

Prince of Peace Catholic School

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PRINCIPAL'S MESSAGE

Welcome to Prince of Peace Catholic School! As a Catholic Community, our mission at the Ottawa Catholic School Board is to provide all of our students with quality education for the mind, body and spirit through an emphasis on academic excellence, social responsibility and Catholic values. We strive to work in collaboration with families and community members to meet the needs of our diverse community. We are a place where everyone is welcome, cherished and recognized as being made in God's image. We are all wonderfully made!



"Here I am! I stand at the door and knock..." Rev 3:20

In the Ottawa Catholic School Board community, our spiritual theme unites all members of the community as a people of faith. This encourages us all to go deeper in applying the messages of God's Word to our lives.

Our spiritual theme for 2024-2027 is Open Doors - Build Bridges - Nourish New Beginnings. These words inspire us to welcome diversity into our community and create safe spaces for all individuals to thrive!

Sincerely,

Kathleen Shaver

Principal

As we gather today, we respectfully acknowledge that we are on the ancestral lands and waters of the Algonquin people, who left their footprints on Mother Earth long before us. We recognize their long-standing relationship with this territory which remains unceded. This Acknowledgment should not function as closure, resignation, or acceptance of the past or present but should spark a desire to learn about the true history of this country and provoke thought, reflection, and positive change.



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SCHOOL HOURS

9:15 am to 3:45 pm

Morning Recess:	10:30 am to 10:45 am
Lunch / Staggered Recess:	12:00 pm to 1:00 pm
Afternoon Classes Begin:	1:00 pm
Afternoon Recess:	2:15 pm to 2:30 pm
Dismissal:	3:45 pm

School Year Calendar 2025-2026

Key Dates for 2025–2026 Calendar

- School
- Statutory Holidays
- PD Days

Date	Event
■ Monday, September 1, 2025	Labour Day
● Tuesday, September 2, 2025	First Day of School for Students Kindergarten Gradual Entry Schedule ›
■ Friday, October 10, 2025	PD Day – All Grades
■ Monday, October 13, 2025	Thanksgiving Day
■ Friday, November 7, 2025	PD Day – All Grades
■ Friday, December 5, 2025	PD Day – All Grades
■ Dec 22, 2025 – Jan 2, 2026	Christmas Break
● Monday, January 5, 2026	First Day of School after Christmas Break
● January 22, 23, 26, 27 & 28, 2026	First Semester Examinations (Secondary)
■ Friday, January 30, 2026	PD Day – All Grades
● Monday, February 2, 2026	First Day of Semester 2 (Secondary)
■ Monday, February 16, 2026	Family Day
■ March 16-20, 2026	March Break
● Monday, March 23, 2026	First Day of School after March Break
■ Friday, April 3, 2026	Good Friday
■ Monday, April 6, 2026	Easter Monday
■ Monday, April 27, 2026	PD Day – All Grades
■ Monday, May 18, 2026	Victoria Day

■ Friday, June 5, 2026	PD Day – All Grades
● June 18, 19, 22, 23 & 24, 2026	Second Semester Examinations (Secondary)
● Thursday, June 25, 2026	Last Day of School
■ Friday, June 26, 2026	PD Day - All Grades

LITURGIES AND SACRAMENTAL PREPARATION

Classroom teachers, in cooperation with our Parish Priest **Fr. Cyprian Adibe**, prepare our Grade Two and Grade Six students for the sacraments of Reconciliation, First Eucharist and Confirmation. School masses and liturgies are celebrated throughout the year at St Peter’s Church. All members of our Catholic School Community are welcome to attend these celebrations. Further information and details will be communicated through the school website and the parish bulletin.

GENERAL INFORMATION

Absence From School

Children who are not feeling well before school are advised to stay home. A sick child is unable to put forward his/her best effort. Parents are requested to call the school before 9:00 a.m. if your child will be absent or late. There is an answering machine available to take messages. When an absence is noted by the teacher and no reason for the absence has been received, parents will be contacted to ensure that your child is safe.

