

# HOLY CROSS ELEMENTARY SCHOOL



## PARENT HANDBOOK

**2024-2025**

**1450 Delta Avenue  
Burnaby, BC V5B 3G2  
604-299-3530**

**School Website: <http://www.holycrosselementary.ca>**



## **LAND ACKNOWLEDGEMENT**

*Holy Cross Elementary School acknowledges that the land on which we work, learn, and live is the unceded territory of the Coast Salish Peoples, including the territories of the xʷməθkʷəyəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətał (Tseil-Waututh) Nations.*

## **HOLY CROSS ELEMENTARY SCHOOL MISSION STATEMENT**

Holy Cross Elementary School is a Catholic community called by God to share in the mission of the Church. With Christ as our centre, the Parish, teachers and parents work closely together in love and prayer to create a joyous and challenging place of learning. Each child will be encouraged to grow intellectually, physically, socially, aesthetically, and above all, spiritually. By preparing our students to be responsible and active members of the Church, we are building God's Kingdom.

## **CISVA VISION STATEMENT**

In living out our mission as members of the CISVA community,

### **All Students will:**

- Develop an understanding of and share in the mission to proclaim and build the kingdom of God.
- Acquire the skills, knowledge and attitudes to reach their fullest potential.
- Develop as balanced persons spiritually, emotionally, physically and intellectually.
- Respect others and be stewards over their environment.
- Share their talents and participate in all aspects of school life.
- Be Catholic leaders, responsible citizens and life-long learners.
- Be accountable for their role within the system.

### **All Parents will:**

- Be committed to the mission to proclaim and build the kingdom of God.
- Be advocates for Catholic education.
- Work cooperatively with and support the administration and staff of the school.
- Support opportunities that foster student success.
- Treat others with respect.
- Be committed to fostering education that promotes strong Catholic leaders.
- Be accountable for their role within the system.

### **All Staff Members will:**

- Carry out their role in the mission to proclaim and build the kingdom of God
- Be committed to the development of the whole child.
- Plan for and support appropriate, challenging learning experiences and positive learning environments for all students.
- Be committed to build a Christian community and act with justice and integrity.
- Be committed to continuous personal and professional development.
- Treat others with respect.
- Be committed to fostering education that promotes strong Catholic leaders.
- Be accountable for their role within the system.

**All Pastors and Parish Education Committee Members will:**

- Be committed to the mission to proclaim and build the kingdom of God.
- Be committed to operating in an effective and efficient manner.
- Be committed to implementing policy and procedures as representatives of CISVA.
- Collaborate appropriately with staff.
- Be committed to serving all families.
- Promote high standards of education, conduct, safety, and the well being of students and staff.
- Treat others with respect.
- Be committed to fostering education that promotes strong Catholic leaders.
- Be accountable for their role within the system.

**The Board, assisted by the Superintendent's Office will:**

- Provide leadership in the proclamation and building of the kingdom of God.
- Be committed to operating in an effective and efficient manner.
- Be advocates for Catholic Schools with the Catholic community, the public and the government.
- Promote high standards of education, conduct and safety for all students and staff.
- Be responsible for the effective and efficient operation of each school.
- Treat others with respect.
- Be committed to fostering education that promotes strong Catholic leaders.
- Develop and provide strategic direction for the system.
- Supervise appropriate evaluation to ensure accountability throughout the system.



*Catholic Independent Schools  
Vancouver Archdiocese*

## **CISVA MISSION STATEMENT**

*Our Catholic schools provide each student with an education rooted in the Gospel of Jesus Christ. Guided by the Holy Spirit and Catholic teaching, in partnership with home and parish, our schools foster the growth of responsible citizens who will live, celebrate and proclaim their faith.*

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## **GENERAL INFORMATION**

### **HOLY CROSS SCHOOL PHILOSOPHY**

**Holy Cross Elementary School** is a Catholic community called by God to share in the mission of the Church. With Christ as our center, the parish, teachers and parents work closely together in love and prayer to create a joyous and challenging place of learning.

Each child will be encouraged to grow intellectually, physically, socially, aesthetically and above all, spiritually. By preparing our students to be responsible and active members of the Church, we are building God's kingdom.

### **PURPOSE OF PARENT HANDBOOK**

The purpose of the Holy Cross Parent Handbook is to aid parents in their understanding of the policies and procedures of **Holy Cross Elementary School** in accordance with Catholic Independent Schools Vancouver Association (CISVA).

## **FAMILY STATEMENT OF COMMITMENT**

The following outlines the philosophy of education in our Catholic Schools and the commitment made by the parents in the values and ideals of the school, as outlined in CISVA Policy 411

### **Rationale**

“Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in “God’s Plan for Creation” From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. by Catholic Bishops of B.C.

### **Policy**

All families will be required to complete a Family Statement of Commitment. Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand, leading the young people to be the best they can be.

### **Procedure**

The philosophy of our Catholic school expresses the teaching and practice of the Roman Catholic Church and must be supported by all members of the community. Please read the following statements carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you.

**By returning the signed statement with your completed application, you accept the responsibility of this commitment: BOTH PARENTS – Please sign one copy and retain the other copy at home.**

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education, curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the teachings on faith and morals in the Religious Education Program and participate in the program as required by the school.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.

5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibilities of educating our Catholic children.
6. Each student is expected to know and follow school policies on behavior.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend at least one orientation session, which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
10. If any of these conditions are not met, the school reserves the right to:
  - a. refuse admission, or
  - b. remove the student from the school.

Each family is asked to make the commitment to Holy Cross for the entire school year. If a family leaves part way through the school year, it jeopardizes the funding the school receives from the government for the children that are moved. If we are unable to fill the vacancy caused by the movement, it leaves us with what can be a serious financial outcome both in the loss of funding and also the tuition paid monthly.

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**Families will be required to sign the Family Statement of Commitment acknowledging they have read and understand the above expectations and commitments and accept them as stated.**

## **GENERAL POLICIES**

### **ARCHDIOCESAN POLICY OF ADMISSION** (Refer to CISVA Admissions Policy 401)

Recognizing limitations of enrollment at **Holy Cross Elementary School**, certain policies have been established to process applications for admission. The Parish Education Committee (PEC) and the Pastor are responsible for the final decisions concerning applications submitted for enrollment.

In accepting children for admission to **Holy Cross Elementary School**, preference will be given to certain groups according to the following priority guidelines:

1. Catholic students presently enrolled whose parents continue to meet the requirements of **Holy Cross School and Parish**;
2. Catholic siblings of currently enrolled students;
3. Catholic children of parents who are active parishioners of Holy Cross Parish
4. Catholic children whose parents are supporting another Catholic Parish;
5. All other students.

The complete Admission Policy is available at the school office.

### **CLASS SIZES**

Current class size is generally expected not to exceed 31 students. The Pastor in consultation with the PEC and the Principal will approve a possible addition of 1 (one) extra student in classes. Maximum enrollment numbers in the school remain the responsibility of the PEC.

### **PUPIL ATTENDANCE AND ABSENCES**

Punctuality and regular attendance are very important to every child's success in the school, and we ask your co-operation in keeping your children regularly in school.

The Provincial Government Grant is only allocated to a pupil who meets the Provincial Ministry Guidelines and who is in attendance a specific number of hours each school year. Parents will be responsible for payment to the school of funding amounts not received from the Provincial Grant should their child fail to meet these guidelines.

When your child has been absent for any reason, he/she must bring a written note on the first day back to school stating the reason for the absence. Yearly, the school is audited to verify student attendance. Consequently, parent notes are kept in school files to verify legitimate absences. A physician's letter should explain an extended absence for illness. On the day of the absence, a phone call to the office is required between 8:15 am and 9:00 am. If a call is not received, the secretary will begin calling the homes of all students not at the school. This system will ensure the safety of the children and cooperation of the parents is mandatory.

Students are responsible for missed work due to absence. Parents and students are encouraged to consult with the classroom teacher regarding completion of homework and assignments.

## **DENTAL AND MEDICAL APPOINTMENTS**

Notes are required on the day of appointment or earlier to advise the teacher of a child's absence due to any medical or dental appointments. Parents must come to the school office and sign out the student in the **Parent Sign Out Book** prior to removing the child from school.

## **EXTENDED VACATIONS**

The Provincial Government requires that elementary school children attend school during the regular instruction year. Removing children for extended vacation trips during school time, other than at school breaks, is a hardship on the children and is discouraged by the school. If such a trip is unavoidable, a written letter, signed by the parents, should be sent to the school at least one week before the trip. Make up work is the responsibility of the parents and student(s).

The Provincial Government Grant is only allocated to a pupil who meets the Provincial Ministry Guidelines and who is in attendance a specific number of hours each year. Parents will be responsible for payment to the school of funding amounts not received from the Provincial Grant should their child fail to meet these guidelines.

## **EARLY WITHDRAWALS**

Each family is asked to make a commitment for the entire school year. We require one month written notice for any early withdrawals. Please note that parents are responsible for the tuition for the calendar month that written notice was received AND the tuition for the following month.

**Please note that registration fees are non-refundable.**

## **FEES**

(Refer to CISVA Admissions Policy 401)

### **REGISTRATION FEES**

**Holy Cross Elementary School** charges a non-refundable registration fee for each child enrolled in Holy Cross School. This fee is determined yearly, and will be noted in the Registration Package received by each family at registration time.

### **TUITION FEES**

Tuition fee rates are determined by the Parish Education Committee and fall within the CISVA guidelines.

#### **Category 1 – Holy Cross Parishioner (participating and contributing)**

- Registered member of Holy Cross Parish
- Regularly attend mass at Holy Cross Parish\* (no less than 30 weeks of each year)
- Uses Sunday envelopes (no amount specified) from Holy Cross Parish on a regular basis
- Authorized by Holy Cross pastor to attend Holy Cross School

#### **Category 2 – Holy Cross Parishioner (non-participating and/or non-contributing) or Member of another Catholic Parish**

- Registered member of Holy Cross Parish or Registered member of another Parish
- Does not attend mass at Holy Cross Parish on a regular basis\*
- Does not use Sunday envelopes (no amount specified) from Holy Cross Parish on a regular basis
- Authorized by Holy Cross pastor to attend Holy Cross School as a Category 2 family

#### **Category 3 – Non-Catholic**

- Non-Catholic wishing to attend Holy Cross School
- Does not meet the criteria of Categories 1 or 2

**\*Regular attendance at Mass is determined by the usage of the Sunday envelopes. Once a year, in January, tuition categories will be verified.**

### **FAMILY TUITION ASSISTANCE** (Refer to CISVA Policy 401)

Although the Education Committee is charged with the responsibility of operating a fiscally responsible organization, it will be recognized that no child should be denied access to **Holy Cross Elementary School** because of financial disadvantage.

It is the Pastor's privilege to have the Parish pay tuition fees for any family-desiring enrollment within the school. Those families seeking such assistance should address their concerns to the Pastor.

## **PROVINCIAL GOVERNMENT FUNDING**

**Holy Cross Elementary School** receives the maximum allowed Government funding for independent schools (calculated at 50% of the operating cost of a public school in the Burnaby School District). For the school to receive this funding pupils must meet Provincial Ministry Guidelines and be in attendance a minimum of 600 hours by May 15<sup>th</sup> of each school year.

