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## **Cloverdale Catholic School**



Dear Friends in Christ,

It gives me great pleasure to welcome you to our faith community at Cloverdale Catholic School. Your family's presence in our school is a real blessing!

Quoting from the policy statement written by the Catholic Bishops of British Columbia on Catholic Education, "the two key factors that make our school different than other schools are as follows:

Being filled with the Spirit of Christ, the entire scholastic curriculum is permeated with the Spirit of Christ Jesus. In practise this means 'to teach doctrine...within the experience of the Christian community and to prepare individuals for effective Christian witness and service to others'; in short to foster the student's growth in personal holiness.

Secondly, being motivated by a Christ-centred vision of humanity and human history, the school promotes the formation of the whole person. Such formation embraces not only the intellectual, but also physical, emotional, moral, and spiritual dimensions of human growth. Human knowledge and skills are recognized as precious in themselves but find their deepest meaning in God's plan for creation.

In registering your children at Cloverdale Catholic School, you join us in trying to fulfil this saving vision. The Staff joins me in asking our generous God to bless you and your family with the richest of His most abundant blessings.

Yours in Christ,



Jason Borkowski  
Principal

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**CATHOLIC INDEPENDENT SCHOOLS OF VANCOUVER ARCHDIOCESE  
C.I.S.V.A.**

School Board Office  
150 Robson Street Vancouver, B.C. V6B 2A7  
Tel: 604 683 9331 Fax: 604 687 6692 email: info@cisva.bc.ca  
Superintendent Mr. Doug Lauson

Cloverdale Catholic School in the Archdiocese of Vancouver is first and foremost a Parish school that exists to meet the needs of the members of Precious Blood Parish. The school is the immediate responsibility of the parish and the pastor.

Independent Schools receive partial funding from the provincial government (fifty percent of what it costs to educate a child in a Surrey public school). The other fifty percent comes from tuition, Special Education Grants (as applicable), fund-raising and parish subsidy.

The Catholic Independent Schools of Vancouver Archdiocese (CISVA) is the association that oversees all Catholic Schools in our Archdiocese. The CISVA is governed by a Board of Directors, the chairperson of which is the Archbishop. The Board of Directors employs a Superintendent's Office, which supports school both through policy implementation and educational development. At the local level, the school is governed by the Parish Education Committee. If you wish to learn more about the structure and policies of the CISVA, please visit [www.cisva.bc.ca](http://www.cisva.bc.ca).

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**Cloverdale Catholic School Staff – 2011-2012**

**Administration**

Pastor	Father Mark Bautista
Principal	Mr. Jason Borkowski
Vice Principal	Mr. Tony Walters
Administrative Assistant	Mrs. Annette Sturgeon
Secretary	Mrs. Mary-Anne Antonio

**Teaching Staff**

All teachers are certified by the B.C. College of Teachers or by the Independent Schools Branch of the Ministry of Education. Our staff members are required to have a Criminal Authorization check done before beginning employment. Every three years, staff members are instructed in the Red Cross first-aid training.

Kindergarten	Miss Lisa Vanderkist
Grade 1	Miss Rebecca Da Cruz
Grade 2	Miss Diane Kranabetter
Grade 2	Ms. Pamela Paraiso
Grade 3	Mrs. Jeanne Tyrrell
Grade 3/4	Mrs. Maria Fonseca
Grade 4	Miss Carina Losito
Grade 5	Sr. Mary Bethany
Grade 6	Miss Andrea Meisl
Grade 7	Mr. David Pistrin
P.E. Teachers	Mr. Matthew Klaponski
Resource Teacher	Mr. Tony Walters
	Mrs. Geraldine Olaybal
Info. Tech. Teacher	Mr. Tom Sutton

**Educational Assistant's and Teachers' Aides**

Kindergarten Aide	Miss Stacey Easterbrook
Educational Assistant	Mrs. Ildiko Kozak
Educational Assistant	Mr. Chris O'Connor
Educational Assistant	Mrs. Julie Levangie
Educational Assistant	Mrs. Rachel Lewis

