

# Holy Family Elementary

## MISSION STATEMENT

*The mission of Whitehorse 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!*

## A STATEMENT OF VALUES AND BELIEFS

We believe that parents and guardians, students, teachers, staff, administrators, and the Catholic community are the key contributors to Catholic education. All work together for the emotional, intellectual, moral, physical, social and spiritual development of the whole child. Values taught by example empower and support children for a lifetime of learning and participation in their own community and the global community.

These values include:

- a strong personal relationship with God
- critical and creative thinking skills
- a sense of self-worth
- love, respect and forgiveness for/of oneself and others

## Welcome to Holy Family!

The staff of Holy Family Elementary welcomes you and your child to our school. We are partners in the education of your child. We look forward to sharing with you this most important task. Please read this handbook carefully and endeavor to play an active and supportive role in your child's education. Both your child and his/her teacher need your help and support.

The staff of Holy Family are here to help our children grow by creating a caring environment that is warm, trusting and safe, and provides 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.



**MOST REV. HÉCTOR VILA  
BISHOP OF WHITEHORSE**

5119 – 5<sup>th</sup> Avenue  
Whitehorse, YT Y1A 1L5  
Phone: (867) 667-2052  
Fax: (867) 667-4713

Dear Parents and Guardians,

Once again, the Lord has granted us all to stand at the threshold of the new school year at Holy Family Elementary School. In just a few months so many things have changed, and this new year begins with new challenges for parents, guardians, teachers, and the students themselves. Let this moment be for us a chance to renew our trust in the Providence of God the Father, who never leaves us orphans, but walks with us and sustains us with the bread of His Word and the Eucharist, which are indispensable for our life of faith.

As Bishop of Whitehorse, I am grateful to God for our Catholic school, which is not only a place of intellectual formation for your sons and daughters, but also a means of spiritual growth involving entire families. Here is what Pope St. John Paul II wrote in the Apostolic Exhortation *Christifideles laici*, n. 40:

The family is the basic cell of society. It is the cradle of life and love, the place in which the individual “is born” and “grows.” Therefore, a primary concern is reserved for this community, especially in those times [...]. Ideologies and various systems, together with forms of uninterest and indifference, dare to take over the role in education proper to the family.

I am glad that together, and with the help of God, we can stand up to the challenges of our times, and, in particular, of this difficult time, in which the global population has been threatened by Covid-19 and its consequences in our daily lives, to which we have to constantly adapt. I hope and pray that we can bravely face this moment of crisis, remembering, at the same time, that these events are also an opportunity to grow as a person and in solidarity towards our neighbour. If accepted with the understanding of the faith and lived in that way, this new reality of life will become beneficial so that we may spend more time together, foster the relationships between parents and children, among the siblings, as well as to pray, learn and play as a family.

Also at school, your children will need to adapt to the new reality and procedures, amidst their desire to learn. Smaller number of students in a classroom might be a new norm. I am also thinking of the schoolteachers having to accommodate themselves to better serve the students under these conditions. Even more urgently, therefore, should we raise our eyes and hearts in prayer and hope. Please, continue the greatest work of charity: to transmit **Faith** to your children.

I conclude with a prayer found at the end of the aforementioned Apostolic Exhortation, asking the Virgin Mary, the Mother of the Church and our Mother for her intercession for each of your families, for the school principal and teachers:

“O Virgin Mother, guide and sustain us so that we might always live as true sons and daughters of the Church of your Son. Enable us to do our part in helping to establish on earth the civilization of truth and love, as God wills it, for his glory. Amen.”

Yours in Christ,  
Bishop Héctor Vila

# HOLY FAMILY ELEMENTARY SCHOOL GROWTH PLAN

## Current School Growth Plan

We conducted a scan of all students in November of 2017. Each student was asked the following questions:

1. Can you name two people in this setting who believe you will be a success in life?
2. What are you learning and why is it important?
3. How is it going with your learning?
4. What are your next steps?

Results revealed that while students could easily identify adults that cared about them, they could not identify, in any depth, what they were learning or where they were headed in their learning.

As a result, our goal is to focus on reflective practices that will assist students in identifying the direction in which their learning is going. **Will a student's overall performance improve with the awareness of his/her own learning?**

With access to a variety of tools, including assistive technology, teachers will assist students in self-reflection of their work over time, and will also be able to share school work with other members of the school community.