Absence due to illness is not taken into account. A student, however, who because of extended holidays or other reasons is in attendance less than the required days, qualifies for only partial funding. Parents therefore are required to make up the difference in funding for their children who fail to meet these guidelines.

## **OUTSTANDING FEES OR MATERIALS**

Any and all outstanding fees owed to **Holy Cross Elementary School** must be paid in full. We also reserve the right to withhold acceptance of registration for the coming school year until these matters are settled (i.e. outstanding fees, equipment and uniform loss or replacement of damaged goods).

## **ANTI-MONEY LAUNDERING/CASH PAYMENT POLICY**

Effective Date: September 1, 2020

See **APPENDIX IV**



## SCHOOL SCHEDULES

### OFFICE HOURS

8:15 a.m. to 3:30 p.m. Monday to Friday.

### SCHOOL HOURS

8:45 a.m.	Warning Bell (Soft Start)
8:50 a.m.	Classes Begin
10:30 a.m.	Recess Bell
10:45 a.m.	Classes Resume
12:00 –12:15 p.m.	Lunch
12:15 - 12:45 p.m.	Noon recess
12:45 p.m.	Classes Resume
2:55 p.m.	Classes Dismissed for the Day

On rainy days students are permitted to enter the school through the North entrance door Drop Off area at 8:35 a.m. They may proceed directly to their classrooms. Kindergarten students will line up under the covered area (North Parking Lot).

### EARLY DISMISSALS DAYS

Occasionally during the school year there will be early dismissals. Parents are to pick up their children by 12:10 p.m. for noon dismissals.

### SCHOOL CLOSURES / SNOW DAYS

If for some reason the school has to be closed unexpectedly (e.g., snow), you will receive a Parent Notification Email from the Office, and the closure will be announced over radio station **CKNW (980 AM)**. Please listen between 7:00 a.m. and 8:30 a.m. If the school needs to be closed due to any other unforeseen circumstances (e.g., lack of power/heat/flooding, etc.), parents will receive a Parent Notification Email. School closure information will also be posted on the Holy Cross Elementary School website: [www.holycrosselementary.ca](http://www.holycrosselementary.ca).

### VISITORS

Parents and visitors must report to the school office prior to any student contact or before proceeding to any area of the school. This rule includes the delivery of lunches, uniforms, forgotten work or supplies.

### LOST AND FOUND

The Lost and Found is located in the gym. Students may check the Lost and Found for their personal belongings. **All personal belongings**, including clothing or shoes, **should be clearly marked** with the student's full name in permanent ink. Unclaimed items will be given to charity.

# **SUPERVISION OF STUDENTS**

## **BEFORE SCHOOL BEGINS**

The supervision of students begins at 8:35 a.m. Students are to follow the directions of the traffic/student supervisors and teachers. When the 8:45 a.m. warning bell rings students are to line up and enter the school quietly and quickly for the soft start.

## **RECESS**

During outdoor recess students must go outside. Students will follow the schedule for the Adventure Playground and will show appropriate behaviour. Students must ask for a pass from the supervisor in order to enter the school building before recess is over. When the bell rings to end recess, students are to line up and wait for the arrival of their teacher. When directed the students are to enter the school quietly and quickly. Recess will be held indoors when there is inclement weather or for other special circumstances.

## **LUNCH ROUTINES**

Children are expected to bring a nutritious lunch to school and bring it with them daily. The delivery of lunches throughout the day is discouraged. If a child is to go home for lunch, parents must send a note to the teacher. Parents are to report to the office to meet their child and sign out the child. Parents are not to take their children home for lunch directly from the classroom.

## **SUPERVISED PLAY AREAS**

During recess and lunchtime, the students have a choice of supervised areas in which to play. These areas are the parking lot on the north side of the school and the grass area on the east side of the buildings. For the large playground equipment on the grass area, there is a schedule for the classes to follow. It is requested that parents do not take younger siblings or preschoolers down to the adventure playground equipment during school hours, as it is very distracting to the children in class.

### **The boundaries of the supervised areas are:**

- 1) The grass area adjacent to Delta Avenue in front of the trees, on the inside (East side) of the fence. Outside the fence or among the trees is out of bounds.
- 2) The Northwest corner of the gym. The driveway and the small alcove are out of bounds.
- 3) The trees make a natural boundary along the North and East edges of the property. Behind or among the trees are out of bounds.
- 4) The rectory driveway marks the boundary of the Southwest corner. Students should play on the lawn and not go onto the driveway or garden area of the church.

### **Out of bounds areas include:**

- 1) The breezeways between the church, rectory and school.
- 2) The front parking lot
- 3) The covered area at the front of the school unless it is before or after supervision times.

### **Before and after school supervision areas:**

Areas of the North parking lot will be sectioned off with orange marking cones. This sectioned off space is different in the morning and afternoon due to different traffic flow patterns. For more information, please see the Traffic Flow Diagrams in **APPENDIX I**.

For safety reasons, the school playground is closed before school and after school.

### **AFTER SCHOOL**

Parents are asked to wait for their children in the North parking lot of the school. Students are dismissed through the North doors. Students are to follow the directions of the traffic/student supervisors and teachers. Student and traffic supervision will take place until 3:10 p.m. After 3:10 p.m., students who have not been picked up proceed to wait in the foyer of the school.

Holy Cross Elementary offers an After School Club (TAC) daily from 3:00 p.m. until 5:15 p.m. The program allows for a supervised homework period, arts and crafts, board games, movies and play time. A registration form outlining the details of the program is available on the website or at the school office.

## TRAFFIC SAFETY

### VEHICLES/PARKING

1. Enter by the South driveway only.
2. Traffic proceeds North; single lane only.  
**No** passing is allowed.
3. The drop off area is noted on the map. Please have your children exit their vehicles on the passenger side.
4. Parking for school children pick up is permitted on the North side of the gym only.  
No Parking or Pick Up for school children is permitted at the front entrance of the school.  
This Lot is reserved for teachers and visitors.

### BEFORE SCHOOL

1. Children are to be dropped off at the Drop Off Zone.
2. The North entrance door is kept open until 9:00 a.m.  
Children arriving later must enter through the main doors.
3. Rainy day Drop Off is at the North entrance door.

### AFTER SCHOOL

1. Students **must wait** until their driver parks before proceeding to the car.
2. Traffic enters through the South driveway and exits at the North driveway.
3. To promote safety, before the bell rings, parents are encouraged to back into the first row of parking spots facing the school gym. After the bell rings, parents are encouraged to drive directly into the parking spots.
4. All cars **must park** before picking up children.
5. **All** children will be dismissed on the North side of the school.

K - Gr. 3 must be escorted to a vehicle by parent or an older sibling.

Gr. 4 - 7 students may walk to their vehicles unescorted.

**Please see APPENDIX I for the Traffic Flow Diagrams for the above traffic flows.**

# **EMERGENCY PROCEDURES**

## **FIRE/EARTHQUAKE/OTHER DISASTERS**

**Holy Cross Elementary School** follows fire drill procedures as required by the Burnaby Fire Department.

Fire Drills are held at least once every two months. Expectations for these drills are given to all teachers and substitute teachers and are posted in the classrooms.

**Holy Cross Elementary School** also follows the outline of earthquake drill procedures as published by the Ministry of Education, Province of British Columbia. Earthquake Emergency Kits are compiled each fall and supplies and food are re-evaluated and replaced as necessary. Parents are asked to write 'comfort letters' to their children, to be included in the Earthquake Emergency Kits and only opened in case of an emergency.

**Any parent or visitor present in the school during fire or earthquake drills must follow the school procedures.**

## **MEDICAL EMERGENCY**

All accidents and cases of illness occurring during the school day must be reported to the office at once. Parents will be notified immediately if their child becomes ill or is seriously injured. It is very important to have a telephone number of a contact person other than parents, in case of emergency. See below for medical procedures.

# **MEDICAL PROCEDURES**

## **THE ADMINISTERING OF MEDICATIONS**

Except in emergency situations, teachers should administer or supervise the self-administration of medications to students only if the following conditions are met:

- The medication is required while the child is attending school.
- The parent has requested the school's assistance and has signed a release concerning administration by the teacher.
- Written authorization has been received from an attending physician.
- The teacher has received adequate instructions from the public health nurse or parent concerning the administration of the medications.

## **SCHOOL HEALTH NURSE**

The Ministry of Health provides a school nurse whose role is that of a community health nurse. The school nurse may serve as resource personnel for teachers, parents and students for questions that may arise pertaining to the individual health of a student or the health of the school as a community.

## **STUDENT ILLNESS AND INJURY**

Students who are ill should remain at home. We expect parents to cooperate with the school in this matter, both for the sake of their child's health and the health of the other children at school.

Parents should advise the school if there are any changes in a child's medical history such as Asthma or Allergies, etc. This should be updated as soon as possible and is required on the yearly registration form. The school should be advised **immediately** of any and all new medical conditions.

## UNIFORMS AND SUPPLIES

### SCHOOL UNIFORMS

**Holy Cross Elementary School** believes that a school uniform is an identifying symbol of a particular school with its own individual characteristics. It identifies a child as a student of **Holy Cross Elementary School** and should be worn with pride. The following outlines the regular school uniform:

<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>• HCS Crested Burgundy Pullover Sweater or Vest</li> <li>• White Short-sleeved Oxford Cloth Shirt with HCS monogram</li> <li>• HCS Plaid Kilt</li> <li>• Black Knee Socks (tights may be worn in the winter)</li> </ul>	<ul style="list-style-type: none"> <li>• HCS Crested Burgundy Pullover Sweater or Vest</li> <li>• White Short-sleeved Oxford Cloth Shirt with HCS monogram</li> <li>• HCS Grey Dress Pants</li> <li>• Black socks (no white socks)</li> </ul>
Black Shoes: (soft soled, closed toe, closed heel dress shoe, height of heel not to exceed 1.5 inches); No Boots; Velcro or slip-on shoes required in Kindergarten.	
<b>Gym Uniform (Boys and Girls):</b> Holy Cross T- shirt and shorts, non-marking soled runners.	

All students are expected to be in full uniform at all times. School sweaters/vests, are to be worn in the classroom. Dangling large hoop earrings and colored nail polish are not permitted. Jewelry is discouraged. The school is not responsible for jewelry that is lost or stolen. Hair accessories are to be in school colours and haircuts are to be conservative (no hair dye).

If for unforeseeable circumstances a child is unable to be in uniform, he/she must bring a note to his/her teacher giving the reason. On the first occasion a child is not in uniform without a note, or if the child's appearance is determined as unacceptable, communication will be made to the parents outlining the problem. If the problem is ongoing, the parents will be called and the child/children sent home. The student must not return until the matter is resolved.

### SPRING UNIFORM

Students have the option of wearing a school Spring Uniform for the period of approximately May 1<sup>st</sup> until the 1<sup>st</sup> Monday of October of each school year.

