

# HOLY NAME OF MARY SCHOOL

Student Name \_\_\_\_\_

## STUDENT HANDBOOK 2009-2010



**Mr. Greg Haber**  
Principal



161 Peel St. N.,  
P.O. Box 428  
St. Marys, Ontario  
N4X 1B2

Telephone: (519) 284-2170  
Fax: (519) 284-9916  
[www2.hpcdsb.edu.on.ca/~holyname](http://www2.hpcdsb.edu.on.ca/~holyname)

**This agenda belongs to:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

POSTAL CODE \_\_\_\_\_ PHONE \_\_\_\_\_

TEACHER \_\_\_\_\_ GRADE \_\_\_\_\_

## Holy Name of Mary Staff 2009-2010

<b>Principal</b>	G. Haber
<b>Secretary</b>	J. Greason
<b>Jr. Kindergarten</b>	L. O'Connor
<b>Sr. Kindergarten</b>	J. Cousins
<b>Grade 1</b>	C. Nowak-Mitchell
<b>Grade 2</b>	T. Boreham
<b>Grade 2/3</b>	N. Smith
<b>Grade 3/4</b>	J. Murray L. O'Connor
<b>Grade 4</b>	J. Keene
<b>Grade 5</b>	M. Kaszowski
<b>Grade 5/6</b>	D. Landers
<b>Grade 6/7</b>	C. Brekelmans H. Verhoeve D. Vivian
<b>Grade 7</b>	D. Vivian
<b>Grade 8</b>	R. Pieniazek
<b>French</b>	A. Bazinet-Lane
<b>French</b>	T. Dafoe
<b>Music</b>	M. Vallance
<b>Resource</b>	R. Regier L. O'Connor A. Bazinet Lane
<b>Educational Assistants</b>	C. Bailey L. Burlingham P. Drinkwalter C. Morrow
<b>Librarian</b>	L. Verwer
<b>Custodians</b>	D. McCarthy M. Kelly C. Hodgins

### SCHOOL HOURS

Please note that the entry bell rings at **8:50 a.m. Please be on time!**

8:55-10:35	Instruction
10:35-10:50	Recess
10:50-11:40	Instruction
11:40-12:40	Lunch
12:40-2:20	Instruction
2:20-2:35	Recess
2:35-3:25	Instruction
3:25	Dismissal



### HURON-PERTH CATHOLIC DISTRICT SCHOOL BOARD

87 Mill St., P. O. Box 70  
Dublin, Ontario N0K 1E0  
Phone (519) 345-2440  
Director of Education: M. Dutrizac  
Superintendent of Education: J. MacGregor  
Superintendent of Education: Dan Parr  
Superintendent of Business: Gerry Thuss

### PROFESSIONAL ACTIVITY DAYS

Friday, September 25, 2009  
Friday, November 13, 2009  
Friday, December 4, 2009  
Monday, February 1, 2010  
Wednesday March 1, 2010  
Tuesday, June 29, 2010

### CATHOLIC EDUCATIONAL WEEK

May 3<sup>rd</sup> to 7<sup>th</sup>, 2010



### SCHOOL YEAR CALENDAR

School Year Begins	September 1, 2009
School Year Ends	June 28, 2010
Thanksgiving Day	October 12, 2009
Christmas Break	Dec. 21, 2009 - Jan. 3, 2010
Mid-Winter Break	March 13-21, 2010
Good Friday	April 2, 2010
Easter Monday	April 5, 2010
Victoria Day	May 24, 2010



It is with great pleasure that I welcome all families back to Holy Name of Mary School for the 2009/2010 school year.

The following information in this student handbook and planning agenda outlines the procedures that pertain to many of the day to day activities here at Holy Name of Mary. It is not meant to be fully comprehensive but highlights important aspects of various policies and procedures at the school as they apply to Board and Ministry requirements.

**Please review the contents of the Handbook and together with your child sign the last page of the Handbook to indicate that it has been discussed as a family.**

The Daily Agenda Planner is a communication tool that enhances school and home partnerships. Planners are used for organizing homework, planning for projects, parent/teacher communication and keeping track of special events. **By signing it every evening** and reviewing your child's work, you will be an active participant in the daily learning that occurs. Communication is vital to ensure that your child's progress continues and that goal setting for improvement further develops. I trust that the Handbook and the Planner will provide you, the parent, with meaningful communication from the school.

