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# ST. PATRICK'S ELEMENTARY SCHOOL

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## PARENT HANDBOOK 2019 - 2020

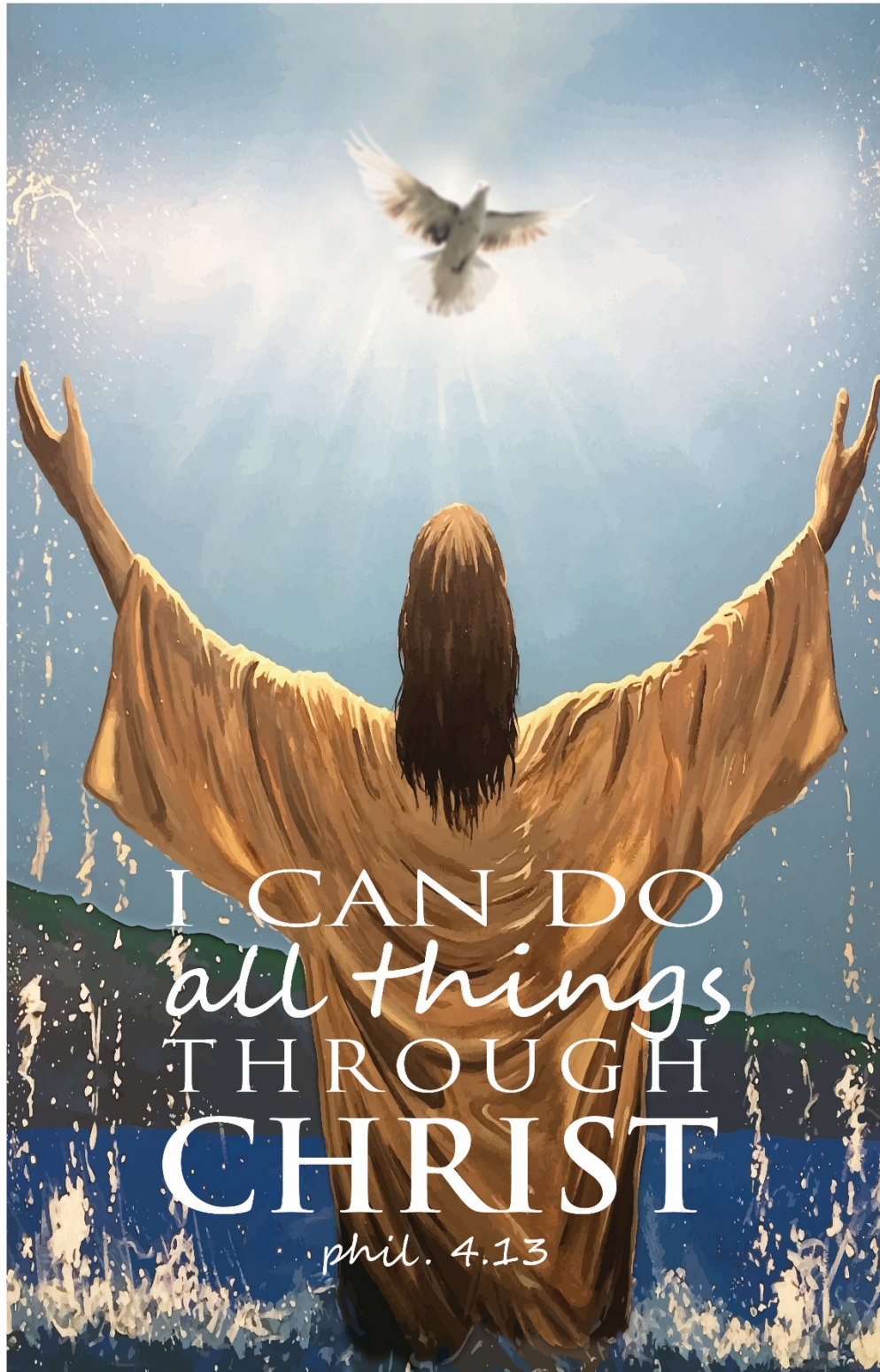


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## 2019-2020 CISVA SCHOOL THEME



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## GENERAL INFORMATION

### 1. Mission and Vision

Saint Patrick's Elementary School shares in the mission of the Church to proclaim and build the Kingdom of God. Saint Patrick's Elementary School is a faith community committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential. Saint Patrick's Elementary School strives to develop Christian leaders, responsible citizens, and life-long learners.