## Previous School Goals:

As we adopt a new priority, the following school goals (2007/08, 2009/10, 2010/13, 2014/17) will continue to be areas of focus at Holy Family:

- Improve math word problem solving ability of students at all grade levels.
- The students in the Catholic schools will be witnesses 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

### Newsletters:

Our monthly newsletter, Holy Family Herald, comes out during the first week of each month and is found on our School website, [hfe.yukonschools.ca](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 two-month calendar.

### Home-School:

Each student will be bringing home some form of regular communication. Early primary grades (K-2) will bring home a weekly newsletter and/or an agenda to share with you as well as daily reading. Grades 3-4 will bring home an agenda each day with information and class activities to be shared with you. Look for homework assignments as well. Grades 5-7 will bring home a daily planner with a list of homework assignments with due dates, and upcoming activities. Some intermediate teachers post their homework and assignments on our school website. Please read these daily and feel free to write comments to your child's teacher. It is very important that the school office have your current address and telephone number (home and work), 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 phone numbers are found in the Holy Family newsletter.

### 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.

## PROGRAMS

### Religious Education / Family Life:



Holy Family 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.

Holy Family provides opportunities for spiritual growth and development through personal prayer and celebrations. Celebrations are structured to promote the active participation of students. Class units are highlighted and reinforced in classroom celebrations. Major feasts and special events are celebrated on a school-wide basis. We strive to create an atmosphere where children are comfortable with prayer.

Family Life and Career and Personal Planning themes are taught from a Catholic moral perspective. Holy Family has a part-time Religious Education Coordinator. Our school chaplain visits weekly. An annual fee is levied to cover the cost of Religious Education materials which are not provided by the Department of Education.

### Academic:

Holy Family Elementary School follows the course of studies prescribed by the Department of Education in all subject areas except Religious Education and Family Life. We aim for excellence in the education of all our students.

### Intensive French:

In grade 5, Intensive French is introduced. Intensive French is a five-month language acquisition program, where the focus is on learning French and overcoming the barriers in speaking and understanding the French language. During the first or the second half of the year, the grade five programme is a compressed curriculum where the students cover the material/themes not covered in the Intensive French program. One half of grade 5 and 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. At Vanier Catholic Secondary, our students' advanced French skills are accommodated with enhanced French programming at the grade 8 level and beyond.

### Information Technology:

Holy Family teaches the value and use of technology in a rapidly changing world. The students have access to a mobile lab and work with iPads or laptop computers. Students are taught to use a variety of media to access information in their research. They have supervised access to software programs and the Internet.

Research skills were 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, delivered by a classroom teacher on a half-time basis, 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 one-half hour per day. Parents/guardians are informed prior to the student placements.



## **SUPPORT SERVICES**

### **Learning Assistance:**

Learning Assistant teachers 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 is sought prior to individual counseling.

### **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, Remedial Tutors, etc.).

### **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 main purpose of assessment and evaluation is to support student learning. For all students, assessment is carried out on an ongoing basis. Our aim in all classroom instruction 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 help parents/guardians see the level of knowledge and skills a student has attained. Performance indicators and/or checklists are reported on in most subject areas, 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.

## **ADMISSION POLICY**

"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 geographical catchment area
- Siblings of students already enrolled,
- Non-Catholic students who are prepared to participate in the total school program, including Religious Education.

## **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>

This will help the Department assign staff based on accurate numbers.

## **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 31<sup>st</sup> of that school year. Proof of age must be shown at time of registration.

Registration documents include:

- Enrollment form
- Baptismal Certificate of child or parent
- Child's Birth Certificate (or other government issued picture i.d.)
- 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 Holy Family School 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., or in writing if you know beforehand. **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 immediately at the school office. We do not have personnel or facilities to care for sick children. Under no circumstances will an ill child be sent home alone or allowed to walk home during school hours. For the protection of other children, students who have a communicable disease must remain at home until the general symptoms clear up. **Medication of any kind 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. Medication must be in the original container issued by the pharmacy along with the proper documentation.**

