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*Welcome to*  
**O'GORMAN**  
**INTERMEDIATE**  
**CATHOLIC SCHOOL**

Welcome Back! This promises to be a year filled with many opportunities for all of our students as we strive to find ways that we can be even better than we have before! We start this school year with a pledge to you, our students and parents, that this will be a year of engaging, meaningful and challenging work in our classrooms, combined with special events and many extracurricular clubs, activities, groups, and athletic teams certain to encourage our students to be involved and stay connected!

As the year progresses, you will see that our focus will be to further develop our knowledge and use of math strategies. We will also continue to support our students by using assessment strategies that allow them to truly understand what they have done well and what they need to do the next time.

We look forward to a very positive and productive year together! We extend a special, yearlong invitation to our families to join us at school activities and events whenever possible. We want . . . we need . . . and we value, your involvement and support in your child's education!

Go Knights!

Roslyn Gauthier,  
Principal

**School Day Schedule**

School yard supervision: 8:30-8:50 a.m.  
Morning bell: 8:50 a.m.  
Lunch period: 11:40-12:40  
Lunch: 11:40-12:00  
Lunch Recess: 12:00-12:40  
Dismissal: 3:00 p.m.

**Our Staff**

**7A** Ms. Chartrand  
**7B** Mr. Kleinhuis  
**7I, 8I** Mme. Harkins,  
Mr. Boucher  
Mr. Seguin  
**8A** Mr. Davis  
**8B** Mrs. Reeder  
**8C** Mrs. Charlebois  
**Core French** Mme. Quevillon  
**Resource Teacher** Mrs. Mulholland  
**EMPOWER/Student Success Teacher**  
Mrs. Gagne  
**Industrial Studies** Mr. Boucher  
**Phys. Ed** Mr. Seguin  
**Educational Assistants**  
Mrs. Dunn, Ms. Green, Ms. Murray, Mrs. Venneri  
**Child and Youth Worker**  
**Custodians**  
Mr. Bedard, Mr. Pandolfi  
**School Secretary**  
Mrs. Mahaffy

**School Contact Information**

**School Phone Number**  
705-264-6555  
**Email Address**  
[oicssec@ncdsb.on.ca](mailto:oicssec@ncdsb.on.ca)

**Attendance, Lates and Early Departures**

Parents are reminded to contact the school by phone or email to leave a message when your child will be absent from school. We ask that you state the



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reason for their absence. The school will phone parents, care givers, or emergency contacts of absent children if the school has not been notified. The Ministry of Education guidelines require us to make every effort to locate absent students. Your cooperation in letting the school know of your child's absence is greatly appreciated.

The expectation at O'Gorman Intermediate Catholic School is that students are to be in their seats, ready for instruction by 9:00 in the morning and 12:40 in the afternoon. If your child is going to be late, please contact the school. **All students who arrive late must sign in at the office and receive a late slip.**

Students are not permitted to leave school grounds at any time during the school day unless the school has received written or verbal permission from the parent or guardian. Students leaving during the school day for any reason **must** have a parent/guardian contact the school beforehand or provide a written note.

### Contact Information

You will be receiving a student information form that contains all parents' contact information. Please review this information carefully and make any necessary changes to the form. **It is very important that the school is informed of any changes to contact information (phone numbers) so that we may be able to reach you should there be an emergency.** It is also important that the number of an emergency contact person is provided and updated in case the parent cannot be reached.

### Custody Status

When separated parents have official custody agreements limiting access to the children, the school must know of this agreement and have a copy of the appropriate court documents on file at the school. It is essential that the school has parental co-operation in this matter.

### Medical Concerns

The Northeastern Catholic District School Board has very specific procedures regarding medical concerns. Students who have **Life Threatening Allergies, Serious Medical Conditions**, or require the **Dispensing of Medication** at school must have the appropriate information and authorization form completed. Please contact the school office for more information and the appropriate documents.

### Faith Life

Upon registering and deciding to attend O'Gorman Intermediate Catholic School, parents and students have agreed to participate in the faith life of our school. This means it will be the **full** expectation that all students respectfully participate in Religion classes, prayers, prayer services, masses and any other religious activities in which the school participates.

### School Dress

Student clothing is to be suited to the business of school. In creating a positive environment, clothing and appearance play an important role both in school and life. Certain standards are acceptable for certain circumstances. Students who are considered to be unsuitably dressed for the business of school may be withdrawn from the class or sent home to change into suitable attire. Hats are not to be worn in school nor are hoods to be worn within the



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school. Some shorts, tank tops and muscle shirts are considered too informal to be worn in school. Clothing bearing inappropriate slogans or logos are not to be worn at school. Clothing that is too revealing, too low or too short or worn inappropriately, will not be acceptable. Those wearing leggings must wear a top that extends past the student's bottom. Jewelry and make-up should be appropriate to the age level of the student. Due to allergies, fragrances are prohibited.

### **Outdoor Supervision**

Supervision of the school grounds **begins at 8:30 a.m.** Parents should ensure that children do not arrive prior to that time. Teachers are assigned supervision during recesses and students should go to them when they require assistance. Students are responsible for their own actions. Any activities that can cause intentional, or unintentional, injury (throwing things, pushing, hitting, fighting, rough play) is prohibited. We follow the basic "hands off others" rule.

