



Parent Handbook

2020-2021

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École Holy Cross Staff 2020-2021

Principal	Wade Mourot	Vice Principal	Brock Skomorowski
Kindergarten	Simon Lambert	Grade 1	Brittany Cloarec
Grade 1	Megan Ravndahl	Grade 2	Gisèle Perillat
Grade 2	Shelby Rouault	Grade 3	Raigan McDougall
Grade 3/4	Ashley Mugford	Grade 4	Sharlene Cousin
Grade 5	François Crépault	Grade 5	Guy Lafrenière
Grade 6	Nicole Banadyga	Grade 7	Annie Beaumier
Grade 7	Alimata Koné	Grade 8	Charlotte Mourot
Student Support Services	Rebecca Lafond		
Teachers	Liz Blondeau, Kienan Holash		
Librarian	Christy Andrews		
School Associate	Elise Lajeunesse	Educational Assistant Taylor Théorêt	
Caretakers	Andy Bremner	Secretary	Elaine Murray
	Jeff Thorimbert		

ENROLMENT BY GRADE

Kindergarten – 31	Grade One – 39	Grade Two – 44	Grade Three – 28
Grade Four – 37	Grade Five – 38	Grade Six – 29	Grade Seven – 43
Grade Eight – 30	Total – 319 students		



VISION AND MISSION STATEMENT

Vision

“Learning for Life through Catholic Education”

Mission

“The mission of Prince Albert Catholic School Division is to optimize learning and nurture spiritual growth guided by Gospel values and Church teachings.”

Core Values

Our work in Prince Albert Catholic schools is guided by these core values:

- **Student-centred** : Make all decisions in the best interest of students
- **Community**: recognize and accept everyone as people of God
- **Integrity**: Operate with a spirit of justice and honesty
- **Servant Leadership**: serve others modelled on the life of Jesus
- **Stewardship**: ensure responsible and just use of resources

DIVISION PRIORITIES AND STRATEGIC DIRECTIONS

Priority #1 – To celebrate the richness of our Catholic Faith through lived action.

Strategic Directions: Promote and affirm the Catholic Faith. Strengthen our understanding, appreciation, and practice of the Catholic Faith.

Priority #2 – To optimize learning for all students, improving outcomes for First Nations and Métis students.



MISSION STATEMENT

Our mission at École Holy Cross, a Catholic French Immersion school, is to build a safe, caring, and respectful community where the teachings of Jesus Christ are modeled for one another. High academic and social standards are set in order for students to become self-disciplined and self-motivated life-long learners.

A l'École Holy Cross, une école d'immersion française Catholique, notre mission est de promouvoir une communauté de respect, d'indulgence et de sérénité où l'on s'engage à professer l'exemple idéal de Jésus l'un envers l'autre. La réussite académique et sociale est une priorité dans le but de permettre aux étudiants de devenir des gens responsables et disciplinés tout au long de leur vie.

VISION FOR ÉCOLE HOLY CROSS SCHOOL

1. Staff and students grow in their Catholic faith through prayer, celebrations and Catholic religious instruction.
2. Staff and students model the teachings of Jesus to develop friendships with each other and with God.
3. Staff and students strive to build a community of faith between our parishes, our homes and our school.
4. The values of peace, tolerance and respect for students, staff and the environment are fostered.
5. Students are motivated to read, write and speak in French.
6. Academic development is presented in a stimulating and challenging environment.
7. Students are challenged to grow to their maximum potential.
8. Students are informed to make responsible, safe and healthy choices.
9. Mistakes are accepted as part of the growth process and seen as opportunities to learn.
10. Students are encouraged to become self-motivated and self-disciplined life-long learners.

COVID-19

PLEASE NOTE:

Many school activities and specific services have been put on hold until further notice.

Please review our school specific plan located on Edsby or our school website www.ecoleholycross.com

STUDENT CONDUCT

Rights and Responsibilities

- a) Each child has a right to learn in his/her classroom, each child has the responsibility to listen to instructions and work quietly so others may learn as well.
- b) Each child has the right to be heard. Each child has the responsibility to listen while others are speaking.
- c) Each child has the right to be respected. Each child has the responsibility to treat others with dignity and respect.
- d) Each child has the right to feel safe in the classroom and in the school yard. Each child has the responsibility to not threaten or physically harm anyone else.
- e) Each child has the right to privacy and his/her own personal space. Each child has the responsibility to respect the personal property of others and to respect their right to privacy.

Specific expectations and consequences for the classroom will be determined by the individual teacher and his/her students.

Expectations

In order to provide fair and consistent discipline throughout the school, rules have been established for those areas outside the classroom. Our goal is to provide a safe, caring, and respectful environment for all students.

General

- a) Students will walk at all times.
- b) At recess students are to clear the pods quickly and go outside.
- c) After recess students are to get their supplies and go immediately to class.
- d) Students will use the elevator only with permission from the office.