Extended absences due to Non-Medical leave

Extended absences due to non-medical reasons such as vacation or family events need to be requested in advance and in writing.

5-15 consecutive days absent: The parent/guardian is responsible for ensuring missed work is completed. Missed assignments and tasks will be compiled by the teacher during the student’s absence, and the work will be provided to the student for homework upon his/her return. In addition, daily reading and writing is recommended during the absence from school.

15 or more consecutive days absent: Upon approval from the Principal a home-study program will be provided. The parent/guardian is responsible for ensuring the work is completed and submitted upon return. In some cases, if an appropriate home-study program can not be provided, the student will be demitted and can re-register upon return.

Arriving Late or Leaving Early

Promptness is an important life skill and provides students with a positive start to the school day. Students should be in the schoolyard when the bell rings at 9:15 am, ready to enter the school with their

classmates. Students arriving late to school are to report to the office and must be signed in by a parent or guardian.

PLEASE NOTE: Supervision is provided on the schoolyard between 9:00 am and 9:15 am. For your child's safety, please ensure that they do not arrive at school before 9:00 am. When students arrive after 9:15, please bring them to the office to sign them in with the Office Administrator.

A Reminder to Parents: For the safety of the children, **parents and visitors are not permitted to be on the playground.** Staff supervisors are responsible for monitoring students.

Students leaving school early are to be picked up by their parents and signed out at the office. To ensure a smooth dismissal, early pick-up between 3:30-3:45 can not be accommodated. If a student needs to leave early for an appointment, parents/guardians need to notify the office by 3:15 and arrive prior to 3:30 to pick up at the office.

Parents, Visitors and Volunteers

At Prince of Peace we follow the Safe Entry policy: In the interest of safety, all parents, visitors and volunteers will be buzzed in via the front door, sign in and out at the office and wear identification if they go beyond the office area. Parents and guardians will be asked to wait at the office when picking up their child. Please report to the office if you need to leave an item or a message for your child. We will ensure that the item or message is given to your child as soon as possible. We cannot interrupt learning to facilitate communication to students during the school day. For the safety and protection of the students, all outside doors are locked during school hours.

Accidents

Parents will be notified immediately should an accident or injury occur which requires potential medical attention by a practitioner or a nurse. If a student receives a bump to the head or any other form of head injury, the parent(s) will be notified. If a child is sent home due to a suspected concussion the school board, Concussion Protocol will be followed for return to learn and play. In other situations, parents will be notified by phone call or email.

Child Custody Issues

Please inform the school if a dispute arises in your family over child custody. All information will be kept strictly confidential. In the case of single-person custody, we must have a copy of the court order giving sole custody of the child(ren). Without the legal custody document, we cannot prevent either parent from having access to the child(ren). For more information on child custody, please contact the principal.

School Property

School property must be respected and treated with care. It is the child's responsibility to look after his/her textbooks, library books, and school equipment & technology. Families will be responsible for wilfully damaged or lost items.

Personal Property

The school cannot guarantee the safe return of personal items. Please refrain from sending toys, trinkets, electronics, special jewelry or anything of monetary or personal value to school.

Recess Procedures

All children are expected to participate in outside recess. In this part of the school day a great deal of social development takes place. It is expected that students will come to school with the appropriate clothing to go outside each day. In the case of illness, generally, if your child is well enough to come to school, they will be expected to be part of outdoor recess. In the case of long-term injuries or illnesses, the school has limited resources to look after children who are unable to go outside for recess. Only in extreme situations will we be able to accommodate children in the office area. Alternate arrangements can be made upon request of your child's Physician.

The OCSB has an [Inclement Weather Policy](#) which will be followed for extreme weather conditions.

Lost and Found

Each school year, boxes of lost and found articles are left unclaimed by our students. We ask parents to label their child's clothing at the beginning of each year. This makes it easier for staff to find the rightful owner of lost articles. All students are encouraged to check the Lost and Found box on a regular basis.

