

École Holy Mary Catholic School



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Rooted Growing Reaching Transforming

Welcome and Greetings

Welcome to École Holy Mary Catholic School! At our school, we focus on faith, learning and reaching out to make a difference for others. We strive to see your child grow in all ways: spiritually, academically, physically and socially. To grow in faith, staff and students see and learn about God not only in religion class, but throughout every school day. Academically, we are committed to helping students discover and develop their God-given talents. We believe every child can be a successful learner. Finally, our faith-based program teaches students they have the skills, talents and responsibility to reach out and make a difference in the world, to transform it by their actions. Our school is ready to welcome you and your child on this journey of learning and growth!



École Holy Mary Catholic School Community Council (CSCC)

ÉHMS is grateful for the support from our parents. To that end, there are a number of parents who have accepted a position on our CSCC. Each month, we feature a section of the newsletter where we advertise fundraisers, provide information or invite participation in the various events that we do. Check the newsletter for more information! Come join us!

Immaculate Heart of Mary Parish

École Holy Mary Catholic School is extremely blessed to work in partnership with Immaculate Heart of Mary Parish in an effort to develop the spirituality of our students and staff. On occasion, Father Peter will stop by to visit our students and during various times throughout the year, our school community will attend and participate in Mass at the church.

Greater Saskatoon Catholic Schools

Mission

We are a welcoming community where we nurture faith, encourage excellence in learning and inspire students to serve others, making the world a better place.

We love because He first loved us. – John 4:19

Vision

We are:

- Rooted in Faith
- Growing in Knowledge
- Reaching out to Transform the World

Historical Information of Greater Saskatoon Catholic Schools

St. Paul's Roman Catholic School Division was formally established in 1911 at the request of Catholic parents who desired that their children receive a Catholic faith-based education. From a modest beginning of 69 students in the basement of St. Paul's Church, the school division now encompasses over 17,000 students in seven high schools, 43 elementary schools, two associate schools, and a high school tutorial program.

Following school amalgamations in 2006, the school division grew to include Biggar, Humboldt and communities surrounding Saskatoon. Since that time, it has maintained its legal name of St. Paul's RCSSD # 20 and has also adopted a common name of Greater Saskatoon Catholic Schools (GSCS).

Catholic school divisions were created in the cities of Martensville in 2010 and Warman in 2014. Each of these divisions then amalgamated with GSCS shortly after their formation.



Be it known to all who enter here that Christ
is the reason for this school.
The unseen but ever-present Teacher in its classes.
The model of its faculty.
The inspiration of its students.

General School Information (non-Covid imposed restriction year)

School Day Schedule

8:40-8:45 a.m.	bus drop off
8:50 a.m.	welcome bell
8:55-10:15 a.m.	school
10:15-10:30 a.m.	recess
10:30-11:50 a.m.	school
11:50 a.m.-12:10 p.m.	lunch (eating)
12:10-12:35 p.m.	lunch (recess)
12:31 p.m.	welcome back bell
12:35-3:10 p.m.	school
3:10 p.m.	dismissal
3:15 p.m.	busses depart

Attendance

Regular attendance is necessary if a student hopes to get the best results in his/ her schoolwork. Please inform the school prior to the start of the school day if your child will be late or absent for any reason. Report your absence using School messenger:

Call toll-free: 844-425-7221

go.schoolmessenger.ca or use the SchoolMessenger app

Recess Breaks

Students need daily fresh air and are expected to go outside during recess. Exceptions are made for inclement weather where there is extreme cold (i.e. colder than -25 C wind-chill) or very wet conditions. Please dress appropriately for all weather conditions.

Students who cannot go outside for medical reasons (i.e. a broken leg

in the winter) must bring a note/send an email from their parent/guardian.

Noon Lunch

Students are welcome to eat lunch at school, however, eating lunch at school is a privilege and students are required to respect it. We try to provide a safe, quiet and orderly eating environment. Students will eat lunch in their own desks in their homeroom. Each child is expected to finish their lunch and clean their own area before going out for recess.

We strive to provide healthy food choices within our school environment. “Nutrition is well recognized for its significance, positive impact on academic performance and students’ growth and development. Good nutrition and physical activity facilitate the development of good lifestyle habits.” Parents are encouraged to assist us with these initiatives by sending healthy foods to school for their children.

École Holy Mary School is a ‘nut-aware’ school. Please refrain from sending any products that contain nuts.

School Communication

Each morning, a “morning memo” noting announcements from that day will be emailed to parents. A school newsletter is also sent home the first Thursday of every month via email to families that have provided the school with their e-mail address. Our newsletter is also accessible on our school web site located at www.gscs.sk.ca/hma . Please take a moment to read the newsletters carefully for important notices, reminders and up-to-date coverage of school events. Finally, also watch for classroom newsletters and online updates that highlight special programs, events and projects in your child’s class.

