

# Holy Cross Catholic Elementary School

## Student and Family Handbook

### 2017 - 2018

This handbook has been created as a reference for parents and students. We have tried to encompass the essential components of our school. Please contact the school at (705)-586-3686 with any questions or concerns. You may also visit our website at [www.holycross.sudburycatholicschools.ca](http://www.holycross.sudburycatholicschools.ca). Once you have reviewed this handbook with your child(ren), please sign the attached page and return to school.

#### **VISION STATEMENT**

At Holy Cross Catholic Elementary School, our vision is to build and support a community of learners that embraces the spiritual, emotional, intellectual, physical and social well being of all. We believe that all members of the Holy Cross Community need to have a sense of belonging. We believe that all members can be life long learners through a process that begins at home and is nurtured and supported at school. Students will acquire the values, knowledge and skills necessary to shape their own lives and to be of service to others in their local and global communities.

**MISSION STATEMENT: LEAD LIKE CHRIST WITH WISDOM, RESPECT AND TRUTH.**

#### **BELL TIMES**

8:35 Supervision begins. Students are **NOT** to be dropped off prior to 8:35 am, as there is no supervision at this time.

8:50 Entry Bell

10:40 – 10:55 Morning Recess

12:15 – 1:05 Lunch

3:05 Dismissal

**PLEASE ENSURE STUDENTS ARE AT SCHOOL 8:50. WHEN STUDENTS ARE LATE, THEY MISS IMPORTANT INSTRUCTION AND INTERRUPT THE LEARNING OF OTHERS.**

#### **STUDENT INFORMATION**

Your cooperation is requested in assisting us with student information. It is vital that we have the correct information in case of emergencies. We are asking that you make changes and/or add missing information to the yellow Student Information Sheet. Please complete and return this page to the school by Monday, September 11th.

#### **MEDIA RELEASE FORM**

To protect the privacy and information of our students, we need permission for your child to be photographed and/or interviewed for publication outside of Holy Cross School. Please complete and return the appropriate page to the school by Monday, September 11th.

#### **NUT CONTROLLED ENVIRONMENT**

Some members of our Holy Cross community have **SEVERE** allergies to nuts. This can cause severe and life-threatening reactions. For this reason, parents are asked to **refrain from sending peanut products or snacks to school.** LUNCHES MUST BE NUT FREE.

#### **ALLERGY / SENSITIVITY ALERT**

As well as nut allergies, we also have students who suffer from food allergies/sensitivities such as milk, shellfish, fresh water fish, wheat, gluten, food colouring, etc. We are asking that families **DO NOT SEND FOOD ITEMS AS TREATS TO SCHOOL TO SHARE.** IF YOU WOULD LIKE TO SEND A TREAT FOR THE STUDENTS IN YOUR CHILD'S CLASS, IT MUST BE A NON-FOOD ITEM. This includes Halloween and Valentine's Day.

## **ATTENDANCE/SAFE ARRIVALS PROGRAM**

Promptness and regularity of attendance will help to ensure your child's success in school. If your child is going to be absent, please call the school prior to 9:00 a.m. to inform the office. Give the name and grade of your child, as well as the reason and duration of the absence.

If you are dropping your child off in the morning, please drive to the back of the St. Benedict parking lot and let your child off at the path. A teacher is on duty at the yellow posts on the Holy Cross property to greet your child and direct them to the playground. Please do not drop your child off in the inner circle of the parking lot, as students then have to cross in front of busses, and this is not safe.

If you are picking your child up at the end of the day, and this is a change from the regular routine, please send a note to the teacher, advising of this change. At 3:05, a teacher will escort your child to the yellow posts. If you are picking your child up before the end of the day, please come to the main office where you will be required to sign your child out of the school.

Children will not be allowed to leave with anyone other than a parent unless the school has been notified by a phone call or a note. Please give us as much notice as possible as this limits the disruption of students' learning. Verbal notice from the student will not be accepted. In the absence of a note or telephone call, your child will be sent home as usual.