Environmental Club

The Ottawa Catholic School Board and Prince of Peace School are committed to energy reduction and caring for the environment. Our school has an Environmental Club that works throughout the year to encourage keeping our Earth green and clean. Our Environmental Club participates in the weekly collection of classroom recyclable materials. We strongly encourage litter-less lunches and snacks through the promotion of reusable containers.

Emergency Closing/Evacuation Procedures

Safety is always a key issue at our school. We have developed an Emergency School Closure Plan in order to ensure student safety in the event that our school must be closed early. In certain circumstances, it may be necessary to temporarily move the students to another location. The evacuation site for our school has been designated as the Albion-Heatherington Community Centre. It is imperative that the school has accurate information regarding each student. The school must be kept informed of any change in information that would affect us contacting parents or caregivers. In order to keep parents and communities informed of details of school closure, or cancellation of transportation, public announcements will be broadcast on local radio stations.

Should there be a need to close the school, families will be notified through our School Messenger email system.

DRESS CODE

The dress code for students of Prince of Peace Catholic School is as follows:

Shoes

- Separate indoor and outdoor shoes

- Running shoes must have non-marking soles
- Laces are to be tied at all times

Clothing

- Culturally sensitive clothing is required: no slogans depicting violence, discrimination, profanity, or vulgar messages
- Ensure clothing is comfortable and appropriate for physical activity including recess and gym activities
- Hats, baseball caps, hoods, touques (winter hat), and bandanas may not be worn in the school

Wearing clothing with culturally insensitive messages or images is not in keeping with our Catholic values or promoting a safe, caring and inclusive school community. All students are encouraged to wear respectful clothing at all times when on school property or on a school related activity.

Students will be asked to refrain from wearing a particular item if it is deemed inappropriate by the school and parents/guardians may be contacted to bring a change of clothes if needed.

SCHOOL TRANSPORTATION

a) Entitlement Policy: Parents are responsible for the safety and supervision of children traveling to and at bus stops, which are located within a reasonable distance from the student's home/caregiver location. Your child's eligibility for transportation can be confirmed by contacting the Ottawa School Transportation Authority (OSTA) www.ottawaschoolbus.ca.

b) Route Changes: Five days notice is usually required in order to respond to changes to student pick-up and/or drop-off locations. For safety reasons, we are unable to accommodate a schedule of varying pick-up and drop-off locations for reasons such as play dates etc. School bus drivers are NOT permitted to alter bus routes.

School bus cancellations are broadcast on the radio and can be found on the Ottawa School Transportation Authority website. Generally if buses are cancelled due to inclement weather conditions or other circumstances, the school will remain open. It is important to note that buses cancelled in the morning will not run at 3:45 p.m. to bring the children home from school. This means that parents who drove their children to school in the morning must arrange for their children to be picked up at the end of the school day.

Please ensure you sign up for the [Parent Portal](#) on the OSTA website, and sign up for notifications to ensure you are aware of cancellations and delays.

If you have questions concerning transportation, please contact OSTA.

STUDENT'S' RESPONSIBILITIES ON THE BUS

- 1) Students must be seated at all times.
- 2) Respectful and courteous behaviour towards the bus driver and each other is expected.
- 3) Eating food is not allowed on the bus.
- 4) Quiet talking will ensure that the bus driver will not be distracted and ensure a safe trip.

CONSEQUENCES

- 1) The driver shall warn any student who misbehaves on the bus.
- 2) If misbehaviour is repeated the driver shall notify the principal in writing. Parents will be notified.
- 3) Misbehaviour could result in the loss of riding privileges.

ARRIVAL/DISMISSAL PROCEDURES AND PARKING REGULATIONS

For the safety of students, the following Parking Lot regulations are in place:

In the morning, parents are permitted to drive around the parking lot counter-clockwise. In other words, you must go straight into the parking lot (north) and around the parked cars so that the doors on the right-hand side of your car open onto the gate. Your children may then exit the car onto the ramp and go directly into the school yard. Parents may then continue around the parked cars and out. If the driver needs to exit the vehicle, a legal parking spot must be used. If weather conditions render the parking lot unsafe for morning drop offs, we will close the parking lot as needed.

