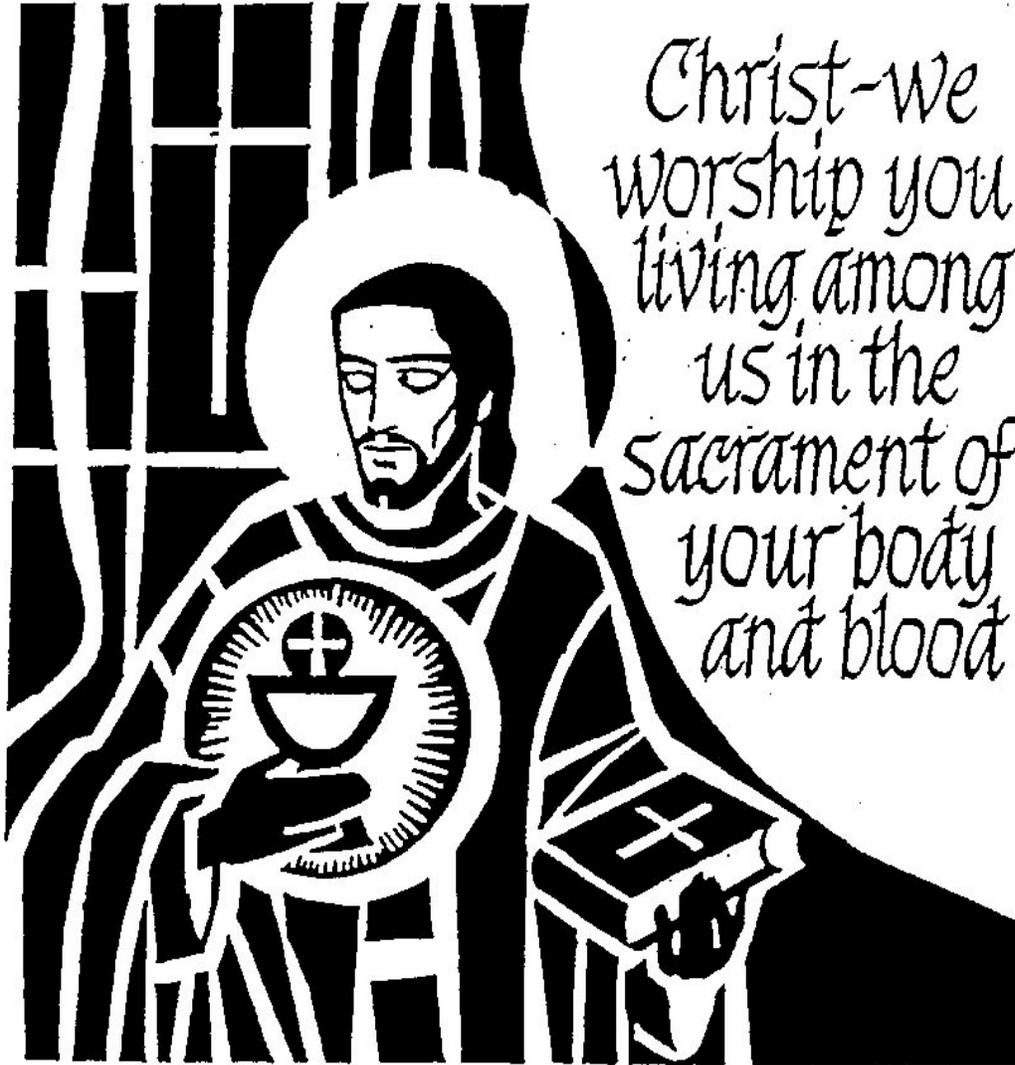


CORPUS CHRISTI ELEMENTARY SCHOOL
VANCOUVER, B.C.

CELEBRATING 50 YEARS OF CATHOLIC EDUCATION

Website: <http://www.corpuschristi-school.ca>



PARENTS' POLICY HANDBOOK
2019 – 2020

“Corpus Christi School prepares its students for productive lives as accomplished, responsible, and caring young people whose actions are conducted by the principles of the Catholic Church, teamwork, honour and fair play.”

WELCOME TO CORPUS CHRISTI ELEMENTARY SCHOOL

Our school is a member of the Catholic Independent Schools of the Vancouver Archdiocese. It was built and is still run by Corpus Christi Parish. The construction began in 1957 and the first students were accepted the following September. These past fifty- seven years Corpus Christi has provided education for Catholic families and has established itself as an outstanding school in the Archdiocese. This can be attributed to the hard work and cooperation of parents, students, teachers, support staff, priests and parishioners.

We presently have some 356 students, with 40 hard working and dedicated staff members. The school operates under the B.C. Government requirements for independent schools and according to the policies of the Catholic Independent Schools of the Vancouver Archdiocese. It is operated locally by a Parish Education Committee, which also sets local school policy. The active involvement and dedication of the parents is a key element of school life. Their commitment to the well established participation and fundraising programs helps provide a quality education.

A Catholic School, like the Church itself, is a Faith Community centered on Jesus Christ in the Holy Eucharist. Not only does Jesus teach us the full Truth about ourselves and our world, but He also gathers us into a community of love where the joys and achievements, the needs and the burdens of each become the concern of all. We realize our goals of Christian community in our daily activities but foremost when we celebrate holy mass together. In our school community, we strive to know and understand the teaching of Jesus and to integrate it into our daily lives. We pray together and we strive to live lives worthy of Jesus.

For fifty-seven years, the Corpus Christi community has demonstrated the necessary spirit of commitment and sacrifice to make our goal a reality. Our school continues to offer to those who come, the means and possibility of growing and developing in that Way of life.

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GENERAL INFORMATION

Corpus Christi School Philosophy

Corpus Christi 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 Corpus Christi School Parent Handbook is to aid parents in their understanding of the policies and procedures of **Corpus Christi School** in accordance with Catholic Independent Schools of the Vancouver Archdiocese (CISVA).

CISVA Missions Statement

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God. The Catholic School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners. Adopted on September 5, 2001

Philosophy of Education for Catholic Schools in the Province of British Columbia

A Policy Statement by the Catholic Bishops of British Columbia

I. THE CATHOLIC SCHOOL SHARES IN THE MISSION OF THE CHURCH

At the beginning of the third millennium, all those involved in Catholic education are called to build communities of faith and holiness. In partnership with the family and the parish, the Catholic school participates in the saving mission of the Church. By evangelization, catechesis and works of service, the Catholic school builds up both the family of faith and human community. The Catholic school provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel:

- in a world that ignores the human thirst for God, it shares the living waters of our faith;
- in a time when there is little reverence for the image of God in the human person, it gives an unequivocal witness to the dignity of human life;
- in an age marked by relativism and a crisis of meaning, it evangelizes our culture's ways of thinking, standards of judgment and norms of behaviour with the truth of the Gospel;
- in a culture in which communication and relationships are often reduced to utilitarian ends, it proclaims a life of communion with God and others;
- in a world disfigured by poverty, oppression and war, it promotes justice and peace;
- in a society marked by personality cults, it bears witness to Jesus Christ, our Saviour and Lord, as the model for the fullest human life;
- in a time that often seems to be without goals and fearful of the future, it gives an account of the hope that is within us (cf. I Peter 3:15).

II. CHARACTERISTICS OF CATHOLIC SCHOOLS

Christ is the foundation of the whole educational enterprise in a Catholic school (*The Catholic School*, #34). His teaching and life inform the school's identity and characteristics, which include:

- a belief in the inviolable dignity of every human person;
- a sacramental sense that leads us to recognize God manifested by His creation;
- a recognition of God's sanctifying presence in Word and Sacrament;
- a love for encounter with God in prayer;
- a Gospel spirit of freedom and love;
- a spirituality of communion marked by mutual respect, accountability and caring;
- a concern for justice leading to a critical analysis of society;

- a sense of solidarity and commitment to the marginalized.

These core elements of Catholic faith provide a framework for Catholic Education.

A. Teaching the Whole Person

The Church “establishes her own schools because she considers them a privileged means of promoting the formation of the whole man, since the school is a center in which a specific concept of the world, of [humanity], and of history is developed and conveyed” (*The Catholic School*, #8).

Catholic education goes beyond the purely technical and practical aspects of schooling and aims at an integration of all knowledge within a vision of the world and the human person. It focuses on the physical, emotional, moral and spiritual dimensions of human development, leading to a personal synthesis of faith and life in each student. Growth in all areas prepares students for a meaningful life of service as committed Christians, building the Kingdom of God in a pluralistic society.

B. Faith Lived in Christian Community

The New Testament word for Christian community is “koinonia”, which means a communion or life-sharing relationship with Christ and others. Living Christian community means living in relationship with Jesus, the Head of the Church, and the members of His Mystical Body. Communion with Christ and others leads to relationships characterized by mutual love, honest communication and commitment to serve each other’s needs, to rejoice together, to mourn together, and to delight in each other. “A spirituality of communion indicates above all the heart’s contemplation of the mystery of the Trinity dwelling with us, and whose light we must also be able to see shining on the faces of the brothers and sisters around us” (*At the Beginning of the Third Millennium*, #43).

Catholic education is committed to developing communities of faith. Those involved in Catholic education are called to create a faith community in the school and to link it to the wider Church community.

C. Commitment to Justice and Compassion

Catholic educators nourish in their students a relationship with Jesus that leads to awareness of those Christ loves, namely, all of humanity, and inspires a spirit of solidarity and service.

III. PARENTS AS EDUCATORS

“Parents have a particularly important part to play in the educating community, since it is to them that the primary and natural responsibility for their children’s education belongs” (*The Catholic School on the Threshold of the Third Millennium*, #20).