The mission of Saint Patrick's Elementary School is to be an effective instrument of God. We educate young people so that they may grow and mature into perceptive and caring Christians and citizens who will have a transforming influence in this world. Saint Patrick's Elementary School provides religious and moral reference points to help students critically examine the culture around them and build a society enlightened by the values of the Gospel. Christ is the foundation of the whole educational enterprise of Saint Patrick's Elementary School. His teaching and life inform the School's identity and characteristics.

### 2. Structure and Operation

The philosophy of our Catholic school expresses the teaching and practice of the Roman Catholic Church and must be supported by all members of the community. Partners (home, school, parish) in Catholic education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

St. Patrick's Elementary is a Catholic Independent School of the Vancouver Archdiocese. An elementary school, established by St. Patrick's Parish, it follows the policies and procedures recommended by the Catholic Independent School Board.

The Parish Education Committee was formed in 1979 by the Society of the Catholic Public Schools of Vancouver Archdiocese.

The Committee is composed of five elected and two appointed members. The Education Committee assists the Pastor in carrying out the responsibilities laid out in the Policy and Structure for the administration of schools within the Society.

The term of membership for all elected and appointed members is two years, renewable thrice consecutively, for a total of eight consecutive years.

Elections of members to fill vacancies is set yearly for the last weekend of May. Those eligible to be elected to the Parish Education Committee are:

Catholics who have reached the age of 21 and reside within the Parish boundaries and are registered members of the Parish. However, those persons who reside outside the Parish boundaries but have been attending the Parish, will, upon the

written agreement of the Pastor and the Pastor of the Parish in which they reside, be eligible to hold office.

Under the guidance of the Pastor, whose role in the school flows from his canonical role in the Parish, the Education Committee delegates its authority to the Principal who oversees the day to day operation of the school and the areas pertaining to the academics.

### **3. The Role of the Committee**

Acknowledge that Catholic schools' function within the structure of the Catholic Church and are an expression of its mission.

Understand that the Catholic school that they are called to serve functions within the structure of the Catholic Independent School Vancouver Archdiocese (CISVA).

Understand that the role of the Education Committee is to implement policies and decisions of the CISVA Board of Directors.

Participate in long-term planning in consultation with school stakeholders: Pastor, Principal, parents. Examples include, financial and capital plans and strategic plans.

Ensure the safe and orderly operation of the school in the following areas: collection of fees, payment of operating expenses, facilities, maintenance, parent participation, etc.

Prepare the budget for the operation and maintenance of the school. Such a budget requires approval of the Pastor/Archbishop's Representative.

Ensure that proper books and financial records are kept for the purposes of claiming government grants and issuing tax receipts. The Education Committee will complete and submit reports and other documents as may be required by the Board of Directors or the Superintendent.

Ensure adherence to CISVA Policy 306 in relation to hiring of school personnel and Policy 304 in cases on non-renewal of school personnel.

Support and recognize the Principal as the educational leader and chief administrator in the school.

Assume other duties as are assigned to Education Committees from time to time by CISVA.

### **4. The Role of the Principal**

The Catholic School Principal is the central figure within the school. They are responsible for each and every child and each and every teacher. "It would be hard to over-emphasize the importance of the role of the school Principal, the leader, the organizer of the school community. The specific aim of the Catholic school, the synthesis of Catholic faith and culture, of Catholic faith and personal life should be visible in the life of the Principal. They are the

animator of the teaching staff, not only in academic matters but in their responsibility to be witnesses of Christ in the classroom. The Principal is the one who advances in the school the art of teaching in accordance with the principles of the Gospel." (The Catholic School--Its Character and mission)

## **5. The Role of the Teachers**

Teachers are delegated authority by the parents who have the primary right and duty to educate their children.

All Teachers are to:

- Carry out their role in the mission to proclaim and build the kingdom of God.
- Be committed to the development of the whole child.
- Plan for and support appropriate, challenging learning experiences and positive learning environments for all students.
- Be committed to build a Christian community and act with justice and integrity.
- Be committed to continuous personal and professional development.
- Treat others with respect.
- Be committed to fostering education that promotes strong Catholic leaders.
- Be accountable for their role within the system.

