



## **Pope John Paul II School**

STUDENT and PARENT HANDBOOK

2011 - 2012

1290 Heenan Place  
Kenora, ON P9N 2Y8  
Tel: (807) 467-8910  
Fax: (807) 467-8915

Principal: Mrs. M. Frankcom  
Vice Principal: Ms. J. Robinson

Student / Attendance Secretary: Mrs. T. Rocca  
Finance/Staff Secretary: Mrs. J. Cooper

This agenda belongs to:

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

TEACHER: \_\_\_\_\_



## **School Staff and Organization 2011-2012**

**Principal:** Mrs. M. Frankcom

**Vice Principal:** Ms. J. Robinson

### **Teaching Staff:**

Ms. R. Ames (LTO)  
Ms. L. Bazelo  
Mrs. S. Bonkowski  
Mrs. K. Bowlin  
Mrs. T. Bush  
Mrs. Chisholm  
Ms. A. Cooke  
Mrs. L. Davidson  
Ms. T. Edie  
Mrs. A. Favreau  
Mr. E. Fisher  
Mrs. A. Fraser  
Ms. L. Gosselin  
Ms. S. Hicks  
Ms. S. Hope  
Mr. D. Kelly  
Mr. R. Long  
Mrs. M. Lundin  
Ms. C. Melenchenko  
Mrs. C. Moorley  
Mrs. O'Mahoney  
Mrs. P. Parmeter-Shier  
Mr. J. Ralko (LTO)  
Mrs. S. Remmerswaal  
Mr. J. Robertson  
Mrs. C. Sedesky  
Mrs. R. Shouldice  
Mrs. J. Sparkman  
Mr. J. Temple  
Mrs. M. Tenhunen  
Mrs. S. Tkachuk  
Mr. J. Walters (LTO)  
Mrs. T. Walter-Fletcher  
Ms. J. Wolke  
Mrs. J. Zilinski

### **Support Staff:**

#### **Secretaries**

Finance/Staff Secretary- Mrs. J. Cooper

Attendance Secretary- Mrs. T. Rocca

#### **Custodians**

Mr. G. Mior  
Mr. R. Schuster  
Mr. W. Sykora  
Mr. C. Manson

#### **Librarian**

Mrs. K. Dexter

#### **Education Assistants**

Ms. L. Carlson  
Mrs. R. Hatfield  
Mrs. T. Hendrickson  
Mrs. M. Hertz  
Mrs. K. MacNeil  
Mrs. M. McKay  
Mrs. K. Morrison  
Mrs. B. Ossachuk  
Ms. J. Pencoff  
Mrs. M. Phillipow  
Miss M. Shodin  
Mrs. G. Skead  
Mrs. M. Silva

#### **Lunch Supervisors:**

Mrs. K. Doner  
Mrs. L. Mann  
Mrs. I. Pugliese  
Mr. L. Shewchuk  
Mrs. N. Sutherland

#### **Speech and Language:**

Mrs. H. Riddell

## Our Mission Statement

We are a Catholic School Community that walks in a path with Christ, in faith, with friends, and to our future.

### Principal's Message

I would like to welcome everyone to Pope John Paul II School for the 2011-2012 school year. We are grateful for the opportunity to work with your children. Our Catholic School community, made up of our students and their families, our teachers, and support staff will journey together through this school year.

Please take time this school year to come into the school and join with us in our celebrations. We would like to share our students' gifts and talents with you at our masses and prayer services, cultural celebrations, academic celebrations, sporting events, and artistic displays. Welcome to Pope John Paul II School. We are glad to have you as part of our Catholic school community.

Yours in Catholic Education,  
Mrs. M. Frankcom



### Pope John Paul II - A Great and Holy Man

Pope John Paul II was the 265th Pope. The Pope is the man who leads the Catholic Church. Our first pope was the apostle Peter. Jesus gave Peter the "keys to the kingdom," which means Jesus put Peter in charge of his Church. This authority is passed on from one Pope to the next. It is a big job and an important one. Pope John Paul II was our pope for 26 years, and was great and holy man.

When Pope John Paul II was a little boy in Poland, he did not know that God would one day give him the important job of being the pope. He only knew that God wanted him to learn as much as he could in school, to pray often, and to be good to other people.

God wants the same thing from you. Learn as much as you can, pray often, and be good to others. Then you too will be ready for whatever God wants you to do when you are grown, and you will be a good and loving person just like Pope John Paul II.

## GENERAL INFORMATION

### START OF DAY

Supervision of students begins at 8:10 a.m. when busses arrive. Students walking or being dropped off should not arrive at school prior to 8:10 a.m.