The school exists to complement the work of parents as the first teachers of their children. Parents should be involved with the life of the school by participating in school councils and committees and through regular collaboration with teachers.

IV. PASTORS

The priest is a necessary and integral member of the school community. He has a specific role and responsibility, particularly in the religious instruction given and in all matters that affect the Catholic character of the school. Pastors should promote Catholic education especially for those who are poor, those deprived of the benefits of family life and those weak in faith.

V. STAFF AS LIVING WITNESSES

Catholic educators are called to do much more than share religious knowledge. “Professionalism is marked by, and raised to, a supernatural Christian vocation” (*Lay Catholics in Schools: Witnesses to Faith*, # 37).

It is the personal witness and holiness of the teacher that will have the greatest impact on the students. Catholic educators should model collaboration, love of the faith, communion with the Church and concern for the poor and marginalized. They must be committed to leading their students to encounter Jesus and develop a relationship with Him that expresses itself in witness and service.

VI. RELIGIOUS FORMATION IN THE CATHOLIC SCHOOL

“The special character of the Catholic school and the underlying reason for its existence, the reason why Catholic parents should prefer it, is precisely the quality of the religious instruction integrated into the overall education of the students” (*The Religious Dimension of Education in the Catholic School*, # 66) This catechesis should be spiritual, liturgical, moral, sacramental and apostolic (*The Religious Dimension of Education in the Catholic School*, #69), so that the student may experience the transforming power of the Gospel in an integral way.

VII. THE CATHOLIC SCHOOL AND NEW EVANGELIZATION

As the Catholic Bishops of British Columbia, we emphasize the Catholic school's central role at the beginning of the third millennium in the Church's work of evangelization, which must be new in ardor, methods and expression (*Church in America*, #6).

In setting forth principles to direct the Catholic schools of our province, we call for the commitment of students and parents, teachers and administrators, pastors and religious, trustees and committee/council members, and the whole Catholic community to this great work.

VIII. REFERENCES

Congregation for Catholic Education, *Lay Catholics in Schools: Witnesses to Faith*, 1982.

Congregation for Catholic Education, *The Catholic School*, 1977.

Congregation for Catholic Education, *The Catholic School on the Threshold of the Third Millennium*, 1997.

Congregation for Catholic Education, *The Religious Dimension of Education in a Catholic School*, 1988.

Pope John Paul II, *At the Beginning of the Third Millennium*, 2001.

Pope John Paul II, *The Church in America*, 1999.

ADMISSIONS (401 CISVA POLICY)

The CISVA was established to provide an education for Catholic students residing in the Archdiocese of Vancouver. Admission rules are established to ensure that all Catholics have an equal opportunity to enroll their children in a Catholic school. Priority will be given to Catholic students seeking admission to the Catholic Independent Schools of the Vancouver Archdiocese.

All schools must have a process for admitting students. As part of this process the Pastor/Archbishop's Representative, the Principal and, when practical, a member of the Education Committee shall meet with each new family. From the interview and the information available to them, the Pastor, along with a member of the Education Committee and the Principal, will decide if the school can meet the needs of the student and if the family and student can meet the requirements of the school. In those cases when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities. For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly, "active in a parish" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

Admission to Catholic Elementary Schools (403 CISVA POLICY)

Priorities for admittance into elementary schools

1. Children presently enrolled in the school if they and their families meet the expectations of the school
2. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. 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.

Admission to Catholic Regional Secondary Schools (404 CISVA Policy)

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.
- 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.

Participation and Fundraising

Once your child has been admitted to the school, as an active school community member, you will be required to participate in the various activities of the school, including fundraising. See pages 30 – 32 and The Family Statement of Commitment #5 page 10 (411 CISVA POLICY)

Financial Assistance

If your family is experiencing financial hardship, you should contact the pastor to discuss financial assistance in helping you meet your tuition payments. The pastor, on an individual case basis, will determine the assistance to needy families.

FAMILY STATEMENT OF COMMITMENT (411 CISVA POLICY)

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.

FAMILY STATEMENT OF COMMITMENT

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 responsibility 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: refuse admission, or remove the student from the school.

Please sign both copies. Keep one and return the other with your application.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

Parent/Guardian

Signature: _____

Student Signature: _____

(Secondary School)

Date: _____

FEES

No. of Children	Category 1 Corpus Christi Parishioners	Category 2 Non-Parishioners	Category 3 Non-Catholics
1 child	\$310	\$381	\$475
2 children	\$568	\$656	\$898
3 children +	\$610	\$711	\$998

Category 1: Corpus Christi Parishioners

- Are registered parishioners of Corpus Christi Parish
- Regularly attend the Parish liturgical celebrations (Mass/Sacraments)
- Use regularly, the Parish Sunday envelope program in supporting the Parish prior to September 1st of the previous year.

Category 2: Non-Parishioners

- This fee applies to all other Catholic families who have children in Corpus Christi Elementary School but have not yet met the requirements for category 1
- or are parishioners of another Parish (and are not parishioners of Corpus Christi Parish)

Category 3: Non-Catholics

- This fee applies to families who are not members of any Catholic Parish

Registration Fee:

- For new students a non-refundable registration fee of \$100 per child, \$65 for Kindergarten siblings. For returning students a non-refundable re-registration fee for \$50 per child.

Tuition Payment Terms: Preauthorized Debit (PAD)

- Pre-Authorized Debit (PAD) for tuition, the school will require a completed PAD Form and a "VOID" cheque. **New families Tuition** will be withdrawn from September 1st, 2019 to May 1st, 2020 (*first month paid by cheque upon registration*) **Returning families Tuition** will be withdrawn from August 1, 2019 to May 1st, 2020.
- An NSF fee of \$40 will be charged to dishonored payment.

Activity Fees – Activity Fees vary from grade to grade **and may be paid in one full payment or three times per year** on the following dates: Sept. 15, 2019, Nov. 15, 2019 & Feb. 15, 2020 or one full payment on Sept. 15th

Participation Cheques

Each family is required to complete a **minimum** of 10 hours of participation each term, totalling 20 hours per school year. If the family does not complete the total number of hours per term (10 hours), the cheques for the Participation Fee of \$300 (per term) will be cashed and goes to the general operation account of the school.

Opting Out of Participation

If choosing not to participate, an additional cheque dated September 1, 2016 in the amount of \$600.00 is required when returning the Re-Registration Package.

PROVINCIAL GOVERNMENT FUNDING

Corpus Christi School receives the maximum allowed Government funding for independent schools (calculated at 50% of the operating cost of a public school in the Vancouver School District).

OUTSTANDING FEES OR MATERIALS

All outstanding fees owed to **Corpus Christi 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.

UNIFORM POLICY

All uniform items are available from:

CAMBRIDGE UNIFORMS
 #112-2455 Dollarton Hwy, North Vancouver V7H 0A2
 Phone #: 604-924-9069 Ext. 1
 Uniform Order Forms are available from the school office.

It is the responsibility of parents to see that each child wears his or her complete uniform. Students are required to be in complete uniform daily. If a student cannot be in complete uniform, a signed note must be brought from his/her parent. Students must arrive at and leave school wearing the school uniform. If student is out of uniform without a signed note, parents will be notified with an official uniform letter. **Decorative blouses and shirts, jeans, make-up, nail polish and extreme hair styles and/or accessories are not permitted. Girls may wear earring studs only.**

Girls:

- Tartan Kilt (available only through Cambridge Uniform
- White **CC official golf shirt** from Cambridge Uniform (with collar), or
- White tailored blouse: long/short sleeves; NO frills, lace, etc.
- Formal pullover/cardigan/vest **with official red embroidered C.C. crest** from Cambridge Uniform
- White or navy knee high – mid/calf socks/tights

Shoes:

- **SOLID BLACK DRESS SHOES or BLACK RUNNERS**

Boys:

- PLAIN dark navy dress pants: NO extra pockets, studs, cuffs
- White **CC official golf shirt** from Cambridge Uniforms (with collar), or
- White tailored dress shirt: long/short sleeves
- Formal pullover/cardigan/vest **with official red embroidered C.C. crest from Cambridge Uniforms**
- Dress sock (black or navy, solid color)

Shoes:

- **SOLID BLACK DRESS SHOES or BLACK RUNNERS**

Students wearing boots must change into their uniform shoe when inside the school.

Gym: Prescribed Gold C.C. T-shirt and Navy C.C. shorts from Cambridge Uniform

- Runners: for use only in the gym; may not be worn outside

Optional Summer Uniform

- Prescribed Navy Blue Skort or Navy walking shorts from Cambridge Uniforms and white shirt

Girls who wear pants to and from school (in cold weather), must change into their kilt and may not wear jeans. School sweaters are mandatory and must be at school at all times.

Clothing and Lost Articles

Please see that all of your child's books and clothing (boots, raincoats, gym shorts, sweaters, etc.) are marked with his or her name. This helps in finding owners of lost articles. While we try to find owners for lost articles, looking after his/her property is the child's responsibility and we try to develop this sense of responsibility in the students. Lost or misplaced articles may be claimed from the cupboard outside the office during lunch or after school. If a child has lost something, please insist that they look everywhere for it before buying them a new one. Teach them that looking after their belongings is important and that they cannot readily be replaced

School Supplies

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

Pupil Attendance and Absences

If your child will be absent, please leave a message on the answering machine or call the school before 9:30 a.m. If we do not receive notification of the absence, we will call the child's home and the parent's place of work to verify the parents' knowledge of the absence. Whenever a child is absent, a note from the parent is required to explain the absence. An extended absence for illness may require a physician's note. Notes are kept in our files to verify legitimate absence when our attendance is audited for funding.

