**Holy Family Elementary School**

**Student Handbook**

**2022-2023**

**Welcome!**

We are partners in the education of your child and we look forward to sharing this important task. Please read this handbook carefully and prepare to play an active and supportive role in your child’s education.

The staff of HFES are here to help our children grow by providing an environment that is warm, loving, and safe, while providing a variety of experiences that promote learning. Over the years, we want our students to assume more and more responsibility for making their own decisions and choices. We also share with them our Catholic faith and our belief that each child is unique and loved by God.

**Mission Statement**

*The mission of Yukon Catholic schools is to educate children in a Catholic learning environment. Through the sharing of knowledge and Catholic values, and by celebrating our Catholic faith, students are assisted in developing a personal faith and an understanding and appreciation of self and others.* *Each child has the opportunity to strive for academic excellence and to reach his/her potential as a life-long learner. The uniqueness of each child is celebrated!*

**Values and beliefs**

Families, students, staff, and the greater Catholic community are important contributors in education. We believe in supporting the development of the *whole* child: physical, intellectual, emotional, and spiritual. Our most important values are: Fostering a personal relationship with God; nurturing critical and creative thinking skills, developing a sense of self-worth; and promoting love, humility, and forgiveness for self and others.

**Current School Growth Plan**

"Making Meaningful Connections”: Our current goal is to increase student outcomes by fostering meaningful relationships through play and attachment (connection, belonging).

*Previous School Goals:*

* Improve math word problem solving ability of students at all grade levels.
* Help students witness to Catholic social teachings by developing responsibility for creating a just, peaceful and compassionate society.
* Improve levels in reading as well as in reading comprehension

**Communication**

Our monthly newsletter comes out during the first week of each month and is found on our school website, **http://hfe.yukonschools.ca/.** The newsletter contains general information about our school, newsworthy events, announcements, scheduled meetings and activities, parish and community news, and a calendar.

Each class sends out newsletters and/or agendas, and/or folders. Some intermediate teachers post their homework and assignments on a school website. It is very important that the school office have your current address and telephone numbers, as well as the name and number of an alternate contact.

**Parents:**

**School Council:**

School Council consists of five elected parents/guardians in the attendance area who meet the first Monday of each month. Everyone is welcome to attend meetings in the school library. Current council members and their contact information can be found on the website.

**Volunteers:**

Holy Family has an active volunteer program. The role of the volunteer is to provide support for the teachers and students. Parents/guardians are invited to share their time and talents in a variety of activities in the school throughout the year. We ask for help in these areas: classroom helpers, readers, cut and paste, field trip chaperones, drivers, coaches, choir assistants, monthly lunches, special events (Rendezvous, craft days, etc.). If you can help, please call the school office.

**Programming:**

**Religious Education**

HFES follows the Canadian Catechism: *Growing in Faith, Growing in Christ* series. The program is designed to help children realize they are loved by God and have been gifted in unique and personal ways. Belonging and commitment are recurring themes at every level. Besides helping children understand religious beliefs and values, we also provide opportunities for students to grow as witnesses of God’s love for humankind and nature.

HFES provides opportunities for spiritual growth and development through personal prayer and liturgies. Liturgies are structured to promote the active participation of students. Major feasts and special events are celebrated on a school-wide basis. We strive to create an atmosphere where children are comfortable with prayer, regardless of their background.

Holy Family has a part-time Religious Education Coordinator and a school chaplain (a priest). An annual fee is collected to cover the cost of Religious Education materials.

**Academic:**

We follow the course of studies prescribed by the Yukon Department of Education.

**Intensive French:**

Intensive French is a language acquisition program offered in grade 5 that has a direct focus on learning French in an immersive way. During the first half of the year, the grade five English curriculum is offered in a “compressed” manner, and in the second half of grade 5, students participate wholly in Intensive French*. In grades 6 and 7, all students receive one hour of French programming each day to support and expand on the skills the students acquired in grade five.*

**Information Technology:**

The students have access iPads and laptop. Students are taught to use a variety of media to access information. They have supervised access to software programs and the Internet. Research skills are taught in conjunction with core subjects and integrated into classroom studies. Parents/guardians are required to sign an Internet Use Policy at the beginning of each school year.

**Reading Recovery™:**

This program is offered to grade one students who are in need of specialized reading instruction. Students are tested early in the school year to determine eligibility. The Reading Recovery™ teacher works with each student individually for 30 minutes per day. Parents/guardians are informed prior to the student placements.

# Support Services

**Learning Assistance:**

Learning Assistant Teachers (LATs) work on an individual or small-group basis with students who need more direct time or teaching than the classroom teacher can provide. Learning assistance may be short-term to help students master a particular skill or it may be delivered on an ongoing basis for students who require more structure, more repetition, or a different approach. Parents/guardians are kept informed of progress and are encouraged to be directly involved with their child’s participation.

