

STUDENT AGENDA

2019 – 2020

Holy Name of Mary Catholic School

110 Paterson Street

Almonte, Ontario

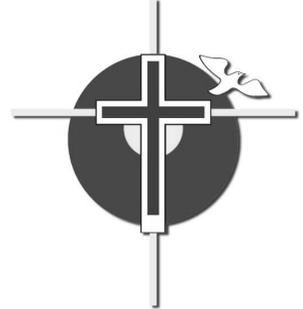
K0A 1A0

Phone (613) 256-2532

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HOLY NAME
of **MARY**
CATHOLIC SCHOOL



Our Board website is

www.cdsbeo.on.ca



Follow us on
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Holy Name of Mary Website:

www.hnom.cdsbeo.on.ca

Visit us online for up to date information including newsletters and important notes and forms such as hot lunch/milk order forms and permission forms.

Pay School Fees Online!

Pay for trips, athletic fees, hot lunch, spirit wear, etc. with School Cash Online

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Register now at:

www.cdsbeo.schoolcashionline.com

Holy Name of Mary Mission Statement:

We, as Catholic Educators, will continue to foster the whole development of our students and the community – spiritually, academically, emotionally and socially, so that all students are free to strive towards a full and complete life, to the best of their ability.

I acknowledge that I have read through this agenda and I understand the school's policies and procedures. I understand that this agenda needs to be used and checked both at school and at home every day.

Student
Signature:

Parent/Guardian
Signature:

Principal's Welcome

Our three-year board theme is: **Be Holy! Joy Springs from a Loving Heart**

Our theme draws its inspiration first from Scripture. In the Old Testament, God tells us clearly: "I am the Lord your God. I am holy, so you must be holy." (Leviticus 19:2) This message is repeated in the New Testament, where we are reminded by Peter of our call to holiness: "As he who called you is holy, be holy yourselves in all your conduct; for it is written, 'You shall be holy, for I am holy.'" (1 Peter 1:15-16). In the next chapter of the First Letter of Peter he states: "You are a chosen people, a royal priesthood, a holy nation." (1 Peter 2:9.)

The theme is also greatly inspired by Saint Pope Paul II when he stated, "Do not be afraid to be holy! Have the courage and humility to present yourselves to the world determined to be holy, since full, true freedom is born from holiness." In addition, Pope Francis stated in 2013, "Do not be afraid of holiness, do not be afraid to aim high, to be loved and purified by God, do not be afraid to let yourself be guided by the Holy Spirit. Every Christian is called to holiness and holiness does not consist especially in doing extraordinary things, but in allowing God to act in us and through us."

Finally, we draw inspiration from Saint Mother Teresa who states, "All of us must be saints in this world. Holiness is a duty for you and me. So, let's be saints and so give glory to the Father."

Our theme will bring to life our Board's vision: Inspired by the teachings of Jesus Christ, we transform the world with justice and peace through Catholic education. Our theme is a personal call to be inspired and transformed within our intimate relationship with Jesus, and at the same time to move outside of ourselves to acts of love where we respond to the call to let Jesus inspire and transform others, through us.

Each year will be a balance of contemplation and action – the two feet of evangelization – like the heart and head of holiness. Continuous reflection on God's presence in our lives along with revitalization at the well of Scripture and Eucharist, counter balanced by recognition of the needs of others; our response to these immediate needs and our responsibility to go deeper into the issues where we can address the underlying systemic challenges. Through this process we will make lasting changes within ourselves; our neighbours, our communities and the world.

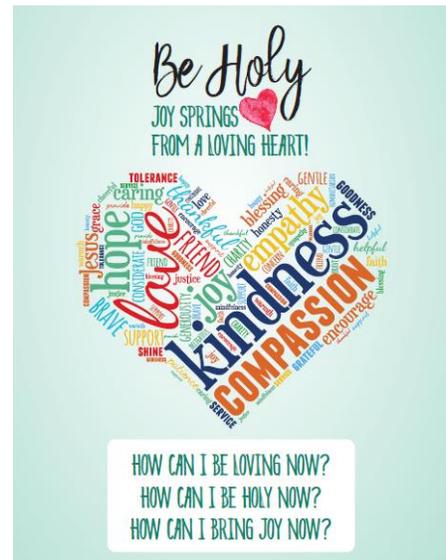
Each year a new sub theme will be explored and will build upon one another. In year one, we explored scripture and experienced prayer. We developed an understanding of our personal call to holiness and through this experienced a deeper relationship with God. In year two, we will deepen our understanding of holiness through the study of the Saints. Finally, in year three, we will apply our understanding of our call to holiness through our actions and devotions. This final year will be one exemplified by action – Pope Francis reminds us that this holiness to which the Lord calls you will grow through small gestures (Gaudete et Exsultate 16) - through a loving heart. In this final year, many of the activities will be designed to be carried on as personal practice or as new school traditions.