**Support Staff**

Librarian	Mrs. Janet Mahussier
Custodians	Atul and Vidya Indra and family
Caretaker	Mr. Hung Tran

**Parish Staff**

Secretary	Mrs. Brenda Curran
PREP Coordinator	Mrs. Rosana Ruiz
Parish Centre Booking Clerk	Mary-Lyn Hyde & Atul Indra

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**STATEMENT OF THE SCHOOL PHILOSOPHY**

We, at Cloverdale Catholic School are a community who share the Catholic faith and promote the spiritual, intellectual, moral, social, emotional and physical growth of children, so that they, in turn, may spread the knowledge and love of God and neighbour to the larger Christian community and to all mankind. We endeavour to help the students grow daily more conscious of the gift of faith that they have received. The students are led to understand and appreciate the role of the Mass, the other sacraments, the worshipping life of the church and personal prayer. We want to immerse our children in *beauty*, in *truth*, and in *order* so that when our children are faced with the challenges of society they will make choices consistent with the teachings of Christ.

Our school is not the only agency, however, that is responsible for the education of our children. Even more important is the home. When our school exercises its role and influence in the students' education, it is to complement the family's educational effort - not to replace it - for the parents are the first

educators. Our students have a right to expect that their home and school support one another in the spiritual, academic, and traditional resources that are their birthright.

### Homework Policy

Homework has a place within a child's educational program. Some reasons for homework include:

- ❖ to complete work not done during the day
- ❖ to review and prepare for assessments
- ❖ to provide enrichment and/or reinforcement of concepts taught
- ❖ to help the children establish good study habits
- ❖ to complete a long term project
- ❖ to keep parents informed and involved in their child's education

The times listed below are guidelines established for each grade level to help teachers in assigning work and parents in supervising homework. Advise the teacher if your child is spending more than the following recommended times on a consistent basis.

K	Read aloud to your child - 15 minutes
Gr 1	15 to 30 minutes daily (read aloud or have your child read to you)
Gr 2	15 to 30 minutes daily
Gr 3	30 to 45 minutes daily
Gr 4	45 to 60 minutes daily
Gr 5	60 to 75 minutes daily
Gr 6	60 to 90 minutes daily
Gr 7	60 to 90 minutes daily

Students from Grades 1 to Grade 7 will use a Homework Planner. Please check it regularly and use it to communicate with your child's teacher if there is a comment or concern about homework assignments. If a student does not complete homework, he/she may be required to do so at the teacher's direction.

If you choose to go on vacation during regularly scheduled school days please note the following:

- ❖ Even if absent, the work must be done as specified by classroom teacher
- ❖ It is the parents' responsibility to check in with teacher upon return from holiday and to make sure students complete work that is missed.

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## GENERAL ROUTINES, EXPECTATIONS AND REGULATIONS

**Office hours are Monday to Thursday 8:40 to 4:00; Friday from 8:40 to 3:30**

### Bell Schedule

8:30	Staff Prayer (staff are unavailable until 8:45)
8:45	Warning Bell
8:50	Students line-up and proceed into school with their teachers
10:30–10:45	Morning Recess
12:00 – 12:30	Afternoon recess
12:30 – 12:45	Lunch begins (lunches eaten in classrooms with teacher supervision)
3:00	Dismissal
<b>2:00</b>	<b>Wednesday dismissal</b>

### Pupil Attendance

Parents are to phone the school before 8:45am if their children will not be attending school. A message can be left outside of school hours with the reason for the absence. **When your child has been absent for any reason, please send a written note with parent's signature stating the reason for the absence.** Unless a child is too sick, he/she is responsible for finding out what work was missed and for completing all assignments. If you want to pick up schoolwork for a sick child, please phone the school in the morning to make the request. The teacher needs time to put something together; you will be able to pick up the assignments after school. When students are sent home during the day because of illness, an absentee note is still required.

**Please make sure the children arrive at school on time.** All students must report to the office for a late slip if they arrive after the 8:50 bell. After school, a teacher will remain outside on supervision for twenty minutes. Any children not picked up by then will be taken into the school where they must wait until someone picks them up. Please phone the school if you are going to be more than fifteen minutes late.

