

Sacred Heart Catholic School

Handbook

2017 - 2018



Karen MacGregor, BA. B.Ed.

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Sacred Heart Catholic School

KIRKLAND LAKE

Sacred Heart Catholic School Staff

2017 – 2018

Mrs. Karen MacGregor
Mrs. Micheline Guertin
Mr. Derek Mundle
Mr. Daryl Croisier
Mrs. Crystal Kmet
Mrs. Darquise Brisson
Mrs. Jennifer Nychuk
Mr. Ron Conrad
Ms. Florence Eno
Mr. Theo Cull
Mr. Robert Breen
Mrs. K. Mundle
Mr. Dave Moreau
Mrs. Renee Croxall
Mrs. Darleen Smith
Mrs. Erica Hartzke-Warner
Ms. Heather Hastings
TBD
Mrs. Karen Lafreniere
Mrs. Paulette Bisson
Ms. Valerie Best

Principal
Secretary
Resource Teacher
Grade 5
Grade 6
Grades 5/6 FI
Grade 7 (AM: Eng & FI, PM: Eng)
Grade 8 (AM: Eng & FI, PM: Eng)
Essential Skills / Synergy
Grades 7/8 FI / Core French
Industrial Arts/ Core French
Math Intervention
Educational Assistant
Educational Assistant
Educational Assistant
Educational Assistant
Child and Youth Worker
Child and Youth Worker
Custodian
Custodian
Lunch Monitor

From the Principal's Desk

Dear Parents and Guardians

Welcome to Sacred Heart Catholic School! On behalf of all of our staff, I would like to extend a warm welcome to our new families and to those returning to Sacred Heart this year. We trust that over the summer you have had the opportunity to rest, relax, and enjoy peaceful times with family and friends.

My prayer is that you would find at Sacred Heart a school that fulfills the demands of a Catholic education; providing the balance of academic excellence and spiritual discipleship. 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.

At Sacred Heart we believe in the uniqueness of every child. We recognize that children have individual talents and special needs. We strive to assist the students to be the best they can be, growing in Catholic values, self-esteem and respect for themselves and others. To this end we hope to offer a full range of extra and co-curricular activities to our students, recognizing that these activities contribute to the overall development of our youth in very positive ways. Whether it's a sports event, a chess game or a band practice, all provide excellent opportunities for students to develop their interests and experience good fun, sportsmanship and friendly competition. I therefore encourage you to support our various fundraising endeavors which support these activities as well as our School Yard Improvement fund and grade 7/8 2018 educational trip.

I am excited to begin this new school year at Sacred Heart Catholic School along with a dedicated staff of teachers, educational assistants and support staff. We have a vibrant Catholic community committed to supporting our students to reach their full potential. We hope that you find this handbook helpful in explaining some of our school policies and practices. Please feel free to contact us at any time should you have any questions or concerns. It is only through effective communication that we can serve our school community. We rejoice in the opportunities that await us!

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.

Blessings!

Karen MacGregor

Sacred Heart Catholic School

2017 - 2018

Important Information

Student Information Update Forms

These forms update pupil information at our office as well as in the Board. They are important for the proper care and safety of pupils when ill or if an emergency occurs. **Please complete these forms as soon as possible. It is very important that any changes throughout the school year are communicated to the school.**

SHCS School Code of Conduct

The School of Code of Conduct has been designed to ensure the right of every student to an education in a welcoming safe environment, without disruption. This code has been included in our student agendas which each student will receive. Please take the time to review this code with your child and return the acknowledgment slip to the school.

School Year Calendar

The calendar is designed for your reference throughout the year regarding a number of school-related activities, Professional Activity Days and school holidays. This calendar has been included in our student agendas which each student will receive and is also available on our board website. Sacred Heart Catholic School monthly calendars will be sent home and will be available electronically on our Facebook page.

Family Studies/ Technological Studies

SHCS is unique with regard to offering Family Studies and Technological Studies programs to our grade 7 and 8 students. At the beginning of the school year, these students are introduced to general rules and procedures of safe work for students. Students and Parents are required to sign an agreement to abide by these rules and procedures.

School Procedures

1. Attendance

In accordance with the “Safe Arrival” policy, when a student is absent from school their home will be contacted as soon as possible after 9:00 am and 1:00 pm. **Parents are requested to contact the school before 9:00 am if their child will be absent/late that day to avoid receiving a phone call at home. When we are unable to make contact with a parent to confirm a legitimate absence that student will be marked truant for that day.** Please ensure all home and contact phone numbers are current.

2. School Day

Yard supervision will begin at 8:30 am. In the interest of pupil safety, we require all students to come directly onto the school grounds upon arrival at school – either by walking or by bus.

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|-------------------------|---|
| Morning entry | 8:45 am |
| Morning recess | 9:55 am – 10:10 am (Grades 5 & 6) 10:15 am – 10:30 am (Grades 7 & 8) |
| Lunch recess | 11:30 am – 12:30 pm |
| Afternoon recess | 1:50 pm – 2:05 pm |
| Dismissal | 3:15 pm |

3. Noon Hour Procedure

This year students will be eating in the gym beginning at 11:30 am. Outdoor recess, as well as various intramural activities, will follow at 11:50 am. All students who eat lunch at school must remain on the school property between 11:30 to 12:30 pm unless written permission is provided. Students who have written permission to leave school property will sign out and leave the building via the front doors at 11:30 am. If students are leaving the school for lunch they should NOT return to school until the rest of the student body is outside at noon. We thank you for your attention to this matter.

Please note: the office is closed from 12:00 pm to 1:00 pm daily. School doors are locked and not monitored at this time so should you need to pick up your child for an appointment please make arrangements with the office prior to 11:30. Thank you.