Our Holy Father Pope Francis reminds us: "To be holy does not require being a bishop, a priest or a religious. We are all called to be holy by living our lives with love and by bearing witness in everything we do, wherever we find ourselves." He calls us to "Let everything be open to God; turn to him in every situation. Do not be dismayed, for the power of the Holy Spirit enables you to do this, and holiness in the end, is the fruit of the Holy Spirit in your life."

At Holy Name of Mary Catholic School, we are all extremely excited to experience the joy of loving hearts working together to grow in holiness.

Caroline LaBelle

Caroline LaBelle
Principal



School Information

School Hours:

Supervision begins at 9:05 a.m. and ends at 3:55 p.m.

****Please ensure that your child does NOT arrive at school prior to 9:05 a.m.****

The school day starts at 9:20 a.m. and classes end at 3:40 p.m.

Instructional classroom time is vital for the success of our students. Classroom interruptions will be kept to an absolute minimum for emergencies only and students are expected to arrive on time and to be in attendance every day to achieve their true potential.

Before and After School Program:

This program is run by the Almonte Daycare. Program hours are from 6:30-9:20 a.m. and 3:40-6:00 p.m.

Please contact Karen Kane at 613-256-3833 for more information.

Attendance Procedures

- Please call the school if your child is going to be absent and leave a voicemail for our secretaries. If a child is absent and the school has not been informed, the Office Administrator will call home or work to check with you. **Please ensure that the Student Information Form is accurate and up to date.**
- Students leaving the school early must be picked up at the office **before 3:15p.m.** and signed out by a parent or guardian.
- Students who arrive late must be signed in by a parent or guardian. Please park in the **visitor parking** at the front of the school if your child is arriving late.
- If your child has an appointment, please send a note to the homeroom teacher in the agenda so your child will be ready when you arrive.
- If you are phoning to pick up your child at the end of the day, please do so **before 3:00 p.m.**, as the office is extremely busy at the end of the day.

Visitors Policy

We welcome all visitors/volunteers at Holy Name of Mary. For student safety, all doors will be locked after 9:20 a.m. and students have been directed not to open the door for **anyone**. All visitors must sign in at the office.

Telephone Policy

As anyone who has tried to phone the school knows, the telephone lines are extremely busy. As such, it is important that they are reserved for school business. Students, therefore, need to make their travel, lunch and social arrangements before they come to school. **School phones can only be accessed for emergencies. We ask that should you need to contact your child throughout the day that it be done through the office as opposed to texting or calling your child's cell phone.**

Volunteers

Volunteers assist in many programs in the school, such as breakfast club, classroom helpers, book fairs, fun night, and school trip supervisors. If you are interested in volunteering at Holy Name of Mary, please contact the school. A criminal reference check is mandatory according to School Board policy and is in place to be sure that all students are educated in a safe environment. Forms are available at the school and you can bring them to the OPP Office to have processed at no cost.

Prayer

Prayer is considered an integral aspect of our daily Catholic school program. **All** students at Holy Name of Mary will participate in daily prayer, liturgies, Masses and Religion and Family Life classes. Students in our Catholic School are expected to participate fully in all areas of the Catholic school life. Students who have not yet made their sacraments of Baptism, First Reconciliation or First Communion will take part in all activities, except for the regularly scheduled sacraments of Reconciliation and Communion.

Dress Code

Students are expected to dress in a manner appropriate for school. The following items are not acceptable: hats, boxer shorts, short shorts/skirts, crop tops, muscle shirts, ripped/torn jeans, and clothing bearing inappropriate language or logos. All sleeveless tops, shirts and dresses must have a minimum of 5cm wide band over the shoulder and must fit appropriately under the arms. Clothing should always reflect modesty and good taste. Clean, indoor non-marking **running shoes** are required by **all** students to participate in gym.

Breakfast Program

From 9:05-9:20 a.m. every morning, Holy Name of Mary students can attend the Breakfast Program in the school gymnasium. We gratefully acknowledge our parent volunteers for sponsoring this program. Please inform the office if you would like to help with this program, as it is dependent on volunteers.

Snack Program

Healthy snack items are available for any students who forget their lunch or who are short of food. Each classroom has a snack bin available for all children who are hungry throughout the day.

