

CHRIST CHURCH CATHEDRAL SCHOOL



Parent/Student Handbook

2010—2012

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TABLE OF CONTENTS

INTRODUCTION.....	3
GOVERNANCE and ADMINISTRATION.....	5
ACADEMICS	6
EXPECTATIONS	9
COMMUNICATIONS.....	14
SECURITY AND SAFETY	16
EXTRAS	19
FEE PAYMENT POLICY	22
UNIFORM	24

INTRODUCTION

Christ 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.

CCCS 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 520 Niagara St in James Bay. The Junior Kindergarten Program is open to children aged 3 and 4 years old. Details on the JK are available on the School website (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 – “Lux Mundi” (*The Light of The World*) speaks of the Light of Christ and the light of learning, and encourages us to “...bear witness of the Light” in all we undertake.

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.

Members of 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. For the academic year 2010-2011 the following members are on the Board:

Heather Chia, Joanne Glover, Derek Greer, Mary Hendy (President), Bruce McKinnon, Logan McMenamie, Phil Saurette, Glen Serebinski, and Jean Walters. Joanne Glover is the representative from the Parent Support Group.

School Staff

Administration	Stuart Hall - Head of School	Bev Laing - Administrative Assistant
	Marylee McKeown - grade 8, Assistant Head: Middle and Intermediate grades	
	Tobi Blue - grade 1, Assistant Head: Elementary grades, and Junior Kindergarten	
Teachers	Julia Borzoni – grade 5	Michelle Kennedy – Kindergarten (maternity leave)
	Laura Christensen – grade 7	Matt Lurie – grade 3
	Betsy Clarke – French	Christina Majcher – Learning Assistance
	David Enns – Music, grades 6-8	Isla McConnachie – grade 6
	Marie-Claire Gardner – Kindergarten	Kristin Meissner – grade 2, part-time
	Michael Gormley – Music grades 4 & 5	Scott Nicholson – Learning Assistance and PE
	Julia Halliday – Art	Anke Rohleder – Faith Development
	Judy Hodges – grade 2, part-time	Kathy Stacey – Music, K-3
		Linda Trevena – Grade 4
Educational Assistants	Vicki Bashista	Aurore O’Grady
	Cody Fitzsimmons	Caleigh Pratt
	Brianna Grove-White	
Support Staff	Whitney Hochhalter – Librarian	Heidi Davis – Temporary Librarian
	Philip Murphy – Financial Consultant	Lora-Beth Trail – School Counsellor
	Todd Fitzsimmons - Lux Mundi Program	Co-ordinator & Recess Supervisor

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.
- A strong emphasis on drama, visual arts and public speaking.
- Clubs and extra-curricular activities (swim club, squash, weight lifting and aerobics, gymnastics, noon hour intramurals and much more)
- Service and leadership opportunities such as our Peer Helpers, Student Council, and a variety of outreach projects.

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 give as much individual attention as possible, which is made easier by the small classes. They take into account the children's different learning styles, and students needing some extra assistance are able to work with our Learning Assistance teachers or our educational assistants. Children with Special Needs have an Individual Education Plan (IEP) and we work very closely with parents to help those children who may need some extra assistance in certain areas.

The School is constantly working on curriculum development and the teachers are required to keep abreast of best practices by attending regular professional development.

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

Reporting

An Interim Report goes home to parents in October, and is immediately followed by parent/teacher interviews. Full reports go home in December, March and June. The March reports are followed by student-led conferences, when the children invite their parents to the classroom to share their work and progress.

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 15th. 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 19). 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, hopefully by the time they enter High School, they 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 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 re-teach a concept and it helps us to structure an appropriate program for your child.

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 taught, further skill development, or a preview of the next lesson. Sometimes the task is one that can be completed only at home; interviewing parents for example.

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.

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 or the phone, that is tidy and well-lit is a good start. Consistency in this routine will help a child understand that there are clear expectations 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 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 relationships with Mt. Edwards Court on Vancouver Street and the Rainbow Kitchen help bring this to life. In addition, we financially support several charity initiatives while educating our students about the reasons why we need to support others and the cause of some of the hardships.

We host many clubs and extra-curricular activities throughout the year including chess, computers, concert choirs, instrumental music, French club, outdoor education, charity walks and runs, soccer, volleyball, basketball, squash, badminton, running, recycling, gardening, 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 a 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 laid down by the Federation of Independent Schools Associations and the Ministry of Education. It 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. **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.