## **6. The Role of the Parents**

The CISVA Board recognizes parents and guardians as the primary educators of their child(ren) and, therefore, important role models in the mission of the Church shared by Catholic Schools.

All Parents are to:

- Be committed to the mission to proclaim and build the kingdom of God.
- Be advocates for Catholic education.
- Work cooperatively with and support the administration and staff of the school.
- Support opportunities that foster student success.
- Treat others with respect.
- Be committed to fostering education that promotes strong Catholic leaders.
- Be accountable for their role within the system.



The parish is a family of families. Through its school, the parish cooperates with parents to support them in their role as the primary educators of their children, especially in the transmission of the faith, and through the school, parents and children are linked to the wider community of the parish. Parents should be involved in the life of the school through participation in councils and committees, as well as regular collaboration with the staff.

## **7. The Role of Students**

All students are to:

- Develop an understanding of and share in the mission to proclaim and build the kingdom of God.
- Acquire the skills, knowledge and attitudes to reach their fullest potential.
- Develop as balanced persons spiritually, emotionally, physically and intellectually.
- Respect others and be stewards over their environment.
- Share their talents and participate in all aspects of school life.
- Be Catholic leaders, responsible citizens and life-long learners.
- Be accountable for their role within the system.

# SAINT PATRICK'S ELEMENTARY SCHOOL PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

## The School's Commitment to You

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of St. Patrick's Elementary School. The school is committed to meeting or exceeding the privacy standards established by the BC Personal Information Protection Act (PIPA)

This personal information privacy policy is intended to explain to you the current legislation which is designed to protect your privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure your personal and financial information is handled appropriately and securely.

## Privacy Protection in British Columbia

The Act requires an organization to obtain informed consent from an individual before collecting personal information about that individual, with certain exemptions. The organization must state why it is collecting the information, and how it will use the information collected. The Act also requires the organization to keep the information it has collected in a secure and safe manner, protecting the individual's right to have his or her information protected. The Act also describes with whom the personal information may be shared.

Note: St. Patrick's Elementary School does not fall under the *Freedom of Information and Protection of Privacy Act (FOIPPA)*, which applies only to provincial government and its bodies; neither does it fall under the *Protection of Personal Information and Electronic Documents Act (PIPEDA)*, a federal statute.

## Ten Privacy Principles

As part of St. Patrick's Elementary School commitment, the following *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. These principles have been built upon the values set by the Canadian Standards Association's *Model Code for the Protection of Personal Information* and British Columbia's *Personal Information Protection Act (PIPA)*.

### *Principle 1 – Accountability*

St. Patrick's Elementary School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual(s) who is(are) accountable for the school's compliance with the *Ten Privacy Principles*. This individual is the *Privacy Officer* of the school.

### ***Principle 2 – Identifying Purposes***

St. Patrick's Elementary School will identify the purposes for which personal information is collected before or at the time the information is collected.

### ***Principle 3 – Consent***

St. Patrick's Elementary School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

### ***Principle 4 – Limiting Collection***

St. Patrick's Elementary School will limit the personal information collected to those details necessary for the purposes identified by the school.

### ***Principle 5 – Use, Disclosure and Retention***

St. Patrick's Elementary School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law. Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected.

### ***Principle 6 – Accuracy***

St. Patrick's Elementary School will maintain personal information as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used.

### ***Principle 7 – Safeguarding Personal Information***

St. Patrick's Elementary School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

### ***Principle 8 – Openness***

St. Patrick's Elementary School will make information available to individuals concerning the policies and practices that apply to the management of their information.

### ***Principle 9 – Individual Access***

St. Patrick's Elementary School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's information, and shall give the individual access to it in accordance with the law. Individuals may verify the accuracy and completeness of their information and may request that it be amended, if appropriate.

## ***Principle 10 – Complaint Process***

Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of St. Patrick's Elementary School.

### **What Information is Collected?**

St. Patrick's Elementary School gathers and uses personal information to provide your child with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from you, and only with your consent. When you apply to register your child the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs.

### **How is Information Used?**

St. Patrick's Elementary School, uses

- personal information to communicate with you, process applications and ultimately to provide you and your child with the educational services and co-curricular programs you expect.
- personal information to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- anonymous/personal information to constantly improve our school, e.g., surveys.
- health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill a different purpose, the school will notify you and ask you for your consent before the school proceeds.