Grade 7/8 Lunch Privileges

Grade 7/8 students who are in *good standing* may sign out for lunch and sign in when returning to school as part of their senior privileges. Students must have a **signed and dated note each time they want to go out for lunch**. Students who choose to go out for lunch should plan on being away from the school for the duration of the lunch/recess break and agree not to bring food back into the school or onto school property. These students are ambassadors for our school and it is expected that they will behave in a respectful manner while away from the school. **Students are asked to NOT consume candy or “Energy Drinks” such as Red Bull.**

Peanut Allergies

Holy Name of Mary is a Peanut Safe school. There are children in our school with a severe life-threatening food allergy to peanuts and nuts (anaphylaxis). Anaphylaxis is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. Although this may or may not affect your child’s class directly, **PLEASE** choose to send foods to school that are free from peanuts or nut products. When a classroom has a student with a peanut or nut allergy, it will be designated as a “Nut Free” classroom. For safety reasons, children in these classrooms must refrain from bringing any items which contain nut products or traces of nuts in the ingredients. We do ask that you remind your child that eating on the bus is strictly prohibited as there may be children with severe food allergies travelling on the same bus. As a safety precaution, students are prohibited from sharing food. **Any students who have a life-threatening allergy are required to have their EpiPen on their person throughout the school day.**

Valuables/Electronic Devices

Although it is strongly recommended that no item of value be brought to the school, we do understand that electronic devices can be used as an excellent tool within the classroom and are often a helpful diversion on a long bus ride. Please note that if students bring electronics to school, and if items are lost or damaged, the school staff cannot be held responsible. Students are not permitted to use electronic devices in the halls or on the school yard. Electronic devices are to be used **for educational purposes only** in the classroom, with teacher permission. Students are not permitted to call or text parents using their personal devices during school hours, and parents are asked **not** to contact their children on their devices during school hours. All students must sign an “Acceptable Use Guideline for Internet Access by Students” form.

Recycling Policy

It is our role as members of this community to keep our environment clean, safe and beautiful, and each one of us must do our part. Holy Name of Mary is a Platinum Level Eco School, and we have several excellent recycling programs. Students and staff members are strongly encouraged to pack “litterless” lunches using reusable containers which help us to reduce, reuse and recycle. Help be an **ECO Hero!**

Lost and Found Articles

Please assist your child by labeling all clothing, footwear and lunch kit items. Articles which are lost may be found in the Lost and Found area. This area is emptied regularly, and articles are donated to charity. Please check regularly and notify the school if you realize that something is missing.

Prohibited Items

- Objects that are injurious, that may be used as a weapon or are offensive to others must not be brought to school. Any such item (real, toy or fake) will be **treated as if it is real** and immediate action will be taken according to School Board policy and Emergency Procedures.
- Holy Name of Mary Catholic School is a smoke-free, drug-free, and alcohol-free environment. Over-the-counter medication or prescriptions must not be brought to school unless the “Administration of Medication Form” is on file in the school office and it is locked safely in the Office.
- Please **do not** bring pets to school when dropping off or picking up your child. The School Board Policy states that no animals be brought to school.

Transportation

Bus Routines and Safety

Students are reminded that **riding the bus is a privilege**, not a right. Behaviour that interferes with the safe operation of the bus or the safety of other students riding the bus will not be allowed. The expectations of student behaviour on the bus are:

- Enter the bus quietly
- Remain sitting, facing the front of the bus at all times
- Always remain in your seat
- Speak quietly
- Stand only when the bus has come to a complete stop
- No food/drink/gum allowed on the school bus.

Parents are reminded that bus students are not permitted to take a bus which is different from their assigned bus. If for any reason your child needs to go to another student's home, we ask parents to make alternate arrangements. Students who are walkers are not permitted to ride on the bus other than for school events. During winter, certain buses may not run due to road conditions. In this case the school would normally be open. Local radio stations will broadcast news of bus cancellations and these will be posted on the Student Transportation of Eastern Ontario (STEO) website: www.steo.ca.

Bus Loop

Students who take the bus will now board and get off the bus at the Bus Loop, located at the north side of the school. Please **do not block** the entrance/exit to the Bus Loop if you are picking your child up at the Kiss & Ride at the end of the day.

Kiss & Ride Zone

Our new Kiss & Ride Zone provides a safe way for parents to drop their children off in the morning and pick them up in the afternoon. The Kiss and Ride Zone is intended for parents who are dropping off or picking up their child(ren). It is NOT intended for individuals who want to leave their vehicle to walk their child(ren) to the door or to assist their child(ren) to leave the car. If you want to accompany your child to the door, you must park your vehicle in a legal parking spot and walk with your child into the school. Please follow these rules:

- Drive up to the Kiss & Ride Zone along the curb at the front of the school. The first car in line should stop at the stop line by the front door where staff are standing.
- Encourage students to exit on the passenger (right) side of the vehicle.
- Please drive slowly. No faster than 5km in the parking lot please.
- Do not park in the Kiss & Ride Zone. If you need to exit your car, you must park in a parking spot.
- Respect the direction from staff who have been asked to enforce these rules.

