

**School Arrival:** Buses begin arriving at 8:35 a.m. and students should go directly to their assigned playground. For safety reasons, those who walk or are driven to school should arrive at the school no earlier than 8:35 a.m. Parents who need to drop students off before 8:35 a.m. may access the Before and After School Program by contacting Timiskaming Child Care at 672-2100.



**Student Safety:** We are responsible for the students from the time that they arrive until they leave at 3:20 p.m. We insist, therefore, that all students remain at school during this time period. Exceptions will be made only if the student brings a note signed by a parent or guardian indicating that the child will be picked up. When picking up your child please call before 2:00 p.m. as this will ensure that pick up messages will reach the classroom teacher. When arriving at school, please report to the office so that the classroom teacher can be notified that you are waiting for your child. Pursuant to the Ministry of Education's Safe School Policy, a monitored access system is now in place at E.C.C.S. and all school doors are locked during school time. A buzzer and speaker are located at the main door to contact the office for entry to the school.

**Recess:** Food or drink is not permitted outside. Students are given time to eat a snack in class before going outside to their designated play area. Students are also required to come to school with appropriate outside clothing.

**Snack Program:** Thanks to a number of sponsors, parent donations, and staff volunteers, we are able to offer a snack program Monday-Friday.

**Lunch:** Hot lunches are available as class room fundraising initiatives this year. Hot dogs, pizza and Subway sandwiches can be ordered on meal plan forms which are sent home each month. Both white and chocolate milk are available on a daily basis as well, on a monthly plan.

**Absenteeism:** *The school office should be called (647-4301) to report a student's absence before 9:00 a.m. (voice mail is available 24 hours daily on the school line), or a parent's note brought in advising of upcoming absences to the classroom teacher. Attempts will be made to contact the student or parent for anyone one absent and unaccounted for. Students arriving after class attendance has been taken must pick up a late slip from the office for their teacher.*



**School Telephone:** Student use is restricted to emergency use only.

**School texts & Library books:** These materials are loaned with the understanding and expectation that they will be returned when due and in acceptable condition. If this does not occur, compensation may have to be made to the school.

**Medications:** No medications are permitted at school except those which have been prescribed by a medical physician and for which Board Authorization forms have been completed by both the physician and parent or guardian. If your child is sick and you anticipate the possibility of medication needed during school hours, please obtain an Authorization form from the school office before visiting your doctor. Any authorized medication is kept and administered from the school office.

**Electronic Devices:** E.C.C.S. promotes the responsible use of electronics. Please ensure the "responsible use of technology" form is read and signed. Students who do not use electronics responsibly will lose the privilege. Devices such as ipods and ipod touches have many applications and can sometimes be used as educational tools in the classroom. However, these devices are to be used only with teacher permission and under adequate supervision. Note: the school is not responsible for any lost or stolen items.

**Cell Phones:** Students are **not** permitted to use cell phones during the school day unless given permission by a staff member. We strongly encourage student cell phones to just be left at home as they often can distract a student from learning. Parents/guardians should not attempt to contact their children directly via phone, rather please contact the office if you need to get a message to, or speak to your child. We will happily facilitate this. If at school, phones must be turned off and left in their locker or a secured location as the school is **not** responsible for any lost or stolen phones. At no time can a phone be used to take photos or videos at school or on school buses.

**Change of Address:** If you move, please notify the school office of your new address and telephone number

**Injuries:** If a student suffers an injury while at school, we intend to contact the parents or guardians. If we cannot reach you and we judge that the child should see a doctor, we will take him/her to the hospital.

**Grade 8 Graduation:** Graduation exercises are held in late June at Our Mother of Perpetual Help Church in New Liskeard. The presentation of awards and a year end celebration (luncheon) will also take place in the gym the day before the graduation.

**Sacraments:** Subsequent to Diocesan policy, students in grade 3 will be prepared for, and offered the sacraments of First Reconciliation and First Communion. Preparation for First Reconciliation will take place in the fall and First Communion preparation in the winter-spring. The policy requires the participation of parents in meetings and working with their children on program material as provided. Students in grade seven and eight will be prepared for the Sacrament of Confirmation every other year.