## **LUNCH**

- Manners will be expected from all students at lunch.
- Non-breakable, reusable/recyclable containers are encouraged for use in school lunches.
- A good thermos is ideal for warm lunches and cold beverages. Students will not be allowed to heat up lunches.
- Students are encouraged to bring a spoon or fork, if needed. NO KNIVES are permitted.
- Students are expected to sit in their own seats while eating lunch and speak to their neighbours in normal conversational tones.
- Students are expected to clean up their eating areas and dispose of garbage in the appropriate waste receptacle at the end of the lunch period.
- The lunch supervisors will dismiss the students for outside (weather permitting).
- Students will stay in their classroom for recess in inclement weather.
- Shouting, throwing food and disrespect to the lunchroom supervisor are obvious examples of unacceptable lunchroom behaviour and will be treated as serious incidents of misbehaviour.

Students are to inform the office if they have forgotten their lunch as soon as possible. Parents will be contacted if possible. Students without a lunch will be provided for with our Snack Program.

Through our Health Curriculum and the Ministry of Education Healthy Eating Guidelines (PPM 150), we are teaching students to make healthy food choices. Healthy food choices contribute to healthy bodies and minds. Please do your best to ensure that your child's lunches and snacks are healthy.

We appreciate that family members will sometimes pick up students for lunch. With parent permission, this will be allowed. Students will have to be signed out and then signed back in upon return. Parents and/or family members will not be permitted to eat at the school with students.

## **FOOD AND BEVERAGE POLICY**

The Ministry of Education's Policy and Program Memorandum #150 states, "all food and beverages sold on school premises must meet the nutrition standards as set out by the Ministry. These nutrition standards embody the principles of healthy eating as set out by Canada's Food Guide." For more information on these standards, please visit [www.ontario.ca/healthyschools](http://www.ontario.ca/healthyschools).

### **PIZZA AND SUB DAYS**

Pizza Days will be Tuesdays and Thursdays; Sub Days will be Wednesdays. Pizza can be ordered on Tuesday and Thursday mornings or pre-ordered twice a year. Subs must be pre-ordered twice a year. Forms will be sent home and can also be found on the school website. The cost for pizza is \$1.50 per slice and subs are \$5.00 each. Please return the Pizza and Sub Order Forms by date articulated on the forms that are sent home.

### **STUDENT SIGN IN/OUT BOOK**

There will be a sign in/out book located in the office area. If a child is late or if a child is to be signed out prior to the 3:05 dismissal time, the adult must enter the information and sign.

### **VISITOR SIGN IN/OUT**

In the interest of student safety, all visitors **MUST** report to the office and sign in. A visitor tag will be issued at this time. Visitors are then required to sign out when they leave.

### **ILLNESS**

School is not a very comfortable setting for a sick child. Every effort will be made to send home a child who is, or becomes ill. If your child is not well enough to take part in the regular routines of the school, including recess, please keep your child at home as there is no one to supervise your child. This will also eliminate the risk of spreading infection to the other children.

### **ADMINISTRATION OF MEDICATION**

The Sudbury Catholic District School Board has adopted a policy to assure safe procedures regarding the administration of medication to students. The intent of the policy is clear. Students will receive needed medication under proper supervision. Parents/guardians must deliver the medication to the office and complete the required consent forms before any medication will be administered. The following points are intended to inform parents concerning the policy, which must be followed:

- All medication must be turned over to the office for proper storage.
- The school personnel may administer non-prescription medication providing the appropriate consent forms are completed by the parent/guardian.
- Medication such as a liquid antibiotic (which requires refrigeration) should be administered at home
- Children with life threatening allergies must sign a form allowing the school to use epinephrine when necessary. Students with a severe allergic reaction should be wearing a medic alert bracelet or necklace clearly indicating the allergy.
- If your child requires an epipen (epinephrine injection), inhaler or has any other serious medical issue, please complete the Individual Medical Plan Form and return it to the school immediately.

### **HOMEWORK AND ASSIGNMENTS**

Homework is described as those learning activities that are associated with the in-school program and which are completed outside of normal class time. Students are expected to:

- Work to the best of their ability to complete assignments given in class and as homework;
- Complete daily work, assessments, projects and complete tests;
- Use the agenda (for Grade 1 to 6);
- Inquire about missed assignments and homework upon return from an absence.