I look forward to a positive and productive year for all the students and appreciate your continued support and dialogue.

*Mr. Greg Haber*  
*Principal*

## **RELIGIOUS EDUCATION** **PROGRAM AND CELEBRATIONS** **OF FAITH**

In religion classes, the students study the Roman Catholic faith by reading, discussing and responding to various scripture readings, stories and activities as outlined in the "Born of the Spirit" and "We are Strong Together" series. As well, students study topics as presented in the Family Life program, "Fully Alive". We give thanks and praise God, as we grow in Faith, Hope and Love.



Our school attends Mass usually once a month at Holy Name of Mary Church. We look forward to these opportunities to celebrate the liturgy of the Word and the liturgy of the Eucharist.

We recognize that parents are the first faith teachers of their children. In collaboration with the Parish, sacramental preparations are undertaken: in **Gr. 2**, the **Sacrament of First Reconciliation** (Confession); in **Gr. 2**, the **Sacrament of First Eucharist** (Communion); and in **Gr. 7**, the **Sacrament of Confirmation**.

Parents are always welcome to join us for any of these celebrations or activities as participation and example strengthen the faith experience for children.

Each term, the Missions Committee at the school determines the focus for social outreach projects. Participation and generous responses are appreciated, as it is in these activities that we demonstrate our commitment to helping others in need.

## **VISION, MISSION, PRINCIPLES & VALUES**

At Holy Name of Mary, we embrace the Board's Vision & Mission statements and its accompanying Principles & Values:

*Vision- "Faith and Learning  
Celebrating the Journey"*

*Mission* - We are a Catholic School Board. We serve our students, working with the home, parish and school community, to:

- Nurture a Christ-centred environment
- Provide student-focused learning opportunities
- Support the growth of the whole person

## **VOLUNTEERS**

We welcome and encourage parent volunteers in our school. All volunteers under new legislation are required to undergo a Criminal Check prior to working with students. Check with the school office for further details.

## **CATHOLIC SCHOOL ADVISORY COUNCIL (CSAC)**

The Catholic School Advisory Council is comprised of the school Principal, parents, a teacher, a non-teaching staff member, and a parish/community representative. (Parent members must constitute a majority of the members of the school Council.) The Council's authority is advisory to the school Principal and the school Board.



1. The purpose of the school council is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.
2. A school council's primary means of achieving its purpose

is by making recommendations in accordance with Ontario Regulation 612 to the Principal of the school and the Board that established the council.

3. As well, the role of the School Advisory Council will be:
  - To facilitate communication among home, school, parish and community;
  - To foster positive relations among parents, students, staff and the local community;
  - To co-operate with, and seek assistance from other school related groups such as the P.T.A., where appropriate.

Each year a Council Executive including a minimum of five parent representatives (with children attending the school) is chosen, one of which acts as Council Chairperson. Sub-committees of the Council offer opportunities for all parents to get involved in specific school functions. All Council meetings are open to all parents. The Council Executive has voting privileges on recommendations but generally consensus is used to reach a decision.

Attendance at Council meetings is encouraged and allows parents to be actively involved and informed about school activities, policies, procedures and routines. Notices of meetings will be announced in the monthly school newsletter.

## SAFE ARRIVAL AND DISMISSAL PROGRAM

Students are **not to arrive prior to 8:35** a.m. as there is no teacher supervision on the schoolyards until that time.

When your child is absent:



- Please **call the school (519-284-2170) and leave a message** either with the secretary during school hours or on the answering machine. Provide a **written explanation for the absence** either when the child returns or with a sibling on the day of absence. If the message is sent with a sibling, it should be delivered to the secretary before 9:00 a.m.

- If the student is to be away for an extended absence that is known in advance, the request should be made in writing to the Principal.

- Student use of phones during the school day is reserved for emergency situations only. **Phone access for after school activities and social events will not be permitted.**

### UNEXPLAINED STUDENT ABSENCES

- If we have no notification of absence, a call will be made to home, work or alternate numbers to seek the reason for the student absence. This also ensures that parents are well informed of the circumstance.
- Please inform the school promptly as to any changes in address, phone number, home and work as well as alternate and emergency numbers so that our records are as current as possible.
- Please make sure you have confirmed any named emergency contact person of their designation.
- Chronic absences will be referred to the Attendance Officer for the Board.

