

HOLY CROSS SCHOOL COUNCIL POLICY MANUAL

**ISSUED BY THE AUTHORITY OF THE HOLY CROSS
SCHOOL COUNCIL**

Revised October 2018

HOLY CROSS SCHOOL COUNCIL

POLICY MANUAL

TABLE OF CONTENTS

	Introduction	
Authority		3
1. Bishop's Mandate.....		3
2. Constitution of Individual School Councils		3
Section 1		
Holy Cross Council		4
1: Composition of Council		4
2. Qualifications of Council Members		4
3. Local Bylaws		4
4. Immunity		4
5. Rules of Order		4
Section 2 Constitution for Holy Cross School Council		5
1: The Name of This School Council		5
2: The Electorate		5
3: Roles and Objectives		5
4. Strategic Plan (2018)		6
5. School Mission Statement		7
6. School Philosophy and Objectives		7
Section 3 Holy Cross Council Policies and Terms of Reference		8
01. School Admissions Committee		9
02. School Admissions: Class Size and Review Dates		10
03. School Uniforms		11
04. Student Health and Welfare		12
05. Practicing Catholic Tuition Rate		13
06. Tuition Reduction or Waiver Requests		14
07. Holy Cross Scholarships		15

INTRODUCTION

Part I: AUTHORITY

Authority for the operation of Catholic schools in the Diocese of Nelson is vested in the Society entitled THE CATHOLIC INDEPENDENT SCHOOLS OF NELSON DIOCESE, CIS(ND), a legal corporation under the British Columbia Societies Act. The Society was registered under this Act in 1957.

The Society is recognized by the Government of British Columbia as "the authority" defined in the provincial Independent School Act of 1989 for the operation of all Nelson Diocesan Catholic Schools. As such, the Society is the employer and is solely responsible for all transactions with the Ministry of Education as represented by the Inspector of Independent Schools. By its Constitution, the Society is legally responsible for directing operations of all Nelson Diocesan Schools.

Part II: BISHOP'S MANDATE:

Under Canon Law, the Bishop of each diocese is responsible for the establishment and operations of the Catholic schools as an integral part of the faith community. Through its constitution the Catholic Independent Schools Society of Nelson Diocese delegates some of this authority for the governance of schools to elected groups. These include the Board of Directors, the Executive Committee and local School Councils.

Part III: CONSTITUTION OF INDIVIDUAL SCHOOL COUNCILS (CISND Policy 1400)

Each local Catholic School Council in the Diocese of Nelson is constituted by authority of the Catholic Independent Schools Society of Nelson Diocese (hereafter called "the Society") and is directly responsible to the Society, as provided by the amended By-Laws of the Society.

1. There shall be included within the jurisdiction of the Society those certain Catholic School Councils namely: ♦ Holy Cross School Council, Penticton, B.C.
2. Each Catholic School Council in Nelson Diocese shall be autonomous in its management and operation as far as practicable and as far as such autonomy does not conflict with the Constitution, By-Laws, Guidelines or directives of the Society.
3. Each Catholic School Council, as above designated, shall operate under By-Laws governing its own conduct.
4. For the purpose of paragraph 3, each Catholic School Council may adopt as its By-Laws, the provision of the Society By-Laws for Councils.

SECTION I

HOLY CROSS SCHOOL COUNCIL

Part I:

Composition of Council:

The ex-officio members of the council shall be the pastors of St. Ann's and St John Vianney – Penticton, and Holy Child – Summerland.

Besides the ex-officio members of Council, other members shall be elected or appointed by the pastors as per Diocesan Policy.

Part II:

Qualifications of Council Members:

Nominees of the council or those seeking election to the council must:

- a. Be a practicing Catholic
- b. Have attained the age of nineteen (19) years
- c. Be an active supporter of the Catholic school
- d. Be a member of the parish or parishes served by the school
- e. Not be an employee of the school

Part III:

Local By-Laws:

1. The Holy Cross School Council adopts as its Bylaws the provision of the Society By-Laws for Councils. (Reference: CISND Policy Manual Introduction: Section 4)
2. A by-law may be adopted, rescinded or amended by a special resolution passed in a general meeting of the local School Council, by a majority of seventy-five percent (75%) of the members present and voting.
3. Fourteen (14) days' notice in writing, together with the text of such resolution must have been given to all Council members.
4. All by-laws adopted by the individual Catholic School Councils shall require approval from the Board of Directors of the Society.

Part IV:

Immunity of Council Members:

Council Members are asked to refer to CISND Policy 1400 for full detail.

Part V: Rules of Order:

Any procedures not included in the Constitution and the By-laws following hereafter will be according to the "Roberts Rules of Order".

SECTION 2: HOLY CROSS SCHOOL COUNCIL CONSTITUTION

Part 1: THE NAME OF THIS CATHOLIC SCHOOL COUNCIL SHALL BE:

“Holy Cross School Council” hereinafter referred to as “the Council”.

Part II: THE ELECTORATE

Eligible voters are parents having children in the school and any person who is nineteen years of age or older and who is a member and actual supporter of the Parish or Parishes served by the school.

