

RESTORATIVE PRACTICES: BUILDING COMMUNITY & REPAIRING RELATIONSHIPS

Our School strives to create an authentic Catholic culture inspired by the gospel values and rooted in a belief that we are created in God's image. In our school, we hold a view of community that is church centered, where all members belong and play a vital role as a member of the Body of Christ.

Our Christian mission challenges us to address student wrongdoing or conflict in creative ways to correct, guide and support its affected members and at the same time, protect the safety and integrity of all. We believe restorative practices supports this mission.

All staff and students have been introduced to restorative practices with its focus on building, maintaining and repairing relationships. Wrongdoing and conflict result in harm to people. Restorative practices seek to heal and right the wrongs and focuses on the needs of the harmed, those responsible for the harm and the community. While still providing limits and consequences for the wrongdoer restorative practices seek ways to repair damaged relationships.

Those who have been harmed have an opportunity to be heard and offer input into the resolution of the harm. Those who have caused harm are held accountable to those who have been harmed and they play an active role in deciding how to make amends to individuals and the school community. Community members help support those individuals involved in a harmful situation and reintegrate all as positive contributing members of the school community. By meeting face to face, the restorative process encourages healthy communication, accountability, healing and closure for all.

For more detailed information on restorative practices at our school, please contact the school principal.

Using Our WITS

The WITS Program teaches children in Kindergarten to Grade 3 to make safe and positive choices when faced with peer conflict. The WITS acronym - **W**alk away, **I**gnore, **T**alk it out, and **S**eeK help - provides a common language that children and the adults in their environments can use to talk about and respond to peer victimization.

WITS LEADS is a more grown-up version of WITS designed for students in Grades 4 to 6. The LEADS Program teaches five problem-solving strategies to help children deal with conflict and keep safe: **L**ook and listen, **E**xplore points of view , **A**ct, **D**id it work? and **S**eeK help.

The WITS LEADS Program was created to provide developmentally appropriate strategies and resources to older elementary students so that they may become WITS Leaders in their school. Like the WITS Program, WITS LEADS is a literature based program with interactive activities that may be integrated throughout a variety of subject areas. Visit witsprogram.ca for more information.

PARENT/STUDENT INFORMATION

APPROPRIATE DRESS

Clothing with suggestive or offensive slogans or drawings is not permitted. Students may be asked to change to acceptable borrowed attire.

Halter tops, extremely short shorts or cut-off shorts and/or bare midriffs and make-up are not permitted.

Hats may not be worn within the school building.

For safety and health reasons, students are required to wear shoes in the school. Flip-flops are not allowed.

Students are asked to have a pair of running shoes which are only worn for inside gym classes.

SCHOOL BOARD ATTENDANCE PROCEDURES

The school secretary tracks students' attendance in Maplewood, indicating the reason for absence. The school secretary advises the principal of students' unexcused or absences without a satisfactory excuse as per board policy.

A student's absence is considered to be **satisfactorily** excused if the student's absence is due to:

- Occasional illness or medical appointments
- Illness supported by a doctor's letter
- Death in the family
- Parent has written a letter requesting that their child be excused (ie: family trip)
- Student is away on a school trip
- Student is away due to extracurricular activity.

For those occasions that parents want to go on a family trip or remove their child(ren) from school temporarily (as per Register and Regulation 298, subsection 23(3) of The Education Act):

- Parent advises principal of reason for absence (ie. trip).
- Parent writes a letter or completes and signs Temporary Absence Form (ATT-7).
- Principal signs and retains a copy of the Temporary Absence Form in the school attendance binder.
- Principal advises school team of temporary absence.

If necessary, the Principal sends a copy of Temporary Absence Form to Behaviour Crisis Consultant.

SCHOOL ATTENDANCE PROCEDURES

Communication

Please ***call or email the school*** when your child is going to be ***absent or late***.

Tardiness

Students arriving late must report to the office before going to class to receive an admittance slip. Parents must sign their child in at the office.

Illness

If your child is **ill**, the best place to be is at home. The school does not have accommodations for students who are too ill to be in class.

If students become ill while at school, every effort will be made to contact a parent/guardian or emergency contact.

Release of Students During School Hours

If you plan on **picking up your child(ren)** from school, please write a note in each child's agenda, or send a note with them to give to their teacher. If you choose to **pick up your child(ren) and have not sent a note**, please call the school **before 3:00 p.m.**

If your child(ren) is to be **picked up by someone other than the parent/guardian**, we **must** receive a note or a phone call. **If we do not receive a note or phone call, your child(ren) will be sent home/daycare as per their usual schedule.**
***Please note, staff may ask for proper identification if we are unfamiliar with the person picking up.**

For end of day, students **must** be picked up at the office or at the bus pick up area located in the front of the school at the marked area near the fire hydrant.

