



# Parent Handbook

2015/2016



Revised: August 19, 2015  
(Version 18)

By: Ashleigh Kolla  
Communications/  
Marketing Manager

## Contents

Welcome to ArtsCalibre Academy!	2
Who We Are	2
Our Locations and Organization	4
How to Contact Us	5
Registration	5
Program Withdrawal	6
Hours of Operation, Class Schedules and Other Program-Specific Policies	7
Preschool	7
Junior Kindergarten	8
Elementary	10
Child Drop Off and Pick Up	11
Guidance and Care Policy	12
Emergency Procedures and Policies	13
Fire Emergencies	13
Earthquakes and Other Alerts	13
Serious Incident, Injury or Illness	13
Snow Days	13
Preventative Health Measures	14
Suspected Abuse or Neglect	14
Parent Visitation	15
Questions?	15
APPENDICES	16
Appendix A – PIPA Policy and Implementation	16
Appendix B – Field Trip Policy and Procedures	19
Appendix C – Grievance Policy	20
Appendix E – Communications Protocol	21
Appendix F – Anti-Bullying, Harassment and Discrimination Policy	1
Appendix G – ArtsCalibre Music Program	5
Notes	6

## Welcome to ArtsCalibre Academy!

You have chosen an educational program where students are encouraged to build upon their creative capacity to inquire with deep curiosity, to think unconventionally, to question the norm and imagine and reflect on new perspectives in order to become more passionate and compassionate members of a local and global community. You and your child have become members of a community of devoted parents and enthusiastic, lifelong learners.

To help you make the most of your child's experience at ArtsCalibre, this handbook gives you the important information you will need for the coming school year. You'll find sections on how to contact us, hours of operation, drop off and pick up, and several other policies and procedures.

## Who We Are

ArtsCalibre Academy is a Fine Arts based school offering comprehensive programs for:

- ❖ **Preschool** (ages 3 to 4)
- ❖ **Junior Kindergarten** (ages 4-1/2 to 5)
- ❖ **Elementary** (ages 5 to 13)

...with future plans to grow as our children do, through to Grade 12.

Our goal is to create a safe learning environment where your child can take risks. When they are given safe space, they can truly learn. We use the Arts as a vehicle to deliver the curriculum in a hands on, experiential environment. We are teaching children to be critical thinkers and encouraging them to unleash their true potential. We offer a dynamic and diverse program designed to challenge the student academically, while encouraging exploration and development of their unique and artistic skills and talents.

Our curriculum draws from years of educational experience, and embraces the best elements of many innovative educational philosophies and methods. To name a few:

**Thematic teaching** is a way of teaching and learning whereby many areas of the curriculum are connected together and integrated within a theme. It allows learning to be more natural and less fragmented than the traditional way, where a school day is time divided into different subject areas. It allows literacy to grow progressively, with vocabulary linked and with spelling and sentence writing connected. The result is that children have more fun and are actively involved; they will develop learning skills more quickly as each one is connected and reinforces the other. The children will be highly motivated.

**Leader in Me** is a whole-school transformation model that acts like the operating system of a computer—it improves the performance of all other programs. Based on *The 7 Habits of Highly Effective People*, *The Leader in Me* equips students with the self-confidence and skills they need to thrive in the 21st-century economy. Learn more at [theleaderinme.org](http://theleaderinme.org)

**MindUP™** teaches social and emotional learning skills that link cognitive neuroscience, positive psychology and mindful awareness training utilizing a brain centric approach. Students learn to self-regulate behavior and mindfully engage in focused concentration required for academic success. Learn more at [thehawnfoundation.org/mindup/](http://thehawnfoundation.org/mindup/)

**Handwriting without Tears** is an easy-to-teach, easy-to-learn curriculum that makes handwriting mastery joyful for students and teachers. Writing by hand improves creative writing skills and fine motor skills and elementary students have been found to write more and faster by hand than when keyboarding. Learn more at [hwtears.com/hwt](http://hwtears.com/hwt)

**Roots of Empathy** is an evidence-based classroom program that has shown significant effect in reducing levels of aggression among schoolchildren by raising social/emotional competence and increasing empathy. Learn more at [rootsofempathy.org/](http://rootsofempathy.org/)

The Arts are integrated into our curriculum to fully engage children in activities, reinforce all lessons, and promote high order thinking – learning to learn rather than simply absorbing facts for their own sake as they are presented.



## Our Locations and Organization

### Locations

ArtsCalibre Academy operates at two locations in Victoria:

1. Our **Preschool** is located in the new Arts Wing at:

**Cedar Hill Recreation Centre**

3220 Cedar Hill Road  
Victoria, BC V8P 3Y3

2. Our **Junior Kindergarten** and **Elementary** facilities are located at:

**Emmanuel Baptist Church**

2121 Cedar Hill Cross Road  
Victoria, BC V8P 2R6

### Organization

Launched in 2008, our **Preschool** operates under the BC-registered company **ArtsCalibre Academy Ltd.**

Our **Junior Kindergarten** and **Elementary** programs operate under a *non-profit society* known as the **ArtsCalibre Foundation**, which was incorporated in BC in 2011.

