

St. Jerome School

**128 Woods Street
Kirkland Lake, Ontario
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705-567-5800
705-567-5838 Fax**



Karen M. MacGregor, Principal

FAMILY HANDBOOK 2011-2012

PLEASE RETAIN FOR HOME REFERENCE

Visit our Website for Monthly Updates
www.ncdsb.on.ca

Dear Parents and Guardians,

On behalf of all of our staff, I would like to extend a warm welcome to our new families and to those returning to St. Jerome this year. We trust that over the summer you had the opportunity to rest, relax, and enjoy peaceful times with family and friends. A special welcome to our Junior Kindergarten students who begin school for the first time and to all the new families joining our Catholic community. We look forward to working closely with you during the 2011 - 2012 school year.

Guided by our Catholic faith we are committed to creating a safe environment that welcomes all our students to a creative and spiritual place for learning. We strive to enable success for all through spiritual, physical, emotional, and academic growth. Our ultimate goal is to educate children in the likeness of Christ so that they may grow in self-discipline and reflection in order to assume responsibility for their own actions and to form good habits of mind, body, and soul.

We hope that you find this handbook helpful in explaining some of our school policies and practices. Please feel free to contact us at anytime should you have any questions or concerns. It is only through effective communication that we can serve our school community.

As we begin our new year together, let us be reminded that God gives us each day as a gift...and He encourages us to untie the ribbons.

May God bless you.

Karen M. MacGregor

Principal



Presenting the STAFF

English Program

Mrs. Linda Conrad	Junior Kindergarten
Mm. Sondra Laporte	Senior Kindergarten
Ms. Pamella Peever	Grade 1
Mrs. Treena Fontaine	Grade 2
Mrs. Shannon Culhane	Grade 3

French Immersion Program

Mme Mélanie Gagnon	Junior Kindergarten
Mlle Ashley David	Senior Kindergarten
Mme Jeanette Foy	Grade 1 / 2
Mrs. Megan Moore	Grade 3 (A.M. English, P.M. French)

Ms. Florence Eno	Essential Skills Class
Mrs. Tracy-Lalande	Resource Teacher
Mrs. Kathryn Skalecki	Physical Education/Health/Dance/Music
Mr. Taylor Moore	Physical Education/Health/Dance/Music

Educational Assistants

Ms. Kelly Gorman	Mrs. Renée Croxall
Ms. Bernice Grossinger	Mrs. Lori Gavin

Mrs. Dawn Malciw	Library Technician
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Ms. Caroline Harvey	Secretary
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Mr. Doug Dagelman	Custodian
Mrs. Paulette Bisson	Custodian

Fr. Wayne Mills	Pastor - Holy Name Church
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Mrs. Susan Berlingeri	Pastoral Associate
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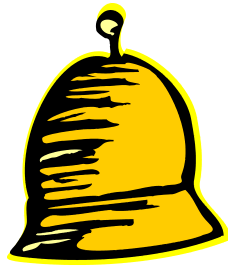
Mrs. Karen MacGregor	Principal
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SCHOOL HOURS

8:30	School Office Opens
8:40	Warning Bell
8:45	Instruction Begins
10:05 - 10:20	Morning Recess
11:40 - 12:40	Lunch
3:00 - 3:15	Afternoon recess
3:15	Dismissal
4:00	School Office Closes

Please note bell times!



Recess is scheduled at the end of the day to allow uninterrupted blocks of instructional time in the afternoon. Students will be allowed to eat healthy snacks at their desks.

Children who walk home are not permitted to remain in the school yard after **3:15 p.m.** dismissal time as there is no supervision provided.

ATTENDANCE

Parents are asked to ensure that their child(ren) are in school and on time every day. A child will be considered late if not in the school at their seat by 8:45 a.m. A Safe Arrival Program is in effect at St. Jerome School. Parents are asked to call the school and leave a message whenever your child will be absent or late. Where there are other siblings attending St. Jerome School, a note from the parent regarding the other child's/children's absence is acceptable. The school secretary will call the parents at home or at work if we do not receive attendance verification from the parent. Should your child have an appointment that requires him/her to leave throughout the day we ask that you send a note to the classroom teacher indicating when the child will be picked up and if he/she is expected to return.