To qualify for government funding, pupils must be in attendance for 135 days from September to May 15. Absence due to illness is not deducted from the 135 days. Days cancelled for weather, construction or professional days will not be counted towards the child's attendance. Students in attendance for less than 135 days qualify for partial funding only. Parents will be expected to pay the difference in funding for these students.

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.

Punctuality and regular attendance are very important to every child's success in school. We ask your cooperation in bringing your children to school on time, picking them up and assuring their regular attendance.

Late Arrivals

Children who arrive after 8:45 a.m. are late and may not disturb their class until the class is ready to receive them. They are to come directly to the office where they will report to the office. Most classes start with prayer and the classroom door will be closed. Students must wait outside the classroom door until prayer is finished and the door is opened. If children are habitually late, a meeting with the Principal and parents will result. Teaching children to be on time is an important life skill. We are aware that there are times when children may be unavoidably late, due to weather, traffic accident, etc., and we will, of course, take this into account.

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 notify the office staff 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 unavoidable extended vacation trips during school time, other than at school breaks, requires a written letter, signed by the parents, and 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 days 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

In the case of early withdrawals from the school year (after registration has been accepted):

A written notification must be received at least 30 days prior to "Termination of Attendance" date.

Failure to do so **may** result in a portion or the entirety of the remaining owed/paid school tuition not being reimbursed.

The calculation for reimbursement will be based on one of the following methods:

- 1) If notification is received 30 days prior to the termination date, a full tuition refund **may** result for the months following the month of the termination date; the following reimbursements may apply:
 - a) If the termination date falls on the 1st to 15th of the month, a 50% tuition refund will be given for that month and 100% refund on all the succeeding paid/owed month(s).
 - b) If the termination date falls on the 16th to 31st of the month, a zero tuition refund will be given for that month and 100% refund on all the succeeding paid/owed month(s).

2) If the submitted Termination of Attendance date is less than 30 days from the receipt of written notification, the refund will be determined using a "Calculated Termination of Attendance" date which is 30 days after the receipt of written notification. The above described refund schedule will then be applied.

3) If the Termination of Attendance date is after the first day of school (in a new school year) and before January 15th, then the parent participation hours or corresponding payment for the first half of the school year is required. If the Termination of Attendance date is after January 15th, then the parent participation hours or corresponding payment for the entire school year is required.

Please note that registration fees are non-refundable. The tuition payment schedule is from the months of September to June. Other fees such as activity fees, hot lunch programs, etc., may (but not necessarily) also be non-refundable.

GENERAL ROUTINES

School Hours

8:40	Warning Bell
8:45	Classes Begin
10:15	Recess Bell K - 2
10:30	Recess Bell 3 – 7/K – 2 Classes Resume
10:45	3 - 7 Classes Resume
11:45	Lunch Break K- 2 (Play First Lunch)
12:05	Lunch Break 3 – 7 (Play First Lunch)
12:30	K – 2 Classes Resume
12:50	3 – 7 Classes Resume
3:00	Classes Dismissed for the Day Bell
3:15	Supervision Over Bell

NOTE

Students may begin to enter the school at 8:30 through the north door (covered area) only.

Children are to enter and leave the school by the north door only (covered area), except during fire drills or unless accompanied by a teacher.

For the safety of the children, the north entrance to the school is kept locked during the day. **After school, all children will leave by the north door only (covered area).**

Students are regularly dismissed at 3:00 PM and supervised until 3:15 PM. (The 3:15 PM bell will ring.) Students remaining on the playground after that time will be accompanied to Afterschool Club in the portable. Parents are expected to have pick up routines established prior to arrival. Should there be a change in plans please contact the office.

STUDENT SUPERVISION

Before School Begins

Supervision begins at 8:30 AM. Students will be permitted in the school at 8:30. Students arriving before that time must wait outside in the covered area or go to morning mass at 8:00 AM in the Church.

On rainy days students will wait outside in the covered area and will be permitted to enter the school immediately at the discretion of the supervising teacher.

Students are to follow the directions of the supervising teacher(s). Gradual entry begins at 8:30 AM. Students are to enter the school through their assigned doors, and proceed quietly to their classrooms.

Recess

During outdoor recess students must go outside. Students will show appropriate behavior. Students must ask for a pass from the supervisor in order to enter the school building before recess is over (e.g., washroom).

Recess will be held indoors when there is extreme weather or for other special circumstances.

Lunch Routines

Children are expected to bring a nutritious lunch. Parents delivering lunches must report to the office prior to the lunch bell.

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.

After School

Parents are asked to wait for their children in the covered area. Students and Parents are to follow the directions of the traffic supervisors and/or teacher. Parents wanting to take their children to the playground area are asked to wait until 3:15 PM This will ensure the safety of all students.

School Closure due to Snow

In the event we need to close the school for bad weather or unforeseen circumstance, we will have an announcement on the school website by 6:30 AM and broadcast on CKNW 980 AM radio station and Global News. At the same time the phoning tree will be notified and each family will be contacted.

The decision to close the school is made by 6:30 AM. A number of factors are taken into consideration, first and most important is safety for all. We also take into consideration the information at the time and what may happen in the coming hours. School closure is a rare event. In case of snowy weather please follow the procedures below.

1. Visit the school website—<http://www.corpuschristi-school.ca> (6:30 AM) approx.
2. Check your email
3. Listen to CKNW (980 AM) or watch Global News.
4. Anticipate a call from our school phoning tree

It is parent(s) responsibility to verify if the school will be open due to the weather based on the information sources noted above.

Classroom Deliveries/Visitors

Parents and visitors must report to the school office and sign in prior to contacting any student or proceeding to any area of the school. This rule includes the delivery of lunches, uniforms, forgotten work or supplies etc. Ensure that all items are labelled with your child's name and grade.

The main children's washrooms are out of bounds for parents and visitors during school hours and events. After reporting to the office, parents and visitors are welcome to use the gym washroom during these times.

Leaving School Grounds

Children may not play at the front of the school on Nanaimo Street, in front of the church or beside the convent and between the school and the church. As long as the child is within view of the teacher or supervisor, he/she is in bounds. Children may not play across the road in the baseball field.

GENERAL SAFETY AND HEALTH

Healthy Lunches and Birthdays

It is expected that children eat healthy lunches. This also applies to birthday treats. If bringing birthday treats for the class send fresh fruit, nut free-snack bars, or non-food items, such as pencils, mini erasers, etc.

DUE TO THE NUMBER OF STUDENTS WITH ALLERGIES WHOLE CLASS BIRTHDAY LUNCHES WILL NO LONGER BE PERMITTED.

(SEE APPENDIX I RECOMMENDED NUMBER OF FOOD GUIDE SERVINGS PER DAY)

No Smoking

Subsequent to provincial legislation (Bill 10), there is to be **absolutely no smoking on school property**. This restriction is in effect in the school buildings, outside on school grounds and parking lot, as well as any enclosed space (e.g., vehicle).

Parking Lot Safety

Parents must set good examples for the children by walking and driving only in the designated areas of the Parking Lot. If all you are doing is dropping your child off then there is no need to come into the parking lot. Please drop your child off at

Nanaimo Street and he/she can then walk a few steps to the playground. This will also cut down on traffic in the parking lot and will reduce the danger of accidents.

- a) Drive very slowly. If you are in a hurry, please drop your child off on Nanaimo Street.
- b) Parents are welcome to park in the two middle sections and against the playing field. Please be very careful parking and coming out of the parking lot.
- c) When picking your child up you must park your vehicle and walk to the covered area via the crosswalk

Bicycles

Bicycles and scooters are to be walked onto school property; they may not be ridden inside the school grounds. Once the bicycles have been parked, locked and school bags retrieved, children are to leave the bike area. No other children are to be in this area. Bicycles are parked at your own risk. Students must wear helmets if they are riding bicycles.

EMERGENCY PREPAREDNESS

Fire and Earthquake Procedures

Corpus Christi School follows the outline of fire and earthquake drill procedures as published by the Ministry of Education, Province of British Columbia.

Expectations for these drills are given to all teachers and teachers-on-call (TOC) and are posted in the classrooms.

A group of parents have been working very hard on the E.P.C. in the past and thanks to their efforts and the generosity of other parents, we now have a container with emergency blankets, light sticks, first aid kits and comfort kits. Each year parents are asked to send a "comfort kit" to school with each child, containing a "toy" or deck of cards and a letter and photo from home. Each parent is asked to contribute \$10.00 per year to the upkeep of food supplies (see Registration Package). In the event of an earthquake, we may have to care for your child for up to 72 hours and we need to have enough food for them. The E.P.C. is continuing to work on rescue equipment, etc.; teachers have all been trained in First Aid; we have had a mock drill and a draft version of procedures for handling an emergency is in place. In the event of an emergency such as an earthquake, parents are asked to get to the school as soon as possible. However, be assured in the event of a delay, we are prepared to take good care of your child. Parents/Guardians are asked to sign a release form for each child and children will only be released to someone whom the parents have named.

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

In the event of a civil or natural emergency no student will be released from school into the care of anyone other than a parent, guardian or other person(s) indicated by the parent on the registration form. In the event of a major earthquake or disaster, parents are:

- not to call the school. The phone line must be open for outgoing emergency calls;
- to turn to radio station to **CKNW (980 AM)** or **visit our school website** for information and directions;
- to come to the school if they are able to offer assistance;
- to refrain from driving to the school, as the school's access routes and street entrances **MUST** remain clear for emergency vehicles. Either walk or park away from the school;
- go to the **STUDENT RELEASE STATION**, once it is safe to travel, to pick-up their child or any other child for whom they are assuming responsibility. Adults taking a child from the school grounds will be required to sign the release form.

