

CHRIST CHURCH CATHEDRAL SCHOOL



Parent/Student Handbook

2023/2024

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MESSAGE FROM THE HEAD OF SCHOOL

Dear Parents and Guardians,

Welcome to Christ Church Cathedral School, a unique learning community. As the Interim Head of School for the school year 2023-2024, I have been busy familiarizing myself with all aspects of school life. What marvellous discoveries I have been making!

CCCS offers a rigorous academic program, including wonderful classes in Music, Art, and French. Student support is a foundational element in the school and our teachers and Education Assistants work very hard to make every day meaningful for your children. In addition, the school offers an engaging collection of co-curricular activities.

The curriculum of the home is also very important in every child's development as it relates to school. Systematic homework habits, adequate sleep and good communication with your child's teachers are key to your child's feeling of confidence about participation in school life.

The ethos of service and leadership at our school is supported and encouraged by our association with Christ Church Cathedral Parish and the Anglican Diocese of British Columbia. Our community is large but our school family is relatively small. This allows us to give each student full attention while we enjoy the stewardship of the Church and the Diocese.

In the past, CCCS has enjoyed wonderful support from its parents. We depend on your enthusiasm and support for the education program of your child, for the general learning programs of the school, and for the social fabric of the school. In the past, CCCS parents have assisted the school with resource acquisition, improvements to buildings and grounds, and even new buses. I know you will offer this strong level of support this year.

Best Wishes,



Jake Humphries
Interim Head of School

INTRODUCTION

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

Cathedral School emphasizes the spiritual, intellectual, physical and social development of the whole student, excellence in education and the growth of personal responsibility and self-discipline. The School welcomes students from Kindergarten through Grade 8. We operate a full day kindergarten and offer before and after school care (Lux Mundi), and the Lux Mundi all day care program during school holidays. The Christ Church Cathedral Educational Society also operates two Junior Kindergarten & Childcare facilities, one at 1670 Richardson Street and the other at 1806 San Juan Avenue. The Junior Kindergarten (JK) Program is open to children aged 2.5 and 5 years old. Details on the JK Program are available on the School website (www.cathedralschool.ca) and in the JK version of this handbook.

The Purpose of the School

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

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

The Principles of the School

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

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

The Pillars of the School

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

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

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

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

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

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

GOVERNANCE AND ADMINISTRATION

The Board of Directors

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

The Board of Directors

The nine members of the Board of Directors are elected or appointed according to the constitution. The financial report for the year is presented to the members of the Society and any unfilled positions on the Board are filled according to the constitution.

The names of the Directors of the Board will be published on the School's website.
www.cathedralschool.ca

One board member is a parent selected by the Parent Support Group (PSG).

Members of the Board of Directors

For the beginning of the 2023-2024 academic year, the Board members are as follows:

- CHAIR: Christopher Thackray
- VICE CHAIR: The Reverend Canon Jeannine Friesen
- TREASURER: Janet Sime
- PARENT REPRESENTATIVE: Peter Ameeralli
- BOARD SECRETARY: Alexandra Harvey
- John Archibald
- Jane Gardiner
- Russ Lazaruk
- Michael Wolff

School Staff

Administration

Jake Humphries – Interim Head of School
Tobi Blue – Deputy Head of School
Todd Fitzsimmons – Lux Mundi Program Co-Ordinator & Facilities Supervisor
Kathleen Cook – Executive Administrative Assistant
Richard Crellin – Administrative Assistant
Cindy Hayley – Director of Finance and Operations
Kyla Kopperud – Head of Student Support
Jessica Beloded – Head of Teaching and Learning

Homeroom Teachers

Kindergarten – Jean Hollingworth
Gr 1 – Micaela Winter
Grade 1/2 – Jade Perks
Grade 2 – Michelle Kennedy
Grade 3 – Sarah Fryer
Grade 4 – Anne-Marie O'Donnell
Grade 5 – Kristin Meissner / Heather Branscombe
Grade 6 – Kirsten Salmon
Grade 7 – Ann Chow
Grade 8 – James Rhodes