All Programs operate under our popular name **ArtsCalibre Academy**, whose **Administrative Office** is currently located at:

ArtsCalibre Academy  
3537 Murdoch Crescent  
Victoria, BC V8P 5B6

This is also the registered legal address of both of the above organizations. Unless otherwise specified, please send **all correspondence** to this address.



## How to Contact Us

<b>Administrative Office</b> <b>For all general inquiries</b> Main phone number with voicemail (at <b>3537 Murdoch Crescent</b> )  Email: <a href="mailto:info@ArtsCalibre.ca">info@ArtsCalibre.ca</a>	<b>(250) 382-3533</b>
<b>To speak to teaching staff during school hours</b>	
<b>Preschool</b> On-premised cell phone with voicemail (at <b>Cedar Hill Recreation Centre</b> ):  <i>To speak to teaching staff during school hours, report child illness, and for other emergencies.</i>  <b>NOTE:</b> <i>Sending a <b>TEXT MESSAGE</b> to this number is the easiest way for teaching staff to quickly be notified.</i>	<b>(250) 480-8376</b>
<b>Junior Kindergarten and Kindergarten to Grade 5</b> On-premises cell phone with voicemail (at <b>Emmanuel Baptist Church</b> ):  <i>To speak to teaching staff during school hours, report child illness, and for other emergencies.</i>  <b>NOTE:</b> <i>Sending a <b>TEXT MESSAGE</b> to this number is the easiest way for teaching staff to quickly be notified.</i>	<b>(778) 350-1075</b>

All phone numbers above have **voicemail**, which staff monitor and respond to as quickly as possible.

## Registration

Registration forms for all programs are available on our website at [www.ArtsCalibre.ca/Forms](http://www.ArtsCalibre.ca/Forms).

Parents must complete all 5 forms listed under the page's **Registration Forms** section, beginning with the appropriate main Registration Form for the desired program: **Preschool, Junior Kindergarten or Elementary**.

Each main Registration Form details the **registration and tuition fees**, enables **class selection**, and provides **instructions for submitting** the registration package to us with your non-refundable registration fee.

ArtsCalibre contacts families immediately upon receiving their registrations to verify eligibility, advise of next steps, and answer any additional questions that the parents may have.

In order to confirm registrations and enable us to plan staffing for each new school year, **September tuition fees are due and payable on or prior to May 15th** (for registrations received on or before this date) **and are non-refundable**. We send families timely email reminders of this important date.

Following this, **post-dated monthly tuition cheques** (dated the 1st of each month) for October through June of the school year are due by the **first day of classes** in September. We can also offer another method of payment plan. This is the **Pre-Authorized Debit (PAD) plan** – please contact us for details and setup. PAD payments are also scheduled for the 1st of each month or the first business day following.

Our monthly tuition fees are **tax exempt**, and include the cost of all except the most basic school supplies.

A \$40 fee will apply to all returned cheques or PADs (e.g. NSF) which must be replaced promptly. Failure to do so will result in removal of your child from the program.

## Program Withdrawal

**One full month's written notice** (which may include an email *acknowledged* by ArtsCalibre Academy) is required in order to withdraw your child from our programs.

All post-dated payments falling *beyond* one month after the notification date will be terminated (i.e. cheques destroyed or PAD schedule cancelled).

**For example:** To withdraw effective April 1st (i.e. at the end of March) you must provide us with written notice *before* March 1st. Notifications received in March mean that you will be required to pay April tuition as well.





## Hours of Operation, Class Schedules and Other Program-Specific Policies

All ArtsCalibre programs run from September through June each school year, and basically follow the Greater Victoria School District calendar and holiday schedule. Please see visit our [School Calendar](#) for a more specific schedule. As this is our official online Calendar, we will **ONLY** be updating this Calendar. Please refer back to it as it will be continuously updated.

### Preschool

#### Hour of Operation

- ❖ **3 Year Olds Program:** 9:00 AM - 11:30 AM daily
- ❖ **4 Year Olds Program:** 12:30 PM - 3:30 PM daily

For the convenience of working parents, optional **Extended Hours** are also available for each program (for an additional fee) as follows:

- ❖ **3 Year Olds Program:** **Early drop off** as early as 8:00 AM
- ❖ **4 Year Olds Program:** **Late pick up** as late as 4:30 PM

Please see our [Preschool](#) page for details.

#### Class Schedule and Size

A typical class will proceed roughly as follows (using the morning 3 Year Olds class as an example):

9:00 - 9:30 AM	Independent Time/Exploration
9:30 - 10:00 AM	Circle/Music Time – Themed*
10:00 - 10:20 AM	Wash hands and Snack Time
10:20 - 10:40 AM	Story – Themed*
10:40 - 11:05 AM	Art Activity – Themed*



11:05 - 11:25 AM	Outdoor Time
11:25 - 11:30 AM	Closure/Dismissal

\* = According to the current theme, of which there are several throughout the school year.