Lockdown Emergency Procedure

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or when determined to be necessary by the principal or the vice principal. The principal or the vice principal will announce the lock-down over the public address system or other designated system. Provisions for emergency evacuation will be maintained even in the event of a lock-down. The principal will submit lock-down procedures for their building as part of the building-specific crisis management plan. The staff and students will practice Lockdown Procedures throughout the school year.

STUDENT HEALTH

In accordance with the BC Health Act (Schools) CISVA schools are to have procedures in place that cover communicable disease control (immunization), prevention of infection from blood-borne viruses, school management of students infected with blood borne pathogens, and prevention and management of anaphylaxis in a school setting. (CISVA POLICY 406)

MEDICAL PROCEDURES

It is the responsibility of the parent/guardian to inform the school about a student's medical condition or problem that could require emergency action by the school staff. It is also the responsibility of the parent/guardian to inform the school if the student takes medication at school regularly.

The Administering of Medications

Parents are responsible for administering medication to their children. Whenever possible, arrangements should be made for medication to be administered outside school hours. If this is not possible, parents should come to the school and administer it.

In extreme circumstances, where neither of the above alternatives is possible, medication can be self-administered by the child under supervision only when a "formal request for the self-administration of medication" form is completed and signed by the parents and the prescribing physician. The request form must specify the kind of medication, the dosage, the date and time, and the directions for use. The request must specify that neither the school nor its personnel will in any way be held responsible for any ill effects of the medication.

Student Emergencies/Injuries

The school maintains records of home and work phone numbers of parents and phone numbers of emergency contact persons. It is the responsibility of the parent to ensure that the school has current phone numbers and emergency release names.

In case of an accident, the school will proceed as follows:

Minor cuts or abrasions: treated by staff (e.g., ice for bumps, band-aids for scrapes, etc)

Minor neck/head injury: treated by staff and parents or emergency contacts will be informed.

Serious accidents: Parents or emergency contacts are immediately contacted and an ambulance will be called.

The following are some examples of when an ambulance will be called:

Unconsciousness, Possible heart attack, Difficulty breathing, Bleeding, Severe back pain, Serious Burns, Choking, Convulsions or fitting, Severe headache, Any suicide attempt, Severe pain after a fall or injury, Drug overdose or poisoning, Diabetes, Severe Allergic reaction, Electrical shock, Severe trauma (injury) , high fever

In very rare instances, we may be required to call an ambulance to take an injured child to the hospital. The school does not pay the cost of ambulance service. Parents are advised to ascertain whether or not they are covered by insurance in case of such an emergency.

ANAPHYLAXIS

Catholic Independent Schools Vancouver Archdiocese Anaphylaxis Policy

The administration of the Catholic Independent Schools Vancouver Archdiocese ("CISVA") recognizes that it and its schools have a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. The CISVA also recognizes that this responsibility is shared among the students, parents, the school system and health care providers.

The purpose of this policy is to minimize the risk to students with severe allergies to potentially life-threatening allergens without depriving severely allergic students of normal peer interactions or placing unreasonable restrictions on the activities of other students in the school.

This policy is designed to ensure that students at risk are identified, strategies are in place to minimize the potential for accidental exposure, and staff and key volunteers are trained to respond in an emergency situation.

Policy

While the CISVA cannot guarantee an allergen-free environment, all CISVA schools will take reasonable steps to provide an allergy-aware environment for students with life-threatening allergies.

Corpus Christi School's has a plan in place that includes:

- (a) a process for identifying anaphylactic students;
- b) a process for keeping a record with information relating to the specific allergies for each identified anaphylactic student;
- (c) a process for establishing an student emergency procedure plan, to be reviewed annually, for each identified

anaphylactic

student to form part of the student's record;

(d) procedures for storing and administering medications, including procedures for obtaining preauthorization for employees to

administer medication to an anaphylactic student; and

(e) an education and communication plan to inform the whole school community of their roles and responsibilities with respect to

creating an allergen-aware environment.

RESPONDING TO STUDENT ABUSE/NEGLECT (405 CISVA POLICY)

The CISVA Board recognizes that every student has a right to a life free of abuse, neglect and violence. Child abuse is a serious societal issue. Its impact can last a lifetime and extend to future generations. Understanding child abuse and neglect is vital. Knowing how to respond to any disclosure of abuse or neglect is critical.

The CISVA Board prohibits and will not condone any form of child abuse, neglect or violence. All school personnel in the CISVA will comply with the requirements of the Ministry of Children and Family Development and be familiar with the procedures for reporting suspected child abuse as outlined in the *"Child, Family and Community Service Act"* and *"The B.C. Handbook for Action on Child Abuse and Neglect"*.

A. Prior to September 30th of each school year, the school administrator will review with all school personnel the following document *"The B.C. Handbook for Action on Child Abuse and Neglect"*.

This document is available from the Office of the Inspector of Independent Schools.

B. Schools will establish policies and procedures to protect personal information regarding child abuse, neglect or violence against improper or unauthorized disclosure and use.

C. School personnel will safeguard the privacy and dignity of the student and share information regarding an allegation of child abuse, neglect or violence only with those persons who have a legitimate reason for receiving the information (i.e., social worker, the police, the principal). Personnel will recognize that improper disclosure of information may prejudice the child protection investigation or other related investigations.

D. School personnel will report suspected child abuse, neglect or violence immediately. Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Service Act is legally responsible under section 14 of that Act to report promptly to a social worker. School personnel, who are uncertain about their duty to report, will consult with a social worker who can discuss the options and course of action.

E. School personnel will inform the principal (or another school official in the event that the principal is the alleged offender) as soon as possible. For further details see *"BC Handbook for Action on Child Abuse and Neglect."*

F. School personnel will co-operate with the resulting investigation.

G. School personnel will support students who have experienced child abuse, neglect or violence.

COMMUNICATIONS POLICIES

PERSONAL INFORMATION AND PRIVACY (PIPA)

In accordance with the B.C. Personal Information Protection Act, introduced January 1, 2004, Corpus Christi School is committed to safeguarding personal information of parents and students in accordance with provincially legislated privacy standards. The school will not disclose personal information to unauthorized personnel or third parties not directly involved in school management or the care, supervision and instruction of students at the school, without written authorization from that student's parent. The school will securely store all personal information whether electronic or hard copy.

Any concerns or complaints about how your or your child's personal information is collected, stored or used should be raised verbally or in writing with the principal who is the school's "Privacy Manager". For full details of the school's privacy policies and practices, you may obtain a parent copy of the Personal Information Privacy Policy from the school secretary. The principal will be happy to review the policy with you and investigate your concern in a timely, fair and impartial manner.

The school will prepare a family phone list for office use in the daily running of the school and for the use of Fundraising Committees. Class lists will be prepared for the Teachers and Class Phoning Parents. Phone 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.

Any unauthorized disclosure of private information is strictly prohibited and is subject to the consequences as outlined by

provincial and federal laws. Transmission of information includes but is not limited to phone calls, email, facebook, writing of letters, casual conversation etc. (Please refer to **APPENDIX III** for a copy of the PIPA Form.)

School Web Site

Corpus Christi School web site gives information about the school and promotes school programs. There may be instances when photographs of children are used on the web site. The students in the pictures will not be named or referred to in such a way as to personally identify them.

Telephone Access

Students are permitted to use the office telephone only if they have permission from their teacher. Please do not ask your child to phone you after school. Give them clear instructions in the morning about what you expect them to do after school.

Read notices carefully about times of games or field trips, etc., and if they contain information you may need, save it in a safe and readily accessible place. In order to permit staff and parent phone calls, telephone use by students is limited to **emergency calls** home. Students will ONLY be taken from their class for a phone call in the event of an emergency. You may leave a message and they will be allowed to phone you back during lunch or after school.

Parent-Teacher Communication

As it is easier to handle a concern before it becomes a problem, parents and teachers are expected to contact one another over any behavior, progress or policy concerns. Parents are invited to contact the teacher so that the best decisions can be made for the children in our care. To aid positive communication, teachers may contact each parent in their classroom personally. This could take the form of notes, phone calls, etc. The purpose is to foster positive communication.

During the first weeks of school, parents are invited to come to an open house to hear about our plans for the year ahead and to meet the teacher on an informal basis.

In order to facilitate communication on your child's progress, all parents will be invited to attend a parent-teacher conference in the first term and then in the second term, will be invited to take part in a student-led conference before the second progress report. Other interviews will be held according to the specific request of teachers or parents. Progress reports are sent home three times a year (November, March and June).

Parents must provide the school with a current address and phone number and accurate medical information relating to their child. If you move during the year, please inform us immediately.

Corpus Christi School E-mail & Social Media Guidelines and Policies for Parent Communication

Corpus Christi School recognizes that electronic mail (e-mail) is a valuable communication tool that is widely used across our society. Staff members are provided with school email accounts to improve the efficiency and effectiveness of communication both within the organization and with the broader community.

E-mail may be a fast and convenient way for you to send messages, but this may not be the case for many of our teachers. Some teachers read their e-mail messages in the morning before school, some read them at the end of the day, and some read them during the school day. Many teachers prefer to use the phone to speak directly to parents.

For these reasons, please remember if you choose to send an e-mail message to a member of our professional staff, you may not get an immediate reply. In fact you may not receive an e-mail reply at all, since the staff members will determine how best to contact you: by e-mail, phone, or to schedule a personal conference.