Parents may not access the parking lot past 3:30 pm. We will not permit students to be picked up in the parking lot after school as it is unsafe.

Dismissal is at 3:45 and all parents who pick up must arrive at this time. If you are unable to pick your child up at 3:45 you must make alternate arrangements for on-time pick up and contact the school to advise of the change. After school care is available at the Extended Day Program upon registration.

Kindergarten Walkers will be dismissed from the Church gate.

Grade 1-3 Walkers will be dismissed at the parking lot side gate.

Grade 4-6 Walkers will be dismissed from the Church gate.

Parents are asked to wait on the path a short distance away from the gates. Your cooperation is requested in keeping the path clear so that the students can safely exit and staff can see and identify parents/guardians.

Note that the bussers are dismissed from the gym. They will proceed to the bus in a supervised line. Your cooperation is requested in keeping the path to the bus open and clear until the bussers have passed.

Parking Lot Closure

At dismissal, parents must find a legal parking space for their vehicles. **Closure of the parking lot will be enforced between 3:30-3:50 to ensure safe dismissal.** Parents must exit their vehicles and pick up their children at the designated location. Parents must walk their children to their cars. A vehicle may not be left unattended in the parking lot unless parked in a legal parking space.

Our bus lane is not to be used for dropping off or picking up students. This lane in front of the school is reserved for buses and student special transportation only.

ACADEMIC INFORMATION

Classroom Curriculum

The Ontario Ministry of Education sets the curriculum for our school. All curriculum documents can be located on the Ministry of Education website. From time to time, parents have concerns related to various aspects of the school or curriculum. Parents are encouraged to discuss these issues or concerns with their child's teacher and/or the principal.

Reporting to Parents

Communication with the home is critical to the success of children at school. The teachers take it upon themselves to make contact whenever important information needs to be relayed. As well, more formal contact will be made in the form of reports three times per year. Parents will receive a Progress Report in the fall, a Term 1 Report Card in February and a Term 2 Report Card at the end of June. There will also be a formal parent-teacher interview period one time per school year. Please call any time to clarify any questions or provide us with relevant information about your child.

PHYSICAL EDUCATION, SPORTS, AND EXCURSIONS

Physical Education

All students are expected to take part in physical education classes unless exempted for medical reasons. Notification writing and accompanied by a physician's note is required if your child requires accommodations or is unable to participate in the physical education program.

Athletics

The school participates in a number of interscholastic sports organized throughout the School Board. Students selected for school teams are usually from the grade 5 and 6 classes. Selection criteria for teams involve a consideration of student ability, degree of participation on school teams throughout the school year, a strong commitment to studies and the school Code of Conduct. At Prince of Peace School we encourage all interested and motivated students to participate in sports. Students must also return permission forms in order to participate in any activity that requires them to leave the school property, to come to school early or to remain after school.

Excursions

Excursions and Field Trips are planned to meet curriculum expectations. All students are expected to attend and participate respectfully in these activities as representatives of the Ottawa Catholic School Board and Prince of Peace. Students who are unable to consistently follow safety rules and the Code of Conduct at school, will not be permitted to attend an excursion. In these cases, curriculum expectations will be met through in-school tasks and assignments.

HEALTH CONCERNS

Allergy Awareness

There are several students in our school with a severe life-threatening food allergy to peanuts and nuts (anaphylaxis). This is a medical condition that causes a severe reaction to specific foods and can result in

death within minutes. Since even a minute amount of the allergic substance can cause a life-threatening reaction, keeping it out of the classroom is our best method of preventing a serious reaction at school.

We encourage a nut and fish/seafood free environment in our school and ask for your understanding and cooperation in sending foods to school that are free from peanuts or nut products as well as seafood products such as fish, shrimp, and shellfish. For other severe allergies, at the request of parents, a note will be sent home regarding classroom restrictions.

