



# **Student Handbook**

**2021-2022**

Welcome to the 2021-2022 school year. Holy Family School is committed to Catholic education. Our faith is the basis of everything we do. We are called to serve in the love of Christ with faithfulness, humility, compassion, justice and joy. As such, we educate the whole child to reach his or her full potential - intellectually, spiritually, emotionally, socially and physically, in partnership with school, home, parish and the broader community.

It is our privilege to serve the Holy Family school community in our role as administrators. We look forward to working with the staff, students, parents and the Cathedral of the Holy Family to make our community a faith-filled one.

Communication and collaboration are necessary keys to supporting the social, emotional, physical, academic and spiritual needs of our children. We invite parents to be an integral part of this important work.

In this handbook, you will find information specific to our school. Throughout the school year, a newsletter will be emailed twice a month, with class letters sent as needed, to keep parents informed of school events and class activities. Please also check out our school website: [www.gscs.ca/fam](http://www.gscs.ca/fam) for further information about our school.

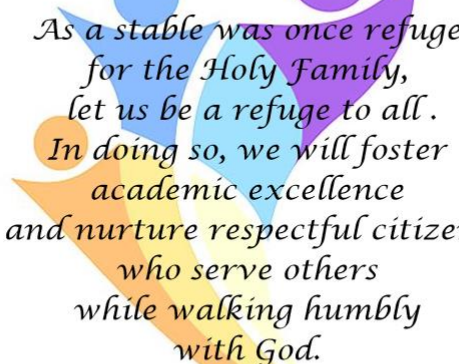
We look forward to working with your children, and feel enthusiastic about the growth and change we will all experience as we journey together through the school year.

God Bless!

Mrs. L. McGettigan, Principal  
Mrs. E. Jones, Vice Principal

### Holy Family Catholic School Mission Vision Statement

*Building The Holy Family Everywhere*



*As a stable was once refuge  
for the Holy Family,  
let us be a refuge to all.  
In doing so, we will foster  
academic excellence  
and nurture respectful citizens  
who serve others  
while walking humbly  
with God.*

"Whoever welcomes one of these little children  
in my name welcomes me"  
- Mark 9:37

### Holy Family 2021-22 Staff

MCGETTIGAN, Leanne	Principal
JONES, Erin	Vice Principal – Gr. 8
APARICIO, Maria	Educational Assistant
BELAK, Stacy	Teacher – Gr. 8
BERGERMANN, Diana	Teacher – Gr. 1
BLYTH, Dawn	Teacher – Gr. 4&5
CHARTERS, Jade	Teacher - Kindergarten
DANYLUK, Shyla	Educational Assistant
DEN BROK, Angela	Educational Assistant
DEN BROK, Marissa	Educational Assistant
DIAKOW, Andrea	Teacher - Release
DRABBLE, Julia	Speech Pathologist
DRURY, Jolyne	Teacher – Release
DUFFUS, Marena	Teacher – Gr. 8
EVERS, Kelsey	Teacher - EAL
GAUDET, Andrea	Educational Assistant
HAYNES, Crystal	Teacher – Gr. 2
ISSA, Kyle	Evening Caretaker
JAEB, Jillian	Teacher – Gr. 4
JASPAR, Sherry	Teacher – Gr. 7
KELLINS, Shauna	Educational Assistant
KLASSEN, Kerry	Teacher – Release
KRYWORUCHKA, Greg	Head Caretaker
LAFOND, Mikayla	Educational Assistant
LINDSAY, Jaime	Teacher - LAT
MACLEAN, Ava	Teacher – Gr. 6&7
MCCULLOCH, Terri	Office Coordinator
MCNAIRN, Heather	Teacher – LAT
MEIER, Greg	Teacher – Gr. 6
MIKITUK, Vanessa	Educational Assistant
NOVECOSKY, Louise	Secretary/Educational Assistant
OSTERTAG, Arlene	Teacher – Gr. 3&4
RYBINSKI, David	Teacher – Gr. 8/Release
SCHARF, Sarah	Teacher – Band
SCHMIDT, Stephanie	Teacher – Gr. 8
SEDLOVITCH, Melissa	Educational Assistant
SMART, Lily	Teacher – Gr. 3
SMITH, Cory	Educational Assistant
STEIN-GAY, Aimee	Educational Assistant
THOMPSON, Chanel	Teacher – On-line Teacher
TKATCHUK, Luke	Teacher – Gr. 7
TOMYN, Michelle	Teacher – Gr. 4&5
TUBERA, Donald	Caretaker – Evening
WANDLER, Shauna	Educational Assistant
WARING, Debbie	Occupational Therapist

