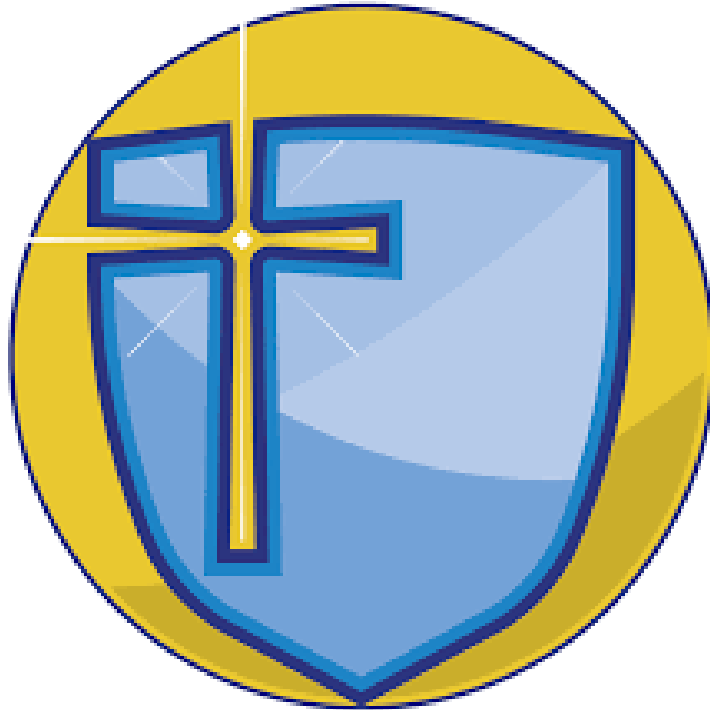


# *Holy Family School*



## ***STUDENT/PARENT HANDBOOK*** ***2022-2023***

*Principal: Matt Turner*  
*Email: [mturner@ncdsb.on.ca](mailto:mturner@ncdsb.on.ca)*

*Telephone/Safe Arrival: 705-544-2397*

*Superintendent: Daphne Brumwell*

*Trustee: Stan Skalecki*

## Welcome to Holy Family School!

The staff at Holy Family School would like to welcome students back for another year! We would also like to welcome new and returning families to our school community. Again this year, we will be focusing on providing a learning environment of high academic achievement and well-being.

Holy Family School is a caring school community where staff, parents/guardians, community members, neighbours and community agencies work together to provide for and support our children. We believe that education should be a partnership and that children learn best when parents, guardians, school educators and the larger community work together.

This handbook is intended as a guide for Holy Family School students and parents. We have included several items of information that will surely help you and your child over this academic year. Please join our school Facebook page to stay up-to-date on events and activities and be aware of Holy Family's calendar of events provided each month throughout the year. In addition to classroom-specific information sent out via classroom educators, this will keep you informed about school activities and happenings at Holy Family School.

If, at any time, you have questions or concerns, your first point of contact is with your child's teacher(s). After that, our school office can be reached at 705-544-2397 between 8:30 am and 4:00 pm. Holy Family's school Facebook page is a great source of information.

Thank you for choosing Holy Family School! It is our sincere hope that we can help meet your child's academic, emotional, social and physical needs not only through the expertise and dedication of our staff, but also through the various programs offered here at Holy Family School. We are looking forward to an amazing year of learning.

Come join us!



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# NCDSB Mission and Vision



## MISSION STATEMENT

Learning together. Striving for excellence.  
In service to God and each other.

## VISION STATEMENT

Faithful and thoughtful learners,  
working together to transform the world.

## SCHOOL BOARD INFORMATION

The Northeastern Catholic District School Board (NCDSB) is the product of the coming together of regions, of boards, of schools, and of people from Catholic Communities throughout Northeastern Ontario.

The Board serves communities within the Districts of Cochrane, Timiskaming, Nipissing and Moosonee.

Each region has its own roots, and in fact, has its own separate school board at one time, operating both English and French language sections.

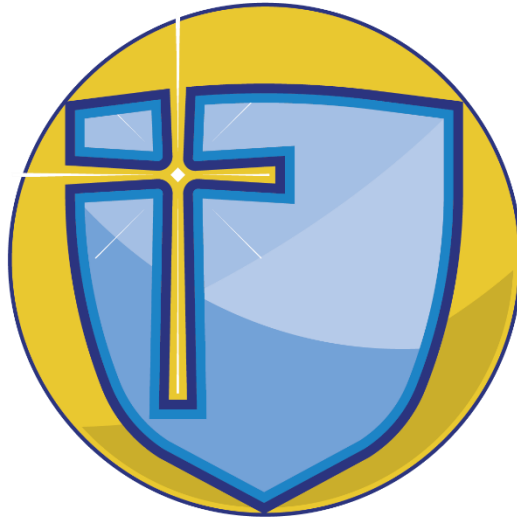
Currently, we have 12 elementary schools, 1 secondary school, and an Adult Continuing Education Centre.