### **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



## 3 BE'S AT HOLY FAMILY



Teaching Matrix		Setting					
		Classrooms	Hallways Transitions	Playground	Washrooms	Bus/vehicle	Lunch Time
Expectations	Be Safe	<ul style="list-style-type: none"> <li>Walk</li> <li>Be a listener</li> <li>Hands to self</li> <li>Cooperate</li> </ul>	<ul style="list-style-type: none"> <li>Keep hands and feet to yourself</li> <li>Quiet voices</li> <li>Walk facing forward</li> </ul>	<ul style="list-style-type: none"> <li>Be active</li> <li>Hands to self</li> <li>Use equipment correctly</li> <li>play</li> </ul>	<ul style="list-style-type: none"> <li>One per stall</li> <li>Report any unsafe conditions</li> <li>No food in washrooms</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Obey all rules and follow instructions</li> <li>Don't distract the driver</li> <li>Line up neatly to board the vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated</li> <li>Ask to leave the room</li> </ul>
	Be Responsible	<ul style="list-style-type: none"> <li>Be on time</li> <li>Be ready to learn</li> <li>Ask questions</li> <li>Be truthful</li> <li>Follow class rules</li> <li>Follow instructions</li> <li>Finish what you started</li> <li>Keep areas tidy</li> </ul>	<ul style="list-style-type: none"> <li>Be a good leader</li> <li>Follow the leader</li> <li>Respect student possessions</li> </ul>	<ul style="list-style-type: none"> <li>Report accidents or unsafe situations</li> <li>Fair play</li> <li>Return equipment</li> <li>Dress for the weather</li> <li>Remain on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>Go, flush, wash, exit in a timely manner</li> <li>Garbage into trash</li> <li>Leave it tidy</li> </ul>	<ul style="list-style-type: none"> <li>Obey all rules</li> <li>Be kind to all riders</li> <li>Soft voices</li> </ul>	<ul style="list-style-type: none"> <li>Eat your own food</li> <li>Respectful conversations</li> </ul>
	Be Respectful	<ul style="list-style-type: none"> <li>Quiet voices</li> <li>Eyes on speaker</li> <li>Cooperate</li> <li>Active listening</li> <li>Try your best</li> <li>Follow class rules</li> <li>Raise your hand</li> <li>Follow instructions</li> <li>Respect personal and classroom property</li> <li>Whole body listening</li> </ul>	<ul style="list-style-type: none"> <li>Walk</li> <li>Hands/feet to self</li> <li>Leave room for others to pass</li> <li>Treat school materials with care</li> <li>Leaving gym assemblies, K leaves first and then followed by Gr 1-7, in that order</li> </ul>	<ul style="list-style-type: none"> <li>Respect the natural environment</li> <li>Play fair</li> <li>Good sportsmanship</li> <li>Help others</li> <li>Listen to supervisor</li> <li>Share</li> <li>Be inclusive</li> </ul>	<ul style="list-style-type: none"> <li>Litter in the garbage</li> <li>Respect each other's personal space</li> </ul>	<ul style="list-style-type: none"> <li>Soft voices</li> <li>Use appropriate language</li> <li>Listen to the driver's instructions</li> <li>Respect personal space</li> </ul>	<ul style="list-style-type: none"> <li>Use your manners</li> <li>Quiet voice</li> <li>Follow instructions</li> </ul>





# BEHAVIOUR MANAGEMENT

GUIDING PRINCIPALS: BE COOPERATIVE, BE RESPONSIBLE, AND TRY YOUR BEST

## PHILOSOPHY

AT HOLY FAMILY WE BELIEVE THAT DISCIPLINE IS A CONDITION OF ORDER AND APPROPRIATE BEHAVIOUR. OUR BEHAVIOUR MANAGEMENT POLICY IS BASED ON THE FOLLOWING:

- WE BELIEVE IN THE PRINCIPLE THAT PARENTS/GUARDIANS ARE THE PRIMARY LEADERS IN GIVING THEIR CHILDREN A SENSE OF PROPER BEHAVIOUR.
- WE BELIEVE THAT EACH CHILD HAS THE RIGHT TO AN EDUCATIONAL ENVIRONMENT THAT IS WHOLESOME AND SAFE.
- WE BELIEVE THAT EFFECTIVE DISCIPLINE HAS ITS FOUNDATIONS IN RESPECT AND TRUST AS STUDENTS LEARN AND FOLLOW GOSPEL TEACHINGS AND CATHOLIC VALUES.
- WE BELIEVE THAT CONSISTENCY, CLEAR RULES AND BEHAVIOURAL STANDARDS ARE VERY IMPORTANT, AND THAT STUDENTS SHOULD BE INVOLVED IN ESTABLISHING CLASSROOM RULES AND CONSEQUENCES FOR INFRACTIONS.
- WE BELIEVE THAT THE EMPHASIS SHOULD BE ON GOOD BEHAVIOUR.



