

# CHRIST CHURCH CATHEDRAL SCHOOL



## Parent/Student Handbook

*2017/2018*

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# MESSAGE FROM THE HEAD OF SCHOOL

Dear Parents and Guardians,

Welcome to Christ Church Cathedral School. By bringing your son or daughter to *Cathedral School*, you have become part of a unique learning community. As Head of School since 2010, it is both my good fortune and honour to work with a dedicated and inspiring team of teachers, educational assistants, and support staff. Everyone here at Cathedral School has your children's best interest at heart. As parents, you have an integral role to play in the success of your child here at our school. I encourage you to contact your child's teachers whenever you have a question or concern. When your son or daughter knows that you are working together with the teachers for the same goals, then home and school values align and create a synergy resulting in success at school.

We are very proud of the variety and scope of the programs offered at Christ Church Cathedral School. Our compassionate and professional educators provide a broad range of programming for your children. They strive to challenge all of their students in the classroom and in our exciting co-curricular activities. We have developed a character-building ethos of service and leadership and help our students learn healthy self-expression through our Fine Arts programs. We expect all our students to try their best academically, and it is no surprise to us that they accomplish so much. Our clear expectations for behaviour in and out of the classroom have enabled us to create an environment where students learn and play knowing they are safe and respected as individuals.

As the only Anglican elementary and middle school in Victoria, our community includes the Christ Church Cathedral Parish and reaches beyond to the Anglican Diocese of British Columbia stretching from James Bay to Alert Bay. From its inception, people across the Diocese have worked together to create a school that challenges and supports children in their learning while also helping them to develop spiritually.

As parents, you are an integral part of this community. We depend on you for your enthusiasm, your ideas, and your support. When curriculum changes called for new resources, when our building needed expansion and upgrades, when the playgrounds were built, and when we required new buses, you have stepped up. We know we can rely upon the generosity and commitment of parents to continue to make Christ Church Cathedral School one of the best elementary and middle schools in Victoria.

I hope you will find this handbook informative and expressive of the wonderful community of learning that has evolved here at Cathedral School and I look forward to working alongside you and your child this coming year.

Sincerely,



Stuart Hall

## ***INTRODUCTION***

**C**hrist Church Cathedral School is the elementary and middle school ministry of Christ Church Cathedral. The School was founded in 1989 and is fully accredited by the Ministry of Education as an independent school.

Cathedral School emphasizes the spiritual, intellectual, physical and social development of the whole child, excellence in education and the growth of personal responsibility and self-discipline. The School welcomes girls and boys from Kindergarten through Grade 8. We operate a full day kindergarten and offer before and after school care (Lux Mundi), and the Lux Mundi all day care program during school holidays. The Christ Church Cathedral Educational Society also operates the Christ Church Cathedral Junior Kindergarten in their facility at 1670 Richardson Street. The Junior Kindergarten (JK) Program is open to children aged 3 and 4 years old. Details on the JK Program are available on the School website ([www.cathedralschool.ca](http://www.cathedralschool.ca)) and in the JK version of this handbook.

### ***The Purpose of the School***

The purpose of the School is summed up in its Mission Statement:

**“To provide a stimulating, challenging and supportive environment for each child to learn, grow and live in the Light of Christ.”**

### ***The Principles of the School***

The Principles of the School are summed up in the following Statement of Core Values:

- **Guided by our faith, we commit to serve our School, our community, our country and the world.**
- **We respect and celebrate others for their unique talents and character.**
- **We pursue excellence in our studies to the very best of our abilities.**
- **We take responsibility for our own actions while being generous in forgiving others.**
- **We value the diversity of cultures, nationalities and religions.**
- **We are mindful of our role in caring for God’s creation, especially our environmental responsibility.**

## *The Pillars of the School*

These Pillars provide the support for the work of the School in carrying out its Purpose:

- **OUR ANGLICAN CHRISTIAN IDENTITY**  
Through our Anglican Christian tradition we seek to practice the values consistent with our faith and to enrich the life of our community.
- **THE PATHWAY TO LEARNING**  
Our curriculum and teaching are designed to develop the whole person, and provide the skills and values necessary for success in higher education and life in society.
- **COMMUNITY**  
We foster an inclusive environment where every member of the community (children, teachers, families, school and parish) is valued and respected.
- **LEADERSHIP**  
We promote an atmosphere of responsible leadership through all aspects of school life. We stress accountability, integrity and honesty.

The motto of the School is “Lux Mundi” (*The Light of the World*)

It speaks of the Light of Christ and the light of learning. We are encouraged to  
“...bear witness of the Light” in all we undertake.

It also means that we expect everyone in the  
Christ Church Cathedral School community  
to put their best side forward, thus making the world  
a better and brighter place.

Join us as we learn to *Shine Our Light* on the world.

# GOVERNANCE AND ADMINISTRATION

## **The Board of Directors**

- The Board of Directors of the Christ Church Cathedral Educational Society, a non-profit society operating in conformity with the BC Societies Act, has overall responsibility for the Purpose and Policy of the School. Through their regular meetings and through their committees they chart the long-term course of the School.
- The Head of School, responsible to the Board, carries out the Purpose of the School with the help of all other members of the School community. The day-to-day operations of the School, the financial administration, the hiring of staff and the setting of the curriculum are all part of the duties of the Head of School.

## **The Board of Directors**

The nine members of the Board of Directors are elected or appointed according to the constitution at a Special General Meeting of the Board, which is held in May. The Annual General Meeting of the Board is held in October, when the financial report for the year is given to the Society and any unfilled positions on the Board can be filled according to the constitution. All board members serve a three-year term and must stand for re-election thereafter.

The names of the Directors of the Board will be published in the newsletter and on the School's website. [www.cathedralschool.ca](http://www.cathedralschool.ca)

One board member is a parent elected by the Parent Support Group (PSG) in September or October. (Parents are also elected by the PSG as representatives for each classroom).

## **Members of the Board of Directors**

For the beginning of the 2017-2018 academic year, the Board members are as follows:  
President: Malcolm Read; Vice-President: The Very Reverend Ansley Tucker; Treasurer: Dick Tuckey; Parent Rep: Steve Collings. Other Directors: Bruce McKinnon (Past Chair); Jeff Bishop, Mary Hendy, Glen Seredynski, and Paul Duckett.

## **School Staff**

### **Administration**

Stuart Hall - Head of School  
Tobi Blue - Assistant Head of School, grade 5 teacher  
Todd Fitzsimmons - Lux Mundi Program Co-ordinator, Supervisor - Facilities  
Bev Laing - Sr. Administrative Assistant, Admissions  
Liisa Salo - Administrative Assistant, Marketing & Communications, AR

### **Teachers**

Kindergarten – Jean Hollingworth	Grade 1 – Micaela Winter
Grade 2 – Michelle Kennedy	Grade 3 Jane Hehr / Brett Macdonald
Grade 4 – Heather Branscombe	Grade 5 – Tobi Blue / Kristin Meissner
Grade 6 – Lara Salchert	Grade 7 – Lindsey Waters
Grade 8 – Marylee McKeown	French – Josie Gair
Art – Sandi Henrich	Faith Development – Kate Newman
Music K-4 – Kathy Erickson	Music 5-8 – David Enns
Learning Assistance & PE – James Rhodes	Special Ed Coordinator – Jennefer Byrne
ELL Instructor – Jordan Rhodes	HCE & IT – Kirsten Salmon

### **Educational Assistants**

Vicki Bashista	Dawn Harris
Valerie Crosbie	Leone Leighton
Joanna Daley	Shelley Miller
Patricio Espinoza	Heather Storie
Cody Fitzsimmons	

### **Support Staff**

Philip Murphy – Bookkeeper	Custodian – Al Forrest (on leave)
Ed Hayley – Manager of Finance	Custodian – Bill Mills

## Curriculum

The curriculum at Christ Church Cathedral School follows the complete range of subjects, programs, and assessment and evaluation procedures outlined by the British Columbia Ministry of Education. Regular Ministry inspections ensure our compliance with the Provincial curriculum. The School also goes beyond the requirements of the Provincial curriculum in various ways:

- Weekly sessions of religious education, with a chapel service every Wednesday in the Cathedral and prayer in assembly and at the beginning of the day to support the spiritual growth of the children.
- French at every grade level from Kindergarten onwards.
- A Music specialist at every grade level from Kindergarten onwards.
- An Art specialist at every grade level from Kindergarten onwards.
- A strong emphasis on public speaking.
- Clubs and extra-curricular activities (swim club, robotics, gymnastics, noon hour intramurals and much more)
- Service and leadership opportunities such as our Peer Helpers, Student Council, the Outreach Club, the Green Team and a variety of other service opportunities.
- Advanced technology to support learning in every classroom.

The School provides a well-rounded curriculum designed to encourage the development of character, imagination, creativity, critical thinking, physical fitness, an open and receptive mind and a spirit of responsibility and service. Classroom work is supplemented by field trips, visiting speakers, regular use of the library, and the development of research skills using texts as well as computers. Teachers adjust curriculum delivery to meet individual students' needs, which is made easier by our small classes and our outstanding learning support team. Children with Special Needs have an Individual Education Plan (IEP) and we work very closely with parents to help those children find success.

The School engages in ongoing efforts to improve the delivery of curriculum. The teachers are required to keep abreast of best practices by attending regular professional development sessions and we regularly examine the effectiveness of our learning/teaching strategies.