### Visitor Passes

All visitors to the school are required to sign in at the office and receive a red visitor's pass.

### Care of Books and Property

Proper care of all books, whether they are the property of the school, or of the pupil, is an important part of every child's training. We ask for your co-operation in seeing that all books are well cared for while in the possession of your child. All texts should be returned to school each day. Your child will be expected to compensate for any lost or destroyed library book or any textbook loaned to him/her for the year.

### Phone Privileges

Students are permitted to use the telephone only if they have a permission slip from their teacher. Cell phones must remain turned off and in the student's schoolbag. For privacy and security reasons, the same rules apply to cell phone use as to regular school phone use.

### Birthday Party Invitations

Please use consideration for others when distributing birthday party invitations. Usually it is impossible for your child to invite the whole class to a party. Rather than having hurt feelings, we ask that you either mail the invitations or distribute them yourself to the parents of the children who are invited.

### Non-smoking Policy

As a result of legislation introduced on March 10, 2007 (Bill 10, the *Tobacco Sales Amendment At 2007* – Banning Tobacco and Smoking in Public Places and Schools), smoking or holding lighted tobacco, in or on school property is prohibited.

## SCHOOL SAFETY

### Morning Drop-Off Procedures

- 1) In the morning parents are welcome to drop students off in the designated "drop-off" area.
- 2) The drop-off area is for stopping to let the children out of the car only. The driver should never get out of the car.
- 3) When pulling up at the drop-off area, drive as far ahead as possible to allow cars behind to pull up as well.
- 4) Never let your child out of the vehicle before you have reached the designated drop-off area. Dropping off before this area causes frustration and slows traffic, but most importantly it is a safety concern for the children.
- 5) A staff member or designated parent supervisor will be present to make sure the drop-off area rules are followed. Following their directions will create a safer and quicker drop-off area.

### Afternoon Pick-Up Procedures

- 1) After school the designated "drop-off" area will be used for angled parking only. Parents may park in these spots and leave their vehicles to retrieve their children from the school.
- 2) Please park only within the yellow lines. If there are no spaces available within the yellow lines, please find a parking space in the regular parking lot.
- 3) Children are not permitted to leave the school grounds without the school's permission. Therefore, students may not leave the school grounds to get picked up on 59<sup>th</sup> Avenue unless their parents have given a permission note to the school office.

### Parking Lot Safety

- 1) There is a school zone in front of the school. Please obey the posted speed of 30 kilometers per hour.
- 2) Drive slowly through the parking lot – no faster than 15 kilometers per hour. This is a one-way area – enter the school grounds through the entrance nearest the Church and leave through the Parish Centre exit.
- 3) Use the cross walk in front of the rectory or the area at the top of the parking lot to cross over to the school. Do not cross in the middle. When the patrol students are on duty, follow their directions.
- 4) Use the paths beside the field or in front of the rectory to get to your car. Do not walk behind the parked cars; drivers may be able to see you when they are backing out, but they can't see the little kids.
- 5) The parking lot is one-way only from Monday to Friday. Drive slowly and carefully in the parking lot. Please respect the Reserved and Handicap parking signs. These spots are designated for school and rectory staff and people with Special Needs.

### Student Security

The front door and primary entrance doors are locked at all times. Parents and visitors must enter by doors closest to office where a window and a mirror have been installed to let office staff monitor who enters and leaves the building. Visitors to the school who are not identified as parents, guardians, etc., delivery drivers or caretakers will be asked to report to the office for a Visitor Tag. If you are asking someone to pick-up your child(ren) who does not normally pick-up, please phone the teacher or the school office ahead of time to advise us of the person's name. We will question people on the playground or in the school that we do not recognize.

### Bicycles and Other Forms of Transportation

Bicycles are to be walked onto school property - they may not be ridden past the entrance to the parking lot. Once the bicycles have been parked, locked and school bags retrieved, children are to leave the bike area. No other children are to be in this area. We ask that students not bring skateboards to school.