Specialty Teachers

French K - 8 – Josie Gair
Faith Development – Kate Newman
Music (Band) – Ryan Oliver
Middle School Science, Math – Lara Salchert
Art – Sandi Henrich
Music K-5 – Kathy Erickson
PE & Social Studies 6 – James Rhodes

Educational Assistants

Valerie Crosbie
Patricio Espinoza
Allie Szwender
Trevor Zonneveld
Leone Leighton
Aisha Mullen
Juliet Beckwith
Brenda Morie
Kerecsen Martin – UK GAP Student

ACADEMICS

Curriculum

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

- Weekly sessions of religious education, with a chapel service every Wednesday in the Cathedral and prayer in assembly and at the beginning of the day to support the spiritual growth of the student.
- French at every grade level from Kindergarten onwards.
- A Music specialist at every grade level from Kindergarten onwards.
- An Art specialist at every grade level from Kindergarten onwards.
- A strong emphasis on public speaking.
- A wide range of clubs and extra-curricular activities.
- Service and leadership opportunities such as our Peer Helpers, the Community Club, the Green Team and a variety of other service opportunities.
- Advanced technology to support learning in every classroom.

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

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

CCCS is an inclusive environment. The school appreciates and values every student and recognizes that each student is unique. The school's Vision Statement indicates that we are a "caring and inclusive community." Our stated values include Community, Diversity, and Accessibility. Our teachers embed these values in their curricula. The values are also embedded in our faith teaching and our chapel services. In our classrooms, we teach what is required from the BC Curriculum. SOGI 1 2 3 is a resource that supports educators in addressing these topics in the provincial curriculum. It helps schools create safe, caring, and inclusive learning environments for all students regardless of their race, culture, religion, sexual orientation or gender identity and expression. We use educational resources that are safe, age-appropriate, and inclusive to support our Christian values.

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

Absences

If your child will be absent, please call the School before 8:30 a.m. and/or email your child's teacher. To qualify for government funding, students must be in attendance for 135 days of School from September to May 15th. Absence due to illness is not deducted from the 135 days. A student who, because of holidays or other reasons, is in attendance for less than 135 days, qualifies only for partial

funding. Parents are expected to make up the difference in funding for such students.

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

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

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

Homework

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

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

Usually, with a few exceptions, homework will only be assigned on weekdays. It may consist of the completion of work begun in class, a specific assignment to provide enrichment, the reinforcement of concepts already taught, quiz preparation, or a preview of the next lesson. Sometimes the task is one that can be completed only at home; for example, interviewing parents. Students in grades 2 to 4 will have a homework book or agenda. Please check it regularly and use it to communicate with the teacher about assignments. If your child has not been able to complete assigned work, please advise the teacher. Students in the Intermediate and Middle School will receive homework updates in their Google Classroom.

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

Extra-Curricular Programs

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

We host many clubs and extra-curricular activities throughout the year. Extra-curricular programs may operate before and after school, during the lunch hour, as part of a field trip or, in the case of some occasional choir activities, during the evening or on Sunday.

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

Student Records

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

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

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

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

EXPECTATIONS

Dear Parents, Teachers, and Support Staff,

Christ Church Cathedral School is a place where students, staff and families must feel safe and cared for. We all need a safe, caring, and orderly environment if we are going to effectively learn, work, play, and teach together. Over the years, students and staff at Cathedral School have learned to “*work hard, be kind, be safe and love God.*”

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

I hope you find this information helpful, and I would be pleased if you would discuss it with your child. Your support is important to us. We will continue to ask you and your children in grades 4 – 8 to sign a “Commitment to Christ Church Cathedral School” as an indication that you understand and support our expectations for behaviour at the School. The rest of the section on “*Expectations,*” although quite lengthy, supports and further clarifies our expectations for positive behaviour at Christ Church Cathedral School.

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

Sincerely,



Jake Humphries
Head of School

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



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

Be Kind

To yourself To others

To the school

To the environment

Be Safe

With your friends and yourself

Solve problems together

Work Hard

Be a learner

Be cooperative

Help others

Love God

Learn about God

Always look for the best in others

Be grateful (thankful) for what you have Follow the Golden Rule
(Treat other people as you would like to be treated by other people)

What's OK?