- All students are requested to leave school grounds promptly upon dismissal unless permission from a parent has been received giving authorization for the student to stay for a school activity. There is no teacher supervision on the schoolyards after 3:25 p.m. and therefore, the school is not responsible for injuries or accidents that occur on the playgrounds after that time.

### LATE ARRIVAL OF STUDENTS

Under Section 23 of the Education Act, a student's responsibilities include "attending classes **punctually and regularly**."

If students arrive to school late, they are to:

- **first, report to the office** so that the classroom attendance reports can be updated
- receive a late slip which is needed for entry into the classrooms
- chronic lateness will be referred to Attendance Officer.

### STUDENTS LEAVING EARLY FROM SCHOOL

Parents are requested to verify with the office either verbally or in writing when a student is required to leave the school earlier than the regular dismissal time. Students/parents are:

- to report to the office before leaving the building.
- Parents must sign out the student
- If an emergency arises and it is absolutely necessary for a student to return home during the school day, the school will contact the parent/emergency contact for permission. Students, who leave the school under such circumstances, will sign out at the office and the permission will be documented.



## PARENTS / VISITORS ENTERING THE SCHOOL

All visitors, including parents and former students, are required to **check in at the school office before proceeding to any other area of the school.**



We are most happy to accommodate your requests but wish to **minimize classroom interruptions**. If you have to bring a lunch or book to school, it can be left at the office and the student will be called to the office at an appropriate time so that the classroom instruction is not interrupted.

If you are picking up your child at school before the regular dismissal time, please report to the office. Your child will be called down to the office to meet you and the child will sign out of the school.

## ILLNESS AT SCHOOL

If a student becomes ill at school, parents will be contacted and requested to pick up their child.

## RECESS PARTICIPATION

The school day is comprised of both physical and academic activities. The recess breaks are part of the physical activities. Except when the weather is extremely cold or wet as determined by the principal or designate, students are expected to go outside during recess times and are to be dressed appropriately for the weather.

Permission for students to stay indoors during recess times will only be allowed with a medical certificate or if a teacher has made specific arrangements to supervise children in the classroom/school to help them with their work or participate in a specific activity. If children are ill or not feeling well, they should not return to school until they are able to participate fully in all school activities including recess.

## LUNCH ROUTINES

- Parents will inform the classroom teacher at the beginning of each year whether the student is expected to go home for lunch or whether the student is expected to stay at school for lunch.
- As a safety precaution, **only students in Grades 7 & 8 (whose regular routine is to remain at school for lunch) may leave the property at lunch with a signed & dated permission note written by the child's parent.** We ask you to do this with discretion since under this circumstance, adult supervision is not available and the safety of your child becomes the parent's responsibility. Younger students whose regular routine is to remain at school for lunch may not leave the property unless adult supervision is provided while off the property.
- Students who remain at school for lunch are to eat their lunch in their classrooms. Please do not send glass bottles or glass containers to school. Unfinished items at lunch remain in the classroom for consumption later in the day during assigned snack times.
- **NUT PRODUCTS** of any kind are “**NOT**” allowed in any classroom.
- The school through parent volunteers offers a milk program daily and a food day once a week.

## SNACKS/DRINKS ROUTINES (No nuts allowed school wide)

Daily snacks/drinks are not to be consumed outside on the playgrounds. Due to allergies, insect bites (often attracted by food) and to limit the extent of garbage outside, classroom teachers are to schedule a regular snack time in their classrooms either before or after recess times. Please consider packing healthy snacks as an alternative to processed, fatty foods. All Huron-Perth schools are now nut vigilant.



## EARLY SCHOOL CLOSING/ INCLEMENT WEATHER

It may be necessary to alter, delay or cancel bus routes from time to time because of weather conditions. Be sure to listen to radio stations or check the Board website for coverage of bussing information and inclement weather reports. Please note that **if the buses to the school do not run, the school will be open unless otherwise announced.**

If the school is to be cancelled or buses delayed, it will be posted on the H.P. Board web sit at [www.hpcdsb.edu.on.ca](http://www.hpcdsb.edu.on.ca), announced on the following radio stations prior to 7:30 a.m.:

CJCS (Stratford) – 1240 AM

CKSL (London) – 1410 AM

CFPL (London) – 980 AM

CKNX (Wingham) –920 AM or 1017 FM

**Bus Delay:** This would be a two-hour delay in pick up time. For example a student who is usually picked up at 7:45 a.m. will be picked up at 9:45a.m. The school will be open to in-town students and staff.