### ATTENDANCE

Promptness and regular attendance is expected of our students. We hope that by instilling such habits early in life, punctuality and dependability will become lifelong traits.

### SAFE ARRIVAL PROGRAM

If your child is going to be late or absent, please notify the office by 9:00 a.m. by calling 467-8910, Ext. 5. If we are not informed, we will endeavour to contact you through our computerized phone home system, Synrevoice to confirm the absence, as we are concerned about each child's safety.

### MID-DAY ABSENCES

Students arriving late must report to the office before going to their classes.

If students must leave during school hours (doctor, dentist, etc.), please write this information in your child's agenda for the homeroom teacher. When picking up your child at school, please report to the office and your child will be called to the office. If someone else is picking up your child, it is imperative that you notify the office in advance so that these arrangements can be confirmed to ensure your child's safety.

### STUDENT DROP-OFF / PICK-UP

Students should be dropped off or picked up from the front of the school. They can then safely enter/leave the school grounds by the playground entrance or by the main entrance sidewalk.

For the safety of students arriving at or leaving the school, students may not be dropped-off or picked-up from the Staff Parking Lot or Bus Turn-Around Areas, as

these are high traffic regions with much vehicular movement.

### SCHOOL BUS TRANSPORTATION

To arrange bussing transportation for your children, please call the Northwestern Ontario Student Services Co-operative at 1-877-287-5430 Ext. 256, or email them at [bussing@kpdsb.on.ca](mailto:bussing@kpdsb.on.ca). Their staff will be happy to make all arrangements and answer any questions you may have.

*Eligibility: Transportation is provided:*

JK and SK - from home to school regardless of distance.

Gr. 1-3 - for students residing more than 1.0 km from the school.

Gr. 4-6 - for students residing more than 1.6 km from the school.

### BUS PICK-UP AND DROP-OFF

Students for whom transportation is provided will have one designated pick-up point and one designated drop-off point. These two points need not be the same, however they must remain constant throughout the school year. Transportation for birthday parties or for visiting friends cannot be provided.

### BUS BEHAVIOUR

The Kenora Catholic District School Board considers the safety of students to be of primary importance and will take all reasonable precautions to ensure transportation is provided in a safe manner.

For reasons of safety and allergies, students are not permitted to eat on buses.

If a student misbehaves on the bus, the driver will notify the principal who will deal with the situation. Consequences for bus behaviour incidents include receiving a reprimand, a written warning, and suspension of bus privileges.

## **MEDICATION**

An official school medication authorization form must accompany prescription drugs or medication supplied by parents along with instructions from the parent / guardian / doctor. Medications will be kept in the school office and dispensed under the supervision of the principal.

School personnel will not provide students with any medication, i.e. Tylenol or Aspirin.

## **ILLNESS**

If your child is ill, please keep him/her at home to recover. Too often illness is brought to school and spread to others in our school community. When your children are well enough to resume all regular school activities, they may return to school. Students will not be permitted to stay in at recess due to illness.

## **PEANUT/NUT AWARE ENVIRONMENT**

Pope John Paul II School is a Peanut and Nut Aware environment. Several students and staff in our school have life-threatening allergies to peanut/nut products, including the products which according to their label may contain traces of peanuts or peanut oil. **Please do not send any nuts or nut products to school.**

Please plan and pack your child's lunch and snacks to help provide a healthy and safe environment for all students.

## **GUM**

Please do not send gum to school with your child, as it is not permitted during class time or at recess.

## **FAITH GROWTH AND PARTICIPATION**

Religious instruction is integrated throughout all aspects of your child's educational experience. All children must take part in religious instructions and celebrations and may not be excused from participation. Parents are welcome to join our prayer services with their children.

Children at the Grade 2 level, with the help of parents, priests and teachers are prepared to receive the Sacraments of Reconciliation and Holy Eucharist. Students in Grade 6 receive sacramental preparation for the Sacrament of Confirmation. Periodically, the teacher will send home information about the religion program being used with ideas/suggestions for home participation. We encourage your active participation in your child's faith growth - a journey of Church, School and Home.

## **CURRICULUM**

Pope John Paul II School provides instruction in all of the core subjects as outlined by the Ministry of Education for The Kindergarten Program and The Ontario Curriculum Grades 1-8, including Language, Mathematics, Science and Technology, Social Studies, Core French, The Arts, and Health and Physical Education.

As well, many other valuable subjects and programs are offered. Religious Education is taught daily. Students receive regular instruction in other courses such as Family Life Education, Outdoor Education, Northern Studies and Swimming.

## **HOMEWORK**

Any homework that is brought home by students is:

- work that should have been completed during regular class time,
- needed practice, or
- a long term project.

