



HOLY CROSS SCHOOL

STUDENT/PARENT HANDBOOK

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PRINCIPAL'S MESSAGE

Welcome to Holy Cross School. I pray that you will accomplish all your goals and that you will have an excellent experience at Holy Cross. Use your agenda daily to record the due dates of your assignments and your accomplishments. Share your agenda with your parents daily. Make it a communication vehicle between your parents and your teachers.

MISSION STATEMENT

"I came that they may have life, and have it abundantly." - John 10:10

Catholic education is an extension of the educational mission of the Catholic Church which is:

- to proclaim the message of faith
- to foster and build community, and
- to motivate service to the Christian and the entire human community.

We believe

that the purpose of education is to enable the ongoing development of the whole person to his/her fullest spiritual, intellectual, emotional, physical, and social potential.

We support

the parents/caregivers as the primary educators of their children. The school complements the efforts of each family.

We enable

the development of skills, knowledge, and moral and social principles which empower students to become responsible, community-minded individuals, faithful to the teachings of the Catholic Church, while living in an ever-changing global community.

We celebrate

each person as a unique and valued gift from God endowed with inherent dignity and worthy of infinite respect.

GENERAL SCHOOL INFORMATION

Bell Schedule

| | |
|---------------|-----------------------------------|
| 8:00 | Morning Supervision Begins |
| 8:30 | Homeroom – Attendance |
| 8:30 – 8:40 | O Canada, Prayer, & Announcements |
| 8:40 – 10:00 | Instructional Time |
| 10:00 – 10:15 | Morning Recess (K-8) |
| 10:15 – 11:35 | Instructional Time |
| 11:35 – 11:55 | Lunch (Cafeteria) |
| 11:55 – 12:15 | 2 nd . Recess (K-8) |
| 12:15 – 12:20 | Homeroom – Attendance |
| 12:20 – 1:40 | Instructional Time |
| 1:40 – 1:55 | Recess (K-5) |
| 1:55 – 3:00 | Instructional Time |

CODE OF CONDUCT

We at Holy Cross School believe all people are created in the image and likeness of God and, as such, all peoples have the right to be treated with dignity and respect. Here at Holy Cross School we promote academic excellence.

We believe that everyone - students, parents/ guardians, teachers, staff, and volunteers - has the right to be safe and feel safe in our schools. With this right comes a very large responsibility to be law-abiding citizens, and to be accountable for actions that put at risk the safety of others or oneself. Violent or disrespectful behaviour is contrary to our Gospel and Catholic values. It is important to understand that effective discipline depends on the cooperation between the school and parents/guardians.

We at Holy Cross School believe in a four-part approach to learning that involves staff, students, parents/guardians and the greater Catholic Community.

School Responsibilities

Staff will:

- ❖ Promote the Catholic faith and live the school's mission statement
- ❖ Demonstrate honesty, integrity and respect toward all students and parents/guardians
- ❖ Maintain fair and consistent standards of behaviour for all students
- ❖ Ensure a safe, orderly, and clean learning environment
- ❖ Communicate regularly with parents/guardians
- ❖ Respect confidential information about students, families and staff in order to maintain integrity
- ❖ Teach & model appropriate conflict resolution skills.

Student Responsibilities

At Holy Cross School we believe it is important that students follow the established rules and take responsibility for their own actions.

Students will:

- ❖ Respect the ideas, opinions, and rights of others. Respect and demonstrate consideration for other cultures
- ❖ Behave respectfully to everyone. Bullying or intimidating behaviour will not be tolerated
- ❖ Show common courtesy and respect to all. Defiance of authority, abusive language, and aggressive behaviour is unacceptable
- ❖ Be honest in their daily lives. Lying, cheating, stealing, and academic dishonesty are unacceptable and not in accordance with our Catholic values
- ❖ Respect school property and the property of others
- ❖ Respect the needs of others to work in a safe environment of learning and teaching
- ❖ Come to school prepared to learn and complete assignments on time, to the best of their ability
- ❖ Be punctual and attend school regularly
- ❖ Comply with the school's uniform policy
- ❖ Be respectful when attending off-school facilities
- ❖ Unnatural hair colours (pink, green, blue, purple, orange, etc.) are not permitted.

Student Expectations

In order to maintain a respectful school environment for all, students will:

- ❖ Refrain from bringing anything to school that might compromise the health and safety of others
- ❖ Maintain a clean environment for themselves and others
- ❖ Solve conflicts peacefully through discussion or by seeking help
- ❖ Use school equipment appropriately
- ❖ Follow any guidelines communicated through daily morning announcements

Communication:

Parent/Guardian Responsibilities

Parents/guardians play an important role in their children's education. Active participation by the parents/guardians supports and benefits students by creating a safe and respectful learning environment.