**BE SAFE**  
**BE RESPONSIBLE**  
**BE RESPECTFUL**

## SCHOOL RULES

AT HOLY FAMILY WE ENCOURAGE CHILDREN TO SHOW LOVE AND RESPECT FOR EACH OTHER BY CARING AND SHARING BOTH WITHIN THE CLASSROOM AND ON THE PLAYGROUND. THEY ARE EXPECTED TO:

1. BE POLITE AND COURTEOUS
2. PLAY FAIRLY AND GET ALONG WITH OTHERS
3. RESPECT OTHERS, THEIR FEELINGS AND THEIR PROPERTY
4. DO THEIR BEST IN THEIR SCHOOL WORK
5. COOPERATE WITH OTHERS IN MAKING SCHOOL A HAPPY AND SAFE PLACE FOR ALL

## STUDENTS

### School Supplies:

A list of school supplies required for each grade level is included in the June report cards each year. Students are to bring only those supplies listed and are encouraged to reuse materials from the previous year as much as possible. There is no charge for textbooks and library books. Students are expected to look after these; parents/guardians 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. Outdoor shoes are removed at the door which is important in helping to keep our school clean and dry.



### 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. Digital cameras and cell phones that are capable of taking pictures are not allowed at school. 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. These kinds of arrangements must be made at home before your child comes to school in the morning. Students will require their teacher’s permission to use the telephone. 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 monthly pizza lunches. All permission slips/forms have deadlines which are clearly stated on the form. These deadlines will be strictly adhered to.

## 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.

Thank you all for your flexibility, and willingness to pitch in and supervise during extreme cold weather.

Lina and Patti

## 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.

Should your child/ren need to ride a bus which they normally do not use, a note to the bus driver explaining the circumstances must be given to the principal or teacher to be signed before permission will be given to ride the bus. **Please note that some buses are at capacity and cannot take extra passengers.**

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**. The paved area is a **parking lot**. If you drop off or pick up your child/ren, please do so **safely** in the **lay-bys on Wann Rd**. Please do not leave your vehicle in the bus loop between the hours of 8:00am and 4:00pm – buses cannot get by.

**DO NOT USE EITHER THE BUS LOOP OR THE PARKING LOT, PLEASE!**

*Please model safe driving rules for your children!*

### **Dispute Resolution Process:**

- Resolution attempts 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 the dispute is still not resolved, parents/guardians have the right of appeal to the Education Appeal Tribunal.

## **SCHOOL POLICIES**

### **Safety and Security:**

When visiting the school, please enter at the front door and visit the office to identify yourself to the school secretary. This policy is for the safety of our children. Access to the building is through the front entrance only.

Access to the Internet is only under supervision. Parents/guardians are required to sign the Internet Use Policy each year.

From time to time, the staff of Holy Family or the media 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 items at Holy Family Elementary are those items that are illegal, unsafe, or deemed inappropriate in a school setting. Contraband items include such things as cigarettes, 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 restrictive.

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 therefore, they, as well as any items in the lockers and desks, are subject to inspection as determined necessary by the school administration, without prior notice. Inspections will be held where deemed necessary for the well being and safety of all students. During inspections the students' co-operation is expected. 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 at Holy Family Elementary School**

We feel it is important for everyone to be dressed in an appropriate way. Dressing in a manner that does not take away from the learning environment nor make individuals uncomfortable should be our guide.

Please differentiate between playwear and school wear and please note the following:

- No spaghetti strap or strapless tops (Tank tops with a wider shoulder strap are fine.)
- No belly shirts
- No muscle shirts (that expose too much skin for both male and female students)
- No pajama wear, tops or bottoms, unless it's a special class event or school occasion
- No shirts depicting alcohol or cigarette advertising
- No shirts that demean any particular group or gender
- No depiction of violence
- No make up (the competition and distraction that this creates affects the learning environment)

This list is by no means comprehensive but should be used as a guide.

## **Emergency Plan:**

Holy Family has an Emergency Plan in place. An important letter outlining our 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 never be so busy that I do not recognize their achievements. Help me assist them in their needs, correct 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 correct; 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 my children 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 to make it pleasant and relaxing.
- 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.