Playground

- a) Stay within designated areas.
- b) Play safely. Games such as play fighting, chicken fights, king of the mountain, wrestling, etc. are not allowed as they may be dangerous for students. Contact games such as tackle football, tackle rugby, etc. are not allowed either. Throwing snowballs, sticks, stones, etc. is strictly forbidden.
- c) Respect one another by not fighting. Fighting will be reported to the office and result in strong disciplinary action.
- d) Promptly obey the teachers and supervisors in charge.
- e) Skateboards, rollerblades, scooters and bicycles may not be used on the playground.

Lunch Room

Some students go home for lunch. They are to come back just before the 12:34 bell. Students having lunch at École Holy Cross School will eat in their homerooms until the dismissal bell. They will be supervised by teachers or other members hired to perform that duty.

Each student has the right to eat lunch in a relaxed and comfortable atmosphere.

- ❶ Students will eat at the desk assigned by their homeroom teacher.
- ❷ Speak in a low voice.
- ❸ Remain in their desk until the bell rings.
- ❹ Students may leave the classroom only with permission from the noon hour supervisor.
- ❺ Show respect to classmates and supervisors by your words and actions.
- ❻ Music is not allowed while eating lunch.

Students who do not follow the rules will be sent home for lunch for a period of time.

School Schedule

Please note that students are expected to be in their homeroom when the bell rings at 8:50 am for period one.

8:45 am – gather in bell

15 min a.m. staggered recess

11:44 am – 12:34 pm – lunch break

15 min p.m. staggered recess

3:25 pm – dismissal

Detentions

Detentions may be assigned through the office, by a teacher and/or staff member.

Yellow slips are given out to Gr. 6-8 for:

- being unprepared for class
- lockers not locked
- unfounded lates
- not wearing indoor footwear
- items left on top of lockers

After three (3) yellow slips, the student will serve a detention.

Detentions may also be assigned for:

- homework not done
- discipline problem in classroom
- time off task
- chewing gum/sunflower seeds

When a student receives a detention, he/she will contact his/her parents to make them aware a detention has been given and the reason(s) for the detention. The detention will be served after school on the day it is assigned (except Tuesday) unless parents contact the school to request that other arrangements be made. If the student is usually transported by bus, the parent(s) are responsible to make the necessary arrangements for the student's return home when dismissed.

DISCIPLINE POLICY

Background

École Holy Cross School strives to generate a community climate that is permeated by the gospel spirit of freedom and love. It is a community of people who live and learn together, a community where each individual has rights and responsibilities. Holy Cross Staff is committed to developing the warm intimate atmosphere of family life.

Discipline is a clear and consistent action that is both loving and firm, stimulating growth and responsibility. It addresses the needs and rights of teachers, students, and parents in order that effective education takes place. The short term purpose of discipline is to maintain classroom and school conditions that contribute to effective learning and teaching.

The long term purpose of discipline is to develop in each student the age appropriate capacity to recognize his/her part in behavior and to take responsibility for such. The discipline policy of École Holy Cross School reflects Board policy while taking into account the unique traits found at Holy Cross. The discipline process is to be a cooperative effort shared between parents, students, and staff.

Holy Cross personnel strive to provide constructive and formative experiences which develop positive attitudes for learning, leading to responsibility, self-discipline, self-respect, respect for others, respect for authority and concern for the community.

In all instances Holy Cross Staff members endeavor to be consistent and positive in their disciplinary actions towards the children in their care while considering the unique circumstances that enter into the life of each child.

Policy: The ideals of love and justice as taught and lived by Jesus guide École Holy Cross School Staff members in teaching children self-control and self-discipline within the school community.

Guidelines:

1. Parents/guardians, the primary educators of their children, are expected to support and cooperate with school discipline policies and procedures. Furthermore, parents/guardians are invited to direct recommendations to the principal for changes or additions to the discipline policy.
2. A teacher is expected to act as a kind, firm, and judicious parent.
 - a) Staff members at the school attempt to select consequences that are age appropriate, natural and logical. Possible consequences for inappropriate behavior could include the following:
 - Reminder of the rule
 - A warning about repeating the inappropriate behavior
 - Loss of recess or play time
 - Detention
 - Being spoken to by an administrator
 - Phoning the parent/guardian
 - Action planning for improved behavior
 - Verbal or written plans or agreements
 - School service (cleaning damaged area or removing graffiti, etc.)

3. Students are expected to:

- a) attend school regularly and punctually.
- b) attend each class punctually with all required materials.
- c) observe standards of behavior approved by the Board of Education and/or the principal with respect to cleanliness and tidiness of person, obedience, courtesy and respect of the rights of other persons.
- d) be dressed in a fashion that is appropriate and acceptable to the morals and values taught in a Christian School. See General Expectations / Dress. Pg 22
- e) be diligent in their studies.
- f) conform to the regulations of the school approved by the Board of Education and/or the principal and submit to such discipline as would be exercised by a kind and judicious parents.
- g) be attentive, on task, work diligently, respect the rights of others to learn, and act in such a way to promote an environment conducive to learning.
- h) show respect of self, for authority, for other students, show respect through actions and language, show respect for their own property, the property of others and school property. Behave appropriately on the playground.
- i) conduct themselves appropriately as representatives of the school during extra curricular activities.
- j) conform to all rules outlined in the school bus manual and/or specified by the principal.

ii) Consequences for inappropriate behavior: There will be consequences for inappropriate behavior in the classroom, within the school, while traveling to and from school, on the playground, and on school-approved activities, extra curricular activities, aimed at teaching the child a more acceptable behavior.