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

What's not OK?

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

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

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

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

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

Possible consequences for misbehaviour may include:

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

**Christ Church Cathedral School has an appeal process for any decisions that affect a student’s educational career. Please see appendix A at the end of this handbook.*

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

Expectations for Students

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

Expectations for Parents

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

Expectations for Staff

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

Student Conduct

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

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

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

My Commitment to Cathedral School:

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

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

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

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

My Commitment to Cathedral School

The 'Purpose' of Christ Church Cathedral School is "To provide a stimulating, challenging and supportive environment for each student to learn, grow and live in the Light of Christ."

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

In class:

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

Outside:

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

Inside:

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

In Chapel:

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

At lunchtime:

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

After School:

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

At all times:

1. I will arrive at school on time.
2. I will wear the correct uniform during the school day and while travelling to and from school.
3. I will be polite to adults and my peers and follow the instructions of my teachers.
4. I will not use electronic handheld devices without prior permission and further, I understand that cell phones may not be turned on during the School day without explicit prior permission.

5. I understand that the use of or provision of alcohol, tobacco or illicit drugs or bringing weapons to school is not only illegal but also strictly forbidden at School. An offence of this nature makes me liable to expulsion from school.

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

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

I also understand that the following offences are very serious:

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

The Student Harassment & Bullying Prevention Policy (appendix 5) is on file in the office and is available to any parents who may wish to consult it.

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

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

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

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

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

Student Signature

Parent Signature

Date

Notes on Bullying, Harassment, and Discrimination...

A Definition of Bullying

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

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

There are three types of bullying:

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

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

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

Cyber Bullying, where a person’s character is attacked, or they are threatened in an online space

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

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

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

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

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

Unacceptable behaviour includes:

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

COMMUNICATIONS

Reporting Student Progress

There are three formal reports to parents during the year. A more comprehensive report goes home in December, March (followed by Student Led Conferences in April, which your children may ask you to attend!) A final, summary report goes home at the end of the School year in June. All the reporting documents focus on strengths of your child, progress they have made thus far as well as areas for further development and ways to support your child. As well, different from past years, we will be having Triangle Conferences in late October and November where the parent, student and teacher meet to discuss goals related to the Core Competencies of learning. Furthermore, each student has an online secure portfolio where much of their daily work, activities and learning opportunities are shared with their families often daily and weekly.

In grades kindergarten through grade six we also use SeeSaw as daily and weekly feedback for our students and families. SeeSaw is an online secure portfolio of your child's learning. It will invite you into their learning process where you can comment, ask questions, or just observe the progress of your child. It is a free app that can be placed on your digital device, where you can access class information and/or specific learning feedback provided to your child.

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

Problems and Concerns

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

The channels of communication are:

1. Speak with your child's teacher. They know your child best and are best placed to resolve your problem or concern. Please do not believe the myth that if you bring up a concern with your child's teacher, they will 'take it out' on your child. That will not happen.
2. If the problem is not resolved to your satisfaction, then speak with the Assistant Head of School.
3. Speak to the Head of School if the problem involves the School at large, or if you do not feel your concern has been acted upon or understood by the classroom teacher or the Assistant Head of School
4. If you are still dissatisfied with how your concern has been handled, please refer to Appendix A to determine if your concern can be appealed to the Board of Directors.

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

Email protocol at Christ Church Cathedral School

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

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

Appropriate use of email:

1. The school uses email to communicate with individuals, groups of parents, or the entire parent body. Topics are likely to include:
 - a. Reminders about events, dates, times, etc.
 - b. Requests for a meeting
 - c. Classroom news and updates
 - d. Forms and other requests for information
2. If your child is going to be absent or late, a phone call to the office works well. If you would prefer email, then send it to the school office at reception@cathedralschool.ca, and your child's teacher(s).

When not to use email:

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

Response time:

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

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

Weekly Newsletter

The School Newsletter will be sent to parents and guardians by email every week. Important information about school events is included in the Newsletter and we see it as a very vital part of our communication with parents. We will provide a paper copy to any parents who do not have access to email.

