



HOLY CROSS SCHOOL

STUDENT/PARENT HANDBOOK

300 Dubuc Street

Winnipeg, MB

R2H 1E4

www.holycrossschool.mb.ca

Telephone: (204) 237-4936

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

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 are 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 is a unique and valued gift from God, endowed with inherent dignity and worthy of infinite respect.

GENERAL SCHOOL INFORMATION

Bell Schedule

8:20	School Entry Begins
8:30 – 8:35	Homeroom – Attendance
8:35 – 8:40	O Canada, Prayer, & Announcements
8:40 – 10:00	Instructional Time
10:00 – 10:30	Morning Recess (K-8)
10:30 – 11:35	Instructional Time
11:35 – 12:15	Lunch/2 nd Recess
12:15-1:45	Instructional Time
1:45 – 2:00	Recess (K-4)
2:00 – 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 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 are unacceptable.
- ❖ Be honest in their daily lives. Lying, cheating, stealing, and academic dishonesty, including the unapproved use of AI, 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.

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.
 - ❖ Ensure students are not bringing anything to school that could compromise the health and safety of others.
 - ❖ 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 the 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.

Holy Cross Cell Phone Policy

Holy Cross, in line with the Manitoba Early Childhood Education and Learning, has adopted the Province-Wide cell phone policy that will be in place for September 1st, 2024. Please see our school website for more information regarding Holy Cross's consequences for cell phone use in school.

Consequences

The severity of the infraction of 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 to 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 the 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

Communication:

Contacting the School:

The school's office is open from 7:30 a.m. – 3:30 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 regularly.

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 8:20 a.m. must either be supervised by their parent(s) outside or attend our Before School Program at a rate of \$5.00 per morning. Students must line up at a designated place in the parking lot. At the sound of the bell, students will enter the school beginning with the grade 8 students and ending with the grade 1 students. Please refer to our Before and After School Program (School Life Menu Bar on our HCS website) 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. After 3:15, all students, with the exception of those enrolled in a school-sponsored extra-curricular activity, must attend the after-school program. 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 \$7.50 fee. Only students in 7 and 8 who have written permission submitted to the office from their parents may leave school grounds after 3:15, without permission any students not picked up by 3:15 must attend the after-school program.

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 his/her parent/guardian must sign them 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 (8:30 & 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. If the request for a pick-up is made, parents must make appropriate arrangements to have their child picked up. Students must be signed out in the attendance log book by a parent/guardian. Students in grades seven and eight must inform the staff member who has the daily class attendance book. 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 via Mailchimp. As a rule, Holy Cross School will be closed if the Louis Riel School Division closes its schools due to dangerous weather conditions. Holy Cross also reserves the right to make an independent decision about school closures apart from Louis Riel School Division.

Track Meet cancellations will be communicated to families through Mailchimp and also on CJOB or Q94.

Contact:

Change of Address and/or Telephone Number/ Legal documents

Parent(s)/guardian(s) **must notify** the office of any change of address, telephone number, or legal documents. 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 communicate to their parents must have a permission slip issued by a teacher. Upon entering the office, this slip will be submitted to the secretary before a call is made. 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. See our cell phone policy found on our website.

School Uniform

ALL UNIFORM ITEMS LISTED BELOW MUST BE PURCHASED THROUGH TOP MARKS. Students will not be allowed to wear uniform items that have been purchased elsewhere, even if the garments come close to matching the school uniforms. Otherwise, the fairness of the school uniform policy is jeopardized.

Required Uniform Clothing

- White or Medium Blue Polo crested with the Holy Cross School logo (long or short sleeve)
- Navy Pants

Required Uniform Clothing

- White or Medium Polo crested with the Holy Cross School logo
- White Short Sleeve Blouse crested with the Holy Cross School Logo.
- Navy Bottoms (pants, skirt, skort or kilt), OR
- Navy V-Neck Tunic crested with the Holy Cross School logo
- Leggings/tights should be plain/solid in colour, black, navy or white – may be purchased from other stores.

Optional Uniform Clothing

- Navy Topper (micro polar fleece jacket, vest, button front cardigan or hooded sweatshirt, with zipper) crested with the Holy Cross School logo
- Navy Bermuda Shorts or Navy Cargo Shorts

Phys Ed Uniform (Gr. 5 to Gr. 8)

- Grey Gym T-Shirt crested with the Holy Cross School logo
- Navy Gym Shorts with HCS lettering.

Non-Uniform Days

Throughout the year, students enjoy several casual days when they're not required to wear the uniform. Clothing graphics must be appropriate and must not contain any obscene language or advertise such products as alcohol or cigarettes.

- Tops must have fronts, backs and be long enough to tuck into bottoms. No exposed midriff is permitted.
- Tops that are transparent clothing, have spaghetti straps or are cropped, halter, tube, tank or muscle shirts are not permitted.
- Short shorts, miniskirts, and volleyball shorts are not permitted
- Bottoms must be clean, hemmed and not torn,

ripped, or cut offs

- Pajamas and other sleepwear are not permitted
- Other items are left to the discretion of the principal.

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 a lock on the first day of school. A replacement lock or agenda can be purchased at an additional cost to the family should an item become lost or be damaged beyond regular wear and tear.

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

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 oneself.

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. During Parent/Teacher conferences (November, March, June) the lost clothing items will be displayed in the main school hallway. Any items not claimed after these points will be donated to either the Holy Cross Parish or the used uniform sale.

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 last week of June. Some of the special awards that students work for throughout the school year are as follows:

MONIQUE BRISEBOIS MEMORIAL AWARD - Presented to a Grade 8 student who demonstrates outstanding leadership, participation and academic achievement.

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

SAINT TERESA OF CALCUTTA AWARD – Presented to a grade 8 student for charity, unselfishness, and Christian Values

ST. JOSEPH AWARD – Presented to a grade 8 student for perseverance, diligence, and personal growth.

The HOLY CROSS 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, THE ANDREW EYSSSENS AWARD:
Senior Male & Female Athlete of the Year.

Lamps of Knowledge - Presented to students for outstanding academic achievement in the 6 core subjects.

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

School Christmas Concert

Each December, the Kindergarten to grade eight 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.

I Love to Read Month

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 students' reading levels and provides funds for specific projects.

Science Fair

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

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. All students have the opportunity to register their projects for provincial science fairs.

EXTRA-CURRICULAR ACTIVITIES

STUDENT LEADERSHIP

Holy Cross School organizes a student council for students in Grades 7– 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.

Varsity Sports Program

The grade 6 -8 students are encouraged to try out for the various 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.

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 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 an Eucharistic Liturgy to a Liturgy of the Word.

Reconciliation Services

Catholic students in Grades 3 – Grade 8 are involved in Reconciliation services.

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.

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, volunteer support is needed. 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 the School Board
- Member of School Board Committee(s)
- Joint coordinator of Fundraising Projects
- Classroom Volunteer
- Library Volunteer
- Coaching a varsity team
- Coordinating the Junior High School Leaving Celebration