Part III: ROLES AND OBJECTIVES

ROLE OF THE COUNCIL:

The role of the school council is to assist in:

- a. Safeguarding the Catholicity of the school
- b. Implementing CIS(ND) policy
- c. Developing local school policy
- d. Setting funding levels for school operating budget
- e. Assisting the pastor(s) and principal in promoting the school within the parishes and communities.

THE OBJECTIVES OF THE COUNCIL: (CISND Policy 1400)

1. To encourage the attainment of high standards in religious education and to foster the education of our children within the framework of a Catholic environment and philosophy and to encourage the development of true Catholic values, all of which are developed in the Philosophy Statement.
2. To further the knowledge and appreciation of the aims and objectives of Catholic education and to foster participation of the Catholic community in the school.
3. To encourage the attainment of high academic standards and to promote good citizenship.
4. To be responsible for the financial operation of the school.
5. To establish and ensure the carrying out of policies related to the efficient functioning of the school. In all cases Diocesan Policies will supersede any locally developed policies.
6. School Council members must realize that they are a part of the school community and therefore they should always act in such a manner as to be a good example of Catholic education.

Part IV: HOLY CROSS SCHOOL COUNCIL STRATEGIC PLAN 2018

Vision:

As Holy Cross School Council we are called to be advocates and enablers of excellence in education that is built on the foundation of our Catholic faith.

Values:

- Integrity
- Mutual respect
- Faith driven
- Progressive leadership
- Consensus

Focus Areas:

- **Catholicity:** Moral Compass; Catholic Values; Child of God: Unique Gifts and Talents
- **Fiscal Leadership:** Stability both short term and long term
- **Facilities Planning:** Short term maintenance and long term planning
- **Marketing & Parish Engagement:** Especially Summerland; Family Engagement
- **Academic Excellence:** Enabling all learners
- **Governance:** Understanding our role

Strategic Objectives:

1. Delivering Excellence in Catholic Education
2. Expanding Programming: (Extra-curricular, preschool and high school levels)
3. Building for the Future: (New school facility)

Mission Statement:

Connected to and in support of our School's Mission Statement, the Holy Cross School Council strives to integrate Catholic faith, relationship and excellence in all of our pursuits.

2018-19 Goals:

1. To develop a 5 year capital plan that prioritizes current building needs and considers the need for long term school renewal.
2. To provide opportunities to engage all of our parish families in the active Catholic Faith development of their children and grandchildren.

Part V: HOLY CROSS 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.

Part VI: HOLY CROSS SCHOOL PHILOSOPHY AND OBJECTIVES

1. As a Catholic School, Holy Cross nurtures and challenges its students to grow toward a maturity of faith in an environment founded on Christian love.

Our curriculum is based on Gospel principles relating to life experiences and offering our students a strong academic program. At the same time we provide opportunities for our student, staff and parents to express their faith in a deepening life of prayer, participation in liturgical worship and fidelity to the teaching of the Gospel. The Holy Cross community endeavours to offer a nurturing environment in which faith and culture, learning and living contribute to the full development of the child for life in the twenty-first century.

2. The School's philosophy is reflected in the following objectives:
 - 1) That students develop a realization of their self worth.
 - 2) That students learn to give and receive respect and love.
 - 3) That students grow in enthusiasm for knowledge.
 - 4) That students and teachers strive toward high ideals and a academic excellence.
 - 5) That students will develop a strong sense of justice and fair play.
 - 6) That students will develop and use their God given talents in the service of others.
 - 7) That the school will be an extension of the home.
 - 8) That students will readily respond to the challenges of everyday Christian living.
 - 9) That students will participate fully in prayers and sacraments.
 - 10) That students develop the willingness to join staff, clergy, religious and parents in the common task of building a faith community.
 - 11) That the students will, in accordance with the principles of the Gospel develop as a whole person – physically, emotionally, academically and spiritually.

SECTION 3

INDIVIDUAL LOCALLY DEVELOPED SCHOOL COUNCIL POLICIES and TERMS OF REFERENCE

PREAMBLE:

Holy Cross School and Council is a member of the Catholic Independent Schools of Nelson Diocese (CISND) and therefore subject to all policies and procedures outlined by the CISND and are available on-line on the Nelson Diocese website.



Policy #: 01

Policy: School Admissions Committee

Date Approved: June 22, 2016

Revision Dates

Terms of Reference

The Holy Cross Admissions Committee is a committee of the Holy Cross School Council.

Purpose

This Committee will work with the School Principal to admit, or decline to admit, students to a specific class when the enrollment for that class has reached the stated maximum enrollment guideline for that class as set out in Policy 02 School Admissions: Class Size.

Functions of the Committee

The Admissions Committee will work with the School Principal to determine if the maximum enrollment guideline set out above should be exceeded if external, financial, or legislative constraints are imposed on the Council. If the Admissions Committee determines that the guideline should be exceeded then the admissions Committee will work with the School Principal to admit students, or decline to admit students in accordance with CISND Policy #4100, Admissions of New Students into the school.

Reporting

The Admissions Committee shall report to the School Council monthly at the regular School Council meeting.