Sometimes students forget to give parents permission forms or notices. Please help your child develop responsibility in this area by establishing a routine or procedure.

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

Website

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

Facebook & Instagram

Our Facebook & Instagram page is where you will find additional news about day-to-day activities, accomplishments, and upcoming public events at the school.

Facebook: www.facebook.com/ChristChurchCathedralSchool

Instagram page: www.instagram.com/cccs_victoria

SECURITY AND SAFETY

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

Procedure In Case of Earthquake

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

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

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

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

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

Procedure In Case of Fire

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

Lockdown Procedures

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

Building Security

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

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

In order to control access to the building:

- The door from the playground into Memorial Hall is closed to parents and students from 8:00 until 8:15 a.m.
- Parents and visitors to the School should use the intercom system at the Vancouver Street entrance and then report to the School Office. Please sign in and out in the office and sign your child out if you are taking them out of school during the day. Please do not go straight to your child's classroom. Lunches etc. should be delivered to the School Office.
- At 3:00 p.m., the door will be opened and is then closed at 4:00 p.m. The other doors into the building (from Vancouver Street and the Cathedral end of the building) are closed and locked at all times.
- The gate by the basketball court will remain locked at all times.

Supervision

- Lux Mundi Before School Care begins at 7:30 a.m. **Do not drop off any children unless the supervisor is present.**
- Between 7:30 a.m. and 8:00 a.m. children will go into the gym to play.
- From 8:00 all children are supervised on the playground.
- Recess is split to support our growing numbers and allow for ample play space for our students; Kindergarten to Grade 2 are outside from 9:40 to 10:00 a.m. Grades 3 - 5 are outside from 10:00 to 10:20 a.m. and Grades 6, 7 & 8 are out from 10:15 to 10:35 a.m. There will be at least three School supervisors on duty during the morning recess.
- Lunch Recess is split; Kindergarten – Grade 2 go outside for recess from 11:30 – 12:00 p.m. then eat lunch from 12:00 – 12:30 p.m., Grades 3 & 4 go outside from 12:00 – 12:30 p.m. and eat lunch from 12:30 – 1 p.m. Grades 5 go outside from 12:00 – 12:40 p.m. and eat lunch from 12:40 – 1 p.m. and Grades 6 – 8 eat lunch from 12:15 – 12:30 p.m. and go outside from 12:30 – 1 p.m.

- Many extra-curricular activities take place at lunchtime and the Library is usually open for children who wish to read or study. This reduces the number of children on the playground during the lunch hour. There are at least three School personnel on duty at this time unless a large number of students are away from the School.
- If a parent is present after school while their child is on the playground, the child is under the supervision of the parent.
- All field trips are more than adequately supervised, and parents are encouraged to volunteer for supervision.
- After being released from class at 2:50 p.m.(K-3) and 3:00 p.m. (Gr 4-8), the children go to the playground. At 3:15 p.m. Lux Mundi After-School Care starts. Children (K to 8) who are still at the School without parental supervision after 3:15 p.m. will join Lux Mundi. Regular fees will be applied.

Arrangements For School Closure

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

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

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

Lux Mundi After-School Care

(for more detailed information refer to the Lux Mundi Parent Handbook)

The Lux Mundi After-School Care Program is available from 3:15 – 6:00 p.m. every school day and on most weekdays when school is not in session. The children participate in many fun activities including arts and crafts, swimming, games, and trips to community events. We have our own bus to transport the children. Contact the School office for information about fees and dates. For safety reasons, it is important that parents are aware of the how the program works.

- At 2:50 & 3:00 p.m. (depending on grade level) the children go to the playground. At 3:15 p.m. Lux Mundi After-School Care starts. Children in grades 5-8 who are still at the School without parental supervision after 3:15 p.m. will join Lux Mundi. Regular fees will be applied.
- There is a ‘Study & Games Club’ during After-School Care. It is offered to students in grades 5 to 8 from 3:20 - 4:00. If they stay past 4:00 then Lux Mundi fees will apply and they will be placed in afterschool care that day. This is a change from former years due to staffing challenges.
- Parents may use the After-School Care service on a drop-in basis if necessary and will be charged a daily fee. Parents who use the service more than three times a should consider registering as monthly and submit a PAD.
- Children in After-School Care must stay with the supervising staff. They may not be in any other location on the premises unless they are participating in a supervised after-school activity.