Parents/Guardians will:

- ❖ Ensure regular and punctual attendance
- ❖ Assist their child(ren) in being prepared for school (i.e. supplies, uniforms, Phys. Ed. clothes, signed forms returned to school promptly, daily review of students agenda)
- ❖ Review Holy Cross School's Code of Conduct with child(ren) and encourage responsible citizenship by following school rules and expectations. Assist their child(ren) to establish positive attitudes towards achievement as well as respect for peers, school staff, and property
- ❖ Communicate regularly with teachers as the need arises
- ❖ Ensure concerns are addressed in a respectful manner with the child(ren)'s teacher. Follow proper order of contacts as stated in the Consequences section of the Code of Conduct
- ❖ Attend school meetings and events and support the school on time, to the best of their ability

- ❖ Be punctual and attend school regularly
- ❖ Comply with the school's uniform policy
- ❖ Be respectful when attending off-school facilities
- ❖ Unnatural hair colours (pink, green, blue, purple, orange, etc.) are not permitted.

Consequences

The severity of the infraction to school rules will direct the type of consequence a student will receive. The consequences listed below will not necessarily be applied in the order shown. Disciplinary decisions can be appealed in a respectful manner with the child's teacher. If unresolved, parents may then contact the vice-principal for resolution. If the problem remains, a written communication must be sent to the Holy Cross School Principal and then as a final step, a written communication with the Holy Cross School Board. All decisions will be guided by the *Manitoba Education Administration Act*.

Disciplinary consequences for violating the school's Code of Conduct include, but are not limited to:

- ❖ Warnings
- ❖ Time outs/cooling-off periods
- ❖ Apologies
- ❖ Conferences
- ❖ A phone call to parent/guardian
- ❖ Removal of privileges
- ❖ Not permitted to participate in special activities
- ❖ Special assignment
- ❖ Individual student behaviour plan to be initiated by the teacher for students who have ongoing difficulty
- ❖ Restitution of deliberate damage to property (i.e. financial or community service)
- ❖ Detention at recess, noon hour or after school (24-hour notice to be given for after-school detentions)
- ❖ In school suspension
- ❖ Out-of-school suspension for repeated non-compliance of school rules or serious offences
- ❖ Expulsion (in accordance with Holy Cross School Board policy)
- ❖ Police involvement in major infractions

"I came that they may have life, and have it to the fullest." John 10:10

Contacting the School:

The school's office is open from 8:00 a.m. – 4:00 p.m. Monday – Friday during the school year. You can reach the school secretary at **204-237-4936**. If for some reason the secretary is unable to take your call, please leave a message. The school's message manager is checked on a regular basis.

For more information regarding newsletters and bulletins, please see the communications tab on the school website under "About".

Daily Routine Expectations:

Morning Drop-off

Students, who arrive at school before the 8:15 a.m. supervision time, must wait outside the school unless they are enrolled in our Before School Program. Students must line up at a designated place in the parking lot. At the sound of the bell, the supervisors will direct the students into the building. Parents: please do not drop off students in the back lane. Use the school's parking lot or Braemar Avenue. Please refer to our Before and After School Program (School Life Menu Bar on our HCS Web Site) for more specific details regarding the Early Morning Drop-Off and After School Dismissal Program.

Recess

All Kindergarten to Grade four students will have recess three times each day – morning, lunch, and afternoon. Grade five, six, seven, and eight students will have a fifteen-minute recess in the morning and a twenty-minute recess at lunch. Students will go outside for recess each day unless the weather is inclement. Play areas are organized in the field and play structure area of the Champlain Community Centre. Supervisors will monitor students during each recess break.

After School Dismissal

Holy Cross School provides afterschool supervision only from 3:00 – 3:15 pm for students outside the school building. Thus all students with the exception of those enrolled in the Before & After School Program or in a school-sponsored extra-curricular activity must leave school property. It is the responsibility of families to make suitable arrangements for student pick-up after school ends each day. Any student on school property at 3:15 p.m. will be sent to the After School Program and families will be required to pay the \$5.00 fee. Some other arrangements may be made with our Principal if a student has a sibling at St. Boniface Diocesan High School.

Daily Attendance

Student attendance is an important requirement for academic success and thus attendance is recorded on a daily basis.

