

# Holy Cross

Catholic Elementary School



Student and Family Handbook

2023-2024

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## Student and Family Handbook

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This handbook has been created as a reference for families and students. We have tried to encompass the essential components of our school. The purpose of this Code of Conduct is to support the creation of a safe and welcoming learning environment where everyone feels valued and accepted. Please contact the school at 705.586.3686 with any questions or concerns. You may also visit our website at <https://holycross.sudburycatholicschools.ca/>.

### VISION STATEMENT

At Holy Cross Catholic Elementary School, our vision is to nurture 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 are unique and special. We believe that all members are lifelong learners through a process that begins at home and is nurtured and supported at school. At Holy Cross, all 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.*

### FAITH FORMATION

Holy Cross Catholic School is blessed to maintain a close relationship with our parish, St. Patrick Parish. Mass dates will be shown on our monthly calendars. We will come together in prayer each month as a school community.

### SCHOOL HOURS

8:35 am	<b>Supervision Begins</b> (There is no supervision prior to this time, please <b>do not drop your child prior to 8:35 AM</b> ).
8:50 am	<b>Entry Bell &amp; School Day Begins</b>
10:30 – 10:45 am	<b>Morning Recess</b>
12:05 – 1:05 pm	<b>Lunch</b>
3:05 pm	<b>Dismissal</b>

PLEASE **ENSURE STUDENTS ARE AT SCHOOL NO LATER THAN 8:50 AM**. WHEN STUDENTS ARE LATE, THEY MISS IMPORTANT INSTRUCTION AND INTERRUPT THE LEARNING OF OTHERS.

### SUPERVISION

The school yard is open to students at 8:35 AM once educator supervision begins. Please be safe and only allow your child to enter the school yard after adult supervision is available.

## STUDENT INFORMATION

Your cooperation is requested in assisting with student information. It is vital that we have the correct information in case of emergencies. We ask that you keep the office informed of any changes that may occur throughout the school year. **Please ensure you have a minimum of THREE (3) reliable emergency contacts.**

## CHILD CUSTODY

Should a custody issue regarding your child arise, it is imperative that a copy of the court order(s) is provided to the school for the student's file. Custody is a legal issue. If a court order does not exist, or if the school has not been made aware of it, then by virtue of the Children's Law Reform Act, both parents will be deemed to have equal access.

## SAFE ARRIVAL

The Ministry of Education has mandated every school to have a safe arrival plan. Promptness and regularity reflect a desirable attendance pattern.

If your child is late or absent, please call the school at (705) 586.3686 or email at [holycross@sudburycatholicschools.ca](mailto:holycross@sudburycatholicschools.ca) before 8:35 a.m. in the morning. Give the name and grade of your child, as well as the reason (appointment, ill, etc.) and duration of the absence. If we have not heard from you by 9:00 a.m. and your child is absent, we will attempt to contact you. We are required to ensure that all students who are absent are safely accounted for.

## PICKING UP & DROPPING OFF STUDENTS

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.

If you are picking your child up at the end of the day, and this is a change from the regular routine, to avoid any confusion at the end of the day, **please communicate to the teacher, prior to 9:00 am**, advising of this change. A verbal message from your child will not be accepted. At 3:05 pm, an educator will escort children (being picked up) to the yellow posts. No pets please.

Children will not be allowed to leave with anyone other than a parent/guardian unless the school has been notified by a phone call or email. Please notify us by noon as this limits the disruption of students' learning. Verbal notice from the student will not be accepted. In the absence of a telephone call or email, your child will be sent home as usual. **Ensure a phone call or email is sent before 12:00 p.m. if you are changing pick up instructions for the day.**

## STUDENT SIGN IN/OUT BOOK

In accordance with Safe Schools Policy, we have a sign in/out binder at the main office. If a child is late or if a child is to be signed out prior to the 3:05 p.m. dismissal time, the adult must enter the building and sign the student out.