**Director of Education:** Tricia Stefanic-Weltz

**Superintendent of Education:** Daphne Brumwell & Jennifer Dunkley

**Superintendent of Business:** Keld Scott

## SCHOOL INFORMATION



Welcome to Holy Family School! Our staff and students work very hard to fill our school with hope. You see, hope hugs us in the halls when we laugh with our friends; it embraces us in its arms when we struggle; it encourages us to keep trying when we feel we have failed. Hope is what brings us together as a school, as a community, and as a family. At Holy Family School, we value God's gift of hope as we pursue the Christian ideal to become faith-filled, lifelong learners.

**Address:** 80 Eighth Avenue- P.O BOX 578 Englehart, Ontario P0J 1H0

**Email:** [hfensec@ncdsb.on.ca](mailto:hfensec@ncdsb.on.ca)

**Phone:** 705-544-2397

**Fax:** 705-544-2466



**Website:** <https://www.ncdsb.on.ca/school.php?id=3&page=profile>

# IMPORTANT DATES

## First Day of School

August 30, 2022

## PA Days

August 29, 2022

September 23, 2022

October 24, 2022

January 27, 2022

April 21, 2022

June 9, 2022

June 23, 2022

## School Holidays

September 5, 2022 (Labour Day)

October 10, 2022 (Thanksgiving)

December 26, 2022 – January 6, 2023  
(Christmas Break)

February 20, 2023 (Family Day)

March 13, 2023 – March 17, 2023 (March Break)

April 7, 2023 (Good Friday)

April 10, 2023 (Easter Monday)

May 22, 2023 (Victoria Day)

## Last Day of School

June 22, 2023



## SCHOOL DAILY SCHEDULE

8:30- 8:45	Buses Begin Arriving to School
8:45 -9:55	<b>Instructional Block</b>
9:55- 10:10	Recess
10:10-11:30	<b>Instructional Block</b>
11:30-12:30	Lunch/ Recess
12:30-1:50	<b>Instructional Block</b>
1:50-2:05	Recess
2:05-3:10	<b>Instructional Block</b>
3:10-3:15	End of Day Dismissal

## FIVE DAY CYCLE

All NCDSB schools will continue to follow a 5 day cycle this year. The 5-day cycle will help provide equality to programs that happen on a weekly basis. For example, if a school was to have math instruction on Mondays, they miss out on a number of days during the year because of holidays and PD Days. The 5-day cycle will not include any days that the students are not scheduled to be at school. Our monthly calendars will indicate Day 1, Day 2, ect. as well as the dates so that parents and students can keep track. Teachers will send home information to let you know which days of the cycle your child has Math, Phs.Ed, Music, ect.



# VIRTUES PROGRAM 2022-2023

<p>September/October</p>	<p>Gratitude</p> 
<p>November/December</p>	<p>Justice</p> 
<p>January/February</p>	<p>Respect and Responsibility</p> 
<p>March/April</p>	<p>Fortitude</p> 
<p>May/June</p>	<p>Temperance</p> 

# MEET OUR STAFF

## HOLY FAMILY SCHOOL TEAM

<b>Principal</b>	Matt Turner	mturner@ncdsb.on.ca
<b>Secretary</b>	Ashley Lecappelain	hfensec@ncdsb.on.ca
<b>Custodian</b>	Pam Yantha	-----
<b>Custodian</b>	Erin Charlton	-----
<b>Kindergarten Teacher</b>	Jennifer Hong	jhong@necdsb.ca
<b>Early Childhood Educator</b>	Meagan Loach	mloach@necdsb.ca
<b>Grade 1/2</b>	Michelle Schaffner	mschaffner@necdsb.ca
<b>Grade 2/3</b>	Beverley Montminy	bmontminy@necdsb.ca
<b>Grade 2/3</b>	Margaret Regimbal	mregimbal@necdsb.ca
<b>Grade 4/5</b>	Christine Kirkey	ckirkey@necdsb.ca
<b>Grade 5/6</b>	Emma Livingston	elivingston@necdsb.ca
<b>Grade 7/8</b>	Andrew Lawton	alawton@necdsb.ca
<b>Core French</b>	Tracy Delenardo-Birch	tdbirch@necdsb.ca
<b>Resource Teacher</b>	Sandra Ciraco	sciraco@necdsb.ca
<b>Educational Assistant</b>	Tammy Malette	tmalette@necdsb.ca
<b>Educational Assistant Child and Youth Worker</b>	Marcella Forth	mforth@necdsb.ca
<b>Educational Assistant</b>	Arianna Coghlin	acoghlin@necdsb.ca

