

CCS United in the Body of Christ



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



Table of Contents

Catholic Independent Schools of Vancouver Archdiocese (CISVA)..... 4

Statement of the School Philosophy4

Cloverdale Catholic School Staff..... 5

General Routines, Expectations and Regulations6

Family Service Program9

School Safety10

Emergency Preparedness12

Standards of Appearance & Uniform Code15

Parent Code of Conduct.....18

Student Code of Conduct.....19

Food/Allergy Safety Rules23

Responding to Student Abuse/Neglect.....25

Home-School Communication.....27

Personal Information Privacy Policy for Parents and Students30

For the official and most up-to-date version of the
CCS Parent Handbook check out our website at

ccsunited.ca



Catholic Independent Schools of Vancouver Archdiocese (CISVA)

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.

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.

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.

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.



Cloverdale Catholic School Staff

Administration

Pastor	Father Anthony Ho
Principal	Mr. Jason Borkowski
Vice-Principal	Mr. Tony Walters
Administrative Assistant	Mrs. Annette Sturgeon
Secretary	Mrs. Marnie Jangula

Teaching Staff

Miss Rebecca Da Cruz
Ms. Pam Paraiso
Miss Diane Kranabetter
Sr. Mary Bethany
Mrs. Maria Fonseca
Miss Carina Losito
Mrs. Jeanne Tyrrell
Mr. Tony Walters
Mrs. Andrea Finch
Mr. David Pistrin
Miss. Bríd Ní Lorcáin
Mr. Matthew Klaponski
Mrs. Geraldine Olaybal
Mr. Tom Sutton

All teachers are certified by the B.C. 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.

Educational Assistants

Mrs. Carol Baniqued
Mrs. Anne Durante
Miss Stacey Easterbrook
Ms. Manuela Helena
Mrs. Ildiko Kozak
Mrs. Julie Levangie
Mrs. Rachel Lewis
Miss Maria Muscado
Mrs. Isabel Palha
Mrs. Katrina Williams
Mrs. Sandra Wong

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. Heather Squires
Parish Centre Booking	Mary-Lyn Hyde & Atul Indra



General Routines, Expectations and Regulations

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 (in classrooms with teacher supervision)
3:00	Dismissal
2:00	Wednesday dismissal

Pupil Attendance

Parents are to telephone (604 574 5151) or email (office@ccsunitied.ca) the school before 8:45 am if their child (ren) will not be attending school.

Please give the reason for the absence in your telephone or email message.

Office hours are Monday to
Friday from 8 am to 4 pm

If you want to pick up schoolwork for a sick child, please email your child's teacher. 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 parent supervisor 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 visitor's pass.

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 your child reading 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.



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 cooperation 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. Please note that due to privacy concerns, the office cannot give out class lists, phone numbers or emails.

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.



Family Service Program

The Family Service Program at Cloverdale Catholic School has two purposes. Most importantly it teaches the students about community and service, as they see their parents working together for the good of each other, the school and Parish, and the children themselves.

Secondly, it allows the school and Parish to keep costs at a minimum. These savings are reflected in the low yearly tuition increases. We estimate that each family saves \$70 per month for every student that they have in the school by having the Family Service Program in place.

Each family is expected to complete 20 Family Service Hours per Term, which includes their MANDATORY Maintenance hours. Each family must submit two \$300 cheques which will be returned upon completion of the required Family Service Hours. Term 1 runs June 1- December 31, and Term 2 runs January 1-May 31.

More information about the Family Service Program can be found in the Family Service Program Policy Manual found on the school website and on the Family Service Blog. All questions regarding the Family Service Program should be directed to the Family Service Coordinator at familyservice@ccsunitied.ca



School Safety

Drop-Off and Pick-Up Procedures

Morning Drop Off

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.
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 parallel parking only. Parents may park in these spots and leave their vehicles to retrieve their children from the school.
2. If there are no spaces available in the “drop-off” area, please find parking in the regular parking lot behind the rectory and beside the Parish Centre.
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 59th Avenue unless their parents have given a permission note to the school office.
4. Children are not to wait by the Parish Centre for pickup. This area is not supervised.

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 staff entrance and primary entrance doors are locked at all times. Parents and visitors must enter by the front doors to allow office staff to monitor who enters and leaves the building. Visitors to the school are 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.

Pets on the Property

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

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.

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:
 - The date and time of release;
 - Where you intend to take the child;
 - 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.



Field Trips

Fieldtrips and in-school presentations related to curriculum studies are seen as an integral component of a quality education. We rely upon the generosity of parent drivers for many of our field trips and we rent a bus when appropriate. Our general guideline for student field trip supervision is one adult supervisor for every 5 students.

