

St. Jerome School

128 Woods Street
Kirkland Lake, Ontario
P2N 2S4

705-567-5800
705-567-5838 Fax



Karen M. MacGregor, Principal

FAMILY HANDBOOK

2014-2015



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 Year 1 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 2014-2015 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.

Blessings!

Karen M. MacGregor,
Principal



Presenting the STAFF

English Program

Mrs. Linda Conrad, FDK
Mrs. Shannon Culhane, Grade 1/2
Mrs. Treena Fontaine, Grade 1/2
Mr. Derek Mundle, Grade 2/3
Mrs. Melissa Orth, Grade 3

French Immersion Program

Mme Jeanette Foy, FDK
M Marc Lauzon, Grade 1
Mme Natalie Moreau, Grade 2
Mrs. Julia Forward / Mr. Peter Hunt, Grade 3

Ms. Florence Eno, Special Education Class
Mrs. Tracy Lalande, Resource Teacher
Mrs. Kathryn Skalecki, Physical Education/Health/Dance/Music
Mrs. Julia Forward / Mr. Peter Hunt, Physical Education/Health/Dance/Music

Educational Assistants

Ms. Kelly Gorman Mrs. Renée Croxall
Mrs. Lauraine Sylvester Ms. Tammy Malette

Ms. Caroline Harvey, Secretary

Mr. Rick Danis, Custodian Mrs. Paulette Bisson, Custodian

Fr. Mitch Sliwa, Pastor - Holy Name Church
Mrs. Susan Berlinger, Pastoral Associate

Mrs. Karen MacGregor, Principal



SCHOOL HOURS Please note bell times!

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

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 will leave the school yard after **3:15 p.m.** dismissal time.

Please note: The door will not be opened during the morning announcements. Please wait patiently until after announcements are done.

ATTENDANCE

Parents are asked to ensure that their child(ren) are in school and on time every day. Students will be considered late if they arrive later than 8:50 a.m. and **must** report to the office before proceeding to their class. A Safe Arrival Program is in effect at St. Jerome School. Parents are asked to call the school and leave a message whenever their 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 parents at home or at work if she does 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.** Students are to be picked-up outside after 3:15 p.m. at the fencing via a teacher on duty. Parents are not permitted to enter the school yard.

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 CONDUCT

The St. Jerome School Code of Conduct 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.

APPROPRIATE DRESS FOR WEATHER CONDITIONS

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.

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 following Thursday. We hope that receiving notes from the school on a specific day will make things easier.

STUDENT AGENDAS

All students from Junior Kindergarten to grade 3 are provided with a student agenda. All agendas are brought home daily and must be returned the following 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 to offset the cost of these agendas.**

PROGRESS REPORTS AND REPORT CARDS

A Provincial Progress report will be sent home November 12th, 2014. The Provincial Report Cards will follow in February and June.

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, 705-567-3932

Father: Father Mitch Sliwa

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 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 click on the Faith and Pastoral Care Section.

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 by writing in their agenda if you will be picking up your child for lunch. Microwaves are available to **reheat** food. Frozen entrees or items that need water added and cooked for 2 or more minutes are NOT acceptable.



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. 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. The lunch hour consists of outdoor play at 11:40 followed by eating in classrooms from 12:10 to 12:40.

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's head on a regular basis especially during the months of September and October. The school will attempt to 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, 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 on behaviour plans or 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.

TRAVELING TO AND FROM SCHOOL

The area around the school is a community safety zone. As such the speed limit is reduced to 40 km. A crossing guard is stationed before and after school on Queen Street on the east side of the intersection. Please

reinforce with your child to use this service for safety.

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. **Please do not park or block the laneway**, as it is also used for buses.

PARKING

We continue to have issues with parking in front of the school. Please do not park in the driveway by the front door or double park in the street when dropping off or picking up your child as doing so is a safety risk to both students and adults walking into the building. Thank you for your cooperation.