The maximum class size is 20 children; with a *minimum* of 2 staff on duty at all times – and very often 3 – the child-to-teacher ratio for all classes is usually under 7-to-1, and never higher than 10-to-1.

### Snacks

Parents must send their children to class each day with a nutritious snack. NO NUTS are permitted on our premises, as standard protection for any children with severe allergies. We discourage the inclusion of "sweets" in the snack, and ask that it not require refrigeration (although you are free to include an ice pack to keep contents cold). ArtsCalibre will provide drinking water.

## Junior Kindergarten

ArtsCalibre Academy's Junior Kindergarten provides an opportunity for those children who are ready to go "a little deeper", and is also an effective bridge for those "winter babies" who may be considered too old for Preschool but too young for standard-age Kindergarten. Like our Preschool, the program is thematic, but each class is thirty minutes longer (3 hours daily) and focuses additionally on developing strong phonetic and numerical skills. The program is taught by a fully qualified Early Childhood Educator (ECE), assisted on occasion by other BC-certified teachers and contracted specialists at our Junior Kindergarten to Grade 5 campus.

### Hours of Operation

Classes are **12:30 PM - 3:30 PM** daily with a recess from 2:00 PM to 2:15 PM. Parents will also be invited to join various optional extracurricular programs (e.g. dance classes) offered after regular school hours. It is important that drop off and pick up times are strictly observed because we are a licensed facility and the teacher must sign the child in and out.

### Class Schedule and Size

A typical class will proceed roughly as follows:

12:30 - 1:00 PM	Individual / centre time
1:00 - 1:30 PM	Circle Time / music & movement
1:30 - 2:00 PM	Thematic unit lesson
2:00 - 2:45 PM	Snack and outside time
2:45 - 3:20 PM	Thematic, Arts-infused lesson
3:20 - 3:30 PM	Prepare for home

*This is a sample timeline, and will vary depending on the specific theme and planned activities.*

The maximum class size is 10 children. There will be times during which the Junior Kindergarten children will be integrated with others in the Kindergarten to Grade 5 programs. We have enrichment programs built into each day at the Junior Kindergarten.

**Snacks**

Parents must send their children to class each day with a nutritious snack. NO NUTS are permitted on our premises, as standard protection for any children with severe allergies. We discourage the inclusion of "sweets" in the snack, and ask that it not require refrigeration (although you are free to include an ice pack to keep contents cold). ArtsCalibre will provide drinking water. In addition, with limited (paper-only) recycling on premises, we ask that snacks be as garbage-free as possible, and that all recyclable packaging be taken home for recycling there.

## Elementary

### Hours of Operation

**Half-day Kindergarten:** 8:45 AM - 12:00 noon daily

**Recess:**

10:10 AM - 10:40 AM daily

**Full-day Kindergarten  
and Grades 1 to 6:**

8:45 AM - 3:30 PM – Monday through Thursday

8:45 AM - 2:00 PM – Friday

(lunch from 12:00 noon - 1:00 PM)

**Recesses:**

10:10 AM - 10:40 AM daily, and

1:40 PM - 1:55 PM daily (except Fridays)

Please arrive at least 5 minutes prior to the start of class to give your child time to settle in for the day. Parents may drop off children as early as 8:30 AM, as teaching staff are present at this time. School timetables will be provided for every registered family on the first day of school.

### Class Schedule and Size

The daily class schedule may vary slightly depending upon the specific theme, planned activities, curriculum requirements and other factors.

Currently a small but growing program, the maximum class size for each of the three learning groups is 15 students. A minimum of 3 fully qualified BC-certified educators, and often 4, will be present at all times.

There will be times during which the Elementary students will be joined by the Junior Kindergarten class and its ECE-certified teacher.

### Snacks and Lunches

Parents must provide nutritious snacks/lunch as follows:

**Half-day Kindergarten:** 1 mid-morning snack and lunch

**Full-day Kindergarten  
and Elementary:** 2 snacks and Lunch

NO NUTS are permitted on our premises, as standard protection for any children with severe allergies. We discourage the inclusion of "sweets" in the snack, and ask that it not require refrigeration (although you are free to include an ice pack to keep contents cold). ArtsCalibre will provide drinking water. In addition, with limited (paper-only) recycling on premises, we ask that snacks be as garbage-free as possible, and that all recyclable packaging be taken home for recycling there.

## Child Drop Off and Pick Up

### Preschool

The Preschool room doors open at *exactly* the start of each class – that is, at 9:00 AM for the morning 3 Year Olds class, and at 12:30 PM for the afternoon 4 Year Olds class. This is done so that a staff member can sign in *each child* as they enter. When dropping off your child, please bring them to the inside classroom door (Activity Room door off the interior hallway) and wait until they are received and signed in by an ArtsCalibre staff member. Proper sign in/out are required by law.