Please be sure to return signed fieldtrip consent forms or your child will not be able to participate in a fieldtrip. No student will miss out on field trip opportunities for financial reasons, so please let the teacher or principal know if your family cannot cover a field trip fee and arrangements will be made to cover the cost.

The Society of the Catholic Independent Schools has provided an Excess Third Party Liability policy to cover privately owned vehicles. This policy with I.C.B.C. gives protection to each teacher, parent, or other volunteer (or their spouse) while driving their own vehicle in the course of a school activity and with the authority or approval of the school board. Coverage of \$10,000,000.00 is in excess of the limit specified on the Owner's Certificate of Insurance.

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.

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.



Standards of Appearance & Uniform Code

Uniforms are worn at Cloverdale Catholic School for these very specific reasons:

- 1) To help build school spirit based on a sense of unity and identification with a special and unique group – Cloverdale Catholic School;
- 2) To help avoid competition based on looks and clothing. That is why we particularly request that you do not allow your child to deviate from the required uniform. We encourage individuality by having the students develop standards of excellence in their spiritual, physical, and intellectual lives;
- 3) We believe that being a grown-up lasts for a long enough time. Elementary schooling should be relatively free of the pressures of being cool and having to conform to the ‘ways of the world’.
- 4) Having a uniform, the pieces of which usually last the full year, saves you a lot of money; you don’t have to submit to every new fashion fad.

Please ensure that your child is in complete uniform daily, including paying attention to the size and condition of the uniform pieces and personal hygiene. Please note that Top Marks is our current uniform supplier. Used uniform items from Unimax can continue to be worn as specified in the policy below (please note the ending dates for Unimax tunics, skirts, and skorts). Where noted, items must be purchased from the approved supplier; items from other retail stores or suppliers are not permitted.

STANDARD DRESS UNIFORM

GIRLS:

- Navy box-pleated skirt supplied by Top Marks. Skirt hems are to be worn modestly, just above the knee. Unimax skirts may be worn until June 2016.
- Tunics are no longer part of the CCS uniform; however girls in Grades K – 3 may still wear Top Marks tunics until June 2018 (Unimax tunics may be worn until June 2016).
- White golf shirt with CCS logo, supplied by Top Marks. Unimax shirts still in good condition are permitted.
- Red school sweater with CCS logo (cardigan, pullover, or vest), supplied by Top Marks. Unimax sweaters still in good condition are permitted. Sweaters must be properly sized (neither too large nor too small) and be replaced when there are obvious signs of wear.
- Plain navy knee socks (no ankle socks). White knee socks permitted until June 2016 only.
- Solid black dress shoes (heel no more than 5cm, no platforms, ornamentation or colours), OR solid black running shoes (no ornamentation or other colours).

BOYS:



- Solid navy dress pants supplied by Top Marks. Unimax pants still in good condition are permitted. Pants must be properly sized. Faded or torn pants are not acceptable.
- White golf shirt with CCS logo, supplied by Top Marks. Unimax shirts still in good condition are permitted.
- Red school sweater with CCS logo (cardigan, pullover, or vest), supplied by Top Marks. Unimax sweaters still in good condition are permitted. Sweaters must be properly sized (neither too large nor too small) and be replaced when there are obvious signs of wear.
- Solid navy or black socks. White socks allowed until June 2016 only.
- Solid black dress shoes or black running shoes (no ornamentation or other colours).

GYM ATTIRE

- Red shorts
- Mandatory (Grades 4 – 7)/Optional (Grades K – 3): white T-shirt with most recent CCS logo supplied by Top Marks. Unimax t-shirts still in good condition are permitted. Students in Grades K – 3 are permitted to wear their regular CCS golf shirt OR a CCS gym shirt to PE class.
- Non-marking running shoes to be used only for gym

OPTIONAL UNIFORM ITEMS

GIRLS:

- Navy tights (winter only - may be worn from October 15 to February 28). (White tights will be allowed until the end of February 2016 only).
- Navy girls' pants supplied by Top Marks or Unimax. Pants must be properly sized. Faded or torn pants are not acceptable.
- Navy skort is no longer part of the CCS uniform but Unimax skorts (not from Top Marks or local retailers) are permitted until June 2016. Skorts may not be worn between Oct 1 and April 15.

BOYS:

- Navy walking shorts supplied by Top Marks or Unimax (summer only - may be worn from April 15 to September 30). Short length must be just above knee level.