<b>GIRLS</b>	<b>BOYS</b>
<ul style="list-style-type: none"> <li>• HCS Burgundy Polo Shirt (with HCS monogram)</li> <li>• HCS Grey Skort</li> <li>• White Ankle Socks (no logos)</li> </ul>	<ul style="list-style-type: none"> <li>• HCS Burgundy Polo Shirt (with HCS monogram)</li> <li>• HCS Grey Walking Shorts</li> <li>• White Ankle Socks (no logos)</li> </ul>
Black Shoes: (soft soled, closed toe, closed heel dress shoe, height of heel not to exceed 1.5 inches); No Boots; Velcro or slip-on shoes required in Kindergarten.	

## **GYM STRIP**

Gym strip is sold by the school. A monthly gym strip sale is held for the convenience of parents. Please check the monthly school calendar. An order form is available in the school office. In order to protect the gym floor, parents are asked to provide a pair of non-marking running shoes to be worn for Physical Education only.

## **UNIFORM PURCHASING**

All school clothing is to be purchased through:

Cambridge & Co. School Uniforms  
#112 – 2455 Dollarton Highway  
North Vancouver, B.C. V7H 0A2  
Phone Number: 604-924-9929

In June full uniform fittings are held at Cambridge & Co. Articles ordered during this time are usually delivered before the end of the current school year or prior to the beginning of the next school year.

## **EXCHANGE TABLE**

At the end of school in mid June an exchange table is set up in the gym for the convenience of our school families. We ask that anyone with any uniform components in good condition and who no longer have any use for these articles, to please place them on the exchange table for the use of other families. There is no charge for any article on this table. If you can use it, you may take it.

## **PERSONAL GROOMING**

In the interest of all students, staff and families, it is strongly recommended that students refrain from sharing any personal items i.e. hats, combs, brushes. We ask that parents regularly re-enforce this suggestion.

## **SCHOOL SUPPLIES**

Ordering of school supplies for the coming school year is held each year in the late spring. All school supplies are to be ordered through EduPac. This is to ensure continuity of supplies in each classroom.

## **EARTHQUAKE SUPPLIES**

The ordering of Earthquake Kits for any new students to **Holy Cross Elementary School** is held in early September. All students are required to have one kit each. A yearly review of all Earthquake supplies is completed, and any replacements or additions required to the kit will be required at this time.



## **COMMUNICATIONS POLICIES**

### **PRIVACY OF PERSONAL INFORMATION OF PARENTS AND STUDENTS**

In accordance with the B.C. Personal Information Protection Act, introduced January 1, 2004, all parents need to give written consent authorizing the school to collect and use student/parent information. This is the personal information normally collected by the school at time of registration and maintained in student files.

Please refer to **APPENDIX II** for a copy of the consent letter.

This information is required in order to register your child at this school and assist the school in making an informed decision as to your child's suitability and appropriate placement in the school. Also, it will allow the school to respond immediately to an emergency.

The school will prepare a family phone list for office use in the daily running of the school and for the use of the Fundraising Committee. Class lists will be prepared for the Teachers. Contact lists will be made for Supervisors of Participation Categories. Lists and information in regards to students with medical concerns will also be made and used by staff and medical professionals.

### **INTERNET ACCESS & CELL PHONES**

Only under the direct supervision of teachers will students have access to the internet. Cell phones are not to be brought to school or used at school. Please see further reference under C.I.S.V.A. Personal Electronic Devices and School-based Technology Policy 430.

### **TELEPHONE ACCESS**

The school phone is in great demand. Students are permitted to use the telephone if they have permission from their teacher or the office. If a practice or club is cancelled or if something unforeseen happens at school, the phone is available to the students concerned. However, restrictions may be placed on non-emergency calls. Forgetting homework, a lunch, school money or making after school arrangements are not emergencies.

### **SCHOOL WEBSITE POLICY**

The Holy Cross Elementary School website provides information about the school and promotes school programs. There may be instances when photographs of students are used on the school website. It is school policy that when photographs are used the students in the picture will not be named or referred to in such a way as to personally identify them. During the time of registration, parents must complete the Personal Information Protection Consent form to consent or decline having their child's name or picture published on the school web site or other media. Please refer to Appendix II for the CISVA Personal Information Privacy Policy.

## **STUDENT BEHAVIOUR**

### **RESPONSIBILITIES OF STUDENTS** (Refer to CISVA Student Code of Conduct Policy 407)

**Holy Cross Elementary School** holds the following expectations for its students:

- Arrive punctually, to attend school regularly, and to behave appropriately
- To be prepared and to have the necessary books, materials and assignments
- Make a sincere, concentrated effort to do well in studies
- Participate attentively and reverently in all religious observances
- To be considerate of the rights of others: peers, staff, parents and neighbours
- Respect and comply with school regulations
- Wear correct dress code at all times
- Bring a written note signed by the parent/guardian explaining any absences.

### **RESPECT FOR PROPERTY**

Students are held responsible for textbooks, school equipment, sports uniforms, library books, computers and computer equipment etc. that are issued to them or are used by them. Damage or loss will require that reparation be paid. Any unpaid outstanding costs will result in the holding of final report cards. Registration for the following year may also be in jeopardy.

### **THEFT AND VANDALISM**

Any instances of theft and/or vandalism of school or personal property within the school boundaries will be viewed as a serious offence, and will be handled according to the discipline policy manual, as outlined in this manual.

### **PLAYGROUND RULES**

Students of **Holy Cross Elementary School** are expected to act responsibly and safely and show courtesy at all times. Students must follow the playground equipment schedules posted throughout the school. Teachers and/or parent supervisors will supervise all play during school hours. The playground is closed before school and after school.

### **PARTY INVITATIONS**

Part of our education in forming 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. It is recommended that party invitations be done over the phone or mailed rather than handed out on school property.

## **CURRICULUM**

### **CHRISTIAN EDUCATION**

**Holy Cross Elementary School** follows the Christian Education Curriculum outlined by the Archdiocese of Vancouver. The learning outcomes of the curriculum are taught through the Christ Our Life program. The personal safety program, I Am A Gift From God, is taught in Grade 1 and 3. Love and Life is a family life program, which is incorporated into the Grade 7 year. All of these programs are approved and recommended by the Archbishop of Vancouver.

The catechism program is structured along the liturgical year and feast days are incorporated into the curriculum. Certain specific milestones such as Reconciliation, First Communion, and Confirmation are scheduled with the Parish Religious Education Program (PREP). Parents will be contacted and invited to come to the school for meetings in order to participate fully in their child's process of development of faith.

The importance of the Mass is recognized as a way to strengthen the faith of the students and help build Christian Community.

Parish Masses are offered at 8:15 a.m. each weekday, and students and parents are invited to celebrate the Mass.

Masses are regularly offered to the whole school. Each grade takes a turn in preparing the Masses. All parents are welcome and encouraged to attend all school masses.

Class Masses are offered at the discretion of the Pastor and the classroom teacher during the school year.

Non-Catholic students enrolled in **Holy Cross Elementary School** are also required to participate in the Christian Education Curriculum and activities.

### **ACADEMICS**

The academic programs of each grade are those determined by the British Columbia Ministry of Education in conjunction with the guidelines established by the Archdiocese of Vancouver. This involves instruction in the areas of Language Arts, Mathematics, Social Studies, Science, French, Career and Health, Information Technology, Physical Education, and Fine Arts.

**Holy Cross Elementary School** enhances these programs with a number of specialists. Holy Cross offers the help of full time **Learning Support** staff. Learning Support is available to students in the classroom setting or in an individual or small group format. Students are directed to our **Learning Support** program through the recommendation of the classroom teacher and in consultation with the parent. This program is also enhanced by full time and part time Education Assistants.

Each grade receives **Music** classes during the week. A part time Music Teacher coordinates the Music program for the school. This program offers experiences in song, theory, instruments, movement, singing and games. A band program is offered for students in Grade 7. Students also have the opportunity to join the School choirs. Many opportunities for performing are offered throughout the year.

The **Physical Education** program includes many life skill opportunities, such as tennis, skiing, snowboarding as well as a wide variety of extra curricular sports. Holy Cross School offers a full time Physical Education teacher for the physical education program.

All classes have opportunities to use **Technology** both in the classroom, Library or Tech Lab. **ADST STEAM** activities and **Enrichment** opportunities are also provided to students.

All classes use the school **Library**. A part time teacher-librarian and parent helpers maintain the organization and the running of the library. As well as an ever-growing selection of fiction and reference books, research material is also made available. Each class has a designated day to take out and return library books.

A **French Language** program is offered from Grades K to 7 and taught by a French specialist.

An **Outdoor Education** program is offered to the Grade Seven students. Its purpose is twofold: firstly, to enhance Christian community living; and secondly, to teach environmental studies as outlined by the B.C. Ministry of Education.

### **FIELD TRIPS** (Refer to CISVA Policy 409)

Field Trips related to curriculum studies are seen as an integral component of a good education. Teachers will closely supervise all activities outside of the school area. A child must have the written consent from a parent or guardian in order to participate.

Sometimes we rely on the generosity of parent drivers for trips. Any volunteer drivers must be licensed adults known to the school. All volunteer drivers are covered under the Archdiocesan Insurance for excess third-party liability. The mechanical condition of the vehicle is the responsibility of the parents who volunteer its use. The private vehicles will only carry the allowed number of passengers. **A seatbelt must be worn by every passenger. Also, drivers must follow the Motor Vehicle Act and Regulations concerning air bags, booster seats, child passengers and all ICBC regulations.**

### **HOMEWORK**

Homework is generally assigned on a Monday through Friday basis. The time expected for the completion of homework per day is:

**15-40 minutes for Primary Grades** per day  
**30-60 minutes for Intermediate Grades** per day.

Parents concerned about the time their child spends on home study should contact the classroom teacher for clarification of assignments. Failure to complete classroom work during school hours may result in this work having to be completed over the weekend. The present policy of the school is not to assign homework on holidays.

All students use an agenda book. Students in Grades One to Seven will receive these books from their classroom teacher at the beginning of the year. Kindergarten children use a binder prepared by the class teacher. At the front of the purchased agenda book is a vinyl pouch which is used to send letters, notices, and messages between home and school. Please check your child's homework book regularly and use it to communicate with the teacher when necessary.

## **REPORTING PERIODS**

Written 'Communicating Student Learning' Progress Reports are issued three times per year.

Parent/Teacher/Student conferences are scheduled twice a year, approximately in November after the first progress report is issued and again in the Spring. These conferences serve to allow the students to discuss their progress with the parents and teacher. Additional interviews with a teacher may be scheduled at any time, at the request of the parent.

Informal communication between parents and teachers is encouraged throughout the school year. Appointments are recommended at the request of the parent(s) or the teacher to discuss specific concerns.

If either a teacher or a parent feels a child needs extra help, a referral is made. When formal learning support is needed, parents sign a permission form and are kept up to date with their child's progress through informal meetings and as indicated on the form.

**INCLUSIVE EDUCATION** (Refer to CISVA Education Policy 421)

**Holy Cross Elementary School follows all guidelines and compliance measures as outlined by the CISVA and BC Ministry of Education in regards to children with diverse abilities.**

## **ESL REQUIREMENTS**

**Holy Cross Elementary School** does not have an English as a Second Language (ESL) program. Therefore, ESL students must have a sufficient command of English to function in the regular classroom. If required by the school, parents must provide a tutor to work with the child and the school until the student's English language skills are satisfactory.