## 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.

## ABSENCES

Attendance is a significant part of a student's educational experience and of their evaluation process. The Ministry of Education indicates that "students are to attend classes on a regular basis, unless for reason of illness." Parents/Guardians are responsible to ensure that students are attending school regularly and to communicate reasons for absences with their child's teacher and/or the main office. After an absence, a student is responsible to complete missed assignments.

If your child is absent from school for five consecutive days or more, a Temporary Excusal form is required to be filled out and returned to the main office prior to departure.

## LATENESS

Lateness is considered another form of absence, especially if it is habitual. If your child must arrive late, please call and provide a reason. When students are late, they are to report to the office before going to class. Habitual lateness, particularly unexplained tardiness, could be referred to the Board Attendance Counsellor.

## 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. It is imperative that arrangements are made with a relative, friend or neighbour if a parent/guardian is not able to pick up a sick child. 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. This will eliminate the risk of spreading infection to the other children.

## LUNCH

- Appropriate manners and respect are 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 as students will not be permitted to heat up lunches.
- **Students must bring their own spoon or fork**, if needed. NO KNIVES are permitted.
- Students cannot share any lunch items with each other.
- Students are expected to sit in their own seats while eating lunch. Students are expected to clean up their eating areas and dispose of garbage in the appropriate waste receptacle at the end of lunch.
- The lunch supervisors will dismiss the students for outside.
- Students will stay in their classroom for recess in inclement weather.

Students are to inform the office if they have forgotten their lunch as soon as possible. Families will be contacted if possible, to bring a lunch to the school.

Through our Health Curriculum and the Ministry of Education Healthy Eating Guidelines (PPM 150), we teach 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).

## ALLERGY / SENSITIVITY ALERT

Some members of our Holy Cross community have **SEVERE** allergies to nuts, fish and seafood. This can cause severe and life-threatening reactions. For this reason, families are asked to **refrain from sending NUT, FISH AND SEAFOOD products to school.** LUNCHES MUST BE NUT, FISH AND SEAFOOD FREE.

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, Valentine's Day and Birthdays.**

## MEDICAL CONCERNS

As per SCDSB policy a medical plan will be created for all students with medical concerns. Parents/guardians must notify their child's educator and administration of any student medical condition (e.g., diabetes, epilepsy, heart condition, allergies, asthma etc.) and support in developing a Student Individual Medical Plan.

**\*\*NOTE: Please contact your child's educator if your child has ANY medical concerns. \*\***

## 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 **prescription medication** providing the appropriate consent forms and directions from the doctor are completed.

- Medication such as a liquid antibiotic (which requires refrigeration) should be **administered at home**.
- If medication is required three times a day, it would be appreciated if the second dose could be scheduled when your child gets 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 **Student Individual Medical Plan Form** and return it to the school immediately. A waiver shall be signed allowing your child to use the EpiPen/inhaler when necessary.

## HOMEWORK AND ASSIGNMENTS

Homework is an ideal opportunity for parents/guardians to become actively involved in their child's education. Homework in the form of completing assignments and review of schoolwork is an integral part of education. Homework should not be excessive – please contact your child's educator if your child seems to have excessive amounts of homework on a regular basis.

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. You can also use the SCDSB Hub for families found at: <https://sites.google.com/sudburycdsb.ca/studentresources>.

## PERSONAL ELECTRONIC DEVICES (PEDs)

Personal Electronic Devices are wireless and/or portable electronic handheld equipment such as cell phones, smart phones, iPods, iPads and tablets. PEDs must be powered off during the day and kept out of sight, except for 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 PEDs.** PEDs will not be permitted during recesses or in bus lines.

## SCHOOL INSURANCE

It is the parent/guardian'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. You can find information about this insurance at: <https://www.sudburycatholicsschools.ca/student-accident-insurance/> Please look it over and deal directly with the insurance company if you wish to enroll.

## SCHOOL CLOSURE

Our school district is often subject to varying and changing weather patterns. The schools within the City of Greater Sudbury operate as a whole, and the decision to close affects all schools. The responsibility that we share with you for the safety of your children necessitates a review of the procedure for the closing of school due to inclement weather or other emergency reasons in an event of an emergency.