We outline and further explain the School curriculum at a curriculum evening held for parents in the early days of September.

## Absences

If your child will be absent, please call the School before 8:30 a.m.

To qualify for government funding, students must be in attendance for 135 days of School from September to May 15<sup>th</sup>. Absence due to illness is not deducted from the 135 days. A student who, because of holidays or other reasons, is in attendance for less than 135 days, qualifies only for partial funding. Parents are expected to make up the difference in funding for such students.

The School must be notified immediately when children have communicable diseases (see "Communicable Diseases" on page 27). Also please let the School know immediately if your child has a case of head lice.



If a student is absent due to illness, the teacher will work with parents and make the required adjustments to assignments. In the case of prolonged illness, the School will make arrangements, to the best of our ability, to help keep the child on track. We do not encourage the practice of taking children on vacation during school. If this is completely unavoidable, please let us know well in advance and we will discuss ways to minimize the loss of educational continuity. When your child returns to school, we will encourage him or her to share the experience with classmates.

**If a student is frequently absent or late, his or her success at School will suffer considerably.**

The first few minutes of the day serve to set the tone and expectations for learning. It is also when your child orients his or her mind to what lays ahead. Missing this opportunity is like getting up on the wrong side of the bed. We ask that you get your child to School on time and insist on attendance unless they are ill. If your child is ill with a cold or flu, please keep him or her at home so as not to spread common illness or infection.

### **Homework**

Homework: recording it, taking home the necessary supplies, doing it, keeping it organized, knowing when to ask for help, and handing it in. These are complex skills that students develop gradually over the elementary school years. Eventually, and hopefully by the time they enter High School, students learn to manage their homework independently.

The time required for homework will increase as a child moves up through the Grades. Students in the highest Grades can expect about 40 - 60 minutes of homework per day, and those in lower grades about 10 – 20 minutes. Parents may like to supplement homework with reading to their child. Parents should keep in close touch with the teacher if their child is having problems with homework or if it seems to be taking too long to complete. This feedback is essential as it may indicate that we need to either reduce the homework load for the class or an individual or re-teach a concept. Be sure to let us know right away if your child is spending too much time on homework.

Usually, with a few exceptions, homework will only be assigned on weekdays. It may consist of the completion of work begun in class, a specific assignment to provide enrichment, the reinforcement of concepts already taught, or a preview of the next lesson. Sometimes the task is one that can be completed only at home; for example, interviewing parents.

Children in all grades will have a homework book or agenda. Please check it regularly and use it to communicate with the teacher about assignments. If your child has not been able to complete assigned work, please advise the teacher through the homework book. Students in the Middle School will also receive homework updates on their Google Apps for Education account.

Generally, we suggest that parents limit their role to one of support and encouragement. The first order of support is to establish a consistent time and place to do homework. A place relatively free of distractions like TV and electronic devices, and a place that is quiet, tidy and well-lit is a good start. Consistency in this routine will help a child understand that there are clear expectations that he or she can and will do the tasks. If your child is having difficulty getting started, you may wish to help with the first few questions and then let your child know that you have confidence he or she can complete the rest. If further help is required, try to give it in small doses and then back away with a statement such as “you seem to understand it now, try a few on your own and then show me”. Again, you are giving the message that your child can understand the task and do the work.

## **Extra-Curricular Programs**

We offer many programs that function outside the classroom to enrich the lives of the students. At Christ Church Cathedral School we place an emphasis on Community Service. Our students organize fundraising events to support several charity initiatives while developing important leadership skills.

We host many clubs and extra-curricular activities throughout the year. Some of these may include the following: computers, concert choirs, French club, outdoor education, charity walks and runs, soccer, volleyball, basketball, karate, badminton, running, recycling, drama, public speaking, swimming and skating, just to name a few. Extra-curricular programs may operate after school, during the lunch hour, as part of a field trip or, in the case of some occasional choir activities, during the evening or on Sunday morning.

With reference to any activities scheduled outside of regular school hours, including those evening and Sunday activities, it is very important that students are “there for the team”. We will endeavour to give you as much notice as possible; in return **we ask for your cooperation in ensuring the students attend.**

## **Student Records**

The School keeps records on all students and the Board of Directors has formulated a policy that reflects best practise guidelines developed by the Federation of Independent Schools Associations and the Ministry of Education. This policy covers all aspects of student records and specifically:

1. **The Permanent Student Record:** required and optional contents; Form 1704 inclusions, completion, currency and format; and retention.
2. **Additional Student Record Items:** required and optional contents; sensitive information.
3. **Access and Disclosure of Student Records.**
4. **Storage and Transfer of Student Records.**

We ask that you sign a form included with the registration forms that explicitly states how we intend to use and keep these records and that we will not use them for any other purpose than that which is stated.

*This policy is on file in the office and is available to any parents who may wish to consult it.*

## *EXPECTATIONS*

Dear Parents, Teachers, and Support Staff,

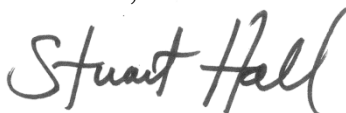
Christ Church Cathedral School is a place where students, staff and families must feel safe and cared for. We all need a safe, caring and orderly environment if we are going to effectively learn, work, play, and teach together. Over the years, students and staff at Cathedral School have learned to “*work hard, be kind, and love God*”. Again this year, we will restate those simple yet important lessons along with one more clause, “be safe.”

In an effort to ensure clear understanding by our students, parents, and staff, the following pages (10 – 18) clarify expectations for behaviour and describe our progressive discipline procedures. This “code of conduct” is not really new; we did not invent the ideas, expectations, or phrases scribed herein. I would like to thank teachers and principals across Canada who are also striving to clearly state their expectations for student behaviour. In particular, schools in the Sooke School District have done a lot of work in this area and some of their ideas are contained in the following pages.

I hope you find this information helpful and I would be pleased if you would discuss it with your child. Your support is important to us. We will continue to ask you and/or your child to sign a “Commitment to Christ Church Cathedral School” as an indication that you understand and support our expectations for behaviour at the School. The rest of the section on “*Expectations*”, although quite lengthy, supports and further clarifies our expectations for positive behaviour at Christ Church Cathedral School.

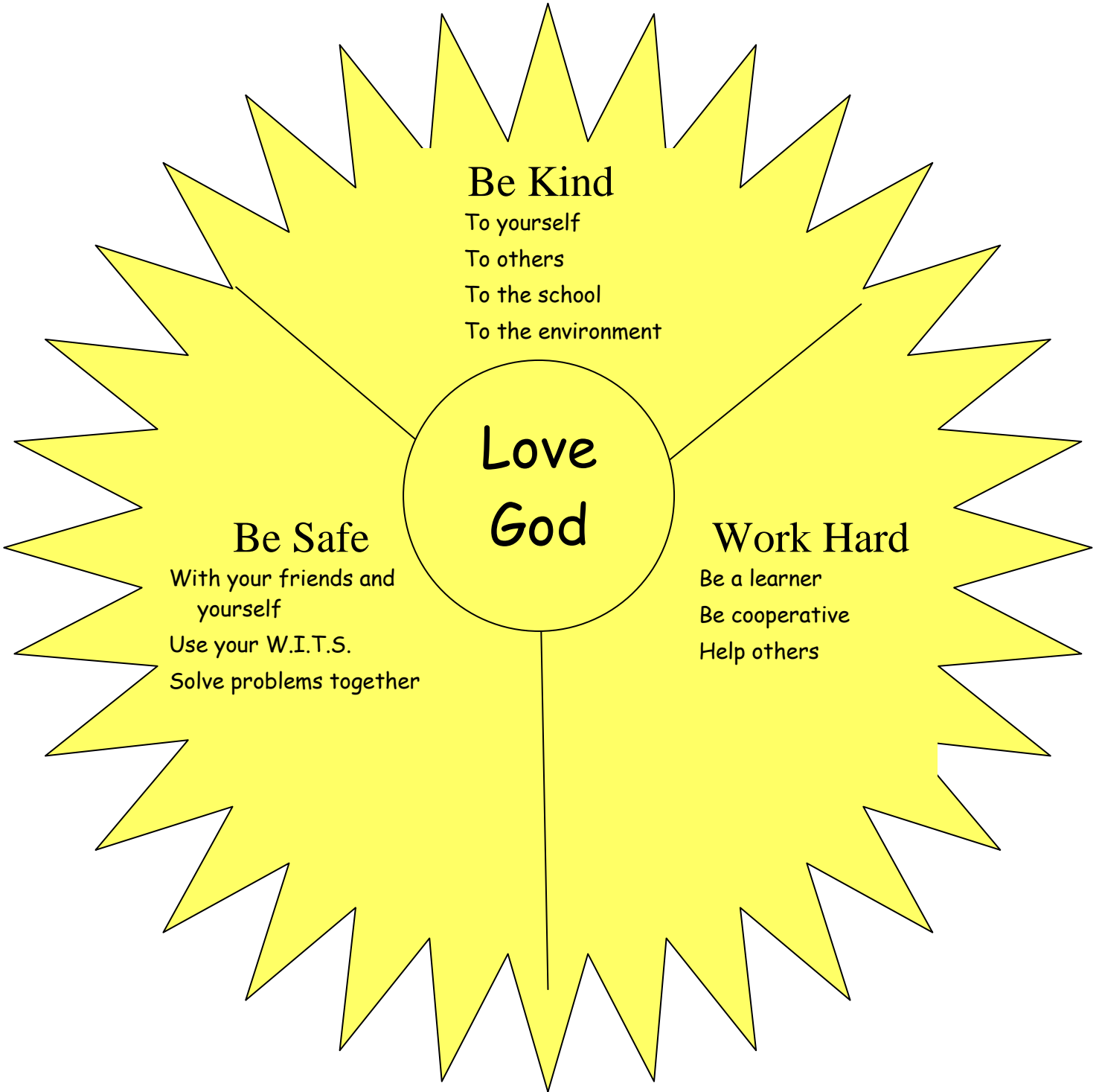
If you have any questions or comments, I would be pleased to hear from you.