### Electronic Devices

Students are not permitted to bring electronic gaming, photography, or phone devices for use at school. If such a device is brought to school for emergency communication or after school use it must remain in the student's schoolbag in the "off" position. Any electronic devices used without permission during school hours will be confiscated and will only be returned to the child's parents.

### Fire and Earthquake Drills

Cloverdale Catholic School follows fire drill procedures as required by the Surrey Fire Department. Fire Drills are held six times in each school year. Expectations for these drills are given to all teachers and substitute teachers and are posted in the classrooms. Six Earthquake Drills are also scheduled each year – three in the fall; three in the spring.

### Emergency Preparedness

Cloverdale Catholic School staff and our Parent Emergency Preparedness Committee have developed a detailed plan to help assure the safety and well-being of your children in the event of an earthquake or other emergency. This plan includes training of staff and students in "duck and cover" and school "evacuation" procedures, hazard reduction and storage of supplies for first aid, search and rescue and long-term care.

In the event of an earthquake or other emergency requiring the closure of the school, the following procedures will be followed:

- 1) No student will be dismissed from the school unless a parent, friend, relative or guardian designated by a parent comes and signs for him/her.
- 2) No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's Emergency form. These forms are kept in binders that will be carried out of the building when we evacuate. This information is also included on the name-tags all students will be wearing once they have evacuated the school. PLEASE KEEP US INFORMED OF ANY CHANGES IN EMERGENCY CARD INFORMATION.
- 3) All parents or designated guardians who come for students must have them signed out at the office or at the alternative Student Release Station. If the school building is considered unsafe, we will assign either the area bordering the Drop-off Zone or the Parish Centre as the alternative Student Release Station. Signs will be posted if either of these alternative locations is being used.

We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. Unclaimed children will be kept at the school for up to 24 to 48 hours. Subsequent arrangements will be posted at the school. In the case of a major earthquake or disaster, please:

- 1) If you are able to offer assistance, come to the school and report to the principal.
- 2) **Do not call the school;** we must have the lines open for emergency calls. We will call you if your child or spouse has been injured. We will not be able to call for emergency help or to advise you if the lines are busy with incoming calls.
- 3) Park away from the school; the school access route and street entrance must remain clear for emergency vehicles. Signs will be posted.
- 4) Go to the Student Release Station (office or designated area) to pick up your child or any other child for whom you are assuming responsibility (parental permission required).
- 5) All adults taking a child from the school grounds will be required to sign the release form, stating among other things:
  - a) the date and time of release;
  - b) where you intend to take the child;
  - c) the apparent medical condition of the child at the time of his/her release.

Please inform the people on your Emergency Form of the above information. It is essential that we all cooperate in ensuring the safety of our children in the event of any emergency.

### **School Closures due to Weather or Other Emergencies**

Turn your radio to CKNW (98 on AM dial) to listen for news regarding school closures. The school website is your first and best source for the latest school information. Please note that you now subscribe to the school's Facebook page or follow us on Twitter to get instant updates on school news.

### **Pets on the Property**

Pets are not permitted on school property without permission from the school. Service animals are, of course, permitted as needed.

### **Student Accident Insurance**

The Archdiocese purchases a policy on behalf of the students attending at the Catholic Independent Schools of the Vancouver Archdiocese that covers them against certain types of accident and injury.

### **Automobile Liability (Volunteer Drivers)**

It is understood that teachers and parents will be asked to drive students to athletic events and field trips. These volunteers will naturally have their own liability insurance through ICBC; however, they may feel that the limit is inadequate with respect to driving school children. The Archdiocese has a policy underwritten by ICBC that increases the Personal Liability Coverage for each volunteer driver to \$10,000,000 (ten million). For example, a volunteer driver currently carrying \$1,000,000 (one million) on their own ICBC insurance policy would have the benefit of an additional \$9,000,000 (nine million) protection through this special liability policy. It should be noted that this coverage is specifically for the individual driver/vehicle owner and is a separate coverage from that of the Archdiocese.

