



PARENT HANDBOOK

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WELCOME!

Dear Parents:

Welcome to the Holy Cross School Community. We are a Catholic Independent School in the Nelson Diocese that provides an enriching learning experience for students in Pre-Kindergarten to Grade 8. We believe that parents are the primary educators of their children and it is our mandate to support and foster the work that has begun at home. At Holy Cross School, students will be treated respectfully and will be given the opportunity to enhance their God given talents to meet or exceed his/her potential. Holy Cross School provides a well-rounded educational experience and your child(ren) will develop spiritually, academically, emotionally, artistically, and athletically.

I feel fortunate to work with a dedicated and knowledgeable staff and parish community. Together we can make a difference in the lives of our children and spread God's gifts throughout the local and worldwide community.

Please familiarize yourself with the contents of this handbook. If you have any questions about the school or our programs, please feel free to contact me at the school.

Yours truly,
Mr. J. Brophy
Holy Cross School
Principal

PURPOSE OF THE HANDBOOK

The following pages contain information necessary for parents and students at Holy Cross School. To ensure a positive experience, both students and parents should familiarize themselves with the procedures and expectations of our school.

Students are charged with responsibilities and parents should be willing to support their children in accepting these in order to enhance student development. In addition, students are expected to encourage other students in positive ways.

We are very proud of Holy Cross School and its students. Be a part of it, this is your school!

MISSION STATEMENT

We are a Christian Education community in Celebration with students, teachers, parents, pastors and parishioners focused on the teachings of Jesus Christ. We believe that every student is a child of God. We are committed to the development and growth of the unique gifts of every student to bear witness to Christ in their community and the world beyond.

HOW TO BUILD COMMUNITY

*Turn off your TV
Leave your house
Know your neighbors
Look up when you are walking
Greet people
Sit on your stoop
Plant flowers
Use your library
Play together
Buy from local merchants
Share what you have
Help a lost dog
Take children to the park
Garden together
Support neighborhood schools
Fix it even if you didn't break it
Have pot lucks
Honor elders
Pick up litter
Read stories aloud
Dance in the street
Talk to the mail carrier
Listen to the birds
Put up a swing
Help carry something heavy
Barter for your goods
Start a tradition
Ask a question
Hire young people for odd jobs
Organize a block party
Bake extra and share
Ask for help when you need it
Open your shades
Sing together
Share your skills
Take back the night
Turn up the music
Turn down the music
Listen before you react to anger
Mediate a conflict
Seek to understand
Learn from new and uncomfortable angles
Know that no one is silent though many are not heard. Work to change this.*

www.SyracuseCulturalWorkers.com

RIGHTS AND RESPONSIBILITIES OF PARENTS

Parents' Rights:

- *to be recognized as the first educators of their children
- *to participate in the religious, social and academic education of their children
- *to visit the school
- *to elect School Council members
- *to have parent-teacher interviews
- *to expect excellence in religious and academic education
- *to be informed regarding the progress and problems of their children
- *to have the school reinforce the Catholic moral and religious guidance and discipline given in the home
- *to appeal to the CISND office in Kelowna when problems cannot be solved locally

Parents' Responsibilities:

- *to take the initiative and leadership in the religious education of their children and to co-operate with the religious programs of the school
- *to set a good example for their children by practising their Catholic Faith
- *to take an active role in the guidance of their children
- *to familiarize themselves with the School Policies and to abide by them
- *to foster close relationships with the Principal and Teachers
- *to co-operate with teachers for the welfare of their children
- *to attend meetings called by the school
- *to participate in certain school activities and events (religious, academic, social)
- *to attend parent-teacher interviews as scheduled
- *to support the school financially and through their service
- *to support the school staff regarding academic and behavioural decisions

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Students' Rights:

- *to be treated with respect
- *to be safe and feel secure within the school
- *to be given every opportunity to learn to the best of his/her abilities

Students' Responsibilities:

- *to treat others with respect
- *to be polite and co-operative in their relationships with staff, parent volunteers, school visitors, and their peers
- *to behave in a way that promotes safety for others and for self
- *to observe all school and classroom rules and regulations
- *to be an active participant in the classroom learning and to complete all assignments on time and to the best of their ability
- *to respect school property and the property of others
- *to report issues of safety to a supervisor

Tuition Fees

Following is the tuition fee schedule approved by the school council for use in the school year 2009-2010. This is reviewed annually:

MONTHLY TUITION FEES

Regular Rates

Kindergarten \$110.00

All other grades

1st Child \$165.00

2nd Child \$120.00

Parish Family Rates

Kindergarten \$95.00

All other grades

1st Child \$140.00

2nd Child \$100.00

Max. \$285.00 per month per family.

Max. \$240.00 per month per family

We would appreciate post-dated cheques for the whole year in September.

BUS SERVICE

Bus service is available for residents of Summerland. The fee is \$70.00 per month per child. Pick up and drop off occurs at the Catholic Church in Summerland and Blossom Fruit Stand in Trout Creek. If you are interested, contact Shendah Benoit at 250 494 7526 or via email shendah@telus.net Space is limited.

SCHOOL COUNCIL

Throughout the diocese, School Councils are elected to promote the goals of Catholic education in their communities. This includes the establishment of policies for the efficient and safe functioning of the different schools.

Our School Council is made up of representatives from each of the three parishes in the area that we serve. Current members are:

Tim Gahagan		St. John Vianney Parish
Tony Jacyna		St. Ann's Parish
Leona Harries		St. Ann's Parish
Jenn Kapusty		St. Ann's Parish
Lissette Steinke		St. Ann's Parish
Tom Grace		St. Ann's Parish
Fr. Pat Monette	Pastor	St. Ann's & St. John Vianney
Fr. Ferdinand Nalitan	Pastor	Holy Child Parish
Fr. George Pfliger	Pastor	St. Ann's & St. John Vianney

PARENT SUPPORT GROUP

Holy Cross School is proud to have a strong and supportive parent organization. For the school to be successful, it is absolutely necessary for parents to become involved in the life of the school. Parents are requested and encouraged to be active members of the Parent Support Group.

The Parent Support Group is greatly involved in many of the fund-raising activities and has enjoyed tremendous success in this area. Funds derived from these activities enable us to provide materials and opportunities that our students would otherwise be unable to experience. To date such funds have helped establish our school library which continues to develop, and also made it possible to purchase most of our computer hardware for the use of students, enabling us to have an efficient and effective computer lab.

These are areas that we intend to improve continually with the help of our Parent Support Group. Updating our school facility continues, as the building is quite old and in continual need of improvement.

The Parent Support Group is not in place solely to raise funds. Many of the activities sponsored by the PSG bring together students, teachers, parents, family, friends, and parishioners developing our school community and enhancing our whole Christian community. The PSG also takes on an educational role by occasionally inviting guest speakers to speak on topics of interest at their meetings. All parents are invited to attend these meetings. The Parent Support Group needs continual input from all parents relating to its activities.

STAFF MEMBERS

Mrs. Heather Raymond	Kindergarten
Mrs. Jamie Arnett	Grade 1 - 2
Ms. Deanna Bates	Grade 3
Ms. Michele Angell	Grade 3 - 4
Ms. Dianne Letendre	Grade 5
Miss Stephanie Tofin	Grade 6
Mr. Tim Keilty, Mrs. Julianne Beauchamp, and Mr. Jeff Brophy	Grade 7 - 8
Mrs. Julianne Beauchamp	Music
Mrs. Anita Halverson	Learning Assistance
Mrs. Gail d'Aoust	Secretary
Mr. Alan Degenhardt	Janitorial/Maintenance

School Hours

8:40	School begins
10:15 - 10:30	Morning recess
11:50 - 12:05	Lunch
12:05 - 12:30	Lunch recess
12:30	Afternoon classes begin
2:35	Dismissal

Kindergarten Hours

Same as above Tuesday, Thursday, and alternating Fridays

PARENT VOLUNTEERS

The school is always in need of parent volunteers to become involved with a variety of tasks and activities within the school. Such activities include helping in the classroom as an aide, assisting in the library, preparing teaching materials, assisting with concerts, or teaching a craft or sport activity. Parent volunteers are required to complete a Criminal Record Search through the RCMP. Forms are available at the school office. All parent volunteers need to be aware that students' academic and social behaviors should, under no circumstances be discussed with anyone other than the classroom teacher or the principal. This includes discussions with your own child or with parents of other children. Any parent interested in volunteer work should contact the school principal and sign a School Volunteer Agreement Form.