AFTER SCHOOL PICK UPS

If your child will not be taking the bus home we ask that you notify the school by 2:30 p.m. with any special instructions. This will avoid confusion and allows us to ensure messages are properly relayed. **ALL STUDENTS BEING PICKED UP EITHER DURING THE DAY OR AT THE END OF THE DAY MUST BE SIGNED OUT BY THE ADULT PICKING UP THE CHILD.**

ADDRESS

Change of address or telephone number should be reported to the school secretary IMMEDIATELY. Up-to-date information is crucial should we need to contact you in an emergency.



GUARDIANSHIP

In order to manage your child's school effectively, it is critical that the school receive photo copies of any custody orders, and/or directions with regards to Newsletters, report cards and similar issues.

CODE OF BEHAVIOUR

The St. Jerome School Code of Behaviour has been sent home. Each family should take time to review the code of conduct with their child(ren). Parents and students are requested to sign the code of conduct acknowledgment and return it to school.

ADMINISTRATION OF MEDICATION

When the school has been advised that a pupil may/or will require medication on an on-going basis or in an emergency situation, the principal shall obtain from the parent or guardian and the physician a completed and duly signed **Authorization for Administration of Medication Form.** (Forms are available from the office). Upon receipt of the completed form, the principal or secretary, shall be responsible for supervising and administering the medication.



TELEPHONE

Use of the office telephone by students is for emergency purposes only.



APPROPRIATE DRESS FOR WEATHER CONDITION

Please ensure that your son/daughter is dressed appropriately for all types of weather. We strongly recommend a warm snow suit with hats and mittens in winter. Students may also be outside during rainy conditions.

LANE WAY ON NORTH SIDE OF SCHOOL

Parents are advised that the laneway on the side of the school is NOT to be used at any time for dropping off children. The lane way is accessed by neighbouring residents and therefore poses a danger.

NEWSLETTERS

A monthly newsletter, a calendar of events and order forms for milk and hot lunches will be sent home during the last week of the month. Correspondence folders will be sent home every Wednesday. Please check the folders and return any notes that need to be signed on the Thursday. We hope that receiving notes from the school on a specific day will make things easier. Please consider signing up for our paperless communication network to receive these items by email or on our website.

STUDENT AGENDAS

All students from Junior Kindergarten to grade 3 are provided with a student agenda. All agendas must be brought home each day. Parents are encouraged to check these books for information about classroom events, etc. Some teachers require that the agenda be signed each evening. We ask that each family, if able, contribute \$5.00 towards the cost of these agendas.

SCHOOL SUPPLIES

The School Board supplies all school supplies required by students i.e. pencils, exercise books, note paper, crayons, duo tangs, rulers, erasers, reeds, class sets of calculators etc.

SCHOOL BUS POLICY AND PROCEDURES

Transportation to and from school is provided to students as a privilege and not a right. It is through the cooperation of parents, drivers, school personnel and students that the safety and well being of all students being transported is ensured. The following behaviours are inappropriate and/or unsafe. They will not be tolerated and may result in a School Bus Report and the loss of the privilege of bus travel for a period of time.



- **fighting on the bus**
- **disobeying the drivers' instructions**
- **teasing or harassing others**
- **littering the bus**
- **throwing objects**
- **causing willful damage**
- **yelling or talking loudly**
- **using inappropriate language**
- **standing or moving about the bus while it is in motion**
- **eating or drinking on the bus**
- **projecting parts of body out of window**
- **bumper hitching**
- **throwing snowballs, in, at, or from the bus**
- **talking unnecessarily to the driver while the bus is in motion**
- **playing with distracting toys**
- **entering/exiting at an undesignated stop without permission**

PROGRESS REPORTS AND REPORT CARDS

A Provincial Progress report will be sent home November 9th, 2011. The Provincial Report Cards will follow on February 22nd and June 27th 2012.