WEINHEIMER, Sandra	Teacher – Gr. 2&3
WENINGER, Randi-Lee	Teacher – Gr. 5
WILDE, Kristin	Counsellor
WORMALD, Indianna	Teacher – Gr. 1&2
YOUNG, Kaitlyn	Teacher - Release
ZAIDAN, Kathleen	Teacher – Gr. 6

## **HOLY FAMILY BELIEFS**

1. *We believe* that the Holy Family is a perfect model to guide us.
2. *We believe* that all students and staff are capable learners
3. *We believe* all students and staff need to be treated with respect
4. *We believe* all students and staff need to feel safe, physically and emotionally.
5. *We believe* in honesty and openness.
6. *We believe* that Holy Family should be fun for students and staff.
7. *We believe* in solutions not problems.
8. *We believe* mistakes from students and staff are an integral part of learning.
9. *We believe* that collaboration makes us stronger.
10. *We believe* in reconciliation

## **STUDENT DISCIPLINE – BASIS FOR CODE OF CONDUCT**

We believe in positive discipline measures that involve clear expectations with firm and fair consequences.

We believe parental support is essential in keeping our school a positive and safe environment.

We believe discipline is a process developed through training and education that guides the student's behaviour, as well as school and classroom. Discipline is not punishment.

We believe this set of skills allows for effective learning. Discipline enhances self-knowledge, self-esteem and self-confidence. It also promotes the development of integrity, accountability, personal ethics and self-management. Discipline policies are dynamic and flexible.

This code of conduct is intended to assist students, staff and parents/guardians in establishing appropriate expectations for personal and social conduct. This can only happen if all individuals accept personal responsibility for their attitudes and actions.

## **SAFE, POSITIVE SCHOOL**

Safe, positive schools are places where teachers can teach and students can learn free of intimidation and fear. Safe, positive school climates are built upon a spirit of acceptance and concern for all students and are places where behaviour expectations are clearly communicated, consistently enforced and fairly applied.

It is also important that parents are informed about the behavioural expectations of students in order to support and reinforce the school in its effort to deal with student behaviour.

## **GENERAL EXPECTATIONS OF STUDENTS**

1. Students are encouraged to show pride in and respect for our school. In an effort to ensure the cleanliness of our school:
  - muddy/wet footwear is to be removed at the entrance of the school building
  - students should keep their personal belongings in their desk, lockers or an area designated by the teacher
  - students are responsible for keeping their own materials and materials loaned by the school in good condition
2. Students should move throughout the school in an appropriate, orderly manner. The gym is out of bounds to students unless supervised by a teacher.
3. Students are expected to respect and cooperate with staff and fellow students. This form of cooperation will ensure that proper conduct will be followed in the classroom, gym, hallways, library and playground. Behavior that endangers the safety of anyone in our school and school playground is not permitted. Examples of this are: throwing stones, snowballs, possessing harmful or dangerous objects, etc.
4. During recess and noon breaks students are to play cooperatively.
5. During school hours students are not allowed to leave the school grounds without a teacher's permission or their parent's consent.
6. Students are expected to avoid the use of profane language, inappropriate gestures, inappropriate dress and smoking while on school property.

### **Classroom Expectations:**

1. Be on time.
2. Be prepared – students should have all materials necessary for classes (notebooks, texts, writing utensils); notebooks/binders should be organized, complete and up-to-date.
3. Assignments are to be completed and handed in on time.
4. Students should respect other people, their property, space and ideas.

### **Lunch Expectations:**

1. All students will eat their lunch at their own desk. They are to eat in a quiet and orderly manner. They must clean up after lunch.
2. After lunch and weather permitting, students are required to go outside and play.

3. Students are to obey and follow any other instructions as explained to them by their teachers.
4. Repeated misbehavior during the lunch period will be reported to parents. If the misbehavior continues, students will be asked to eat their lunch away from the classroom or school for a period of time.

Your cooperation and adherence to the above policy will be appreciated. It will result in a pleasant and orderly lunch break for everyone.