If your child requires an EpiPen, they must wear it at all times, in a pouch. A second EpiPen is required at the office. Two EpiPens will be taken on all field trips. If your child requires an inhaler for asthma a medical note is also required. The inhaler is stored in a location readily accessible to the student and staff. A second inhaler is also requested to be stored at the office.

Please notify the school office of any allergies or specific medical problems that could affect your child if emergency medical attention is required.

Medication

Whenever possible all administration of medication should take place at home. For the health and safety of all students, children should not bring medication to school. The School Board recognizes the occasional need for school staff to administer medication to students during school hours. In these cases, a consent form requiring a physician's signature is available on the school website. All medication is stored and dispensed from the school office. Please note that the school does not dispense medication that does not require a prescription (i.e. Tylenol).

Emergency Medical Form/ Pupil Information Sheets

In case of an emergency it is very important that we have accurate information about each child in our school. Each year parents are asked to complete an updated emergency medical form. Often, some of the information that is provided changes during the school year. It is very important for parents to notify the school of any changes, particularly to home and/or work phone numbers, emergency contact names and numbers and your child-care provider's name and phone number.

Communicable Diseases

Please report to the school any communicable disease e.g. pink eye, head-lice, chicken pox. It is important that the school be aware of such illnesses as some must be reported to the Ottawa Health Unit. Your family doctor or the health unit will provide you with the length of time the child must be isolated and away from school. You may call the Ottawa Health Unit at 613-580-6744 for more information. We follow all Ottawa Public Health guidelines.

Immunization

The Immunization of School Pupils Act states that all children attending school must be immunized against diphtheria, tetanus, polio, measles, mumps and rubella. The Ottawa Health Department confirms vaccinations each year and it is the parent/guardian's responsibility to ensure that Ottawa Public Health has updated information. Any child under the age of 18 who is not fully immunized will not be admitted to school.

Head Lice (Pediculosis)

The following information is provided by the Public Health Department regarding pediculosis. Head lice can be controlled with your cooperation to minimize as much as possible its spread. Please inform the school office of any head-lice infestations. **Please note: Students will not be admitted to school until the head-lice is treated.**

Parents should examine their child's head frequently. The eggs (nits) are identified as being oval in shape and yellowish in colour. They are laid along the hair shaft close to the scalp and often at the nape of the neck and behind the ears. They may resemble dandruff but cannot be easily removed because they are attached to the hair shaft. The adult louse is 2-3 mm long and greyish white in colour. If you detect head lice in your family, consult a pharmacist for recommended products, including special shampoos for pregnant women and children less than 2 years of age. All lice and nits must be removed before children are readmitted to school to prevent further spread.

PARENT INVOLVEMENT

Communication

The parent community is kept informed of school, parish and community news through school newsletters, our school website, and School Council newsletters/meetings and school calendars. Please check our school website regularly for updates.

Classroom teachers send home information specific to their individual classrooms in the form of newsletters and/or class websites/blogs. Please confirm the classroom teacher's preferred means of communication and check regularly for important information and updates.

Homework and Enrichment

Homework is a time for parents to be involved in the learning of their children. Some homework can be done informally and some must be done in a structured homework setting. Teachers may assign homework for practice of important skills or for enrichment purposes. This is an opportunity for parents/guardians to emphasize responsibility and time-management skills. It is important for homework to be completed on time and with care.

- Establish a set time when your child will complete his/her homework assignments;
- Have your child check off, in his or her agenda, each assignment when completed;
- Every child should read every evening;
- Encourage creative writing (journal writing, story writing, poetry writing, etc.);
- Help your child to edit his or her writing;
- Addition, subtraction and multiplication facts are practiced at school but they must be drilled at home to ensure mastery.

Catholic School Council....Working With You for Our Children

The Prince of Peace School Council plays an important role in our school. This voluntary advisory body exists to keep you informed about Board policies and decisions that affect our school and the education of our children. The School Council is made up of parents or guardians who meet monthly to discuss school needs and to participate in the planning of school activities. All parents are welcome to attend these meetings.