All students who are driving in with parents in the morning may be dropped off in the Kiss & Ride Zone from 9:05-9:20 a.m. A supervisor will greet students as they arrive. Please note: Students arriving after 9:20 a.m. must be signed in by their parents.

At the end of the day, parents who are picking up students in JK-Grade 3 will use the Kiss & Ride Zone. (Older students who have younger siblings in JK-Grade 3 will also use the Kiss & Ride.) A supervisor will walk students to their parent's car, help them get buckled in, and will signal to the parent when it is safe to proceed so that other cars may pull ahead.

Harold Street Car Gate

Grade 4-8 students who are being picked up at the end of the day should be picked up at the Car Gate on Harold Street. A supervisor will accompany these students to the Car Gate.

Walking School Bus

This year, our school is participating in the Leeds, Grenville and Lanark District Health Unit's walking school bus program. A Walking School Bus is a group of children walking to school under the supervision of a trained adult leader. Like a yellow school bus, the Walking School Bus follows a fixed and safe route with designated "bus stops" and "pick up times". For more information and to register please visit:

<https://healthunit.org/health-information/physical-activity-rest/active-school-travel/walking-school-bus/>.

Parking

The newly paved parking lot around the new daycare extension is reserved for staff parking and for daycare. Visitor parking is now located at the front of the school.

Our Approach to Discipline

At Holy Name of Mary Catholic School, we wish to work with parents and guardians to help their children learn and model positive social behaviours, treat other people and property with respect, develop self-discipline and self-esteem and accept responsibility for their actions. Clear expectations are essential.

Teachers have special **common law duties** of care imposed upon them because they are entrusted with the heavy responsibility of not only educating, but also to some degree socializing, and also caring for the safety of large numbers of children.

In **Ontario**, the **Education Act** requires teachers to instill by precept and example, respect for a substantial list of traditional Christian values, including among others, respect for the law. All staff members must, by law, report any behaviour which goes against our Code of Conduct and which may result in a suspension or expulsion.

The aim of the **Code of Conduct** is to help the Holy Name of Mary Catholic School Community to create a learning environment that cultivates respect for others and ensures that students learn the values needed to be peaceful and caring citizens both in and outside of the school environment.

Our school rules are designed to maintain a safe, positive learning environment. Following these rules will help create a **Community of Peace**.

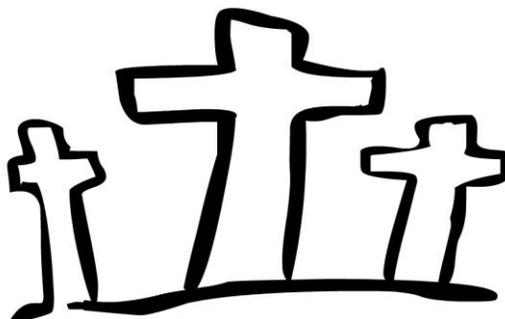
We must recognize that discipline should always be **a positive learning experience**. Restorative justice is the norm so that we can all improve. Restorative justice is not about being soft. It is about making sure people are responsible for their own behaviour. We are Called to Care, Called to Action and Called to Rebuild). In our school, everyone is expected to look after one another. (e.g. reporting incidents, getting help when it is needed for self or others, etc.)

We can teach children by using clear guidelines and boundaries, by establishing logical consequences related to the behaviours, and by being consistent and fair with every child, according to their individual needs.

We need to be fair, to listen to the children and to correct them when necessary. When appropriate, we need to help the children take responsibility for their actions and teach them problem solving. Parents are very important in the process of discipline and it is essential that the school and home support each other. In certain situations, or when a problem repeatedly occurs, we will contact and inform parents and receive the parents' assistance in dealing with the behaviour.

Any hurtful act towards any individual that threatens or challenges personal dignity, safety, learning, and teaching will be respectfully addressed through means of forgiveness, reflection, restitution, and restorative justice. In addition, consequences will be applied in accordance with the Ministry of Education regulations or as required by law. In the application of consequences, professional judgment will be used, taking into account the severity and deliberateness of the student's actions, the competence of the student related to the situation, and the repetitiveness of the behaviour, along with any other mitigating factors.

The provincial standards as outlined in the Code of Conduct apply to all individuals on school property, on buses, at school-authorized events/activities, or in other circumstances where engaging in the activity will have an impact on the school climate.



The Roles of Staff, Parents and Students

The Role of Staff in Catholic Education

All staff have the right to expect appropriate behaviour from students and to discipline students who are disruptive to the class. Staff have the right to expect students to take an active part in the classroom program to the best of their ability and to receive parent cooperation with regards to student behaviour.