Absences:

Full Day(s) Absence from School

When sickness or serious obligations of the family necessitate one or more days of absence from school **families must call the school office before 9:00 a.m. stating the reason for the absence. (Student phone calls are not acceptable.)**

When a student is absent and a phone call has not been received to explain the absence, the school office personnel will contact the parent(s)/guardian(s) to determine the reason for the student's absence.

Absence for a Portion of the School Day

Written communication is required from a parent/guardian for a student to be excused from class for a particular reason; for example, a dental or doctor appointment. **When a student comes to school with a note asking that he/she be excused from class for a particular reason, the student must be picked up at the school office and he/she must sign out in the school attendance log at the general office. If the student returns to school on the same school day, he/she must sign the attendance log in the office.**

Extended Absences from School

There are times when families cannot arrange family vacations during the summer or during breaks in the school year. On such occasions, families are expected to provide the school with written notice of the length of the vacation or absence from school. Arrangements must be made for homework to be assigned during the absence.

Student Tardiness

Students who arrive after the Homeroom Session (8:35 & 12:15) are considered late and will be expected to report immediately to the office for sign-in. Chronic tardiness will be communicated to the parent(s)/guardian(s).

Illness during the School Day

Any illness or injury occurring during school hours will be reported to the office. Parent(s)/guardian(s) will be called and may be requested to pick up the student. Students must sign out in the

attendance log book. Students in grades seven and eight must inform the staff member who has the daily class attendance book. Older students who live only a short distance from school may walk home after the parent/guardian and teacher are informed. No student will be sent home without the parent(s)/guardian(s) first being contacted. If emergency treatment is required, school personnel will follow emergency medical protocol in sending the student to the hospital. An accident report will be completed and kept in a school file.

School Closure (May include emergency, water main break or inclement weather or other)

In the event of school closure, announcements will be made on radio stations CJOB or Q94. As a rule, Holy Cross School will be closed if the Winnipeg School Division closes its schools due to dangerous weather conditions. Track Meet cancellations will be communicated to families through the above-mentioned stations.

Contact:

Change of Address and/or Telephone Number

Parent(s)/guardian(s) must notify the office of any change of address or telephone number. Information is to be provided immediately for purposes of routine communication and for use in the event of an emergency.

Telephone Usage

The school's telephones are for school business and thus students are called to the phone only in an emergency. Messages should be given to the secretary to convey to the student.

Students who wish to use the telephone must have a permission slip issued by a teacher. Upon entering the office, this slip will be submitted to the secretary before the student uses the telephone. Telephone messages to teachers will be delivered at appropriate breaks in the school day so as not to disrupt a class.

Cell phones are not to be used in classes. Any visible cell phone will be taken by the teacher or educational assistant and turned in at the office. Cameras and camera cell phones are not allowed in the school or on the playground.

School Uniform

Holy Cross School Board revised the School Uniform Policy to take effect in September 2023. This policy takes effect in September 2023. All students are expected to abide by the regulations throughout the school year. Please label, all your child's articles of clothing.

Detailed Listing of School Uniform Clothing:

All uniform items listed below must be purchased through TOP MARKS (pants included).

Required Uniform Clothing (Boys):

- White Golf Shirt crested with the Holy Cross School logo OR
- White Long Sleeve Oxford Shirt crested with the Holy Cross School logo
- Navy Twill Pants (purchased from Top Marks)

Required Uniform Clothing (Girls)

- White Golf Shirt crested with the Holy Cross School logo OR
- White long sleeve Oxford Shirt crested with the Holy Cross School logo
- Navy Twill Bottoms (pants, skirt, skort or kilt) OR
- Navy V-Front Jumper crested with the Holy Cross School logo

Optional Uniform Clothing (Boys & Girls)

- Navy Topper (micro polar fleece jacket, vest or ¼ zip sweatshirt) crested with the Holy Cross School logo
- Tartan Kilt (Gr. 6,7&8 girls only)
- Gr.6,7&8 only has the option of a navy hooded sweatshirt crested with the Holy Cross School logo
- Navy Twill Bermuda Walking Shorts or Navy Twill Cargo Shorts
- Plain Navy Blue tie

Physical Education (Gr. 3—Gr.8)

- Grey or Navy Gym T-shirt crested with the Holy Cross School Logo
- Navy Gym Shorts with HCS lettering
Or Navy Gym Jogging Pants

Physical Education Students in Grades 3 to Grade 8 must wear the navy/grey gym T-shirt bearing the school crest and navy gym crested shorts or crested sweat pants to all gym classes and to all athletic activities in which they represent the school.