### **When May Information be Disclosed?**

St. Patrick's Elementary School, keeps personal information strictly confidential and treats it with care and respect. However, some of an individual's personal information may be shared with others as noted below.

### ***When Authorized by You***

- Other educational institutions routinely contact the school for personal information about students. For example, if your child moves to another school, college or university, student records are requested by the enrolling institution. Your permission to pass on these records

is usually obtained when you register your child and authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of your child.

- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.

### ***When Required by Law***

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

### ***When Permitted by Law***

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities etc. Only pertinent information is disclosed.

The school does not sell, lease or trade information about you to other parties.

### ***The School's Employees***

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about your child but not your account with the school.

All employees of St. Patrick's Elementary School are required to abide by the privacy standards governed under PIPA. They are also required to work within the principles of ethical behavior as set out in employment contracts and must follow all applicable laws and regulations. Employees are well informed about the importance of privacy and they are required to sign either a code of conduct or a confidentiality agreement that prohibits the disclosure of any personal information to unauthorized individuals or parties. To reinforce their understanding and commitment to upholding client privacy and confidentiality, employees periodically receive up-to-date literature about our privacy policy, principles and standards.

### ***Outside Service Suppliers***

At St. Patrick's Elementary School, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. For example, the school gives its yearbook publisher the information required to produce the annual yearbook. Suppliers of specialized services are given only the information necessary to perform those services.

### ***Restricting Sharing Information***

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

### **How Does The School Safeguard Information?**

St. Patrick's Elementary School, maintains current security standards to ensure that your personal and financial information is protected against unauthorized access, disclosure, inappropriate alteration or misuse.

### ***Student Files***

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

### ***Electronic Security***

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of your information is not compromised.

### ***Record Management***

Personal information is destroyed one year after the school no longer needs the information or one year after legal minimum retention requirements have been met.

### **Accessing and Amending Information**

St. Patrick's Elementary School, makes decisions based on the information it has. The school makes every effort to ensure information is accurate and complete.

### ***Accessing Your Information***

You may access and verify any of your personal information with appropriate notice so that the office is able to supply you with the information you require. Most of this information is available in the registration forms and other forms that you filled out.

### ***Accessing Student Information***

You may access and verify school records of your children, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of children as determined by judicial review.

### ***Amending Your Information***

To help the school keep your personal information up-to-date, the school encourages you to request the school to amend inaccuracies and make corrections. Where appropriate, the school will communicate these changes to other parties who may have unintentionally received incorrect information from the school.

### **Questions, Concerns and Complaints**

The school may add, modify or remove portions of this policy when it is considered appropriate to do so. You may ask for the most recent update of this policy at the school office.

Questions, concerns, and complaints about privacy, confidentiality and information handling of the school may be addressed to the school's Privacy Officer by calling the school office. If necessary, you will be referred to use the school's complaint procedure and appeals policies.

## GENERAL POLICIES AND PROCEDURES

### 1. ADMISSION POLICY

Students wishing to register in the school must be interviewed by the Principal. All parents new to the school are also interviewed by the Pastor of St. Patrick's Parish. Based on our mandate, the school is administered under the following policy guidelines with respect to admission/enrolment of children into the school.

Admission of students is granted with the following priorities:

1. Children presently enrolled in St. Patrick's School if they and their families meet the expectations of the school.
2. Siblings of children already in St. Patrick's School, whose families are practicing Catholics active in St. Patrick's Parish.
3. Children whose families are practicing Catholics active in St. Patrick's Parish.
4. Siblings of children already in St. Patrick's School, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into St. Patrick's Parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

Families shall read and sign the Statement of Commitment prior to being accepted into the school.

New students will be notified of their acceptance as soon as interviews are complete.

Where registration exceeds reasonable class size as determined by the Principal and Parish Education Committee, applicants will be held on a waiting list and registration will be made according to the same priorities as given above.

Occasionally families move from St. Patrick's Parish. If there is a waiting list of families who qualify as parishioners of St. Patrick's Parish, these families will receive priority for Registration for the following September.