**Bus Cancellation:** If buses are cancelled due to inclement weather, the school maybe closed to students, please listen to the radio or check the web. **If closed, ALL children are to be kept at home.** The school cannot guarantee supervision for the safety of the students and therefore students should remain at home where they are safely supervised.

**Early Dismissal:** If weather becomes bad during the day, students may be sent home early. This will be announced on the same radio stations as listed above one-half hour before the buses leave the school. **The school needs to have the name, address, and phone number of a person in town where the child can go if parents are not home.** Be sure this information has been completed on the Student Information Form sent home in September.

**MURPHY BUS LINES - 519-229-8956**

## SCHOOL EVACUATIONS

Should the school need to be evacuated, the students will proceed to **Holy Name of Mary Church.**

## INCLEMENT WEATHER

Pupils are to remain indoors during inclement weather as determined by the school administration. They are to play or work quietly in their classrooms as per routines established by their classroom teachers. Students will be supervised when indoors.

## SNOW THROWING POLICY



There is perhaps no other activity that has the potential to cause serious injury as throwing snow or throwing snowballs. Particles of ice, grit or stones can be imbedded in the snow without the person's knowledge and could result in head or eye injury. **SNOW THROWING AT ANOTHER PERSON IS NEVER PERMITTED** at Holy Name of Mary School.

- Given the circumstance, students will be given one warning which will result in the loss of recess privileges and parents will be contacted. If snow is thrown again, progressive discipline will be exercised which may result in suspension for one day.
- Please discuss the seriousness of throwing snow, and the consequences, with your child.

## ACCIDENTS AT SCHOOL

Despite our best efforts, accidents are sometimes unavoidable. In the case of an accident, parents will be contacted. In the event of serious injury, students may need to be taken to the hospital. Please reinforce that students must report all accidents or injuries to the office or to their classroom teachers.

## SCHOOL BUS SAFETY

Bus Safety is a joint responsibility, which rests with the school bus driver, the pupil and the parent. The Board wishes to emphasize its concern by acquainting pupils [and parents] with safety procedures and orders of conduct to be observed at all times. Parents are kindly requested to review these “rules” carefully with their children.

## SCHOOL BUS RULES TO BE OBSERVED:

- Respect the authority of the bus driver
- Remain seated
- Use seats assigned (where applicable)
- Shouting or causing disturbances are not allowed
- Keep centre aisle clear
- Do not eat or drink on the bus
- Do not engage the driver in unnecessary conversation
- Do not tamper with any bus equipment or mechanism
- Do not engage in any anti-social behaviour
- Do not open windows without driver’s permission
- Do not throw things in or out of the bus
- Do not hang head, arms, etc. out the windows
- Do not move from seat until the bus has stopped
- Improper or profane language/conduct will not be tolerated.
- Skates or other athletic equipment shall not be permitted on the bus unless **properly guarded or in equipment bags.** Skateboards, rollerblades, scooters are not to be brought to school.



As per Policy 3F:2, School Bus – Student Responsibilities, the privilege of riding on a school bus may be withdrawn for misconduct or interfering

with the safe operation of a school bus. Infractions will be reported to the parents via the School Bus Incident Report. If a student loses his/her privilege to ride the bus, the student is required to attend school through parental arrangements.

Note: Pupils will be dropped off at the pickup point only, except where prior approval has been granted, in which case the parent shall notify the Principal in writing, in advance, stating reason(s) and length of time for such change. The bus driver will be authorized accordingly.

**Transportation to Alternate Residences:** Board Policy 3F:6 states that in accommodating requests of this nature, it is understood that **the Board is unable to “provide service for personal activities which do not form part of the school curriculum.”** Requests to change buses or to access bus transportation when normally the student is not a bus student require a signed parent note stating the date and reason for the request and must be authorized at the school office prior to the departure time at the end of the school day. **Requests for social gatherings such as birthday parties, going to others’ homes to work on projects, etc. will not be permitted.**

Requests to an alternate residence over an extended period of time require the completion of a Board Form and are subject to the approval of the Manager of Transportation of the Board.

## STUDENT DRESS CODE

The Holy Name of Mary School Student Dress Code has been formed in consultation with parents, students, staff, the Principal and the School Advisory Council, in accordance with the Safe School’s Act and Board Policy. The Student Dress Code is designed to foster a safer and more respectful learning and teaching



environment. The dress code is also in effect during off-site trips and excursions.