TEACHER GUIDELINES Email Guidelines for Parent Communication

Staff using e-mail to correspond with parents must adhere to the following:

- Staff must use a school provided e-mail account for all parent communications.
- Staff must adhere to the Corpus Christi School Email Use Policy.
- E-mail must never be used to discuss contentious, emotional or highly confidential issues. These issues should be dealt with face-to-face or by phone.
- E-mail messages to parents should be consistent with professional practices for other correspondence. This includes grammar, format and salutation.

- E-mails should be short and directional in nature and only include facts.
- E-mail parents only when they have agreed that e-mail is an appropriate form of communication and they have signed the Corpus Christi School E-mail Permission Form.
- Only communicate with parents at e-mail addresses listed on the e-mail permission form.
- Care should be given when using student names. Refer to students by first name, initials or your son/daughter depending on the content. Do not discuss non-related students.

The School maintains e-mail accounts for teachers to facilitate parent/teacher communication and internal staff communication. The School reserves the right to block or filter e-mail messages to staff that are not directly related to District business or to the CISVAs educational mission.

Acceptable Use of Parent Communication

- E-mail should be used for general information such as; class activities, curriculum, assignments, tests, deadlines and special events.
- To arrange for a meeting/telephone call regarding a student issue including a general description of the issue e.g. I would like to arrange a meeting to discuss your daughter's attendance.
- Follow-up on an issue that has previously been discussed.
- Allow one to two days for staff to reply. Responses may not be in the form of an email

Unacceptable Use of Parent Communication E-mail should not include:

- Any discussion related to other students.
- Personal information about other students.
- Specifics about a sensitive student issue which was not initiated by the parent or had not previously been discussed with the parent. (e.g. 'I am concerned that your daughter failed the last three tests and was not at school again today.')
- Any discussion related to other staff.
- Any sensitive student information that would normally be discussed face-to-face or by phone. (e.g. I am concerned that your daughter may have a learning disability.)

Social Media

Parent WhatsApp group chats, text messages, or other social media groups are not encouraged or promoted by the school. The school must protect the privacy of individuals in the school community. Please keep in mind that important information is already distributed from the school via the school website calendar, newsletters and emails. We must strongly advise parents to not be involved with or entertain conversations that involve staff or individual students in the school as this goes against the school's protocols on Proper Channels of Communication and privacy laws.

Please refer to CISVA Parent Code of Conduct Policy #412 point #5

Parent Code of Conduct (CISVA POLICY 412)

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

All CISVA schools will have a Parent Code of Conduct to inform the school community of expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment within the school community.

Parents are expected to (but not limited to):

- Be examples of Catholic witness (those parents who are Catholic) by attending Sunday Mass (proclaiming and building the Kingdom of God – see Family Statement of Commitment).
- Be supportive of the Mission of the Catholic Church and supportive of the religious educational programs of the school.

- Respect those in positions of rightful authority.
- Respect the rights and dignity of all persons in the parish/school community at all times.
- Refrain from participating in or promoting any behaviour that would threaten, intimidate, verbally assault (use of abusive language) or cause harm to any person.
- Refrain from using any technology/media device to defame the character or cause harm to the character of a parish/school community member.
- Show an active interest in their child's school work and progress as well as attend required meetings (Sacramental meetings, Human Growth and Development Meetings, student progress interviews/conferences etc.).
- Ensure that their child attends school regularly, is on time and prepared.
- Work cooperatively with teachers in all areas of their child's school life including disciplinary issues. Work towards the common good of all children.
- Be familiar with their school's codes of conduct and regulations (i.e. uniforms, internet use, traffic safety on school grounds etc.)
- Take concerns to the appropriate person(s). Follow the complaints procedure as provided in CISVA policy.
- Avoid involvement in rumors and dissemination of rumors.
- Build bridges of acceptance and understanding among the different cultures represented in the school community.

CURRICULUM

Religion

Corpus Christi School follows the Religious 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. All of these programs are approved and recommended by the Archbishop.

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.

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

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

Non-Catholic students enrolled in **Corpus Christi School** are also required to participate in the religious 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 Social Studies, Science, Language Arts, Mathematics, French, Personal Planning, Information Technology, Physical Education, and Fine Arts.

Corpus Christi School enhances these programs with a number of specialists. Corpus Christi offers the help of a **Learning Assistance** teacher. Learning assistance is available to students in the classroom setting or in an individual or small group format. Students are directed to our **Learning Assistance** 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 teacher aides.

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. Students have the opportunity to join choir. Many opportunities for performing and competing are offered.

All classes have weekly opportunities to use the **Computer Lab** where students learn key boarding, word processing, and basic computer skills.

All classes use the school **Library**. A part time 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 provided through the library computers. Each class has a designated day to take out and return library books.

A **French Language** program is offered from grades K to 7.

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

The **Daily Physical Education** program includes many life skill opportunities as well as a wide variety of extra curricular sports.

Homework

Homework is generally assigned at the discretion of the teacher. Parents should contact the classroom teacher for clarification of assignments.

- a) The purpose of home assignments is three-fold:
 - i. To complete work not done during the day.
 - ii. To provide enrichment and/or reinforcement of concepts taught.
 - iii. To help the children establish good study habits.
- b) The items below are guidelines established for each level to help teachers in assigning work and parents in supervising homework. These times are approximate. If the children work diligently, they should, generally, be able to complete work within this time frame, unless otherwise advised by the classroom teacher. At the upper elementary levels, the use of longer term assignments help students to organize their time and schedules over a longer period of time.

Grade 1 –3	½ hour Daily
Grade 4 –	¾ hour daily
Grade 5 –	1 hour daily
Grade 6 & 7	1½ hour daily

- c) Parents are the most important motivators and teachers in helping their children develop good study habits at home.
 - i. Set a specific time each day for your children to do homework. If there is no school assignment to be done, use the time to read to your children; have them read to you; read and discuss the newspaper together; write letters to grandparents or friends; etc.
 - ii. Insist that there be no distractions – no television, radio, etc.
 - iii. Help them to be organized before they start work – all paper, book, writing materials at hand.
- d) Children from Grade 3 to Grade 7 will be encouraged to use a homework book properly to keep a record of their assignments. Parents are asked to check their child's homework book so that problems about incomplete assignments can be avoided.
- e) If a student does not complete homework, he/she will be required to do so within 24 hours. If assignment is still not completed, the parents will be contacted to seek a solution.
- f) Parents' support regarding completion of assignments in the time frame given is essential.

LEARNING RESOURCES

Rationale: As required by the Ministry of Education, it is the responsibility of the local school authority to set out its policy and procedures followed in determining how learning resources are chosen for use in the classroom. The policy that follows sets out how this is done in CISVA.

Definition: Learning resources are texts, video, software and instructional materials that teachers use to assist students to meet the requirements for learning defined by the Ministry and CISVA.

Policy: Corpus Christi School administration and staff will ensure that Learning resources used in the classroom will be evaluated and approved with due consideration given to curriculum fit, pedagogy, social considerations, age and developmental appropriateness and conformance with Church teaching and CISVA's overall mission and purpose.

Corpus Christi School requires teachers to utilize core education media that has been formally evaluated before being introduced to the

classroom. This evaluation process involves one or more of the following oversights:

- Review by at least two school representatives (teacher, department head, principal, or subject peer group) with three or more years teaching experience within CISVA, preferably in the grade level and subject area for which the resources are to be used.
- At the discretion of the Superintendent's Office to review materials that relate to common learning resources and materials used in CISVA schools
- For learning resources (ie, textbooks, programs, etc.) relating to the provision of Christian education taught in CISVA schools, review by the Superintendent's Office of all core learning resources is required. The evaluation criteria applied in determining suitability for classroom use includes but is not limited to the following:
 - Supports and is in conformance with Church teaching, our Catholic worldview and rich intellectual tradition
 - Encourages and promotes the full dignity of the human person and responsible citizenship
 - Supports the learning objectives of the curriculum
 - Assists students in making connections between what they learn in the classroom and its application in their lives
 - Is age and developmentally appropriate
 - Shows responsible scholarship and effective instructional design
 - Meets requirements set by copyright and privacy legislation
 - Supplemental Materials

There is an expectation of all teaching staff that any supplemental materials introduced for use in the classroom support the above criteria. This includes accessing and using online resources. Teachers have a unique responsibility to ensure that such materials serve and reinforce these objectives.

It is critical that learning resources be periodically reviewed to ensure continued relevancy to the curriculum being taught.

Appeals: Parents wishing to challenge the use of a particular learning resource used on the basis of appropriateness may take this up with the Principal of the school. Should the issue not be satisfactorily resolved CISVA Policy 302 Major Complaints is to be followed.

Reporting Periods

Written Report Cards are issued twotimes per year.

Parent/Teacher/Student conferences are scheduled twice a year, after the first report card is issued and again in the spring. These interviews 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.

The final report cards are issued at the end of June.

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.

FIELD TRIPS

(409 CISVA POLICY)

The CISVA Board recognizes that off-site experiences outside the school/parish community are effective learning experiences that enrich the spiritual, intellectual, social, emotional and physical development of students.

The Board requires that all activities out of the school/parish site be selected, planned, organized and conducted to enhance the spiritual, intellectual, social, emotional or physical development of students and to ensure the safety and security of all participants.

Prior to authorizing field trips and off-site experiences, the school administrator will make staff aware of all relevant policies and procedures. Staff should also become familiarized with the *YouthSafe Outdoors* resource manual. The purpose of the manual is to enhance effectiveness, efficiency, and economy of effort, and to provide best practice risk management strategies. *All forms referenced in this procedure are available in the *YouthSafe Outdoors* manual. A completed off-site proposal experience form is required for each field trip and should provide:

- field trip goals and objectives
- relationship to the curriculum and/or school mission, vision, philosophy
- a description of how the trip is appropriate for students of the proposed age/grade
- and level of preparation
- statement of potential risks to participants

The *YouthSafe Outdoors* resource manual includes samples of off-site proposal experience forms as indicated below. Any locally developed off-site proposal experience forms used must meet or exceed the standard of safety and preparation as identified by *YouthSafe Outdoors*.