Minor Offenses:

Minor offenses are dealt with at the discretion of individual staff members. Major offenses are dealt with at the discretion of school administration. Violence and threats of violence are major offenses. Any student may be removed from a troubled situation by taking the student by the hand or arm to remove her/him from the room. A staff member may physically restrain a student from inappropriate behavior if it is believed that the student is a physical threat to either themselves or to others. All staff members have full authority and responsibility for each student at the school. Enforcing school rules is part of this role.

1. Minor Offences

- a) Occasional minor offenses – dealt with at the discretion of the classroom teacher. Based on procedures set up by the teacher with students. Incident will be recorded.
- b) Repeated minor offenses – parents contacted regarding the behavior, corrective measures discussed, contact and action plan recorded.
- c) Persistent minor offenses - meeting setup to include parents, teacher, student, principal/vice principal, record of meeting kept, contract or conduct report plans set in motion.

2. Suspendable Offense

In accordance with the Education Act, 1995 Section **154**

(1) A principal:

- a. may suspend a pupil from school for not more than three school days at a time for overt opposition to authority or serious misconduct; and
- b. where he or she suspends a pupil pursuant to clause (a), shall immediately report the circumstances of the suspension and the action taken to the parent or guardian of that pupil.

(2) A principal may suspend a pupil for a period not exceeding 10 school days where the principal receives information alleging, and is satisfied, that the pupil has:

- a. persistently displayed overt opposition to authority;
- b. refused to conform to the rules of the school;
- c. been irregular in attendance at school;
- d. habitually neglected his or her duties;
- e. wilfully destroyed school property;
- f. used profane or improper language; or
- g. engaged in any other type of gross misconduct.

All serious/suspensionable offenses will be reported immediately to the principal. Consequences for serious offenses may vary. The principal will make the decision based on the severity of the incident and in consideration of any special circumstances for the child.

Student Handbook:

Academic Integrity and Student Responsibility

Students are expected to show evidence of learning through demonstration of responsibility, honesty, trust, and respect.

Actions such as cheating and plagiarism* indicate a lack of academic integrity. Assuming responsibility for one's learning includes getting to school/class on time; attending regularly; submitting work on time; doing one's best on assignments and exams.

Consequences

When a student plagiarizes, in whole or in part, an assignment, is caught cheating, or does not hand in an assignment on time, the teacher will use his/her professional judgement to determine an appropriate course of action, taking into account factors such as grade level, age and maturity of the student, and other personal circumstances. Administrators will be informed of students who are plagiarising or cheating to determine whether or not it is an isolated or chronic incident.

*All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation

- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
- using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism.

What Is Plagiarism? (n.d.) Retrieved May 20, 2015, from <<http://plagiarism.org/citing-sources/whats-a-citation>>

SCHOOL/COMMUNITY RESOURCES

Safety Patrol

Students from grades 4 & 5 have the opportunity to be involved in the Safety Patrol program at Holy Cross School. Once trained, the students will patrol the crosswalk on 15th Ave. East and provide safe crossing for students. Patrollers take their job seriously and will be out on the crosswalk at 8:35 a.m. and 3:25 p.m., Monday to Friday. Pedestrians are asked to obey the patroller signals. Students are asked to walk their bikes across the crosswalk. Thank you for honoring the authority and responsibility of our patrollers. They make important decisions on traffic flow and children's safety each minute. Congratulations and thank you to our patrollers.

Before and After School Program

Holy Cross Kids First Inc. Before and After School Program is a non-profit organization run by a volunteer board of directors. The program runs Monday to Friday from 7:30 – 8:40 a.m. and 3:25- 5:45 p.m. Application forms are available at the office.

School Community Council

We are fortunate to have a very active and supportive School Community Council at École Holy Cross School. The SCC has been active in organizing events such as: fundraising, pancake breakfast, family dance, barbecue, student & staff appreciation events, etc.

However, the success of this council is all linked to the degree of representation and support it receives from the parents. Get involved and help make this year the best one yet for École Holy Cross School students!

Student Leadership Council

The Student Leadership Council at Holy Cross is made up of students from grades six to eight.

The purpose of the Student Leadership Council is to provide a training ground for the development of democratic leadership and fellowship skills; to provide an agency to co-ordinate or carry out services or activities on behalf of groups of students and/or the whole student body.

ECOLE DES PETITS PRESCHOOL

La Co-opérative L'Ecole des Petits Preschool, which operates adjoining to L'Ecole Holy Cross, familiarizes students, ages 3-5, with the sounds of French language in a developmental and enjoyable learning environment. The non-profit cooperative is run by experienced teachers, a volunteer board and parent volunteers.