## 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 or email the school [holycross@sudburycatholicschools.ca](mailto:holycross@sudburycatholicschools.ca) 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 PM.

## SCHOOL COMMUNICATION

At Holy Cross we use email to communicate with families. After the first weeks of school, we will do our best NOT to send home paper correspondence unless a parent/guardian signature is required. Please ensure the school has your up-to-date email address and please check your email regularly.

## 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.

## 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 may have transportation privileges revoked if they disregard bus safety rules. If your child gets a third incident report, your child may be suspended off the bus for a period of time. Parents/guardians of students excluded from using a bus must make transportation arrangements for their child. **The bus is an extension of the school day. If rules are not obeyed on the school bus, there are consequences at the school level.**

The Transportation Consortium's website is [www.businfo.ca](http://www.businfo.ca). This site will provide information on the status of a bus, announcements, delays and procedures. You may also refer to this site concerning inclement weather announcements. It is helpful if you are aware of your own child's bus numbers and help them 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.**

Please review the Bus Regulations & Conduct located at [www.businfo.ca](http://www.businfo.ca)

### ***On the bus 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 Code of Conduct](#). This Code of Conduct also reflects the values and expectations of Holy Cross School.

### ***SCDSB CONDUCT POLICY STATEMENT***

The mission of the SCDSB Code of Conduct is to provide all students with a Catholic education that includes the knowledge, skills and values required to live a meaningful and faith filled life. This mission is affirmed in Board policies, including the Safe Schools Policy. The Board is committed to making each one of its Catholic schools a caring place that is safe for learning. The purpose of the SCDSB's Code of Conduct is to further promote the mission of the Board and to provide a consistent Code of Conduct for individual schools. SCDSB standards of behaviours apply to all members of the school community, including students, parents/guardians, teachers or other staff members, volunteers and visitors. The standards of behaviour apply:

- on school property;
- while travelling on a school bus or vehicle that is owned by the Board or under contract to the Board;
- in-school sports activities;
- off-site school-sponsored activities;
- in circumstances where engaging in an activity could have a negative impact on the school climate.

### **Purpose of the Code of Conduct**

- 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 promote the safety of people in schools;



## **ROLES AND RESPONSIBILITIES**

The Board's Code of Conduct recognizes that all members of the school community, including principals, teachers and other staff members, students and parents have an obligation to comply with the standards of behaviour outlined in this policy. Each member of the school community has the following roles and responsibilities:

a) **The Board:** The Board will provide direction to its Catholic schools that ensure opportunity, excellence and accountability in the education system. The Board is committed to the principles and standards established by the Safe Schools policy. The Board will ensure all are treated with fairness, equity and respect. The board will not accept behaviour which jeopardizes the emotional well-being or physical safety of members of the school community. As part of its broader mandate, the Board will:

- develop policies that set out how their schools will implement and enforce the Provincial Code of Conduct and all other rules that they develop that are related to the provincial standards that promote and support respect, civility, responsible citizenship, and safety;
- review these policies regularly with students, staff, parents, volunteers, and the community;
- seek input from school councils, their Parent Involvement Committee, their Special Education Advisory Committee, their Indigenous Education Advisory Committee, community partners, social services agencies, parents, students, staff members, and the school community;
- establish a process that clearly communicates the Provincial Code of Conduct and the Board Code of Conduct to all parents, students, staff members, and members of the school community in order to obtain their commitment and support;
- develop effective intervention strategies and respond to all infractions related to the standards for respect, civility, responsible citizenship, and safety and equity and inclusive education; and
- provide opportunities for all staff to acquire the knowledge, skills, and attitudes necessary to develop a Catholic school community and maintain academic excellence in a safe environment.

b) **Principals:** Under the direction of the Board, principals take a leadership role in the daily operation of a school. They provide this leadership by:

- demonstrating care for the school community and a commitment to academic excellence in a safe teaching and learning environment;
- holding everyone under their authority accountable for their behaviour and actions;
- empowering students to be positive leaders in their school and community; and
- communicating regularly and meaningfully with all members of their school community.