Yours,



Stuart Hall  
Head of School

*You help to make Cathedral School a safe, caring, and orderly place for learning and working  
by **Shining Your Best Light on the World!***



At Christ Church Cathedral School, we *Work Hard*, are *Kind*, *Safe*, and are *Learning to Love God*.

### ***Be Kind***

To yourself

To others

To the school

To the environment

### ***Be Safe***

With your friends and yourself

Solve problems together

### ***Work Hard***

Be a learner

Be cooperative

Help others

### ***Love God***

Learn about God

Always look for the best in others

Be grateful (thankful) for what you have

Follow the Golden Rule

(Treat other people as you would like to be treated by other people)

### ***What's OK?***

- ✓ Respecting yourself, others and the school
- ✓ Keeping hands and feet to ourselves
- ✓ Actively participating in learning
- ✓ Being kind and helping others
- ✓ Caring for our school and grounds
- ✓ Reporting to an adult if someone is being harassed or intimidated
- ✓ Sharing and accepting ideas or materials
- ✓ Using computers appropriately
  
- ✓ Using handheld devices for learning purposes and with prior consent or adult supervision
  
- ✓ Wearing the correct school uniform with pride

### ***What's not OK?***

- ✓ Name-calling, putdowns, threats, swearing
- ✓ Grabbing, poking, or kicking others
- ✓ Interfering with the learning of others
- ✓ Play fighting, physically hurting others
- ✓ Littering or vandalizing school property
- ✓ Telling tales just to get someone in trouble
- ✓ Possessing or using weapons, drugs or alcohol at school
- ✓ Using computers or any Internet connected device to harass, bully, or put down others
- ✓ Using handheld devices (cell phones, music players, recording devices) for reasons other than classroom learning activities
- ✓ Coming to school without proper uniform, a dirty or torn uniform

***We believe in the gradual transfer of responsibility from adults to our students. As our students mature, we expect that:***

- ✓ They will show increasing self-discipline
- ✓ They will take increasing personal responsibility for their actions

***At Cathedral School, we respond to inappropriate behaviour with consequences that we deem to be fair and consistent.***

- ✓ We focus on restorative, rather than merely punitive disciplinary action
- ✓ Students are encouraged to participate in the development of meaningful consequences
- ✓ If behaviour does not improve, then consequences will be adjusted

***Possible consequences for misbehaviour may include:***

- ✓ A conversation about the incident
- ✓ Completing a 'think sheet' describing the incident and better behaviours for the future
- ✓ Withdrawal from an activity or an area of the school
- ✓ Performing an appropriate service to the school
- ✓ Recording the incident in our incident book
- ✓ An apology – spoken / written or both
- ✓ A meeting with the student's parents
- ✓ Initiation of a behaviour contract
- ✓ Payment for damaged property
- ✓ In school suspension
- ✓ Out of school suspension
- ✓ Expulsion\*

*\*Christ Church Cathedral School has an appeal process for any decisions that affect a student's educational career. Please inquire about this appeal process at the school office.*

To further assist staff, students and parents in achieving our Purpose we offer these guidelines to help create a community where learning is valued, where responsibility is exercised, and where security is assured.

### **Expectations for Students**

1. To be aware of our *Mission and Core Values* and use them to guide their behaviour.
2. To arrive punctually, to attend regularly, and to behave appropriately.
3. To wear the correct School uniform at all times and wear it with pride.
4. To bring a written note signed by the parent/guardian explaining lack of School uniform if necessary.
5. To be prepared and to have the necessary books, materials and assignments.
6. To respect and comply with School regulations.
7. To be a positive and contributing digital citizens when using any internet technology devices.
8. To attend events when their presence is required.
9. To participate attentively and reverently in the Christian life of the School.

### **Expectations for Parents**

1. To be aware of our *Mission and Core Values* and help their children to understand them.
2. To ensure that children are at School **on time** each day.
3. To respond promptly and affirmatively to any student misbehaviour at School.
4. To inform the School of any circumstances in the home that might affect their child's performance in School.
5. To support the School, the Head of School and the entire staff in their work to achieve the Mission of the School.
6. To be positive ambassadors of the school when in public.
7. To promptly bring concerns about your child's experience to the teacher so that we may address any issues directly.
8. To adhere to the fee payment and student withdrawal policies as set out by the School.
9. To supply written and signed or telephoned explanations of absences/lateness and lack of proper School uniform.
10. To keep children at home if sick, and notify the School if children will be absent.
11. To volunteer to the extent that they are able, or to make a financial contribution in lieu.
12. To attend parent information sessions, parent/teacher meetings, and as many of the other School functions as possible.
13. To attend meetings with teachers or the School administration when requested.

### **Expectations for Staff**

1. To be aware of our *Mission and Core Values* and strive to uphold and promote them.
2. To teach the curriculum as prescribed by the Ministry of Education, and to enrich and extend that curriculum according to the School curriculum and the students' needs.
3. To maintain order, plan carefully, teach meaningfully and to be a role model that will inspire students.
4. To exhibit conduct that is consistent with the Christian character of the School.
5. To respect the personal worth, dignity and individual characteristics of each child, and demonstrate a spirit of care and concern for all children.
6. To provide fair and just disciplinary treatment for all children as needed.
7. To keep parents and guardians informed of the progress, performance and conduct of each child.
8. To be available to meet with parents at a mutually agreed or reasonable time should the need arise.
9. To participate in the extra-curricular activities of the School.
10. To ensure they are in conformity with the certification regulations of the Teacher Regulation Branch.
11. To be supportive of each other, the administration, and the parents, who are the first educators of the children.



## **Student Conduct**

The Principles outlined in our Statement of Core Values (see page 2) lie at the heart of what we expect from our students.

*We set clear boundaries in the belief that children are happiest and achieve most when they understand the expectations for behaviour and can begin to develop a sense of self-discipline. We encourage our students to be honest and to take responsibility for their own actions. Our students can expect to be treated with respect and educated in a manner that acknowledges their diverse character and talents. Reciprocally, our students must learn to respect the diverse character and talents of others. They will know the consequences of their actions because discipline will be consistently and fairly applied. They will know about their achievements and improvements because we will give them positive encouragement and recognition.*

In the event that children overstep the boundaries, we ask for the support of parents in the measures we may take. When necessary we will contact parents to involve them in the disciplinary process (please see below in the document “*My Commitment to Cathedral School*” for further details). All serious incidents will be thoroughly investigated and we ask for understanding in those cases where it proves difficult or impossible to ascertain the facts. In these cases, we use our best judgement and act accordingly. In the case of uniform infractions, a ‘uniform slip’ will be sent home with the child after the second infraction. If the child is still not correctly dressed, we will call the parents to rectify the situation by either taking the child home or by bringing the correct uniform items to the School.

### ***My Commitment to Cathedral School:***

In order that every child should understand the expectations and responsibilities of students at Christ Church Cathedral School, we have prepared a form entitled “*My Commitment to Cathedral School*”. We ask all parents to read it carefully. Parents of children in grades K to 3 should carefully explain the ‘commitment’ to their children, and to sign it on behalf of their children, then return the form to the School. Parents of children in grades 4 – 8 should also go over the ‘commitment’ with their children, sign it, and then ask their child to co-sign it as an acknowledgment they have read it. The teachers will refer to these commitments during the year, both in class and at assemblies, so an awareness of the ‘commitment’ will help students understand our expectations. A copy of “*My Commitment to Cathedral School*” will be kept on record and is included in this handbook for reference.

Further principles that guide us in determining the consequences for unacceptable behaviour are:

1. Expectations for students should be consistent but consequences may vary depending upon the age of the student, the offence and the circumstances.
2. The necessity to make some kind of restitution to the person or property that has been wronged.
3. The necessity for the child to learn from the consequences and not repeat the offence.
4. The overall need of the School community to feel that the incident or offence has been properly dealt with and that serious issues are treated seriously, yet fairly.

In all disciplinary actions, we are obliged to follow the principles of ‘procedural fairness’ as set out by the Federation of Independent Schools in their document “*Procedural Fairness Best Practice Guidelines for Independent Schools*”. Accordingly, the Board of Governors has an Appeals Policy that provides a channel for an appeal if parents feel their child has not been treated according to those principles. The Appeals Policy is available at the School for those parents who wish to avail themselves of it.