A rule of thumb for homework is a maximum of 10 minutes per grade. For example, if your child is in grade one, 10 minutes of homework is sufficient; if your child is in grade four, 40 minutes is the maximum. If your child has more homework than this on a regular basis, please contact the classroom teacher.

Should your child not have homework yet you would like to maintain a routine, you can have your child read to you and answer comprehension questions, as well as practice math facts and computations. Remember to ask open-ended questions to promote critical thinking skills.

### **INDOOR AND OUTDOOR SHOES**

Please note: students are to have a pair of indoor shoes that are non-skid, non-marking soled shoes for indoor use only! Also, **all students riding a bicycle to school must wear a helmet – it is the law!** If students do not have a helmet, their bike or scooter will be stored in the office area until a parent can pick it up. Students will be sent home via their usual method of transportation (bus or walking). There is a bike rack at the front of the school. Students are encouraged to lock up their bikes and scooters, as the school is not responsible for lost or stolen items.

### **PERSONAL ELECTRONIC DEVICES (PED'S)**

Personal Electronic Devices are wireless and/or portable electronic handheld equipment such as cell phones, smart phones, iPods, iPads and tablets. Students may bring these items to school, with parent permission, for use on the bus, when there is indoor recess due to inclement weather or if the teacher has said that they are allowed as a learning tool. PED's must be powered off during the day and kept out of sight, with the exception of when they are being used in class with the teacher's permission for learning purposes. The school will not assume any responsibility for lost or stolen PED's.

**STUDENTS MUST SIGN A CONSENT FORM AT THE BEGINNING OF THE YEAR.**

### **SCHOOL INSURANCE**

It is the parent's responsibility to purchase adequate insurance to cover injuries that may occur at school. It is the School Board's responsibility to inform you of the availability of such an insurance package. Your child will bring home a letter regarding this. Please look it over and deal directly with the insurance company if you wish to enroll.

### **INCLEMENT WEATHER**

Please listen to the radio or go to the Board website or the Consortium website ([www.businfo.ca](http://www.businfo.ca)) for decisions regarding busing and/or school closures due to bad weather. If busses are not running on a regular school day, and you are keeping your child at home, please call the school to inform us that your child will not be attending. If you choose to transport your child on a 'snow day', they must be picked up in the main entrance by 3:05.

### **FIRE DRILL**

The fire bell signal is a continuous loud ringing. As soon as the students hear it, they stand and walk in single file, without talking, to the nearest designated fire exit. Staff will direct students as needed. Fire drills are required by law and are conducted to prepare students and staff for the safe evacuation of the school.

### **LOCKDOWN PROCEDURE**

Our school also has a lockdown procedure in place to ensure the safety of our students. As with our fire safety plan, this plan is practiced with our students so that they are aware of what needs to be done if there is ever a situation in or around our school that might endanger their safety. Please check the website for the complete lockdown procedure.

### **BUS REGULATIONS AND CONDUCT**

Bus drivers have a serious responsibility for the safe conduct of the passengers on the bus. They keep the Principal and the Transportation Officer informed about bus conduct. A student will have transportation privileges revoked if he or she disregards bus safety rules. Parents of students excluded from using a bus must make transportation arrangements for their child. We are strict about this as the safety of all children is involved. **Students are responsible to the Principal for their conduct on the bus and must obey instructions of the bus driver who acts on behalf of the Principal.**

It is helpful if you are aware of your own child's bus numbers and help him or her to remember them. Parents are to inform the Sudbury Student Services Consortium at 705-521-1234 of any changes to bus pick up and drop off points. Please note it is the policy of our transportation Consortium, not to accept requests for temporary transportation assignments. **Kindergarten students will not be dropped off unless an adult is standing at the road to meet them. Students may not take a different bus home nor get off at a different stop without Consortium permission. The School cannot grant permission.**

### **STUDENTS SHALL:**

- Be at the bus stop 5 minutes prior to the scheduled pick up;
- Refrain from loud or boisterous talking, fighting, and the use of abusive or profane language;
- Refrain from eating, drinking or littering inside the bus (gum is not allowed);
- Remain seated at all times;
- Keep hands, legs and head inside the bus;
- Carry skates in a sports bag or equip them with protective guards;
- Cooperate with bus patrols.