Please read with your child every day if possible.

## **REPORT CARDS**

Evaluations are based on a combination of daily work assignments and activities, tests, and anecdotal observations. Marks are based on levels which reflect the standards set out by the Ministry of Education. The Provincial Early Progress will be sent home on November 18<sup>th</sup>, 2011. Provincial Report Cards are sent home on February 15<sup>th</sup> and

June 21<sup>st</sup> 2011. We encourage parents/guardians to discuss report cards and other assessments with their child and teacher throughout the school year. If you have any questions or concerns, please contact the school office to arrange a teacher/parent interview at 467-8910.

### **LIBRARY**

Each class visits the library weekly. Children are encouraged to take out books at that time. Each child should have a backpack or plastic bag in which to carry library books home. The Library is available at other times during the day for class research activities.

We encourage daily home reading with children. To encourage your child to read, limit the time for television and set aside some time for family reading. Children enjoy when others read aloud to them.

### **DRESS CODE**

Students are expected to dress in an appropriate manner. Parents can help by ensuring their students come to school dressed appropriately.

Students should not wear clothing with logos or slogans not conducive to the moral tone of a Catholic School (i.e. promoting tobacco, alcohol, drugs, violence or displaying inappropriate language). "Short-shorts", halter-style necklines, strapless shirts, off-the-shoulder necklines, crop tops, mini-skirts, spaghetti strap tops, cut-offs, pajama pants, and jeans with holes in them, are not appropriate for school. Suitable summer dress for school includes blouses, t-shirts and shorts.

Headgear (i.e. hats, bandanas) of any type is not allowed to be worn anywhere in the school building.

Children wearing inappropriate clothing or make-up will be expected to change. Parents may be contacted to make arrangements to bring appropriate clothing.

There are several occasions (prayer services, masses, guest speakers) throughout the year when we have dress-up days. On those days students are asked to dress in a special way. Students participating on field trips should consider these days as dress-up days.

Children must have a pair of shoes to be used for indoor wear only throughout the year.

### **PHYSICAL EDUCATION CLASSES**

Students will need shoes for Physical Education classes. These shoes must be appropriate for running, such as runners or joggers. For these purposes, sandals, flip flops and crocs are not acceptable. These may be the regular indoor shoes of the students.

At various times through the year, Physical Education classes will be held outdoors. Students will need to dress appropriately for the weather conditions, and wear appropriate outdoor footwear. Teachers will let students know if special clothing or footwear is required.

### **LOST AND FOUND**

Any items that are found at school will be placed in the "Lost and Found" bin at the main entrance. Please ensure that all of your children's belongings are clearly labeled, and discourage them from bringing any valuable possessions to school. We encourage regular checking of the "lost and found" bin at the main entrance to the school by you and your child. As the bin fills, contents are sorted and put on display. Items not claimed will be donated.

### **BICYCLE SAFETY**

For the safety of pupils riding bicycles to school, students must obey the Rules of the Road, wear a helmet, and have a bicycle in good working condition. Bicycles ridden to school must be placed in the rack and left there until dismissal. At no time are bicycles to be ridden across the parking lot or in the schoolyard. Students

must walk their bicycles when moving them to or from the bicycle racks. Pupils should show respect for other students' bikes and not play around the bicycle area at any time. Students abusing their bicycle privilege may be in jeopardy of losing it. Bikes should be locked at all times.

### **CATHOLIC SCHOOL COUNCIL**

We look forward to the 2011-2012 school year and the active participation of more parent representatives in the fall elections. Active participation ensures that we continue to provide opportunities for parents to be involved in their child's education, be a voice for Catholic Education, and foster good relations among parents, staff and the community.

### **PUBLIC HEALTH NURSE**

A Public Health Nurse visits the school to conduct the immunization program. As well, the N.W. Health Unit supports our school community in case of out-breaks of communicable diseases, and as a resource to the staff and to the students who may have questions about healthy lifestyles or other health related issues.

### **PLAYGROUND BEHAVIOUR**

Students are not allowed to leave the playground area except to go on supervised class or school excursions. Fences border the entire playground area. The main entrance sidewalk defines the southern boundary of the playground. The wooded area behind the school is out-of-bounds.

Children are to remain outside before school in the morning and during recesses, unless given permission to enter the school. During inclement weather, of  $-27^{\circ}$  C or below (including the wind chill as

determined by the Weather Network) or when raining, children will remain indoors.

Behaviour on the playground:

- respect other's property
- respect people's feelings
- be polite at all times
- share with others
- play safe

### **PARENTAL CUSTODY**

If a custody order exists, a copy must be provided for student files. Without proper documentation, child access cannot be denied.