Preschool sessions are half day (8:15 a.m. – 11:00 a.m. or 12:50 p.m. – 3:30 p.m.), two, three or five half days per week, September to June. The preschool operates Monday to Friday with the exception of statutory holidays, Christmas/New Year break, and spring break. Students have access to the L'Ecole Holy Cross gymnasium, kitchen and rotunda and benefit from elementary school student mentorship. Preschool students enjoy a variety of field trips and guest speakers. There is a maximum 21 students per class.

For information or to register your child, contact Tel. 306 763 8353 or email ecoledespetits@sasktel.net



STUDENT PROGRAMS & SUPPORT

Curricula for our Students

Saskatchewan's Core Curriculum is intended to provide all students with an education that will serve them well, regardless of their choices, upon leaving school. To reflect changing times and expectations, our curriculum is once again being renewed. Our **Goals of Education** are reflected in what we now call the **Broad Areas of Learning**. These three areas include **building lifelong learners, building a sense of self and community, and, building engaged citizens**. **Cross-curricular competencies** for students are clearly spelled out so that teachers are clear about how to **develop thinking, develop identity and interdependence, develop literacies, and, develop social responsibility**. This outcomes-based curriculum continues to rely on teaching the **Required Areas of Study**; choosing appropriate **Locally-determined Options** that reflect local needs and serve to define our distinctiveness as a Catholic School Division; and, relying on teachers to **adapt** instructional and assessment practices to meet the needs of all students.

Required Areas of Study

At each grade level, there are specific subjects or areas that are essential for every student. These are:

1. English Language Arts

The K-12 aim of the Saskatchewan English Language Arts curriculum is to help students understand and appreciate language, and to use it confidently and competently in a variety of situations for learning, communication, work, life, and personal satisfaction.

2. Mathematics

Through their learning of K-12 Mathematics, students should develop and be able to apply **logical thinking**, develop **number sense** to give meaning to relationships and representations, develop **spatial sense** as it relates to shapes, objects, geometry and problem solving, and, to come to understand that **mathematics is a human endeavour** that has personal and everyday applications that contribute to our understanding and knowledge of the world.

3. Science

The K-12 aim of the Science curriculum is to develop **scientific literacy** in students. The goals of science education are **to construct scientific knowledge, understand the nature of science and Science-Technology-Society-Environment (STSE) interrelationships**, and, **to develop scientific and technological skills and attitudes** that support scientific habits.

4. Social Studies

The K-12 aim for Social Studies is for students to have a sense of themselves as active participants and citizens in an inclusive, culturally diverse and interdependent world. The purposes of social studies are to help students know and appreciate the past, understand the present, influence the future and make connections between events and issues of the past, present and future. The social studies curriculum are designed to make students aware that, just as contemporary events have been shaped by actions taken by people in the past, they have the opportunity to shape the future.

5. Health Education

The K-12 aim of the Health Education curriculum is to develop confident and competent students who understand, appreciate, and apply health knowledge, skills, and strategies throughout life.

6. Arts Education

The aim of the Arts Education curriculum is to enable students to understand and value arts expressions throughout life. The curriculum contains four required strands including dance, drama, music, and visual art.

7. Physical Education

The K-12 aim of the Physical Education curriculum is to support students in becoming physically educated individuals who have the understandings and skills to engage in movement activity, and the confidence and disposition to live a healthy, active lifestyle.

8. Career Education 6-9

Students in career education will: **develop career management competencies** through an exploration of personal change and growth; **explore the connections between learning and work** pathways and their connections to community; and, engage in inquiry to **construct a personal life and work plan**.

9. Kindergarten

Children in Kindergarten benefit from an effective program that includes a **well-planned environment**, participating in **engaging and respectful conversations**, and, provides for **meaningful and purposeful play**. Teachers follow the provincial program entitled **Children First: A Framework for an Effective Integrated Kindergarten**.

Locally-Determined Options

Locally-determined Options are those programs, courses or subject areas that reflect local community needs and serve to define our distinctiveness as a Catholic School Division. Typically, these take the form of religious education and second language instruction. In Ecole Holy Cross School, these program areas are:

1. Christian Ethics (Religion)

The Prince Albert Catholic Schools uses the following programs:

Grade 1	Growing in Faith/Growing in Christ
Grade 2	Growing in Faith/Growing in Christ
Grade 3	In the Spirit We Belong
Grade 4	Come and See
Grade 5	May We All Be One
Grade 6	You Shall Be My Witness
Grade 7	Believe In Me
Grade 8	Stand By Me

2. Family Life

The Family Life Program follows the “Fully Alive” series. The program is introduced at the grade four level and continues in grades five, six, seven and eight.

3. French Immersion

Students enrolled at École Holy Cross School are here to develop French Language skills in all four domains: listening, speaking, reading and writing. Since good oral command of the language is a prerequisite for success in all subject areas, particular emphasis will be placed on enhancing the French oral skills. The expectation is that students will speak French as soon as they come into the school, that they will always speak French to staff members and will speak French among themselves during classes and during class changes. Each student is expected to make a personal commitment to speak French and to encourage classmates to do the same.