It is policy that all children enrolled in the school participate in religious instruction and religious activities according to their age and under the direction of their teachers. Proof of citizenship and/or immigrant status of the parents and child is required upon initial registration. However, in order for a child to be eligible for the government grant, the parents must be legally accepted to reside in British Columbia (i.e. working visa diplomatic visa, etc....).

## **2. WITHDRAWAL**

Any request for withdrawal must be made in writing to the principal.

## **3. REGISTRATION AND SCHOOL FEES**

### ***Tuition***

A major portion of the operating cost incurred in the operation of the school is covered by tuition and Parish fund-raising activities. The remainder of the cost is covered through the government grant.

The actual tuition rate and general fee are set annually by the Parish Education Committee and are explained in the registration forms or Appendix 1.

### ***General Fee***

Each student is assessed a NON-REFUNDABLE general fee at the time of registration. This fee is used for field trips and learning resources.

### ***Method of Payment for Tuition***

Tuition may be paid in one lump sum, semi-annually or monthly. Monthly tuition fees will be withdrawn on the 1<sup>st</sup> of each month via Pre-Authorized Debit. A Pre-Authorized debit form must be completed and returned with a void cheque upon registration for returning families; and upon acceptance for new families.

Important Note: There will be a charge of \$20.00 for any NSF Cheques.

### ***Policy of Fees in Arrears***

Should parents or guardians be delinquent in paying school fees or tuition, full payment of account in arrears is required before registration will be accepted.

### ***Parent Participation***

Parent Participation is a major source of funding for the school outside of the Government Grants. Parents who are unable to fulfill the required number of participation hours will be billed at the hourly rate or part thereof as may be determined by the Education Committee.

The Parish Education Committee, at its discretion, will assign parents necessary jobs. Those parents involved in participation at the school must bear in mind that they are considered an

extension of the school staff while on duty, under the discretion of the Principal, and must therefore carry out their job in accordance with the school philosophy.

#### ***Compensation for the Loss Grant***

Parents are responsible for ensuring that their children attend school regularly. In order to receive full government funding, a student is required to attend school for a minimum of 135 days. The School receives an annual grant from the Provincial Government based on the number of qualified students who were in attendance for not less than 135 days of the preceding school year. If the school is deprived of the grant due to a student failing to meet the qualifying attendance period because of reasons other than illness, the full amount of the government grant, must be paid by the student's parents or guardian. Parents are asked to respect the school calendar when planning family holidays.

St. Patrick's School discourages families taking vacations at any time during the school term. The school will not be responsible for the lesson plans or extra work during such vacation periods. If families choose to take vacations during the school term, the school cannot ensure the successful completion of the academic year. Families taking vacation during the school term are responsible for any government funding lost or work participation missed. There will be no reduction in school tuition.

#### ***Foreseen and Prolonged Absences***

Where absences are foreseen, i.e. PROLONGED VACATION or planned circumstances where the child will be absent from school for a long period during school time, parents or guardians must notify the school in writing as soon as possible prior to the scheduled absence of the child.

### **4. COMPLAINTS PROCEDURE**

In a Catholic school parents, students, teachers and support staff form an integral part of the Christian school community. From time to time, issues may arise where members of the community may differ in their perspectives.

Within the CISVA all complaints must be dealt with in a timely manner. Each member of the community is expected to follow the appropriate complaint procedure as found on the CISVA website. All parties involved must maintain confidentiality with respect to all aspects of this procedure.

### **5. EXPECTATIONS FOR STUDENTS & CODE OF CONDUCT**

Discipline is part of education and therefore must be approached in a manner consistent with the spirit and philosophy of Catholic Education. Discipline must be positive and communicative in its application.

Discipline at St. Patrick's Elementary School is meant to develop, within the students, courtesy and respect for themselves, their teachers and their fellow students. They should be learning to discipline themselves according to their age development.

Classroom teachers will handle such discipline problems as incomplete homework, disruption of class, etc., until such time as they feel the problem is beyond their control. They will then inform administration of the nature of the problem with the understanding that the decision of the administration is final. The administration then will handle such problems keeping in mind the philosophy of discipline of St. Patrick's Elementary School. The cooperation of the parents will be requested when there have been repeated incidents or infractions of the rules.

The principal, Mrs. Diane Sorochuk is the Appointed School Official (ASO) and the vice principal, Mrs. Fatima Gaspar is the alternative ASO.