SOCIAL MEDIA SITES AND ON-LINE CONDUCT

As per ministry guidelines, social media and cell phone usage is not permitted for students in K-6. Parents wishing for their child to have a cell phone for safety reasons may send the phone in their child's backpack, but the phone is not allowed to be used at school at any time. If a child wishes to call their parents they may use the school phone at the office.

Students are reminded that their online conduct should be similar to their face to face conduct and at all times should respect the school code of conduct.

Students may be disciplined, including suspension or expulsion, if their online behaviour results in a disruption to the school environment or negatively impacts our Catholic school climate. Online threats may be determined to be a criminal offence and as such, they may be reported to the school resource officer.

Students or parents are not permitted to digitally photograph or record audio or video of school activity without first obtaining permission from those involved. A teacher or administrator may give permission for the digital recording of school activities and events (i.e. sports game, spirit assembly, special presentation) where the participants are aware that they may be recorded. The online digital posting of classroom activity, and/or inappropriate student interactions (i.e. student fight) is likely to have a negative impact on the school climate and/or violate the privacy of others who have not granted permission to be recorded, and as such requires teacher or administrative approval prior to being posted.

Code of Conduct

Prince of Peace proclaims that all people are created in the image and likeness of God, and as such, has the right to be treated with dignity, respect and fairness. To this end, we promote a learning environment in which all members of the school community feel safe, included, and accepted.

The Prince of Peace Code of Conduct sets clear standards of behaviour that apply to our students as well as all individuals involved in our school community (parents/guardians, volunteers, staff, and third-party groups). These standards apply to students whether they are on school property, on school buses, at school-related events or activities, or in other circumstances that could have an impact on the school climate.

Students:

Students will be treated with respect and dignity. In return, through acceptable behaviour, they must demonstrate respect for themselves, others, and the environment. Students must also act as responsible citizens. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time, and ready to learn;
- shows respect for themselves, for others, and for those in authority;
- show respect for individuals that are different from themselves;
- refrain from using racist, bigoted or ableist language;
- refrain from unsafe behaviour, whether physical, verbal or digital;
- refrains from bringing anything to school that may compromise the safety of others; and
- follows the established rules and takes responsibility for his or her own actions.

Parents/Guardians:

Parents/Guardians play an important role in the education of their children and can support the efforts of school staff in maintaining a safe, inclusive, and accepting learning environment for all students when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the school;
- help their child be neat, appropriately dressed, and prepared for school;
- ensure that their child attends school regularly and on time;
- promptly report to the school their child's absence or late arrival;
- show that they are familiar with the provincial code of conduct, the Board's Code of Conduct, and school rules;
- encourage and assist their child in following the rules of behaviour; and
- assist school staff in dealing with disciplinary issues involving their child.

Visit our school website for more information on our code of conduct pop.ocsb.ca.

Progressive Discipline & Promotion of Positive Student Behaviour Policy **Safe, inclusive and accepting schools**

The goal of this policy is the promotion of positive student behaviour that contributes to and sustains a safe, inclusive, and accepting learning environment in which every student can reach his or her full academic and spiritual potential.

Progressive discipline is part of a whole-school approach which involves all members of the school community in maintaining respectful relationships throughout the school community. Progressive discipline involves the use of a continuum of prevention programs, interventions, supports and consequences that include learning opportunities for students in order to promote positive behaviour and healthy relationships. While suspensions and expulsions are possible outcomes for student behaviour, every effort will be made to access other options to support students in demonstrating expected behaviours at school.

