

# Welcome to Holy Family School



2009-2010  
School Year



## *From the Principal's Desk*

Welcome to the 2009-2010 school year at Holy Family School! I hope you spent time this summer enjoying the season and that you are looking forward to this school year as much as the Holy Family School Staff. May the Lord continue to Bless you and your families throughout our new school year!

This school year, we will be continuing with the **5-Day Rotation Cycle** as our Grade 7 and 8 students will be traveling to Sacred Heart School in Kirkland Lake to participate in the Industrial Arts and Family Studies Program each **morning** on Day 5. This is an amazing opportunity for the students to gain skills in these important areas! The cost of the program and the busing will be provided by the Board.

In order to ensure the safety of the children and the staff at Holy Family School, all outside doors will be locked at all times. All visitors, which include parents, will be required to use the main entrance upon entering the school. **Visitors are then required to report to the office.** Any forgotten lunches, school bags, messages, etc. will be distributed by the office as usual. This helps to eliminate classroom interruptions. In order to maintain the safety of the students and the staff, we must be aware of who is in the school at all times. We thank you in advance for your cooperation in this very important matter. If you are picking up your child(ren) at the end of the day, we ask that you remain in the front foyer by the office for your child(ren) to be dismissed by the classroom teacher. Please do not go to your child(ren)'s classroom unless given permission from Mrs. Church or myself. Primary students exit the school from the main entrance, and Junior/Intermediate students exit from the rear exit, which helps to eliminate congestion in the front foyer at the end of the day. It will not be necessary to sign in at the office if you are remaining in the front foyer.

Please remember that we welcome you to drop in to see us or to call the school if you have any questions or concerns. We look forward to another successful school year, and may the love and peace of our Lord Jesus Christ be with all of us as we work together as partners in Catholic Education to the best of our abilities for the students entrusted to our care.

Yours in Catholic education,

*Matt Turner*

“Let the children come to me . . .  
for the kingdom of God belongs to such  
as these.”

**Parents!** You imitate Jesus by accepting children into your lives and raising them in love.

**Catholic Educators!** You heed this command of Jesus by accepting the call to the most noble of professions and by choosing to be Catholic educators.

**The Parish Community!** You glorify Jesus by believing in Him and building a faith community centered on the life and teachings of Jesus.

All three elements of Catholic education - parents, educators, and the parish - work together. Working together they strive to provide the very best education for our children, to bring them to Jesus, and to mold them into loving, hard working, faithful, and faith-filled young people. Children, such as these, will be able to and will want to contribute positively to the community, the society, and the kingdom of God to which they belong. We need them and they need us!

"It takes a whole village to raise a child." That wise African saying sheds light on just what we're talking about here. We are a Christian village, and it takes all of us together to ensure that our children are raised properly. May each child be firmly rooted in Christian faith, hope, and love.

May we parents, educators, and parish members endeavour and long to hear Jesus say, "Well done, good and faithful servants!" (Matthew 25:21)

*Pat Roberts*

Pastoral Associate  
Holy Trinity Parish, Englehart

# **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 or to express any concerns that they may have. Our first meeting will be on Thursday, October 1<sup>st</sup> at 6:00 p.m. at the school.

Come out and get involved with YOUR school.



***Jackie Pawson***

**Chairperson**

**Holy Family Catholic School Council**

# Holy Family School Staff

Mr. Matthew Turner	Principal
Mrs. Deana Church	Secretary
Mrs. Sandra Ciraco	Teacher Junior & Senior Kindergarten
Mrs. Bev Montminy	Teacher Grade 1 & 2
Mrs. Sarah Muender	Teacher Grade 2 & 3
Mrs. Michele Landry	Teacher Grade 4 & 5
Ms. Christina Keseru	Teacher Grade 6
Mr. Redge Regimbal	Teacher Grade 7 & 8
Mme Josee Jollette	Teacher Core French & Grade 4/5 Math
Mrs. Michelle Schaffner	Teacher Resource & Visual Arts, Drama, Dance
Mrs. Marcy Labonte	Teacher Intermediate Music
Ms. Tammy Malette	Educational Assistant
Mrs. Darlene Sherrard	Educational Assistant
Mrs. Sharon Williams	Librarian
Mrs. Frances Caron	Custodian
Mrs. Sharon Boisvenue	Custodian
Mrs. Pam Yantha	Lunch Hour Supervisor
Ms. Becky Martin	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, 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 Photographics. The date for our school photos will be Wednesday, September 30<sup>th</sup>. Information will be forwarded to you prior to this date.

## School Day Schedule

A copy of the revised daily 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 nits 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, including inhalers, Tylenol, eye/ear drops, etc., is kept at the office under lock and key and is administered only by the Principal and/or designate.

## 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. Requests for changes should be for *permanent* changes.



## 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 Grades 1 to 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. We are requesting parents contribute \$5 for each agenda to help defray our costs. Please forward payment to the school office.

## 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 inside 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 are sent home for all students in December, March and June. Parents are asked to please sign page 3 of the report card and return it to their child's teacher. 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. *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.



## Breakfast Program

The Breakfast Program requires volunteers for this school year. If you would like to help, or if you know of someone who would be interested, please call the school. The program runs Monday, Wednesday and Friday mornings from 8:30 a.m. to 8:50 a.m. with the assistance of adult volunteers and a group of students. Please consider volunteering for this worthwhile program. We will notify parents of the start-up date for the Breakfast Program and registration forms will be sent home at that time.

## Electronic Devices (Cell Phones, MP3 Players, Walkmans, Gameboys, 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, Walkmans, 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.



# DID YOU KNOW THAT . . .

*Children who read - were read to.*

Parents can help their children to develop their literacy skills by:



- a) reading to their children
- b) encouraging their children to ask questions and develop critical thinking skills around what they see and hear in the world around them.
- c) allowing their children to read to them
- d) giving books and magazines as gifts
- e) providing a variety of reading materials, including items of high-interest
- f) Make sure there is a quiet, consistent place to work when at home
- g) Ensure open communication and reasonable rules around the use of information technology in the house, such as the Internet. **Parents need to be aware of their children's online activities!!**
- h) Ensure any assigned homework is completed and understood by students

Teachers can give you ideas in regard to how you can help your children with their studies.

**Holy Family School  
Basic School Day Schedule  
2009-2010**

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<b><i>8:50 a.m.</i></b>	<b><i>Morning Bell</i></b>
<b><i>10:20 - 10:35 a.m.</i></b>	<b><i>Recess</i></b>
<b><i>11:35 - 12:35 p.m.</i></b>	<b><i>Lunch</i></b>
<b><i>2:05 - 2:20 p.m.</i></b>	<b><i>Recess</i></b>
<b><i>3:15 p.m.</i></b>	<b><i>Warning Bell</i></b>
<b><i>3:20 p.m.</i></b>	<b><i>Dismissal of all students</i></b>

***Office Hours 8:00 am - 4:00 pm***