### ***Student's Suspension Policy***

Students can be required to be absent when misbehavior creates a serious infraction within the stated guidelines for student behavior. This absence is called a suspension and may occur at the discretion of the Principal. The following are examples of such serious infractions:

1. Habitual behavior which makes learning difficult for others.
2. Personal habits which have a harmful effect or influence on the character of other students and set an example which is foreign to our expectations.
3. Disregard for standards regarding attendance and punctuality.

When a suspension is invoked, the parent(s) will be called to pick up the child immediately. The child will only be released to a parent or guardian. In normal circumstances, suspension should be for no longer than two school days. The suspension would be terminated by a meeting between the Principal and the student's parents. Conditions for reinstatement would be agreed upon by both parties. In lack of agreement between Principal and parent, the parent may appeal to the Parish Education Committee. When parents enroll students in St. Patrick's Elementary, they should understand that in choosing this school, they are committing themselves to its philosophy of discipline. In sending their children to St. Patrick's, as to any school, parents do not abdicate their primary role in discipline of their children, but simply delegate it.

The school takes responsibility for the conduct of the children only when students are under its care during normal school hours and authorized school functions.

### ***Weapons***

A weapon is anything that is commonly used or designed to hurt someone or to put someone in fear. Our policy thus concurs with the definition of a weapon in the Criminal Code of Canada,

Sec. 82. "Weapon means a) anything used or intended for the purpose of threatening or intimidating any person, and without restricting the generality of the foregoing, includes any firearm as defined in Section. 82."

Therefore, weapons of any kind are prohibited on school premises and students who are found with knives or other dangerous objects in their possession will be subject to severe disciplinary action that could lead to expulsion.

### ***Detentions***

Students will not be detained at school beyond 3:30 p.m. Normally a child will be kept in at recess time. If children must be kept in during recess periods, they will be supervised.

### ***Harassment and Bullying Prevention***

St. Patrick's School defines bullying as a pattern of repeated actions targeted at a person in a deliberate manner, intended to reduce the perceived power that a person has over the situation or to harm that person. All acts of bullying have the characteristics of being dehumanizing, intimidating, humiliating, threatening, and evoke fear of physical harm or emotional distress in the person being targeted.

St. Patrick's Elementary School does not excuse or tolerate bullying.

Each member of the community is expected to follow and be consistent with our vision and mission to educate young people so that they may grow and mature into perceptive and caring Christians and citizens who will have a transforming influence in this world, St. Patrick's School has a 'zero tolerance' for unacceptable behavior that may be considered bullying. Should bullying of any kind occur, students must know that it will be addressed. As a Catholic, Christian community we believe that love and respect are the foundation for our relationship with God as well as each other. For further information please refer to the Anti-bullying Policy found on the CISVA website.

The principal, Mrs. Diane Sorochuk is the Appointed School Official (ASO) and the vice principal, Mrs. Fatima Gaspar is the alternative ASO.

## **6. TOBACCO AND VAPOUR SALES ACT POLICY**

In accordance with the Tobacco and Vapour Products Control Act as of September 2, 2007 there is to be no tobacco or vapour products sold or used on school property.

This law applies to:

- Students;
- School employees;
- Parents;

- School visitors, on-site workers & guests;
- Anyone attending non-school activities in schools or on school grounds;
- Anyone in school vehicles;
- Anyone in private vehicles parked on school property;
- All tobacco products, not just cigarettes.

The ban covers schools, school grounds and other buildings used by schools. The ban extends beyond school hours and over school breaks and summer vacations.

No smoking signs are posted at all main entrances and in some buildings. We request that you comply with this legislation and help our school provide a healthy environment for our students.

Please support tobacco and vapour free schools by ....

- Supporting your school's efforts to promote a healthy learning environment.
- Ensuring that you comply with the law by not using any tobacco or vapour products while on school grounds.
- Encouraging and supporting student awareness of the law.
- Supporting school officials when penalties are imposed.
- Be a positive role model for your children, whether you're a smoker or not. Encourage and help them say no to cigarettes or e-cigarettes, and don't give them, or provide easy access to, tobacco products.

## 7. UNIFORM POLICY

The uniform policy at St. Patrick's Elementary School is in place to create a sense of community and foster respect. It is important that all students abide by the dress code. Regular uniform inspections will occur throughout the year and notices will be sent home if students are not following the uniform policy.