### **PARENT / TEACHER COMMUNICATION**

Regular parent/teacher communication regarding student progress is strongly encouraged. If concerns are identified at an early stage, they are easier to address and resolve. Opportunities are provided on a number of occasions for parents to meet with teachers and to view their child's work, including Open House, Catholic Education Week, and Parent/Teacher conferences.

You are encouraged to contact your children's teachers with any concerns or questions regarding their education. Please call the office to make arrangements. This will provide an opportunity to address any concerns or to arrange a personal interview.

### **VISITOR PARKING**

To alleviate congestion and prevent accidents, please do not park in the assigned parking spots in the Staff Parking Lot. All visitors to the school should park in the spaces in front of the Catholic Education Centre or in the Catholic Campus parking lot to the rear of the school, or on the street.

## Pope John Paul II School 2011-2012 Special Events

<b>Event</b>	<b>Date 2011-2012</b>
School Year Opening Mass	Wednesday, September 7 <sup>th</sup>
Open House	Tuesday, September 27 <sup>th</sup>
Terry Fox Run	Wednesday, September 28 <sup>th</sup>
Catholic School Council Meeting	Tuesday, September 27 <sup>th</sup>
Picture Days	Tues. & Wed. October 4 <sup>th</sup> & 5 <sup>th</sup>
School and Regional Cross Country Meets	October 4 <sup>th</sup> (Rain date October 6 <sup>th</sup> )
Thanksgiving Prayer Celebration	Friday, October 7 <sup>th</sup>
System Spiritual Development Day Eucharist Liturgy	Friday, October 21 <sup>st</sup>
Catholic School Council Meeting	Tuesday, October 25 <sup>th</sup>
Fall Feast	Thursday, October 5 <sup>th</sup>
Picture retakes	Wednesday, October 5 <sup>th</sup>
Remembrance Day Service	Friday, November 11 <sup>th</sup>
Advent Prayer Service Week 1	Tuesday, November 29 <sup>th</sup>
Catholic School Council Meeting	Tuesday, November 29 <sup>th</sup>
Volleyball Jambouree	TBA
Advent Prayer Service with Penitential Service	Friday, December 16 <sup>th</sup>
Catholic School Council Meeting	Tuesday, December 13 <sup>th</sup>
Advent / Christmas Prayer Celebration	Thursday, December 22 <sup>nd</sup>
Knights of Columbus Free Throw	TBA
Winter Pow Wow	Friday, January 20 <sup>th</sup>
Family Literacy Week	January 23 <sup>rd</sup> -27 <sup>th</sup>
Catholic School Council Meeting	Tuesday, January 31 <sup>st</sup>
Nordic Ski Race	TBA
Festival du Voyageur Trip (Gr. 5)	TBA
Catholic School Council Meeting	Tuesday, February 28 <sup>th</sup>
Ash Wednesday Prayer Service	Wednesday, February 22 <sup>nd</sup>
Gr. 6 Swim Meet	Friday, March 9 <sup>th</sup>
March Break	March 12 <sup>th</sup> – 16 <sup>th</sup>
Catholic School Council Meeting	Tuesday, March 27 <sup>th</sup>
School Patron Feast Prayer Service	Monday, April 2 <sup>nd</sup>
Lenten Penitential Prayer Service	Tuesday, March 20 <sup>th</sup>
Holy Thursday Prayer Service	Thursday, April 5 <sup>th</sup>
Easter Celebration Prayer Service	Tuesday, April 10 <sup>th</sup>
Catholic School Council Meeting	Tuesday, April 24 <sup>th</sup>
Catholic Education Week	May 6 – 11 <sup>th</sup>
School and Regional Speech Competitions	TBA
School and Regional Track and Field Competitions	TBA
Marian Celebration	Friday, May 11 <sup>th</sup>
Spring Feast	Thursday, May 24 <sup>th</sup>
Bike Rodeo	May or June TBA
Jump Rope for Heart	May or June TBA
Catholic School Council Meeting	Tuesday, May 29 <sup>th</sup>
EQAO Grade 3 and 6	May 23 <sup>rd</sup> – June 6 <sup>th</sup>
Grade 6 Camp Stephens	Mid June (tentative)
Art Show	Mid June
End of Year Mass (Notre Dame du Portage Church)	Thursday, June 15 <sup>th</sup>
Grade 6 Graduation and Prayer Service	Tuesday, June 19 <sup>th</sup>
Year-End Awards Ceremony	Wednesday, June 20 <sup>th</sup>
Year-End Pow Wow – National Aboriginal Day	Thursday, June 21 <sup>st</sup>