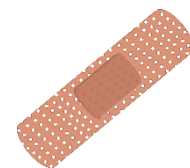
## ABSENCES



Regular school attendance is vital for a successful school year. If a student is going to be absent from school, we ask parents/guardians to call the school before 8:45 am or leave a message at 705-544-2397. When possible, a note could also be given to the teacher prior to the absence. This is important for reasons of safety. The *Safe Schools Act* requires us to contact those parents/guardians of students who are not in school when the school has not been notified. Students who arrive after 8:45 a.m. are expected to sign in at the office and catch up on any missed work.

## ILLNESS OF INJURY

If a student is injured or becomes ill at school, a parent or alternative will be contacted as soon as possible. A sick child will be isolated from classmates. First aid or medical care will be provided for injured students until a parent or designate arrives. Please ensure that emergency contact numbers and health information is kept up to date during the course of the school year. Every child who is well enough to be at school will benefit from being outdoors in the fresh air during the breaks in the school day. Please do not send notes requesting that a child stay inside at recess, as we do not have supervision available for students that are not outside.



## VISITORS

To ensure the safety of your children, all visitors **MUST** enter through our secured entrance at the front doors, and sign in at the office. Whenever possible, please call ahead to see if you can arrange a phone chat, or a virtual conference with school staff to discuss any concerns or challenges rather than making an in-person visit.

## SIGN-OUT

To minimize disruptions in the classrooms and confusion at bus time, parents picking up children are asked to wait until the end of the day when the bell rings at 3:15 pm whenever possible. Please do not drive through the bus lane at times when the buses are boarding and disembarking (8:30 am & 3:15 pm). Instead, please park in the parking lot between the school and the Englehart Arena. This allows us to ensure the safety of all students while they arrive and depart from the school grounds. **If you need to pick up your child before dismissal, please call the school office before 2:30 p.m. to notify Mrs. Lecappelain.**

## CUSTODY

Unless a court order specifically states otherwise, both parents have access to information concerning a student's progress at school. It is the responsibility of the custodial parents to ensure that a copy of any custody order which restricts the access of noncustodial parents is on file at the school office.

## **DAILY ANNOUNCEMENTS**

Holy Family School will play “O’ Canada” each morning and make school related announcements each day. Students will be expected to stand for the national anthem as outlined in the Ontario Regulation 435/00 under the Education Act. Morning announcements may also include daily prayers, birthday wishes, awards, certificate achievements and other greetings. If there are reasons why your child cannot participate in these routines, please contact the school office and/or your child’s teacher.



## **IDENTIFICATION OF STUDENTS FOR SCHOOL-RELATED ACTIVITIES AND SHARING OF PICTURES OF YOUR CHILDREN**

At the beginning of the year, forms will go home asking for your permission to share pictures of your child in different publications such as newspapers, school newsletters, social media and our school website. Please read the information carefully. Space is provided to specify any conditions or restrictions you may want to note. For example, if you do not want your child’s picture on social media, such as Facebook, you may include that information there. The school will then ensure that those directions are followed.



## **COMMUNICATION**

Communication with staff is an essential element of a strong school-family relationship. Educators at the school are busy teaching and working with students during the day, but will endeavor to respond to your communication in a professional and timely manner (24-48 hours, if not sooner). While parent teacher interviews are conducted following the completion of Progress Reports in the fall, we encourage you to reach out to your child's teacher should you have any questions or concerns. In an effort to reduce costs and paper waste, Holy Family School has moved primarily to an electronic means of communication with families. Communication from the Office will be facilitated through email and the school's Facebook page, while individual teachers will share their desired method of communication with you during the first week of school. Should this present a challenge, please let us know and we are happy to find a solution (i.e., paper copies). All documentation related to Individual Education Plans and Progress Reports/Report Cards will be sent home with your child in a sealed envelope when required throughout the school year.

## **INDOOR SHOES**

Our custodial team works very diligently each and every day to keep Holy Family School clean and safe. We ask that students bring a pair of soft soled athletic shoes to school to wear indoors and during gym classes. Such shoes must remain at the school during the period of the school year unless specific circumstances permit otherwise.



## **NO SCENTS MAKES GOOD SENSE**

Please avoid the use of perfumes, colognes and other scented products. Scented products can aggravate health problems for some people, especially those with asthmas, allergies and other medical conditions.