Appointments

Students are asked to bring a note **the day before** they need to be excused for an appointment.

We strongly urge your co-operation to ensure that changes to the regular routines be **minimized**. We also ask that you do not disrupt classroom teaching during the last part of the day. Thank you for your co-operation in these important matters.

Visitors

Fire regulations require that **everyone** entering the school **must** first report to the

office. They must **sign in** (Visitor's Book) and obtain a **Visitor's Pass** before proceeding down the school corridors. They should also return the Visitor's Pass and **sign out** (Visitor's Book) before leaving the school.

Volunteering

All volunteers, in-school and fieldtrip volunteers, are required to provide the school with a criminal reference check. Volunteers will require a form letter from the school, and the "**Vulnerable Sector Check**" form, which can be picked up at the school or found on the Ontario Provincial Police website at www.opp.ca. These two documents, along with two pieces of government issued identification must be taken to the O.P.P. detachment in the area in which you reside. There is **no fee** for this process for school volunteers. These are valid for **one year** after the date of issue.

Driving (fieldtrips):

For safety reasons, it is our expectation that **all** students travel with the supervising teacher(s), be that walking or on a bus. All exceptions must be approved by the school office.

All volunteers that are driving any student, including their own child, to and/or from a fieldtrip must complete an "**Authorization to Transport Students Participating in School Events**" form, which is available from the school office

All volunteers driving a student other than their own child must provide the office with **written authorization** signed by the parent/guardian of the child being driven.

TRANSPORTATION POLICIES

Travelling to school by bus is a **privilege and not a right**.

For safety reasons, eating is not allowed on any bus. Students misbehaving on the bus may be given a "Misconduct Report" by the bus driver. It is to be taken to the Principal, or Vice Principal, and then will be taken home to be signed by a parent/guardian. Consequences appropriate to the misconduct will be administered by the Principal or Vice Principal

Students who initiate or partake in inappropriate behaviour on the bus may be suspended from riding on the bus for a period of time. Details of bus behaviour expectations can be found in the **STEO Transportation Information and Guidelines Booklet**.

Inclement Weather

During severe winter weather when the buses may not be running, please listen to local radio stations or go to the Transportation tab on www.cdsbeo.on.ca to determine which bus routes are running. If buses do not bring students to school they will **not** be arriving in the afternoon to transport them home. If students are driven to school, please ensure they have a lunch and are picked up at 3:35pm dismissal time. Children are not counted absent on such days.

If your child does not take a bus you must call in their absence on an inclement weather day. This will not count toward absences but we must be notified if your child has attempted to come to school for safety purposes.

BUS LOADING/UNLOADING ZONE

The buses load and unload in the paved area in front of the school. Please ensure that any area of the parking lot marked off with pylons remains free of vehicles as buses need this space to manoeuvre.

Parents/guardians are asked not to park in the bus loading/unloading area or in the bus turn around zone.

Parents are expected to park and walk their child to the designated staff supervisor or drop their child off at the designated drop off zone.

Staff supervision is provided when buses are unloading or loading. **There is no supervision prior to 9:05 a.m.**

Students will be expected to adhere to their regular dismissal routine unless a note or phone call is received by the teacher or office.

Co-operation with these procedures will ensure the safety of all our students.

Bicycles are brought to the school at the owner's risk. Only students in Grades 4 to 6 are permitted to ride bicycles to school.

Students who ride a bicycle to school are expected to walk it **on** and **off** the school property. Entrance from Clothier Street should be made via the school sidewalk.

Students who are being picked up by their parents must wait with their parents until all busses have departed.

HEALTH, SAFETY AND SECURITY

Health Issues

If students have allergies (especially drug allergies), asthma, diabetes, etc., it

should be recorded on their Student Information Form. This information is sent with the student should they require medical attention at the hospital. Please keep the office up to date with all medical information. If your child is unable to participate in Physical Education classes, a note is required. At times, a doctor may provide pertinent information that can also be useful to staff.

Medication

If it is necessary that **any** medication be taken during school hours, **appropriate forms must be picked up at the office**. This includes non-prescription medication, such as Advil/Tylenol. **No student** should be carrying medication on them or in their backpack, except for Epi-Pens and inhalers.

Students with an EpiPen/Twinject **must** always wear their injector. Parents are requested to provide an additional EpiPen/Twinject to be kept with either the child's teacher or in the office. We are willing to work with families to achieve this goal. This is mandated through Sabrina's Law. For more information, feel free to visit the Holy Cross School website.

For those students requiring temporary medication throughout the day, i.e. antibiotics, we ask that doses try to be scheduled outside school hours, or that a family member come to the school to administer the medication.

Injury

First aid will be administered to minor injuries. If the injury is serious, every effort will be made to contact a parent/guardian or emergency contact. Students will be transported to the hospital in an urgent, emergency situation.