### **Volunteer Criminal Records Check**

All volunteers who have the opportunity to be alone with children are required to have Criminal Records Check (CRC) done by their local police detachment. Getting a CRC is free, and simply requires that you bring in a letter to the police from the school stating the reason for the request. All parents who drive students in their vehicles will require a CRC. CRC letters and information are included in the annual Acceptance Package or can be obtained from the school office.

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## **Standards of Appearance & Uniform Code 2011-2012**

All uniform items are available through our official uniform supplier **UNIMAX**. You may phone the supplier throughout the year to order at **604 575-7758** or visiting **Unimax website (unimaxuniforms.com)**. You may also visit their store in Cloverdale at **Unit 109 – 18663 52<sup>nd</sup> Avenue**; phone ahead for store hours.

**Please ensure that your child is in complete uniform daily, including paying attention to the condition of the uniform pieces and personal hygiene. Tattered sweaters, faded pants that are no longer navy blue and sagging hemlines are not acceptable.** Please be sure to label all items so they can be returned to their owner when lost.

**STANDARD DRESS UNIFORM** ~ (also required during all formal occasions and performances). **UNIFORM PIECES THAT ARE 'BOLDED' MUST BE ORDERED FROM UNIMAX.**

#### Girls

- **Navy pleated tunic – (K to 3) (UNIMAX)**
- **Navy front box-pleated skirt (Gr. 4 to Gr. 7). Pleats 8 cm wide. (UNIMAX)**
- **White golf shirt with most recent C.C.S. logo from Unimax**
- **Red school sweater – cardigan, pullover or vest with most recent C.C.S. logo– Sweaters must be properly sized (only one size larger) and replaced when there are obvious signs of wear.**
- Plain white or navy knee socks
- Solid black shoes – heel up to 5 cm only, no platforms, no ornamentation or colours (includes black running shoes)

#### Boys

- **Solid navy dress pants**
- **White golf shirt with most recent C.C.S. logo from Unimax**
- **Red school sweater – cardigan, pullover or vest – with most recent C.C.S. logo from Unimax.**
- Solid navy, black or white socks (white socks must be worn with team uniforms)
- Solid black shoes (includes black running shoes)

#### GYM ATTIRE

- **Red shorts**
- **School t-shirt with most recent logo** (all others are no longer acceptable).
- Athletic running shoes
- Navy or white socks (white should be worn with team uniforms)
- **Track suits** (optional)
- Non-marking runners to be used *only* for gym

**OPTIONAL SUMMER UNIFORM** ~ (may be worn from April 15 to September 30)

Girls: **Navy blue skirt**

Boys: **Navy walking short** – must be just above knee level

**OPTIONAL WINTER UNIFORM** ~ (may be worn from October 15 to Feb 28)

#### Girls:

- **Navy tights**
- **Navy girl pants**

Policy:

- **Hems should be worn, modestly, just above the knee.**
- **When the students perform as a class or go on a field trip they must be in full uniform**
- **NO JEWELLERY, except holy medals or holy crosses worn around the neck, plain earrings (small metal, red, white or navy hoops, or plain studs), double pierce maximum on the earlobe. No arm or ankle bracelets; watches must be plain and/or conform to uniform colour and not be too gaudy.**
- **Functional, plain hair ornaments (solid colour hair bands, scrunches or barrettes in navy blue, red, white or black). Simplify! Simplify! Simplify!**
- **Hair Colour – students may have natural hair colour only**
- **No make-up or coloured nail polish (completely clear is allowed, but not necessary)**
- **faded navy pants (the result of years of laundering) are not acceptable**
- **Sweaters must be properly sized and replaced when there are obvious signs of wear.**
- **Boys may not have pierced ears.**
- **Hair Length – boys' hair must be kept short and neat – above the ears on the sides, above the eyes in front and tapered down to the hairline in the back.**
- **Sweaters/vests optional during summer months except field trips and masses**

### **Lost Articles and Clothing**

All children's clothing and school items must be labelled with their name. We do not have a Lost and Found at the school. When items are turned in to the office they are immediately returned to the owner. If an item does not have a name in it, it is donated to charity or thrown away.