## SCHOOL MATERIALS

### In Class

Learning materials are provided for students in all publicly-funded Catholic schools. However, we do recognize that individual preferences exist. Students are permitted to have their own school supplies, provided they do not interfere in the classroom (as deemed by the school).



### Physical Education

Students are required to have a pair of non-marking indoor shoes for physical education and to change out of boots during the winter months of the year.

## FIELD TRIPS

Staff and students look forward to the school trips that take place throughout the year. School trips are to be educational in nature and align with expectations within the Ontario curriculum. Students are expected to follow the school's "Code of Conduct" during any in-school or out-of-school event or activity. Failure to comply with staff supervisors' expectations and/or general behavior expectations may result in a student being removed from the field trip experience. For any field trip throughout the school year, parents/guardians are encouraged to contact the principal if the cost of the field trip would exclude their child from attending at any time.

## ALLERGIES AND HEALTH CONCERNS

It is important that all parents be aware that there are some children here at Holy Family with life-threatening food allergies (anaphylaxis). This medical condition is caused by a severe reaction to specific foods and can result in death within minutes. It is the responsibility of parents of students with severe health concerns, including those who are endangered by anaphylaxis, to provide current medical information, EPI pens as required, and to work with the principal in developing a plan that addresses the needs of the at-risk child within the school. We also request that parents/guardians call their child's teacher before bringing in any food products for sharing with classes and/or pets or animals for meeting/greeting, as some students might experience allergic reactions to certain foods and/or animals.

## MEDICATION

If your child requires prescription or non-prescription medication during school hours, please notify the office to provide the necessary authorization and complete necessary medical forms (Forms must be completed yearly). In some instances, you will be required to provide a doctor's signature detailing when the medication should be given to your child. We require that most medications, whether prescription or not, be stored in the office. Asthma puffers are an exception and can be carried on a student's person. For storage in the school office, medications require clear labels with the child's name and instructions for use. For the protection of all students and staff, school personnel will confiscate unauthorized medication found in possession of a student and contact home. If your child requires an auto-injector (i.e. Epi- 10 pen) because of an anaphylactic reaction, then there must be two provided to the school.





## DRESS CODE

Under the Safe Schools Act, 2000, sub-section 302(5) each school is required to have a dress code. Holy Family School has established a dress code with a purpose to work towards a safer and more respectful learning and teaching environment. We encourage our students, staff and visitors to dress in an appropriate manner, which assists in working towards this goal.

We define appropriate dress as being the following:

1. Tops and bottoms must overlap.
2. No underwear should be showing.
3. No hats or bandannas are to be worn in the school.
4. Hooded sweatshirts must be worn with the hood down.
5. No inappropriate messages on articles and clothing or visible inappropriate tattoos. (Examples: alcohol promotions, sexual innuendo or comments, references to drugs or violence)
6. See-through clothing is not appropriate.
7. Bathing suits and pajamas (Except on some Spirit Days) are not appropriate for the regular school day.
8. Backless outfits, muscle shirts/ tank tops with large arm openings are not acceptable attire.
9. Shorts and skirts should be school appropriate. For example, a good general rule is “the finger-tip test” (arms straight down at the sides)
10. Accessories and jewelry cannot be unsafe for play, distracting or perceived as weapons.

It is expected that all students will be supported by parents/guardians and school staff to comply by dressing appropriately when attending school. Failure to comply with the school dress code will result in the student being requested to change or cover up the item(s) that violate the school dress code.

## CATHOLIC SCHOOL PARENT COUNCIL

School councils have been created to enhance students' learning through the co-operative efforts of parents, students, staff members, and others in the community. As a member, you can help your council discover ways to improve the education of students in our school! Elections are held every September for positions on the School Council. The School Council meets at least four times a year, with additional meetings as needed. School Council is an active group of people who contribute to Holy Family in many positive and valuable ways such as fundraising activities, providing parent/caregiver perspectives and input and special events coordination and support. Come and join in the fun! Watch for announcements for our first meeting. We hope to see you there!



## PARISH LIFE

Holy Family School partners with the Holy Trinity Church in Englehart, in developing a strong faith-based school community. While students practice their Catholic faith daily at the school, and through other opportunities such as the NCDSB Catholic virtues program, students also attend monthly masses. Father Justin is the parish priest. We strongly encourage all families to support their children in developing their faith by attending weekly mass and partaking in the Sacraments

## SELF-IDENTIFICATION FOR INDIGENOUS STUDENTS

Parents of all Northeastern Catholic District School Board students are asked, if appropriate, to voluntarily identify their child(ren) as being of Indigenous (First Nations, Métis, or Inuit) ancestry. This question is on registration forms for new students and on student update forms for existing students. Forms are also available in all school offices. The data collected through the Indigenous Self Identification process will continue to inform our efforts to further support the success of our Aboriginal students.