SPECIAL RELIGIOUS EVENTS and SACRAMENTAL PREPARATION

Please see our monthly calendars and newsletters for dates of our school masses and liturgical celebrations. Families are more than welcome to join us on these occasions.

School Parish: Holy Name of Jesus, 567- 3932
Father: Father Wayne Mills
Masses: Saturdays at 5:00 p.m. and Sundays at 11:00 a.m.



Our parish offers First Reconciliation and Communion to our Grade 3 students. Letters from the Parish will be will sent home by the school advising parents of parent meetings and preparation dates.

For further information, please visit the board website at www.ncdsb.on.ca and look in the Faith and Pastoral Care Section.

CATHOLIC SCHOOL COUNCIL

It is our pleasure to invite all parents to consider being a member of our Catholic School Council. The aim of the Catholic School Council is to support school activities and student achievement through involvement and fundraising. Our council is comprised of parents, school faculty members (teaching and non-teaching), a parish community representative and a general community representative. Meetings are open to the public and are held at least four times a year in the evenings. Dates and times are published on our monthly calendars. If you are interested in being a member please fill out the nomination form and return to the school by Monday, September 23rd, 2011. If an election is necessary it will be held on Wednesday, September 28th, 2011.

MILK AND HOT LUNCHES

Please see the calendar for start times for these programs.

Monthly order forms are sent home for the following:

MILK PROGRAM

Milk is available to students every day. White or chocolate (250 ml) milk can be purchased for \$1.00

HOT LUNCHES

Since we are mandated to meet the requirements of the School Food and Beverage Policy we are unable to sell hot dogs on a regular basis. We continue to work with local providers to ensure that all requirements are met when offering hot lunches. Pizza will be offered every Friday for \$2.00 a slice. Hot soup and healthy sub days will also be offered. We welcome any ideas you may have, or if you want to volunteer to cook one day!

SNACK PROGRAM

The School offers a healthy morning snack to all students. A schedule will follow. We ask that if you are able that each family contribute 0.50¢ for each snack day.

LUNCH TIME PROCEDURES

Students are not permitted to leave school grounds during lunch hour unless they are picked up by an adult. Please inform the classroom teacher in writing if you will be picking up your child for lunch.

This year all students will be eating lunch in their respective classrooms. There are two microwaves available to warm food. Please only send foods requiring less than two minutes to reheat. Also, please ensure that your child has the necessary cutlery and condiments they require. We do not allow children to share their food with others because of allergies. Children are not allowed to throw food out but rather they are asked to put any leftovers in their lunch kits to take home. This helps you to know what your child is eating at school.

We encourage you to send a healthy lunch and snacks for your child to eat at school. Fresh fruit and vegetables are always a good choice as well as yogurt, cheese and pop corn.

It is important that students observe proper lunch time etiquette. Those students who continuously fail to show respect for others will lose the privilege of eating lunch at school.



ANAPHYLACTIC STUDENTS

It is important that all parents 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, please send foods with your child's lunch that are free from nuts / nut products.

LABELING

Please ensure that your child's clothing, shoes, boots, backpacks, etc. are labeled with your child's name. We do have a "Lost & Found" area in the main hallway by the office and we encourage you to check it often. Last year many items were lost but not many were claimed.

LICE CONTROL

Parents are asked to check their child(ren)'s heads on a regular basis especially during the months of September and October. The school will do occasional head checks as well. According to Board policy, all students contacting head lice will be sent home until all evidence of lice is gone.

RECYCLING

We collect pop can tabs which we donate to the Legion which in turn are used to purchase wheelchairs. We also collect Campbell's soup labels with bar codes that are used to purchase sports and educational equipment for our school.

TOYS & ELECTRONICS

Please do not allow your child to bring toys, card collections, electronic games, MP3 players, or iPods to school. Often these toys are a source of conflict and, as well, could be lost or stolen. Exceptions will only be made on special "Game Days" and for those students traveling a long distance from out of town on the school bus. In these cases, items should be turned in to the office for the day to avoid the chance of theft or conflict. We appreciate your cooperation this matter.