

# St. James Major Catholic School

14608 Hwy 38, Sharbot Lake, Ontario K0H 2P0

Tel: 1 (613) 279.3300 Fax: 1 (613) 279.1120

flhpjams@alcdsb.on.ca [www.alcdsb.on.ca/school/jams](http://www.alcdsb.on.ca/school/jams)



*Guided by the Holy Spirit, our mission at St. James Major is to instill the joy of lifelong learning while encouraging our development as contributing members of the community.*

## Welcome Back

I hope you have enjoyed a wonderful summer, and are relaxed, recharged and ready to start an exciting new school year. A special welcome is extended to families and staff who are new to St. James Major Catholic School. I am delighted to be working with you and your child(ren) and I welcome and value your dedication to excellence in Catholic education.

Please see our new 2019-2020 Balanced Day Schedule below.

St. James Major 2019-2020 Balanced Day Schedule		
8:10-8:25	Buses Arrive	
8:25-9:05	Period 1	120 minutes of uninterrupted learning
9:05-9:45	Period 2	
9:45-10:25	Period 3	
10:25-10:40	Recess	30 minutes– recess and snack
10:40-10:55	Nutrition Break	
10:55-11:15	Reading Block	100 minutes of uninterrupted learning
11:15-11:55	Period 4	
11:55-12:35	Period 5	
12:35-12:55	Recess	40 minutes – recess and snack/ lunch
12:55-1:15	Nutrition Break	
1:15-1:55	Period 6	80 minutes of uninterrupted learning
1:55-2:35	Period 7	
2:35	Dismissal	

August 29, 2019

## School Community

Thank you to our wonderful staff for their hard work, dedication and preparations over the course of the summer in order to have the school, classrooms, and office ready for your child(ren). We are delighted to welcome:

- Mrs. Brooke MacNeil- Gr. 3-5 Classroom Teacher
- Mlle. Selena Benevides- French as a Second Language Teacher
- Ms. Kenndy Peck- Youth Worker

We will continue to work closely with Father Cyprian, our Parish Priest, and Mrs. Wendy Procter, our Trustee, as integral members of our Catholic school community.

Please see the St. James Major Catholic School website for a complete staff list.

151 Dairy Ave, Napanee, Ontario K7R 4B2 Tel: 1 (613) 354.2255

Auto Attendant: 1 (613) 354.6257 Toll Free: 1 (800) 581.1116

Fax: 1 (613) 354.0351 [info@alcdsb.on.ca](mailto:info@alcdsb.on.ca)

## **Catholic School Council**

St. James Major Catholic School Council is a forum through which parents/guardians and other members of our school community can contribute to improve student achievement and well-being. Membership on our Catholic School Council includes representation from parents/guardians, the parish, the community, teaching and non-teaching staff, and school administration. All parents/guardians are encouraged to become involved!

The Catholic School Council meets on a regular basis and all meetings are open to parents/guardians from our school community. Our first Catholic School Council Meeting will take place on Thursday, September 19th, 2019 at 5:00 p.m. in the Church Hall. Elections for the new Catholic School Council will be held at this meeting. All are welcome to attend!

## **Welcome Back BBQ**

We will have an opportunity to meet at our Welcome Back BBQ and Open House on Tuesday, September 24<sup>th</sup> from 4:00 to 6:00 pm. Parents/guardians will have an opportunity to meet with teachers and staff from 4:00 to 5:00 pm, with a BBQ to follow from 5:00 to 6:00 pm.

## **Discipleship**

### **Faith Life**

Our goal at St. James Major Catholic School is to model the Ontario Catholic School Graduate Expectations in order to help our students become responsible citizens, caring family members, lifelong learners, effective communicators, collaborative contributors and reflective, critical thinkers who develop and always demonstrate their God-given potential.

We look forward to continuing to attend mass on Tuesday's at 11:00 am. More information to follow!

## **Safe and Caring Schools**

- **Criminal Background Checks for Volunteers**

ALCDSB requires that all volunteers provide a Criminal Background Check that is current (within 3 years). If you anticipate that you would like to serve as a volunteer in our school or be a chaperone for a school activity or field trip, you are encouraged to initiate the process as soon as possible.