Prince of Peace provides a wide-range of supports to encourage positive student behaviour and healthy relationships including:

- Program modifications or accommodations
- Encouragement and positive reinforcement
- Counseling
- Conflict resolution
- Mentorship programs (Big Brothers and Big Sisters)
- Anti-bullying and violence prevention programs (Religious Education and Family Life)

- Sensitivity programs (Glad to be Girls)
- Student success strategies
- Board and community support programs
- Character Formation Program

Prince of Peace is committed to addressing inappropriate student behaviour, including bullying and harassment, with a range of measures that are both corrective and supportive and that are progressively more serious. The continuum of interventions in our progressive discipline model begins at the classroom level, between the teacher and the student, and then includes additional resources and partners, including parent/guardian. Interventions may include:

- teacher-student meeting
- written reflective assignment
- explicit teaching of skills and practice of those skill
- office referral
- meeting with parent/guardian
- referral to counselling
- detention
- restitution for damages/Restorative Practices
- peer mediation
- withdrawal from class
- suspension
- expulsion

Visit our school website for more information on this policy pop.ocsb.ca

Bullying Prevention and Intervention Plan

Prince of Peace recognizes that a whole-school approach to engaging the school community will help the school's efforts to address inappropriate behaviour such as bullying, harassment, and discrimination and to maintain a positive school climate for student achievement and well-being.

To this end, the following Ministry of Education definition of **bullying** is acknowledged:

Bullying - means aggressive and typically repeated behaviour by a pupil where,

- (a) The behaviour is intended by the pupil to have the effect of, or the pupil ought to know that the behaviour would be likely to have the effect of,
 - (i) causing harm, fear or distress to another individual, including physical, psychological, social or academic harm, harm to the individual's reputation or harm to the individual's property, or
 - (ii) creating a negative environment at a school for another individual, and
- (b) The behaviour occurs in a context where there is a real or perceived power imbalance between the pupil and the individual based on factors such as size, strength, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability or the receipt of special education ("intimidation")

For the purposes of the definition of “bullying” above, behaviour includes the use of any physical, verbal, electronic, written or other means.

Cyber-bullying

For the purposes of the definition of “bullying” above, bullying includes bullying by electronic means (commonly known as cyber-bullying), including,

- a) creating a web page or a blog in which the creator assumes the identity of another person;
- b) impersonating another person as the author of content or messages posted on the internet;
- c) and communicating material electronically to more than one individual or posting material on a website that may be accessed by one or more individuals.

Prince of Peace has based its bullying interventions, strategies, practices and programs on evidence from the school climate surveys and other relevant information and continues to seek input from all stakeholders in the school community on the effectiveness of these initiatives.

Our school has identified and implemented the following practices and initiatives for bullying prevention:

- a. bullying prevention and intervention programs or activities that address the needs identified by the Safe and Accepting Schools Team, such as restorative justice circles and a “Whole School Approach to discipline (Ronald Moorish);”
- b. relationship building and community building programs that are present in the school, classroom and in the larger community, such as restorative justice circles and the Big Brother and Big Sister mentorship programs;
- c. activities that promote a positive school climate are our Character Formation Program, masses at St. Peter’s, our morning prayer and weekly restorative justice circles.
- d. awareness raising strategies for students, e.g. social emotional learning, empathy, developing self-regulation skills through resource social skills intervention, peer mediation and the development of social stories.
- e. awareness raising strategies to engage parents in early and ongoing dialogue such as our meet the teacher evening, parent/teacher interviews and on request interviews.
- f. links in the Religious Education & Family Life curriculum and other courses; and,
- g. caring adult and peer assistance programs.

Our school will also:

- a. provide opportunities for regular check-ins with students at risk or affected by bullying;
- b. provide opportunities for teachers to develop effective classroom management strategies using progressive discipline;
- c. establish and maintain respectful and caring classrooms; and,
- d. align supervision plans to address where and when bullying happens.

Our school recognizes the importance of using timely interventions and supports.

To this end, we will:

- a. use teachable moments within a progressive discipline approach to address inappropriate behaviour, and consider mitigating and other factors;
- b. have in place processes and strategies to identify and respond to bullying when it happens;
- c. identify strategies for supporting all students involved in bullying;
- d. communicate to the school community the progressive discipline approach and the procedures in place to support students.

To view our school's complete Bullying Prevention and Intervention Plan, visit our school website at pop.ocsb.ca.