Realizing that appropriate dress and grooming of elementary school-aged children is primarily the responsibility of parents, and where age-appropriate, the student, the following will apply:

Articles of clothing and personal belongings should be labeled in case of loss.

- Parents need to assist their child(ren) in making appropriate choices for seasonal dress and weather conditions. Shorts are not appropriate during cold weather, snow season, or before frost leaves the ground.
- Students must wear footwear at all times. All students must have appropriate “inside footwear” to wear at school. Proper indoor footwear keeps the school and classrooms safe, neat and clean for all and reflects pride in our environment. Outside footwear that is wet, dirty or muddy is to be removed before entering the classrooms. Students are asked to make sure shoelaces are always tied and that they are a suitable length to prevent a trip or fall. Flip-Flops, clogs or open sandals are discouraged due to safety concerns.
- Students are asked to wear hats, sunglasses and sunscreen for sun protection. Students are not permitted to wear hats and sunglasses inside the school. Bandannas are not to be worn.
- Should sleeveless tops be worn, the straps are to be at least the width of one’s fist and should fit snugly around the shoulder and under the armpit.

In keeping with our Catholic values, clothing and personal belongings are to be neat, clean, presentable, modest and respectful. The following clothing and personal belongings are not acceptable:

- Any clothing that reveals the midriff or underclothing,
- Shorts, skirts or dresses which are shorter than arms at one’s side with extended fingertips,
- Halter tops, tube tops, mesh shirts, muscle shirts, shirts with spaghetti straps, spandex bicycle wear, cut-off shirts or shorts, tops that are cut low in the front or back,
- Clothing or personal belongings, which promote racism, profanity, offensive messages, violence, sex, drugs, tobacco or alcohol and inappropriate images.
- Clothing that is intentionally ripped or torn.

Students and parents are expected to accept the responsibility for adhering to this dress code. Students who are dressed inappropriately or have in their possession belongings that are contrary to our dress code will be reminded of our dress code, and one or more of the following actions may be taken:

- The student will be asked to change clothing or a parent will be called requesting a change of clothes from home.
- The personal belonging may be taken from the student for a reasonable period of time
- A meeting with parents may be requested.
- A suspension may be imposed for non-compliance.

### GYM CLOTHING



Students in Grades 5 – 8 should wear proper gym attire for their classes (i.e. shorts or jogging pants, T-shirts, and running shoes with non-scuff soles.)

Kindergarten to Grade 3 students are to have proper footwear (running shoes with non-scuff soles) for gym. All students are required to keep gym attire together in a bag or tote and to make sure clothes are washed regularly. Running shoes for gym can serve as a second pair of shoes to be worn in the classrooms for all students.

## HEALTH UNIT

The Perth County Health Unit carries out many health programs and health education programs in the school throughout the year. If there are any health concerns or questions, please contact the **Perth County Health Unit at 519- 271-7600.**

### Pediculosis - HEAD LICE

The Health Unit no longer provides any school service where cases of head lice are involved. Classroom screening may occur through parent volunteers who have medical background. If head lice are detected in a classroom, your child will receive a letter outlining notice and procedures. Parents are encouraged to establish regular routines to minimize this problem. A child who is found to have head lice cannot be readmitted to the school until all the nits have been removed from the child's hair.

### MEDICALLY-AT-RISK STUDENTS

*Definition:* A student with a medically diagnosed, predetermined health condition who may experience a life-threatening event, which would require immediate action. Such conditions would include severe allergies (anaphylaxis), uncontrolled asthma, juvenile diabetes, epilepsy, lowered immunity or hemophilia.

School Policy will adhere to the Board Policy (3D:4), which outlines the information required to be available regarding medically-at-risk students. In addition, according to policy, an individualized management plan (safety plan) is drawn up which identifies specific responsibilities of parent(s)/guardian(s), and the school personnel to reduce the risk of a medical emergency.

This school policy will be reviewed and completed with all staff on a yearly basis. It adheres to the three A's of anaphylaxis survival: awareness, avoidance and action. Please advise the

principal and the classroom teacher immediately if your child is medically at risk.

## MEDICATION

**Board policy requires that a form be filled out if parents wish school personnel to administer oral medication.**



The major points of the policy are:

-only medication presented by a physician or other health care professional will be considered a request for the service. The authorization to provide such service is to be made in writing by the parent(s)/guardian(s) for short term administration or by the physician for long term administration. This form, available through the school's office, specifies:

- name of medication
- dosage
- frequency and method of application
- dates authorization applies
- any possible side effects

Under no circumstances is a principal or teacher allowed to administer medication without prior authority or to administer any medication where surgical tools or equipment is required.