**Counseling:**

The counselor assists with the social and emotional development of students. Children are provided opportunities for interaction with the counselor in the classroom, in groups, and on the playground. Students may also be referred for one-on-one counseling; parental permission beforehand.

**School-Based Team:**

The role of the School Based Team is to assist classroom teachers in recommending and planning intervention strategies, to assist with Individual Education Plans (IEP) Student Learning Plans (StLP) and Behaviour Plans, to ensure that documents are kept up-to-date and to make decisions regarding assignments of support staff (Educational Assistants).

**Dental Therapist:**

Parents/guardians are invited to enroll their children in the Yukon School Dental Health Program. The dental therapist serves Holy Family approximately four months of the school year. The general number for the Children’s Dental Program is 667-8360.

**Student Support Services:**

Student Support Services (Speech & Language Pathologist, Educational Psychologist, Occupational Therapist, Physical Therapist, Hearing and Vision Specialists) are available only after referrals have been made to Student Support Services through the School-Based Team. Parents/guardians as well as classroom teachers can request referrals.

**Assessment & Evaluation**

The purpose of assessment and evaluation is to support student learning. Assessment is carried out on an ongoing basis. Our aim is to promote good learning habits. In order to build on a student’s strengths and successes, we need to observe and gather evidence of what a student is able to do. This helps monitor student learning and plan for further instruction. Evaluating principles, based on prescribed learning outcomes, include quality and accuracy of work, punctuality and participation, attitudes and work habits. All students are evaluated on written and oral work, assigned projects and group work.

**Foundational Skills Assessment (FSA):**

Achievement tests in Language Arts and Mathematics are administered to Grades 4 and 7 in the late winter/early spring of each year. Results of these tests are available to parents/guardians early in the following school year. These tests are based on the Western Canada Protocol common curriculum frameworks in Mathematics and Language Arts used in the Western Provinces and Territories.

**Report Cards:**

Periodic reports are prepared to share student progress with parents/guardians. Performance indicators and/or checklists are reported on several times a year.

Primary grades (K-3) use an anecdotal style of report card. These consist of a checklist of curricular goals and carefully composed comments which reflect a child’s progress and achievement. An overview of each term’s work is included with the report. Intermediate grades (4-7) use report cards which are a combination of performance indicators and teacher comments. Progress reports are based on written and oral assignments, quizzes and unit tests, and individual and group work. Comments reflect a student’s attitude and work habits as well as achievement in relation to ability. An overview of material covered in each term will accompany the report card. A table of reporting grades is found at the end of this document.

**Reporting Dates:**

Student progress will be communicated at least 6 times throughout the year. This communication will come in the format of formal report cards, student-led conferences, and a celebration of learning. In addition, parents/guardians and/or teachers are free to make arrangements for meetings which are mutually convenient.

## Admissions

“While the Roman Catholic school community has an obligation to educate its members, it also extends an invitation to non-Catholics who are in support of the Catholic tradition.” Admissions to Holy Family are based on the following, space permitting:

* Students of the Roman Catholic faith, within the catchment area
* Siblings of students already enrolled,
* Non-Catholic students who are prepared to participate in the school programming

**Kindergarten Registrations:**

In an effort to standardize the **Kindergarten registration** process and improve access to enrolment services for parents, enrolment usually begins in February, on the Department of Education website at:

<https://yukon.ca/en/register-child-school#register-your-child-for-kindergarten>

**The enrolment process for Whitehorse-area children who will begin school involves two steps:**

1. **Online pre-registration** – parents/guardians will complete the online form (located on the Department of Education website) to identify children who will be attending kindergarten. This step will help the Department determine which children belong in which attendance areas.
2. **In-person registration** – usually within two weeks after completion of the online form, parents/guardians will be invited to interview and/or register at their local school. Proof of age and other documentation is collected at this time.

For enrollment into Kindergarten, an eligible child must be 5 years old by Dec 31st of that school year. Proof of age must be shown at time of registration.

Registration documents include:

1. Enrollment form, 2. Baptismal Certificate of child or parent, 3. Child’s Birth Certificate (or other government issued picture i.d.) 4. Catholic Schools of Whitehorse Information Sheet

**Out of Area Attendance:**

All students in Yukon are expected to attend the school designated to the area in which they reside (for us, that is north of Two Mile Hill). If parents/guardians wish their child to attend a school not in their designated area, they are required to obtain permission from the Superintendent of Schools for our area and the Department of Education, for each school year. This includes students who are presently attending Holy Family but live outside of our attendance area. Busing is not provided for out of area students.