4. Leaving the School Grounds

A note or phone call from a parent/guardian is required for students to leave the grounds during the school day for appointments such as going to the dentist. Students will report to the office before leaving and sign out and sign back in on their return.

5. Picking up Students

Many parents pick their children up at school at 3:15 pm. **Parents are respectfully requested to meet their children at the Duncan Avenue gate location. This allows all teachers to undertake consistent dismissal routines with their students.** If it is important to have your child released before regular dismissal, please check with the Secretary or Principal. If a student is to leave the school with somebody other than his/her own parent, the school needs to be contacted by the child's parents; otherwise, the child will not be permitted to leave the school.

Please note: it is greatly appreciated by the office if parents and guardians would **contact the office in the morning** if regular bus students will not be taking the bus home or are to walk somewhere else other than to their home. The afternoons are quite busy in the office, and messages can and may sometimes be lost in the shuffle.

6. Bicycles and Scooters

Students are encouraged to ride their bicycles and scooters to school wearing appropriate protective equipment. It is also expected that students will ride their bicycles and scooters on the street and sidewalk, walk them onto school property and "park" them at the appropriate bicycle stand. Students must follow bicycle safety rules.

7. Fire Drills/Lock Down Drills

By law, the school must practice a fire drill at least 6 times a year. The fire department also conducts an inspection. As these drills are spontaneous, students must be wearing shoes at all times.

By law, the school must also practice lock down procedures at least twice a year. The staff at SHCS have been trained on proper procedure and protocols if there is an intruder within the school. These procedures are also reviewed with students to ensure that all students are aware of what they need to do in a lockdown situation.

8. Lunch/Snacks

Following the Food and Nutrition guidelines set out by the Ministry of Education, we anticipate having a weekly pizza lunch and monthly special lunches. Further information will follow. **Please note: to ensure that students are able to eat their lunch in a timely manner, we ask that student lunches require no more than 1 minute to warm in the allocated microwaves. Please read the cooking instructions on all labels before purchasing!**

***We are a nut controlled environment! Please do not send snacks/lunch to school that contain nut products. We have students with severe, life threatening food allergies to peanuts and nuts.**

9. School Supplies

SHCS provides the following supplies for your child: pencils, rulers, paper, notebooks, and erasers. Some teachers will have specific requests that will be communicated to you through a welcoming letter. It is expected that all school materials such as text books will be kept clear of graffiti and doodling. Damaged or marked materials will be cleaned up and/or replaced by the student. Lost items must also be replaced by the student.

10. Oral Medication

Medication for students should be administered at home whenever possible. School personnel dispense medication only when the appropriate documentation has been completed by a medical practitioner. Please contact our school secretary, Mrs. Guertin, for the appropriate forms for the dispensing of medication.

11. General Information

Contacting the School

Please feel free to contact the school during the day to obtain or give information. Teachers are not usually available during teaching hours, but will return your call at their first opportunity.

Phone Number: (705) 567-7444

Fax Number: (705) 568-6545

Reporting Periods

The school year will be comprised of two academic terms and three reporting periods.

TERM 1 September 5, 2017 to February 1, 2018

TERM 2 February 5, 2018 to June 27, 2018

Progress Reports: Home on Wednesday, November 15, 2017

Provincial Report 1: Home on Wednesday, February 14, 2018

Provincial Report 2: Home on Wednesday, June 26, 2018

Parent/Student conferences are scheduled following the progress report in November. Feel free, however, to contact your child's teacher at any time should there be any concern about your child's progress.

Visitors to Sacred Heart Catholic School

For the safety of the pupils and to avoid disruptions in the classrooms, we ask that all people visiting or volunteering in the school report to the office first, sign in and receive a visitor's pass.

Volunteers

SHCS has been blessed with many excellent school volunteers. Volunteers have been involved in supervising trips, spirit days, pizza lunch, grade 8 trip fundraising, Book Fairs, Catholic Education Week, Catholic School Council etc. Should you wish to volunteer, please contact the school.

Catholic School Council

Annually, there are parents chosen/elected to the Catholic School Council. If you wish to be a candidate, further information will follow in September.

Extra-Curricular Activities and School Field Trips

Throughout the school year, there are numerous extra-curricular programs provided for the students. All pupils are encouraged to become involved in an activity of their choice. Students meeting the following criteria will continue to be invited to participate in school excursions and extra-curricular activities:

1. Good behavior
2. Good record of attendance and punctuality
3. Homework and assignments regularly completed
4. No serious disciplinary concerns

Extra-curricular activities and Field Trips are a **privilege** and not a right. Students who do not meet these criteria may put their participation at risk.

Electronic Equipment

Students are requested to refrain from bringing electronic equipment of any kind, including cell phones to school. If cell phones come to school they are to remain in the student's locker. If a staff member is made aware that a student has electronic equipment on them, the equipment will be confiscated and remain at the office until the end of the day. If this happens consistently the equipment will remain at the office until a parent can be notified to pick up the item. It is expected that parents communicate daily plans with their child at home and not rely on texting during school hours or leaving messages for them on the school phone. The school phone is available for emergency purposes or unplanned events.

Student Accident Insurance

Student accident insurance forms are available directly from the website: www.insuremykids.com or you may call Reliable Life Insurance Company at 1-800-463-KIDS (5437). You are highly encouraged to subscribe with either this insurance company or any other of your choice.

Adverse Road and Weather Condition

Please listen to CJKL radio, 101.5 on your radio or check out www.ncdsb.on.ca to determine prior to the school day if the school buses are cancelled. You may also check our Facebook page. If school buses are cancelled, all regular classes for the students are cancelled. The school will remain open, but some staff may not be in attendance due to road conditions. Parents sending children to school must provide transportation to and from school. Please note that special lunches (e.g. pizza) are also cancelled on inclement weather days.