Head Lice

Head lice are a fact of life at school. If students have unusual itching they should have their hair checked at home. If live lice or nits are found, the student and likely others in the family will require treatment. A parent/ guardian should notify the school so that other students can be checked. Hats, combs, brushes should not be shared.

STUDENT INFORMATION RECORDS

Every effort is made to keep our student information files up to date. Please let us know if any pertinent information changes, **especially emergency phone numbers/ contacts**.

FREEDOM OF INFORMATION

There are times when the school may wish to publish a student's name and/or photo in school board publications or local newspapers. A form will be sent home

in September for permission to be given by a parent/guardian for such an occasion.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

Over the course of the school year as part of its mandate to educate its students, the Catholic District School Board of Eastern Ontario under the authority of the Education Act, (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended, will collect personal information about each student. The information collected may be written, oral or visual. This personal information will be used to register and place the student in a school or for a consistent purpose such as the allocation of staff and resources and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and that may be required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act. The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, contact your school principal.

HOMEWORK

Classroom teachers will determine homework expectations at the beginning of each school year. If a student is spending an unusually long time completing homework, it may indicate difficulty with the work or ineffective use of class time. A consultation with the teacher may be needed.

STUDENT REPORTING

Report cards are sent twice a year: February and June. A progress report will be sent home in November. Parents should feel free to contact the classroom teacher throughout the year as ongoing communication is important.

SPORTS

Holy Cross offers intramural and competitive sports activities.

- 1) Intramural
The intramural activities are open to all students and participation is encouraged. These activities are usually held during recesses and lunch hours to accommodate bus students.
- 2) Competitive Teams
Participation on competitive teams is determined by try-outs. The students on school teams are expected to maintain their school work, exhibit good sportsmanship and behaviour, and foster school spirit.

Team shirts and equipment are to be properly cared for, cleaned and returned to the school immediately following each sport event. They are only to be worn for Sports Events.

ENTRY TO SCHOOL

During recess, lunch and before classes, teacher permission is needed to enter the school. If a student needs to use a washroom, he/she may obtain a pass from a yard duty supervisor. The child is to enter the school from the courtyard area and use the washrooms near the gym. Students are encouraged to use the washroom before they go outside.

Students are not permitted in the gym equipment room or any supply areas without the supervision of a staff member.

LOST AND FOUND

Please check the **Lost and Found** for clothing items. Check the office for toys, jewelry, money or other valuables. **Always check classrooms, hallways and outside areas BEFORE checking at the office.**

Students are advised **not** to bring valuables or large sums of money to school, including electronic games, iPods, MP3's, cellular phones, trading cards, etc. It may not be possible to replace/return articles or money which may be lost/broken/stolen. **Students should clearly label all personal belongings, especially outer wear.**

PERSONAL ELECTRONIC DEVICES AND ELECTRONICS USE

****The use of electronic devices will not, in any way, interfere with teaching conducted by the staff, and/or the learning of any student(s) during the school instructional day. The teacher will determine when electronics shall be allowed in the classroom.****

- 1.) Possession of an electronic device by a student is a privilege which may be denied to any student not abiding by the terms of this policy. Students shall be personally and solely responsible for the security of their electronic devices. Holy Cross Catholic School will not assume responsibility for any theft/loss/damage to personal electronic devices.
- 2.) Students may use only their own personal devices – properly registered under this agreement. They may not lend/borrow devices to/from their friends, peers or other persons.
- 3.) The use of electronic devices, for any purpose; including telephone call, text

messaging, and other functions, is not permitted at any time, on school grounds, without permission from school staff. This includes indoor lunch recess. Any games or music on the devices must be appropriate for use in a Catholic School, and in keeping with our moral standards.

- 4.) Any phone communication during the instructional day will take place only through the use of school telephones, and, only with permission from administration, staff, or, office staff (with the exception of emergency situations as deemed by the principal). Parents should continue to contact their child/children through the normal school channels for any emergency situation.
- 5.) Electronic devices need to be stored in secure location in the classroom, and are never to come on the yard during recess.
- 6.) Electronic devices must be turned completely off during the school day with the exception of using an electronic device only with permission from the teacher.
- 7.) Students involved in field trips, extra-curricular activities and athletic events will contact their coach/staff involved for rules involving electronic devices. Coaches/staff will set their rules and establish consequences involving their use during these events.
- 8.) Using a electronic device to take pictures, video or audio clips is not allowed unless a teacher has provided a student with direction to take pictures, video or audio clips for leaning purposes.**
- 9.) If a teacher or administrator suspects that a device has been used inappropriately, the administrator will ask the student to share photos taken; games played or sites visited with the administrator. If the child refuses, the device will be held until parents can come to the school to view the device together with the administrator.

Have a great school year!