# Attendance

**Absences/Lates:**

When children are late or absent from school, parents/guardians are asked to inform the school by telephone by 9:00 a.m**. When children are absent or late and no communication is received, the school administrative assistant will call the home or place of employment after 9:00 a.m. This is for the safety of your children so we know they are not lost between home and school.**

**Illness and Medication:**

When your child is ill at school and needs to go home, please arrange for his/her pickup. Students who have a communicable disease must remain at home until the general symptoms clear up. **Medication cannot be administered at school, unless specifically requested by a doctor and the Dept of Education permission document is signed by parent/guardian and sent to the school office.**

**Leaving School Grounds:**

Students are not permitted to leave the school premises without written permission from a parent/guardian.

# School Hours

**\*Staff supervisors go on duty from 8:15 am and afternoon duty ends at 3:30 pm**

8:40 a.m. First bell

8:45 a.m. MORNING CLASSES BEGIN

10:00 – 10:30 a.m. Morning Recess (2 – 15 min. sessions)

11:35 a.m.-12:00 p.m. Outside Lunch

12:00-12:25 p.m. Inside Lunch

12:25 p.m. First Afternoon Bell

12:30 p.m. AFTERNOON CLASSES BEGIN

3:05 p.m. Dismissal

**Our school’s Administrative Assistant is in the school from 8:00 a.m. – 4:00 p.m.**

## Behaviour Management

# Students

**School Supplies:**

A list of school supplies required for each grade level is included in the June report cards each year. Some teachers ask for a monetary contribution and will then supply the materials. Students are to bring only those supplies listed and are encouraged to reuse materials from the previous year as much as possible. Students are expected to look after their things and will be held liable for lost or damaged books.

**Indoor Shoes:**

Please ensure that your child is equipped with indoor shoes (NO BLACK SOLES) to be used IN THE GYM AND INDOORS ONLY at the school.

**Lost and Found:**

A box for misplaced items is located in the primary hallway. Please check it periodically if your child is missing articles of clothing. All unclaimed articles will be donated to a charity at the end of each term. Please remember to put name/initials on all belongings that are brought to the school. This includes books, supplies, jackets, shoes, packs, helmets, mitts, scarves, etc. From time to time, children tear their clothing or fall into puddles. We have a small supply of “extras” to tide them over. Should your child come home with some of these “extras”, please wash and return them as soon as possible.

**Bicycles:**

Bikes are to be walked onto the playground and locked up in the bike racks. All students must have a helmet and bike lock if they ride their bike to school. “Walk it, lock it and leave it.”

**Toys and Valuables:**

Valuables such as special cell phones, toys, iPods, roller blades, playing cards, i.e. Pokemon and hockey cards of value are **not allowed in school.** **We will not be responsible for items which are not required to be here.** Potentially dangerous items and those which are used as playthings during class will be confiscated and returned when a parent/guardian comes to claim them. Cell phones need to stay in lockers/backpacks all day. The taking of pictures at school is strictly forbidden due to privacy laws.

**School Telephone:**

Student use of the office telephone is for **use by permission only**. Students will not be permitted to use the office phone to arrange sleepovers, parties, visits, etc. The use of cell phones at school is not allowed.

**Permission Slips:**

Throughout the year, students are involved in a number of field trips for which signed permission is required. Forms that must be returned with payment are also sent home with each student for the pizza lunches. All permission slips/forms have deadlines which are clearly stated.

**Cold Weather:**

In cold weather, children need to be dressed warmly as they go outdoors to play at recess and lunch breaks. This means that they need a warm jacket, snow pants, warm hat, mitts, scarf/neck warmer and boots. Children enjoy our Yukon winters if they are dressed for the weather. All students are expected to be outdoors unless they are involved in a supervised activity indoors. If children are too ill to go outdoors to play they should not be at school. Exceptions are made for children returning from a lengthy illness or accident.

Holy Family Cold Weather Policy (est. Fall 2020)

During periods of extremely cold weather students are allowed to participate in outdoor activities (Recess) for a restricted period of time.

* **Up to -29 Degrees Celsius**, children will go out for recess
* **-30 to -35 Degrees Celsius**, children will go out for 10 minutes (the students will go out for the 15-minute morning recess because of transition time)
* **-36 to -39 Degrees Celsius**, children will walk around the school (once for primary, twice for intermediate) and then go inside
* **-40 Degrees Celsius** and colder, children will stay inside for recess. (classroom teachers are welcome to take their kids out during the day for a quick walk around the school if they choose to)

\* These temperatures INCLUDE wind chill

\* Please ensure all children are properly dressed before going outside

\* Supervision schedule will remain the same whether students are inside or outside. Extra staff will be sent to supervise the primary classrooms. For example, at -40, the staff supervisor for grade 6/7 outside will stay inside to supervise grade 6/7. The students will be expected to have recess in their own classroom.

\*If a student complains of being too cold while outside, please use your professional judgement and let them into the boot room if need be.