***E**XPECTATIONS*

To assist staff, students and parents in achieving our Purpose we offer these guidelines that help to 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 be prepared and to have the necessary books, materials and assignments.
5. To respect and comply with School regulations.
6. To attend events when their presence is required.
7. To bring a written note signed by the parent/guardian explaining lack of School uniform if necessary.
8. 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 while in 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 follow the fee payment and student withdrawal policies as set out by the School.
7. To supply written and signed or telephoned explanations of absences/lateness and lack of proper School uniform.
8. To keep children at home if sick, and notify the School if children will be absent.
9. To volunteer to the extent that they are able, or to make a financial contribution in lieu.
10. To attend parent information sessions, parent/teacher meetings, and as many of the other School functions as possible.
11. 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 further and uphold them.
2. To teach basic curriculum skills as prescribed by the Ministry of Education, and enrich and extend those skills according to the School curriculum and the students' needs.
3. To maintain order, plan carefully, teach meaningfully and present a role model that will be an inspiration to the children.
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 keep 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/guardians informed of the progress, performance and conduct of each child.
8. To make themselves available to meet with parents at a mutually agreed 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 Ministry of Education and the BC College of Teachers or Independent Schools Branch.
11. To be supportive of each other, the School and parents, who are the first educators of the children.

Student Conduct

The Principles outlined in our Statement of Core Values (see page 3) 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 the 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 filled out and sent home with the child after the second offence. 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.

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” which we ask students and parents of children in grades 3 to 8 to sign and return to the School. We ask parents of children in grades K to 2 to explain and reinforce these commitments, and to sign on behalf of their children and return the form to the School. The School, of course, will be constantly referring to these commitments. A copy of “My Commitment to Cathedral School” is kept on record and is included in this handbook for reference.

Further principles which guide us in determining the consequences for unacceptable behaviour are as follows:

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. This 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 help my classmates and the teacher.
6. I will be respectful of the teacher and teachers’ aides

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 recycle!
4. I will line up quietly with my class at the end of recess.

Around the School inside:

1. I will walk in the corridors.
2. I will respect the school property and the property of others.
3. I will leave the washrooms tidy and pick up after myself.
4. 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.

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 bring to school CD players or iPod-type music players, toys, electronic games, or anything that could be used as a weapon.
5. I understand that cell phones may not be used during the School day, and should not be brought to School, except in special circumstances when permission has been granted.
6. I understand that the use of or provision of alcohol, tobacco or illicit drugs 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 situation 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.
3. If further action is needed my parents will be called in to discuss the situation with the Assistant Head and/or the Head of School and me.

I also understand that the following offences are very serious:

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

These will be dealt with in an appropriate fashion, starting at Step 3 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.

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.

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

Student signature

Parent signature

Date

Notes on Bullying and Harassment

A Definition of Bullying

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

There are three types of bullying:

Physical, where a person is harmed or their property damaged

Verbal, where a person's feelings are hurt through insults and name-calling

Social, where a person is 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.

In case there is any lack of clarity around 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 electronic bullying,** using the internet or email for verbal attacks.
- **Any form of discrimination based on gender, race, religion or sexual orientation.**

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 only at the request of the parent or teacher). 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 learning goals that will improve achievement.

During the school year there will be many opportunities for parents to speak with their child's teacher, and the teacher may make a request to speak with the parents. We also 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.

Problems and Concerns

Our goal as a School is to be as helpful and supportive to parents as possible. 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 alleviate miscommunication. The channels of communication are as follows:

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, with your help, 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.

Website

The purpose of our School website at 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 important information are posted on the website. As the site continues to evolve, we will provide opportunities for parents and members of the public to ask questions, provide information and exchange ideas on line. We welcome comments and suggestions as to how the website can be more responsive to the needs of our community.

Thursday Newsletter

The School Newsletter and other notices will be sent home by email, whenever possible. For those parents who do not have access to email we will provide a paper copy. 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 place at home. As much as possible we will ensure that notices, either by email or as a paper copy, are sent out on Thursdays. The Thursday Newsletter will also be posted on the website. Important information about school events is included in the Newsletter and we see it as a very vital part of our communication with parents.

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.

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 and 2004. Our building is now much safer in the event of an earthquake. However, 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**
- **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 be in the new section of the Cathedral (as it meets earthquake standards). However, as a result of our renovations, the Memorial Hall also meets earthquake standards. If you cannot find us there, we will leave a map and note on the south door of the Memorial Hall (the door next to the playground) to let you know where we have gone. 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. The staff have 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. These kits have a shelf life of five years.