## STUDENT NUTRITION PROGRAM AND LUNCH PROCEDURES

Holy Family School is delighted to be able to continue to offer our student nutrition program which allows us to offer healthy food items during the day. Items such as fresh fruit, vegetables and juice as well as milk, cheese, muffins and granola bars are just some of the things we will have available for all students to enjoy! There is no fee for this program and all students are encouraged to access the program daily.

We will also have weekly sub day and pizza day available to pre-order through “Cash Online.” All funds raised go directly back into programming at the school. Please contact the school if you do not have access to the internet for purchasing.

<https://northeasterncdsb.schoolcashionline.com/>

Each student is responsible for bringing his/her own lunch to school each day. At nutrition break times, all students are expected to follow the lunchroom rules as posted. No students are to leave school property unless through the permission of a parent/guardian. All students are expected to go outside for recess following lunch unless supervised by school staff at an indoor activity. Students are required to remain on school property from arrival until dismissal at 3:15 pm, unless accompanied by a parent/guardian. If you have a scheduled appointment for your child, or plan to pick your child up during one of the breaks, you will be required to call the school or send a note to your child’s teacher.

## FUNDRAISING

Once again Holy Family School staff and School Council are planning fundraisers to help lower the cost of school trips and special events. All parents will be notified of fundraising events in advance via information flyers and newsletters. The school appreciates the support that fundraisers receive from families and community members and thank you, in advance, for your participation and support.



## STANDARDS OF CONDUCT

Rules and standards are necessary in order to promote an environment that is safe, orderly and allows all students to flourish. Our expectation is that our students will be respectful, responsible, motivated, and conduct themselves with integrity. Our goal in discipline is to teach students to make choices that are desirable, and that encourage them to take ownership of their actions. We strive to be proactive and to support students in a process of learning and discovery that allows for mistakes and nurtures them along their journey of learning. We utilize a system of progressive discipline. We also understand that every situation has mitigating circumstances that must be taken into consideration. At the heart of all we do, the child and their well-being come first. Our aim is to create a relationship with students, parents, guardians, and community members that foster a healthy environment where students can flourish. In conversation with Parents and students, we will implement strategies and consequences that are proven methods by which we can help the student in becoming successful members of a community. We also have a code of conduct by which we must all follow (staff and students). This code outlines the expectations and standards of behavior for all members of the Northeastern Catholic District School Board.

## **SCHOOL CODE OF CONDUCT**

The Northeastern Catholic District School Board will continue to take steps and enact procedures that enhance the safety of students and staff members in its schools and that promote clear standards of behavior. The Northeastern Catholic District School Board has developed Administrative Guidelines, which were also used to develop our Code of Conduct. The Code of Conduct Administrative Guidelines have recently been revised. These guidelines, relating to Safe Schools, can be accessed on the Board's website at [www.ncdsb.on.ca](http://www.ncdsb.on.ca). A copy of Holy Family School's Code of Conduct can be found on our website.

<https://www.ncdsb.on.ca>



## **SUSPENSION AND EXPULSION POLICY**

The Northeastern Catholic District School Board's policies and related administrative guidelines addressing suspensions and expulsions provide direction for its schools and take into consideration consistency, clarity and procedural fairness, while treating suspensions and expulsions as necessary options on a continuum of progressive discipline procedures. The primary purpose underlying the implementation of all disciplinary measures is to achieve a positive consequence for the student and the school.

## COMPUTERS AND TECHNOLOGY

Students need to use computers and technology to gain essential skills. Computers and other technological learning tools are to be used only under the direct supervision of a staff member. Misuse of any technology will result in disciplinary measures.

As new technologies continue to change the world in which we live, they also provide many new and positive educational benefits for classroom instruction. Holy Family School commits to providing learning opportunities through technology, it is critical that parents and students are familiar with the responsibilities of being digitally connected citizens. Parents must be aware of the impacts of student participation in the digital world so that they can recognize “teachable moments” that arise as students explore, learn, and create in an online environment. Students must become aware of the benefits and risks that are associated with digital interactions and that ultimately they themselves must be able to make responsible choices and decisions as they navigate and interact within the digital world. HFS students are expected to become responsible digital citizens in a 21st Century learning environment.



## LANDLINE PHONE USE, CELL PHONES AND OTHER ELECTRONIC DEVICES

Student use of the school telephone is for emergencies only approved by the classroom teacher, secretary and/or principal. If you require occasional contact with your child, you are welcome to call the school and your child can return the call at one of the scheduled breaks or immediately, depending on the situation.

