT MOVE THE PERSON. Report to supervisor immediately.
5. No throwing sticks, sand, stones, snowballs or other objects.
6. No eating while engaging in physical activity.
7. Garbage to be placed in receptacles inside/outside.
8. Ask permission to get a ball if it goes over the fence or on the road. No climbing on school fencing!
9. No piggyback rides or lifting of other students.
10. No cartwheels, headstands, handstands, flips or summersaults.
11. Students must be given permission to enter the school by a staff member.

PLAYGROUND EQUIPMENT RULES

1. Follow teacher guidelines for maximum number of students and age levels permitted on play equipment or in particular areas. Students may not run around play equipment.
2. Skipping ropes or other ropes or strings are not permitted on the playground equipment.
3. No scarves, loose clothing or helmets are permitted on equipment.
4. No hanging upside down, sitting on high points or jumping from climbers.
5. No running through the play structure areas while in use by other students.



TRANSPORTATION

Transportation is provided by the Transport Enroute consortium. Requests for transportation are generally made by the school at the time of registration and rollover yearly. Special requests for transportation can be made on the consortium's website: **https://enroute.mybusplanner.ca/** Contact the school should you have any questions in this regard or if your child's transportation needs to change.

BUS POLICY

Students at Holy Family School are reminded that riding the bus is a privilege. All school rules apply while riding the bus too and are in place to ensure the safety and comfort of everyone.

SCHOOL BUS SAFETY

To maintain a high standard of safety for our students, parents of school bus passengers should be familiar with the "Code of Conduct on School Buses", outlined below. Please review the "Code of Conduct on School Buses" with your children.

1. Follow the directions of your driver.
2. Be at your bus stop 5 minutes before your pick-up time.
3. Stay seated while the bus is in motion.
4. No smoking/vaping, eating, chewing gum or inappropriate/offensive language.
5. Keep books, lunch boxes and other bulky items on your lap.
6. Students are responsible for any deliberate damage caused by them to the bus.
7. Whenever possible, leave the last row of seats vacant.



SCHOOL BUS SAFETY CONT.

According to the Northeastern Catholic District School Board bussing policy, **students have to be picked up at the same location each morning and dropped off at the same location each day**. For example, your child can be picked up at your home each morning and dropped off at a babysitters' each day. Children cannot be picked up or dropped off at another stop along the route. For example, if a child is going to a grandparent's after school and the grandparent lives along the bus route, the grandparent will have to meet the child at their regular stop. **Students will not be permitted to ride on other buses. If your child wishes to go to a friend's home, alternate transportation arrangements need to be made.** This also includes children who ride a school bus occasionally to visit a parent.



TRANSPORTATION DISCIPLINE REPORTNG

When there is an incident on the bus that contravenes the bus policy, the bus driver is required to document it on the proper form and forward it to the school office for the Principal to investigate. The following are the steps that will be followed when a student has been reported to be in breach of school bus policy:

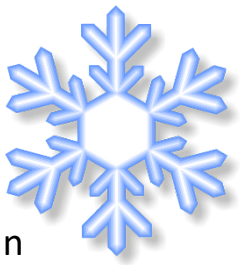
1st Report: Parents are contacted and a copy of the report is sent home for them to sign and return to the school.

2nd Report: Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for up to one day.

3rd Report: Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for a number of days depending on the severity of the infraction.

Serious Incident: Parents are contacted and a copy of the report is sent home. The student's transportation privileges are subject to permanent suspension.

******PERMISSION REQUESTING THAT CHILDREN BE ALLOWED TO RIDE ON A DIFFERENT BUS THAN THEIR ASSIGNED BUS WILL NOT BE GRANTED BY THE SCHOOL. ALL SUCH REQUESTS MUST BE MADE TO THE TRANSPORTATION CONSORTIUM ******



INCLEMENT WEATHER PROCEDURES

Living where we do, fog, freezing rain, snow and cold temperatures can interfere with the operation of the school buses. To ensure your child's safety and minimize confusion on inclement weather days, please sign up for School bus cancellation alerts through NETRIBUS.CA or tune into the local radio station.

https://enroute.mybusplanner.ca

The Northeastern Administrative Guideline for Transportation of Pupils states:

1) It is the responsibility of parents/guardians to determine whether or not it is safe for their child to leave for school in inclement or severe weather.

2) Parents/guardians must be aware that:

a) When a bus does not travel a route in the morning because of poor weather, it will not do so at the end of the school day.

b) If weather conditions deteriorate during the day to the point where it is unsafe to allow the buses to depart, the students will be kept at the school and the parents will be notified.

3) When transportation is canceled because of inclement weather, schools will normally remain open. Under severe weather conditions, the Manager of Transportation will contact the Director of Education who will determine if any or all of the schools are to be closed.

4) **A parent's decision to keep children home because of inclement weather will be respected.**

If you have any questions or concerns regarding transportation, please speak with the school principal or contact the Consortium directly.