EXTRAS

Parent Support Group

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

Invitations

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

Volunteering

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

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

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

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

Christ Church Cathedral Junior Kindergarten

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

Because You Asked

How can I help support the School?

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

Hours of Operation:

- Before-school care begins 7:30 a.m.
- Morning Bell 8:15 a.m.
- Instruction: K to Grade 3: 8:20 a.m. – 2:50 p.m.
Grade 4 to Grade 8: 8:25 a.m. – 3:00 p.m.
- After-school care: 3:15 p.m. – 6:00 p.m.
- Non-instructional Days Usually 3-4 days annually, announced each year.

Arrival and Departure:

Parents dropping their children off or picking them up by car must use available street parking and walk to the playground. **Do not drive through the parking lot or park on the precinct at any time.**

Do not park in the drop-off zone or in any of the reserved places on the precinct or in the spaces where the teachers park, closest to the School. We share the parking lot with the Synod Office and the Deanery Office. The people who work in those offices do not appreciate it when parents take their parking spaces. Please show your support for the larger School community by responding positively to a request to move your car.

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

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

Children who are not participating in the *Lux Mundi After-School Care Program* (see page 25) are to be picked up by 3:15 p.m. at the latest. It is not possible for children to remain on the school property after 3:15 p.m. and not be a member of *Lux Mundi*.

Medication

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

Communicable Diseases

1. Common illnesses:

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

2. HIV and Hepatitis B:

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

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

WASH:

Wash your hands often and carefully with soap and water

Avoid sick people—stay at least two metres away.

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

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

Allergies

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

Children who have an anaphylactic allergy must carry an Epi-pen or Allerject injector on their persons at all times. The family must also supply a second, non-expired Epi-pen or Allerject injector to be kept at the school always. Parents will also be required to complete various forms available at the office. An appropriate number of employees are trained in the delivery of epinephrine medication and emergency procedures in the unlikely event an anaphylactic reaction occurs.

Smoking

It is against the law for anyone, student or adult, to smoke anywhere on the School grounds, including the parking lot. This prohibition pertains to all smoking, including cannabis or vapour products.

Privacy Policy

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

FEE PAYMENT POLICY

Tuition Agreement

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

Fee setting

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

Categories and discounts

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

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

Discounts are provided for the children of staff.

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

Registration and Re-registration

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

Parents of currently enrolled students **must re-register their children by February 15th** if they wish to hold a seat in the class. After this date, the School will begin accepting students who are on the waitlist. For new students, a non-refundable deposit of 10% of the annual tuition must be submitted with your registration paperwork to confirm enrollment. This fee will offset the last month of fees for the current school year. For returning students gr. 1- gr. 8, a non-refundable deposit of \$500.00 for the first child and \$275.00 for each additional child must be paid with their re-enrollment form to hold their place for September

By August 1st, you must pay the balance of September's fees. If your child is withdrawn during the year, June's prepaid fees will be forfeited unless a refund is granted by the Board. This is reviewed on a case-by-case basis. If your child is not withdrawn during the year, those fees will be applied to the month of June, i.e., you will not have to pay any fees in June.

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

Fee Payment for School and Lux Mundi fees

Payment may be made in one single payment, which should be made by August 1st in order to receive the early payment discount of \$100 per child.

Payment may be made in two payments, on August 1st and December 31st (post-dated cheques) in order to receive a discount of \$50 per child.

Otherwise, payment for School fees *must be made* by pre-authorized debit (PAD) from your bank account. This is arranged prior to the start of each school year. PAD forms must be submitted by August 1st. The School will provide the necessary information and forms.