Today's student needs to be able to use technology to analyze, learn and explore. Digital age skills are vital for preparing students to work, live and contribute to the social and civic fabric of their communities. Students have a responsibility to be a digital citizen and understand the human, cultural and societal issues related to technology and practice legal and ethical behavior.

Please know that **the use of cell phones or other electronic devices for texting and calling purposes is not, generally, permitted during the instructional day.** If a student is found to be using an electronic device for such purposes during nutrition breaks, recesses and/or class time, the student will be asked to put it away. If the misuse of the device continues, the device will be held at the office for parental pick-up. In some cases, cell phones and other devices do have functions that allow the device to be used to support learning. Individual teachers will, at times, allow personal devices to be used to support learning during instructional time. These decisions will be made on a case-by case basis and will be made when the educator is able and willing to supervise the use of the device. Please see the Student Code of Conduct for specific expectations for student use of electronic devices and/or contact Mr. Turner (Principal) for clarification.



## **SMOKING and/or VAPING**

Smoking or vaping, in any form, and possession of smoking-related items are prohibited on school board property.

## **VALUABLES**

Students are reminded that valuables should be kept at home. At times, accidents happen and items may be damaged. It is the owner's responsibility to take care of any valuables brought to school. The school is not responsible for loss or damage of items.



## **LOST AND FOUND ITEMS**

Students who find items of value are expected to hand them into the office. Lost and found items will be collected and put in an area so that students can be regularly checking to retrieve these items. Please know that at break times (e.g., December), any remaining items will be collected and donated locally.

## **BICYCLES and SCOOTERS**

Students are welcome to ride their bicycles, etc. to school, but are not to use them on school property. Please be sure to lock your bicycle/scooter. The school does not assume responsibility for damage or loss to this equipment. By law, it is expected that students wear a helmet.





## **PLAYGROUND SAFETY RULES**

1. No pushing, tripping or fighting.
2. Take turns when playing together.
3. Students must wear supportive footwear at all times. No socks or bare feet allowed.
4. In case of injury –DO NOT MOVE THE PERSON. Report to supervisor immediately.
5. No throwing sticks, sand, stones, snowballs or other objects.
6. No eating while engaging in physical activity.
7. Garbage to be placed in receptacles inside/outside.
8. Ask permission to get a ball if it goes over the fence or on the road. No climbing on school fencing!
9. No piggyback rides or lifting of other students.
10. No cartwheels, headstands, handstands, flips or summersaults.
11. Students must be given permission to enter the school by a staff member.

## **PLAYGROUND EQUIPMENT RULES**

1. Follow teacher guidelines for maximum number of students and age levels permitted on play equipment or in particular areas. Students may not run around play equipment.
2. Skipping ropes or other ropes or strings are not permitted on the playground equipment.
3. No scarves, loose clothing or helmets are permitted on equipment.
4. No hanging upside down, sitting on high points or jumping from climbers.
5. No running through the play structure areas while in use by other students.



## **TRANSPORTATION**

Transportation is provided by the North East Tri-Board Student Transportation consortium. Requests for transportation are generally made by the school at the time of registration and rollover yearly. Special requests for transportation can be made on the consortium's website: <https://netribus.ca/>. Contact the school should you have any questions in this regard or if your child's transportation needs to change.

### ***BUS POLICY***

Students at Holy Family School are reminded that riding the bus is a privilege. All school rules apply while riding the bus too and are in place to ensure the safety and comfort of everyone.

### **SCHOOL BUS SAFETY**

To maintain a high standard of safety for our students, parents of school bus passengers should be familiar with the "Code of Conduct on School Buses", outlined below. Please review the "Code of Conduct on School Buses" with your children.

1. Follow the directions of your driver.
2. Be at your bus stop 5 minutes before your pick-up time.
3. Stay seated while the bus is in motion.
4. No smoking/vaping, eating, chewing gum or inappropriate/offensive language.
5. Keep books, lunch boxes and other bulky items on your lap.
6. Students are responsible for any deliberate damage caused by them to the bus.
7. Whenever possible, leave the last row of seats vacant.



## SCHOOL BUS SAFETY CONT.

According to the Northeastern Catholic District School Board bussing policy, **students have to be picked up at the same location each morning and dropped off at the same location each day.** For example, your child can be picked up at your home each morning and dropped off at a babysitters' each day. Children cannot be picked up or dropped off at another stop along the route. For example, if a child is going to a grandparent's after school and the grandparent lives along the bus route, the grandparent will have to meet the child at their regular stop. **Students will not be permitted to ride on other buses. If your child wishes to go to a friend's home, alternate transportation arrangements need to be made.** This also includes children who ride a school bus occasionally to visit a parent.