## **My Commitment to Cathedral School**

**The ‘Purpose’ of Christ Church Cathedral School is “To provide a stimulating, challenging and supportive environment for each child to learn, grow and live in the Light of Christ.”**

**I will help the School to carry out that purpose. Therefore:**

### **In class:**

1. I will participate and do my best.
2. I will bring everything I need.
3. I will hand in my work on time.
4. I will make sure that my activities do not prevent others from learning.
5. I will leave my personal mobile devices at home, or in my cubby or locker.
6. I will help my classmates and my teachers.
7. I will be respectful toward all teachers, educational assistants, supervisors and other staff.

### **Outside:**

1. I will stay on the school premises at all times.
2. I will play in a way that does not harm others, either verbally or physically.
3. I will dispose of my litter in the bins provided. I will reduce, reuse and recycle!
4. I will line up quietly with my class at the end of recess.

### **Inside:**

1. I will walk in the corridors (not run).
2. I will respect the school property and the property of others.
3. I will learn to become a responsible digital contributing citizen.
4. I will leave the washrooms tidy and pick up after myself.
5. I will not go into classrooms, the library, the gym, the staff room, the auditorium or the school office unless accompanied by an adult or there is already an adult in the room.

### **In Chapel:**

1. I will make sure that my behaviour is respectful of the place and the occasion.
2. I will participate in the worship to the very best of my ability.

### **At lunchtime:**

1. I will eat quietly and clean up after myself.
2. I will not share food.

### **After School:**

1. I understand that the same standards of behaviour apply at all times, both in school and in Lux Mundi after school care.
2. I will use my personal technology devices responsibly after 3:00 PM and only outside or in the school foyers (entrance areas).

### **At all times:**

1. I will arrive at school on time.
2. I will wear the correct uniform during the school day and while travelling to and from school.
3. I will be polite to adults and my peers and follow the instructions of my teachers.

4. I will not use electronic handheld devices without prior permission and further, I understand that cell phones may not be turned on during the School day without explicit prior permission.
5. I understand that the use of or provision of alcohol, tobacco or illicit drugs or bringing weapons to school is not only illegal but also strictly forbidden at School. An offence of this nature makes me liable to expulsion from school.

If I do not live up to these commitments, I understand that the following sequence of events will take place:

1. The teacher directly involved will take whatever steps are necessary to deal with my specific behaviour in a suitable manner.
2. If the teacher cannot bring about a change in my pattern of behaviour, I will be referred to the Assistant Head of School
3. If further action is needed my parents will be called in to discuss the situation with the Assistant Head of School and/or the Head of School and me.

I also understand that the following offences are very serious:

- theft
- vandalism
- wilful disobedience or disrespect of teachers, educational assistants, and supervisors
- verbal or physical violence or fighting
- any form of bullying or harassment including social bullying, 'cyber bullying', and ganging up on another student

These serious behaviours will be dealt with in an appropriate fashion, starting at Step 3 above and continuing as follows:

4. I will serve a 1 day in-school suspension
5. I will serve a 2 day in-school suspension
6. I then become liable to an external suspension not exceeding 2 days. External suspension is a very serious consequence and any child suspended externally may be liable to expulsion from the School if the same offence is repeated.

(Note to parents: this is a Progressive Discipline Plan that delineates the negative consequences that may occur because of poor behaviour. Positive intervention can and should occur at any one of the steps listed above.)

I understand that students have a right to be in school, but it is also a privilege. If I abuse that privilege, I will gradually lose it. Suspension only occurs after I have chosen to misbehave.

I also understand that being honest and taking responsibility for my actions is my first duty.

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Student signature

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Parent signature

---

Date

## **Notes on Bullying, Harassment, and Discrimination**

### **A Definition of Bullying**

Bullying is a *repeated pattern* of aggressive behaviour meant to hurt or cause discomfort to another person. Bullies always have more power than victims do. Their power comes from physical size, strength, numbers, status, and/or support within the peer group.

One-time or occasional acts of aggression, name-calling, or social exclusion *do not constitute bullying* and are treated as “incidents” and dealt with accordingly.

There are three types of bullying:

*Physical*, where a person is repeatedly harmed or their property damaged

*Verbal*, where a person’s feelings are repeatedly hurt through insults and name-calling

*Social*, where a person is repeatedly shunned or excluded from groups and events.

In our approach to incidents of bullying and/or harassment we follow the guidelines suggested by the BC Centre for Safe Schools and Communities.

Three principles guide us in our work with the children and parents:

- Developing and communicating to the whole School community a clear and firm set of expectations for behaviour.
- Presenting positive adult role models at all times.
- If unacceptable behaviour occurs, using consistent non-physical and non-punitive responses, which work best.

These approaches are covered in previous sections of this Handbook, e.g. under “Expectations for Teachers” we expect them to “...present a role model that will be an inspiration for the children.” In the section on “Student Conduct” we talk about ‘Procedural Fairness’ and in “My Commitment to Cathedral School” we set out our expectations for behaviour and consequences for serious misbehaviour.

**In case there is any lack of clarity** about those types of behaviour we deem unacceptable, the following outline may be helpful to all in our community:

Unacceptable behaviour includes:

- **Any form of physical violence from any person or persons towards another person or persons.** Hitting, punching, tripping, throwing objects, head locking, twisting limbs, poking or prodding any part of the body. Because it is very difficult to distinguish ‘play fighting’ from real fighting and because these situation often escalate, play fighting is also unacceptable.
- **Any form of verbal attack.** Spreading stories, swearing at another person, name calling, insulting, drawing insulting pictures, writing offensive notes.
- **Any form of intentional and ongoing social exclusion.**
- **Any form of electronic bullying,** using social media or email for character attacks.
- **Any form of discrimination based on gender, race, religion, sexual orientation or gender identity.**

## **Reporting Student Progress**

There are four formal reports to parents during the year, one in October, which is an interim progress report, followed by Parent/Teacher interviews (which we ask that all parents attend).

A fuller report goes home in November or December (followed by parent/teacher meetings). Another report is issued in March (followed by Student Led Conferences, which your children ask you to attend!). A final report goes home at the end of the School year. All the reporting documents focus on the progress your child has made—the strengths and weaknesses in his or her development and/or learning and the support strategies that will improve achievement.

During the school year there will be many opportunities for parents to speak with their child's teachers, and the teachers may also request to speak with the parents. (Parents must make arrangements to meet with teachers when requested to do so). We encourage parents to make appointments to discuss concerns between reporting periods. We believe very strongly in the partnership between parents and the School and consider that it is in the best interests of the child for the School and parents to keep in close communication. (Please see the section about email use on page 20).

## **Problems and Concerns**

Our goal as a School is to be helpful and supportive to parents as they help and support their child. If your child is having problems at home, in the classroom or on the playground, please let his or her teacher know immediately. It is always best to speak to the teacher first, before taking concerns elsewhere. The best time for this may not be before school or immediately after school, as these are often busy and distracting times for teachers and it is not always convenient to discuss important things with parents at those times. However, if you call the School Office we can make an appointment or you can drop the teacher an email to set up a time to speak in person. The quicker an issue is resolved the better. We also must insist you bring the problem to the attention of the School before you speak about it with other parents. This will help us avoid miscommunication.

The channels of communication are:

1. Speak with your child's teacher. She/he knows your child best and is best placed to resolve your problem or deal with your concern. Please do not believe the myth that if you bring up a concern with your child's teacher, she or he will 'take it out' on your child. That will not happen.
2. If the problem is not resolved, then speak with the Assistant Head.
3. Speak to the Head of School if the problem involves the School at large, or if you do not feel your concern has been acted upon or understood by the classroom teacher or the Assistant Head.
4. If you are still dissatisfied with how your concern has been handled, contact the President of the Board of Directors in writing.

It is our desire to communicate closely, to deal with concerns on a timely basis and to act in the best interests of the children. Should we need to set up a meeting with you because of some concern regarding your child, we ask that you make yourself available to meet at the earliest opportunity.

## *Email protocol at Christ Church Cathedral School*

Email is an excellent tool for the communication of clear business-like information, such as dates, times, lists of equipment, attendance reports, setting up appointments and so on. It is also a great system for delivering letters via attachments. Some teachers send out a monthly update as an email attachment and Bev delivers the School's newsletter in this fashion.

Email is far less efficient and can sometimes be counter-productive when used as a communication vehicle to solve complex problems or to state displeasure with how something has transpired. When email is used in this manner, miscommunication is often the result because much of what we communicate when face-to-face is non-verbal and without this component, the message can be distorted inadvertently.

Appropriate use of email:

1. The school uses email to communicate with individuals, groups of parents, or the entire parent body. Topics are likely to include:
  - a. Reminders about events, dates, times, etc.
  - b. Requests for a meeting
  - c. Classroom news and updates
  - d. Forms and other requests for information
2. If your child is going to be absent or late, a phone call to the office works well. If you would prefer email, then send it Bev ([cathedralschool@cathedralschool.ca](mailto:cathedralschool@cathedralschool.ca)) as well as to your child's teacher(s). Bev cannot always get to her email first thing in the morning and *cc-ing* the teacher will increase the likelihood of the information getting to its intended destination.