4. Band

Our band program is open to students from Grade 5 to Grade 8. Students learn to play their instruments in a group setting in which they work together towards their common goal to create music. Instruction is offered once a week during the school day and students are transported to École St. Anne. Performances will take place throughout the year in our school and community. Students who join the band are expected to honour this commitment for the full academic year.

Students Supports

The student support program is designed to supplement the instructional needs of students who learn differently due to a variety of exceptionalities in learning styles and strengths. This support may be direct instruction, team teaching, or involve individuals such as the Educational Psychologist, etc. Often the areas of direct instruction by the Student Support Teacher include reading, spelling, math, study skills and learning strategies to reinforce appropriate behaviours. Every effort is made to reinforce a child's positive self-image. A process of referral by teacher, parent and other professionals for assessment is part of the protocol of the Student Support Program.

Homework club

The homework club meets every Wednesday from 3:25 -4:30 p.m. Students from Grades 3 – 8 are welcome to attend and will be aided in all areas of study with an assigned teacher.

Public Health Nurse

The public health nurses provide immunizations and are willing to teach about health related topics. Please feel free to contact Public Health at 306-765-6500.

GENERAL EXPECTATIONS

Progress Reports and Parent/Teachers Conferences

We have three formal reporting periods in each academic year; mid-November, mid-March and the end of June.

Reports of student progress are distributed three times a year. Parent/guardians are invited to attend conferences two (2) times within the school year. Parent/guardians and teachers are encouraged to contact each other any time the need arises. Students are encouraged to be at each of the conferences regardless of age.

Evaluation will include a collection of evidence such as assignments, performance on assigned tasks, group work and activities, work habits, cooperation and attitude. Regular and punctual attendance is essential for success in school.

Fair Notice - Violence Threat Risk Assessment (VTRA)

The Prince Albert Roman Catholic Separate School Board is committed to providing safe learning environments for all students, staff, school visitors and community members. We believe that by working together with students, their families, and the community we can support young people to be healthy and happy.

In November 2012, a community protocol was signed indicating that the community partners would work together to help our schools be safe. The partners that signed the protocol included Prince Albert Catholic School Division, Saskatchewan Rivers School Division, Prince Albert City Police Service, Ministry of Justice, Corrections and Policing, Prince Albert Parkland Health Region, Prince Albert Fire and Protective Services, Parkland Ambulance, Ministry of Education, Community Mobilization Prince Albert, and Ministry of Social Services. In January of 2015, Saskatchewan Polytechnic joined the Community Protocol. This protocol will involve these organizations to collaborate in the event of a perceived or imminent risk.

School Messenger Communication System

Prince Albert Catholic Schools and our school will be using an electronic communication system. It uses your cell or home phone to send messages to via a text or voice call. Parent/Guardian must accept the initiation message responding Y for yes. Three types of messages will be sent: Date or Event Announcements, school notifications and emergency notifications. Please ask our school secretary if you have any questions. This system is strictly for parent/ guardians of students registered in the school division.

Change of Name or Address

Parent/guardians are responsible to notify the school of any address change, legal name change and/or demographic information changes. It is important for the school to have current information at all times in case of emergencies.

Attendance

Students are expected to attend school regularly and be punctual for class. If a student is absent for any reason, parents must notify the school before 8:50 am. The staff will be directed to contact the parents if their child is not at school. Please save us time and worry If your child will not be at school please contact our office at 306-953-7551.

Dangerous Objects

Students are not permitted to bring dangerous objects to school such as knives, pocket knives, fireworks, matches, lighters, laser pointers and/or weapons of any kind. Imitation weapons (such as toy guns, swords, etc) are not permitted as well.

Tobacco Products, Vapors, Cannabis, Drug and/or Alcohol

As per Board Policy *IGFAA-Drugs and Alcohol*, Tobacco Products, Vapor, E-cigarettes, Cannabis, Drugs and/or Alcohol are not permitted on school board property and are not to be in the possession of students at schools. The possession would be deemed a suspensionable act. Parents/guardians and guests will also not be permitted to have these products on school board property.

Insurance

The Prince Albert School Division has a basic insurance plan covering each full time registered student. This plan is only in effect during the regular school hours and /or any approved school activity. Parents may extend the insurance basic plan to cover injuries 24hours per day, everyday and including summer. A personal premium will be at the parent/guardian cost. For more information, please contact the school office.

Late

Students are to be in their homerooms with their books by 8:50 a.m. for period one which includes prayer, attendance and announcements. Students who arrive at school after 8:50 a.m. or 12:32 p.m. must pick up a late slip at the office in order to be admitted to class.

Leaving Early

All parents picking up a student or students at school ***must check with the main office***, so that the school is aware of which students are leaving and with whom.