Membership

The Admissions Committee shall consist of three (3) members which shall be comprised of one Pastor and two (2) Council members. The non-pastor members of the Admissions Committee shall be appointed by the School Council.



Policy #: 02

Policy: School Admissions Policy- Class Size & Review Dates

Date Approved: May 30, 2018

Revision Dates

1. Class Size Limits

	PREFERRED SIZE	MAXIMUM CLASS SIZE
Kindergarten :	20	22
Grades 1-4:	22	24
Grades 5-8:	26	28

Note 1: When significant class composition issues (learning or behaviour needs) are present in a classroom, the lower preferred size number will be used as a maximum.

Note 2: The Admissions Committee can approve any variations to class size.

Note 3: Public School System Class Size Limits (2018)

K: 20

Grades 1-3: 22

Grades 4-8: 28-30 (Combined classes are the lower number)

2. **Student Admissions Review Schedule:** When preparing for the upcoming school year, the Admissions Committee will review all applications for new students at three intervals:

1. **First Review: First Week of March.** Based on indications from current students for upcoming school year-Accept new students **only to 90% of the lower limit.**
2. **Second Review: Prior to May 31st.** Review any additional changes in current/expected enrollment. Accept new students **to the preferred class size limit.**
3. **Third Review: First Wednesday of new school year-** Review any additional changes in current enrollment. Accept new students to the **maximum class size limit for only those classes without significant class composition issues.**



Policy #: 03

Policy: School Uniform Policy and Committee

Date Approved: April 26, 2017

Revision Dates: May 30, 2018

The Holy Cross School Council is committed to providing a working and learning environment that is safe, inclusive and respectful of the well-being of all individuals. We believe that school uniforms can provide a sense of belonging, a sense of inclusion and can help to minimize or eliminate competition with dress. Wearing a school uniform provides a visible sign of pride in our school and in our faith.

It is the policy of the Holy Cross School council that student uniforms are worn at Holy Cross School.

The School Uniform Committee with parent and school administration representation will determine what those uniforms will be and will develop procedures with regards to school uniforms. An annual Uniform Review process will be completed by the School Uniform Committee.

Any suggested changes that are recommended as a result of the annual Uniform Review process will be brought forward to the School Council for final approval.

The Holy Cross School Council is also committed to ensuring that significant financial need is not a barrier to compliance with this policy. The Uniform Angel Program is designed to help families meet this policy. Application for assistance is made through school administration.



Policy #: 04

Policy: Student Health and Welfare

(CISND Reference: Policies 5410-5413)

Date Approved: September 25, 2018

Revision Dates

To promote the health of students the CISND and Holy Cross School work with the Ministry of Health and the medical health professionals of the Interior Health Authority.

When children work and play together in groups, this environment provides an opportunity for the spread of a number of childhood diseases that can be passed on from one child to the next.

It is important that these diseases be prevented or, if they do occur, that they are recognized quickly and steps taken to stop them from spreading.

School staff will consult accordingly with the Interior Health Authority in regards to appropriate measures to prevent disease and control disease outbreaks.

In accordance with the BC Health Act (schools) and CISND Policy, Holy Cross School is 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.



Policy #: 05

Policy: Practising Catholic Tuition Rate Request

Date Approved: May 30, 2018

Revision Dates

Financial support from the parishes to help children receive a Catholic education is taken directly from Sunday collections. Parents and guardians who are actively participating in their parish community qualify for the parish-subsidized Catholic tuition rate.

Active participation is defined as:

- Registered as parishioners
- Child(ren) are baptized
- Attending Sunday mass regularly
- Financially contributing (envelope user)
- Participating in parish events and opportunities as possible

Parents and Guardians request the Catholic tuition rate by completing the form provided by the school. The parish pastor's signature is required.



Policy #: 06

Policy: Tuition Subsidy

Date Approved: June 20, 2018

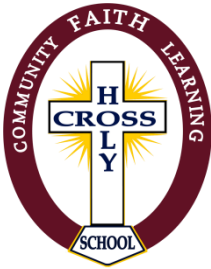
Revision Dates

The Holy Cross School Council is committed to ensuring that significant financial need is not a barrier for students wishing to attend Holy Cross School.

Parents/Guardians may make application for a tuition reduction or full waiver by completing the appropriate form available from the school office and then meeting with the school principal.

Each approval is for one academic year only.

The final decision on whether school tuition can be reduced or waived lies solely with the school principal.



Policy #: 07

Policy: Holy Cross Scholarships

Date Approved: February 28, 2018

Revision Dates: June 20, 2018

Revision Date: January 2020

PURPOSE OF THE HCS SCHOLARSHIPS

The Holy Cross School Council and Support Group have jointly established three scholarships to be awarded annually to students who completed Grade 8 at Holy Cross School and have graduated from Penticton Secondary, Princess Margaret Secondary or Summerland Secondary schools.

TERMS OF THE SCHOLARSHIP AWARDS

Funds for the Scholarships are provided by the HCS Council and the Parent Support Group. The award will be available for up to 18 months after the winners are announced. Each Award will be \$1,000.00.