### Girls Uniform

Tunic (Gr. K-4)

Kilt (Gr. 5-7)

Sweater

**REGULATION SCHOOL TARTAN** – to be fitted and ordered through the school supplier. NO SUBSTITUTES

**REGULATION GREEN V-NECKED** unisex pullover, cardigan or vest, with school crest – to be fitted and ordered through the school supplier. NO SUBSTITUTES

	Must be worn for all formal functions and school masses.
Primary (Polo Shirt) Intermediate (Oxford Shirt)	<b>REGULATION WHITE BLOUSE</b> – to be fitted and ordered through the school supplier. NO SUBSTITUES
Socks	<b>REGULATION GREEN COLOR</b> (same as sweater), Green Knee High, ankle socks or tights. (Not Pantyhose)
Shoes	<b>ALL BLACK IN COLOR.</b> Low cut, dress, casual or running shoes. (NO PLATFORM SHOES – 1 ½ inch heel max).
Earrings	Only small studs and hoops are permitted
Hair	No large accessories should be used. Artificial hair color, streaks or highlights will not be tolerated.

### Boys Uniform

Trousers	<b>REGULATION BLACK DRESS TROUSERS</b> – to be fitted and ordered through the school supplier. NO SUBSTITUTES
Sweater	<b>REGULATION GREEN V-NECKED</b> unisex pullover, cardigan or vest, with school crest – to be fitted and ordered through the school supplier. NO SUBSTITUTES Must be worn for all formal functions and school masses.
Primary (Polo Shirt) Intermediate (Oxford Shirt)	<b>REGULATION WHITE SHIRT</b> – to be fitted and ordered through the school supplier. NO SUBSTITUES
Socks	Black Socks only.
Shoes	<b>ALL BLACK IN COLOR.</b> Low cut, dress, casual or running shoes. (NO PLATFORM SHOES)
Earrings	No earrings allowed.
Hair	Clean-cut hair. Artificial hair color, streaks or highlights will not be tolerated.

## Summer Uniform

May be worn in September, October, May and June.

Girls – Charcoal Skorts

Boys – Black shorts

Both are to be ordered through the school supplier. NO SUBSTITUTES

## Gym Uniform

Gym Strip                      Grades one to seven (boys and girls)

T-shirt                      **REGULATION SCHOOL BLACK WITH LOGO** or Walkathon T-shirt for the current school year

Shorts                      **REGULATION SCHOOL GREEN**

Socks                      SOLID WHITE

Running Shoes              NON-MARKING SOLES to be used exclusively in the gym

Kindergarten students **do not** need a gym strip.

All articles of clothing, as well as shoes and school bags, must be labelled clearly with child's name. St. Patrick's cannot accept responsibility for lost items. Please check the identification throughout the year as labels fall off and names fade.

Clothing should be presentable at all times. I.e. Cleaned, pressed and mended.

Uniform should be fitted and appear to be comfortable to wear. Not tight.

**Note:** Sweaters are available from Cambridge & Co. @ 604 924-9929

All other items are available through Neat Uniforms. 1050 Boundary Rd., Burnaby, B.C.

Tel: 604-205-7555 or 1-800-668-8261

## 8. OUTDOOR CLOTHING

Parents are expected to ensure that their children dress appropriately for the weather. Since the students are involved frequently in outdoor activities, they should come to school in a warm water-repellent hooded jacket or coat. Gloves or mittens and boots are essential in cooler weather. If it is designated as an 'outdoor day', all students will be sent outside.

## GENERAL ROUTINES AND REGULATIONS

### 1. SCHOOL HOURS

School Begins (Mon, Tue, Wed & Thurs) .....	8:40 a.m.
School Begins (Fri) .....	8:15 a.m. Mass
Morning Recess for Kindergarten - Grade 7 .....	10:15 a.m. - 10:30 a.m.
Recess for Kindergarten – Grade 7 .....	11:50 a.m. - 12:20 p.m.
Lunch for Kindergarten – Grade 2.....	12:20 p.m. – 12:50 p.m.
Lunch for Grade 3-Grade 4 .....	12:20 p.m. – 12:40 p.m.
Dismissal (Mon, Tue, Thurs. & Fri) .....	3:00 p.m.
Wednesday Dismissal for staff meetings .....	2:30 p.m.
Early Dismissal on special days .....	1:00 p.m. (refer to calendar for dates)

### 2. STUDENT ATTENDANCE AND ABSENCE

If a child cannot come to school for any reason, parents should inform the school in advance, or by phone before 9:00 a.m. on the same day. This is to ensure safe arrival of students and that the absence is approved by the parent. A letter stating the reason for absence from the parent or guardian is required when the child returns to school. Sick leave of three days or more should be verified by a doctor's certificate.