**Adverse Road & Weather Conditions (Inclement Weather Closure):** Occasionally, treacherous roads will warrant the cancelling of bussing. In this event schools may be declared “open”, but no buses will run. If you choose to send your children to school, as parents/guardians, you must provide transportation both to and from school. Regular programming will not be in effect on that day. On occasion it may be necessary to close the school

totally before it opens in the morning. If the schools are “closed”, the buses will not pick up any children and staff will not be in attendance. You are therefore, asked to please listen to the 7:00 a.m. CJTT news report if the weather is threatening for an announcement for the possibility of either of these events.

**Changes in Transportation:** Students are permitted one location only to be picked up from, and one location only to be returned to at the end of the day. These two locations may be different, but cannot vary from day to day. Extraordinary circumstances necessitating a temporary, but of some duration change to bussing, may be considered by the Director of Education.

Parents/Guardians should obtain from the school office a Request for Special School Bus Transportation form for such an application and allow a reasonable length of time for processing. Regular transportation changes due to child care arrangements or family moves are arranged from the school office. Please allow up to five school days for processing.

**Homework:** Regularly assigned homework (especially reading!) can improve academic results, skills and attitudes.

**Parents can help:** Make sure there is a quiet, regular place to work. Help the student organize time for assignments by limiting time for homework and prioritizing the assignments according to difficulty. Provide an “audience” for oral reading. Be a proof reader. Provide the occasional word of encouragement. Run interference for visitors, phone calls and other interruptions. Contact teachers if you have questions concerning homework assignments. All these can help the student. Parents should also remember, however, that too much help can prevent a student from developing healthy and independent study habits.



**STUDENT BEHAVIOUR:** It is our belief that students and staff have the right to attend a school which is free from harassment and discrimination, and in which they need not fear for their own safety and well being. It is our intent to establish, with appropriate guidance, a safe, pleasant learning environment that promotes the development of knowledge, skills and values consistent with our faith and student needs.

It is our practice to work as a team, to assist and encourage our students to become independent, self motivated and self disciplined. Our efforts, therefore, focus on accentuating positive and productive behaviours. The Golden Rule applies: Do unto others as you would have others do unto you. Students can't go wrong if they just do as asked by staff at all times..... **It really is that simple.**

**BULLYING:** In keeping with the teachings of Christ, recent Safe Schools initiatives and Board policy, English Catholic Central School will strive to create a safe, caring and supportive environment, free of bullying, for all members of the school community. As such, bullying is prohibited on school property, at school-related events, on school buses, or in any other circumstances (i.e. online) where engaging in bullying will have a negative impact on any member of the school community and on the school climate.

Bullying is defined as any **repeated, persistent, and aggressive** behaviour intended to cause (or should be known to cause) harm, fear, and/or distress to another person's or group of person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance.

**RULES AND REGULATIONS:** The Northeastern Catholic District School Board's Code of Conduct can be found on the Board's website at [www.ncdsb.on.ca](http://www.ncdsb.on.ca). However, listed below are some guidelines you may wish to review with your child:

Students are expected to be responsible for their behaviour while on the school buses, on school premises, and while attending any of the activities sponsored by the school. They are expected to be respectful of their teachers, their fellow students, and all others who work with them during the school day. Students are expected to come to class prepared, on time, and show respect for school property and the learning environment. They must:

- use appropriate language
- dress appropriately
- act appropriately
- refrain from fighting or injuring others
- use electronic devices responsibly
- refrain from smoking or using drugs or alcohol



**STUDENT DRESS:** The students should adhere to the following guidelines:

- clothes should be neat, clean and without tears or holes;
- patches, symbols, or sayings on clothing shall not be offensive to anyone who might read them; shorts and skirts must be fingertip length and hemmed;
- spaghetti strapped tops, strapless tops, see through tops and bare midriff tops are inappropriate school wear;
- sunglasses, hats, bandannas and caps are inappropriate in the school building and classroom;
- only natural hair colour dyes or highlights will be permitted;
- visible body piercing shall be restricted to the ears;
- Phys Ed class students from grades 4 - 8 must change into gym shorts, or track pants with a t shirt and clean pair of running shoes. Students who do not come to school with gym clothes are still expected to participate.
- all students are expected to have a pair of shoes to wear inside the school.