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## **DISCIPLINE**

It is our understanding and that of the parents who enrol their children in our school that the students are here to grow in their faith and to work hard to reach their full potential, spiritually, academically, physically and socially. Therefore disrespectful, dangerous, disruptive or uncooperative behaviour, on the part of students (as well as parents and/or staff) will not be tolerated. It is required that parents support the school discipline policy as outlined in this handbook. Adherence to these policies will always remain a condition of acceptance to the school.

In most cases, isolated and irregularly occurring incidents can be resolved simply and quickly by the student with the intervention of the teacher involved. If the problem reoccurs or seems to be of an on-going nature, at the teacher's discretion, the following steps, supported by documentation, will apply.

- 1) The teacher will have a discussion with the student(s) involved at the time. Appropriate consequences, determined by the teacher, will be assigned. The student will complete a Detention Notice that is sent home for parent/guardian's signature. The notice must be returned the first school day after being issued. Three such Detention Notices will be issued and if there is still no resolution, at the teacher's discretion...
- 2) The teacher will advise the principal and contact by phone or in person, the student's parents/guardians and work with them to help the student change his/her behaviour.
- 3) Should the problems continue, the teacher will arrange a meeting with the parents and student to discuss the problem and to resolve the situation. The teacher will inform the principal, in writing, of this situation.
- 4) If there is still no improvement after Step #3, the student and his/her parents will have a meeting with the principal and the student's teacher(s). At this meeting, a formal contract of expected behaviour and the consequences will be written out and signed by all parties involved. At this time, it will be made clear that continued unacceptable behaviour could result in a suspension (either in-school or out-of-school), although the student may have already been suspended depending on the severity of the problem. An in-school suspension is served in the library or office with adult supervision. The student will complete an assignment determined by the principal, as well as work on regular class work. Students do not play with their peers at recess during an in-school suspension. The decision about the type and duration of the suspension is made by the principal.
- 6) Leeway is granted to each teacher to make the decision about when to move from the next step according to individual situations.

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## **POLICY DEALING WITH SUSPENSION AND EXPULSIONS**

(adapted from the C.I.S.V.A Policy Manual)

Sometimes, the behaviour is so serious that we are not able to go through the above steps and a child must be sent home, not only for his/her own good, but for the whole community. Serious misbehaviour such as fighting, physical or verbal abuse, bullying in any form, defiance and disrespect of staff, offensive language, leaving the school grounds without permission, stealing or cheating, bringing dangerous objects, malicious vandalism, and illegal activities may result in automatic suspension without the process described above.

An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behaviour that, if continued, would ultimately result in an expulsion.

The principal is required to investigate fully every serious infraction to the best of her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

A suspension is decided upon by the principal, in consultation with the teacher most directly associated with the student or the incident being investigated. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the principal and the Pastor/Archbishop's representative and/or the chairperson of the Education Committee. A written notification of said suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted.

If the principal has determined that the incident is serious enough to warrant expulsion, the principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

Parents may appeal a suspension or expulsion decision. (See "Policy for dealing with Major Complaints").

### Anti-bullying Policy

Jesus has given us a very important command and that is to "*Love One Another*". We're not asking the students to be best friends with everyone in their class. We are asking that they treat each other with respect, acknowledging that we are all God's children and therefore brothers and sisters in God's family.

Unfortunately, as a society, we have lost the essence of respect because we have ceased to value all life. The media bombards us with valueless sitcoms and gratuitous violence; even in so-called family shows, the dialogues that get the most laughs are the ones with the most cheap shots and put-downs. No wonder we don't know how to treat each other.

We have to deal with the problem of teasing and bullying in two ways:

- 1) Teach the children and model for them the Catholic values that we profess. We need to teach them how to resolve conflicts and other social problems peacefully.
- 2) Although we look at each incident on a 'case-by-case' basis we need to let our students know that serious and habitual teasing or bullying will not be tolerated. Our policy is: the first offence in any one year will result in a warning; the second offence will result in a one-day suspension (in-school or at home); the third offence will be a three-day suspension. The student will not be allowed back to school until the principal has met with the parents and the student to write a Behaviour Contract. If there should be another incident, the student will be suspended indefinitely, until the P.E.C. has had a chance to meet with the parents to discuss the issue.