Children should be picked up promptly at the end of each class – that is, at 11:30 AM and 3:30 PM for the morning and afternoon classes respectively. Parents/guardians (or others authorized to pick up) should wait until a staff member dismisses and signs out their child.

The above drop off and pick up times apply *except for* those families who have made prearrangements for earlier drop off or later pick up.

### Junior Kindergarten and Elementary

Parents/guardians must drop off and pick up children promptly according to each program's hours of operation. For Elementary, please arrive **at least 5 minutes** prior to the start of class to give your child time to settle in for the day. Elementary parents may drop off children as early as 8:30 AM, as teaching staff are present at this time.

### Pickup by Alternate Person – All Programs

If someone other than a legal/custodial parent or guardian will be picking up your child, please ensure that they are listed under the “Others Authorized for Pickup” section of the ArtsCalibre Registration Form. If, in an emergency, you need your child picked up by someone who is not listed on this form, you must notify the school directly by phone or e-mail, and ensure that we acknowledge. Remember that in the strict interest of your child’s safety, to confirm identity we may ask you or anyone calling or picking up your child for the Family “Code Word” listed on your registration form.

### Late Pick Up – All Programs

Please contact a staff member at your child's location **as soon as possible** if you know that you will be arriving late to pick up your child. If a child remains in the care of the school beyond their regular program hours, a **late pick up fee** (see below) will be charged and the emergency contact will be notified to pick up the child if we cannot reach his/her main caregiver. *When a child remains beyond 30 minutes past their program time and all contact numbers have been exhausted, the staff are required by law to contact the Ministry of Children and Families, and parents will be notified where to pick up their child.* **Late pick up fees** (to cover staffing costs) are **\$10.00 for the first 15 minutes after regular program hours and then \$1.00 per minute thereafter, to a maximum of \$30.00 total**. This late fee must be paid upon your child's return the next day. Please give the late fee to the staff member who stayed with your child.

See the preceding **How to Contact Us** section for all needed phone numbers.

## Guidance and Care Policy

It is the responsibility of all staff members to be familiar with our Guidance and Care Policy. ArtsCalibre provides a learning environment for all our children that is free from physical and emotional abuse. We foster positive relationships between all children and staff. We encourage children to develop self-discipline, responsibility, positive values and respect. We accomplish these objectives through various proven approaches, including:

1. **Leader in Me** is a whole-school transformation model that acts like the operating system of a computer—it improves the performance of all other programs. Based on The 7 Habits of Highly Effective People, The Leader in Me equips students with the self-confidence and skills they need to thrive in the 21st-century economy. Learn more at [theleaderinme.org](http://theleaderinme.org)
2. **MindUP™** teaches social and emotional learning skills that link cognitive neuroscience, positive psychology and mindful awareness training utilizing a brain centric approach. Students learn to self-regulate behavior and mindfully engage in focused concentration required for academic success. Learn more at [thehawnfoundation.org/mindup/](http://thehawnfoundation.org/mindup/)
3. **Roots of Empathy** is an evidence-based classroom program that has shown significant effect in reducing levels of aggression among schoolchildren by raising social/emotional competence and increasing empathy. Learn more at [rootsofempathy.org/](http://rootsofempathy.org/)

These programs help guide children to become self-directed and independent, to care about others, and to develop physically, cognitively, socially and emotionally. Our staff focus' on prevention first. The following strategies promote a positive atmosphere in the class, and maximize opportunities for desirable behaviours:

- ❖ Provide a developmentally appropriate environment
- ❖ Establish clear, consistent and simple limits and guidelines in a positive way, supported by straightforward explanations, and
- ❖ Focus on the behaviour rather than the child.

Problem solving promotes a sense of self-help, self-awareness, self-worth, confidence and autonomy. We see problems and situations as valuable learning opportunities, and employ the following techniques help ensure that guidance is carried out in a positive and supportive manner:

1. Model problem-solving skills
2. Gain children's attention in a respectful way
3. Use proximity and touch
4. Give gentle reminders of limits and guidelines
5. Acknowledge each child's feelings and needs
6. Offer appropriate choices
7. Use natural, logical consequences
8. Provide redirection when necessary, and
9. Change the activity or equipment to meet the individual child's needs.

Any intervention needed for more challenging behaviour, beyond the limits of the above strategies, will be formed in a behaviour strategy plan involving the teacher, parents and principal.

## Emergency Procedures and Policies

### Fire Emergencies

Anyone who sees a fire in the building must activate the fire alarm and have someone call 9-1-1.

Teachers and children must exit according to the Fire Evacuation Plan posted in the room they are in. Teachers will then line up the children outside the building, and verify that every child is present.

Teachers will listen for the next step from available authorities – either to return to the building, or go to another designated safe area such as the school gymnasium.

### Earthquakes and Other Alerts

Teachers will lead and care for children as per the facility's formal earthquake plan.