### **CODE OF CONDUCT**

The Holy Cross School Code of Conduct will be implemented in accordance with Ontario Regulation 472/07, and the Sudbury Catholic District School Board's (SCDSB) Code of Conduct, (available on the Board's website). This Code of Conduct also reflects the values and expectations of Holy Cross School.

The purposes of the Code of Conduct are:

- To ensure that all members of the school community are treated with respect and dignity;
- To promote responsible citizenship by encouraging appropriate participation in the life of the school;
- To maintain an environment where conflict and difference can be addressed in a respectful and civil manner;
- To encourage the use of a non-violent means to resolve conflict;
- To promote the safety of people in schools;
- To discourage the use of alcohol and illegal drugs.

### **STANDARDS OF BEHAVIOUR**

All members of the school community must:

- Respect and comply with all laws;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas, and their opinions;
- Treat one another with dignity and respect at all times;
- Respect the rights of others;
- Respect and treat others fairly, regardless of race, colour, ethnicity etc.;
- Show proper care and regard for school property and the property of others;
- Take appropriate measures to help those in need;
- Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully;
- Respect all members of the school community, especially persons in positions of authority;
- Respect the need of others to work in an environment conducive to learning and teaching;
- Not swear at a teacher or at another person in a position of authority.

### **PROGRESSIVE DISCIPLINE**

Progressive discipline is a whole-school approach that utilizes a continuum of interventions, supports, and consequences to address inappropriate student behaviour and to build upon strategies that promote positive behaviours. It is a process that outlines that the degree of discipline will be in proportion to the severity of the behaviour.

- **Step 1**

**Minor Incidents - one time behaviours – managed in the classroom**

i.e. disruption, dress code infractions, task incompleteness, etc. Teachers can use a variety of classroom interventions such as verbal warning, detentions, in-class reward system, calls home, etc.

- **Step 2**

**Repeated Minor Incidents/pattern of behaviour/Major Incidents**

When behaviour takes on a repeated, documented pattern, (i.e. defiance, non compliance, etc.) or becomes major, (i.e. bullying, swearing with intent, etc.), teachers can refer to the office for intervention such as, reflection room, Incident Report to go home, phone calls home, voluntary removal from class, possible suspension, etc.

- **Step 3**

**Suspendable Incidents**

When behaviour is severe enough that contravenes the guidelines as indicated in Bill 212, such as, theft, bullying, sexual/racial harassment, physical injury/assault, possession of alcohol, drugs, or weapons, fighting, etc., office interventions may include, suspension/expulsion, behaviour contracts, parental contact, etc.

**SCHOOL TEAMS**

Being a member of a Holy Cross Team is a privilege. All members of school teams are expected to be ambassadors of Holy Cross and to follow the same rules and expectations as are required within the school day. Coaches reserve the right to select team members based on skill, effort and behavior. If a team member has not demonstrated responsible behavior during the school day and/or at school sponsored events, the school may remove a student from a team.

**FIELD TRIPS**

Any field trip and/or year end trip is a privilege and not a right. Students must demonstrate appropriate behavior and responsibility at school in order to earn the privilege of a trip. The school reserves the right to deny a student the privilege of a school trip.

**WHAT TO DO IF YOU HAVE A PARENTAL CONCERN**

It is our belief that a close working relationship among the partners in education, the home, the school, and the church, is essential to foster and maintain a Christian community. While encouraging each partner to carry out his or her proper role in this school community, it is recognized that differences of opinion and problems may arise from time to time.

If there is a classroom concern, the first step is always to contact your child's teacher as soon as possible. If the concern is ongoing, and/or not resolved after your contact with the teacher, please call the Principal or Vice Principal.