## FIELD TRIPS

We try our best to plan educationally sound excursions for students. The cost of trips will vary because they are based on the entry fee per child and the cost of bussing. At any time, should excursions or activities present any family with a financial hardship, please call the school office to discuss the matter confidentially. Participation of all students on these activities is a primary goal for the school. We encourage parent supervisors to join students on these trips but occasionally due to space limitations on the bus, numbers of volunteers may have to be limited. When such situations arise, names may have to be drawn or choice may be made on a first response basis depending on the method chosen

by the classroom teacher involved. Parent supervisors will be required to pay the admission costs designated for any trip unless otherwise notified. Signed and dated permissions must be received at the school prior to the departure of the trip, without permission, a student will not be allowed to participate in the field trip.

### BICYCLES

We cannot be responsible for stolen bikes. Students should have the serial numbers of their bikes recorded at home for reference purposes. Students should use the bike racks provided at school and lock their bikes to the bike racks. **By law, students are required to wear bike helmets.** For safety reasons, no bike riding is permitted on school playgrounds or in the parking lot at the church. If a student is observed disregarding safety rules, he/she will lose the privilege of bringing or keeping his/her bike at school.



**Please note:** The use of skateboards, roller blades, roller shoes and scooters are not permitted on school property.

### PLAYGROUND RULES

Students are to remain in their designated areas. They are to cross roads at the crosswalks only and must obey the crossing guards. While on the yard, students are under the supervision of school staff/lunch monitors and need to report any major occurrences to them so they can intervene and determine appropriate actions to be taken.

### LOST AND FOUND

A lost and found is maintained. Please clearly mark all items worn with your child's name. Parents are encouraged to check the lost and found when in the school. A large volume of unidentified clothes is sent to the Salvation Army each year. The school will not be responsible for personal items brought to

school. We advise students not to wear expensive jewellery at school. We discourage students bringing any personal items. **Computer games, IPODS, MP3 Players, cell phones are not allowed.**

Specific collector items such as Pokemon, Magic Cards, collector cards, etc. are not to be brought to school. The school will not assume responsibility for such personal property.

### SCHOOL SUPPLIES AND TEXTBOOKS

Students will be supplied with most required material for school. Lost, defaced, or mistreated supplies, textbooks, and/or library books will be replaced at the expense of the students/parents. Lost student planners will be replaced at a cost to the student of \$8.00.



### MONTHLY NEWSLETTER

This primary communication tool is used to convey information from school to home. It goes home with the oldest child in each family. As well, with the newsletter is attached the next month's school calendar outlining the activities for that month as we know them at the time of publication.

### HOMEWORK GUIDELINES

Children in elementary school are at a period when lots of energy is expended in physical development, and consequently they must have time for rest and relaxation.



The school does not wish to infringe upon the rights of children to have sufficient time for sleep, play or the time to participate in home activities but it must also be recognized by parents and students, that with the Ministry curricula, students will have homework. It should be noted that effective use of

class time could minimize the workload at home.

We ask that parents check the Student Planners daily and encourage their child(ren) to complete all homework assignments to the best of their ability in a quiet area where the student can concentrate on the task. Some successful strategies for success with homework include:

- Agree on a regular time
- Have a regular place without distraction
- Turn off the TV and radio
- Talk about homework
- Review student planners on a daily basis

Parents are asked to sign the planners nightly after viewing the completed homework. It is a reasonable expectation that as children grow in age and grade, the length of time spent on homework will increase. Children should also be encouraged to read for enjoyment on a daily basis at home. Your interest and positive support will give your child the message that their schoolwork is important and coming to school prepared for the next day shows responsibility and ownership in one's learning.

### **ASSESSMENT & EVALUATION**

Teachers assess student's work on a regular and ongoing basis. Teachers use a variety of means for assessment such as observation, tests, projects, portfolios, checklists, daily work completion, journals, rubrics, exemplars and anecdotal comments to gather data in order to attain a mark for the purpose of grading or evaluating.