For more information about our School Uniform Policy, find it under the School Life tab, section Uniforms.

Middle Years Information

Lockers & Locks

Lockers, desks and other storage spaces are school property and the school reserves the right to search them at any time. Any possessions forbidden by the school may be seized in order to maintain a safe, orderly and healthy environment. Students are assigned a locker and lock on the first day of school. A five-dollar fee will be assigned from the classroom fees for the lock.

Textbooks

Holy Cross School provides textbooks to all students. The student is responsible for the care of the books used. Loss or destruction of these books will result in payment to the school.

Acceptable and Unacceptable Winter Activities

Ice Skating

During the winter months, students may utilize the ice rinks provided by the Champlain Community Centre during structured activities. The requirement is that students must be wearing an appropriately fitted helmet and ice skates. Parent(s)/Guardian(s) are asked to note that supervisors do not take responsibility for putting skates on students.

Snowball Throwing and Sliding on the Snow Hills

During the winter months, students will continue to go outside for physical activity during the assigned recesses. Activity during these months is not permitted to include snowball throwing or sliding down the mounds of snow that develop in the field area. Student safety in all school-related activities is of paramount importance at Holy Cross School. Involvement in these two activities can easily result in serious injury to others or to self.

Consequences for students who choose to participate in these activities are stated in the school's Code of Conduct.

Lost & Found

Throughout the school year, a large number of items gather in the lost and found box. We encourage families to check this box on a regular basis to find items that students may have misplaced. Please write your child's name in all articles that she/he may bring to school.

ACADEMIC INFORMATION

For information regarding curriculum, assessments, homework, the reporting process, and conferences please see the academics section of the website under the tab "School Life".

AWARDS INFORMATION

Recognition for Academic Excellence

Each school year concludes with a special ceremony to celebrate the academic and physical education accomplishments of our Grade 7 & Grade 8 students. This ceremony usually takes place on the evening of the second last day of school for students. Some of the special awards that students work for throughout the school year are as follows:

MONIQUE BRISEBOIS MEMORIAL AWARD - Presented to a Grade 7 student who demonstrates outstanding leadership, participation and academic achievement.

SR. THÉRÈSE JOSEPHINE AWARD - Presented by the Holy Cross School Board to a Grade 8 student who demonstrates outstanding leadership, participation and academic achievement.

MONSIGNOR CHARLES EMPSON APOSTOLIC AWARD - Presented to students in Grade 7 and 8 who demonstrates through their actions an understanding of Christian values and principles. **SR. THÉRÈSE BRODEUR AWARD** - Presented to students in Grade 7 and 8 who demonstrate considerable improvement in participation and/or academic achievement.

THE NOËL FIFI SHIELD - Presented to the junior high student who has been of great service to the student community.

ST. BONIFACE Diocesan HIGH SCHOOL SCHOLARSHIP - Presented to a Grade 8 student registered at St. Boniface Diocesan High School for the following school year.

ATHLETIC AWARDS - Junior Male & Female Athlete and Senior Male & Female Athlete.

ACADEMIC PROFICIENCY - Presented to students for academic achievement.

Honour Roll

Grade 7 and Grade 8 students who attained an overall average of 85% in each of the following: ELA, Social Studies, Science, Math, Religion, and French, will receive Honour Roll certificates at the awards ceremony.

CO-CURRICULAR ACTIVITIES

Public Speaking

This activity is in place to support the achievement of learning outcomes in English Language Arts related to listening and speaking. Since these skills are so critical to children, youth and adults, the program involves students at all grade levels.

Students in Kindergarten to Grade 4 choose a poem that they learn and recite to an audience of family and friends in the spring semester. The Grade 7 & 8 students participate in public speaking competitions. The competitions are organized as follows:

- Grade 7 & Grade 8 students prepare a 4-5 minute speech on a selected topic. Three students at each grade level are selected by a panel of judges/teachers.

School Advent Concert

Each December, the Kindergarten to grade six classes of Holy Cross School perform a special Christmas concert for parents and friends. This concert highlights the musical and acting talents of our students. The theme usually revolves around the Birth of Jesus.

Annual Read-a-thon

Each year during the month of February, Holy Cross students participate in a school wide Read-a-thon. Students are encouraged to collect sponsors and spend one month reading all kinds of children's literature. The school sets aside DEAR (Drop Everything And Read) time each day. Such a focus on reading improves student's reading levels and provides funds for specific projects.

