



2016 - 2017

Holy Family Catholic School

313 Huron Street
New Hamburg, ON
N3A 1K3
519-662-1734
<http://holyfamily.wcdsb.ca/>

Carving Our Faith ... Embracing the Journey

Name: _____

Address: _____

Town: _____

Postal Code: _____

Phone: _____



W.C.D.S.B. Mission

“As disciples of Christ, we educate and nurture hope in all learners to realize their full potential to transform God’s world.”

W.C.D.S.B. Vision

“Our Catholic Schools: heart of the community - success for each, a place for all.”

AGENDA EXPECTATIONS

Students will:

- record homework, assignments, and upcoming events (i.e., tests and excursions) on a daily basis.

Teachers and staff will:

- instruct and monitor students in the use of the agenda;
- use it as a method of communication with parents;
- read and initial the agenda to acknowledge parental communication.

Parents or guardians will:

- read and sign the agenda on a daily basis (as determined by classroom expectations);
- use it as a method of communication with teachers.

SCHOOL HOURS / BELL TIMES

8:45 a.m.	Outside supervision begins
9:00 a.m.	Morning classes begin
10:10 a.m. – 10:25 a.m.	Morning recess
11:45 a.m. – 12:45 p.m.	Lunch hour
12:45 p.m.	Afternoon classes begin
2:05 p.m. – 2:20 p.m.	Afternoon recess
3:30 p.m.	Dismissal

SCHOOL HOLIDAYS AND P.A. DAYS

September 6	First Day of School
September 23	Professional Activity Day
October 10	Thanksgiving
October 21	Professional Activity Day
November 18	Professional Activity Day
December 9	Professional Activity Day
December 26 – January 6	Christmas Holidays
January 9	Return to School
January 27	Professional Activity Day
February 20	Family Day
March 13 – 17	March Break
April 7	Professional Activity Day
April 14	Good Friday
April 17	Easter Monday
May 22	Victoria Day
June 2	Professional Activity Day
June 30	Last Day of School

REPORT CARD DISTRIBUTION DATES

Progress Report	November 8, 2016
Term 1 Report	February 16, 2017
Term 2 Report	June 27, 2017

**PARENT/STUDENT/TEACHER
CONFERRING** November 10, 2016



HOLY FAMILY CATHOLIC PARISH

Pastor: Father Steve Murrin

School masses are held once a month during the school year at the church (519-662-1744). Parents are invited to attend these masses. Sacramental preparation programs include First Reconciliation, First Holy Communion, and Confirmation.

BULLYING

A student is bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one student or more. Students who bully other students will face appropriate consequences. School authorities will contact parents to address the issue. Every student has the right to feel safe attending school. Bullying can be verbal, physical, and/or emotional. Staff will continue to use the "Blue Behaviour Slip" and the white "Behaviour Communication Sheet" protocols to address issues and to make sure that the issues and the consequences are shared with parents or guardians.

BUS PROCEDURES

It is important to remember that riding the buses to and from school is a privilege, not a right. Students who are unable to meet expected behavioral standards may have this privilege suspended or revoked. At the beginning of each school year, all students who ride the bus will review the board's "Transportation Information: Policy and Procedures" Manual, which is now online. It can be accessed at the following address: <http://transportation.stswr.ca/policies/>. This document clearly outlines expectations of all students riding the school buses. Periodic reviews of these regulations are encouraged in order to ensure the safety of all students riding the buses.

Each bus will be assigned trained Bus Safety Patrols at the beginning of the school year. Older students will carry out this duty and are expected to be treated with respect in their roles!

Students must ride the bus to which they are assigned. On occasion, permission from the principal will be given when a signed note is submitted to the office. If there is a change of plans for a child who normally rides the bus, then that child's parent or guardian is asked to record a note about the change in the agenda; that child will report to the office at the end of the day in order to ensure safe pickup.

Please consider subscribing to Student Transportation Services of Waterloo Region (STSWR) for information about cancellations or delay notices. It can be accessed at <http://transportation.stswr.ca/402/>.

MISBEHAVIOUR ON THE SCHOOL BUS:

1. The principal (or staff supervisor) must receive all complaints for misbehaviour in writing from the bus driver.
2. When a first offense occurs, a written copy of the misbehaviour will be kept by the principal. It will be shared with the offending student in an interview. There will be an in-school consequence for a first offence.
3. Upon receipt of a second incident report from the bus driver, the principal will forward a letter to the offending student's parents. The letter will inform the parents that transportation privileges will be suspended upon receipt of a third report.
4. After the third misbehaviour report, the parents will be notified by phone and in writing that the suspension of privileges will begin the following day. The student will still be expected to attend school.
5. Further misbehaviour will result in further suspension of bus-riding privileges each time an incident report is filed with the principal.
6. In the case of vandalism on the bus, students who are responsible for it will be expected to make restitution to the bus company, and there will be appropriate consequences.