Reporting

During the school year, the school will provide parents with at least five reports describing students' school progress. Three of the reports will be formal written reports and two will be informal reports. The first formal report is issued in November, the second in March, and the final report at the close of school in June. After the November and March written reports, Parent/Teacher/Student conferences will be conducted. The teacher or the parent as needed, arranges additional conferences.

Parents are encouraged to contact the teachers concerning their child's progress throughout the school year and not only during report card time.

This may be done by means of a note to the teacher or a telephone call to the school.

Formal written reports will describe:

- what students are able to do
- the areas in which students require further attention or development
- ways to support students in their learning
- student behaviour, attitude, work habits, and effort

Informal reports to parents may include telephone calls, student-led conferences, parent-teacher conferences, and the use of journals.

School Supplies

A list of school supplies required will be sent with the final report card in June to let parents know what school supplies will be needed for September.

Extra - Curricular Activities

Holy Cross School participates in the extra-curricular activities offered by the Skaha-Okanagan School District and events organized by our Catholic schools. This means students have the opportunity to participate in higher levels of athletic activities and also the district Science Fair. The opportunity for such full interaction with students from all the local schools is very important. We will continue to offer our students the opportunity to participate in and develop an appreciation of fine art activities through our music program, drama presentations, band program, and productions by performing groups.

Once again we will be requesting the help and support of our parents in transporting our students to and from various activities. We appreciate very much the help we have received in the past, and hope that we can count on your assistance.

School Liturgies

Each month we celebrate the Eucharist as a school community. Our students will play a very active part in preparing the celebration for us. Parents are invited and most welcome to join us on these special occasions. Our first Eucharistic celebration, in the month of September, will celebrate the Triumph of the Holy Cross, which is our School Feast Day.

LOST AND FOUND

Please make sure that lunch kits, shoes, coats, hats, gloves, mittens and boots are marked with your child's name.

Students are directed to look through the Lost and Found box frequently. At the end of each term, students may be allowed to take home any unclaimed articles from the Lost and Found box.

School Policies:

Homework

Homework is meant to be useful. It must have a purpose - it is not meant to be busy work. Homework is given:

- To complete unfinished work
- To make up work missed through absence
- To review work, learn, study for tests
- To strengthen skills
- To do long term projects

Every student should spend some time every week in each of his/her subjects in order to make learning a continuous process. Normal homework amounts will average daily:

- 10 - 30 minutes for Primary (Grades 1 - 3)
- 20 - 60 minutes for Intermediate (Grades 4 - 7)

and may include independent study and any work which has been assigned by the teacher. Reading may form a good part of the homework time.

There are many ways parents can help with homework, including:

1. Providing a quiet, regular place to work.
2. Helping the student organize his/her time for assignments.
3. Being the audience for reading practice and spelling and math drills.
4. Providing information, resources, and knowledge for projects.
5. Being firm about getting the homework completed.
6. Working as a partner with your teacher.

Student Absenteeism

A sick child should not be sent to school. If a child gets ill at school, the parents will be called, as we have no facilities to supervise medical situations. Also, parents should advise the office of communicable diseases.

When a student is to be absent for the day, parents are requested to notify the school as soon as possible. This is done as a safety precaution. Should a student be away for a few days, by contacting the school, we can arrange for work to be taken home.

All students arriving at school late are required to report to the office before going to class to ensure that the student has arrived safely at school. Parents should contact the school if students are to be picked up by someone other than a parent.