***Field trips are intended for classrooms students and are grade specific. Siblings may not attend field trips. (Unless in the case of a combined field trip.)**

We rely on parents for transportation, and if sufficient transportation has not been found prior to the day of the trip, the trip may be cancelled, or if that is not possible, rented transportation will be arranged at a cost to the class.

When driving for a field trip, the following guidelines are to be followed:

- a) Volunteer drivers must not leave students until the arrival of a teacher.
- b) Every child must wear a seat belt. One child per belt.
- c) Vehicles must be in good mechanical condition.
- d) Volunteer drivers must have insurance. Apart from your own insurance, we have insurance coverage for school field trips and parent driver.
- e) Volunteer drivers must drive children directly back to school **without stopping for refreshments.**
- f) Volunteer drivers must pay extra attention to posted speed limits and rules of the road.
- g) On returning to school, volunteer drivers must supervise children until the return of the teacher. Children may be escorted quietly back to their classroom only if a member of staff is present.

Any volunteer drivers:

- must have Criminal Record Checks
- must be licensed adults
- must have \$1 million in third party liability insurance
- must have a reliable vehicle
- must have one seatbelt for each child they are transporting
- must have a class 4 Driver's License if driving an oversized vehicle with a seating capacity of over 10, no more than 25 passengers including driver
- must have a Class 4 Driver's License if driving less than 10 students in an oversized vehicle
- must follow the Motor Vehicle Act and Regulations concerning air bags and child passengers

The school provides additional insurance to drivers to a value of \$10 million.

Booster seat use is mandatory in British Columbia (July 1, 2008). This means drivers must ensure that all children are properly restrained. Booster seats are mandatory for children over 18 Kg (40 lb.) until their 9th birthday, unless they have reached the height of 145 cm (4'9").

Children's Behavior While on Field Trip

The teacher will meet with volunteer drivers and children immediately before leaving to establish clear guidelines regarding expectations.

At all times, children are expected to behave according to school guidelines. They must speak respectfully to everyone, including their peers. Children who refuse to listen or behave inappropriately may be transferred to the teacher's group at the earliest moment, or failing that, the parent must report to the teacher what has happened and appropriate disciplinary measures be taken. Children are responsible for their own actions and as such are required to accept the consequences of their action.

EXTRACURRICULAR ACTIVITIES

Corpus Christi 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:

- To encourage all children to participate with others
- To train children to strive to reach their potential
- To stress hard work and dedication to the group and group members
- To prepare children properly for games and events
- 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.

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.

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.

Parents are encouraged to cheer on their children and other players; however, unsportsmanlike conduct toward coaches, referees, teachers, parents and students of all teams is strictly prohibited and will not be tolerated.

Philosophy of Sport

Sports in our schools should be FUN, purposeful and supportive and their existence ought to complement the Character and Mission of our Catholic Schools. Sports are a part of the education that we provide and as such, should be a learning experience. There must be an aspect of teaching in sports; that is, planning, preparation, practice, and evaluation and review must be present. If real learning is to take place, there must be an aspect of challenge also. Every individual involved in sports must recognize the responsibility of commitment to challenge; the desire to continue until we reach our goals. This is so central to our Catholic Faith. The fact that sports can provide this learning experience shows the value of competitive athletics in the education of the whole person. And finally, because sports are so much a part of our value education, there must be an aspect of Sportsmanship (to win and lose graciously) and fair play attached to every event. Boys and girls should be able to participate in a well organized and competently administered program of instruction and play.

Boys and girls are taught not only the physical skills of Sports but also the rules, the courtesies of fair play, the satisfactions of contributing to a team effort and the desire to improve in all aspects of Sport.

In order to maximize all children's potential for growth and participation, Corpus Christi Elementary School will utilize A & B teams in each sport where interest and coaching personnel make it necessary and possible.

Team sport programs will begin at Grade 5, in soccer, volleyball, basketball, cross-country and track and field. Where possible (availability of gym time and coaches) some sports will be offered to Grade 4. (Grades 2 and 3 may participate in Track and Cross Country.)

Permission slips will be sent home at the beginning of each season, outlining responsibilities and requirements and as accurately as possible, time commitment with regard to practices and games.

Parents are expected to help with transportation to and from games/tournaments/meets which take place "away from home". If parent transportation is not available prior to the day of the event, it may be necessary to cancel.

Constant communication is to be encouraged between coaches, teachers, parents and students regarding schoolwork and homework assignments, which must have top priority.

Parent attendance at games is encouraged and is a great morale booster for the children; however, parents are reminded that they also must exhibit, at all times, behavior consistent with our philosophy of sports. Parents must conduct themselves so that attention is not brought to them and must show respect for the visiting team, officials and their decisions. Spectators must exhibit poise, self-discipline, and restraint during and after the game.

Our teams will only participate in CISVA sanctioned leagues.(Much of this philosophy is taken from the CISVA Elementary Athletic Commission philosophy.)

SPECIAL EDUCATION

(CISVA Policy 421)

The Catholic school is a Christian community committed to students with special needs. We recall the words of Pope John Paul II at B.C. Place in 1984, "the value and dignity of the human person does not arise from the physical or mental qualities, from efficiency, productivity, or speed in one's actions. It comes rather from the fundamental fact that each individual is created by God and redeemed by the blood of his Son, Jesus Christ." Our commitment is rooted in the fact that we are all God's children.

The CISVA is committed to the education of the whole child in the spiritual, emotional/social, intellectual, artistic/aesthetic and physical realms. CISVA schools' special education policies should reflect our commitment to inclusion and integration of students with special needs.

Each Catholic school community is to implement a program and curriculum enabling it to accept and meet the special needs of all Catholic students in their community. Services may include:

- Early intervention programs
- Curricular support
- Adaptations and modifications
- Developmentally appropriate programs
- Professional resources such as occupational therapy, speech language services etc. • Para-educator support
- Access to support from Provincial Resource Programs
- Parental collaboration through school based team

CISVA Elementary School Policy regarding Gender Expression and Gender Dysphoria (CISVA POLICY 431)

The Catholic Independent Schools of the Vancouver Archdiocese (CISVA) strives to provide learning environments that are safe, welcoming, inclusive and affirming of the uniqueness of every student. The aim of a Catholic school is to promote the spiritual, physical and intellectual development of students in a loving learning environment. To ensure that all members of Catholic school communities work together in an atmosphere of safety and respect for the dignity of all students, the CISVA has adopted policies for the safety, health and educational needs of all students, including those with gender dysphoria¹.

The Catholic Church teaches care and compassion for every person, regardless of age, race, sex or sexual orientation. Everyone is to be treated with dignity and respect.

The Church's belief in the dignity of the person teaches us to address the true human needs of our students to be free from hatred, to be loved, to be supported by the Catholic school community in living the Gospel. Respect for the human person proceeds by way of respect for the principle that "everyone should look upon their neighbor (without any exception) as 'another self,' above all bearing in mind their life and the means necessary for living it with dignity".²

The CISVA has developed these policies to ensure compliance with provincial legislation, as well with fundamental rights and freedoms, including those set out in the BC Human Rights Code and the Canadian Charter of Rights and Freedoms.

Specifically, this Policy has been developed to:

- a. Support and affirm the dignity of all students in every aspect of school life;
- b. Improve the understanding of the lives of all students and find ways to increase respect for the dignity of each other in ways appropriate to the Catholic school setting;
- c. Provide training consistent with the Catholic faith for all teachers and other staff with respect to gender dysphoria and gender expression⁵; and
- d. Provide resources in addition to the Human Growth and Development resources, consistent with Catholic teaching, to support students who experience gender dysphoria or who wish to express their gender identity other than in conformity with prevailing gender norms.

STUDENT BEHAVIOUR & EXPECTATIONS

Responsibilities of Students

Our philosophy in the school is to foster self-discipline and, as such, the students will be given opportunities to practice social skills taught in various settings. Students are encouraged to assist one another as they grow in the process of self-discipline. Our expectations are that the students can learn and work in a safe, accepting and nurturing environment. This is true for all our students and when a student refuses to allow another child/children that same advantage, or prevents a teacher from doing his/her job because of disruptive behavior, then specific disciplinary measures need to be taken.

Corpus Christi 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

Student Code of Conduct

(CISVA POLICY 407) All CISVA schools will have a Student Code of Conduct to inform the school community of expected conduct based on the principles of respect for the rights and dignity of all persons in order to promote a safe and respectful learning environment.

The CISVA is committed to providing a safe and respectful environment in which all students can strive for academic excellence, personal growth (spiritually, emotionally and physically) and responsible citizenship. Responsibility to promote Christian conduct is shared by students, staff and parents.

A safe and respectful environment is fostered when:

- Students feel safe;
- There is mutual respect among staff, students and parents;
- Parents, students and staff take an active role in promoting acceptance and tolerance of all persons;
- Appropriate conduct is taught and modeled;
- Disciplinary action is to be restorative in nature and just;

- Diagnosed disabilities are taken into consideration;
- Family special circumstances are considered.