When not to use email:

1. If, as a parent, you are concerned or feel distressed about an issue, do not use email. Instead, please contact the teacher to make an appointment for a face to face conversation. A face-to-face conversation will more likely lead to clear communication and a positive resolution for all.
2. If, as a parent, you have concerns that arise from interactions between students, once again, a phone call or face-to-face meeting with School staff will work better than sending an email directly to other students' parents. Please avoid confrontations with the parents of other children. This only complicates the resolution process.
3. If your regular after school pickup routine needs to change, for example, if you are going to ask a relative to pick up your child from afterschool care, then you must ensure that either Todd, Bev or one of the Lux Mundi staff hear from you directly- face-to-face or by phone. **Do not use email for this situation**, because the Lux Mundi staff do not have ready access to it and Todd may be off campus. Without this direct communication, we won't be aware of your wishes and may not be able to release your child. This can create undue anxiety for everyone involved.

Response time:

4. Allow at least one full business day for a response to any email. For part-time teachers please allow two full business days. If parents need a quick answer, contact the teacher directly.
5. Teachers will not necessarily reply to every email regarding insignificant items or when small matters are resolved quickly, such as lost uniform items, PE strip issues, lates, appointments for Doctors through the school day, etc.

Note: Teachers and other School staff will use the Blind Carbon Copy (BCC) field for group emails. This hides email addresses and protects the privacy of the recipients.

### **Thursday Newsletter**

The School Newsletter will be sent home by email every Thursday and will be posted on the website as well. Important information about school events is included in the Newsletter and we see it as a very vital part of our communication with parents. The first newsletter of the month will be a substantial volume filled with photos, stories, and highlights of the month. The other weekly newsletters will be more streamlined and will serve to keep you updated about important or changing information. We will provide a paper copy to any parents who do not have access to email.

As much as possible we will ensure that notices and permission forms, either by email or as a paper copy, are also sent out on Thursdays.

We sometimes have difficulty ensuring that paper copies of notices reach home and we ask that you help your child develop responsibility in this area by establishing a routine or procedure—they could be handed to you as soon as your child reaches the car or they could be placed in a special location at home.

Communication is a two-way process and we need to hear from you as well. If you ever feel that our communication has not been effective, or if you feel that you are not receiving adequate communication from the School, please let us know. We cannot improve in this area unless we know when and where improvement is needed.

### **Website**

The purpose of our School website at [www.cathedralschool.ca](http://www.cathedralschool.ca) is not only to enable the public to find out about us, but also to be a useful means of communication with parents. A calendar, current events, newsletters and other important information is posted on the website.

# SECURITY AND SAFETY

As the School has grown, we have adapted our security and supervision protocols. Recent renovations have increased fire and earthquake safety in the building and new measures have provided greater security for those who work and learn here. Regular Fire, Earthquake and Lockdown drills are conducted so that children are familiar with the procedures.

## **Procedure In Case of Earthquake**

Memorial Hall underwent a very significant seismic upgrading in the summers of 2002, 2004, and 2015. Our building is now much safer in the event of an earthquake. If a major earthquake disables the city, please follow this procedure:

- **Do not phone** - We must have the line open for emergency calls
- **Park away from the School** - The street entrance and parking area must remain clear for emergency vehicles
- **Go to your child's class is gathered** (see below for more information)
- **Check your child out with the adult in charge of the Checkout Centre**
- **Check out other children for whom you are responsible**

If the Memorial Hall is damaged and cannot be re-entered, the students and staff will first gather on the playground. We may then move to the newer section of the Cathedral – the East End (as it meets earthquake standards). If you cannot find us there, we will let you know where we have gone by leaving a map and note on the south door of the Memorial Hall (the door next to the playground) or on the notice board by the gate entry to the playground. After regular school hours, check the map and/or emergency release rosters for the location of your child. These will be posted on the door next to the playground or by the entrance gate. The staff has full details of what to do in case of earthquake and we have at least three earthquake drills per year.

Children will only be released to parents, guardians or other adults who are named on the *Emergency Information Form*. The children will not be left alone. If all efforts to contact the parents or the alternate emergency pick-up people have failed and after a reasonable time has elapsed, teaching staff will assume responsibility for children until contact with the families can be re-established.

Parents are required to purchase a comfort kit for their child through the school. All the kits are stored outside the building. The supplies in these kits have a shelf life of three to five years, after which parents are expected to cover the cost of replenishing the kit.

## **Procedure In Case of Fire**

The School has a fire alarm system that is linked directly to the Fire Department. Heat and smoke sensors are located throughout the building and the building construction meets fire separation codes. In the event of a fire at the School during school hours, the children will be evacuated and if we are unable to re-enter the building, we will call you and ask you to come and pick up your child. We have a business continuity plan in case we are not able to use the building for some days or weeks, and you will be informed if we have to initiate that plan. The staff has full details of the fire evacuation procedure and we have fire drills at least three times per year.



## **Lockdown Procedures**

The Victoria Police have briefed the staff on lockdown procedures. We have installed an intercom system throughout the building in order to alert the occupants in case of intruders. Should there be a lockdown at the School the police response will be very quick, given our proximity to the police station. The instant that a lockdown is ordered the police take command of the situation. Therefore, parents should follow the instructions of the police at that time. Please do not call the school as we will need to keep our lines of communication clear. We practice lockdown drills at least twice each year.

## **Building Security**

The safety of the children in our care every day is our highest priority. We have outlined above the procedures in case of earthquake, fire, and lockdown. We have also adopted procedures to ensure that the children are safe at all times when they are in the building, on the playground or on field trips away from the School. Teachers are equipped with a critical incident response plan for incidents that may happen in the School or while on a field trip. Our teachers have First Aid and CPR training, (new teachers are trained within their first year). When they leave the building they take a first aid fanny pack or full first aid kit along with a list of emergency contacts for the children and a cell phone.

It is important that we have accurate knowledge of who is in the building at any time so that we are able to evacuate and count heads in the event of fire, earthquake or any other incident.

In order to control access to the building:

- The door from the playground into the Memorial Hall is closed to parents and students from 8:00 until 8:25 a.m.
- The door is open from 8:25 to 8:40 a.m. for parents who wish to attend assemblies, do business at the School office etc. but will then remain closed for the rest of the day, except when the children are in the playground under supervision.
- Parents and visitors to the School should use the intercom system at the Vancouver Street entrance and then report to the School Office. Please sign in and out in the office and sign your child out if you are taking him or her out of school during the day. Please do not go straight to your child's classroom. Lunches etc. should be delivered to the School Office.
- At 3:00 p.m., the door will be opened and is then closed at 4:00 p.m. The other doors into the building (from Vancouver Street and the Cathedral end of the building) are closed at all times.
- The playground gate in the corner nearest the Cathedral will be open until 8:45 a.m. and will then be closed throughout the day for playground security and opened at 2:45 p.m.

## **Supervision**

- Before school supervision begins at 7:30 a.m. **Do not drop off any children unless the gate is unlocked and the supervisor is present.**
- Between 7:30 a.m. and 8:00 a.m. children will go into the supervised gymnasium space to play.
- From 8:00 to 8:25 a.m. the children are supervised on the playground.
- Recess is split; Kindergarten to Grade 3 are outside from 10:00 to 10:20 a.m. and Grades 4 to 8 are out from 10:15 to 10:35 a.m. There will be at least two School supervisors on duty during recess.

- Lunch Recess is split; Kindergarten – grade 4 eat lunch from 11:45 – 12:05 p.m., then go outside for recess from 12:05 – 12:45 p.m.; Grades 5 – 8 eat lunch from 12:15 – 12:30 p.m., then go outside for recess from 12:30 – 1:00 p.m..
- Many extra-curricular activities take place at lunchtime and the Library is usually open for children who wish to read or study. This reduces the number of children on the playground during the lunch hour. There are at least three School personnel on duty at this time unless a large number of students are away from the School.
- If a parent is present after school while his/or her child is on the playground, the child is under the supervision of the parent.
- All field trips are more than adequately supervised and parents are encouraged to volunteer for supervision.
- At 3:00 p.m., after being released from class, the children go to the playground. At 3:10 p.m. Lux Mundi After-School Care starts. Children who are still at the School without parental supervision after 3:10 p.m. will join Lux Mundi. Regular fees will be applied.

### **Arrangements For School Closure**

In the event of the School having to be closed because of snow, power outage, etc. we will notify local radio stations as soon as possible. We will also post a notice of School closure on our website, [www.cathedralschool.ca](http://www.cathedralschool.ca).

Please listen to the following radio stations for an announcement. They will specifically mention Christ Church Cathedral School.

CFAX 1070 AM      The Q 100.3 FM      The Ocean 98.5 FM      CBC 90.5 FM

### **Lux Mundi After-School Care**

The Lux Mundi After-School Care Program is available from 3:10 – 6:00 p.m. every school day and on most weekdays when school is not in session. The children participate in many fun activities including arts and crafts, swimming, games, and trips to community events. We have our own bus to transport the children. Contact the School office for information about fees and dates. For safety reasons, it is important that parents are aware of the how the program works.

- At 3:00 p.m., after being released from class, the children go to the playground. At 3:10 p.m. Lux Mundi After-School Care starts. Children who are still at the School without parental supervision after 3:10 p.m. will join Lux Mundi. Regular fees will be applied.
- There is a ‘homework club’ during After-School Care which is supervised and children in After School Care may take advantage of this opportunity to work on their homework.
- Parents collecting their children after 4:00 p.m. may use the intercom at the playground door, which will be answered from the After-School Care room, which is the kindergarten classroom.
- Parents may use the After-School Care service on a drop-in basis if necessary and will be charged a daily fee. Parents who use the service more than twice a week on a regular basis will be charged the full monthly fee.
- Children in After-School Care must stay with the supervising staff. They may not be in any other location on the premises unless they are participating in a supervised after school activity.