COMMUNICATION

NewsWire is the main way that the school communicates with parents. The monthly newsletter, upcoming events, emergencies, and reminders are all posted on Newswire. This process allows for quick and easy communication with families and saves paper. Follow the instructions on the left hand side of the school website where it says subscribe: <http://holyfamily.wcdsb.ca/Pages/default.aspx>.

COMMUNICATION GUIDELINES FOR PARENTS

When a parent has concerns, suggestions, or issues, the following process should be followed in order.

Step One: Speak to your child's classroom teacher. If that does not address the concern, etc., then proceed to step two.

Step Two: Speak to the principal. If you have not yet spoken to the staff member involved, the principal will ask you to do so first.

THE ROLE OF THE PRINCIPAL: The principal will involve the staff member in any discussions with the parent(s). The principal may request, at any step in the process, that concerns be put in writing. The principal may involve, at any time in the process, others who may be helpful in resolving the concern: support from the school board, employee group representatives, the local parish, or community agencies.

THE ROLE OF TRUSTEES: Parents may contact any trustee at any time. The trustee will direct the parent to follow the process outlined above.

THE ROLE OF THE SCHOOL COUNCIL: The School Council is not a forum to discuss parent-teacher-student issues. If these matters are brought to any School Council member or any School Council meeting, the concern is to be referred immediately to the principal who will ensure the proper process is followed.

For all other school-related concerns/suggestions that do not involve taking the matter up first with a staff member, the communication should be directed to the school principal. The effective use of these communication guidelines by all concerned will result in the fair and quick resolution of concerns.

FIRE DRILLS / LOCKDOWN DRILLS

To help our students to become familiar with the proper evacuation procedures, fire drills are conducted 6 times over the school year by school and fire department officials. In case of an emergency in the school or in the community, lockdown drills are practiced at least twice during the school year.

FOOD ALLERGY ALERT

Some students and staff experience severe reactions to certain foods. Therefore, peanuts and other products that contain **peanuts or nuts will not be permitted at school**. Anaphylaxis refers to a collection of symptoms, such as breathing difficulties, shock, and drop in blood pressure. All are potentially fatal.

- Bee stings and peanut allergies are the most common in the severe category. Parents of students with severe allergies need to make sure that up-to-date epi-pens have been registered with and supplied to the school office. Students may also carry epi-pens themselves, but the staff must be informed.
- The WCDSB "Nutrition Policy Video" is on our board website. Click "Our Schools". The video is in the second column.

HAND-HELD ELECTRONICS

Hand-held electronics are **NOT** to be used on school property (unless approved by the principal). Hand-held electronics include cameras, cell phones, video games, mp3 players, iPods, PSP players, etc. If any of these items are found, they will be confiscated and given to the principal. If it is imperative for students to bring electronics to school, they must be kept in backpacks or given to the classroom teacher.

First Offence: The device will be taken away and then returned to the student at the end of the day.

Second Offence: The student will meet with the principal, and the student's parent must pick up the device at the office.

Third Offence: The principal and the parents will meet to discuss the offence. A suspension will be considered.

HOMEWORK

When homework is assigned, it should:

- be a shared commitment among teachers, students, and parents;
- provide parents with insight into what their child is learning;
- provide parents with an opportunity to be actively involved in their child's education;
- teach students responsibility and self-discipline;
- instill the kinds of work habits and organizational skills that students need to be successful in school and later in the workplace;
- extend and support in-school experiences through related out-of-school activities;
- be completed by the assigned due date.

Students will be responsible for their learning by:

- writing down homework in an agenda book;
- asking for assistance as necessary;
- meeting timelines for homework completion;
- developing routine study habits;
- organizing to have the right books at home to do homework;
- returning the completed assignments on time.



Parents can assist students by:

- asking each day about homework;
- ensuring that students read regularly;
- providing support and supervision;
- by discussing the homework assignments with them;
- encouraging effort, achievement, and a positive attitude;
- helping students organize a time and a quiet place to do work with necessary resources;
- signing the agenda daily (following outlined classroom expectations).

Teachers will support students and parents by:

- establishing a place in the classroom where homework is written down;
- providing time for students to copy homework into their agendas;
- checking the completion of homework;
- following up with students and contacting parents when necessary;
- providing a consequence, such as a loss of free time, when work is incomplete.