PERSONAL ELECTRONIC DEVICES (CISVA POLICY 430)

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of a personal electronic device (PED) is strictly prohibited in the school or during school related activities (such as retreats, field trips, sports events, etc). Failure to comply with this policy may result in the confiscation of the PED and/or disciplinary action. The school assumes no responsibility for the loss, recovery, repair or replacement for any PED brought onto school property. Only under very special circumstances with permission from the principal will members of the school community be permitted to bring PEDs to school. With permission only PEDs are to be kept out-of-sight, turned off and not used within school premises or during school-sanctioned events.

For the purpose of this policy, the following definition shall apply: Personal Electronic Devices (PEDs) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cell phones, smartphones, walkietalkies, pagers, etc.), portable internet devices (mobile managers, mobile messengers, BlackBerry™ handsets, etc.), PDAs (Palm® organizers, pocket PCs, etc.), handheld entertainment systems (video games, CD players, compact DVD players, MP3 players, iPods®, Walkmen™, etc.), digital or film cameras, digital or analogue audio recorders or video recorders (tape recorders, camcorders, etc.), spy gadgets (spy cameras, covert listening devices, etc.), and any other convergent communication technologies that do any number of the previously mentioned functions.

PEDs also include any current or emerging wireless handheld technologies or portable IT systems that can be used for the purpose of communication, entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Toys and Recreational Items

Students may not bring toys, electronic devices, cell phones and any other recreational items to school. (Under special circumstances, exceptions may be allowed with the approval of the Principal and/or Classroom Teachers.) **The school is not responsible for lost or stolen items.**

Care of Books and Property

Proper care of all books, whether they are the property of the school or of the pupil, is an important part of every child's training. We ask your cooperation in seeing that all books be well cared for while in the possession of your child. All texts need to be covered to prolong the life of the book. Please cooperate at the beginning of the year by helping your child cover his/her books. Textbooks should be returned to school each day. Give them a place to put school books and encourage them to pack their bag at night with all required books and assignments for the next day. This will ensure that the start of the day will not be rushed.

You will be expected to pay for any lost or destroyed text or library books. Please see that your child has a book bag in which to care for his/her books. Please avoid oversized bags.

Children need to be made aware that they are responsible for their actions. Any child who willfully or through careless actions causes destruction to school property shall be held responsible for damages.

DISCIPLINE

At Corpus Christi School the starting point for discipline is a proactive approach. We expect all parties in the school to work together to create a positive and respectful school climate. Through collaboration with staff, students and parents Corpus Christi has developed a school wide belief system/social contract (i.e., To Be Like Jesus Be...) based on the Restitution Approach. Restitution is a process by which children learn self discipline, self-evaluation, and self-restoration. This process helps children fix and learn from their mistakes.

- ❖ Be Respectful (to Yourself, Others and the Environment)
- ❖ Be Responsible
- ❖ Be Safe
- ❖ Be Your Best

Discipline at Corpus Christi is intended to develop, within the students, courtesy and respect for themselves, their fellow students, their teachers, playground supervisors and other adults. We strive to instill in our students a respect for their own and others' bodies, property, and feelings.

Emphasis is placed on developing good habits in work, play, and study. The effectiveness of the learning environment in our

school depends upon the positive participation of our students. Both teacher and students do their best work in a positive atmosphere that is purposeful, responsive and conducive to effective learning.

Therefore, students who come to school unprepared for their lessons, with an unreceptive, negative attitude, unwilling to apply themselves to the learning task, disrupting classroom and/or playground activities will be disciplined at the discretion of the teachers with established school policy. In certain circumstances, the Principal will also be involved. If there is a serious discipline problem, parents will be contacted.

Minor disciplinary matters are dealt with by the staff member involved. More serious situations or repeated minor infractions mean parents will become involved. The student may be referred to the principal for further input. Very serious matters may include but are not limited to the following "Bottom Line" behaviours: vandalism, fighting, leaving the school grounds during the school day without specific permission, endangering the health and well being of others, smoking on or near school property, possession of alcohol, drugs, cigarettes or weapons.

With regards to suspension and expulsion, the guidelines of the CISVA will be followed. These guidelines detail procedures to be followed and the appeals process.

Suspensions and Expulsions

(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. (See Complaint Policy)

The Appeal of Expulsion

When an appeal of an expulsion is brought to an education committee, an appeal sub-committee will be appointed to hear the case. The decision to overturn the expulsion must be based on one or more of the following points:

- 1.2.1 Did the student commit the infraction he/she is accused of?
- 1.2.2 Is the infraction covered by policy and does the policy require or allow expulsion?
- 1.2.3 Is the policy being applied properly? (*The wording in some policies is intentionally broad, e.g. gross misconduct. Was this infraction intended to be considered gross misconduct?*)
- 1.2.4 Has the school followed its own and Archdiocesan policy regarding the handling of the expulsion? (*proper notification in writing, time lines, etc.*)
- 1.2.5 At the appeal the principal and the appellant will present their case addressing 1.2.1, 1.2.2, 1.2.3 and 1.2.4 in writing with any necessary documentation.

Anti-Bullying

(CISVA POLICY 408) The CISVA is committed to addressing all issues of bullying.

Corpus Christi School follows the BC Ministry's guide: *Safe, Caring and Orderly Schools* which provides provincial standards for codes of conduct and identifies the attributes for a safe and caring school environment. The school will make every possible effort to see that no student is bullied. Classroom teachers will actively engage students in discussions about bullying and solutions to stop bullying when it occurs.

Bullying is the willful, conscious desire to hurt, threaten, or frighten someone. It is intentional and repeated aggressive behaviour meant to inflict injury or discomfort on another person, and involves a power imbalance. There are three types of bullying behaviour – physical aggression, verbal aggression and social alienation. Incidents of bullying behaviour will always be taken seriously. When an incident happens, the school will make every effort to speak with the victim and his or her parent on the day of the incident, separate from the bully. The safety and security of the victim is always a primary concern. Any student who assaults, displays aggressive or violent behaviour toward, or bullies another person is subject to suspension or expulsion. The principal will review all the circumstances and determine the appropriate consequence. It is critical that parents be alert to signs that their child is being bullied or may be bullying others, and informs the school immediately. Adult intervention and support is a key to stopping bullying behaviour. *Call It Safe*, a parent guide for dealing with bullying in elementary schools, can be obtained from the office or on-line at www.bccpac.bc.ca.

Safety and Students With Special Needs

Some students with special needs present particular challenges because of the nature of their disabilities. Students with severe needs may act in violent ways because of their needs. Careful planning for the safety of staff and students should be part of the development of these students' Individual Education Plans.

Medical Exclusion For Behaviour

In accordance with Section 91(2), (4), and (5) of the *School Act*, when a student is suspected to be suffering from a health condition, communicable disease or other physical, mental, or emotional condition that would endanger the health or welfare of the other students, or employees, the student may be excluded from school for medical reasons.

The school will follow procedures in accordance to Section 91(2), (4), and (5) of the *School Act*.

COMPLAINTS PROCEDURES

Dealing With Major Complaints

(As outlined by 302 C.I.S.V.A. Policy)

Rationale

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

Policy

Within the 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

1. The issue must be dealt with first by the persons directly involved.
2. If the issue cannot be resolved the matter must be brought to the attention of the Principal of the school.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.
4. Determine what policy/policies of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson and a representative from the Superintendent's Office etc., to help provide a resolution to the issue.
5. The Principal having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
6. 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 days after the Principal's decision has been received.
7. Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal. This committee must always include the school's Pastor/Archbishop Representative. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond. ***The decision of the principal will be overturned only if school or CISVA policy was not followed.***
8. After this, the subcommittee shall, in camera, present its *decision* to the Education

Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. 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 procedures of the appeal process. 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.

9. The Education Committee shall notify the appellant, and the principal, of its decision within seven days of the meeting. The decision shall be communicated in written form.
10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following. The Board of Directors may consider an appeal of the Education Committee's decision for reasons that the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision. ***The decision of the Education Committee will be overturned only if school or CISVA policy was not followed.***
11. 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 Ombudspersons shall be obtained from the Superintendent of the CISVA.
12. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
14. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
15. The Board of Directors will communicate its final decision to all parties involved.
16. Requests for extensions of the timelines mentioned in the policy, will, for valid reasons, ordinarily be approved.

CISVA AND PARISH EDUCATION COMMITTEE (PEC) Education Committee Meetings (CISVA POLICY 108)

The CISVA Board recognizes the need for allocated time to help Education Committees to fulfill their role. Education Committees will have a minimum of ten (10) meetings a year. These meetings will be open, except for in-camera sessions. The first meeting after the education committee elections must be held no later than June 15.

Procedure

1. At each meeting, following opening prayer, a suggested time of 15 minutes be devoted to Faith Formation. The Vice-Chairperson (or delegate) in consultation with the Pastor, will facilitate this Faith Formation component using *Youth Catechism of the Catholic Church (YouCat)*, and/or *The Catechism of the Catholic Church, Compendium of the Catechism of the Catholic Church*, Evangelization Leadership Team (ELT) resources and/or other appropriate resource material.
2. Each member is to receive minutes from each meeting as well as a monthly financial statement, which are to be kept in a binder.
3. Requests by non-members to speak at meetings must be in writing and received seven (7) days in advance.
4. A quorum shall be defined as a simple majority. In the event a quorum is not present, meetings may still be conducted. However, motions must be tabled for the next meeting when a quorum is not present.
5. Attendance by a non-voting representative of the teaching staff at committee meetings is strongly encouraged. The selection and role of that representative is to be determined in consultation with the Principal and the teaching staff.
6. The Principal is not a member of the Committee, but should be present for the entire meeting, although there may be occasions when in-camera sessions with or without the principal may be appropriate.