## **Lux Mundi Food and Drink Policy**

At the Lux Mundi program we ask all parents to provide a nutritious snack and water bottle for your child daily. Please remember we are a peanut free program. We share the space with the school which may have some children with an allergic reaction to peanuts. Due to allergies some children may or may not have, we ask children not to share food. There are 2 water bottle stations for your child to fill up his/her water bottle. During after school care we will ask all children to wash their hands and eat a snack at around 3:30 p.m. On full time days the children will have snack at 10 a.m., lunch at 12 p.m. and afternoon snack around 3:30 p.m. Please let staff know asap if your child has an allergy towards any food so we may make changes to their registration forms. Please feel free to ask any questions regarding this policy.

## **Lux Mundi Active Play Policy**

During Lux Mundi operating hours the children will participate in outdoor active play from 3:00 p.m. to 4:14 p.m. daily. They will also have the opportunity to have indoor active play from 4:15-5:00 p.m. in the gym. It is recommended that all children have appropriate footwear, snacks and water.

## **Lux Mundi Screen Use Policy**

At times in Lux Mundi the staff and children will use the Smart boards, however the screen time will be limited between 15-30 minutes daily. Please advise staff if you any concerns regarding your child's screen time use.

## Parent Support Group

The Parent Support Group (PSG) is open to all parents/guardians of Christ Church Cathedral School students and is organized by an elected executive. The group's mandate is to help build community within the School by providing opportunities for family fellowship and fun. In addition, the PSG raises funds to purchase special items for the School and to support the bursary program. They also operate a communication tree, through class reps, to keep parents informed of upcoming events and volunteer opportunities. These reps communicate with parents by email. All parents are encouraged to attend PSG meetings.

## Invitations

Part of our education in a Christian community is to teach sensitivity to others' feelings. Almost nothing is more divisive in the classroom community than one or two children being left out when a party is being planned. We ask that you be sensitive to this. We have found that invitations on evite.com can help to control the emotions within the classroom community when some students are not invited to an event. **We must insist** that you distribute party invitations **off school grounds** if you cannot invite all the boys or girls in a class.

## Volunteering

Volunteer participation by parents and friends of Cathedral School plays an integral and very important part in the operation of the School. Working together, we can provide the best education for the children and ensure the future of our School for generations to come.

There are several opportunities for parents and friends to participate in ways that reduce the stress on staff and improve the operation of the School, thereby maintaining relatively low school fees and providing a safe, secure, positive educational experience for the children.

However, we also understand that many parents do not have the time to volunteer and so, with the agreement of the Parent Support Group, we suggest that those who are unable to volunteer consider making a financial contribution to the School.

All **regular** volunteers must read and sign off on the School's Child Protection Policy. Regular volunteers must also agree to a criminal records check. Regular volunteers are defined as those volunteers who complete tasks that require an ongoing, regularly scheduled presence at the School while the children are in session.

## Christ Church Cathedral Junior Kindergarten

The Christ Church Cathedral Junior Kindergarten operates at a separate campus on Richardson Street in Fairfield. We provide a preschool and daycare program with qualified staff, excellent facilities and appropriate equipment. Our Junior Kindergarten also embraces the same Christian tradition and principles as Cathedral School, making it an ideal stepping-stone to the School. Siblings of Cathedral School children will have priority in admission to the Junior Kindergarten if there is a wait list, but we do not offer any fee discount to siblings at the JK. In addition, we do not offer any priority admission to Kindergarten at the School for children from the Junior Kindergarten, except for siblings of children already in the School. Parents must ensure they place their child's name on the Kindergarten list at the main school if they wish to enrol their child in Kindergarten.

## **Because You Asked.....**

### ***How can I help support the School?***

- by providing financial support (Tax receipts are given for donations);
- by volunteering in the School and/or participating in the Parent Support Group;
- by becoming a life member of the Christ Church Cathedral Educational Society, or by joining on a yearly basis and attending the Annual General Meeting;
- by telling your friends and neighbours how much you appreciate the School and asking for their support;
- by remembering the School in your prayers.

### ***Hours of Operation:***

- Gate opens for before school care            7:30 a.m.
- Morning Bell    8:25 a.m.
- Instruction:    8:30 a.m. – 3:00 p.m.
- After school care:                                    3:10 p.m. – 6:00 p.m.
- Non-instructional Days    Usually 3-4 days annually, to be announced each year.

### ***Arrival and Departure:***

Parents dropping their children off or picking them up by car must enter the parking lot from Vancouver Street, let their children out or load them into the car and proceed to the exit onto Burdett Street **as quickly as possible**. If you are stopping for more than the few seconds it takes to discharge or embark your child, please find a parking space on a nearby street. **Never leave your car when it is parked in the drop-off lane.**

For the health of our students and staff, **do not leave your car idling** by the playground.

**Do not park in the drop off zone or in any of the reserved places** on the precinct or in the spaces where the teachers park, closest to the School. We share the parking lot with the Synod Office and the Deanery Office. The people who work in those offices do not appreciate it when parents take their parking spaces. Please show your support for the larger School community by responding positively to a request to move your car. We also ask that you do not idle your car for more than a few seconds when you are picking up or dropping off your child.

We have a secure enclosure for bicycles in the playground. Bicycles can be secured when they are in the 'cage' and the cage itself will be secured at 8:45 a.m. and opened again at 3:00 p.m. All teachers and the School Office have keys that unlock the door to the bike cage. **The School is not responsible for bicycles that are stolen from or damaged while in the 'cage'**. We strongly suggest that you do not leave bikes in there overnight and that you ensure they are properly and separately locked up during the day.

**Children should enter the school through the playground entrance at the start of the school day.** The Vancouver Street entrance may be used if arriving late (after 8:40 a.m.) or returning from an appointment. Children arriving before 8:00 a.m. will go to the Gym where they will be supervised. Except for rainy days, children will be supervised in the playground between 8:00 a.m. and school start-up. Children are not permitted to leave the supervised area without the specific permission of a teacher or supervisor.

Children who are not participating in the *Lux Mundi After-School Care Program* (see page 25) are to be picked up by 3:10 p.m. at the latest. It is not possible for children to remain on the school property after 3:10 p.m. and not be a member of *Lux Mundi*.

### ***Medication***

If a student is required to take medication during the school day, parents must inform the School and fill out the required *Medication Administration Card*. The school will not administer any medication unless this ‘card’ is completed.

### ***Communicable Diseases***

#### **1. Common illnesses:**

Common illnesses are defined as temporary illnesses associated with a high risk of transmission in a school setting, such as influenza, chicken pox, measles etc. Please keep your child at home until fully recovered and inform the teacher and the school office if your child is suffering from a common illness.

#### **2. HIV and Hepatitis B:**

The School must be informed if a child has one of these conditions. The privacy of the infected individual and his/her family will be respected. Any student with a long-term communicable disease must have an individual health care plan.

In order to help prevent the spread of common illnesses we have developed the following acronym:

#### **WASH:**

**W**ash your hands often and carefully with soap and water

**A**void sick people—stay at least two metres away.

**S**neeze into your sleeve or a tissue, then throw the tissue away and/or clean your clothes.

**H**ome is the best place to be when you are sick. Stay there until you are completely recovered.

### ***Allergies***

Because of the serious nature of peanut allergies **our School is a Peanut Free Zone**. There are also several classes which have students with specific serious allergies. Parents of children in these classrooms will receive notice about this situation and will be required to refrain sending foods that might initiate an anaphylactic reaction.

### ***Smoking***

It is against the law for anyone, student or adult, to smoke anywhere on the School grounds, including the parking lot.

### ***Privacy Policy***

In accordance with the Personal Information and Privacy Act, the School has developed Privacy Policies for Parents/Students and for Staff/Volunteers. These are posted on the website and available in the School Office.

# *FEE PAYMENT POLICY*

## *Tuition Agreement*

The annual school budget is calculated by combining the fees paid for tuition with the amount received from the Ministry of Education as an operating grant. Based on this projected revenue we plan programs, School improvements, and hire teachers and support staff. These overhead expenses do not diminish with the departure of some students during the school year. When families register at Christ Church Cathedral School they agree to pay tuition fees as described on the registration form for that year. Families that do not live up to that agreement place an undue amount of pressure on the School budget.

## *Fee setting*

Each year the Board of Directors will set the fees for the following year at a budget meeting in January and any increases will be published to the parent body as soon as the fees are set.

## *Categories and discounts*

The two categories of fees are for Anglicans and non-Anglicans. Anglican affiliation is determined by a letter from the Parish indicating that the parents are active and contributing parish members.

Discounts are provided for families with more than one child attending the School.

Discounts are provided for the children of staff.

Discounts are provided for those families who pay the complete tuition fee in advance.

## *Registration and Re-registration*

Parents applying for a place for a child for the first time are required to pay a \$50.00 non-refundable application fee.

Parents of currently enrolled students **must re-register their children by February 15<sup>th</sup>** if they wish to hold the seat in the class. After this date, the School will begin accepting students who are on the waitlist. The registration form for new students and the re-registration form for returning students must be accompanied by a \$225 non-refundable deposit, which is used to offset the first month's fees.