Leaving Premises at Noon

Unless they are going home for lunch on a regular basis, students may leave the premises **only** if the school has been notified by a parent. Those leaving at noon hour are expected to be away for the entire lunch period.

Student drop-off or Arrival

The office opens at 8:00 a.m. and morning supervision begins at 8:35 a.m. Students walking to school should not arrive before that time. A crossing guard is available each morning and afternoon on the corner of 15th Avenue and Muzzy Drive, as explained under Safety Patrol. The school does not provide after school play-ground supervision. Please ask your child to return home immediately after school.

Student Pick-up

We ask that all parents, guests or visitors please check-in with the front desk when entering or picking up students from school. This is for safety, as well as alleviating any disruption to the classroom. At the office, we can page your child to the office or take a message. Students who are leaving during school hours must sign out at the main office and have permission from parents.

Transportation & Behaviour on the Bus

Bus service is provided as a service to parents and students. Students are expected to behave in a responsible and respectful manner while using this service. Students who violate these guidelines may have their bus privileges revoked. Any discipline reports given to the principal from the bus driver will be reported to the parents immediately. Regular bus students are not allowed to bring any other school friends on any bus to go to visit, go to birthday parties or sleepovers. There are no exceptions to this rule.

Inquiries for the bus services can be made at the school.

First Student Canada is the bus company used to transport students. Their phone number is: 306-763-6090. Please contact them with questions or concerns regarding bus information (ie. late bus, pickup times, etc.) If they are not able to rectify your issue, then please contact the school office).

Students using the Prince Albert Catholic School buses to and from school are required to follow several guidelines while riding. To ensure the comfort and safety of all passengers, the following regulations are to be observed:

Passengers must remain seated while the bus is moving. Passengers are to refrain from:

- Creating unnecessary noise
- Eating any type of food
- Drinking any type of beverage
- Using profane language
- Smoking
- Fighting
- Littering
- Having sharp objects

Your driver, in consultation with the school principals, may refuse transportation to any passenger who does not abide by the above regulations or willfully damages the bus in any manner.

Electronic Devices

If you need to contact your child please call the office at 306-953-7551.

Students are encouraged to leave electronics at home. Students are allowed to bring a cell phone / iPod to school. **However, during school hours (8:50-3:25), they are not allowed to use it for any reason. They must be turned off and kept in a safe place.** Students caught using their phone during these hours, inside or outside school, will have it taken away until the end of the school day. The school is not be responsible for any lost or stolen phones or iPods.

All students have access to the school phone for emergency circumstances or when they have permission from their teacher or school administration.

All students and parents must sign the Student Acceptable use agreement to use school technology, or be allowed the use of their own devices in school. Parents and students should closely review the document is on the registration form.

Our schools understand the possible educational value of personal electronic devices. Personal electronic devices may be integrated into the class format by a teacher.

Custody and/or Guardianship

Should any custody arrangements or special circumstances exist in respect to child custody or guardianship, parents/guardians are requested to advise the school in writing and supply the necessary legal documents.

Fire Drills and Lockdowns

Fire drills and safe school drills will be held periodically throughout the year. Routes and exits as well as appropriate procedures are reviewed with each class. Visitors must also abide the alarms and instructions of staff to exit in a calm and prompt fashion. These drills include evacuating students and staff or securing them within the school.

In the event where we must relocate to another facility, our evacuation site is St. John Community School. In the case of any emergency, parents are requested to stay calm and follow the direction of staff, police, fire and or other authorities.

Textbooks

All textbooks are provided free of charge. However, students are responsible for their textbooks and they will be required to pay the replacement cost of a lost or damaged textbook.

Cold Weather

Outdoor play is an important activity for students. Fresh air, even on cold winter days, is important in keeping children relaxed and healthy. Please ensure your child is dressed for the cold weather.

The Environment Canada guidelines will be observed when planning outdoor activities. Children may or may not be taken outside when the temperature or wind-chill is below -28° Celsius. Students may go outside at that temperature but for very short periods of time.

Although Prince Albert Schools will remain open on extremely cold days, the school division affirms and supports the parent's/guardian's in their discretion in keeping their child home when the weather conditions warrant. Please contact the school if the choice is made to keep your child at home.

Inclement Weather

The following information is taken from our school division pamphlet:

In the last 105 years the entire school division has been shut down for only 2 days due to cold weather. Parents can expect that schools will be open.

When it is extremely cold, parents should analyze the walking distance, wind exposure factor, type of clothing and possible school bus waiting time before sending their son/daughter to school. The ultimate decision to allow the child to attend school rests with the parents. Parents are asked to tell their children how long to wait beyond the regular bus pick up time.

Students are expected to go outside during recess and noon hour breaks unless the weather is inclement (extreme cold -28 ° C or colder or extreme wet conditions.) Weather information is taken from the weather office. http://www.weatheroffice.qc.ca/city/pages/sk-27_metric_e.html

School Newsletter

The newsletter is sent home every Wednesday and our monthly calendar is attached the last Wednesday of the month.