LIBRARY

Our school library is open to all students throughout the year. All books should be promptly returned no later than 2 weeks after borrowing in order to ensure that as many students as possible have access to resources. Materials may be renewed as needed. All library resources should be treated with care!

LIBRARY POLICY FOR OVERDUE AND LOST BOOKS

Students checking out books are ultimately responsible for their safe return and condition. The school library-technician will notify parents if their child’s book is 30 days overdue. If an overdue book is not returned within 45 days, it will be recorded as lost. The student responsible for signing out a book that has been lost or damaged will be expected to pay for the book. Consequently, students should not lend books that they have signed out. The school has the right to restrict borrowing privileges based on overdue, lost, or damaged books. Parents are ultimately responsible for paying for materials (including classroom textbooks) that have been lost or damaged by their child.

VOLUNTEERS



We encourage parents and other adults to assist at the school as Holy Family Catholic School members. Volunteers are welcome and encouraged to participate through a wide range of opportunities, including classroom programs, reading programs, preparation of learning materials, reading with children, driving for school trips, hot lunch days, academic projects, sacramental programs, and coaching. Volunteers are required to report to the office upon each visit to sign the Visitor’s Book. Volunteers who are not parents will need to complete a legislatively required police check. They must also sign a confidentiality agreement. Anyone interested in volunteering should contact the school. All of our volunteers are thanked for their time and effort.

PLAYGROUND SAFETY

Students are welcome to bring sports equipment for personal use during recesses and lunch hours. Please label all items clearly. Certain items, however, are considered unsafe and are, therefore, not to be used on school property. Examples are skateboards, scooters, GT racers, toboggans, squirt-water containers, baseball bats, hockey sticks, roller blades, heelies, hard balls, and toy weapons of any type. Students are also discouraged from bringing expensive, breakable, or cherished items. The school is not responsible for any personal items. School equipment is provided for students to use outside during recesses and lunch hours.

PLAYGROUND EQUIPMENT RULES

The creative playground is designed for primary and junior students (Early Years to grade 5). A schedule will be established at the start of the year for ensuring fairness and safety throughout the year. Ongoing review of rules and routines for safe play occur regularly in class, and from the office.

SAFETY PROCEDURES

All parents, guardians, and visitors entering Holy Family Catholic School must report to the main office where they will be asked to sign in and to wear a visitor’s badge while at the school.



SAFE ARRIVALS / SAFE DEPARTURE PROGRAM (ATTENDANCE)

The purpose of the WCDSB Safe Arrivals / Safe Departure Program is to account for any pupil's unexplained failure to arrive at school or to return home. In the event that your child is not able to attend school or will be late, please follow the following procedures.

1. Please call the school at 519-662-1734, and leave a message on the school's 24/7 student attendance line.
2. Include the following information in your message: your child's name, your child's teacher's name, the date(s) of your child's absence or lateness, and the reason(s) for the absence or lateness.

In the event that your child is not at school at 9:00 a.m. or 12:45 p.m. when attendance is taken and there has not been notification from a parent/guardian, we will attempt to contact parents/guardians or the emergency contact. If no contact has been made, the police may have to be contacted. If your child will be late, please phone the school. Your child must report to the main office before going to class. If your child misses the bus after school, he or she must remain at school and report to the main office. A staff member will contact the child's parent/guardian for pickup.

SCHOOL ATTIRE POLICY

The school attire policy helps staff and students work toward a consistently safe and respectful learning and teaching environment. Attention to outward appearance is an important part of a student's social development. Students are expected to dress appropriately. The school attire policy has been developed in compliance with the Canadian Charter of Rights and Freedoms and the Ontario Human Rights Code. The following expectations will help promote a positive learning environment.

1. Clean, neat, modest clothing is expected.
2. Clothing, including hats, with inappropriate writing or pictures is prohibited (e.g., alcohol advertisements, profanity, etc.).
3. Caps and hats are not to be worn inside the school or classroom (unless it is a special reward or theme day).
4. Outdoor wear (boots, shoes, hats, jackets, etc.) is not permitted to be worn in the classroom.
5. Students will need 2 pairs of shoes, (an outdoor pair and an indoor pair), for safety and cleanliness reasons.
6. Shoes must be worn at all times.
7. Belly shirts, halter tops, muscle shirts, and spaghetti straps are not permitted.
8. Skirts and shorts must be worn at an appropriate length.
9. Students must dress respectfully for school and parish celebrations, such as graduation and Confirmation. The church requests that shoulders be covered. Further expectations will be discussed prior to the events.