## **GRADUATION REQUIREMENTS**

Students will advance from grade to grade when they have fulfilled the educational requirements, as laid out by the Ministry and the assigned curriculum for that grade.

The decision to withhold promotion of a student is a decision made with the principal, teacher, and the parents.

## **ADMISSION TO CATHOLIC REGIONAL SECONDARY SCHOOLS**

(Refer to CISVA Admissions Policy 401)

Priorities for admittance into Catholic regional secondary schools shall be:

- Children presently enrolled in the school if they and their families meet the expectations of the secondary school.
- Siblings of children already in the school, whose families are practicing Catholics active in one of the parishes of the region.
- Children whose families are practicing Catholics active in one of the parishes of the region. In cases where a parish is unable to fill its allocated seats with practicing Catholics active in their parish, priority for these seats shall be given to practicing Catholics active in other regional parishes.
- Siblings of children already in the school, whose families are practicing Catholics active in a parish from outside the region.
- Children whose families are practicing Catholics active in a parish from outside the region.
- Children whose families are either not practicing Catholics or not active in their parishes.
- Non-Catholics. Enrollment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

## **EXTRACURRICULAR ACTIVITIES**

**Holy Cross Elementary School** offers various extra-curricular sports and fine arts programs. The purpose is to provide interesting and challenging activities beyond the classroom environment. The goals of extra curricular are:

1. To encourage all children to participate with others
2. To train children to strive to reach their potential
3. To stress hard work and dedication to the group and group members
4. To prepare children properly for games and events
5. To encourage good sportsmanship

In the athletic extra-curricular program, the emphasis is on participation and every child who comes will be on a team. The competitive nature of extra-curricular sports requires, at times, that the players with better skills play with greater frequency, though effort is made to incorporate all players. The decision to create more than one team is made by the school administration and coaching staff.

A condition of a student belonging to a team is that the parent is responsible for providing transportation to and from sporting events, games and practices. Failure to do so could result in your child being excluded from the team.

We hope that every child will find some way to participate in clubs or events outside of the classroom setting. Programs are determined by student interest and availability of coordinators and supervisors.

## **DISCIPLINE**

**Holy Cross Elementary School** uses a discipline policy, which has logical and realistic consequences. The aim of the school is to encourage the development of self-discipline. Students are expected to behave in a reasonable and responsible manner. Incidents of unacceptable behavior will be dealt with promptly. Expectations for students are consistent but consequences may vary depending upon the age of the student, the offense, and the circumstances.

### **DISCIPLINE CYCLES**

Step One: All minor offenses are handled on the spot in class, halls, library, church and other general areas of the school by the teacher or supervisor.

Step Two: If minor offenses continue or if a serious offense is committed, the student will go to 30 minutes of In-School Suspension. The parents of the child will be informed by the Principal, or in the event of absence, the Acting Principal. At this time the Principal will document the infraction and will:

- a) discuss the concern over the phone or
- b) ask for a meeting.

Step Three: If serious offence continues without some effort by the student to improve, the student will merit an out of school suspension. The Education Committee Chairperson and the Pastor will be informed.

Repeated serious offenses or gross misconduct can merit expulsion.

### **MINOR OFFENSES**

Day-to-day misbehaviors in the classroom, hallways, or playground.

### **SERIOUS OFFENSES**

This would include behavior such as fighting, theft, and throwing objects, defiance of rightful authority, vandalism, willful disobedience or disrespect, purposeful serious injury to the character or person of others. Please refer to the CISVA Student Code of Conduct Policy 407 and CISVA Harassment and Bullying Prevention Policy 408.

### **GROSS MISCONDUCT**

This would include behaviors such as the use and possession, or sale of explosive devices. Possession of a dangerous weapon, or the use of an object to inflict bodily injury to another person.

The use, possession, or sale of alcoholic substances, illegal drugs or other noxious substances. Abusive language or violent conduct directed towards a teacher/supervisor, etc.



## **SUSPENSIONS AND EXPULSIONS** (As outlined by CISVA Policy 426)

In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

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 behavior which, if continued, would ultimately result in an expulsion.

The Principal is required to investigate fully every serious infraction to the best of his/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 or Vice-Principal only after thorough investigation. 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 or Vice-Principal and the Pastor/Archbishop's Representative and/or the Chairperson of the Education Committee. A written notification of 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.

## **APPEALS**

Refer to CISVA Suspensions and Expulsions Policy 426.

**Appointed School Official: Peter Veltri, (Principal)**

**Alternate School Official: Carlo DeFazio, (Vice Principal)**

## **CISVA HARRASSMENT AND BULLYING PREVENTION POLICY #408**

### **Rationale**

The foundation of Catholic teaching about life and relationships is respect for the human person. “The quality of men rests essentially on their dignity as persons and the rights that flow from it.”<sup>1</sup> For this reason all persons must be protected from all forms of abuse, neglect, bullying, harm or threat of harm. CISVA is committed to providing and promoting a learning environment that enables every student to feel safe, accepted and respected.

CISVA works continuously to develop strategies that make students feel valued, respected and connected within their school community, while remaining consistent with the teaching of the Catholic Church. This includes the protection of a student’s physical safety, social connectedness, inclusiveness as well as protection from all forms of bullying, regardless of their gender, race, culture, religion, sexual orientation or gender identity and expression.

### **Definition**

Bullying is a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evoke fear of physical harm or emotional distress in the person being targeted.

Bullying encompasses a wide range of behaviours in a relationship between a dominant and a less dominant person or group where:

- an imbalance of the perceived power is manifest through aggressive actions
- physical or psychological (verbal and social) abuse occurs
- negative interactions occur directly (face-to-face) or indirectly (gossip, exclusion)
- negative actions occur with intent to harm, which can include some or all of the following:
  - a) physical actions such as punching, kicking, biting and initiating unwanted sexual touching, can hurt the person’s body, damage belongings or make the person feel badly about himself or herself;
  - b) verbal actions such as threats, name calling, insults, racial and cultural slurs or inappropriate jokes and/or comments; this includes sexual harassment; that is, when a person or group hurts another person by taunting or discussing sensitive sexual issues, creating sexual rumours or messages, and making derogatory comments on a person’s perceived sexual identity;
  - c) social exclusion such as spreading rumours, ignoring, gossiping, excluding.
- negative actions are repeated and/or the intensity or the duration of the actions establishes the bully’s dominance over the person. The person thus becomes a victim of injustice.
- information and communication technologies are used physically to threaten, verbally harass or socially exclude an individual or group.

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<sup>1</sup> Catechism of the Catholic Church, no. 1935.

## Policy

All CISVA schools will have in place protocols that outline roles, responsibilities and procedures for staff, students and other adults (including parents) that address bullying.

## Procedures

Working with administrators, teachers, support staff, parents and student body, schools will develop a written bullying prevention protocol that includes the following elements:

### Education, Awareness and Prevention

- education and awareness on bullying including ways to recognize its pattern and characteristics versus normal peer conflict
- instruction to students that emphasizes respect and compassion for others and age appropriate behaviours to prevent or respond to bullying
- instruction to students on their responsibility to report and take an active stand against acts of bullying including reference to the school's code of conduct as it relates to bullying

### Reporting

- steps students and staff will take to respond to allegations of bullying
- efforts that track incidents of bullying at schools (bullying, cyber-bullying, harassment including student-to-student sexual harassment, intimidation, threatening or violent behaviour)
- how reported incidents will be dealt with and monitored

### Responding to Bullying

- efforts that outline clear and logical consequences for those who bully, that provides support for those being bullied and intervention with students who bully
- informing the parents/ guardians of children involved in a bullying incident, engaging their support and collaboration to seek a resolution
- in deciding a course of action, the school weighs the consequences by age and maturity of the individuals involved, the degree of harm done, incidences of past or continuing pattern(s) of behaviour, the relationship between the parties involved and the context in which the incident(s) occurred

CISVA remains committed to taking all reasonable steps to prevent retaliation by a person(s) against a student who has made a complaint of a breach in policy.

<b>Reference:</b> <i>Ministry of Education Resources</i> "Safe, Caring and Orderly Schools – A Guide" "Focus on Bullying – A Prevention Program for Elementary School Communities" "Keeping it Safe – A Guide for Parents of Students K-12" "Call it Safe – A Parent Guide for Dealing with Bullying in Elementary Schools" "Call It Safe – A Guide for Dealing with Harassment and Intimidation in Secondary Schools" <a href="http://www.erasebullying.ca">www.erasebullying.ca</a> <b>Cross-reference:</b> Policy 426 - Suspensions and Expulsions; Policy 411 - Family Statement of Commitment	<b>Approved:</b> Board of Directors
	<b>Date Approved:</b> 4 September 2012
	<b>Date(s) Revised:</b> December 2012 November 2016 January 2020

# CISVA STRUCTURE AND ADMINISTRATION

## ADMINISTRATIVE STRUCTURE

The diagram below is included to help you understand the interactive structure of the Catholic Independent School System of the Vancouver Archdiocese (CISVA), and the integration necessary to ensure the success of our parish school within the Catholic Community.

Schools are governed firstly by the policies and procedures of the CISVA and secondly by local policies developed for the specific circumstances of the school.



# **ROLES, RESPONSIBILITIES AND EXPECTATIONS OF THE HOLY CROSS SCHOOL COMMUNITY**

## **ROLE OF THE CISVA**

The CISVA (Catholic Independent Schools of Vancouver Archdiocese) is a non-profit Society that provides education for Catholic students from Kindergarten to Grade 12 in the Lower Mainland of BC. The CISVA's objective is to promote, manage, maintain, operate and administer the Catholic school system of the Vancouver Archdiocese. The Society is governed by a Board of Directors, with the President being the Archbishop. The constitution of the Society allows the CISVA to set up local school committees such as the Parish Education Committee (PEC), to help it operate the schools. The CISVA works closely with Education Committees, the Pastor and the School Administrator to effectively deliver the Catholic School System.

## **ROLE OF PASTOR** (Refer to CISVA Policy 113)

- The Pastor's role is that of a direct representation of the Archbishop. The Pastor is an integral member of the school community particularly in the matters of religious instruction and guidance.
- In the exercise of this authority, the Pastor is an ex-officio member of the **Parish Education Committee** and all appointed subcommittees. As the Archbishop's direct representative, the Pastor should work closely together with the Principal and the PEC on all activities pertaining to the function of the school to ensure at all times a clear recognition of the school's objectives and direction.

## **ROLE OF PARISH EDUCATION COMMITTEE (PEC)**

- The Parish Education Committee (PEC) is the local representation of the Board of Directors of the CISVA. The PEC receives its mandate from the CISVA and is responsible for implementing the policies of the CISVA in the operation of the parish Catholic school.
- Holy Cross Parish shall have an Education Committee of seven members, of which five members are elected and two are appointed by the Pastor.
- The Holy Cross PEC recognizes the pre-eminence of the directives contained in the Policy Manual issued yearly by the CISVA.