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Reporting Student Progress

There are three reporting periods in Greater Saskatoon Catholic Schools. They are in the following months: November, March and June. Students set learning goals each term, collect pieces of their work for their portfolios, reflect on their work regularly, determine whether or not they are achieving their goals, and share the information with parents/ guardians and teachers at three-way conferences. This is an extremely important part of the learning process. We encourage all parents/guardians to be actively involved.

Extra-Curricular Activities

Our primary objective is to provide students the opportunity to participate in activities where the emphasis is on having fun, developing sportsmanship, improving physical fitness, promoting leadership, deepening their faith and learning specific skills. Participation in interschool sports will depend on the number of students interested and the availability and expertise of staff to coach. Parents are asked to assist in transporting students to and from games/events but will need to complete a Driver Authorization Form (available from the office.) If the activity is out of town OR involves directly supervising student, a Criminal Record Check will also be required. A special form from Ms. Giocoli Clark will allow you to obtain a CRC from the RCMP free of charge.

School Expectations For Student Behaviour

Discipline Policy

It is our goal that students will learn to take responsibility for their own behaviour and be self-disciplined. It is important for us to work together and teach this responsibility in an atmosphere of mutual respect that maintains the dignity of each child.

Guiding Principles:

It is the belief of staff, students and parents that....

- Education is essential and lifelong.
- Schools are for teaching and learning in a caring, safe, supportive environment.
- Education is a responsibility shared by students, staff, parents and community.
- Communication must be open and on-going between the school and home.
- Each individual is important and has unique academic, social, physical, emotional and spiritual needs.
- We must treat one another with dignity, respect, and fairness.
- Tolerance is developed through acceptance of differences.
- We are all responsible for ensuring emotional, spiritual and physical safety of all students and staff.

Rights and Responsibilities of School Members:

Everyone has rights and responsibilities.

- I have the **right** to a safe and secure learning environment.
- It is my **responsibility** to act in ways that show respect and caring towards myself, others and my environment.
- I have the **right** to be myself, to make appropriate choices, to express myself freely and to be heard.
- It is my **responsibility** to do my best, to support and to value other's contributions and be responsible for my choices.
- I have the **right** to participate as an active member in my community.
- It is my **responsibility** to treat others in a fair, just, and reasonable manner.
- I have the **right** to be treated fairly and with dignity.
- It is my **responsibility** to treat others as unique individuals, to listen to others and to honour differences.

Guidelines for Behaviour

Respect:

- yourself (take responsibility for your actions)
- your schoolmates, staff members and visitors
- your school and its grounds

Responsibility:

A Responsible Student...

- Arrives at school on time, prepared to work, with assignments completed and with appropriate supplies
- Uses appropriate language, talks to others respectfully and deals with problems in a positive manner
- Uses appropriate action by treating others with respect, treating others' property with respect and follows school expectations.

Code of Conduct

Students shall meet the expectations for student behaviour and conduct while on school property or involved in school sponsored activities. For our school to be a safe and caring place, we ask the members of École Holy Mary Catholic School to observe the following:

- Show respect: for themselves, staff, students and school property.
- Keep hands and feet to oneself.
- Use appropriate comments and language.
- Students will remain on the school grounds during school time unless going home for lunch or have written parental consent to leave school grounds.
- Students are required to wear footwear in school at all times. Outside footwear is to be removed immediately upon entering the school, placed on the boot racks/boot mats, and inside footwear worn during school hours.
- Students are to wear their hats outside only.
- Snowballs, ice balls, rocks and other dangerous items are not to be thrown.
- When students are skating, helmets are required.
- Skateboards, scooters, and bicycles etc. are modes of transportation. They are not to be used on the school grounds during school time.
- Do not partake in any action that is not in accordance with the code of conduct as set out in the Education Act 1995.

Failure to meet the expectations for student behaviour and conduct could result in the following consequences:

- Problem solving, monitoring and review of school expectations;
- A community service project;
- Parental involvement;
- Temporary removal of privileges;
- Temporary exclusion of student from class such as “time out” or in-school suspension;
- Out of school suspension;
- Expulsion (alternate school placement).
- Behavioural contract with student;
- Restitution;
- Alternative programming;
- Involvement of police;

All minor and major problems will be dealt with by staff on an individual basis depending on the age of the child, the number of repeat occurrences and the severity of the misbehaviour.

