



## 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](http://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, please send an email to [holycrossbus@shaw.ca](mailto:holycrossbus@shaw.ca) 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,<br>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

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

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