## **RESPONSIBILITIES AND EXPECTATIONS OF THE PEC** (Refer to CISVA Policy 110)

1. Assist the Pastor in the running of the school.
2. Ensure that CISVA educational and school administration policies are followed.
3. Prepare a budget for approval from the Pastor concerning the operation and maintenance of the school.
4. Ensure that proper books and records are kept for the purposes of claiming government grants
5. Hire teachers and principal with the approval of the Pastor. The hiring of teachers must also include consultation with the principal.

6. Decide on the renewal or non-renewal of teachers and principal's contracts with the approval of the Pastor. The renewal or non-renewal of teachers' contracts must also include consultation with the principal.
7. Ensure through the principal that classroom supervision and learning environment for students is not diminished because of the absence of a teacher.
8. Oversee the day to day operations of the school, including the collection of fees, paying operating expenses, and conducting maintenance.
9. Assume other duties from time to time as assigned by the CISVA.
10. Disqualify oneself from discussion and voting on issues where there is a conflict of interest.
11. Support and recognize the principal as chief administrator in the school.
12. Ensure confidentiality of all matters dealt "in confidence".

### **PEC ELECTIONS** (Refer to CISVA Policy 107)

Elections shall take place on the date appointed by the Board of the Catholic Independent Schools of the Vancouver Archdiocese. Election procedures are outlined in Policy 107 of the C.I.S.V.A. manual.

Members shall be elected for a two-year term. Appointments are also for two years. Members are not elected or appointed to specific positions. PEC positions (e.g., chair, vice-chair, treasurer, etc.) are voted upon by the newly formed PEC.

Members shall not serve more than four consecutive terms.

At least two Committee members shall be elected each year. One appointment is made each year by the Pastor.

Refer to **APPENDIX III** for a copy of the PARISH EDUCATION COMMITTEE NOMINATION FORMS.

### **PEC MEETINGS** (Refer to CISVA Policy 108)

The PEC shall meet monthly. There will be a minimum of ten (10) meetings. The Chairperson, Pastor and Principal should meet to determine the PEC meeting agenda prior to the regular meeting.

Other meetings may be required apart from the above and may be called by the Chairperson as needed. No set notice is required for such a meeting. These meetings will be termed Extraordinary Meetings, and the usual quorum (simple majority) is required to vote on decisions.

The Principal and Teacher's Representative (elected by the teachers) shall be invited to PEC meetings and shall submit a written report to the PEC.

PEC meetings are open to the parent body for observation purposes only, except for "In Camera" sessions. Requests for non-committee members to speak at PEC meetings must be in writing and received by the Chairperson seven (7) days prior to the posted meeting.

Summaries of minutes from PEC meetings are available at the school office upon request.

## **ROLE AND RESPONSIBILITIES OF THE CHAIRPERSON** (Refer to CISVA Policy 114)

The role of the Chairperson in the PEC is critical to the successful functioning of the Education Committee and ultimately to the successful functioning of the school. The Chairperson's main task is to work closely with the Pastor and Principal in order to ensure that the goals and objectives of the school are being met and that the policies and guidelines of the CISVA are followed. The Chairperson derives all his/her authority from the role of the PEC. Since, in fact, the authority to establish policy rests with the PEC as a whole, it is important, therefore, that when speaking for the PEC, the Chairperson base his/her statements on policy that has been passed or approved.

The Chairperson is to fulfill the following responsibilities:

- Ensure that the PEC uses its authority responsibly in accordance with CISVA policies and guidelines.
- Prepare an agenda for each meeting in consultation with the Pastor and the Principal.
- Set a day and time for regular monthly meetings and to call additional meetings as the need arises, and to maintain order and ensure that the fundamental principles of parliamentary procedure are followed.
- Have elected other officers such as Vice-chairperson, Treasurer, Secretary and Society Representative, and ensure that a Nominating Committee prepares for the annual elections of PEC members.
- Appoint, in consultation with the Pastor, chairpersons to all sub-committees. The PEC chairperson is ex-officio a member of all subcommittees established by the PEC.
- Ensure the Treasurer prepares an annual budget with cooperation from the Chairperson, Pastor and Principal.
- Implement any policy changes that are issued by the CISVA; ensure that a local school policy manual is developed and maintained; and ensure that the implementation of new policies is communicated to all parties concerned.
- Ensure that the guidelines of the CISVA are followed in regard to hiring, firing and evaluation of personnel, in consultation with Pastor, Principal, and Superintendent.
- Liaison with parish groups and organizations and the community at large, and ensure parents are well informed of school policies and made familiar with the operations and purpose of the PEC.
- Ensure that the PEC considers, at least once a year, the long range plans of the school.
- Maintain contact with the Superintendent and recognize that the parish and PEC are extensions of the CISVA.
- The Chairperson shall vote to break a tie.

### **ROLE AND RESPONSIBILITIES OF THE VICE-CHAIRPERSON**

(Refer to CISVA Policy 115)

- To act as chairperson during the chairperson's absence.
- To be the CISVA delegate if the PEC decides.
- To carry on any other duties as assigned by the PEC

### **ROLE AND RESPONSIBILITIES OF SOCIETY REPRESENTATIVE**

(Refer to CISVA Policy 116)

The Society Representative of the PEC is the direct link to the CISVA. Therefore, the Chairperson or Vice-Chairperson is in the best position to be the Society Representative to the CISVA. Under special circumstances the PEC may assign a member other than the Chairperson or Vice-Chairperson to the CISVA.

The Society Representative has the following responsibilities:

- Stand for election to the Society at the Annual General Meeting.
- Attend all Society meetings.
- Report on all Society meetings.
- Attend all Society liaison meetings.
- To be the liaison between the Parish Education Committee and the Executive Committee and to report as appropriate.
- Attend meetings with representatives of the zone schools for Question/Answers on information as appropriate.

### **ROLE AND RESPONSIBILITIES OF THE TREASURER** (Refer to CISVA Policy 117)

- To prepare a proposed budget in consultation with the Pastor, Chairperson and Principal.
- Submit the budget to the Pastor and PEC for their approval.
- Monitor all expenditures and receipts with regard to the budget.
- Provide monthly printed financial reports to the PEC as per CISVA policy manual.
- Monitor all school accounts.
- Oversee the collection of tuition.
- Oversee the collection of overdue accounts after first consulting with the Pastor.
- Respond to the CISVA's request regarding budget information as per CISVA policy manual.
- Monitor that all CISVA financial policies are followed.



## **ROLE AND RESPONSIBILITIES OF THE SECRETARY**

- To record, type and distribute the minutes from every meeting.
- To type all general correspondence as required.
- To keep up to date minutes, including in camera minutes on file.

All minutes are to be stored for a maximum of seven years and made available to the duly elected secretary each year. All correspondences directed to the PEC will be stored with the minutes from the corresponding meeting.

## **ROLE AND RESPONSIBILITIES OF PARENT PARTICIPATION COORDINATOR**

- Coordinate the participation program.
- Communicate all pertinent information to parent workers.
- Consult with the Pastor, Chairperson and Principal regarding any difficulties with parent participation.
- Bill all families for non-fulfillment of participation requirements in consultation with the PEC.
- Provide a monthly report on the participation program to the PEC.

## **ROLE AND RESPONSIBILITIES OF MAINTENANCE COORDINATOR AND MAINTENANCE VOLUNTEERS**

The tasks necessary to maintain the school are to be shared among the maintenance volunteer parents. Each parent (family) is responsible for forty (40) hours of maintenance duties throughout the entire year. The majority of the maintenance is performed in the summer months, although, volunteers may be called as required throughout the school year. The maintenance coordinator will be responsible for the following:

- Assign duties (as they arise), distributed as evenly as possible.
- Keep track of all hours of volunteer service(s) provided. (All volunteer hours will be submitted to the parent participation coordinator for review.)
- Coordinate **ALL** maintenance activities in the school.
- Ensure that all maintenance is done quickly, efficiently and adheres to all present codes and standards.
- On call 24 hours a day, 7 days a week, to ensure that the school systems and equipment are operational.
- Provide comprehensive maintenance monthly reports to the PEC regarding school systems and equipment.

## **ROLES AND RESPONSIBILITIES OF THE PUBLIC RELATIONS COORDINATOR**

- Keep the parent information board up to date.
- Write and publish PEC newsletters, information bulletins, and provide announcements and articles to the Parish, its newsletter and bulletin.
- Provide a monthly report to the PEC.
- On behalf of the PEC, coordinate the social events of the PEC, thank you cards, etc.

## **ROLES AND RESPONSIBILITIES OF FUNDRAISING COORDINATOR**

- To supervise the Parent Fundraising Committee, as the PEC representative, and to oversee the parent fundraising program.
- To ensure that the Parent Fundraising Committee is on target to meet the fundraising goals set by the PEC.
- To seek support from the PEC on all fundraising ideas prior to implementation.
- To report to the PEC families who are not fulfilling fundraising participation requirements.
- To provide a monthly report on the fundraising program to the PEC.

## **ROLES AND RESPONSIBILITIES OF THE PRINCIPAL** (Refer to CISVA Policy 308)

The Principal, as spiritual leader, promotes the Catholicity of the school in the spirit of the Archbishop's letter entitled, Philosophy of Education for Catholic Schools in the Province of British Columbia (1994). The Principal is also an instructional leader and administrator. Other responsibilities of the Principal are:

- To ensure the religious and academic instruction of students.
- To supervise all teaching, clerical and support staff.
- To oversee the implementation and the development of curriculum.
- To attend PEC meetings and to provide a written report.
- To maintain effective communication with the Pastor, the PEC and the parents.
- To decide, in cooperation with teachers, the grade and classroom placement for all students.

## **ROLES AND RESPONSIBILITIES OF TEACHING STAFF**

Under the direction of the Principal, the responsibilities of the teachers are:

- Provide a school and classroom environment conducive to learning.
- Teach basic curriculum skills as laid down by the Ministry of Education of British Columbia.
- Put special emphasis on the religious instruction and on mutual respect.
- Provide, to the best of abilities, for children with special needs.
- Maintain order, plan carefully, teach meaningfully, and present a role model which will be an inspiration to the children.
- Respect the personal worth, dignity and individual characteristics of each child.
- Provide fair and just disciplinary treatment for all children as needed.
- Keep parents/guardians adequately informed of the progress, performance and conduct of each child.
- To be mutually supportive of each other and of parents who are the first educators of their children.
- Keep a spirit of care and concern for all students.

**ROLE OF PARENTS** (Refer to CISVA Parent Code of Conduct Policy 412)

Parents are essential to the development of a truly Christian community within the school. Parents are responsible for taking an active part in their children's education, supporting and working with the staff and the Parish Education Committee, by upholding school discipline, by supervising homework, by attending parent-teacher interviews and school functions.

Parents have an obligation to pay the required school fees and to participate in the Parent Participation Program, all of which makes the operation of the school financially viable. If there is some special reason why this is not possible, the Pastor should be asked for special consideration. Please refer to CISVA Parent Code of Conduct Policy 412.