OTHER POLICIES

- When students perform as a class, attend Mass, or go on a field trip, they must be in perfect dress uniform (ie. no optional pieces such as boys' shorts or girls' pants/skorts).



- NO JEWELLERY, except holy medals or holy crosses worn around the neck. No arm or ankle bracelets. Watches must be plain and/or conform to uniform colour and not be too gaudy.
- Girls may wear small, plain stud or hoop earrings – metal, navy, red, white or black. Maximum double piercing on the earlobe. Boys are not permitted to have pierced ears with or without a band-aid.
- Girls may wear functional, plain hair ornaments (solid colour hair bands, scrunchies, barrettes or elastics in navy, red, white or black). Simplify! Simplify!
- Jewellery, watches, or hair accessories not in compliance with the above policies will be confiscated until the end of the school day.
- 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. No mohawks, 'fauxhawks', or other extreme hairstyles.
- Hair colour must be the way God made it. If you dye, streak, or highlight during the summer, it must be back to 'natural' for the first day of school.
- No make-up or coloured nail polish. Completely clear nail polish is permitted but not necessary.
- School sweaters must be brought to school every day. Sweaters must be worn to Mass, assemblies, performances and field trips.
- The principal makes the final decision of what constitutes an acceptable standard of appearance.

Uniform checks will be held at least once per week. Parents will be contacted directly by the teacher or principal, and a consequence will be assigned if the family does not comply with the uniform policy within a specified time. Consequences may include the student being excluded from extra-curricular activities, sports teams, and field trips, parents being billed for the necessary items, or other consequences listed in the Student and Parent Codes of Conduct.

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.



Parent Code of Conduct

Rationale

Cloverdale Catholic School recognizes parents as the primary educators of their child and, therefore, important role models in the Mission of the Church shared by Catholic Schools. This is demonstrated by parents in proclaiming and building the Kingdom of God, promoting a faith community within the family and community at large, committing to excellence in Catholicity in all areas of a child's development, and supporting the development of Christian leaders, responsible citizens and life-long learners.

Policy

Cloverdale Catholic's Parent Code of Conduct seeks to inform the school community of expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment within the school community.

Procedure

Parents are expected to (but not limited to):

- Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass (proclaiming and building the Kingdom of God – see Family Statement of Commitment).
- Be supportive of the Mission of the Catholic Church and supportive of the religious educational programs of the school.
- Respect those in positions of rightful authority.
- Respect the rights and dignity of all persons in the parish/school community at all times.
- Refrain from participating in or promoting any behaviour that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person.
- Refrain from using any technology/media device to defame the character or cause harm to the character of a parish/school community member.
- Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Human Growth and Development Meetings, student progress interviews/conferences etc.).
- Ensure that their child attends school regularly, is on time and prepared.
- Work cooperatively with teachers in all areas of their child's school life including disciplinary issues. Work towards the common good of all children.



- Be familiar with their school's codes of conduct and regulations (i.e. uniforms, internet use, traffic safety on school grounds etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy.
- Avoid involvement in rumors and dissemination of rumors.
- Build bridges of acceptance and understanding among the different cultures represented in the school community.

The Pastor/Archbishop's Representative has the right and duty to provide for the spiritual welfare of the students and families within the parish and the school. They work towards this end with parental cooperation.

The Principal in law has the discretionary right to prohibit or remove any person on school premises and property who is deemed to be an immediate threat (indeed or word) to the safety of students and/or employees and/or any other member of the school community. The Principal will inform the Education Committee, Pastor and Superintendent's Office when such action is taken.

The Education Committee, in consultation with the principal, reserves the right to determine consequences for non-compliance.

Cloverdale Catholic School Student Code of Conduct

At Cloverdale Catholic School we believe that all children have the right to learn in a safe, caring, and orderly environment. Our expectations are that students will maintain a Christian attitude that is cooperative, courteous, and respectful.

Be Respectful to Yourself - caring about your own learning and yourself, including safety:

- have a positive attitude in all you do
- accept compliments and have positive self-talk
- wear proper, clean, and complete uniform
- do all your work to the best of your ability
- use polite and clean language
- Arrive on time for school
- Proudly represent yourself and your school at all times

Be Respectful to others - caring about other people's feelings, property, and safety

- use manners in dealings with others
- greet others warmly, making eye contact and using kind words
- share with others
- compliment others and build them up
- follow instructions at all times



- help others when you see they are in need
- Do unto others as you would have them do unto you

Be Respectful to Property - caring about your school and your environment

- use school resources, materials, and equipment carefully and for its intended purpose
- keep the school clean by putting trash where it belongs and picking up litter
- ask before borrowing
- report damage or vandalism to your teacher immediately
- be careful with school property as you would with your own things at home