By the beginning of September, you must pay the balance of September's fees as well as all of June's fees. If your child is withdrawn during the year, June's prepaid fees will be forfeited, unless a refund is granted by the Board. This is reviewed on a case by case basis. If your child is not withdrawn during the year, those fees will be applied to the month of June, i.e., you will not have to pay any fees in June.

Please note the application deadline for students requiring a special education program is February 1<sup>st</sup> as described in the *Special Education Handbook*.

## *Fee Payment for School and Lux Mundi fees*

Payment may be made in one single payment, which should be made by August 31<sup>st</sup> in order to receive the early payment discount of \$50 per child.

Payment may be made in two payments, on August 31<sup>st</sup> and December 31<sup>st</sup> (post-dated cheques) in order to receive a discount of \$25 per child.

Otherwise, payment for School fees *must be made* by pre-authorized debit from your bank account. This is arranged at the beginning of each year. The School will provide the necessary information and forms.

Lux Mundi fees (apart from drop-in fees) must also be paid in the same way as school fees, i.e. by pre-authorized debit. Drop-in fees will be calculated monthly. It is the parent's responsibility to pay for monthly drop-in fees. You can find out what is owing on your account by stopping by the office or emailing Liisa at: office@cathedralschool.ca. Invoices for outstanding amounts over 30 days will be emailed.

### **Withdrawal from School**

Parents are responsible for payment of the tuition up to and including the final day of any month in which a child is withdrawn - i.e. if the withdrawal is effective January 10<sup>th</sup>, the full tuition for the month of January will be held by Christ Church Cathedral School.

Withdrawal at any time during the year means that the June pre-paid tuition will be forfeited.

Parents who wish to re-enrol a child at Cathedral School would have to re-apply and go through the new application/waitlist process.

### **Withdrawal from Lux Mundi**

If a family wishes to withdraw from full time Lux Mundi care we require one month's prior notice.

### **Financial assistance (bursaries)**

Christ Church Cathedral School is committed to providing financial assistance to those families who might not otherwise be able to send their children to the School. This commitment also applies to families whose financial circumstances may change during the time that their children are attending the School. Grants of bursaries are made each year and families already receiving a bursary must reapply each year. Bursary applications can be picked up at the School Office from the beginning of February and should be sent to Apple Financial (details on the form) by the indicated date. The Bursary Committee of the Board will inform bursary recipients as soon as the forms are returned from Apple Financial. However, families in need of assistance can apply for bursary assistance during the course of the year. In this case, please speak with Bev Laing in the School Office.

The School's bursary program is strictly confidential. Should your circumstances improve such that you no longer require a bursary, you must inform the School.

### **Overdue accounts**

**We request that parents who anticipate difficulty in paying the fees contact the School office at the earliest opportunity. That way we can discuss the situation and work out a solution.**

*A phone call will be made to those parents whose accounts are over 60 days overdue. Immediate payment of the overdue amount will be requested. If an account is in arrears at April 30<sup>th</sup> the child may not be offered a place at the School for the following year.*



# UNIFORM

All students at Christ Church Cathedral School are required to wear the school uniform consisting of:

- ◆ a Christ Church Cathedral School sweater - ordered through Cambridge Uniforms
- ◆ dress grey - culottes, skirt or tunic - knee length, *or*
- ◆ dress grey - pants or shorts
- ◆ Christ Church Cathedral School tie (grade 2 and up) - ordered through Cambridge Uniforms
- ◆ white dress shirt (Students in Kindergarten and Grade 1 may wear a white polo shirt as they are not required to wear a tie.)
- ◆ All students in grades 2-8 may wear a white polo shirt throughout the year. A student may choose to wear a shirt and tie any day of the week; **however, they must wear a button down shirt and tie (#1 dress) on Wednesdays and on special occasions.**
- ◆ grey socks (boys)\* or grey or navy socks or tights (girls)\*

*\* Please note that white athletic socks are only to be worn with P.E. strip*

- ◆ non-scuffing black leather shoes
- ◆ Christ Church Cathedral School T-shirt for gym - only available at the School
- ◆ non-scuffing running shoes for gym
- ◆ blue gym shorts
- ◆ boots for outside in poor weather
- ◆ School uniform pieces are ordered online from Cambridge Uniforms. Our school code is: HED567

Please note the following rules regarding uniform and general appearance:

- Makeup and jewellery are not permitted (except watches or medical alert bracelets, earrings - except for those with pierced ears who may wear studs)
- Hats or hoodies / sweatshirts are not permitted indoors
- Hair dye must be in natural colours only
- All uniforms must be complete and kept clean and repaired. Gym strip should be taken home once a week to be washed
- Shirts should be tucked in and belts worn for boys grades 4 - 8

For details concerning the purchase of uniform items, please contact the School Office in person or by phone at 250-383-5125.

From time to time during the school year we may have a ‘mufti day’ when children may wear their own clothes to school. The guidelines for dress on those occasions are as follows:

- No muscle shirts
- No bare midriffs
- No halter-tops or spaghetti straps
- No short shorts or excessively short skirts
- No underwear showing
- No offensive slogans on T-shirts

During cold or rainy weather, students are encouraged to wear a sweater or coat while playing outside.

We ask for the support of parents in making sure that their children are wearing the correct uniform. A three step process is in place:

1. A request from the teacher to the student to appear in the correct uniform on the next school day.
2. A “Uniform Slip” sent home with the student to enlist the parents’ help in making sure they are wearing the correct uniform.
3. The parent will be called and asked to bring in the correct item or to take the child home and return when the child is wearing the correct uniform.

**PLEASE LABEL ALL UNIFORM ITEMS!**

# *LUX MUNDI OUT OF SCHOOL CARE*

The Lux Mundi OSC program runs from 3:00 PM to 6:00 PM Monday to Friday. The program also offers a full day program that runs 7:30 AM to 6:00 PM on Non Instructional or School Closures days.

## **What Does Lux Mundi expect from you?**

Lux Mundi staff expect your full support and trust when caring for your children. We expect that your child is picked up no later than 6:00pm. We expect full communication regarding any current infections or illnesses that have occurred in order to keep our classmates, families and teachers well.

## **2017 / 2018 Fees and hours of operation**

Regular hours of Lux Mundi OSC operation on regular school days are from 3:00pm to 6:00pm, Monday to Friday.

**Fee: \$250.00 / month, paid in advance OR \$18 / day drop-in rate**

On school closure days or non-instructional days, Lux Mundi OSC hours are from 7:30am to 6:00pm (Christmas Break, Spring Break and Pro-D Days)

**Fee: \$37.00 per day for drop-in children. NB:** those on the monthly rate will pay only \$20.00

Lux Mundi Summer Care Program begins the week after the last day of classes. The program *may* close for a few days for administration and preparation reasons. You will be notified of any closure days.

**Fee: \$37.00 per day for all Lux Mundi Summer Care Program children.**

**NB:** those on the monthly Lux Mundi OSC rate in June will pay only \$20.00 per day until the end of June after which the fee will be \$37.00 per day.

*\*Please notify the facility manager and / or teachers, your preferred drop off and pick up times. This will ensure that we have proper teacher / student ratios, to abide by our childcare licensing commitment.*

## ***PICK UP AND DROP OFF***

### **Pick up times:**

Parents are expected to pick up, or arrange for pick-up of children, no later than 6:00pm.

### **Late Pick Up:**

If a parent or guardian has not picked up a child or called the Lux Mundi staff by the scheduled end of program, the staff will try to contact the family first and then alternate persons listed on the authorized pick up list.

If no one is available and the parent has not contacted the Lux Mundi staff by 6:30pm (1/2 hour after the program close) we are required to notify the Ministry of Children and Family Development. A late fee of \$20.00 will be charged for every 15 minutes (or portion thereof) after pick up time. The late charge will be added to your monthly invoice.

### **Authority to Pick Up a Child**

We recognize that unforeseen circumstances can arise that prevent parents from picking up their child at the required time. In these instances, another caregiver or relative may share the responsibility of picking up the child. Please be explicit on the enrolment form to indicate the names of individuals who have authority to pick

up the child. We encourage you to indicate as many names as required for this purpose and to keep the list up to date.

If you have made arrangements for an individual to pick up your child and they are **NOT** on your list, the staff need to be advised **EACH TIME**, preferably in writing. The name of the individual also needs to be indicated on the sign in /sign out sheet each time, until the person is formally added to the authorized pick up form. If the staff are unfamiliar with the individual, identification will be requested, such as a driver's license, as our foremost consideration is your child's safety.

### **Contingency Plans**

Staff will not be able to drop off or pick up children to and from their home, even in an emergency situation, due to potential liability. In the event that a problem arises in picking up a child, parents should have a contingency plan that does not involve the Child Care Facility. Staff will continue to provide care for the children on the premises, until the parent or alternate arrives to pick up the child. The charge levied for late pick up is intended to offset staff overtime costs and ensure the smooth running of the centre.

### **Signing In and Out**

Daily sign in/sign out sheets **must be completed by the staff** upon the child's arrival and departure. Please notify the Lux Mundi staff if someone other than the usual parents or guardian is picking up the child.

### **Custody and Related Court Orders**

If a custody agreement or court order exists, a copy needs to be placed in the child's file at the Facility. The enrolling parent or guardian is responsible for providing accurate and up-to-date information concerning the legal guardianship of the child. Without legal documents on file, the staff cannot deny access to a non-enrolling parent. If the non-enrolling parent is not listed on the authorized pick up list we will be unable to release the child. The enrolling parent or guardian must provide all consents.