## **TRANSPORTATION DISCIPLINE REPORTING**

When there is an incident on the bus that contravenes the bus policy, the bus driver is required to document it on the proper form and forward it to the school office for the Principal to investigate. The following are the steps that will be followed when a student has been reported to be in breach of school bus policy:

**1st Report:** Parents are contacted and a copy of the report is sent home for them to sign and return to the school.

**2nd Report:** Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for up to one day.

**3rd Report:** Parents are contacted and a copy of the report is sent home. The child's transportation privileges are suspended for a number of days depending on the severity of the infraction.

**Serious Incident:** Parents are contacted and a copy of the report is sent home. The student's transportation privileges are subject to permanent suspension.

**\*\*\*PERMISSION REQUESTING THAT CHILDREN BE ALLOWED TO RIDE ON A DIFFERENT BUS THAN THEIR ASSIGNED BUS WILL NOT BE GRANTED BY THE SCHOOL. ALL SUCH REQUESTS MUST BE MADE TO THE TRANSPORTATION CONSORTIUM \*\*\***



## INCLEMENT WEATHER PROCEDURES

Living where we do, fog, freezing rain, snow and cold temperatures can interfere with the operation of the school buses. To ensure your child's safety and minimize confusion on inclement weather days, please sign up for School bus cancellation alerts through NETRIBUS.CA or tune into the local radio station.

<https://geoquery.netribus.ca>

### **The Northeastern Administrative Guideline for Transportation of Pupils states:**

- 1) It is the responsibility of parents/guardians to determine whether or not it is safe for their child to leave for school in inclement or severe weather.
- 2) Parents/guardians must be aware that:
  - a) When a bus does not travel a route in the morning because of poor weather, it will not do so at the end of the school day.
  - b) If weather conditions deteriorate during the day to the point where it is unsafe to allow the buses to depart, the students will be kept at the school and the parents will be notified.
- 3) When transportation is canceled because of inclement weather, schools will normally remain open. Under severe weather conditions, the Manager of Transportation will contact the Director of Education who will determine if any or all of the schools are to be closed.
- 4) **A parent's decision to keep children home because of inclement weather will be respected.**

The phone number for the North East Tri-Board Student Transportation Consortium is 1-855-360-7680. If you have any questions or concerns regarding transportation, please speak with the school principal or call the Consortium directly.

## **EMERGENCY FIRE DRILLS**

The signal for a fire drill is a continuous bell ringing. Students are to walk, single file, quietly, to the nearest exit indicated on the poster in their classroom. Students will file outside with their teachers and remain in a quiet row as they await the taking of attendance by the teacher. Students and staff will be informed when to return to class. In the event of a true emergency and school closure is warranted, students will be taken to an alternate shelter (The Englehart Arena) and parents will be contacted prior to the children being bused home or released to a parent/guardian or designate.

## **LOCKDOWN DRILLS**

A lockdown drill will be held two times a year. The signal for a lockdown drill is an announcement over the PA. Any students or staff in the hallway will go to the nearest classroom. Classroom doors, windows and blinds will be closed. Students will remain quietly in the classroom while attendance is taken. There will be an announcement letting staff and students know that the drill is over. In a HOLD AND SECURE situation, classroom doors will be closed and halls will be emptied but teaching will continue in classrooms. In all Lock-down situations, exit doors will be locked and fire alarms and bells are disregarded.



## COMMUNICABLE DISEASES

The Timiskaming Health Unit (705-544-2221) provides guidelines regarding treatment of illness and disease that the school must follow. The following diseases or conditions must be reported by the school to the Timiskaming Health Unit, and the student must be excluded from the school for the specified period:

*Conjunctivitis (pink eye)* – until seen by a doctor and under treatment for 24 hours  
*Diarrhea* – observe proper hand washing technique in all cases; report outbreak

*German Measles (Rubella)* – 7 days after onset of rash

*Hepatitis “A” or “B”* – contact the Health Unit; use precautions  
*Impetigo* – until seen by a doctor and under treatment for 24 hours

*Influenza* – “Students with influenza-like symptoms should be encouraged to stay at home.”