- **Safe Arrival and Signing Out**

Please note that students are welcome to come onto the yard at 8:10 a.m.. Prior to 8:10 a.m., no supervision is provided. Students are not allowed on the yard and should not be within the school without supervision.

Parents/guardians are reminded to call the school to let us know if your child(ren) will be absent or late on any particular school day. If your son/daughter is late for school, he/she MUST be signed in at the office. If your child(ren) have an appointment and need to leave early, he/she MUST be signed out at the office. For reasons of safety, it is essential that we know when students arrive and when they leave.

- **Door Security System**

All elementary schools in the ALCDSB have their front doors locked during school hours. A monitoring system has been installed that requires a staff member to "buzz" a visitor into the school. This is part of a Safe Schools initiative supported by Ontario's

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Ministry of Education. Please press the button on the camera intercom, when you hear a click pull on the door to open. Please note that during instructional time, we may be delayed in coming to the door. Thank you in advance for your patience!

- **Fire and Lockdown Drills, and Bomb Threat Practice**

The Algonquin and Lakeshore Catholic District School Board has a primary responsibility to ensure the safety of students and staff. In partnership with emergency services in the area, a board-wide plan has been developed to address threats to school safety. This plan includes procedures known as Evacuation, Shelter in Place, Hold and Secure, Bomb Threat/Explosive Incident, and Lockdown.

- An Evacuation occurs when all students and staff are removed from the school (e.g. a fire or gas leak in the school).
- A Shelter in Place occurs when there is an environmental or weather-related situation in the area (e.g. chemical spill).
- A Hold and Secure is initiated when there are circumstances in the vicinity of the school that could endanger the safety of students and/or staff (e.g. criminal event near the school but not on school property).
- A Bomb Threat/Explosive Incident procedure is initiated when a threat of a bomb or explosive device is received by a school either by phone or some other means (mail or social media for example).
- Lockdown procedures are initiated when there is a threat of violence within the school (e.g. student with a weapon).

In order for all students and staff to become familiar with expectations during a threat to school safety, our school will be practicing threat response procedures as we have normally done with fire drills. For the safety of our students and staff, 6 fire drills, 2 Lockdown practice drills and 1 Bomb Threat practice will be held during the school year.

If the need to activate the Threats to School Safety Procedures arises because of an imminent threat, the Board's Communications Officer will use all media available to update families of the situation as it unfolds.

- **School Dress Code**

At school there are several considerations regarding the types of clothing deemed acceptable. Protection from the sun, modesty and the academic setting all play a role in the selection of clothing appropriate for school. In general, our dress code encourages appropriate clothing for an academic setting in a Catholic School. Parents/guardians are asked to ensure that their child(ren) are dressed appropriately for school, school activities (e.g. sports) and for weather. Please review this with your child(ren), as outlined in our Code of Conduct.

## **Medical**

- **Food Allergies and Prevalent Medical Conditions**

Every child and staff member want to feel safe at school. Parents/guardians and staff are asked to ensure that food items containing peanuts/nuts and/or pineapple are not brought to school. There will also be no food allowed on the yard or on busses.

If your child(ren) have an allergy or other prevalent medical condition (e.g. Anaphylaxis, Asthma, Diabetes, and/or Epilepsy), please contact the school to develop a Medical Care Plan.

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- **Medication**

Completed forms for students receiving medication (e.g. EpiPen's, inhalers, insulin, etc.) during the school day must be returned prior to medication being administered at school. Please contact the school secretary if you require a copy of the form(s). We require both a parent/guardian signed authorization and a physician's statement for the administration of medication each new school year. Additional documents may also be required.

- **Immunizations**

Public Health nurses will be here on Friday, October 4, 2019 to administer immunizations to Gr. 7 students. Required paperwork will be sent home for completion.

- **Head Lice Checks**

Please check your child(ren) on a regular basis for Head Lice. At this time of year, with the cooler weather approaching, nits may become present. If your child does show signs of head lice, please inform the school.

## **Scholarship**

### **Spring 2018 Grade 3 and 6 EQAO Results**

Preliminary school results from EQAO Assessment of Reading, Writing and Math will be available to schools in early September to review and verify. Individual Student Reports for students who wrote the Grade 3 and 6 assessments last spring will be sent home in October.