### **DAILY SCHEDULE (changed due to COVID-19)**

8:55 a.m.	Warning Bell rings
9:00 a.m.	Classes begin
10:10 a.m.	Recess starts for some– staggered schedule
12:00 p.m.	Lunch – staggered schedule
12:45 p.m.	Classes resume
2:10 p.m.	Recess starts for some – staggered schedule
3:30 p.m.	Classes end

### **STUDENT DATA FORMS**

Early in September parents/guardians are asked to verify information on a Student Data Verification Form. This form provides the school with important information. Forms will be sent home at the beginning of the school year. Parents are urged to notify the school with any changes such as address and telephone number. This will keep the information up-to-date.

### **ATTENDANCE**

In the interest of safety, it is important that we know which students will be late or absent. When your child is ill, late or away from school for any reason, please call the office at **306-659-7850** or put in your attendance through our new attendance program called Edsby. If a teacher's roll call indicates a child is absent with no reported reason, the school will try to call the parent immediately. Youngsters who are late returning home also cause concern for parents. We encourage parents to call the school to check if there is a reason for the child's late arrival home. The success of this plan will depend upon a cooperative parent-school effort.

### **EARLY ARRIVAL**

Students should not be at school prior to 8:45 in the morning. Exterior doors will remain locked until 8:45 AM. If students need to arrive early, we have a Before and After School Program available through Preston Early Learning.

### **MEDICATION POLICY**

Parents should contact the principal if their child requires emergency or "ongoing" medication.

## **STUDENT POSSESSIONS**

Parents are encouraged to make sure that their children's supplies, equipment and clothing are clearly labeled. This will help to cut down the amount of lost items. Items from the "Lost and Found" bin are regularly set out for students to claim lost items. Those items not claimed will be donated to charity.

## **BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES, HEELEES, ETC.**

These are to be used as modes of transportation to and from school and are not to be utilized during the school day. We ask that scooters be locked up outside since we do not have sufficient storage to store them safely in the school.

## **CELLPHONES AND ELECTRONICS**

Cellphones and electronics are not to be used during the school day without permission from a teacher. Students should keep these items in their backpacks. Any parent wishing to contact their child during the day can easily reach them by calling the school at 306-659-7850.

## **PARKING**

Parents are reminded to observe the signage in front of our school. Our bus stop area, staff parking lot and fire lane must remain free of parked or stopped vehicles. **We ask parents to please remain in your vehicle in the angled parking in front of the school. Parents also need to remember that the staff parking lot should not be used to drop off or pick up their child.**

## **COMMUNICATION**

Parents will be kept informed of school activities and events, important dates, etc. through a newsletter sent out through email every other Wednesday. Newsletters are also posted on our website: [www.gscs.ca/fam](http://www.gscs.ca/fam) Parents can also periodically expect a newsletter from their child's teacher outlining current and planned themes, units of study and classroom activities and events. In addition, parents may receive phone calls, emails or notes concerning their child's progress and/or behavior. Parents are invited to contact teachers and administrators to share information or seek clarification as well.

## **NOON LUNCH BREAK**

Students have a 45 minute break for their lunch. Many students are able to go home for lunch and this affords the opportunity for a break from the instructional day. For those who need to remain at school during the lunch break, expectations are in place to ensure that the noon break is a safe, healthy opportunity for students to eat and play. If students eat their lunch at school on a regular basis, we appreciate parent/caregiver support to inform the teacher when students

will not be at school for the break. When students come to school with their lunch, it is assumed they will be eating their lunch at school.

## **DRESS CODE**

Students are encouraged to take pride in their personal appearance and to dress appropriately for a Catholic education setting. For example: undergarments must be covered and shirts need to overlap the tops of bottoms so that midriffs are not exposed and articles of clothing with messaging that can be misinterpreted or hold double meanings are discouraged.

## **BUS INFORMATION**

First Student Canada transports students who are bused to school. We expect school buses to operate as scheduled under most weather and urban travel conditions usually experienced in Saskatchewan. There should be very few occasions when severe weather and adverse operating conditions affect school bus service. However, when these conditions arise, school bus service may be delayed, altered or cancelled.