School E-mail

Holy Cross School has an email account for those parents who wish to send information to us. The address is: holycross@pacsd.ca

Milk Program

École Holy Cross School runs a milk program, providing 237 ml containers of 2% milk or chocolate milk daily to students on the program. Students in K-8 purchase it every two to three months.

Playground Equipment

Skateboards, rollerblades, scooters, toboggans, sleds, lacrosse sticks, etc. are not to be used on school property. The school shall provide each class with acceptable sports equipment.

Marbles, skipping ropes, and ball gloves are allowed.

Allergies

As we have a number of students who have severe life-threatening allergies to nut products, we ask that students NOT bring nuts, nut products or items that contain nut products to school at any time. We are making every effort to make our school a nut product free school. Please remember this when packing children's lunches or sending any food to school. There may be restrictions based on the needs of the students in the school.

Parents are expected to inform the school about any life threatening medical conditions.

Accidents

All accidents involving personal injury shall be reported to the principal/vice principal immediately. Parents will be notified in the case of accidents that require a doctor's care.

Accident Insurance

Parents have the option of purchasing student accident insurance in September of each school year.

Parking Lot

Parents are to drop off and pick up their children in the school parking lot or on 15th Avenue East. Please be reminded that 14th Ave. East is for ***school busses only***. Please respect the Fire lane rules as they are bylaw enforced.

Care of Property

Students are expected to assume responsibility for the care of both school and personal property. Any loss or damage to property must be reported to the main office. Efforts will be made to locate lost property through a lost and found facility.

Students will be required to make restitution for any lost books and for willful damage to school or student property.

Designated Entrances

Students are not to use the main entrance of the school except in the case of an emergency or if they are arriving late, (after 8:48 or 12:29). This entrance should be kept clear for use by visitors, guests, parents, and teachers. Students will be assigned one of the entrances.

Footwear Regulations

Two pairs of shoes are required, one for indoor and the other for outdoor use. Outdoor shoes must be taken off at the door. Footwear must be worn at all times.

Dress

Students must dress in a manner appropriate to a Catholic School. Clothing must be of a reasonable length as determined by the school. Unsuitable clothing such as short shorts, halter tops, spaghetti straps or tops that allow the midriff to show are not allowed. Underwear should not be showing. The neckline must not reveal the chest. In addition clothing which promotes alcohol, profanity, drug use or musical groups with questionable values are not acceptable. As well, caps, hats, hoods etc. are not to be worn in school. In addition, we ask that students dress appropriately for the weather.

Lockers

Students from Grades 6 to 8 are assigned a locker with a padlock. These must be locked at all time. **Only school padlocks may be used.** If not returned at the end of June, there will be a \$10.00 fee.

No items shall be left on the floor or on top of lockers. Yellow slips will be assigned to students who do not properly store their belongings in the locker.

Forbidden at School

Play guns, water pistols, knives, etc. are not permitted at school. Sunflower seeds and gum are prohibited on the premises.

Student Fees

The student registration fees are as follows:

Kindergarten \$15.00

Grades 1-5 \$20.00

Grades 6-8 \$25.00

Edsby

All students are expected to use Edsby to find homework assignments and announcements.

Smoking

Smoking is not permitted on school property at any time. Students who bring cigarettes, matches, tobacco, lighters, etc. to school will have them confiscated and parents may be notified and consequences may be applied.

Safe School Drills

The Catholic School Division has developed an Emergency Response Guide to assist schools in planning school wide crisis responses to reduce disruptions during times of high stress. Students are taught to react in an orderly way to the following situations:

Fire: Exit immediately.

Evacuate: Get your things quickly and leave the building, reassemble at a designated area for roll call and further instructions (e.g. in case of a sewage backup).

In school safe zone: Move to the lower level in your designated area (e.g. in case of a tornado).

Secure the building: Move into the classroom and lock up (e.g. in case of an intruder in the school).

EXTRA CURRICULAR

Team Sports

Holy Cross students are very involved in several school team sports:

Volleyball: Elementary boys & girls Grades 4/5

Junior boys & girls Grades 6/7

Senior boys & girls Grades 7/8

Basketball: Elementary boys & girls Grade 5

Junior boys & girls Grades 6/7

Senior boys & girls Grades 7/8

Badminton: Junior boys & girls Grades 6/7

Senior boys & girls Grades 7/8

Track & Field: Atom Grade 6, Pee Wee Grade 7, Bantam Grade 8

The junior and senior teams compete at PAC.

The following guidelines apply to the Holy Cross Leagues:

- 1) Efforts are made to keep as many players who try out for the teams as possible. However, it is sometimes necessary to make cuts when numbers are unmanageable. Occasionally students may be encouraged to consider another sport more suited to their talents. Students who make the team will remain on the team as long as they adhere to the guidelines listed below.
- 2) Skill development, good sportsmanship and fair play are stressed.
- 3) All players will attend practices and follow the expectations of the coach as outlined at the beginning of the league season.
- 4) In league play all players shall play an equal amount of time when possible but during tournaments the coach may choose to play some members more than others to benefit the team.
- 5) Students must be in good standing in their school program to remain on the team.
- 6) Students shall conduct themselves in an acceptable manner as representatives of École Holy Cross School.
- 7) The principal is the final authority in regard to all decisions.