Birthday Invitations

Birthdays are special times to celebrate. When your child celebrates a birthday, parents are invited to make it a class celebration by providing a treat for all those in the class. Please check with your child's teacher for the proper time and place. PARTY INVITATIONS are not to be distributed at school, as it makes it very difficult for those students who do not receive an invitation. Your support is appreciated in this matter.

Dress Code

All students are expected to wear clean, neat clothing. The following may not be worn:

- *halter tops, spaghetti straps, 'belly shirts', etc

- *logos/slogans not in line with Christian ethics

- *outside footwear during class

- *skirts, shorts or dresses above mid-thigh

A separate pair of shoes, to be worn indoors only, should be kept with the student's belongings at the school. It is preferable that these shoes be appropriate for gym wear, to reduce the number of indoor shoes the child will require at school.

Discipline

Discipline at Holy Cross School is an aspect of moral guidance, and refers to those reasonable controls that promote the individual student's development and self-discipline, and a Christian environment in which the rights and responsibilities of students and teachers are recognized and upheld.

Field Trips

It is sometimes necessary to take students out of school on field trips, especially when students are studying units that deal with services in the community. When such events occur, you will receive a note from the organizing teacher giving details of the activity and possibly requesting help. These field trips are part of the curriculum and provide our students with first hand experience with important concepts to be covered in school studies.

Parental Concerns

The appropriate steps to follow when concerns arise are:

1. Discuss the matter with the teacher.

If still unresolved:

2. Discuss the matter with the principal.

If still unresolved:

3. Forward your concerns, in writing, to the Superintendent, Beverly Pulyk at CISND in office in Kelowna.

Parents should never address concerns with other students directly. All discussions must go through the teacher.

SUSPENSION AND EXPULSION

Suspension and/or expulsion may be used as a consequence for serious and/or persistent behaviour; see “CISND Suspension Policy”. Serious behaviour includes but is not limited to:

1. Open opposition or willful disobedience to authority:

- a. Teacher
- b. School Rules
- c. School Act
- d. School Council Policy

2. Habitual neglect of duty:

- a. Absences
- b. Lates
- c. Homework or assignments
- d. Attitude
- e. Class work
- f. Disruptive behaviour

3. Use of improper or profane language.

4. Other conduct injurious to the moral tone or well-being of the school. eg. vandalism, bullying, harassment, theft, drugs/alcohol.

5. Offences involving drugs, alcohol, or weapons will result in an immediate indefinite suspension until a successful appeal before the Discipline Committee.

BULLYING

Creating an overall safe school environment is an important goal of all school personnel. Bullying is an issue, which we, at Holy Cross School take very seriously. The following prevention and intervention strategies may be among those used to address known incidents of bullying:

- *students and employees are encouraged to report incidents
- *students are encouraged to use conflict resolution techniques to work out their own problems
- *curriculum initiatives will be used to counter media attention and violence towards others
- *all persons involved in an incident may be interviewed to gather pertinent information
- *suspensions or expulsions may be imposed
- *recommendations may be made that the victim or the perpetrator participate in a counselling program

PRAYER FOR RESPONSIBILITY FOR CHILDREN

We pray for children who put chocolate fingers everywhere
who like to be tickled
who stomp in puddles and ruin their new pants
who sneak popsicles before supper
who erase holes in math workbooks.

And we pray for those who stare at photographs from behind barbed wire
who can't bound down the street in a new pair of sneakers
who never "counted potatoes"
who are born in places we wouldn't be caught dead
who never go to the circus
who live in an X-rated world.

We pray for children who bring us sticky kisses and fistfuls of dandelions
who sleep with the dog and bury the goldfish
who cover themselves with Band-Aids and sing off-key
who squeeze toothpaste all over the sink
who slurp their soup.

And we pray for those who never get dessert
who have no safe blanket to drag behind them
who watch their parents watch them die
who can't find any bread to steal
who don't have any rooms to clean up
whose pictures aren't on anybody's dresser
whose monsters are real.

We pray for children who spend their allowance before Tuesday
who throw tantrums in the grocery store and pick at their food
who like ghost stories
who shove dirty laundry under the bed and never rinse out the tub
who get visits from the tooth fairy
who don't like to be kissed in front of the carpool
who squirm in church or temple and scream during prayers
whose tears we sometimes laugh at
whose smiles can make us cry.