### Specific Measures of School Discipline

- 1) Incomplete or unsatisfactory school work
  - a) do work over if unsatisfactory
  - b) come in before 8:50 a.m., or remain in at lunch
  - c) be sent to another classroom or supervised work area (library, office)
  - d) go home (following a phone call home) for forgotten books, notes, work, etc.
- 2) Behaviour
  - a) spend morning and afternoon play time in "community" service, such as garbage duty, weeding, raking the leaves, raking the bark mulch under the play equipment, sweeping the blacktop, etc.
  - b) pay for replacing broken window or any other damaged property
  - c) leave bicycle at home if using it improperly
  - d) miss out on films, field trips, and other special events
  - e) read a Saint's biography and try to adapt saint's life to his/her own
  - f) work out a plan for changing behaviour with parent and teacher help
  - g) copy information about being accountable and responsible – 'super-lines'
  - h) write an essay or poem on topic decided by teacher
  - i) serve an in-school suspension or be sent home
  - j) spend time in the "Think Tank"

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## HOME-SCHOOL COMMUNICATION

### Newsletters and Calendars

Newsletters are written and distributed month to the oldest or only child in each family. Please read newsletters carefully, as important information and dates are communicated. Please visit the school website for the latest school calendar, newsletters, recent new items, homework updates and more. You can add us to your Facebook page, follow us on Twitter, or subscribe to an email list to get the latest updates.

### Reporting

In order to facilitate communication about your child's progress, the following report schedule is followed:

- November - Formal reports sent home. Students and parents meet with the teacher for 3-Way Conferences.  
March - Formal reports sent home. Students and parents come in for Student Led Conferences.  
June - Third term reports sent home.

Report cards will consist of the Performance Standards checklists as set out by the CISVA as well as anecdotal comments. In addition, Grades Four to Seven will contain Ministry designated letter grades as follows:

- A The student demonstrates excellent or outstanding performance in relation to expected learning outcomes for the subject or grade.
- B The student demonstrates very good performance in relation to expected learning outcomes for the subject or grade.
- C+ The student demonstrates good performance in relation to expected learning outcomes for the subject or grade.
- C The student demonstrates satisfactory performance in relation to expected learning outcomes for the subject or grade.
- C- The student demonstrates minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade.
- I The student is not demonstrating minimally acceptable performance in relation to the expected learning outcomes for the course or subject and grade.

### Complaints/Concerns

The Education Committee and staff of Cloverdale Catholic School are committed to providing the best possible education for your children and to building a community of faith. In the event of a problem, following the proper steps will help us maintain the atmosphere of trust and co-operation, so essential to building a Christian community.

### Policy for Dealing with Major Complaints - C.I.S.V.A. School Policy Manual

In a Catholic school, parents, students, teachers and support staff form an integral part of the Christian school community. The administration, teachers and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with, accept and support the philosophy and policies of the school. Parents indicate this by signing the Statement of Commitment as teachers do when they sign their contracts.

From time to time issues may arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Christian manner respecting each other's point of view. All parties involved must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate an amicable resolution to issues of conflict, the concerned parties will abide by the following guidelines. Schools may develop a local policy that details more explicitly the steps to be followed. However, the following minimum procedures must be followed:

1. The issue must first be dealt with by those directly involved, usually the classroom teacher and a parent. It is essential that meaningful communication is established right from the beginning. Both parties must clearly identify the issue being discussed. There must be open discussion and an honest attempt to settle the issue at this level. It is important to recognize that the resolution of an issue usually involves some compromises. Both parties should be aware of this and must be open to compromise, at the same time understanding that policies must be followed. Both parties should document meetings and outcomes.
2. If the issue cannot be resolved using the strategies above, the matter must be brought to the principal of the school. The Principal will:
  - (a) clarify the issue of disagreement. This will involve hearing both sides, reviewing relevant documentation, and meeting with any witnesses to determine the exact nature of the problem. All side issues that arise from the initial problem must be identified and removed from future discussions. It is the responsibility of the principal to document all matters pertaining to the issue and its resolution. It is also recommended that both parties keep documentation to present to the principal or investigative committees.
  - (b) determine what policy/policies of the school or CISVA can be applied to resolve the issue.
  - (c) apply the above policies so that a judgment may be made to resolve the issue.
  - (d) The principal should seek advice concerning any precedents and/or other issues of a similar nature that have been successfully resolved. Advisers might include the pastor, chairperson and a representative from the Superintendent's Office, etc.
  - (e) provide a resolution to the issue.
  - (f) The principal having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification the parties must be informed of the available appeal procedures.
3. If the principal's resolution is not accepted, the matter may be appealed to the Parish Education Committee. The appeal must be submitted in writing no more than seven days after the principal's decision has been received.

Upon receiving the complaint the education committee will form a subcommittee, which must always include the pastor. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the principal. Both parties will be in attendance and be given the opportunity to respond.

After this, the subcommittee shall, *in camera*, present its recommendation to the education committee. The education committee will then provide a resolution to the issue. If the resolution requires disciplinary action, the education committee must consult with the superintendent before implementing the recommended action.

The education committee shall notify the parents and the principal of its decision within seven days of the meeting. The decision shall be communicated in written form.

(When the complaint is about the principal the process should start at step 1. However, if there is no resolution at the end of this step, the process skips step 2, but the subcommittee will incorporate a, b, and c of step 2 into step 3.)

4. The Board of Directors may consider an appeal of the education committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the education committee's decision.

The decision of the Board of Directors shall be final. Refusal of the education committee or employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Board of Directors and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.

5. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

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## ADMISSION AND CONTINUED ACCEPTANCE TO HOLY CROSS HIGH SCHOOL

Attendance at Sunday Mass is a solemn obligation of faith and is a must for those seeking admission to Holy Cross.

- If your family is not attending Mass regularly, we will not sign for admission of a new student, or re-admission of a present student, for next year.
- If you are attending another parish, then you must take your forms to the pastor of that parish.
- If you have a student who refuses to attend Mass, even though the parents attend, then that particular student has become ineligible for re-admission.

Support of the parish is also a solemn obligation of faith. This shows itself in two ways:

- 1) FINANCIAL: whatever is reasonable, according to your circumstances, through envelope system. Parents should make an attempt each month, to contribute in the Sunday collection envelope, the amount paid by the parish for student subsidy to Holy Cross.
- 2) MORAL: taking part in the various activities of the parish.

1. All prospective Grade 8 students will be given the application form only at the entrance exam.
2. The application form will be returned to the parish. Once the pastor has decided on which students will be accepted for Grade 8, they will be given the registration form which must be returned to the parish along with the appropriate number of cheques and other informational forms. Please note that since we only have one local Catholic High School and enrolment is limited, preference is given to families who have demonstrated by their active participation in the life of the Church that their faith is very important.

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## PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

### The School's Commitment to You

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of Cloverdale Catholic School. The school is committed to meeting or exceeding the privacy standards established by the BC Personal Information Act. (PIPA)

This personal information privacy policy is intended to explain to you the current legislation which is designed to protect your privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure your personal and financial information is handled appropriately and securely.

### **Privacy Protection in British Columbia**

The Act requires an organization to obtain informed consent from an individual before collecting personal information about that individual, with certain exemptions. The organization must state why it is collecting the information, and how it will use the information collected. The Act also requires the organization to keep the information it has collected in a secure and safe manner, protecting the individual's right to have his or her information protected. The Act also describes with whom the personal information may be shared.

**Note:** Cloverdale Catholic School does not fall under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, which applies only to provincial government and its bodies; neither does it fall under the *Protection of Personal Information and Electronic Documents Act (PIPEDA)*, a federal statute.

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