### Serious Incident, Injury or Illness

A trained person will administer First Aid (all ArtsCalibre staff possess their Basic First Aid certificate). Another teacher or qualified adult will supervise the class as necessary. The ArtsCalibre Director or other senior staff member will call the parent/guardian, and if necessary call 9-1-1. If a child requires transport to the hospital, it will be by ambulance. The Director and/or teacher will remain with the child at the hospital until the child's parent or guardian arrives.

#### Incident/Injury Report

An incident/injury report shall be completed by the teacher in charge of the child when any of the following occurs: an illness, accident or injury which requires first aid; a bump or blow to the head; the administration of Syrup of Ipecac; emergency transportation; or an unusual or unexpected event which jeopardizes the safety of children or staff.

ArtsCalibre staff shall document the event on the appropriate "Incident/Injury Report" form. The completed report shall be given on the day of the incident/injury to the parent, guardian or person picking up the child from the school. In situations requiring emergency transportation, the incident/injury report shall be available to the parent or guardian at the ArtsCalibre facility within 24 hours following the incident/injury.

### Snow Days

Guided by the local Public School District and other authorities, and in the sole interest of our families and their children, ArtsCalibre may make the decision to close our facilities due to heavy snow. We will notify affected families accordingly by email and/or phone as soon as possible following this decision. Check your email and voicemail for contact from us, check radio (CFAX 1070 is recommended) or Internet, and feel free to contact us at any time.

Tuition will not be refunded for snow days.

## Preventative Health Measures

A child may fall ill at home or while in attendance at school. If your child becomes ill or has a fever at home, please ensure that he/she has been free of fever and vomiting for at least 24 hours prior to returning to school. If this involves a cold, flu or other infection, please keep the child at home until the contagious stages are over. If you are unsure of how to judge this, please contact your health care provider. This precaution helps to prevent the spread of infections to other children and staff.

If your child is going to be away from school due to illness for any period of time, please contact the school facility or Administrative Office as soon as possible.

If your child becomes ill at school, he/she will be taken to a quiet place to rest, and the main caregiver will be contacted to come and pick up the child. Of course we ask that the caregiver come as quickly as possible, and the staff member will remain with the child until their arrival.

Parents will be notified of any communicable diseases that their child may have been exposed to while in attendance at school. **Please notify us if your child has come in contact with a communicable disease, so that we can notify the local Health Authority and the families of any at-risk children.**

See the preceding *How to Contact Us* section for all needed phone numbers.

## Suspected Abuse or Neglect

All ArtsCalibre Academy staff are legally responsible to immediately report when they have reason to believe that a child has been or is likely to be exploited, or is otherwise in need of protection. For this purpose, a *child* is defined as anyone under the age of 19. All child abuse/neglect concerns must be reported to the child protection unit of the Ministry of Children and Families.





## Parent Visitation

Parents or guardians are welcome to view the entire ArtsCalibre Academy facility at the time they register.

Any parent, custodian or guardian of a child enrolled at ArtsCalibre is permitted unlimited access to the facility during all hours of operation, for the purpose of contacting their children or evaluating the premises or care provided. Upon entering the premises, the parent or guardian must notify the Director or other staff member of his/her presence.

The parent of a child enrolled at ArtsCalibre who is not the residential parent shall be permitted unlimited access to the facility, and be afforded the same rights as the residential parent, *unless* court documentation exists (and has been provided to us) which limits the access of or imposes other restrictions on the non-residential parent.



## Questions?

Please contact us any time – phone us at **(250) 382-3533**, or email us at [info@ArtsCalibre.ca](mailto:info@ArtsCalibre.ca).

## APPENDICES

### Appendix A – PIPA Policy and Implementation

#### **Applies To: Preschool, Junior Kindergarten and Elementary**

As required by the BC Inspector of Independent Schools, we provide the following block of information on the **Personal Information Protection Act (PIPA)** which applies to ArtsCalibre Academy's **Elementary programs**. ArtsCalibre Academy (more specifically, the **ArtsCalibre Foundation** which operates our Elementary programs) is the "independent school authority" referenced within this text.

Although this text refers specifically to independent schools, we also apply its principles to our **Preschool and Junior Kindergarten programs**.

#### **What do Independent Schools need to know?**

There are three basic principles in PIPA that apply to independent schools:

- Independent school authorities must not collect, use or disclose personal information without the consent of the individual (unless otherwise permitted under the Act).
- On or before collecting personal information about an individual from the individual, independent school authorities must disclose to the individual verbally or in writing the purposes for the collection and, on request, contact information.
- Independent school authorities may only collect, use or disclose personal information for the purposes that a reasonable person would consider appropriate in the circumstances and that fulfill the purposes the independent school disclosed or are otherwise permitted under the Act.

Independent school authorities will have to advise students, parents and employees for what purpose they are collecting personal information about them, to obtain their consent for the collection, use and disclosure of the information, and to only use and disclose the information in accordance with stated purposes.