EMERGENCY FIRE DRILLS

The signal for a fire drill is a unique bell ringing. Students are to walk, single file, quietly, to the nearest exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. Students and staff will be informed when to return to class. In the event of a true emergency and school closure is warranted, students will be taken to an alternate shelter (The Englehart Arena) and parents will be contacted prior to the children being bused home or released to a parent/guardian or designate.

LOCKDOWN DRILLS

A lockdown drill will be held two times a year. The signal for a lockdown drill is an announcement over the PA. Any students or staff in the hallway will go to the nearest classroom. Classroom doors, windows and blinds will be closed. Students will remain quietly in the classroom while attendance is taken. There will be an announcement letting staff and students know that the drill is over. In a HOLD AND SECURE situation, classroom doors will be closed and halls will be emptied but teaching will continue in classrooms. In all Lock-down situations, exit doors will be locked and fire alarms and bells are disregarded.



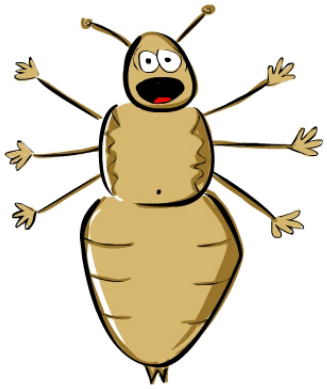
COMMUNICABLE DISEASES

The Timiskaming Health Unit (705-544-2221) provides guidelines regarding treatment of illness and disease that the school must follow. The following diseases or conditions must be reported by the school to the Timiskaming Health Unit, and the student must be excluded from the school for the specified period:

Conjunctivitis (pink eye) – until seen by a doctor and under treatment for 24 hours
Diarrhea – observe proper hand washing technique in all cases; report outbreak
German Measles (Rubella) – 7 days after onset of rash
Hepatitis "A" or "B" – contact the Health Unit; use precautions Impetigo – until seen by a doctor and under treatment for 24 hours
Influenza – "Students with influenza-like symptoms should be encouraged to stay at home."
Meningitis – from onset until 48 hours after starting antibiotic
Mumps – 9 days after onset of parotid gland swelling
Pediculosis (head lice) – until treatment is completed and the student is nit free
Red Measles (Rubella) – 4 days after appearance of rash
Ringworm (of skin or scalp) – until seen by a doctor and under treatment for 24 hours
Scabies – 24 hours after 1st treatment prescribed medication
Scarlet Fever – 24 hours after treatment with penicillin
Strep Throat – 24 hours after treatment with penicillin
Trench Mouth – until seen by a doctor and under treatment for 24 hours
Whooping Cough – 1st 5 days of a 14-day antibiotic treatment or 21 days if untreated

Services de santé du TIMISKAMING Health Unit

PEDICULOSIS MANAGEMENT (HEAD LICE)



The problem of head lice and nits is usually present in our community at any given time. It is important to be checking for head lice on a regular basis at home. It is very important that when you call to advise us that your child will be absent from school, you let us know if you have found head lice. This permits us to check the rest of the class and ensure that your child is returning to a nit-free environment. Representatives of all District School Boards, in consultation with local Health Units, have jointly initiated a management policy to deal with occurrences of head lice. Here are some key points to consider:

❑ Head lice are easily transmitted from one person to another. Children are especially vulnerable.
❑ The occurrence of head lice has nothing to do with dirt or cleanliness standards in a home.
❑ Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linens, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
❑ Prompt action is necessary to prevent spreading.
❑ Advise the parents/guardians of your child(ren)'s playmates.
❑ Advise the principal at your child(ren)'s school or daycare.
❑ Everyone should be advised to never share hats, combs, hairbrushes, scarves or toques with anyone else.

The policy of dealing with an occurrence is as follows:

1. If a case has been verified:
    a) the principal is notified
    b) the child is excluded from school until treatment is initiated and **nits are removed. It is essential that you remove ALL nits from the hair before a child will be allowed to return to school**
2. The parent should:
    a) obtain appropriate treatment from a pharmacy. Consult a physician about appropriate treatment for anyone with seizure disorders, children under age 2, lice in eyebrows or eyelashes, broken or infected skin of the scalp, and anyone who is pregnant or breastfeeding.
    b) Follow through on these recommendations quickly and efficiently.
    c) **Please accompany your child to school when they return, as students will be checked to ensure they are nit-free upon return to school.**

We firmly believe that with your co-operation, we can be effective in preventing and curbing major outbreaks.

IMMUNIZATION

Parents must provide documentation to the Timiskaming Health Unit that students have received all immunizations required by law. Students in Grade 7 are inoculated at school against Hepatitis B. Parents of Grade 8 girls may elect to have their child inoculated against the Human Papillomavirus (HPV) as well.

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	Online Registration Request We welcome all students into our schools. Join our family, and provide your children with an engaging and quality education.