**Holy Cross Elementary School** holds the following expectations for the parents:

- Ensure that child/children are at school on time each day.
- Encourage children to conduct themselves in an orderly manner at all times.
- Respond promptly and affirmatively to any of your child's misbehavior while in school.
- Encourage high personal effort, achievement and prompt completion of assignments.
- Support the school, the principal and the entire staff in their efforts to maintain high standards of education in school.
- Supply written and signed explanations of absences/lateness/lack of proper dress code.
- To fully participate in the Parent Participation Program.
- To fully participate in the Fundraising Participation Program.

# **PARENT PARTICIPATION POLICY AND EXPECTATIONS**

## **PARENT PARTICIPATION PROGRAM**

The Parent Participation Program plays an integral part in the operation of the school. The aim of the program is to create a spirit of community among families and staff working closely together to provide the best education for our students.

**Holy Cross Elementary School** has a mandatory Parent Participation Program. All families are required to contribute a minimum of 45 hours of service (35 PPH and 10 FUNDRAISING) per year to the school (approximately 22.5 hours in the first half of the school year and 22.5 hours in the second half). If parents do not fully meet the 45 hour commitment they will be charged at a rate of \$28 per incomplete hour.

Families who cannot participate because of special circumstances may apply in writing to the Pastor for special consideration.

A member of the PEC will monitor all parent participants on an on-going basis.

Non-fulfillment of assigned duties will be addressed in the following manner:

- 1st missed assignment: contacted by telephone
- 2nd missed assignment: contacted by telephone and letter
- 3rd missed assignment: Family category will be reverted to Non-Participating status and parents will be billed for the amount owing.

Non-Participation Fee: A family that is unable to commit to the required hours may elect to pay the Non-Participation Fee of \$1,260, payable September 15<sup>th</sup>.

## **FUNDRAISING PARTICIPATION PROGRAM**

Fundraising within all Catholic schools arises from the basic premise that all Catholics should not be denied a Catholic education. The CISVA, in consultation with parishes and schools, sets a tuition rate for the first child which is felt to be reasonable for all parents. The tuition rate is set prior to the school year so that the local PEC can begin to plan its preliminary budget for the upcoming year. These budgets are based on previous spending patterns and other guaranteed revenues.

The shortfall of the budget is eliminated through revenues received from parent fundraising. In addition, fundraising activities are also carried out for special initiatives or purchases outside the normal operating budget as well as to maintain a contingency reserve for emergency expenditures.

Fundraising is a requirement of the Parent Participation Program. All members of the school community will be required to participate in fundraising events (approximately 10 hours each year, which is part of the total 45 participation hours). The Fundraising Committee will inform parents throughout the year of events and available duties.

Families who cannot participate because of special circumstances may apply in writing to the Pastor for special consideration.

A member of the PEC will monitor all parent participants on an on-going basis.

Non-fulfillment of Fundraising assigned duties will be addressed in the same manner as indicated in the Parent Participation Program.

### **HOLY CROSS SCHOOL / PARISH ENHANCEMENT FUND**

Holy Cross School and Parish also have an Enhancement Fund in place, provided by the parents of the school. The Enhancement Fund is used to buy items in the school and provide additional staff over and above the basic needs of the school. The fund is extremely important to keep the school programs that enhance the school, such as the music program, the French language program, additional teaching supplies and equipment. Each family is asked to contribute a suggested amount of \$200.00 to the Enhancement Fund, to be submitted at Registration, in a cheque dated October 15<sup>th</sup>. Contributions to the Enhancement Fund are voluntary and are made to Holy Cross Parish, for use in the school.

# **COMPLAINT PROCEDURES**

## **DEALING WITH MAJOR COMPLAINTS**

Refer to Holy Cross Elementary/CISVA Major Complaints Policy 302

### **Rationale**

CISVA recognizes that parents, students, teachers, and support staff form an integral part of the Catholic school community. From time to time, issues may arise where members of the community may differ in their perspectives.

### **Policy**

Within CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as described below. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

### **Procedure**

Every effort should be made wherever possible to resolve the issue by the parties directly involved. If the issue cannot be resolved, the matter must be brought to the attention of the Principal of the school following the procedure outlined below.

- The Principal will clarify the issue(s) of disagreement and document all matters pertaining to the issue and its resolution and determine what policy(ies) of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson of the Education Committee and a representative from the Superintendent's Office, or others, to facilitate a resolution of the issue. This may include a process of mediation as facilitated by the Superintendent's Office.
- The Principal, having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing within seven (7) days of receipt of the complaint. In this written notification, the parties must be informed of the available appeal process.
- If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven (7) days after Principal's decision has been received.

### **Appeals Process**

1. Upon receiving the complaint, the Education Committee will form a sub-committee with authority to make a decision regarding the appeal. This sub-committee should include the school's Pastor/Archbishop's Representative. The sub-committee will study the documentation and then call a meeting to hear representations from the complainant and the Principal. Both parties will be in attendance and be given an opportunity to respond. The decision of the Principal will not be overturned if school or CISVA policy was appropriately and fairly applied.
2. After this, the sub-committee shall, in camera, present its decision to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement it. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committee's decision only if there is a serious flaw in the process followed. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors.

3. The Education Committee shall notify the appellant, and the Principal, of its decision in writing within seven (7) days of the meeting.
4. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

### **Complaints Against the Principal**

If after efforts to resolve the issue with the Principal have been exhausted and no resolution is in sight, the matter can be referred to the Education Committee following the Appeals Process outlined above.

### **Complaints Involving Education Policy or Education Matters**

When the complaint involves matters relating to educational policy or educational matters, such complaints, if they cannot be resolved by the Principal and the parties concerned, are to be directed to the Superintendent directly for resolution rather than the Education Committee of the school.

### **Appeals to the Board of Directors**

The Board of Directors may consider an appeal of the Education Committee's or Superintendent'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 appeals 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 (14) days after the Education Committee's decision. *The decision of the Education Committee will not be overturned if school or CISVA policy was appropriately and fairly applied.*

If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudsperson shall be obtained from the Superintendent. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.

The Board of Directors will communicate its final decision to all parties involved.



## **FACILITIES**

### **RENTAL OF FACILITIES**

**Holy Cross School** and facilities located in the local zoning of P5 - Institutional District, as outlined by the Municipality of Burnaby. The school facilities are not permitted for use as a commercial hall or for purposes that are not ancillary to church and/or school functions. Therefore, rental of these facilities is not permitted.

### **SCHOOL EQUIPMENT**

Students are held responsible for textbooks, school equipment, sports uniforms, library books, computers and computer equipment etc. that are issued to them, or are used by them. Damage or loss will require that reparation be paid. Any unpaid outstanding costs will result in the holding of final report card(s). Registration for the following year may also be in jeopardy.

#### **Definition of School Equipment**

Any parish owned materials used specifically for the educational development of the students including computers, sporting equipment, classrooms and materials, books any reference resources, stationery, tables, chairs and utensils, and all exterior equipment.

No school equipment as outlined within the definition of categories above shall be used without the written permission of the School Principal, Pastor and the PEC. All equipment must be returned in original condition to the place of origin i.e. classrooms, office, kitchen, gym etc.

### **SMOKING POLICY**

Our school grounds are tobacco free at all times. There is No Smoking and No Vaping allowed on the school grounds at any time.

### **SCHOOL DRINKING WATER POLICY**

The school drinking water will be tested at least every three years in the Fall for quality control purposes.

### **ANIMALS ON PROPERTY**

No animals are allowed on the school grounds other than for pre-authorized visits.

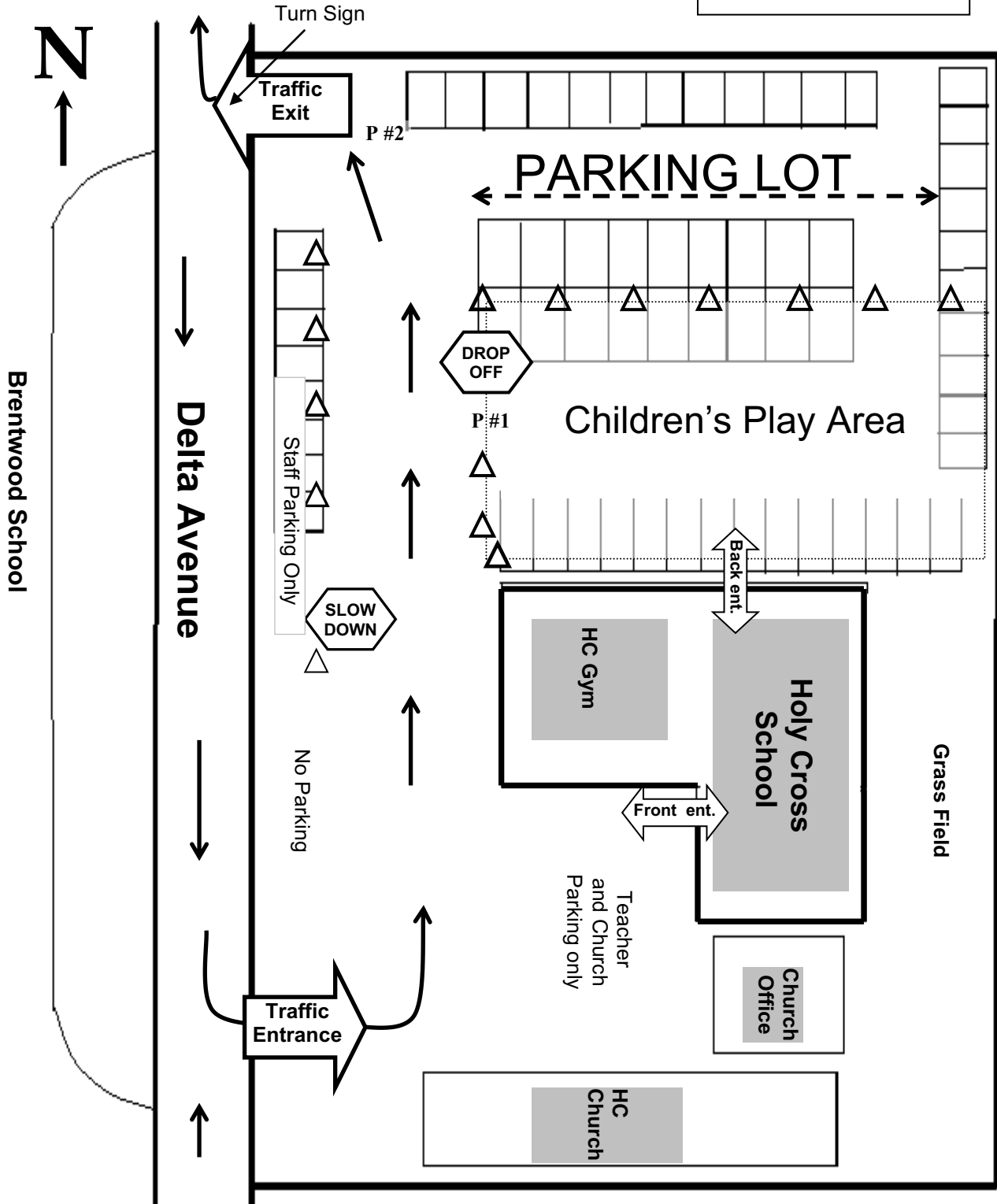
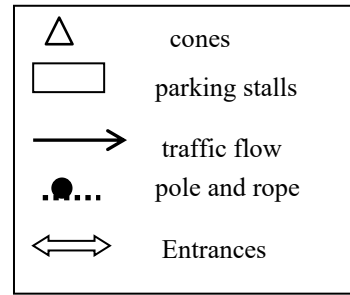
# APPENDIX I