PEC Elections (CISVA Policy)

Elections shall take place on the date appointed by the Board of the Catholic Public Schools of the Vancouver Archdiocese. Election procedures are outlined in section C 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 (CISVA Policy C 4.9).

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.

PARENT PARTICIPATION AND FUNDRAISING EXPECTATIONS

Parent Participation Program

(CISVA Policy)

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.

Corpus Christi Elementary School depends on the parents of our students to participate and contribute to build a community in the Christian spirit. Parents are expected to assist with tasks that would support the operation of the school. The school's participation policy is as follows:

- Each family is required to complete a **minimum** of 10 hours of participation each term, totaling 20 hours per school year. No carry-over of hours will be allowed. (Under extenuating circumstances, exceptions may be allowed with the approval of the Pastor, Principal and the Participation Coordinator.) Families are also encouraged to dedicate some of these hours to fundraising.
- If the family does not complete the total number of hours per term (10 hours), the cheques for the Participation Fee of \$300 (per term) will be cashed and goes to the general operation account of the school.
- Employees of the Catholic Independent Schools of the Vancouver Archdiocese are exempt by Archdiocesan policy. Requests for other special exemptions must be submitted in writing to the Parish Education Committee, or in more confidential situations, to the Parish Priest.
- At the time of registration, each family is provided a list of possible areas of participation. The family prioritizes its preferences among the various areas of participation.
- There are coordinators assigned in some areas of participation such as yard supervision, library and hot lunch. Coordinators will try their best to accommodate the preferences, most especially with the schedules, but there will be times when the school's schedules may not coincide with the parents' schedules. If this happens to be the case, parents may have to look for participation hours in other areas.
- Parents are responsible for finding suitable work projects and for recording their own participation time. Various jobs will be posted also in the weekly newsletter.
- Student's time in various school activities is not allowed to be used as parent participation hours nor parent's time attending school information meetings such as General Meetings and First Communion program. Other family members such as older siblings and grandparents are welcome to participate at Corpus Christi and have their time counted, upon approval of the job project coordinator, except in areas where previous training is required such as the Library.
- Activities taking place outside regular school days do not count as participation time unless parents are asked by the teacher or coach to supervise during these activities. When driving students to an event after school, **only the driving time** count towards your participation time. However, should the parent be required to help with supervision of students during an event, this time would count.
- Time slips have to be filled out for every job as it is completed. Please ensure that these time slips **are approved and signed by the coordinator prior to submission**. Time slips without the coordinator's signature will be returned. To cut down on the amount of time slips we receive and post, volunteers doing the same job a few times a month (for example, Library, Yard Supervision, Hot Lunch, etc.) may hand in one time slip with multiple dates and times. The coordinator will let you know when and how the time slips should be handed in for approval. Remember to keep the yellow copy of the time slip for your own records in case there is a discrepancy with your posted hours.
- Participation Hours will be recorded on the school website. Families are asked to record hours for every job as it is completed. The **coordinators will confirm the submitted hours**. For any participation question, please contact the PEC Participation Coordinator.

For any participation question, please contact the PEC Participation Coordinator. This program is not meant to replace our excellent response to volunteering in our school.

Let us all work together to make our school the best it can be!

Recording Participation Hours

- The procedure for recording participation hours will now be completed on-line.
- Go to our website www.corpuschristi-school.ca
- Go under PARENTS and click PARENT PARTICIPATION
- Password is... Participation

- Fill out the form accordingly with your name, oldest child's name, child's grade, date
- Arrow down to the Activity and then place how many hours
- Fill out one time per month (not daily).
- Click submit.....this will generate an email to the appropriate coordinator who will then verify your hours.
- Parents need to keep a record of participation hours.

“No Show” Morning and Afterschool Crosswalk Supervision

Morning and Afterschool Crosswalk Supervision are the two most important supervisions of the school day. Morning and afterschool supervision times are the most potentially dangerous times due to cars entering and exiting the parking lot. Parents signing up for these supervision spots must understand the seriousness of this responsibility. If parents have signed up to supervise for morning or afterschool supervision and for some unforeseen reason cannot supervise at the scheduled time, they MUST find a replacement. It is the parents' responsibility to find a replacement. Parents must sign in and out for each shift. If there is “no show” for the scheduled supervision a \$25 penalty will be applied. Please note if two shifts per term are missed, the PEC has the right to remove you from Crosswalk Supervision.

Fundraising (CISVA POLICY 210)

Parent involvement is an integral part of the community of a Catholic school. In many schools, parents participate by volunteering their time in the fundraising programs that supplement the income of the school.

Each family is expected to support and participate in the fundraising activities of the parish/school.
(See page 11, #5 Family Statement of Commitment page)

Corpus Christi School holds two main fundraisers each year: the Walkathon and the Winter dance/or the Spring Picnic. At the time of each fundraiser a letter will be sent home outlining the fundraising goals. Fundraising creates social opportunities as well as gives parents opportunities for participation hours.

Parent Fundraising Association (PFA)

The Parent Fundraising Association is a group within Corpus Christi Elementary School made up of seven members and a representative from the Parish Education Committee. Its main goal is to raise funds for projects and items required by the school, as determined by the Principal and the PEC. All events and protocols will be approved by the PEC. Parents are requested to support the endeavors of this group.

Parent Support Group (PSG) (CISVA POLICY 416)

The Parent Support Group (PSG) is a necessary parent liaison group between the school and the BC Gaming Commission. The formation of this group meets the eligibility for receiving gaming funds from the BC Gaming Commission. CISVA schools shall establish a Parent Support Group independent of the Parish Education Committee and any other group in the school.

Each school shall hold an election for three officers that will comprise the Parent Support Group. The officers will be elected annually from the parent body of the school. It is recommended that nominations and elections take place at an annual general meeting of the parents. Officers on the PSG have a one year term but can stand for re-election. The PSG in accordance with BC Gaming Commission regulations (Gaming Policy and Enforcement Branch) opens its own banking account to receive funds from BC Gaming. Gaming Policy and Enforcement Branch – *Guidelines for Applying for a Community Gaming Grant* states “grant funds must remain under the control and management of the PAC (note: PSG is the term used in CISVA whereas PAC is a public school term) whose membership is comprised of parents or guardians of students attending the school”. The PSG is to follow all the regulations of the Gaming Policy and Enforcement Branch in making application for gaming funds and the expenditure of funds benefiting students.

Benefactors Program

Corpus Christi Schools welcome financial support via our Benefactor Program. Any families, wishing to make a monetary contribution to our school will be honored on the benefactors Plaque. The categories are as follows. Bronze \$100 - \$500; Silver \$500 - \$2500; and Gold \$2500 +. Benefactor forms are available at the office. (See Appendix VI)

VOLUNTEERS (CISVA POLICY 425)

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students in an unsupervised capacity, policies and procedures must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

The Board of Directors supports the use of volunteers in schools, in a manner that enhances and promotes the safety of students and the quality of student learning.

In order that the safety of students is ensured and that the best interest of the school is served, procedures should be established for the recruiting, training and supervising of volunteers.

The Principal is responsible for overseeing the use of volunteers who work directly with students in an unsupervised capacity and must consider the following when developing local procedures for managing volunteers in the school:

Criminal Record Check

All volunteers who work directly with students in an unsupervised capacity should have a criminal record check. Some situations may arise whereby the supervisory role of a volunteer is limited and/or indirect and may not warrant a criminal record check.

The principal will consider the need to request a criminal record check, interview prospective volunteers, and/or request additional information from the prospective volunteer based on:

- the nature of the activity
- the extent of supervision required by the prospective volunteer
- the knowledge, skills, abilities, and suitability of the prospective volunteer
- available references

Registration of Volunteers

Administrative personnel should be aware of volunteers serving in the school at all times. This may be accomplished through appropriate procedures of "sign-in" and/or "scheduling" of volunteers. A process should be in place that clearly identifies volunteers and visitors in the school.

Training

All volunteers should have a competency at the task for which they are asked to provide volunteer service. This competency may be achieved through an informal process of volunteer orientation and training or through a process of specific and formal training/certification. The level of training required will vary according to the task(s) for which volunteer service is provided.

Catholic Independent Schools Vancouver Archdiocese Vision Statement

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

<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • all Pastors and Parish Education Committees 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 committed to fostering education that promotes strong Catholic leaders. • be accountable for their role within the system. 	<ul style="list-style-type: none"> • 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. adapted on October 1. 2002
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APPENDIX II

CORPUS CHRISTI BENEFACTOR PROGRAM FORM

**Corpus Christi
Elementary School
(Vancouver, B.C.)**

Family/Company Name

Address

Phone Number

Amount

School area where you would
like to See your money spent.

Thank you for your generous support of Corpus Christi School

Donation Categories:
\$100 to \$500 – Bronze
\$500 to \$2,500 – Silver
\$2,500 and Over – Gold

Benefactor Please:

- 1) Issue tax receipt
- 2) Send copy of receipt to school
- 3) Send cheque in same amount back payable to "Corpus Christi School"

Thank You

Two Sculptors

*I dreamed I stood in a studio
And watched two sculptors there.
And the clay they used was a young child's mind
And they fashioned it with care.
One was a teacher: the tools she used
Were books, music and art.
One a parent who worked with a guiding hand
And a gentle, loving heart.
Day after day, the teacher toiled
With a touch that was deft and sure
While the parent laboured by her side
And polished and smoothed it o'er
And when at last their task was done.
They were proud of what they had wrought:
For the things they had molded into the child
Could neither be sold or bought.
And each agreed he would have failed
If he had worked alone.
For behind the parent stood the SCHOOL
And behind the teacher, the HOME.*

You must shine among them like stars lighting up the sky as you offer them the message of life. (Phil. 2:16)