And we pray for those whose nightmares come in the daytime
who will eat anything
who have never seen a dentist
who aren't spoiled by anyone
who go to bed hungry and cry themselves to sleep
who live and move but have no being.

We pray for children who want to be carried and for those who must be
whom we never give up on and for those
who don't get a second chance.
For those we smother and for those
who will grasp the hand of anyone kind enough to offer it.

We pray. Amen.

HOLY CROSS SCHOOL CALENDAR 2009 – 2010

Administration Days for Staff Members	Wednesday September 2, 2009 Thursday September 3, 2009
School Opens Welcome Back!!!!	Tuesday September 8, 2009 8:40 - noon
School Mass	Thursday September 10, 2009 9:00am
Terry Fox Run	Friday September 18, 2009 12:30 – 2:30 Edmonton Ave Park
Open House	Thursday September 24, 2009 5 – 7 pm
Early Dismissal	Thursday October 1, 2009 1:35pm
Workshop for teachers and parents Parenting/Teaching children with anxiety	Monday October 5, 2009 6:30pm-8:30pm
Thanksgiving Mass	Thursday October 8, 2009
Thanksgiving Day, no school	Monday October 12, 2009
Walk-a-thon	Wednesday October 14, 2009
Professional Development Day, no school	Friday October 23, 2009
Early Dismissal	Thursday November 5, 2009 1:35pm
Remembrance Day, no school	Wednesday November 11, 2009
School Mass	Thursday November 12, 2009
Term 1 Report Cards sent home	Friday November 27, 2009
Early Dismissal	Thursday December 3, 2009 1:35pm
Parent/Teacher/Student Interviews, no school	Friday December 4, 2009 8:00am-3:30pm
Christmas Concert	Wednesday December 9, 2009
School Mass	Thursday December 17, 2009
School Closes for Christmas Holidays (noon dismissal)	Friday December 18, 2009
School Reopens after Christmas Holidays	Monday January 4, 2010
Early Dismissal	Thursday January 7, 2010 1:35pm
School Mass	Thursday January 14, 2010
Catholic Schools Week	January 31 – Feb 6, 2010
Open School Day	Tuesday February 2, 2010
Early Dismissal	Thursday February 4, 2010

	1:35pm
Professional Development Day, no school	Friday February 12, 2010
School Mass, Ash Wednesday	Wednesday February 17, 2010
Term 2 Report Cards sent home	Friday February 26, 2010
Parent/Teacher Interviews, no school	Friday March 5, 2010
Spring Break begins	Friday March 5, 2010
School reopens after spring break	Monday March 22, 2010
School Mass	Thursday March 25, 2010
Holy Week Anticipation prayer	Thursday April 1, 2010
Good Friday, no school	Friday April 2, 2010
Easter Monday, no school	Monday April 5, 2010
School Mass	Thursday April 8, 2010
Early Dismissal	Thursday April 8, 2010 1:35pm
Noon Dismissal	Wednesday April 21, 2010
BC Catholic Educators Conference, no school	Thursday – Friday April 22 –23, 2010
BC Children’s Hospital Jeans Day	Thursday April 29, 2010
Early Dismissal	Thursday May 6, 2010 1:35pm
School Mass	Thursday, May13, 2010
Spring Fling	Saturday May 15, 2010
Staff Retreat, no school	Friday May 21, 2010
Victoria Day, no school	Monday May 24, 2010
Early Dismissal	Thursday June 3, 2010 1:35pm
School Mass	Monday June 28, 2010
Last Day for Students	Tuesday June 29, 2010 8:40 - noon
Administrative Day	Wednesday June 30, 2010

PSG Meetings are typically held the second Monday of the month at 7 pm.

Students will be dismissed **1 hour early (1:35) once per month** to accommodate staff meetings. These will most often occur on **the first Thursday of the month** beginning in October.

Classroom supply lists will be sent home via email and will also be available at Staples and Wal-Mart.