Lux Mundi Monthly fees (apart from drop-in fees) must also be paid in the same way as school fees, i.e., by pre-authorized debit (PAD). Drop-in fees will be calculated and invoiced monthly. Payment is due upon receipt. It is the parent's responsibility to pay for monthly drop-in fees. You can find out what is owing on your account by emailing accounts@cathedralschool.ca.

Withdrawal from School

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

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

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

Withdrawal from Lux Mundi

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

Financial assistance (bursaries)

Christ Church Cathedral School is committed to providing financial assistance to those families who might not otherwise be able to send their children to the School. This commitment also applies to families whose financial circumstances may change during the time that their children are attending the School. Grants of bursaries are made each year and families already receiving a bursary must reapply each year. Bursary applications are submitted online directly to Apple Financial Services. The school also requires a privacy consent form to be completed. Please contact the Executive Assistant in the school office to receive a consent form and information about how to apply for a bursary. The Bursary Committee of the Board will inform bursary recipients of the results of their application once the redacted recommendations from Apple Financial have been reviewed. The deadline to submit bursary applications is March 31; however, families in need of assistance can apply for bursary assistance during the course of the year. In this case, please speak with the Executive Assistant in the School Office.

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

Overdue accounts

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

Parents whose accounts are over 30 days overdue will be contacted. Immediate payment of the overdue amount will be requested. There is a finance charge of 2% per month to outstanding fees beginning 30 days after you have been notified. If an account is in arrears on April 30th the child may not be offered a place at the School for the following year.

UNIFORM

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

- ◆ a Christ Church Cathedral School Sweater – the button up cardigan, pullover or ¼ zip fleece with the School Crest can be ordered through Cambridge Uniforms
 - ◆ dress grey - culottes, skirt or tunic - knee length, or
 - ◆ dress grey - pants or shorts
 - ◆ Christ Church Cathedral School tie (grade 2 and up) - ordered through Cambridge Uniforms
 - ◆ white dress shirt (Students in Kindergarten and Grade 1 may wear a white polo shirt as they are not required to wear a tie.)
 - ◆ All students in grades 2-8 may wear a white polo shirt throughout the year. A student may choose to wear a shirt and tie any day of the week; **however, they must wear a button-down shirt and tie (#1 dress) on Wednesdays and on special occasions.**
 - ◆ grey or navy socks or tights
- * Please note that white athletic socks are only to be worn with P.E. strip*
- ◆ non-scuffing black leather shoes
 - ◆ Christ Church Cathedral School T-shirt for gym - ordered through Cambridge Uniforms
 - ◆ non-scuffing running shoes for gym
 - ◆ black gym shorts (not available from Cambridge Uniforms. Please purchase elsewhere)
 - ◆ boots for outside in poor weather
 - ◆ School uniform pieces are ordered online from Cambridge Uniforms. Our school code is: HED567

Please note the following rules regarding uniform and general appearance:

- Makeup and jewellery are not permitted (except watches or medical alert bracelets, earrings - except for those with pierced ears who may wear studs)
- Hats or hoodies/sweatshirts are not permitted indoors
- All uniforms must be complete and kept clean and repaired. Gym strip should be taken home once a week to be washed
- Shirts should be tucked in, and belts worn for boys grades 4 – 8
- **Grades 2 – 8 are required to wear (#1 dress) on Wednesdays (chapel day) and on special occasions.** #1 dress consists of a dress shirt/blouse, tie, and a CCCS crested sweater of their choice.

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

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

No muscle shirts No bare midriffs

No halter-tops or spaghetti straps

No short shorts or excessively short skirts No underwear showing

No offensive slogans on T-shirts

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

We ask for the support of parents in making sure that their children are wearing the correct uniform.

A three-step process is in place:

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

PLEASE LABEL ALL UNIFORM ITEMS!

Appendix A

APPEALS TO BOARD OF DIRECTORS CHRIST CHURCH CATHEDRAL SCHOOL

INTRODUCTION

The Board of Directors of the Christ Church Cathedral Educational Society (CCCES) has the ultimate responsibility for decisions and actions taken by Christ Church Cathedral School. Normally this responsibility is carried out operationally by the Head of School, who is appointed by the Board. Circumstances may arise, however, where an appeal to the Board should be provided for.