STUDENT ACCESS TO TELEPHONES

During the school day, the office is frequently very busy, and the telephone lines are in use. As a result, the use of the phone by students is limited to "real need" situations. Please encourage your child to make prior arrangements for after-school or social activities. Children must have a written note for alternate after-school arrangements. Students must receive permission from staff to use the telephone. If a student is ill, staff will call parents or guardians. If students are not feeling well, they should be kept at home and supervised until they are able to return to school and to participate in daily activities.

SCHOOLYARD RULES

Students will:

- follow the safety rules and schedule for the creative equipment;
- stay within school boundaries;
- wait in lines after the bell for teachers to meet them;
- use a pass to access the school during recess times;
- not engage in rough play;
- not make and throw snowballs;
- not use abusive or foul language;
- report injuries and issues to supervisors;
- ask a supervisor for assistance if a ball or other equipment goes out of bounds.



SCHOOL BEHAVIOUR EXPECTATIONS – CODE OF CONDUCT

Policy Statement

The Waterloo Catholic District School Board exists to provide a Catholic education whereby the graduate is expected to be:

1. a *discerning believer* formed in the Catholic faith community who celebrates the signs and sacred mystery of God's presence through word, sacrament, prayer, forgiveness, reflection and moral living;
2. an *effective communicator* who speaks, writes, and listens honestly and sensitively, responding critically in light of gospel values;
3. a *self-directed, responsible, lifelong learner* who develops and demonstrates God-given potential;
4. a *collaborative contributor* who finds meaning, dignity, and vocation in work that respects the rights of all and contributes to the common good;
5. a *caring family member* who attends to family, school, parish, and the wider community;
6. a *responsible citizen* who gives witness to Catholic social teaching by promoting peace, justice, and the sacredness of human life.

The Waterloo Catholic District School Board recognizes the inherent dignity and worth of the individual. All individuals within the school system (trustees, staff, students, parents, and visitors to the school) are subject to the following code of conduct, a code of conduct that will be implemented within the Christian faith life experience of our school community and that is consistent with the Ontario Catholic School Graduate Expectations and the School Safety provisions of the Education Act and Regulations.

STANDARDS OF BEHAVIOUR: RESPECT, CIVILITY, AND RESPONSIBLE CITIZENSHIP

All school members must:

- respect and comply with all applicable federal, provincial and municipal laws;
- refrain from any behaviour that could be construed as bullying (bullying being a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause or should be known to cause fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation; bullying occurs in a context where there is a real or perceived power imbalance);
- demonstrate honesty, integrity, and healthy living;
- respect differences in people and their ideas and opinions;
- treat one another with dignity and respect at all times, especially when there is a disagreement;
- respect the dignity, rights, and fair treatment of others, regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age, or disability;
- demonstrate citizenship and acceptable strategies for resolving conflict;
- respect the rights of others and the sacredness of human life;
- show proper care and regard for school property and the property of others;
- demonstrate honesty in achieving academic expectations;
- take appropriate measures to help those in need by acting on Catholic social teaching;
- respect persons who are in a position of authority;
- demonstrate regular attendance;
- respect the need of others to work in an environment of learning and teaching;
- respect and honour the appropriate dress code of the school community;
- demonstrate appropriate and ethical use of technology;
- respect guidelines regarding use of personal items (e.g., cell phones, iPods, etc.).

POSITIVE BEHAVIOUR STRATEGIES

The school community will focus on positive strategies that encourage the prevention of bullying and other infractions against individuals.

Teachers and school personnel will work with students to develop proper attitudes and behaviours, and any minor problems in the schoolyard or classroom will be resolved by the supervising staff member(s).

The strategies below are examples of preventative measures that will be used by the school.

- Conflict resolution strategies, including teaching "Imagine A School Without Bullying" lessons and "Tools For Life"
- Conferences with peers or staff to encourage student responsibility for behaviour
- Weekly class meetings, including agendas, developed by staff and students to deal with potential school issues
- Communication with parents, including phone calls, letters of discipline, behavior-tracking sheets, and interviews

Holy Family staff continues to review strategies to encourage positive behavior in the school and on the schoolyard. The goal continues to be to find ways for the school and home to work together to support students in making positive choices.



I have read and understand the 2016 - 2017 Holy Family Catholic School Handbook.
I will continue to work towards meeting the expectations outlined for me.

Student Signature

Date

We have read and understand the contents of the 2016 - 2017
Holy Family Catholic School Handbook.

Parent / Guardian Signature

Date