Science Expo & Science Fair

In the second semester, students at all grade levels prepare Science related work for public presentation.

The Kindergarten to Grade 3 students participate in a Science Expo. In a one half-day session they inform their families and friends of valuable information they collected on a specific topic.

Students in Grade 4 to Grade 8 participate in the school's Science Fair. Each student is expected to prepare a science experiment in accordance with stated expectations. These projects are judged by an outside panel of judges in the annual Science Fair scheduled in late February. Winners are registered in the Provincial Science Symposium at the University of Winnipeg.

EXTRA-CURRICULAR ACTIVITIES

STUDENT COUNCIL

Holy Cross School organizes a student council for students in Grades 6 – Grade 8 to support the development of strong leadership skills. A teacher coordinator supports the council through meetings and decisions related to the organization of special activities for all students. Special events include the Catholic Schools Week activities.

Holy Cross School House System

K-8 students and teachers will be divided into six houses with everyone mixed together (not grouped by grade).

House Day Assemblies are celebrations, competitions or other activities where houses work together to achieve a common goal and recognize successes planned by the Gr. 8 students of a house.

Varsity Sports Program

The senior students are encouraged to try out for the various varsity teams throughout the school year. The teams are for boys and girls. The focus is on volleyball in the fall, basketball in the winter, and badminton and track and field in the spring. School teams compete in the Manitoba Catholic Schools Athletic Association program. Developmental teams may be formed if there are enough students willing to participate.

School Patrol

As part of the School Safety Patrol Program conducted by the Winnipeg Police Department, students in Grades 5 and 6 have an opportunity to serve their school community by acting as crossing guards at intersections near the school from 8:15 a.m. to 8:25 a.m. and 3:00 p.m. to 3:15 p.m. daily. Students wishing to patrol must first fill out an application form (parent signature required). The staff member in charge of patrols will then take responsibility for their training and supervision. All students are expected to obey the directions of the crossing guards.

FAITH FORMATION

As an independent Catholic school, Holy Cross School has a strong tradition of supporting all members of the school community. Students strengthen their commitment to their Catholic faith through a variety of faith-filled experiences.

School Liturgies

Each school year begins with the school community gathering at Holy Cross Parish Church to celebrate the Feast of the Holy Cross. Throughout the year we gather to celebrate Thanksgiving, Remembrance Day, the Season of Advent, the Season of Christmas, Ash Wednesday, Good Friday and the end of the school year. These celebrations vary from a Eucharistic Liturgy to a Liturgy of the Word.

Reconciliation Services

Students in Grades 3–Grade 8 are involved in Reconciliation services at least twice in the school year. Usually, these services are organized during the seasons of Advent and Lent. The K-grade 2 students participate in a celebration of their own based on the religious event of the season.

Catholic School Week

This is a special week highlighting the importance of Catholic education. The school organizes special activities focusing on community building and faith formation.

Collections for the Poor

Holy Cross School has a special program titled Harvest Days. One day a month everyone in the school community is asked to bring a specific item for the poor. The food items are collected and distributed through Winnipeg Harvest or through the Holy Cross Parish Food Bank.

Food Bank Volunteer Program

Grade 7 and 8 students volunteer at the Holy Cross Parish Food Bank. Each Wednesday a group of three or four students participate in the program from 8:30 to 11:00.

Tabs for Wheelchairs

As part of Holy Cross School's outreach program, the school coordinates a plan to have a large number of organizations throughout Manitoba collect pop-can tabs. These tabs are recycled to provide funds for a wheelchair for a handicapped student in Manitoba.

SCHOOL COMMUNITY INVOLVEMENT

Parent(s)/guardian(s), teachers, and students are members of the Holy Cross School community. As parent(s)/guardian(s) of children enrolled at Holy Cross School, you are considered members of the Holy Cross Parents' Advisory Council. With the help of parent volunteers and parent participation in school functions, all members of this community will benefit.

Each year the school will distribute a listing of the types of volunteer supports needed and all families are expected to offer their support to at least one area.

Some possible supports are listed below:

- Executive member of Parent Advisory Council
- Executive member of School Board
- Member of School Board Committee(s)
- Joint coordinator of Fundraising Projects
- Classroom Volunteer
- Library Volunteer
- Serving Pizza Lunches and coordinating special activities organized by the Parent Advisory Council
- Coaching a varsity team
- Co-ordinating lunch Chess Club
- Co-ordinating the Junior High School Leaving Celebration