Under PIPA, students, parents and employees have the right to access their own personal information held by independent schools. Moreover, the commissioner under PIPA can investigate complaints about independent school authorities' handling of personal information. PIPA does not apply to information that was collected before it came into force.

#### **What do Independent Schools need to do?**

In general, independent school authorities will have to take the following steps to comply with the legislation:

- Designate one or more individual(s) to be responsible for compliance with PIPA;

## Appendix A – PIPA Policy and Implementation (cont.)

### What do Independent Schools need to do? (cont.)

- Develop and follow policies and practices in order to meet the obligations under PIPA and make these available to students, parents and employees; and
- Develop a process to respond to complaints regarding the application of PIPA.

Independent school authorities are encouraged to meet with their own legal counsel in order to review the legislation and to determine what steps to take to comply with it.

### Summary

- PIPA applies to independent school authorities.
- PIPA requires independent school authorities to obtain consent from individuals when collecting their personal information and to be transparent about the use and disclosure of the information.
- PIPA provides individuals with the right to request the personal information that has been collected about them.
- A commissioner will monitor the administration of PIPA and investigate complaints.

### Implementation

ArtsCalibre Academy collects, uses and discloses personal information in accordance with PIPA. We take the privacy of our families' and employees' personal information very seriously, and do not disclose it to anyone beyond what we are required to by the provincial, federal and other Canadian public agencies which regulate our operations.

All personal information held by ArtsCalibre Academy is securely locked away at the end of each day. Personal information is physically stored in locked filing cabinets at the school, or within the secure administrative office offsite. Information in electronic form is stored and protected according to a wide range of information security best practices.

Teachers and administrators do not share personal information without its owner's consent – for example, email addresses shared between registered families.

These and other related policies, procedures and technologies are implemented and enforced by ArtsCalibre Academy's Business Administrator and Secretary Treasurer, who is a [Certified Information Systems Security Professional \(CISSP\)](#).

## Appendix A – PIPA Policy and Implementation (cont.)

### **IMPORTANT NOTE on Sharing School Photos/Videos Online**

To respect the privacy of all families at ArtsCalibre Academy, we ask that for photographs or videos which parents take at school events:

**DO NOT POST these photos/videos on social media or other public sites** (such as Facebook, Instagram, etc.) **if they contain images of children *other than your own*, without first obtaining the consent of their parent/guardian.**

## Appendix B – Field Trip Policy and Procedures

### **Applies To: Junior Kindergarten and Elementary Only**

Our policy is to inform and obtain the consent of parents for students to go on field trips or other "extended experiences." These trips typically require students to be transported by motor vehicle or using the municipal transit system. We send home permission forms in advance. There are times, however, when teachers may wish to take students on short excursions off school grounds. These trips are undertaken on foot and in the vicinity of the school – for example, a visit to Finnerty Gardens or Mystic Vale at the neighbouring University of Victoria, or a hike up nearby Mount Tolmie to study native ecosystems.

Other examples of common "on foot" trips in support of the curriculum include:

- ❖ Hiking the Henderson Centre chip trails adjacent to the school;
- ❖ A trek to a nearby beach (Note: children wearing appropriate beach shoes will be allowed to wade in shallow water but not swim);
- ❖ A run along a designated safe route through the local neighbourhood; and
- ❖ Walks to gather leaves, pick up litter, study the environment, etc.

This list is not exhaustive, and the examples given cover a range of grade levels – but in all cases, the trips are local and involve students travelling on foot. We make field trips safe for all students through sufficient and effective adult supervision. By signing the **Walking Field Trip Permission Form** issued at the start of the school year, parents consent to *all* of these carefully chosen and supervised local excursions.

## Appendix C – Grievance Policy

### **Applies To: Junior Kindergarten and Elementary Only**

ArtsCalibre Academy encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school community. Thoughtful questions and feedback are always welcome.

Parents can best support the school climate of trust and respect by communicating concerns constructively but *in private* with the teacher closest to the issue, or with the Executive Director (i.e. Principal). Efforts by parents to "lobby" other parents or children are viewed by the school as counterproductive. In arriving at a solution for any problems and complaints, ArtsCalibre Academy will adhere to the following **Grievance Procedure**:

1. If a problem occurs between a parent and teacher, the parent should contact the teacher through their child's planning book, email or voicemail.
2. If a conference is desired with the teacher, the parent(s) should contact the teacher to arrange an appointment.
3. If the issue is still not resolved after a parent-teacher conference, the parent(s) may request a further meeting with the teacher and the Executive Director.
4. If the issue is still not resolved following the meeting with the teacher and Executive Director, the parent(s) may request in writing the opportunity to address ArtsCalibre Academy's (ArtsCalibre Foundation's) Board of Directors.
5. In the very unlikely event that a resolution to the stated problem cannot be reached between the parent(s) and Board, the matter will be referred to the **BC Ombudsperson of Independent Schools** for final resolution.