Students are expected to leave the school grounds immediately after the 3:00 p.m. dismissal bell unless they are waiting for their bus. Students waiting for their bus must do so in the designated area and be responsible for listening to the staff on duty who will call out the bus numbers. **Any student missing their bus must come to the office to make alternative arrangements with a parent/guardian.**

### **Lunch Procedures**

Permission to leave the school for lunch will only be granted to students with parental permission, who have informed school personnel either verbally or

through written form. **Students cannot call home at lunch for permission.** If a student plans to go out for lunch, they must plan in advance and follow this procedure. Permission will also only be granted so far as the student is not late or truant after lunch and as long as the student does not owe any time to a teacher.

### **Safety in the Gym**

Students must not be in the gymnasium without staff supervision. In order to ensure a safe floor, clear of sand, it is necessary that students have appropriate indoor shoes for use in the gym. These shoes cannot be worn outside.

### **Bus Cancellations**

Occasionally the weather forces us to cancel the buses. On these days parents are asked to listen to the local radio station and/or, check our Board website at [ncdsb.on.ca](http://ncdsb.on.ca) where you can find a link to ***School Bus Updates***. Decisions are usually made by 7a.m. You can also request email notification of bus cancellations through the Tri-Board Transportation office.

### **Emergency Evacuation and Lockdown Procedures**

Our building is evacuated for fire drills and shutdown for lockdown procedures several times a year.

A procedure also exists for real emergency evacuation. Should this occur in weather that would force us to seek shelter, students will be temporarily accommodated at the OHS gymnasium. In such a situation, the necessary details would be broadcast on local radio stations.



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Fire Drills are held several times during the school year. Staff and students are not informed of when these drills occur, therefore, it is extremely important that students wear appropriate footwear at all times. When the alarm sounds, everyone must evacuate immediately and must be ready to do so.

### **Inclement Weather**

On rainy days and during extremely cold or wet weather, it is the school's practice to keep students indoors. Otherwise, students are expected to spend recess time outdoors. Proper dress for the outdoor conditions is important at all times.

### **Visitors**

All visitors to the school are expected to use the front door and to report directly to the office. A Visitor's Pass will be issued. This procedure is in effect to ensure that staff is aware that the individuals in the school are authorized to be here and will be implemented at all times. All visitors to the school will be asked to return to the office to sign out when leaving. Parents who have articles to pick up or drop off to a student may do so at the office. Students being picked up should be met by their parent/guardian in the designated dismissal area unless the parent has not notified the office at which point they must come in and notify the office.

### **Opportunities for Parent Involvement**

Parent involvement is an important, key component of our school. Parent volunteers are an asset throughout our school and in many classrooms. Each year, we need a variety of volunteers to help out in many different ways. If you can help out, please contact myself, our secretary, or your child's classroom

teacher. It would be greatly appreciated.

Our Catholic School Council is another avenue that you may choose to be actively involved. Information on how to become part of our Catholic School Council will be forthcoming later in September.

### **Email and Google Calendar**

We do prefer to send out correspondence from the school via parent emails. This has been very effective! Messages are delivered quickly, we save paper, and the message is sure to get to you. That being said, it is important to notify us of at least one email address that you check often. If you do not have access to a computer on a regular basis, we will be happy to put you on our list to get the information sent home in paper form.

Each month, you will receive a monthly calendar and newsletter. But, as you know, things change during the month so we have an online calendar that can be checked periodically for any updates and changes. The link below will connect you to the monthly calendar.

<https://www.google.com/calendar/embed?src=ogormanintermediate%40gmail.com&ctz=America/Toronto>

### **Locks**

Each student will be assigned a combination lock in order to safeguard the items they have in their locker. As a precaution, the combination will be kept by their homeroom teacher. It is the student's responsibility to keep their locker locked and their combination a



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secret. Should a student lose their lock, a \$5 replacement cost will be required.

### **Activity Fee**

All students are required to bring in an activity fee of \$20. Throughout the year students will be exposed and engaged in various activities that are an extension of the classroom learning environment. These events cost money and often require transportation. This fee helps cover a portion of these activities.

### **Cell Phone Policy**

We understand that many students have cell phones and many parents rely on these phones for the ability to contact their children before and after school. That being said, while your child is at school **our policy is that cell phones must be locked in the students' locker when they arrive in the morning and remain there for the duration of the day.** If your child needs to use the phone to contact you, they may use the phone at the office. Likewise, if you need to get a message to, or speak to, your child between the hours of 9am and 3pm, you may call the office at 705-264-6555. For numerous, necessary reasons we ask that our students and families adhere strictly to this policy. If a phone is confiscated for any reason, the phone will need to be picked up at school by a parent. We thank you in advance for your understanding in this very important matter.

### **Fundraising**

Fundraising is an important part of helping students raise money to go towards two very special activities, our Grade 7 Ski Days and our Grade 8

School Trip. **Students are raising money for their own individual accounts!** Students who have actively participated in our fundraisers have been able to raise a substantial amount of money to put towards these activities. **Our first fundraiser begins right away with the sale of pepperettes. Please take a look at this important fundraising package that has gone home today.**

*Thank you for your time in going over this very important information ☺*

Roslyn Gauthier, Principal OICS