



COMMUNICATION

1. Parish Education Committee (PEC) Meetings

Meetings are usually held second Wednesday of each month (September to June) at 6:30 p.m. in the staff room. The role of the PEC is to assist the pastor in the operation of the school as per CISVA Policy No. 110 Responsibilities of Education Committees. It is composed of seven members. Five are elected and two are appointed by the pastor as per CISVA Policy No. 111 Term of Office. Members are elected or appointed for 2-year terms for a maximum of 4 consecutive terms. Monthly agenda and minutes are posted on the hallway bulletin board.

2. Mandatory General Parent Meetings

There will be a minimum of one mandatory general parent meeting held each year for the purpose of discussing the school's finances, fundraising, school policies, parent participation and various school programs and sporting activities. It is mandatory that at least one parent or legal guardian from each family attend this very important meeting. Please note that the compulsory nature of this meeting is also indicated in the Family Statement of Commitment put out by the Archdiocese and signed by all parents of children attending a CISVA school.

3. School News Bulletin

A news bulletin will go home most weeks, usually on Tuesdays. To it will be attached appropriate permission slips for student field trips, etc. A copy will be posted on the bulletin board in the front hall and on the school website at <http://school.sfds.ca/>

4. School Closures, etc.

In case of poor weather an announcement will be made on two AM radio stations CKNW (98 on the dial) and 1130 regarding school closures, event cancellations etc.



5. Religious Feast Day

This will be taken on or close to the St. Francis de Sales January 24th Feast Day. Please check your school calendar.

6. Professional Development Days

Will be announced in the school calendar.

7. Change of Address & Telephone Numbers

If at any time during the school year there is a change of address or phone number, please notify the office in writing. *This is of particular importance in case of emergency*

8. Appointments with Staff

Please make appointments with staff members to discuss concerns regarding your child. Scheduling meetings, both major and minor, is the most efficient use of staff time. Thank you for your co-operation in this matter.

9. Staff Meetings

Staff meetings are held on the last Monday of the month at 2:15 p.m. (N.B. – 2:00 p.m. dismissal). In addition, most alternate Mondays at 8:00 a.m.

10. Student Progress Reports

Three times during the school year you will receive a written report. Apart from the regularly scheduled parent conferences, appointments to see teachers should be made through the office or by sending in a written request.



11. Major Complaints

(As per CISVA Policy Manual, Policy No. 302 Major Complaints, see Appendix C)

Most complaints can find an easy resolution by discussing the problem with the person directly involved first. When you have a complaint about an issue at school please make an appointment to speak to the staff member concerned first.

If the outcome of your meeting does not meet your satisfaction, place your complaint in writing and submit it to the office for the principal to review. The Principal will clarify the issue of disagreement to determine what policy/policies of the school or CISVA can be applied to resolve the issue. An appointment will be arranged with the principal to discuss your concerns. The Principal will provide a resolution to the issue. After the Principal has made a judgment on the issue, both parties will be promptly notified of the resolution in writing.

If the Principal's resolution is not accepted, the matter may be appealed to the Parish Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received. Upon receiving the complaint, the Parish Education Committee will form a subcommittee with authority to make a decision regarding the appeal.

If your issue remains unresolved, you will be advised to contact the pastor and the Central office.



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