## Appendix E – Communications Protocol

### School Contact Information

#### Phone Numbers

Off-site Administrative Office: (250) 382-3533

ArtsCalibre Elementary Campus: (778) 350-1075

*Use for urgent communication with the teachers. For detailed instructions please see the preceding section **How to Contact Us**.*

#### School Email Addresses

General Office.....	<a href="mailto:info@artscalibre.ca">info@artscalibre.ca</a>	(up to 24 hr response time)
Sandra Walton, Executive Director.....	<a href="mailto:info@artscalibre.ca">info@artscalibre.ca</a>	(as above)
Ashleigh Kolla, Communications/Marketing Manager	<a href="mailto:ashleigh@artscalibre.ca">ashleigh@artscalibre.ca</a>	(as above)
Tara Robertson, Teacher.....	<a href="mailto:tara@artscalibre.ca">tara@artscalibre.ca</a>	(up to 48 hr response time)
Emily Barrieau, Teacher.....	<a href="mailto:emily@artscalibre.ca">emily@artscalibre.ca</a>	(as above)

#### Parent/Caregiver Contact Information

It is essential that the school have **current contact information** for parents and caregivers. Please be sure that your records are up to date, and inform the office immediately of any changes.

### Essential Parent Communications

#### School Calendar

##### Online

An up to date school calendar is maintained on our website and can be found at <http://www.artscalibre.ca/calendar>

##### Printed

Our school calendar can be printed off of our website at any time. For the most up to date version, please look online.

#### Parent's Only Website pages

The school maintains private website pages for sensitive information. On our website, click the Login button or use this link <http://www.artscalibre.ca/restricted-access>

**Password:** FineArts4Me

#### Bi-Weekly Newsletter

The school newsletter is emailed every second Friday. This is essential reading for every family, and we appreciate your taking the time to read it thoroughly.



## Appendix E – Communications Protocol (cont.)

### Essential Parent Communications (cont.)

#### Monthly Student Work Plan (Elementary)

This document is sent home at the beginning of each month, and outlines the curriculum material that your child will be working on.

### School Meeting Options

#### Meetings with School Staff

If you would like to meet with either the Executive Director or teachers at any time, please book an appointment with them directly.

#### Director-Parents Meetings (Elementary)

A Director-Parents is an opportunity for parents to meet with the Executive Director for open questions and discussion, and to view short presentations on current school initiatives or other news. These meetings are not mandatory, but we encourage your attendance in order to stay connected.

#### 2015/16 Dates:

Thursday, Sept 24

Thursday, April 28

Thursday, Nov 26

Thursday, May 26

Thursday, Jan 28

#### Parent-Teacher Interviews (Elementary)

While you are welcome to meet with your child's teacher at any time, there are two scheduled times during the school year:

- Fall (October 20-22)
- Spring (April 12-14)

## Appendix F – Anti-Bullying, Harassment and Discrimination Policy

### Applies To: K- Elementary

#### Purpose

The purpose of this policy is to prevent or minimize bullying within our school, and to ensure that recognized, best practice procedures and strategies are implemented to manage and quickly resolve harassment, bullying and hurtful discrimination.

#### Overview

Complaints about bullying, harassment and discrimination will be taken seriously, investigated and if appropriate, reported to the Director. This policy details the exact steps that will be followed.

- All parties involved in a complaint of bullying, harassment and discrimination will be treated fairly, with the goal of resolving the complaint as quickly as possible.
- The school will endeavour to protect "whistleblowers" from victimization.
- Ongoing monitoring by class teachers and assistants and follow-up by the Director will take place within one week after the incident to monitor behaviour or put in place a follow-up strategy.

#### Scope

The policy is applicable to the entire school community, and applies:

- On school premises;
- At functions and excursions organized by the school; and
- When members of the school community are representing the school.

#### Policy details

The school is committed to offering students and staff members a respectful, safe and supportive learning and working environment that is free from bullying, harassment and discrimination. The Board, Executive Director, teachers and parents at ArtsCalibre Academy believe that:

- Every student and employee is entitled to a learning and working environment free from bullying, harassment and discrimination; and
- The most positive outcome for our students will occur when the teachers and parents work together to prevent bullying, harassment and discrimination.

## Appendix F – Anti-Bullying, Harassment and Discrimination Policy (cont.)

### Preventive Measures

The school provides staff with education and training to:

- Enable them to develop the knowledge, skills and strategies necessary to deal effectively with conflict, bullying, harassment and discrimination;
- Inform students (in age-appropriate ways) of the nature of harassment, its unacceptability and unlawfulness within both the school and the wider community, the student's rights and responsibilities and the school's policy;
- Encourage communication by students to report bullying/harassment to a trusted adult and their parents;
- Use the "7 Habits" from the Leader in Me as a tool to effectively prevent conflict situations and set the framework within which everyone is treated fairly; and
- Communicate that it is the expectation of the entire school community – teachers, parents and children – that the policy will be enforced.