## **Stewardship**

**Picture Day** is Wednesday, September 4<sup>th</sup>.

**Hot Lunch** information will be sent home and available on the school's website.

### **Reusable Water Bottle**

All students will need to bring their **own reusable water bottle** to school with their name clearly displayed. Disposable cups will no longer be available at the school.

### **Terry Fox Walk**

The Terry Fox Walk will be held on September 25, 2019 at 1:00 pm (tentatively). We will be raffling off Terry Fox t-shirts. Tickets will be sold on September 25<sup>th</sup>, 2 for \$1.00 or 5 for \$2.00, with all proceeds being donated to the Terry Fox Foundation.

### **P.A. Day**

Our first P.A. Day will be on Friday September 27, 2019. There will be no classes for students.

## **Communication**

- **School Web-site**

Families are highly encouraged to access our St. James Major Catholic School website at <https://www.alcdsb.on.ca/School/jams/Pages/default.aspx> regularly to learn about what is happening at St. James Major Catholic School! The website will be updated regularly.

- **SchoolMessenger Automated Call Home System**

The Algonquin and Lakeshore Catholic District School Board requests your consent to allow us to send you important school information and announcements via our call

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home system (SchoolMessenger). Your consent is required to comply with the Anti-Spam Legislation (CASL) for calls not related to student safety.

- **Twitter**

Please follow us on Twitter @alcdsb\_jams for a snapshot of our work, learning, and life at school.

- **Home-School Communication and Code of Conduct**

Communication between home and school is key for fostering a solid partnership between our students, staff and parents/guardians. Parents/guardians are encouraged to contact their child's teacher when questions or concerns arise. Your child(ren)'s teacher should be your first contact by telephone or other means established between you and your child(ren)'s teacher. The best time to reach your child(ren)'s teacher is before 8:25 am or after 2:35 pm. A message will be taken for all calls received during instructional time and calls will be returned in a timely fashion.

This year, our teachers will be using, Remind, an app used to enhance and support home/school communication and organization.

We will be reviewing the school's Code of Conduct with all students during the first week of school. A copy of the Code of Conduct will be sent home (1/student) and posted to the school website for you to review with your child(ren). We kindly ask that parents/guardians and student(s) complete the signature page of the Code of Conduct and return it to the school by Tuesday, September 10<sup>th</sup>.

## Forms

- **Family Information Form and Freedom of Information Content Form**

Please fill out and return the forms to the office as soon as possible. We require one form per student. It is important that the information requested is completed and accurate. Please update the office with any changes throughout the year.

- **Student Insurance Forms**

Student Insurance will not be sent home this year. If you are interested in this insurance, please go to [www.insuremykids.com](http://www.insuremykids.com) and apply online for the accident insurance.

- **Cash On-line**

St James Major will continue to offer School Cash Online, which provides you with the convenience of paying online for school items such as trips, club and athletic fees, and spirit wear. School Cash Online is our school's preferred method of payment. Please follow the link below to register online – it takes less than five minutes! Once you have registered your child, you will be able to see when they have a new item posted online for purchase. You also have the option to be notified whenever your child has a new school expense due, so you don't have to worry about missing the deadline.

For more information, please visit <https://alcdsb.schoolcashionline.com/>

To register: <https://schoolcashionline.com/Home>

## Busing

It is a new school year, and everyone wants it to be a safe one. Please remember to follow the bus driver's instructions and rules to ensure the safety of all students. Please review the bus expectations with your child(ren) outlined in the Code of Conduct.

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Emergency issues related to school bus transportation can often occur either before or after regular secretarial hours at schools, please take note of the following phone number. This number will connect you to the Tri-Board Transportation Authority between 7:00 a.m. and 5:00 p.m. 613-354-1981 ext. 317.

Please visit an updated Tri-Board website at [www.triboard.on.ca](http://www.triboard.on.ca) or on Twitter @BusDelayNCancel. These sites will inform you of any bus delays or cancellations.

In closing, I am looking forward to making 2019-2020 a fantastic year of learning and growing! It is an honour and privilege to serve as your new Vice-Principal.

Yours in Catholic Education,

Katie Williamson  
Vice Principal  
St James Major Catholic School