## TRAFFIC FLOW DIAGRAMS

# Traffic Flow Patterns Diagram 1.0

## STUDENT DROP OFF – BEFORE SCHOOL

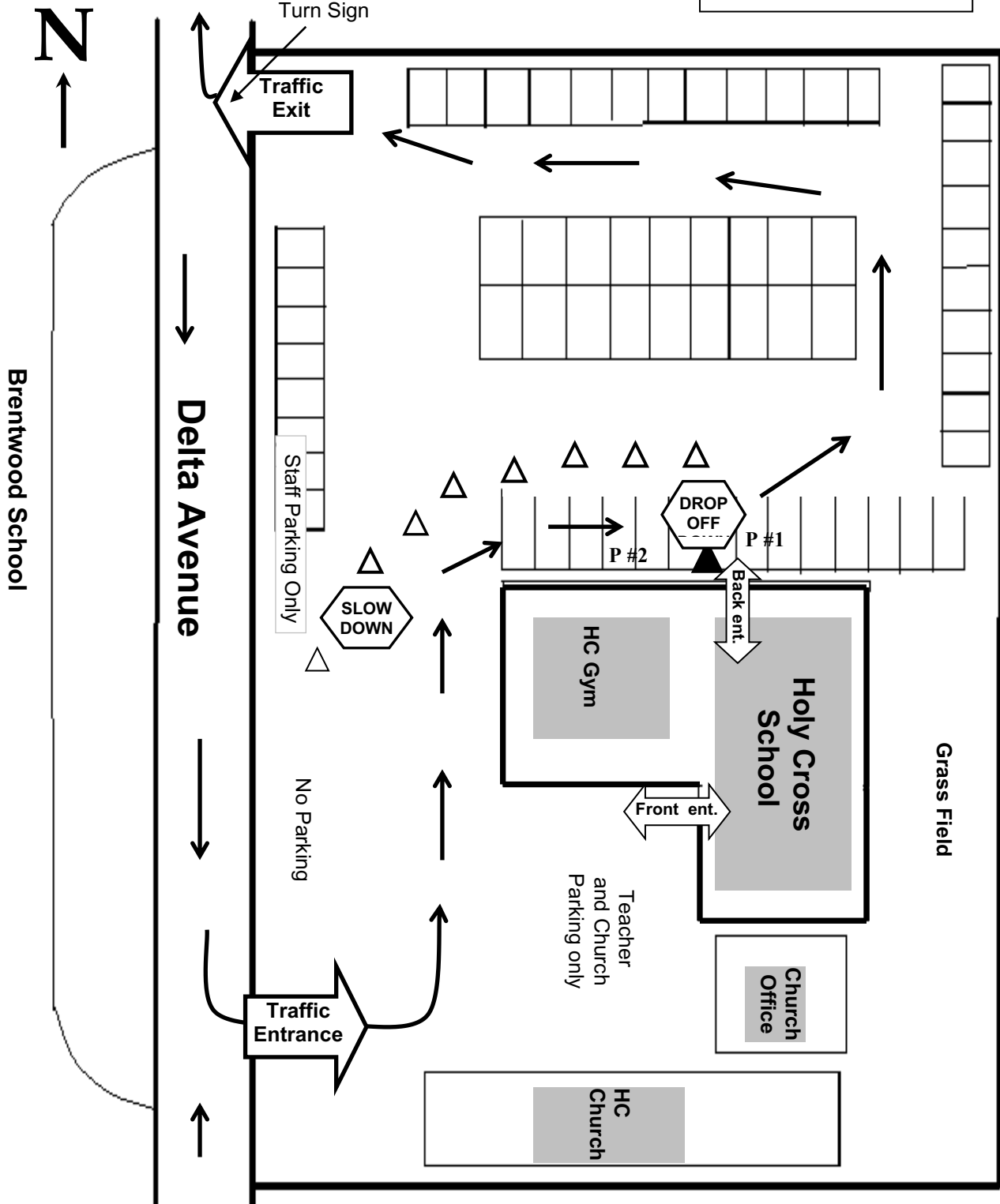
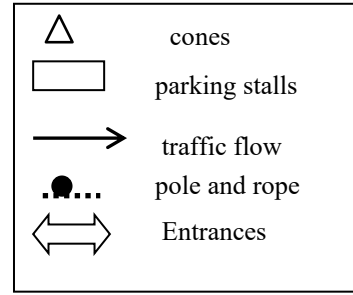
Holy Cross Elementary School  
1450 Delta Avenue, Burnaby BC



# Traffic Flow Patterns Diagram 2.0

## STUDENT DROP OFF – RAINY DAYS

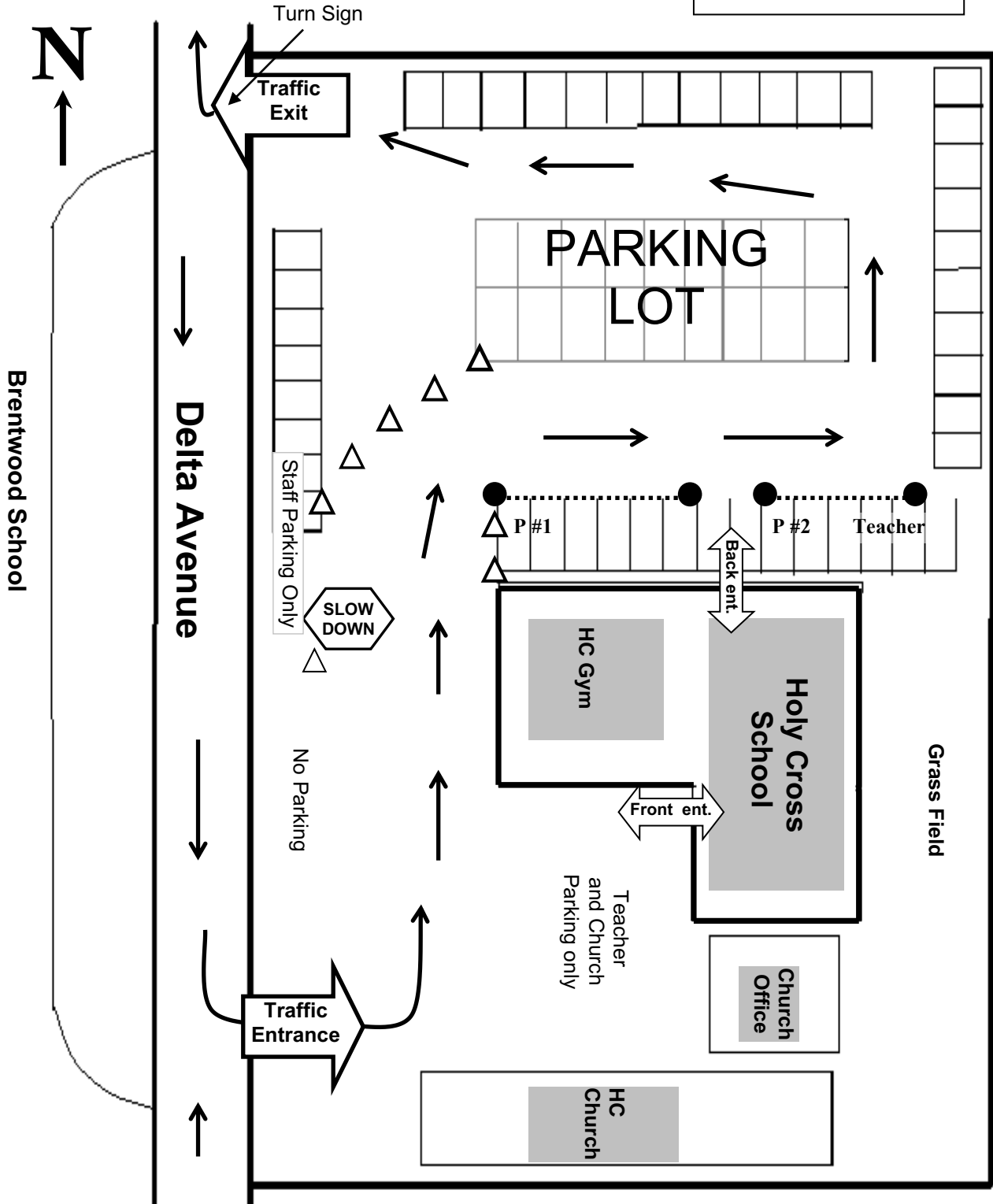
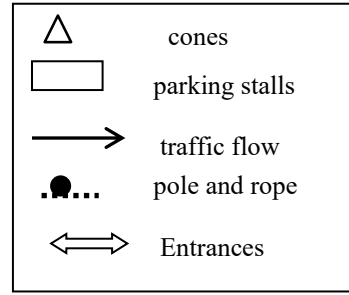
Holy Cross Elementary School  
1450 Delta Avenue, Burnaby BC



# Traffic Flow Patterns Diagram 3.0

## STUDENT PICK UP – AFTER SCHOOL

Holy Cross Elementary School  
1450 Delta Avenue, Burnaby BC



## APPENDIX II

### **PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS**

On January 1, 2004, British Columbia's **Personal Information Protection Act** – Bill 38 came into effect. The purpose of the Act is to govern the collection, use and disclosure of personal information by organizations in a manner that recognizes both the right of individuals to protect their personal information and the need of the organization to collect, use or disclose personal information for purposes that a reasonable person would consider appropriate in the circumstances.

In accordance with the privacy procedures introduced in this act, Holy Cross School is required to disclose how the information collected in the registration package and throughout the year is used. The school is also required to obtain a signature of consent from each family indicating that the information provided is understood. Please read the information below and then sign the **Personal Information Protection Consent Form**, contained in the Registration Package.

- Through registration, Holy Cross School collects personal information that may include student identification information; birth and baptismal certificates; legal guardianship; court orders if applicable; parents work numbers and e-mail addresses; behavioural, academic and health information; most recent report card; emergency contact name and number; doctor's name and number; health insurance number and any similar information needed for registration. This information is required to register my child(ren) at this school and assist the school in making an informed decision as to my child(ren)'s suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency.
- Holy Cross School prepares a family phone list for office use in the daily running of the school and for the use of the Fundraising Committee. Class lists are prepared for the Teachers and Class Phoning Parents. Phone lists are made for Supervisors of Participation Categories. Lists and information regarding students with medical concerns are also made and used by staff and medical professionals.
- Some of the students' work is displayed in the hall or in the classroom and the students' photographs may also be displayed. These items may be viewed by people outside of the school community as the school and gym are used by various parish groups.
- Promotion of the school through the media is required to grow the parish and school community. Holy Cross School uses photographs, videos and names of individual students and groups of students in a variety of publications to promote the school. These publications include newsletters, brochures, newspapers, magazines, reports, Holy Cross website, CISVA website, Holy Cross Instagram Account, Individual Class Blogs, radio, videos and television. Students may be photographed by the media (TV or newspaper) for events relating to the school.