Staff will:

- ✓ Support, encourage and promote the Catholic nature of the school.
- ✓ Treat each member of the learning community with dignity and respect.
- ✓ Provide students with a program that meets their individual needs.
- ✓ Teach students the necessary skills, attitudes and values of responsible conduct, good citizenship and Christ centered living.
- ✓ Conduct all classes in a purposeful, safe and caring environment
- ✓ Treat all students fairly and honestly in all aspects of their education.
- ✓ Keep parents informed according to school policies.
- ✓ Make a commitment to teamwork, particularly the enforcement of school rules and expectations.
- ✓ Establish clear expectations related to the school environment which will then be communicated to the learning community of Holy Name of Mary Catholic School.
- ✓ Report to the Principal any behaviour which goes against the school Code of Conduct and may result in a student being suspended as outlined in Regulation 157 of the Ontario Education Act.

The Role of Parents/Legal Guardians in Catholic Education

Parents/Guardians are key partners and are the primary educators in the Catholic education of their children.

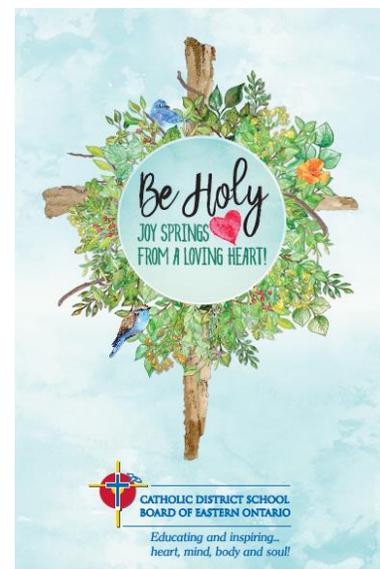
Parents will:

- ✓ Respect, support and promote the Catholic nature of the school.
- ✓ Treat each member of the learning community with dignity and respect.
- ✓ Provide adequate, accurate information to the school.
- ✓ Inform staff of anything that may affect the student's safety and/or ability to perform his/her duties. Cooperation and communication are key to student success.
- ✓ Ensure that students attend school punctually and regularly, prepared to meet their responsibilities.
- ✓ Promptly report their child's absence or late arrival to the school.
- ✓ Assist and support school staff in dealing with disciplinary issues involving their child.
- ✓ Agree to sign permission forms to approve a school request, in a timely manner.
- ✓ Help build on the partnership of home, school and parish.

The Role of Students in Catholic Education

Students will:

- ✓ Support, respect and promote the Catholic nature of the school.
- ✓ Treat each member of the learning community with dignity and respect.
- ✓ Show respect for himself or herself, for others, for those in authority, and for their surroundings on and off school property.
- ✓ Be diligent in their studies and school activities and use their God-given gifts and talents to the best of their ability.
- ✓ Be punctual, have proper materials and have all homework and assignments prepared for class.
- ✓ Fully respect and participate in **ALL** faith-building activities within the school. These include but are not limited to Masses, Liturgies, Religion and Family Life classes and assemblies.
- ✓ Be sure to show respect for all property and treat all property with care.
- ✓ Strive to demonstrate the Catholic Graduate Expectations.



Called to Care, Called to Action, Called to Rebuild

Called to Care:

Reminder, Reflection...

Inappropriate Behaviour & Minor Isolated Infractions

- Teacher redirection
- Verbal reminder/reprimand by teacher
- Time for personal reflection (oral or written)
- Time out in classroom
- Quiet area to work
- Teacher reviews Code of Conduct with student and/or parent(s)/guardian
- Expectations reviewed with student and/or parent(s)/guardian
- Loss of recess or other privileges
- Short in-class detention (i.e., 20 minutes)

**Documentation process should begin if repeated behaviours.*

Called to Action:

Resolution, Restitution...

Major Infractions (Includes Repeated Minor Infractions)

- Teacher contact with parents (agenda, note, telephone call)
- Behaviour contract between student and teacher
- Reward/monitoring system for desirable behaviour
- A member(s) of the school team will meet with teacher(s) and students(s)
- A member(s) of the school team will review Code of Conduct with student and/or parent(s)/guardian
- Program of support initiated (small group or individual)
- Written reflection by student (may be signed by parent)
- Conduct Report is issued by teacher/SSW/administration, signed by administration, and signed by parent
- Supervised withdrawal from playground and/or classroom
- Referral to Special Education Resource Teacher
- Phone call to parents from administration
- Letter to parents from administration
- School Team meeting (all/some of the following as applicable: Student, Parents, Teacher, SSW, Administrator, SERT, Board Support Staff)
- Mediation with victim(s)
- Loss of bussing privileges
- Student success plan (ideally involves parent/guardian)
- Regular school team meetings (see above for participants)
- Documentation of student history may take the form of a more in-depth history with regular updates (i.e., weekly)
- Referral to community agency and/or family physician

**Documentation of student history is required.*

Called to Rebuild:

Removal, Reconciliation...