Procedure In Case of Fire

The renovations have also provided a completely new fire alarm system, linked directly to the Fire Department. Heat and smoke sensors are located throughout the building and the new construction meets fire separation codes. In the event of a fire at the School during school hours the children will be evacuated as per our fire drills 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 have full details of the fire evacuation procedure and we have fire drills at least six 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.

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. All our teachers have First Aid and CPR training. When they leave the building they take with them 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 out from 10:10 to 10:30 a.m. and Grades 4 to 8 are out from 10:30 to 10:50 a.m. There will be at least two School supervisors on duty during recess.

- 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.

Lux Mundi After-School Care

The Lux Mundi After-School Care Program is available from 3:15 – 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 3:15 p.m. Lux Mundi After-School Care starts. Children who are still at the School without parental supervision after 3:30 p.m. are charged for After-School Care.
- 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.

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.

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

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 phone call system 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.

Volunteering

Participation by parents and friends of Cathedral School plays an integral and very important part in the operation of the School. Our parent volunteer co-ordinator's name will be communicated to all parents. The objective is to create a spirit of community and a sense of family among students, staff, parents and friends. 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 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 ongoing presence at the School while the children are in session.

Christ Church Cathedral Junior Kindergarten

In July of 2008 the Christ Church Cathedral Junior Kindergarten opened at the St James Mission at 520 Niagara St. in James Bay. 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 CCCS, making it an ideal stepping-stone to the School. Siblings of CCCS 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 school if they wish to enrol their child in Kindergarten.

Children who are not participating in the *Lux Mundi After-School Care Program* (see page 18) are to be picked up by 3:30 p.m. at the latest. It is not possible for children to remain on the school property after 3:30 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 other medication.

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. AIDS 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 work to prevent the spread of common illnesses we have developed the following acronym:

WASH:

Wash your hands often and carefully with soap and water

Avoid sick people—stay at least two metres away.

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

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

Peanut Allergies

Because of the serious nature of these allergies **our School is a Peanut Free Zone.**

Smoking

It is against the law for anyone to smoke on the School precinct grounds.

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 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 **should re-register their children by February 15th** 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 1st as described in the Special Education Handbook.

Fee Payment for School and Lux Mundi fees

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.

Payment may be made in one single payment, which should be made by September 7th in order to receive the early payment discount of \$50.

Payment may be made in two payments, on September 7th and January 7th in order to receive a discount of \$25.

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 invoiced monthly.

Financial assistance (bursaries)

Christ Church Cathedral School is committed to assisting financially those families who might not otherwise be able to send their children to the School. This commitment applies to those families who have been attending the school for at least one year, as well as to those who have already been receiving assistance, or those 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 April and should be sent to Apple Financial (details on the form) as soon as possible. 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 the Head of School.

The School's bursary program is strictly confidential. There are two requirements to which we ask bursary recipients to agree:

1. should your circumstances improve such that you no longer require a bursary, please inform the School.
2. bursary recipient families are required to volunteer their time and talent to the school community and provide annual documentation of their involvement.

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 one week overdue. Immediate payment of the overdue amount will be requested.

If an account is in arrears at April 30th the child will 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 - only available at the School
- ◆ dress grey - culottes, skirt or tunic - knee length, *or*
- ◆ dress grey - pants or shorts
- ◆ Christ Church Cathedral School tie - only available at the School
- ◆ white dress shirt (Students in Kindergarten and Grade 1 may wear a white polo shirt and are not required to wear a tie.) All students may wear a white polo shirt from the beginning of school in September until Thanksgiving and from the beginning of school after March Break until the end of school in June. This is our warm weather uniform. **However, they must wear a shirt and tie (#1 dress) on Wednesdays.**
- ◆ navy or grey socks or tights
- ◆ black Oxford style leather shoes
- ◆ all hair accessories i.e. barrettes, elastics, ribbons must be red, blue, white or yellow (school colours)
- ◆ Christ Church Cathedral School T-shirt for gym - only available at the School
- ◆ running shoes for gym
- ◆ blue gym shorts
- ◆ boots for outside in poor weather
- ◆ School uniform pieces are ordered from Cambridge Uniforms. Cambridge is developing an online ordering service. Details to be provided when available.

A navy blue fleece vest with an embroidered School crest is available for purchase by children and parents. It is not part of the School uniform but may be worn by children to and from School. We encourage parents to purchase a vest as a sign of their support for the School.

The following are **not** to be worn to school: Makeup, jewellery - except watches or medical alert bracelets, earrings - except for those with pierced ears who may wear studs.

Hair colour must be natural—no pink, green, purple, blue etc. dyed hair.