Student results are reported to parents on the Ontario Provincial Report Card Grades 1-8, three times a year. Pages one and two give students and parents the cumulative results, by either letter or number grade and comment, for each subject area. The section entitled



Learning Skills highlights how students approach their work. These learning skills form the basis for ongoing success in their learning experience. On page three students are asked to reflect on their learning for the term by expressing what they feel they have done well, what they think would be good next steps for improvement and things they will need to do in order to achieve their goals. Parents are also invited to comment on the student's goals and are asked to sign and return page three.

As important as the written record is, the parent-teacher interviews also form an integral part of the assessing, reporting and goal-setting process. Parents' attendance at the scheduled interviews is strongly encouraged as parent interest and participation show students that their school work is important and their ongoing progress and best efforts are valued.

Outside the regular reporting periods, if at any time parents are concerned about their child's progress, they are urged to contact the child's classroom teacher to discuss the classroom program and required expectations.

### **SCHOOL IMPROVEMENT PLANNING**

On an annual basis, using the results from Provincial testing, standardized tests and ongoing student performance results, school improvement plans with accompanying action plans are developed and shared with the school community.

The following tests and timelines currently in use in the Board and at the school include:

- CCAT(Canadian Cognitive Abilities Tests)  
Grade 4 & Grade 7 – October
- EQAO (Education Quality and Accountability Office) Provincial tests  
Grade 3 & Grade 6 – May/June

## **POLICY FOR THE ACCEPTABLE USE OF COMPUTERS AND NETWORKS**

The Board/school has a policy 3B:5 for students re: acceptable use of computers and networks that parents and students must sign before Internet access is given to the student. This document is kept on file at the school. Security and proper use of the Internet are major concerns for the school and the Board and they are addressed in this policy.



**Reminder: Cell phones/video phones are not allowed on school premises. Only students with serious medically identified illnesses are allowed the use of a cell phone e.g., Serious diabetes, heart conditions. Cell phones brought to school will be confiscated, and returned at the end of the day.**

## **CHOICES INTO ACTION**



The Ministry of Education developed a Guidance and Career Program Policy in 1999 called **Choices into Action or CIA.**

In this guidance and career education program students are encouraged to:

- Understand concepts related to lifelong learning, interpersonal relationships (including being a responsible citizen) and career planning
- Develop learning skills, social skills, a sense of social responsibility, and the ability to formulate and pursue educational and career goals
- Apply this learning to their lives and their work in the school and the community

These goals relate to three areas of knowledge and skills: student development, interpersonal development and career development. Although this

program is introduced in the primary and junior grades, the greatest programming impact is seen in Gr. 7-8 and Gr. 9-12. To ensure that the program is delivered and competencies are acquired several components are in place, including:

- Gr. 7-12 Annual Education Plan
- Academic and Career Portfolios
- Teacher-Advisor Programs
- Career Exploration Activities

A program effectiveness survey will be conducted every three years.

## **SPECIAL EDUCATION**

The Education Act requires that school Boards provide, or purchase from another Board, Special Education programs and services for their exceptional students. In the spirit of openness and cooperation, the guide **“Teamwork – Special Education Procedures, A Guide for Parents, Guardians and Students”** has been prepared to explain the process used in an effort to meet the individual needs of students.

The guide explains that education is a shared responsibility. Regular and ongoing communication is a valued part of the team approach. Concerns regarding social, emotional, physical and/or academic development should be communicated as early as possible so that the appropriate programs and services can be put in place.

If parents/guardians have any ongoing concerns about their child’s progress or program, please contact the school Principal or Resource Teachers. Parents may also request a copy of the Teamwork Guide for further detailed information about special education programs.

## CODE OF CONDUCT



A province-wide Code of Conduct sets clear provincial standards of behaviour. It specifies mandatory consequences for student actions that do not comply with these standards. These standards apply not only to students, but also to all individuals (parents, guardians, volunteers, teachers, other staff) whether they are on school property, on school buses or at school authorized events or activities. This code, in its entirety, is available on the Ministry website at <http://www.edu.gov.on.ca>

*“Our school community is made up of many people working and learning together – Students, Teachers, Parents/Guardians, Priests, Bus drivers, School Board Administration, Custodians, Volunteers & Visitors, Trustees, Crossing Guards, Lunch Monitors, Educational Assistants, School Council Members, Principal, Vice Principal.”*

*“Our School Community believes all students have the right to receive quality Catholic Education to develop:*

### ***Catholic Values, Knowledge, & Skills***

*Our School Community must be responsible for providing an environment that is: **spiritual, nurturing, positive, caring, and safe.***

*To achieve this, our school community respects: **God, Oneself, Others, Property, Nature. The welfare of our children is the shared responsibility of the home, school and church.”***

***“I will point out the road that you should follow. I will be your teacher and watch over you.” (Psalm 32.8)***

## **SCHOOL CODE OF CONDUCT & PROVINCIAL CODE OF CONDUCT**

### **Purposes of the Code**

Holy Name of Mary School is committed to working with families, our parish, and community partners in maintaining a safe and orderly Christ-centered learning environment.