*Meningitis* – from onset until 48 hours after starting antibiotic

*Mumps* – 9 days after onset of parotid gland swelling

*Pediculosis (head lice)* – until treatment is completed and the student is nit free

*Red Measles (Rubella)* – 4 days after appearance of rash

*Ringworm (of skin or scalp)* – until seen by a doctor and under treatment for 24 hours

*Scabies* – 24 hours after 1st treatment prescribed medication

*Scarlet Fever* – 24 hours after treatment with penicillin

*Strep Throat* – 24 hours after treatment with penicillin

*Trench Mouth* – until seen by a doctor and under treatment for 24 hours

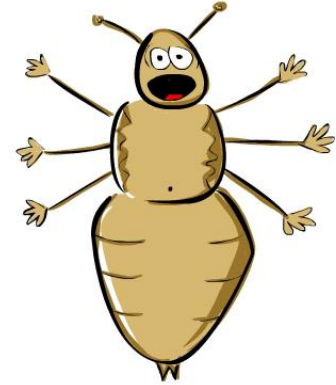
*Whooping Cough* – 1st 5 days of a 14-day antibiotic treatment or 21 days if untreated



Services de santé du

**TIMISKAMING**  
Health Unit

## PEDICULOSIS MANAGEMENT (HEAD LICE)



The problem of head lice and nits is usually present in our community at any given time. It is important to be checking for head lice on a regular basis at home. It is very important that when you call to advise us that your child will be absent from school, you let us know if you have found head lice. This permits us to check the rest of the class and ensure that your child is returning to a nit-free environment. Representatives of all District School Boards, in consultation with local Health Units, have jointly initiated a management policy to deal with occurrences of head lice. Here are some key points to consider:

- Head lice are easily transmitted from one person to another. Children are especially vulnerable.
- The occurrence of head lice has nothing to do with dirt or cleanliness standards in a home.
- Extra house cleaning and use of insecticide sprays are not needed. Wash all clothing, towels, pillows, linens, combs and brushes as well as headgear used by the infested person in the past two days in hot soapy water.
- Prompt action is necessary to prevent spreading.
- Advise the parents/guardians of your child(ren)'s playmates.
- Advise the principal at your child(ren)'s school or daycare.
- Everyone should be advised to never share hats, combs, hairbrushes, scarves or toques with anyone else.

The policy of dealing with an occurrence is as follows:

1. If a case has been verified:
  - a) the principal is notified
  - b) the child is excluded from school until treatment is initiated and **nits are removed. It is essential that you remove ALL nits from the hair before a child will be allowed to return to school**



2. The parent should:

- a) obtain appropriate treatment from a pharmacy. Consult a physician about appropriate treatment for anyone with seizure disorders, children under age 2, lice in eyebrows or eyelashes, broken or infected skin of the scalp, and anyone who is pregnant or breastfeeding.
- b) Follow through on these recommendations quickly and efficiently.
- c) **Please accompany your child to school when they return, as students will be checked to ensure they are nit-free upon return to school.**

We firmly believe that with your co-operation, we can be effective in preventing and curbing major outbreaks.

## **IMMUNIZATION**

Parents must provide documentation to the Timiskaming Health Unit that students have received all immunizations required by law. Students in Grade 7 are inoculated at school against Hepatitis B. Parents of Grade 8 girls may elect to have their child inoculated against the Human Papillomavirus (HPV) as well.

## CONNECT WITH US!

	<p><b>Facebook</b>          Northeastern Catholic district school board has a number of Facebooks groups based on the communities you're interested in. Like us Today!  <b>Holy Family School:</b>  <a href="https://www.facebook.com/groups/1809328069252545">https://www.facebook.com/groups/1809328069252545</a>  <b>Northeastern Catholic District School Board:</b>  <a href="https://www.facebook.com/NCDSB">https://www.facebook.com/NCDSB</a></p>
	<p><b>Twitter</b>          Follow us on Twitter. We tweet about interesting stories from our schools and classrooms, important dates and events, parent resources and more.  <a href="https://twitter.com/NECDSB">https://twitter.com/NECDSB</a></p>
 <p>A quick and secure way to pay for student items online</p>	<p><b>School Cash Online</b>          The place to purchase items such as hot lunches, school attire and much more.  <a href="https://northeasterncdsb.schoolcashonline.com">https://northeasterncdsb.schoolcashonline.com</a></p>
	<p><b>Class Dojo</b>          Parent/student online platform. Communicate daily with your child parent. Get regular updates and pictures of their progress and learning journey.</p>
	<p><b>Brightspace</b>          Our online learning platform. Students can gain access to lessons, activities and messages left by their teacher.  <a href="https://ncdsb.elearningontario.ca/d2l/login">https://ncdsb.elearningontario.ca/d2l/login</a></p>
	<p><b>Online Registration Request</b>          We welcome all students into our schools. Join our family, and provide your children with an engaging and quality education.</p>