\* These guidelines are adapted from the Yukon Education “School Closure Policy,” established on Jan 15, 2018.

**Buses:**

Students who take a bus to school are expected to follow the rules of the bus and to behave appropriately. Written bus reports from the drivers will result in a phone call home and may involve time off the bus if inappropriate behaviours continue.

Students must only take the bus that they are registered for. It is not permitted for students to take a bus that they do not have a bus tag for.

**If there is a change in normal routine, please ensure that your child/ren are very clear about their home transportation arrangements. Supervisors cannot second guess your intentions.**

**If you need to access busing for your child, register using the following link** <https://yukon.ca/en/education-and-schools/kindergarten-grade-12/school-bus-and-other-student-transportation-options>

**Drop-Off and Pick-Up:**

The circular driveway in front of the school is a **bus loop**. Please do not leave your vehicle in the bus loop between the hours of 8:00am and 4:00pm – buses cannot get by. The paved area is a **guest** **parking lot**

**Dispute Resolution Process:**

* Resolution begin between the parties in dispute, e.g. student and teacher, parent and teacher, etc.
* If a satisfactory resolution is not reached, the person issuing the complaint approaches the principal who may arrange a meeting of all concerned parties. Department of Education personnel may be asked to attend.
* If a satisfactory resolution is not reached at this level, then the complainant approaches the School Council in writing or in person.
* Parents/guardians have the right to discuss concerns with their superintendent.
* If still not resolved, parents/guardians have may appeal to the Education Appeal Tribunal.

## School Policies

**Safety**

When visiting the school, please **enter at the front door and visit the office to identify yourself** at the front office.

From time to time, the staff take photos of our students involved in school activities. These may be displayed in the school, published in our newsletter or handbook, or published in the local media. If you have any questions or concerns about your child’s photo being used in this way, please contact the school principal at 667-3500.

### Contraband

Contraband are those items that are illegal, unsafe, or deemed inappropriate in a school setting. Contraband items include such things as cigarettes, vapes, matches, lighters, weapons or ammunition of any kind, knives, alcohol, illegal drugs, drug paraphernalia, needles and syringes, pornographic material, and hate or racist materials. These items are not permitted on school property. This list of contraband items is meant to give an example; it is not meant to be exclusive.

Because we wish to discourage violence of any kind, toy guns or violent toys of any sort are not allowed at school. All contraband items will be confiscated and, depending on the item, followed through with the appropriate authorities and/or parents or guardians.

**Lockers and Desks**

Students are expected to keep lockers and desks clean. Lockers and desks are the property of the school and they, as well as any items in the lockers and desks, are subject to inspection as determined necessary by the school administration. Inspections will be held where deemed necessary for the well being and safety of all students. Any item that is considered personal and private should remain at home so that an issue need not be raised under these circumstances. Contraband items are not allowed in lockers or desks.

**Dress Code**

Dressing in a manner that does not take away from learning is our guideline. A student’s clothing should allow them to participate comfortably in all activities. Clothing should NOT display alcohol or cigarette advertising, nor any depiction of violence or discrimination of any particular group

**Emergency Plan:**

An important letter outlining our emergency procedures is sent home with the first newsletter in September. **It will be on brightly-coloured paper.**  Please put that letter in a safe place so you may refer to it if necessary.

**It is important that you listen to the radio in the event of an emergency.**

**In case we need to evacuate Holy Family in an emergency, our alternate gathering place is:**

**Church of the Northern Apostles (45 Boxwood Crescent).**

**A Parent’s Prayer**

Creator God,

You are the source of life and of every good gift. Thank you for the wonderful gift of my child/ren. Grant that I may always recognize their achievements. Help me assist them in their needs, assist them in their errors, and share with them in their joy.

O God,

Give me the gift of patience. Help me balance discipline with understanding. Let me be merciful and just when I need to step in; kind and generous when I need to point the way; honest and truthful when I may be hurt or embarrassed.

Above all, O God,

Teach me to inspire by example. Lead them, through me, to know you and love you, to turn to you in their joys and sorrows, be confident and unafraid in their cares and anxieties. May we, together with your family on earth, acknowledge you as our Creator and Lord forever and ever.

Amen.

**WAYS TO HELP YOUR CHILDREN**

* Be the principle teacher in your child’s faith formation.
* Have a positive daily conversation with your child. Find something worthy of praise.
* Honour learning by sharing something of your own work.
* Set the stage for good work habits.
* Schedule home study on a regular basis and provide a quiet place for study.
* Encourage your child to keep a daily journal or diary.
* Set a regular bedtime. Spend a few minutes with your child just before bedtime.
* Make family mealtimes meaningful and happy.
* Celebrate special events and achievements.
* Share family activities, hobbies and chores.
* Provide a variety of reading materials in your home.
* READ with your child! Take turns reading. Let your child see you read.