A format of progressive discipline will be implemented in our school and we will endeavour to build a safe and caring school environment through appropriate interactions between all members of the school community.

Roles and Responsibilities (as found in Provincial Code of Conduct, Oct. 2007):

### ***Students***

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others through acceptable behaviour.

Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for himself or herself, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others;
- follows the established rules and takes responsibility for his or her own actions.
- Uses technology according to the expectations and rules of the board (3B:5) **specifically the electronic transmission or posting of photographic images of a person or persons on school property, at school events, and during school activities and/or hours, is prohibited.**

### ***Parents***

Parents play an important role in the education of their children, and can support the efforts of school staff in maintaining a safe and respectful learning environment for all students.

Parents fulfill their role when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;

- promptly report to the school their child's absence or late arrival;
- show that they are familiar with school routines and expectations
- encourage and assist their child in following these routines and expectations
- assist school staff in dealing with disciplinary issues involving their child

### **Definition of Progressive Discipline**

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. In everything we do at our school we are lead by our faith and a conscience effort to model the Beatitudes while responding as a Caring Catholic Community. We continue to employ a range of responses to misbehaviours that foster learning opportunities which reinforce positive behaviours, while helping our students make good choices in the future.

### **Range of Responses**

The components of our progressive discipline continuum include, but are not limited to:

- verbal or non-verbal messages from a teacher or adult in authority
- Class Meetings
- teacher generated written activities which offer reflection, apology and action plan
- teacher collaboration with parent or guardian (orally or in writing – Incident letter)
  - peer mediation
  - referral to principal
- detention, loss of privileges
- re-location within the classroom or learning environment
- referral to out-of school personnel (counseling services, truancy officer)
- restitution, restorative justice
- suspension
- expulsion

On an annual basis, the principal will review the School Code of Conduct with School Advisory Council members and with all staff members. Annually, the Code of Conduct will be communicated to all students, parents and staff.

All staff, in dealing with incidents of student misbehaviour, will act in accordance with the definition of progressive discipline and its range of responses. All staff, in dealing with incidents of misbehaviour by students with special needs, will respond in a manner consistent with the expectations of the student's IEP.

### **REQUIREMENTS FOR PUPILS from Regulation 298**

1. A pupil shall:

- be diligent in attempting to master such studies as are part of the program in which the pupil is enrolled;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm, and judicious parent;
- attend classes punctually and regularly;
- be courteous to fellow pupils and obedient and courteous to teachers;
- be clean in person and habits;
- take such tests and examinations as are required by or under the Act or as may be directed by the Ministry; and
- show respect for school property.

2. When a pupil returns to school after an absence, a parent of the pupil shall give the reason for the absence orally or in writing, as the principal requires.

3. A pupil may be excused by the Principal from attendance at school temporarily at any time at the written request of a parent of the pupil.

4. Every pupil is responsible for his or her conduct to the Principal of the school that the pupil attends:

- a) on the school premises;
- b) on out-of-school activities that are part of the school program;
- c) while travelling on a school bus that is owned by a Board or on a bus or school bus that is under contract to the Board.

**A SPECIAL NOTE TO  
PARENT(S) / GUARDIAN(S)**

**Guarantees for student success as illustrated by various proven studies:**

- Become involved in your child's education.
- Be a friendly critic.
- Support a broad and balanced curriculum.
- Learn about the Ontario Curriculum and how it can benefit your children
- Encourage your children to cooperate fully and to join in school activities, taking pride in themselves, the school building,

grounds and community as a whole.

- Spend time with them. Read, play, share activities, express feelings, talk about successes, difficulties, uncertainties, plans.
- Have high expectations – of conduct, as well as achievement.
- Praise specifically. Recognize and name strengths and achievements; discuss next steps.
- Give moral guidance. Know your values and demonstrate them clearly, both in what you say and in what you do.

My son/daughter and I have reviewed the contents of this school handbook and discussed it.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date