Parents whose children are bused to school are responsible for monitoring winter weather conditions and for having an alternate plan if the school bus is cancelled due to severe weather. Please ensure your child is familiar with your alternate plan. If parents believe there is a risk of harm before their child gets on the bus (for example, severely cold weather), it is the parent's responsibility to arrange for a safe way for their child to meet the school bus or to seek alternate shelter. If the school bus is cancelled, it is the parent's responsibility to make alternate arrangements to get their child to school safely.

If there are delays or cancellations with your child's bus route, there are a couple of options available to you to find out information quickly:

- Call **306-343-3300** our information hotline
- A website to access the updated details of any cancellations or delays. This website gives you the option to subscribe to emails that will alert you to your specific route <https://saskatoon.firststudentinc.com>
- First View App – offers a secure bus tracking and communication app for parents - go to [firstviewapp.com](http://firstviewapp.com) – our code is RG7D.

## **BEFORE & AFTER SCHOOL CARE**

Preston Early Learning Centre operates the Before and After School Program. For more information or to register for the program, please access their website: [prestonearlylearning.ca](http://prestonearlylearning.ca) or contact their Site Supervisor, Marnie Mulesa at 306-373-3535.



## **ANTI-BULLYING POLICY**

Holy Family School will not tolerate bullying behavior. Guided by our Gospel values and our Code of Conduct, bullying behavior will be dealt with in a serious and timely manner.

Holy Family School believes that all students have the right to a safe, caring and respectful school environment. Students also have the responsibility, by their actions, to ensure that everyone is in a safe, caring and respectful learning environment.

### **DEFINITION OF BULLYING**

A student is bullied when he or she is repeatedly exposed to negative actions on the part of one or more students causing emotional, psychological and/or physical harm. These negative actions are intentional and hurtful. Bullying can be verbal, physical, relational or reactive and includes cyber bullying. Bullying involves an imbalance of power, creates fear and is not gender specific.

### **Roles and Responsibilities**

The effectiveness of this policy will depend on the level of open and honest communication between everyone involved. In addition to the expectations outlined in the School Code of conduct:

1.1 Holy Family School Students are expected to:

- be positive and caring role models
- refrain from bullying or being bystanders to acts of bullying
- be active participants in school anti-bullying initiatives
- report acts of bullying to appropriate school personnel, parents/guardians

1.2 Holy Family School Staff are expected to:

- Provide stewardship that upholds the Gospel values and promotes positive relationships between students, staff and parents/guardians
- Address bullying in an age appropriate manner
- Implement the schools anti-bullying initiatives in conjunction with our School Code of Conduct
- Investigate reports of bullying, apply interventions and follow-up
- Keep lines of communication open between the home and the school
- Encourage and teach students to report incidences of bullying

1.3 Holy Family Parents/Guardians, Parish and Community Members are expected to:

- Be active contributors to a safe, positive, caring and respectful school community
- Learn about bullying behavior and related issues
- Inform the school if bullying is suspected
- Work with the school to resolve identified incidents of bullying

### **Procedures**

#### **1) Prevention**

Prevention of bullying is the goal. Strategies are ongoing and include the use of our own Code of Conduct in conjunction with: social skills programs, Lion Quest and skills for adolescence programs, classroom rules, open communication and common language.

## 2) **Investigation**

- The safety of all students is always the primary focus
- Students involved shall be spoken to and dealt with individually using age appropriate interventions.
- Information shall be gathered from all students involved
- An STP (Stop, Think and Plan) form may be completed
- A bullying Incident Report may be completed

## 3) **Actions If Bullying Occurs**

Actions shall take into account:

- The safety of all students is always the primary focus
- Age and maturity levels of students
- Level of harm that occurred – be it physical, emotional, mental
- Similar related incidents in the past and/or continuing patterns of behavior
- Follow-up for all those involved
- Classroom teacher or in-school administrator determine whether parents/guardians need to be informed
- Student services personnel may be called for assistance
- Intentionally and falsely accusing another student of bullying shall be considered bullying behavior

Consequences may include:

- discussion, problem solving, reviewing behavioural expectations
- loss of privileges, detention, reprimand, action plan
- STP Form (Stop, Think and Plan Form)
- removal from class, suspensions, expulsions
- referral to Student Services
- restitution, community services, counseling
- behavioral contract
- alternative programming, alternative placement, community agencies

A student may be suspended for such behavior as:

- intimidation, harassment or any other behaviour that threatens students, staff, parents/guardians, or other members of the community
- possession of illegal drugs or alcohol
- theft or damage to school or others' property
- intentional opposition to authority
- Bullying behavior

If bullying behavior is part of a continuing pattern:

- In-School administrators or designate shall complete a Bullying Incident Report
- Parents/Guardians of those students involved will be invited to meetings to discuss child's involvement in incident(s). In most cases these will be separate meetings
- A written record shall be kept of the plan of action. This record shall be held in a confidential file by the principal or designate and reviewed annually.