Be Safe - learning and following safety rules

- play safely, following playground rules and boundaries
- use the crosswalk and listen carefully to crossing guards
- walk in the hallways
- report any dangerous situations to an adult immediately

Unacceptable Behaviours, Consequences, and Notification

As a safe, caring, and orderly school, certain behaviours are unacceptable and will be addressed appropriately by school staff. These behaviours include but are not limited to:

- rudeness
- fighting
- swearing
- teasing
- defiant behaviour
- littering
- vandalism
- bullying in all its forms
- violence
- threats
- discrimination
- theft



Consequences will be applied in a fair and consistent manner, will respect individual circumstances and needs, and will be restorative rather than punitive as often as possible. Typical consequences may include:

- review of expectations with teacher
- timeout or detention
- note home to parents
- repair damaged property resulting from offense
- replace or return of stolen property
- offender writes a reflection document on offense and its consequence
- discussion between school staff and parents
- exclusion from school activities or teams
- in school suspension
- out of school suspension
- consultation with police
- expulsion from school

As circumstances warrant, administrators have a responsibility to advise other parties following a serious incident:

- Parent of the offending student
- Parent of the student victimized by the offense
- Outside agencies (i.e. Ministry of Children & Families, police, etc...)

Policy Dealing with Suspension and Expulsions

(Adapted from the CISVA 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

Every person has a right to feel safe. Anyone who bullies another is denying them that right. The school will not tolerate any action that undermines a person's right to feel safe, and it will take whatever steps necessary to stop such behaviour. Therefore our goals are:

- To promote a secure and happy environment free from threat, harassment and put-down behaviour and where Christian values and attitudes are nurtured.
- To show commitment to overcoming bullying by practicing zero tolerance.

Strategies to prevent bullying will only be effective when placed within the context of our Catholic culture where respect for all others, made in God's image, is consistently taught and demonstrated in every aspect of school life. Christian values, which represent the antithesis of bullying, must be continually affirmed in words and actions.

Strategies to Prevent Bullying:

1. Through religious education, liturgies and assemblies the value of the individual person will be affirmed and the qualities of compassion, kindness, reconciliation, tolerance, respect and justice are upheld and encouraged.
2. Extend this teaching of values across the curriculum to include teaching specifically related to bullying in appropriate curriculum topics.
3. The students need to hear from adults very clear statements about the unacceptability of bullying behaviours.
4. Teach more positive ways of resolving conflict.
5. Provide support for teachers and parents through information seminars and workshops.



Action:

1. The school will keep adequate records of all bullying incidents.
2. The school will work with the parents of the victim to assist their child to avoid being bullied in the future.
3. The school will initially assist the bully to change his/her behaviour.
4. Resistance to behaviour change and repeated offending will lead to consequences ranging from detention to missing out on special events or fieldtrips.
5. The school will access community resources designed to assist families and schools as needed.
6. The school will work with the parents of the bully to establish joint strategies for behaviour modification.

Food/ Allergy Safety Rules

Food allergies are becoming a more and more common problem. Data reveals that 1 in 13 children have a severe food allergy. With an increasing number of students affected, it is important that the school's rules about food evolve to reflect greater awareness and safety.

1. Educating Ourselves

The first thing we can do to keep kids safe is educate ourselves on food allergies. Some valuable sources of information include the following websites:

<http://www.foodallergysupportmn.org/>

<http://www.kidswithfoodallergies.org/>

<http://www.foodallergy.org/resources/kids>

The best way we can help protect these children from dangerous allergic reactions is to prevent allergens from being in their environment altogether.

Cross-contamination is the unintentional spread of an allergen from one place or thing to another. Cross contamination is an even greater danger to students with severe food allergies than direct contact because it is the most difficult to detect and prevent. We are taking meaningful steps to prevent cross contamination as well as direct contact or ingestion.

An example of cross-contamination: A family bakes nut free cupcakes to share with the class. While the cupcakes are nut-free, they did not notice that they used the same knife as they had used a few moments earlier to cut up a sandwich. The cupcakes are now cross-contaminated and unsafe for



consumption by an allergic student, but they would likely be sent to school because the family was unaware.

2. Food Sent To School

Previously, classrooms that had a student with a severe allergy were labelled “allergy aware” and parents of students in the class were advised not to send foods to school, either in their own child’s lunch or to share with the class, that contained the allergen i.e. peanuts.