Communication Protocol for Parents/Guardians

If students or parents have concerns or questions about an issue at school, please follow this communication process:

- The classroom teacher is the first person to hear and address any concerns from a student or parent.
- If the issue cannot be resolved with the teacher, the Principal or Vice-Principal is to be contacted.
- If the matter remains unresolved, the parent may request a meeting with the Superintendent.

Anti-Bullying Strategy

Bullying occurs when a person is **repeatedly** targeted and treated in a way that causes emotional, physical or psychological harm.

- Students have a right to a positive and caring environment free of bullying activity.

- Students have a responsibility to report any bullying activities that happen to themselves or others.
- The school will respond as quickly as possible to reports of bullying and will follow the processes described in School Division policy IDD when doing so.

(<https://www.gscs.ca/studentsandfamilies/parentinfo/antibullying/Documents/Anti-Bullying%20Policy.pdf>)

Religious Instruction

At École Holy Mary Catholic School, one of our goals is to put on the ‘Mind of Christ’. To achieve this goal, students receive daily religious instruction. All students will attend Catholic celebrations and those students who are baptized Catholic will participate in the Sacraments, mainly the Eucharist and Reconciliation. Students are also given the opportunity to pray daily, and to actively participate in seasonal liturgical celebrations like Advent and Lent.

Parents and guardians are always invited and welcome to celebrate with the school whenever mass or liturgies are scheduled. We will keep you informed of these dates through the school newsletter. It is important to gather and pray together as a school community.

Family Life Instruction

The Family Life Program, FULLY ALIVE, was implemented in 1994 for all students from grades one to eight. It is approved by the Bishops of Canada.

Parents may receive a family book upon request, which can be used to complement the program at home.

Student Possessions

Parents please make sure that your children’s supplies, equipment and clothing are clearly labeled. This will help cut down the amount of lost and found items. **We also ask that students do not bring valuable items to school as the school does not carry insurance for those items (i.e. I-Pods, I-pads, cell phones, etc.)**

Field Trips

Field trips are an experiential method of learning and are used to extend and enhance learning or complement the physical education program, therefore all students are expected to participate. Parents/guardians are often invited to help with field trips. You will always be informed about excursions and at times, may need to complete a criminal record check in order to participate.

Medication Policy

If your child requires medication to be administered by the school, please come to the school for further information. There are special policies which govern the administration of medications. We require parental and medical authorization for prescription medications. We are not allowed to administer any non-prescription medications such as Tylenol, Advil, etc.

Student and Staff Allergies

We have many students and staff members with minor to severe or life-threatening allergies. Please make us aware of any accommodations that are necessary for your child.

Forms are provided at the beginning of the school year for parents to fill out regarding the allergy being dealt with. In order to protect our students and staff, we ask you to cooperate with the following requests:

❖ Nut Aware

We are a nut-aware school. Please do not send any food with your child that contain nuts of any kind.

❖ Scent Aware

We are a scent-aware school. Strong chemical scents can trigger severe allergic reactions for some people. Please refrain from wearing products with a strong fragrance or bringing products to school that have a strong fragrance.

❖ **Pets**

There may be staff or students at the school who are allergic to certain pets. Please make arrangements with your child's teacher before bringing your pet to school.

Communicable Diseases

Communicable diseases can spread rapidly through a classroom. To control the spread of these diseases, children who have a fever, diarrhea, or rashes should not attend school until they are well and/ or have been treated by a doctor. Children who have been in contact with a communicable disease should be kept home at the first sign of illness. Children with the following should be treated before returning to school: lice, scabies, ringworm, impetigo, strep throat, scarlet fever, whooping cough and eye infections.

School Counselor/ Social Worker

Counselling services are available to all students. If teachers recognize the need to refer a student, we will contact the parents before continuing with this service. As well, parents may request counseling for their children, and students may refer themselves.

Student Bussing and Transportation

All students who live in Martensville with the exception of the Lake Vista area (or the Warman catchment area, for French instruction) will qualify for bussing, which is being provided by Prairie Spirit School Division. Bussing request forms are available at the office. Warman French immersion students are being bussed by First Student.

The PSSD Hotline number for delays and cancellations is: (306) 683-2805.

The First Student Hotline number is (306) 343-3300.

Kindergarten Registration and Procedures

Registration for the Kindergarten program begins in January of each year. Children are eligible for registration for the upcoming school year if he or she turns five by December 31. Registration can be completed stopping by the school office and picking up the forms or check out our webpage and you will find the forms under About our School then Registrations. Proof of birth and a Baptismal certificate for Catholic children need to be submitted with the registration. Non-Catholic students are welcome to register, as well.

As always, if ever you have any questions or concerns, please feel free to call the school at (306) 659-7870.