#### **General Disclaimer**

Holy Cross School acknowledges that there will be no disclosure of any of the above personal information to any third party unless written authorization is received from the parent or legal guardian. All personal information will be properly secured and only be accessible to authorized personnel identified under policy by the school authority. For more information, please contact the privacy manager, Peter Veltri, Principal at 604-299-3530.



## EXPECTATIONS FOR MEMBERS OF CISVA EDUCATION COMMITTEES

The effectiveness of our Catholic schools is strengthened by clergy and lay people working together with faith and commitment for the education of our young people. It is very important, therefore, that those who accept the call to serve on education committees understand the expectations of office and conduct themselves in a way that will foster collaboration and Christian community and put into practice the philosophy of Catholic education as promulgated by the British Columbia Bishops.

Members of CISVA Education Committees, according to CISVA Policy 110, **are expected to:**

- Acknowledge that Catholic schools function within the structure of the Catholic Church and are an expression of its mission.
- Endeavor to become more knowledgeable about Catholic education, its mission, and educational and religious goals.
- Promote Catholic education, its values and benefits to the community.
- Attend regular, extraordinary and sub-committee meetings and participate in discussion and decisions to the best of their ability.
- Be fully and thoroughly prepared for each meeting by completing the required committee work or reports.
- Share and utilize their knowledge and experience for the betterment of the Committee's work and the school as a whole.
- Be loyal and supportive of Committee decisions.
- Be open to stand for election to the executive of their committee and act as a member of a sub-committee as elected and/or assigned.
- Recognize that they do not officially represent the Committee unless explicitly authorized to do so.
- Ensure confidentiality of all matters dealt 'in confidence'.
- Disqualify themselves from discussion and voting on issues where there is a conflict of interest.
- Support and recognize the principal as chief administrator in the school.
- Work in harmony with the Pastor and parish organizations.
- Pray for other members of the Committee, Catholic schools and the communities they serve.

I have read the above expectations and agree to abide by these expectations if I am elected to the Education Committee.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## **APPENDIX IV:**

### **ANTI-MONEY LAUNDERING/CASH PAYMENT POLICY**

**Effective Date: September 1, 2020**

#### **PURPOSE OF THIS POLICY**

The purpose of this policy is to mitigate the risks associated with accepting cash as payment for tuition and other related fees, goods, and services, and to align with anti-money laundering requirements under the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*.

The School is committed to detecting and preventing any money laundering activities and to ensuring that it does not become involved in any arrangements involving criminal or terrorist property.

In order to fulfil this commitment, the School has established procedures for assessing the risk of financial crime, for internal reporting of suspicious activities and for making suspicious transaction reports to the relevant agencies if necessary.

#### **SCOPE OF THIS POLICY**

This Policy applies to all employees of Holy Cross Elementary School (the "School").

#### **THE POLICY**

The School will ensure that adequate cash handling and record keeping practices are followed. Where risk factors are identified, the School will ensure that the identities of parents, guardians or other persons making any substantial cash payment to the School are satisfactorily verified.

#### **Procedures**

The School will accept the following payment types for tuition payments, deposits, and fees:

- cheque
- pre-authorized debit
- credit card
- wire transfer
- money order or bank draft
- online banking payment
- cash (up to a maximum amount of \$5,000.00).

The School will accept payment from the following financial institutions:

- The Bank of Montreal (BMO)
- Canadian Imperial Bank of Commerce (CIBC) Bank of Nova Scotia (Scotiabank)

- Royal Bank of Canada (RBC)
- TD Canada Trust (TD)
- All cooperative credit societies, savings and credit unions incorporated under the British Columbia *Credit Union Incorporation Act*
- All banks incorporated, formed, or authorized under the *Bank Act* of Canada.

### **Receiving Cash Payments**

The School will not accept cash payments in excess of \$5,000.00 in a single transaction (a single transaction includes multiple payments within a 24-hour period) for any purpose. Additionally, any cash payment in excess of \$3,000.00 will require the School to verify the identity of the individual making the payment and the source of the payment. All parents and guardians should be encouraged to pay tuition, deposits, and supplemental fees through an alternative payment method such as pre-authorized payment.

If any employee is offered funds that he or she knows or suspects are criminal property or may represent terrorist finance, or if he or she receives any unusual request to receive or transfer money, it will be reported immediately, in accordance with the Reporting section of this Policy, to the Principal and the PEC Treasurer (the “Reporting Officer”) who will, if appropriate, contact the Financial Transactions and Reports Analysis Centre of Canada (“FINTRAC”), police or other relevant agency.

### **Verification Steps**

Before entering into any transaction with a person which involves the payment of cash in excess of \$3,000.00, the School needs to take reasonable steps to ascertain and verify the identity of that person and the source of the cash.

In the case of individuals, the following information will be collected:

- Full legal name
- Residential address
- Date of birth
- Nature of principal business or occupation
- Contact information
- Relationship to the student
- Amount and currency of funds received.

The School will also seek independent verification of identity, for example by requiring production of originals of official documents confirming identity. Suitable documents will include passports, driver’s license, birth certificate, health insurance card or other similar record. An employee of the School will verify the individual’s identity in the individual’s physical presence, while viewing the original identification. When checking such documents, employees will ensure that the documents are current and be alert to any signs that they might have been forged or stolen. A copy of the identification will be taken, and the date of verification recorded.

The School will also seek to verify the source of the cash. The payer will provide independent confirmation of the full name and address of all financial institutions or other entities through which the payer processed the cash, such as a withdrawal receipt from financial institutions. An employee will record the date on which the money was received by the School from the payer and the date the verification was completed.

### **Refund procedures**

Refunds will be issued only in accordance with the School's refund policy.

Cash payments will be refunded by cheque made payable to the parent or guardian of the student. All other refunds will be made to the original form of payment unless otherwise approved by the Principal and PEC Treasurer.

All requests for a refund in cash following a payment by credit card, wire transfer, cheque, etc., will be reported to the Reporting Officer.

### **Suspicious Transactions**

Employees will evaluate the source of funds that are paid to the School and be alert to unusual patterns of behaviour or activities that may indicate the possibility of money laundering or other terrorist financial crimes. It is not possible to produce an exhaustive list of the matters that might give rise to a suspicion of money laundering or other terrorist financial crime. It is therefore important that employees use their own judgment when looking at any business relationship or transaction. Facts, context and money laundering/terrorist financing indicators need to be assessed to determine whether there are reasonable grounds to suspect that the transaction is related to the commission or attempted commission of a money laundering/terrorist financing offence. The following are some possible money laundering/terrorist financing indicators:

- **Transactions:** The parent, guardian or payer engages in multiple transactions conducted below the reporting threshold within a short time period, makes inquiries that would indicate a desire to avoid reporting, or exhibits knowledge of reporting thresholds.
- **Structures:** Payments involving complex or illogical arrangements that make it unclear who is making the payment or appear to be structured to avoid identification or reporting thresholds.
- **Third parties:** Payment of school fees or involvement by companies, trusts, off-shore entities or other third parties with no obvious relationship to student. The parent, guardian or payer appears to be collaborating with others to avoid client identification or reporting thresholds.
- **Assets:** There are reasons to doubt the ability of a person to have a legitimate source for the funds.
- **Identity:** The parent, guardian or payer has taken steps to hide their identity or is difficult to identify. The parent, guardian or payer uses a post office box or general delivery address where other options are available. There are doubts about the honesty, integrity, identity or location of the parent, guardian or payer.

- **Behaviour:** The parent, guardian or payer seems unusually anxious to complete a transaction, is unable to justify why they need to make a payment quickly, requests a cancellation, reversal or refunds of earlier transaction or makes overpayment for no good reason.
- **Documents:** Information or documentation is withheld by the parent, guardian or their representative or appears falsified. Cash payments are made using old, smelly or extremely dirty bills.

### **Reporting**

Employees of the School will make a report to the Reporting Officer, as soon as reasonably possible, where they have knowledge or suspicion, or where there are reasonable grounds for having knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists (“Suspicious Transaction Report”).

Your report should include as much detail as possible including:

- Full available details of the people, and organizations involved including yourself and other members of staff if relevant.
- Full details of transaction and nature of each person’s involvement in the transaction.
- Suspected type of money laundering activity or use of proceeds of crime with reasons for your suspicion.
- The dates of any transactions, where they were undertaken, how they were undertaken, and the likely amount of money or assets involved.
- Information on any investigation undertaken to date, including whether the suspicions have been discussed with anyone and if so on what basis.
- Whether any aspect of the transaction(s) is outstanding and requires action to progress.
- Any other information that may help the Reporting Officer judge the case for knowledge or suspicion of money laundering and to facilitate any external report.

Once you have reported your suspicions to the Reporting Officer, you will follow any instructions provided. You will not make any further enquiries unless instructed to do so by the Reporting Officer. Any further transactions or activity in respect of the person in question, whether or not it is related to the matter that gave rise to the original suspicion, should be reported to the Reporting Officer as they happen, unless and until the Reporting Officer has confirmed that no report to the FINTRAC is to be made.

The Reporting Officer will consider all Suspicious Transaction Reports and will make an external report to the FINTRAC (who will undertake any necessary investigation) as soon as is practicable if he/she considers that there is knowledge, suspicion or

reasonable grounds for knowledge or suspicion, that another person is engaged in money laundering, or that terrorist property exists, even if no transaction takes place ("FINTRAC Report"). All FINTRAC Reports will comply with FINTRAC reporting requirements.

### **Record Keeping Practices**

All Suspicious Transaction Reports will be documented, either on paper or electronically. All enquiries that are made within the School in relation to any Suspicious Transaction Report should also be recorded. The School will keep details of actions taken in respect of Suspicious Transaction Reports, including details of information considered by the Reporting Officer in respect of a Suspicious Transaction Report where no external FINTRAC report is made. The School will also keep a copy of any FINTRAC Reports and associated evidence and documentation.

The School will retain copies of the information the employee obtained regarding the identification and verification of individuals from whom it received cash payments in excess of \$3,000.00, together with details of all transactions including relevant dates.

All information, evidence and reports with respect to Suspicious Transaction Reports, FINTRAC Reports, and identification and verification of individuals will be kept by the School for a minimum of five years.

### **Cash Handling**

The School will establish responsibility and describe the minimum requirements for cash handling.

The following procedures will be followed by employees when handling cash:

- Cash will be stored in a locked and secure location until the funds are deposited.
- Cash should be deposited on a daily basis. Where this is not possible and providing amounts are minimal, funds will not be held for longer than one week.
- Collection of cash, deposit preparation, and reconciliation duties will be performed by separate individuals to the extent possible, to ensure the safeguarding of cash. At minimum, deposit preparation and reconciliations are to be completed by separate individuals.
- Cash receipts will be reviewed and reconciled to ledger accounts on a timely basis to ensure they have been correctly recorded. Accounting adjustments to ledgers will also be made on a timely basis.
- Cash shortages or other discrepancies should be reported immediately to the Principal and PEC Treasurer.

### **Review**

This Policy will be reviewed and updated as needed, but at least annually.