All uniforms must be complete and kept clean and repaired. Gym strip should be taken home once a week to be washed. The parents of students who do not wear the correct uniform will be notified and asked to ensure their child's compliance with the uniform regulations.

For details concerning the purchase of uniform items, please contact the School Office in person or by phone at 250-383-5125. When the Cambridge Uniform online ordering system is up and running, you will be asked to order directly.

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 weather, students may wear a coat or sweater 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 to take the child home to return wearing the correct uniform, or to bring in the correct item.

PLEASE LABEL ALL UNIFORM ITEMS!

CHRIST CHURCH CATHEDRAL SCHOOL - 2010-11 CALENDAR

Sep. 6	-- Monday	Labour Day – School is (Child care centre is closed)
Sep. 7	-- Tuesday	School Opens, Fall Term begins
Sep. 24	-- Friday	Terry Fox Walk. All school event (Mile Zero)
Sep. 16	-- Thursday	Welcome Family Barbeque – Vancouver St.
Sep. 24	-- Friday	Welcome Family Barbeque – Niagra St.
Oct. 6	-- Wednesday	Early Dismissal @ 2:00 p.m.
Oct. 8	-- Friday	all School Turkey Trot afternoon (Beacon Hill park)
Oct. 11	-- Monday	Thanksgiving Day – School Closed (Child Care as well)
Oct. 15	-- Friday	Individual Photo Day
Oct. 20	-- Wednesday	Interim Report distributed
Oct. 21	-- Thursday	Parent/Teacher Interviews (no school for students) – Lux Mundi Care available
Oct. 22	-- Friday	Province-wide Pro-D Day – Lux Mundi care available
Nov. 2	Tuesday	Christ Church Cathedral Educational Society AGM – 6:30 pm
Nov. 3	-- Wednesday	Early Dismissal @ 2:00 p.m.
Nov. 11	-- Thursday	School Closed for Remembrance Day – no Lux Mundi
Dec. 1	-- Wednesday	Early Dismissal @ 2:00 p.m.
Dec. 15	-- Wednesday	Christmas Presentation in the Cathedral
Dec. 17	-- Friday	Last School Day before Christmas - ½ day - Reports go home
Dec. 20-23; Dec. 27-31	--	Lux Mundi Christmas Care Program
Jan. 4	-- Tuesday	Winter Term begins, Junior Kindergarten re-opens
Jan. 5	-- Wednesday	Early Dismissal @ 2:00 p.m.
Jan. 25-27	--	Kindergarten assessment days on main campus
Feb. 2	-- Wednesday	Early Dismissal @ 2:00 p.m.
Feb. 3	-- Thursday	Open House 2:30 – 5:30 p.m.
Feb. 11	-- Friday	Pro D Day - Lux Mundi care available
Mar. 2	-- Wednesday	Early Dismissal @ 2:00 p.m.
Mar. 18	-- Friday	Last Day before Spring Break. Report Cards go home.
Mar. 21 thru Apr. 1	-- Spring Break	Lux Mundi Spring Break Care Program
Mar. 21-25	-- Spring Break	Junior Kindergarten School is closed
Mar. 28	-- Monday	Junior Kindergarten School re-opens
Apr. 4	-- Monday	School re-opens

Apr. 6	--	Wednesday	Early Dismissal @ 2:00 p.m.
Apr. 21	--	Thursday	Maundy Thursday - School is closed
Apr. 22-25	--	Easter Holiday	School is closed
Apr. 26	--	Tuesday	School re-opens
May 4	--	Wednesday	Early Dismissal @ 2:00 p.m.
May 10	--	Tuesday	Class & whole School photos
May 20	--	Friday	Spring Pro-D Day - Lux Mundi care available
May 23	--	Monday	Victoria Day - School closed - no Lux Mundi
May 25	--	Wednesday	all School Chapel (drop off by 8:30)
May 28	--	Saturday	Parent Support Group Spring Fair (Main Campus) 11:00 – 2:00
June 1	--	Wednesday	Early Dismissal @ 2:00 p.m.
June 10	--	Friday	Pro-D day - Lux Mundi care available
June 23	--	Thursday	Graduation Day - ½ day on the Last Day of School
June 24	--	Friday	Admin Day - no school and no Lux Mundi
June 27-28	--		Administration Days - No School
June 29-30	--		School Closed for change over to summer program
July 4	--	Monday	Summer Care program begins
Aug. 1	--	Monday	BC Day, Child Care Facility closed
Sept. 1-2	--		Change over days – Child Care Facility closed