## **INTERNET ACCEPTABLE USE POLICY**

We acknowledge that in the information age, students need the opportunity to access, evaluate and produce information. Holy Family School promotes the use of technology in our learning. Access to the Internet, however, is a privilege, not a right. It is an expectation that Internet use will be in accordance with the mission statement of Greater Saskatoon Catholic Schools.

Internet service is available when using our portable netbooks and iPads. A teacher will supervise access to the Internet. It is acknowledged, however, that one-on-one supervision will seldom be possible; therefore, students must practice responsible Internet use. After school use is available only for specific projects determined by teachers on an individual basis and will be available with teacher supervision only.

The following guidelines apply to all students:

- 1) School rules for proper behaviour and communication apply to the Internet. Students must follow the specific guidelines of the assignments and the expectations of the teacher.
- 2) Many classrooms are using student email accounts. Please refer to the School Acceptable Use Policy for guidelines as part of the Acceptable Use Agreement.
- 3) The use of chat or news groups is not permitted.
- 4) Articles can be printed from the Internet for school-based research if in accordance with copyright regulations. Page limitations will vary from project to project.
- 5) Use of the Internet for the purpose of accessing inappropriate sites will be cause for discipline. Students can expect their Internet privilege to be revoked.

We at Holy Family expect that parents/guardians will discuss the use of the Internet with their children and will reinforce the goals of responsible Internet use.

## **SCHOOL SAFETY PROCEDURES**

**FIRE DRILLS:** We will be conducting announced and unannounced drills during the year. Drill procedures will be practiced with the students.

**LOCKDOWN PROCEDURES:** Two (2) annual school lockdown practices will occur during the year. Staff and students will be informed when the practices are scheduled. They need to be aware that any unannounced lockdowns are to be taken seriously.

A **School Lockdown** is implemented when the threat is inside, or thought to be inside, the school.

A **Perimeter Lockdown** is implemented because of a threat or a potential threat exists outside the school.

## **ASSESSMENT, PARENTAL AND HOME COMMUNICATION** (this may change due to COVID)

Term 1 Progress Reports will be sent home on December 3<sup>rd</sup>, 2021 with 3-Way Conferences being virtual on Thursday, November 25<sup>th</sup> and during the day on Friday, November 26<sup>th</sup>.

Term 2 Progress Reports will be sent home on April 1<sup>st</sup>, 2022 with 3-Way Conferences virtually on Thursday, March 24<sup>th</sup> and during the day on Friday, March 25<sup>th</sup>.

Please understand that there is no substitute for continuous communication between child, parent and teacher.

## **HOMEWORK AND FAMILY HOLIDAYS OR EXTENDED ABSENCES**

Teachers are often asked about providing homework for a child to take on vacation. This request can be challenging since so much of the teaching and learning is based on hands on experiences, projects and group work. Gone are the days when students were simply given pages from a workbook or textbook to complete. Therefore, teachers will not be able to provide a collection of work for your child to work on while away. Generally, we encourage families to have fun on vacation and do some journaling and/or daily reading.

There are a number of learning opportunities that you can provide as a parent. You could give your child a camera, a sketchbook, pencils and colored pencils, and let him decide how best to demonstrate what he/she learned.

While on the trip, students can...

1. Read about where they are going, daily writing in a journal (Language Arts)
2. Figure out tips in restaurants, budgeting for groceries (Math)
3. Identify local flora and/or fauna, review geological formations (Science)
4. Map skills, navigation, understanding of local cultures or indigenous cultures (Social Studies)
5. Illustrate a sketchbook or journal – bring coloured pencils (Fine Arts)

You may wish to talk to the teacher to discuss ways your child may share their information with the class.

Having said this, we cannot stress enough that while your child is away, he/she will be missing learning opportunities. For this reason, we encourage you to take advantage of school scheduled holidays for travel opportunities.

## **LOGO, TEAM NAME, MASCOT**