It is the Lux Mundi staff's responsibility not to release a child to an authorized person who is unable to care adequately for a child. If a staff member believes that the authorized person is impaired, or the child will be otherwise at risk, they will offer to call a relative or another authorized person to pick up the child.

### **Dropping Off Children**

Parents should make every effort to be familiar with the daily routines of the program and note any special events that are planned. Late arrival on a day with a scheduled field trip early in the day, may mean there are no staff on site when you arrive and you will be unable to leave your child until the staff return from the field trip.

Parents **may not** drop off late in the day for after school care if their child has been absent throughout the day due to illness or appointments.

## ***DISCIPLINE, GUIDANCE POLICY AND PROCEDURES***

Discipline is the teaching and learning process by which children develop appropriate, socially acceptable behavior. Guiding children's behavior is a continuous process that adults do with and for children to help them to become self-disciplined.

### **Intent**

It is the intent of the Lux Mundi OSC staff to provide discipline and guidance based on childhood developmental stages that will enable children to respect themselves and others around them.

Christ Church Cathedral School and Lux Mundi OSC Program does not attempt behavior modification, but rather employs aspects of guidance and discipline that can be successful in the home and the child care environment. We work systematically to maintain a positive and supportive environment when discipline is required.

## **Policy**

It is the policy of the Christ Church Cathedral School and Lux Mundi OSC that each staff person should recognize that the children's behavior is influenced by their overall developmental level, the environment outside their home and by the adults who care for them. Staff will ensure that the children's environment (including space, toys, time, and routines) is set up to influence behavior in the most positive manner.

## **Methods and Practices**

The techniques or strategies used to guide the child's behavior will be prevention-oriented and be used to create a positive atmosphere and opportunities for desirable behavior. These guidance techniques will include:

- a. Establishing clear and consistent limits
- b. Offering straightforward explanation of limits
- c. Stating limits in a positive manner
- d. Focusing on the behavior, not the child
- e. Not giving choices when none are available
- f. Allowing appropriate time limits for the children to respond
- g. Re-enforcing appropriate behavior
- h. Maintaining a tolerance for a certain amount of noise, mess and attention seeking as is age appropriate and when the above does not infringe on the rights of others.

## **Staff Intervention**

Should it become necessary for staff to intervene, the staff will ensure that guidance is supportive rather than punitive, maintaining respect for the children involved and using calm and controlled gestures and voices to gain the child's attention. Staff will clarify and reinforce limits, acknowledge the validity of feelings and divert or distract a child if appropriate. Staff will model appropriate choices to children in a non-threatening manner.

Redirecting children to an alternate activity, changing the circumstances causing the unwanted behavior, limiting the use of certain equipment and toys; and as a last resort, using a "time out", are measures staff may use when the children seem unable to solve the behavior difficulties themselves.

## **Parental Consultation**

In the event that a child has recurring behavior problems of an extreme nature, which adversely affect herself/himself, and others around them, staff will consult with the Assistant Head of the School and the child's parents to find a better solution that is of benefit to all concerned. If after several staff-parent consultations, solutions are not forthcoming, the Assistant Head may be required to approach the Head of Cathedral School for advice and a parent may be asked to find alternate care for their child.

At all times, the welfare of all children in our care will be considered. The adults working with the children will remember that children imitate adult examples and the staff will set the best example possible.

## **Lunches and Snacks**

We have **children at school who are seriously allergic to Peanuts** and would go into **anaphylactic shock** if exposed. Any trace of peanuts, peanut butter, peanut cookies, peanut oil, and anything that may contain peanuts is a very real potential danger for these children.

### ***Therefore, the entire School Facility is a Peanut Free Zone.***

From time to time, we have children with other serious allergies and we require all families to respect their need for a safe environment. This may mean that certain other foods are prohibited from the premises. We will inform everyone of these particular situations, however, PEANUTS are ALWAYS PROHIBITED from the premises.

Parents provide all snacks and lunches for their children. These must be brought in a lunch kit that is labeled with the child's name and a freezer pack if necessary.

Please do not send non-nutritious items such as candy, chocolate bars, or pop in your child's lunch kit.

The Facility's refrigerator is not large enough to place everyone's lunch kit in the fridge. Please provide a small freezer pack to help keep necessary items cold.

We have a non-sharing policy for meals and snacks among our children in order to ensure germs are not shared and the allergies of other children are not triggered.

If your child has any known or suspected allergies or sensitivities, be sure to notify the staff and provide details on the enrolment form.

## **Food and Drink Policy**

At the Lux Mundi program we ask all parents to provide a nutritious snack and water bottle for your child daily. Please remember we are a peanut free program. We share the space with the school which may have some children with an allergic reaction to peanuts. Due to allergies some children may or may not have, we ask children not to share food. There are 2 water bottle stations for your child to fill up his/her water bottle. During after school care we will ask all children to wash their hands and eat a snack at around 3:30pm. On full time days the children will have snack at 10am, lunch at 12pm and afternoon snack around 3:30pm. Please let staff know asap if your child has an allergy toward any food so we may make changes to their registration forms. Please feel free to ask any questions regarding this policy.

## **Active Play Policy**

During Lux Mundi operating hours the children will participate in outdoor active play from 3:00pm to 4:14pm daily. They will also have the opportunity to have indoor active play from 4:15-5:00pm in the gym. It is recommended that all children have appropriate footwear, snacks and water.

## **Screen Use Policy**

At times in Lux Mundi the staff and children will use the Smart Boards, however the screen time will be limited between 15-30 minutes daily. Please advise staff if you have any concerns regarding your child's screen time use.

## 2017/2018 CALENDAR

(Check the school's website throughout the year for updates & details)

- Sep. 05 - Tuesday - School Opens (half day for ALL students) – Lux Mundi available  
8:00 – 9:30 a.m. - Parent Support Group hosting coffee & muffins for parents, on the playground
- Sep. 06 - Wednesday - Early Dismissal @ 2:00 p.m. (happens every month on the first Wed. only)
- Sep. 08 - Friday - Welcome back BBQ from 3 – 4 pm (approx.) - hosted by the Parent Support Group
- Sep. 18 - Monday - New Curriculum Implementation Day - no classes for students  
- Lux Mundi care available
- Oct. 04 - Wednesday - Early Dismissal @ 2:00 p.m.
- Oct. 09 - Monday - Thanksgiving Day. School closed - No Lux Mundi
- Oct. 12 - Thursday - Individual Photo Day
- Oct. 20 - Friday - Province-wide Pro-D Day - Lux Mundi care available
- Oct. 30 - Monday - Interim Reports distributed
- Oct. 31 - Tuesday - Parent/Teacher Interviews (No school for students) - Lux Mundi available
- Nov. 01 - Wednesday - Early Dismissal @ 2:00 p.m.
- Nov. 13 - Monday - School closed for Remembrance Day (observed) - No Lux Mundi
- Nov. 27 - Monday - Term II begins
- Dec. 06 - Wednesday - Early Dismissal @ 2:00 p.m. - Term I Reports go home
- Dec. 20 - Wednesday - Christmas Presentation - 6:00 p.m. in the Cathedral
- Dec. 21 - Thursday - Last School Day before Christmas (half day) - Lux Mundi Care available
- Dec. 22 thru Jan. 08 - **CHRISTMAS BREAK** - Lux Mundi operating (if over 10 children signed up)  
Dec. 22, Dec.27 – 29, Jan. 2 – 5 and Jan. 8
- Jan. 08 - Monday - Curriculum Implementation Day - Staff only - Lux Mundi available
- Jan. 09 - Tuesday - School re-opens **No early dismissal in January 2018**
- Feb. 07 - Wednesday - Early Dismissal @ 2:00 p.m.
- Feb. 09 - Friday - Pro-D Day - Lux Mundi care available
- Feb. 12 - Monday - B.C. Family Holiday – No Lux Mundi
- Mar. 07 - Wednesday - Early Dismissal @ 2:00 p.m.
- Mar. 14 - Wednesday - Term II Reports go home
- Mar. 16 - Friday - Last day before Spring Break.
- Mar. 19 thru Mar. 28 - **SPRING BREAK** - Lux Mundi Spring Break Care Program
- Mar. 29 thru Apr. 02 - Easter Break (Including Thursday, Mar. 29) - School closed - **No Lux Mundi**
- Apr. 03 - Tuesday - School re-opens - Term III begins
- Apr. 04 - Wednesday - Early Dismissal @ 2:00 p.m.

- Apr. 27 - Friday - Student Led Conferences
- May 02 - Wednesday - Early Dismissal @ 2:00 p.m.
- May 08 - Tuesday - Class Photos and Whole School Photo
- May 18 - Friday - Spring Pro-D Day - Lux Mundi care available
- May 21 - Monday - School closed for Victoria Day - No Lux Mundi
- June 06 - Wednesday - Early Dismissal @ 2:00 p.m.
- June 18 - Monday - Final Assembly and Kindergarten Graduation
- June 20 - Wednesday - J.K. Graduation and final whole School Chapel
- June 21 - Thursday - Grade 8 Graduation & Closing Ceremonies and Last Day of School (half day)
- June 22 - Friday - Administration Day - No School & No Lux Mundi
- June 25 - Monday - Lux Mundi Summer Program begins

(Completed July 12, 2017)