PROCEDURE

The Board's policy on appeals is set out in the format of questions and answers.

1. ***Who can appeal?***

A parent or guardian can start an appeal on behalf of their child.

2. ***What types of decisions can be appealed?***

Decisions which significantly and adversely affect the education, health, or safety of a student (or prospective student) can be appealed. For example, the following types of decisions can be appealed:

- an expulsion;
- an alleged failure by the Head of School to deal with a particular disciplinary issue, where the child in question has been affected by this alleged failure;
- a decision about admission into the school and initial placement in a particular grade where a new student was previously home schooled or attended a school outside British Columbia.

3. ***What types of decision cannot be appealed?***

An important goal of the appeal process is to help ensure fairness and due process. The appeal process is not intended as a mechanism to assess or address the wider issue of executive or pedagogical judgment. For example, the following types of decisions cannot be appealed:

- professional judgments on academic matters, for example: assessments and evaluations on particular projects or tests and grades on a progress report;
- suspensions.

4. ***What step must be taken before an appeal may be commenced?***

The parent or guardian must first ask the Head of School to deal with the matter.

5. ***How is an appeal commenced?***

A letter must be sent to the President of CCCES (also known as the Chair of the Board of Directors). In addition, a copy of this letter must be sent to the Head of School. The letter must include a brief summary of the reasons for the appeal.

6. ***Is there a time limit for starting an appeal?***

Yes. The letter to the President must be received within 21 days from the date of the decision or action being appealed. In exceptional circumstances, the Board, in its sole discretion, may grant an extension of this time limit.

7. ***Who decides the appeal?***

Pursuant to Bylaw 29, the Board appoints a committee (known as the Appeal Panel) to handle a particular appeal. The Appeal Panel consists of three board members. The President may be a member of the Panel only if there are insufficient other Board members willing and able to sit on the Panel.

8. ***Can a lawyer represent the parent or guardian?***

Yes. In such an event, the Head of School may also be represented by legal counsel.

9. ***What is the process after an appeal is commenced?***

The Board appoints the Appeal Panel as soon as possible. The Appeal Panel chooses a chair from among its members.

The Head of School provides the appellant parent or guardian with any documents in the school's possession relevant to the matter under appeal. This production of documents does not include legal advice protected by solicitor/client privilege. In addition, the privacy of other students must be protected.

The Appeal Panel sets a date for the hearing. This date should be as soon as possible but, except in exceptional circumstances, must in any event be within 14 days from the appointment of the Appeal Panel.

The procedure used by the Appeal Panel shall be consistent with those rules of natural justice applicable to the nature of the appeal being heard.

The Appeal Panel may render its decision at the end of the hearing or may release it at a date no later than 10 days after the end of the hearing.

The decision of the Appeal Panel shall be by a majority vote.

The Appeal Panel shall provide brief written reasons for its decision. It shall provide a copy of these reasons to the appellant, the Head of School, and the President.

10. ***Does the original decision remain in effect after an appeal is commenced but before the appeal decision is reached?***

While an appeal is pending, the original decision remains in effect, subject to the limitation in the following paragraph.

An expulsion remains in effect but only if the Head of School, after consultation with the President, is of the opinion that the expulsion should remain in effect to ensure one or more of the following:

- a. the physical or emotional safety of one or more other students,
- b. the physical safety of staff or volunteers at the school.

Where an appeal is pending over an expulsion whose effect is suspended until the appeal is decided, the Head of the School may impose other disciplinary measures in the interim.

11. ***What types of decision can the Appeal Panel make?***

The Appeal Panel can:

- a. allow the appeal in whole or in part,
- b. vary the decision under appeal, or
- c. deny the appeal.

12. ***What is the effect of a decision reached by the Appeal Panel?***

The decision is binding on the Head of School.

13. ***Is there any further recourse available to parents if they are not satisfied by the Appeal Panel's decision?***

Yes, the parent can ask to be heard by an Ombudsperson who will be appointed by the Federation of Independent School Associations (FISA)