Serious Infractions that Jeopardize the Safety &/or Severely Negatively Impact on the Learning Environment (Includes Repeated Major Infractions)

- Suspension by administration [Ed. Act, 306.(1) & 310.(1)]
- Expulsion by the board [Ed. Act, 311]

**A variety of progressive discipline measures are documented (unless this is an isolated, serious offence).*

**A full investigation has been carried out. [Ed. Act, 311.1(1)]*

**All mitigating factors have been considered. [Ed. Act, 306.(2)]*

**In the case of a suspension that > 5 days or an expulsion, an education plan must be provided for the student. [Ed. Act, 312.(1)]*

**In the case of a suspension that > 5 days or an expulsion, a reentry plan must be provided for the student. [Ed. Act, 312.(2)(c)]*

Restorative Practices

Our society’s fundamental assumption is that punishment holds offenders accountable. However, for an offending student punishment is a passive experience, demanding little or no participation. While the teacher or administrator scolds, lectures and imposes the punishment, the student remains silent, resents the authority figure, feels angry and perceives himself as the victim. The student does not think about the real victims of the offence or the other individuals who have been adversely affected by his or her actions. So, are we really holding the student accountable?

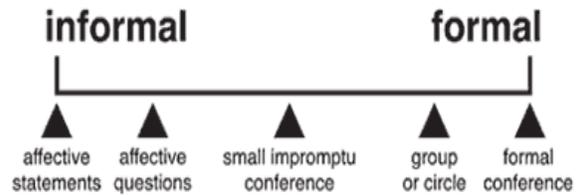
Doing things to an offending student merely alienates the student. We must address the behaviour **with** the student. We must engage the student in an active way to truly be held accountable. Simultaneously, we want to build positive relationships between the student and those affected by the behaviour.

A few key words—**NOT, FOR, TO** and **WITH**—were recently identified as a shorthand method to help clarify these approaches (Figure 1). If staff members (or parents) were neglectful toward the students, they would **NOT** do anything in response to their inappropriate behavior. If permissive, staff members would do everything **FOR** the youth and ask little in return. If punitive, the staff would respond by doing things **TO** them. But responding in a restorative manner, staff members do things **WITH** the young people in their care and involve them directly in the process. A critical element of this restorative approach is that, whenever possible, **WITH** also includes victims, family, friends and community—those in the school, group, home or wider community who have been affected by the offender’s behaviour.

Figure 1:

↑ HIGH control (limit-setting, discipline)	<p>TO</p> <p>punitive</p> <p>authoritarian</p>	<p>WITH</p> <p>restorative</p> <p>authoritative</p>
↓ LOW	<p>NOT</p> <p>neglectful</p> <p>irresponsible</p>	<p>FOR</p> <p>permissive</p> <p>paternalistic</p>
	← LOW — support (encouragement, nurture) —→ HIGH	

Figure 2:



The CDSBEO and our school have been working closely with the International Institute for Restorative Practices and this information has all come from their website - www.iirp.org

Restorative practice is not limited to formal processes, such as restorative and family group conferences or family group decision making, but range from informal to formal (Figure 2). On a restorative practices continuum, the informal practices include affective statements that communicate people's feelings, as well as affective questions that cause people to reflect on how their behavior has affected others. Impromptu restorative conferences, groups and circles are somewhat more structured but do not require the elaborate preparation needed for formal conferences. Moving from left to right on the continuum, as restorative processes become more formal they involve more people, require more planning and time, and are more structured and complete. Although a formal restorative process might have dramatic impact, informal practices have a cumulative impact because they are part of everyday life.

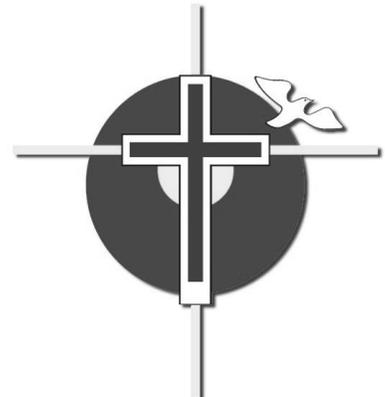
RESTORATIVE QUESTIONS

When things go wrong:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who has been affected by what you have done? In what way?
5. What do you think you need to do to make things right?