c) **Teachers and Other School Staff Members:** Under the leadership of their principal, teachers and other school staff members maintain order in the school and are expected to hold everyone to the highest standard of respectful and responsible behaviour. As role models, teachers and school staff uphold these high standards when they:

- help students work to their full potential and develop their sense of self-worth;
- empower students to be positive leaders in their classroom, school, and community;

- communicate regularly and meaningfully with Parents/Guardians;
- maintain consistent standards of behaviour for all students;
- must respond to any student behaviour that is likely to have a negative impact on the school climate;
- must report an activity for which suspension or expulsion must be considered to the principal as soon as reasonably possible;
- demonstrate respect for all students, staff, parents, volunteers, and the members of the school community; and
- prepare students for the full responsibility of citizenship.

Teachers and school staff will also assist principals in maintaining close co-operation with the school community and in establishing and maintaining consistent disciplinary practices in the school. In addition, teachers and school staff must assist the principal by reporting incidents and assisting the principal in conducting an investigation.

d) **Students:** Students must demonstrate respect for themselves, for others, and for the responsibilities of citizenship through acceptable behaviour and valuing diversity within the school community. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for them self, for others, and for those in authority;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for his or her own actions.

Students are expected to:

- adhere to the teachings of the Roman Catholic Church;
- exercise self-discipline;
- accept such discipline as would be exercised by a kind, firm and judicious parent;
- be accepting and courteous to fellow pupils and of teachers;
- show respect for school property; and
- understand and comply with the Board and School Code of Conduct.

e) **Parents/Guardians:** Parents/Guardians play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining and promoting initiatives to support and promote equity and inclusive education, and a safe and respectful learning environment for all students. Parents fulfill their role when they:

- show an active interest in their child's schoolwork and progress & communicate regularly with the school;
- help their child be appropriately dressed and prepared for school;
- ensure that their child attends school regularly and on time & promptly report to the school their child's absence or late arrival;
- show that they are familiar with Provincial Code of Conduct, Board's Code of Conduct and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

## **PROCEDURES FOR HANDLING PROBLEMS OR CONCERNS**

Education is a shared experience, involving the home and the school, and it can be strengthened through open communication. If a Parent/Guardian or stakeholder has a concern about a school matter, the following procedures for review of the issue are available:

Step 1: Contact the classroom teacher/staff member to resolve the matter.

Step 2: If the situation has not been resolved, contact the school Principal. The Principal will review the issue and work to resolve the matter as quickly as possible.

Step 3: If the situation has not yet been resolved, contact the Superintendent in charge of the school involved. The Superintendent will review the matter and will respond to the stakeholder about their concern.

Step 4: If the situation has not yet been resolved, contact the Director of Education to have the matter reviewed. You may also wish to contact your local Trustee if the matter remains unresolved.

## **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, 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, noncompliance, 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, behavior contracts, parental contact, etc.

## **COMMUNITY THREAT ASSESSMENT PROTOCOL**

- Sudbury Catholic District School Board is committed to providing a safe learning environment for all individuals students, staff, and community members.
- When a person's behaviour poses a serious threat to their safety or the safety of others, the Community Threat Assessment Protocol may be activated.
- The protocol will guide agency personnel to respond quickly to threatening behaviour and put measures into place to protect others and the individual(s) of concern.
- When the Community Threat Assessment Protocol is activated, Parents/Guardians of a minor child/youth will be notified.
- Sudbury Catholic District School Board, police services and community partners, including school boards will work together to assess the threat and implement interventions.
- The Community Protocol Partners will share information, advice and support, and plans will be developed to minimize risk.
- The Parents/Guardians of a minor child/youth who pose the threat have an important role to play in the process of gathering information and establishing a plan for the minor child/youth, which will enable the team to evaluate and minimize risk.
- If a concern for safety still exists, and Parents/Guardians cannot be reached, or if they choose not to provide consent to share information, the threat assessment at a Stage One will proceed.
- In sharing personal information, everyone's right to privacy will be balanced with the need to ensure the safety of all.
- If you have any questions regarding the Community Threat Assessment Protocol, please contact the Sudbury Catholic District's VTRA Lead at 705.673.5620.