From now on, we are going to treat our whole school as “allergy aware” for the most common allergen: nuts. We ask that families avoid sending food that contains nuts at all times. This includes: snacks, lunches, and birthday treats. There are many nut free alternatives to these favourites and we ask that from now on students, parents, and staff refrain from bringing any food containing nuts to school. Foods labelled “May contain nuts” will still be permitted.

Previously, students would frequently bring in treats to celebrate a special occasion. Our practice had been to give out the treats during the day. Students would often go classroom to classroom to give a treat to each staff member. Even if the food was avoided by the allergic student, the distribution to the rest of the class and the transport of it around the school puts the students at risk in the event of cross contamination.

From now on, we will still allow treats to be sent and shared at school, but we will only distribute them at the very end of the day when students are leaving. Treats for staff will be put on the staff room table rather than be delivered around the school. These steps will greatly reduce the risk to allergic students in the event of cross contamination.

3. Foods Being Given Out By the School

Previously, the school would have food sales, parties or class treats and advise parents that they were happening. The onus was on the parents of the severely allergic student to check for ingredients and tell their child avoid certain foods.

From now on, foods distributed at school will be preceded by a note home to the families of allergic students with a complete list of ingredients. These notes will also be available to all families if they request one.

4. Conclusion & Summary

Making a change of this scope will not be without its challenges. Your patience and cooperation are appreciated as we implement these changes. As inconvenient as they may seem, they are in the best interest of student safety.



Summary of New School Food/Allergy Safety Rules

1. The entire school is allergy aware for nuts. This means students, staff, and parents are to refrain from bringing foods containing nuts either for themselves or to share with others.
2. Treats brought to school to share will be distributed at the end of the day only. Treats for staff will be put on the staff room table.
3. The school will provide parents of allergic students with the ingredients of food given out by the school before the food is given to the child.

Responding to Student Abuse/Neglect

(Based upon CISVA Policy 405)

Every student has a right to a life free of abuse, neglect and violence. Child abuse is a serious societal issue. As “service providers”, everyone at CCS must be aware of signs of child abuse or neglect and know how to respond to them

Guiding Principles:

1. The safety and well-being of children are the paramount considerations.
2. Children are entitled to be protected from abuse, neglect, harm or threat of harm.
3. A family is the preferred environment for the care and upbringing of children and the responsibility for the protection of children rests primarily with the parents.
4. If, with available support services, a family can provide a safe and nurturing environment for a child, support services should be provided.
5. The child’s views should be taken into account when decisions relating to a child are made.
6. Kinship ties and a child’s attachment to the extended family should be preserved if possible.
7. The cultural identity of Aboriginal children should be preserved.
8. Decisions relating to children should be made and implemented in a timely manner

Policy

The CISVA Board prohibits any form of child abuse, neglect or violence. The Child, Family and Community Service Act requires anyone who has reason to believe that a child has been or is likely to be at risk has a legal duty to make a report to a child welfare worker or directly to the police if a child is in immediate danger.

1. At the beginning of each school year, the school principal will review with all school personnel the following 3 documents: “BC Handbook for Action on Child Abuse and Neglect” (BC Ministry of Children and Family Development), “Responding to Child Welfare Concerns” (BC Ministry of Children and Family Development), “Supporting our Students: A Guide



for Independent School Personnel Responding to Child Abuse” (Office of the Inspector of Independent Schools BC)

2. The school principal is designated as the ‘Appointed School Official’ in accordance with Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse.
3. Schools will protect personal information regarding child abuse, neglect or violence against improper or unauthorized disclosure and use.
4. School personnel will report suspected child abuse, neglect or violence immediately. Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Service Act is legally responsible under section 14 of that Act to report promptly to a social worker. School personnel, who are uncertain about their duty to report, will consult with a social worker who can discuss the options and course of action.
5. School personnel will inform the principal (or another school official in the event that the principal is the alleged offender) as soon as possible.
6. School personnel will co-operate with the resulting investigation.
7. School personnel will support students who have experienced child abuse, neglect or violence.

Procedure

Anyone who thinks a child is being abused or neglected has the legal duty to report the concern to a local child welfare worker. There is contact information available on page 12 of The B.C. Handbook for action on Child Abuse and Neglect.

For further details on the CISVA's Child Abuse and Neglect policy including definitions, roles and responsibilities and references to the Criminal Code of Canada please go to:

http://www.cisva.bc.ca/policy_manual/400-general_school_admin/405-StudentAbuse.pdf

If it is after hours or in the case of uncertainty about who to contact, call the Helpline for Children toll free at 310-1234 (area code not required) at any time of the day or night. The caller's name is not required. If the child is in immediate danger, call 9-1-1.



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 (CISVA 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.

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.