When someone has been hurt:

1. What did you do when you realized what had happened?
2. What impact has this incident had on you and others?
3. What has been the hardest thing for you?
4. What do you think needs to happen to make things right?



Bullying Prevention

At Holy Name of Mary Catholic School, we strive to be a peaceful community and as such, bullying has no place in our school and will not be tolerated. Bullying takes many forms: Physical, Verbal, Social and Cyber. We are committed to teaching our students what bullying is and how we as a community can prevent it here and beyond. The following is the definition we use in our school:

Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals, that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

A bully is someone who uses power to hurt another, physically or verbally. Their actions cause the person to feel afraid or upset. A bully targets and hurts one person repeatedly over time. Bullying can happen by one person or a group of people.

UNACCEPTABLE BEHAVIOURS						
HARASSMENT AND BULLYING (Including Electronically)						
Behaviours which violate the rights of others or which pose a safety risk will be handled in accordance with ministry, school board and school policy.						
PHYSICAL AGGRESSION						
-Pushing -Shoving -Spitting	-Kicking -Hitting -Punching -Tripping -Biting	-Physical Acts that are demeaning or humiliating but not bodily harmful	-Defacing Property -Stealing	-Physical violence against family or friends	-Threatening with a weapon	-Inflicting bodily harm
SOCIAL ALIENATION						
-Gossiping -Spreading rumours	-Setting someone up to look foolish -Embarrassing -Setting up to take the blame	-Ethnic Slurs -Racial Slurs	-Publicly Humiliating -Revealing Personal Information	-Excluding from group -Social Rejection	-Maliciously excluding -Manipulating Social order -Malicious rumour mongering	-Threatening with total isolation by peer group
VERBAL AGGRESSION						
-Mocking -Name Calling -Dirty Looks -Taunting	-Teasing about clothing and/or possessions	-Teasing about appearance	-Intimidating phone calls or electronic messages. -Inappropriate use of internet or tech. (rumours, threats, etc.)	-Inappropriate language directed at someone	-Verbal threats of aggression against property or possessions	-Verbal threats of violence or inflicting bodily harm
INTIMIDATION						
Threatening to reveal personal information	-Publicly challenging to do something	-Defacing property or clothing -Graffiti	-Taking possessions	-Extortion	-Threats of using coercion against family or friends	-Coercion -Threatening with a weapon

Using your WITS

The WITS Program brings together schools, families and communities to create responsive environments that help children deal with bullying and peer conflict. **WITS** Teaches Kindergarten to Grade 8 children to **Walk** away, **Ignore**, **Talk** it out and **Seek** help when faced with peer conflict. The acronym also provides a common language that children and the adults around them can use to talk about and respond to problems.

We encourage students to use their WITS skills to deal with problems and we hope you will too! *Want to know more? Explore the WITS website at www.witsprogram.ca*

**4 Steps to take when someone is doing something that you don't like or is bothering you:
Use your WITS:**

- 1. Walk Away**
- 2. Ignore**
- 3. Talk it out**
- 4. Seek help**



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO: THREAT/RISK ASSESSMENT PARENT/GUARDIAN NOTIFICATION AND FAIR NOTICE

The Catholic District School Board of Eastern Ontario and community partners are committed to making our schools safe for students and staff. As a result, schools will respond to all student behaviours that pose a potential risk to other students, staff, and members of the community.

The risk and threat assessment process is designed to be proactive in developing intervention plans that address the emotional and physical safety of those involved.

- A Risk or Threat Assessment will be initiated by the school administration when behaviours have been identified by staff or students that pose a potential risk to self and/or others.

Behaviours include but are not limited to:

- Possession of weapon/replica, bomb threat/plan, verbal or written threat to kill or injure, internet website threats to kill or injure self/others, setting fires, and threats of violence.

Each school has a Risk/Threat Assessment Team which is multi-disciplinary and includes the school administration, designated Board regional leads, and school based support staff. The Community Threat Assessment Team may also include police, the Children's Aid Society, youth justice, and children's mental health practitioners. See Community Violence Risk/Threat Assessment Protocol at www.cdsbeo.on.ca.

An assessment will be completed to:

- ensure a full understanding of the context and the level of the risk/threat,
- better understand the factors that contribute to the threat maker's behaviours,
- plan for a supportive response for all those involved.

It is important for all parties to engage in the Risk/Threat Assessment process. However, if for some reason there is a reluctance to participate in the process, by the threat maker or parent/guardian, the threat assessment process will continue in order to ensure a safe and caring environment for all.

Information shared throughout the Risk/Threat Assessment process will respect the individual's rights to privacy and the safety of all. Intervention Plans will be developed and shared with parents, staff and students as required.

The model presented reflects the thinking and work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.