The information in this policy will be shared with parents through a variety of methods such as class and parent/teacher meetings, the school newsletter, brochures and the Parents Handbook. The school offers regular information sessions in the Leader In Me program to parents and staff.

### Roles and Responsibilities

The school believes that bullying is best prevented and addressed by parents and teachers working together.

#### Responsibilities of Students

- To behave respectfully towards others and to work through problems fairly using the 7 Habits;
- To refuse involvement in any bullying situations and to support others by speaking up; and
- To tell a teacher or parent if they see bullying occurring.

#### Responsibilities of Teachers

- To arrive at classrooms on time after breaks;
- To foster cooperative learning approaches that promote self-esteem and positive peer relations;
- To be thoughtful, courteous and respectful of students at all times;
- To help create a culture of "We have a right to feel safe and it is OK to tell";
- To use the 7 Habits in their teaching and practice;
- To teach students methods for challenging bullying as a bystander;
- To make every effort to remove occasions for bullying by actively patrolling during supervision duty, and to be observant of signs of distress or suspected incidents; and
- To listen to and take steps to help victims, and to remove sources of distress without placing the victim at further risk.

## Appendix F – Anti-Bullying, Harassment and Discrimination Policy (cont.)

### Responsibilities of Parents

- To be supportive of the school's policies and underlying philosophy, and supportive of teachers in their endeavours to improve student relations and welfare;
- To be aware of signs of distress in their child, e.g. unwillingness to attend school, a pattern of headaches or sickness, emotional outbursts, etc.;
- To advise their child to talk with their class teacher, another staff member or Director if they experience a bullying incident;
- To keep a written account of any bullying relayed to them by their child and to communicate it to the school;
- To encourage their child not to retaliate; and
- To be willing to attend discussions at the school if their child is involved in a bullying incident.

### Consequences of a breach in this policy

The exact action the school will take depends on the situations and ages of the students involved. However, the actions outlined below will be followed in an age-appropriate manner.

#### Step 1

- The class teacher will talk with the students involved, preferably separately and then as a group. An incident report may be created, depending on the seriousness of the situation.
- Teachers will adopt a "no blame" approach and will attempt to resolve the situation immediately using the 7 Habits as a framework.
- All or any of the following strategies may be used:
  1. A reminder given of the seriousness of bullying.
  2. Discussions about preventative, self-assertive and supportive strategies.
  3. Students may be encouraged to apologize.
  4. Those involved may be taken to the Director for further discussion.

In the Lower Primary School classes, a common method of addressing bullying behaviour involves the perpetrator discussing the incident with the victim and apologizing. In the Upper Primary Grades, a common method also involves a handwritten apology that describes what the perpetrator will do to heal the feelings of those involved. This is known as a restorative justice approach.

A verbal "checking in" with the students will take place soon after the incident (within a few days). If the circumstances involve physical harm to a student (physically or emotionally), a letter or incident report will be provided to the student's parents (same day), and/or if the situation warrants, the parents of the students involved will be telephoned.

## Appendix F – Anti-Bullying, Harassment and Discrimination Policy (cont.)

### Step 2

After more than one bullying incident involving the same students, the school will act in partnership with the parents to work through a process aimed at resolving the conflict where possible. This will occur as soon after the incident as possible. Students involved will be counselled. At this time, a contract will be created between the student and the Director and shared with the class. This helps ensure that the child feels supported in achieving success with their contract.

### Step 3

Further incidents of bullying may result in suspension from the school at the discretion of the Director. Following any suspension, a process will be set in place, in partnership with the parents involved, to determine the conditions under which the student may re-enter the school. This may include referral for external counselling or assessment. If bullying continues to be unresolved, the final result may be expulsion at the discretion of the Director and Teaching Team. Serious cases will result in direct action as described in this policy.

### Definitions

#### What is Bullying?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Conflicts or fights between equals, and single incidents, are not defined as bullying.

#### What is Harassment?

Harassment is behaviour that targets an individual or group due to their identity, race, culture or ethnic origin, religion, physical characteristics, gender, sexual orientation, marital, parenting or economic status, age, ability or disability, and that offends, humiliates or creates a hostile environment. Harassment may be an ongoing pattern of behaviour or it may be a single act.

## Appendix G – ArtsCalibre Music Program

### Applies To: K- Elementary Only

ArtsCalibre Academy offers professional piano instruction to all our K-5 students within our weekly Timetable (see **Appendix D** above). Kindergarten children learn piano in small groups, while Grades 1 to 5 students receive individual lessons.

Our upper ages (Grades 3-5) will also receive individual violin lessons.

Students receiving individual lessons will receive a levelled instruction book, as well as a duo-tang to be used for parent communication and tracking progress. It is the **student's responsibility to bring the piano book and duo-tang home** for practice purposes – **and to bring it back to school on piano lessons days** according to the current weekly Timetable.

## Notes