Other Events

Students also take part in a play day in the spring, and enjoy the annual carnival as well as periodic performances by outside groups. French Immersion Week celebrates the opportunity to learn a second language.

Winter Carnival, Penny Carnival, Christmas Concert or Family Fun Night are a few other events offered throughout the year.

CONTACT WITH PARENTS

Communication with the School

Since parents and the school are partners in each child's education, Holy Cross Staff advocates and encourages home and school communication. An effective and efficient method for this communication could be provided by observing the following guidelines about a concern or event occurring in the school.

First contact - Homeroom Teacher - Please contact the homeroom teacher in any initial contact with the school about your concern. The teacher will attempt to deal with your concern or direct you to the principal or persons directly involved who may be able to provide a suitable solution.

Second contact - Principal - Please contact the Principal after you have first contacted the teacher about any concern. The Principal will attempt to deal with your concern or direct you to personnel who may be able to provide a satisfactory response.

Appointments with staff - The staff would appreciate parents arranging for appointments for interviews or discussions about a school concern which may take some time to work out. An appointment in advance will allow a teacher or the principal to provide adequate time for you as well as time for collecting any additional information necessary to help resolve your concern.

Prince Albert Roman Catholic Separate School Division #6

IT (Internet) Acceptable Use Policy

School computers are designed for educational purposes only. Any violation to these guidelines may result in the student's network/internet privileges being restricted or revoked and may also result in further school disciplinary action. If the violation constitutes a criminal offence, appropriate legal action may be taken.

All students and parents must sign the Student Acceptable Use Agreement to use school technology.

The use of the Internet and e-mail accounts is a privilege, and inappropriate use will result in the cancellation of those privileges. Students are expected to abide by the generally accepted rules of the network and of the school. The Internet is provided for students to conduct research and to communicate with others for educational purposes only. Students are expected to act in a considerate and responsible manner.

Expectations of the Student

The use of the Internet and e-mail accounts is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Students are expected to abide by the generally accepted rules of the network and of the school.

The Internet is provided for students to conduct research and to communicate with others for educational purposes only. Students are expected to act in a considerate and responsible manner. Parent permission is required. Access entails responsibility.

Network storage areas may be treated like school lockers. Teachers may review files and communications to maintain system integrity and insure that students are using the system responsibly. Students should not expect that files stored on the school division servers would always be private.

Violations of the following manner are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Attempting to download software and/or install programs (ie. Napster, ICQ chat)

Violation may result in a loss of access as well as other disciplinary and/or legal action.

Medication Policy

Teaching staff members are not permitted to administer prescribed medication or medication of any kind to students. If your child requires medication during school hours, medical information forms must be completed at the office and signed by the parent/guardian. Once a consent form has been signed, it is to be presented to the school administration for approval. After all the proper procedures and approvals have been given, we will supervise the student self-administer the medication.

Parents are expected to inform the school office of any life threatening medical conditions. An Emergency Care Plan may be necessary to develop with administration and staff.

Emergency Care of Students Policy IGCA

Background: The physical well-being of each student is to be of foremost consideration and corresponding action in any and all emergency situations to reduce the risk of a severe or life threatening incident occurring.

1. Parents/guardian will inform the school annually of any medical conditions that the school should be aware of.
2. Parents/guardians provide the necessary documentation if required using school division forms.

ANAPHYLAXIS POLICY

A child who has anaphylactic allergic reactions has the right to be educated in an environment that is as safe as possible. It is the school's responsibility to provide that safer environment with the cooperation and support of the parents of children in the same classroom.

PROCEDURES:

- Work closely with the parents of the child who has allergic reactions to determine the severity and extent of the allergy and their needs and wishes for their child.
- Whenever feasible remove/avoid all substances that may cause an allergic reaction.
- Ensure the parents have completed all the necessary forms.
- Ensure the instructions from the child's physician are on file.
- Notify the parents of the children in the same classroom of the school's expectations.
- Ensure that all staff, noon hour supervisors and volunteers have received instruction with the auto-injector with the assistance of the public health nurse.
- Ensure that all substitute teachers going into the classroom are informed of the child with allergic reactions, and know what to do in an emergency.
- Store auto-injectors in easily accessible locations.
- Establish safe procedures for field trips and extra-curricular activities.
- Establish safe procedures with the classroom teacher based on the particular allergy involved.
- Discuss the allergy with the class, in age-appropriate terms.
- Encourage students not to share lunches or trade snacks.
- Choose allergy free foods for classroom events.
- Establish procedures to ensure the child with anaphylactic allergic reactions eats only what he/she brings from home.
- Reinforce hand-washing before and after eating.
- Facilitate communication with other parents.
- Follow procedures to reduce risks such as washing tables/desks with soap and water after snacks and lunches.
- Ensure that auto-injectors are taken on field trips.