CDSBEO Schools: Supporting a Strengths-Based Approach to Building Resiliency, Positive Mental Health and Well-Being



Resiliency is the ability to bounce back and adapt to life's challenges while maintaining an attitude of hope and optimism.

All schools in CDSBEO are working to develop a strengths-based culture of practice where whole schools, classrooms and students are nurtured towards positive change. To accomplish this, students are asked to participate in a Resiliency, Mental Health and Well-Being Survey to better understand their perceived level of resiliency, well-being and positive mental health.

Information from the survey is used to empower school teams to better understand the strengths and needs of students to create positive changes in their schools and classrooms. In doing so, our goal is to support students in developing those skills that are essential for navigating life's challenges and becoming healthy adults.

Should you have any questions regarding this survey, or would like more information, please contact your school's Principal.

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.

Common Catholic Prayers

The Apostles' Creed

I believe in God, the Father almighty,
Creator of Heaven and Earth;
and in Jesus Christ, His only Son, our Lord.
Who was conceived by the Holy Spirit,
born of the Virgin Mary;
suffered under Pontius Pilate,
was crucified, died and was buried.
He descended into hell; on the third day He rose
again from the dead. He ascended into Heaven,
is seated at the right hand
of the God the Father Almighty;
from there He will come
to judge the living and the dead.

I believe in the Holy Spirit,
the holy Catholic Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and life everlasting.
Amen

Our Father

Our Father, Who art in Heaven,
hallowed be Thy name;
Thy kingdom come, Thy will be done
on earth as it is in Heaven.
Give us this day our daily bread
and forgive us our trespasses
as we forgive those
who trespass against us
and lead us not into temptation,
but deliver us from evil.
Amen

Act of Contrition

O my God, I am very sorry for having
offended You because You are all good
and deserving of my love.
I will try to be faithful to Your Spirit
and sin no more.
Amen

Hail Mary

Hail Mary, full of Grace, the Lord is with thee;
Blessed art thou amongst women
and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us sinners
Now and at the hour of our death.
Amen

Guardian Angel

Angel of God, my guardian dear
to whom God's love commits me here,
ever this day, be at my side,
to light, to guard, to rule, to guide.
Amen

CDSBEO Prayer

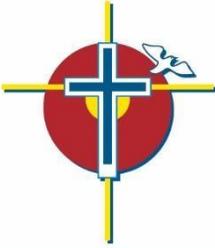
God of mercy and wisdom
we give You praise.
You have given us many gifts
so that we may do Your will
and proclaim and celebrate our Catholic faith.
Nurture Your life in our hearts, minds,
bodies and souls
so that we may grow in faith,
live in hope, and learn in love.

Transform this world in Your image,
that it might be a world of Justice and Peace.
Grant that we may learn and grow
together in Christ, who lives and reigns with You
in the unity of the Holy Spirit,
One God, forever and ever.
Amen

Grace Before Meals

Bless us O Lord,
And these thy gifts,
Which we are about to receive
from thy bounty.
Through Christ our Lord.
Amen





CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43 - Kemptville, Ontario - K0G 1J0
Phone: 613-258-7757 Toll-Free: 1-800-443-4562 Fax: 613-258-7134
www.cdsbeo.on.ca



2019-2020 SCHOOL YEAR CALENDAR

Monday, September 2, 2019	LABOUR DAY
Tuesday, September 3, 2019	PROFESSIONAL ACTIVITY DAY
Wednesday, September 4, 2019	FIRST DAY OF SCHOOL
Friday, September 27, 2019	PROFESSIONAL ACTIVITY DAY
Monday, October 14, 2019	THANKSGIVING DAY
Friday, October 25, 2019	PROFESSIONAL ACTIVITY DAY
Friday, November 29, 2019	PROFESSIONAL ACTIVITY DAY
Monday, December 23, 2019 to Friday, January 3, 2020	CHRISTMAS BREAK
Friday, January 24 to Thursday, January 30, 2020 (5days)	SECONDARY EXAMINATION DAYS
Friday, January 31, 2020	PROFESSIONAL ACTIVITY DAY
Monday, February 17, 2020	FAMILY DAY
Monday, March 16, 2020 to Friday, March 20, 2020	MID-WINTER BREAK
Friday, April 10, 2020	GOOD FRIDAY
Monday, April 13, 2020	EASTER MONDAY
Monday, May 18, 2020	VICTORIA DAY
Friday, May 29, 2020	PROFESSIONAL ACTIVITY DAY
Friday, June 19, 2020 to Thursday, June 25, 2020 (5days)	SECONDARY EXAMINATION DAYS
Thursday, June 25, 2020	LAST DAY OF SCHOOL
Friday, June 26, 2020	PROFESSIONAL ACTIVITY DAY