### 3. SCHOOL SECURITY

Doors at the side of the school are locked for security purposes. All persons entering the building must enter from the front of the school and are to report to the office, sign in and receive a name tag before proceeding to any room in the building.

### 4. PARENT SIGNATURE

Staff members will not release your child to any person who calls at the school unless they have received written permission from you, the parent/guardians. Please notify staff members if, on a special occasion someone other than a family member is to pick up your child.



## **5. LUNCHES**

Children who eat their lunch at school will be supervised by a staff member or parent. They will not be allowed to leave the school area without written permission from their parent or guardian and authorization by the Principal. We do not allow children to go to the store at lunch time as this makes supervision impossible.

A well-balanced meal keeps a child happy and healthy. A regular diet of fast food meals does not provide good nutrition for the child. Therefore, we do not allow fast food lunches to be brought to school. Please prepare your child a well-balanced lunch that he or she can bring to school in the morning.

Students with fast food lunches will be asked to sit in the front hall to eat.

We will implement the school wide policy regarding leftover food. Students will be required to bring their snack and lunch in returnable re-sealable containers from home. When the students are finished eating, all items will be returned home in the same container.

## **6. PEANUT/NUT AWARE ENVIRONMENT**

Ensuring the safety of anaphylactic children in our school environment depends on the cooperation of the entire school community. To minimize the risk of exposure, and to ensure rapid response to emergency parents, students, and school personnel must all understand and fulfil their responsibilities. Our first responsibility is to understand that B.C. schools are subject to the province's Anaphylaxis Protection Order, which requires that we have an anaphylaxis policy and procedure. This can be found on the CISVA website. We also have the responsibility to understand that our school is a peanut and nut free environment. This means that parents, caregivers, students and staff are to avoid consuming and or bringing in any items that contain nuts or peanuts.

Please visit [fraserhealth.ca](http://fraserhealth.ca) for additional information and tips.

## **7. DROP OFF AND PICK-UP POINTS**

Absolutely no dropping off or picking up students in front of the school building on Quebec St., or the north side of the school on 12<sup>th</sup> Avenue.

The far East area of the parking lot (towards Main Street) will be used for dropping off and picking up of children before and after school.

## **8. SUPERVISION OF STUDENTS**

Supervision before school is provided on the school premises (south side basketball court area) by school personnel from 8:30 a.m. While we do have parent volunteers from 8:00 a.m. on the school property, it is in the student's best interest to be dropped off closer to the 8:30 a.m.

time. Parents who send their children to school earlier than 8:30 a.m. should arrange for early supervision provided in the neighbourhood of the school.

Students are to remain outside on the south side basketball court area until the bell rings at 8:40 a.m. In case of inclement weather, the office staff will let students in to the Music Room at 8:15 a.m. There is NO supervision before 8:00 a.m. In our efforts to provide a safe school, students should arrive at school as close to 8:30 a.m. as possible. Students are not permitted on the big toy or in that area before or after school.

Student supervision is also provided by school personnel and parent participation volunteers at recess 10:15 a.m. - 10:30 a.m. and lunch 11:50 a.m. - 12:20 p.m. All students must be outside during recess unless they are working with a staff member. In inclement weather students are to remain in their classrooms and play quiet games. They must ask the supervising teacher for permission to leave their room to use the washroom.

Students are dismissed at 3:00 p.m. (2:30 p.m. Wednesdays). Early dismissal days your child must be picked up by 1:00 p.m. They are to be picked up by their parents or guardians promptly. They should wait in the basketball court area under supervision until their parents arrive to pick them up. Students who walk home or take the bus should leave the grounds immediately.

After 3:20 p.m. (2:50 p.m. Wednesdays) they must report to the office to call home. Any students who are picked up late are asked to have their guardian sign the "Late Pick-Up Book" at the front office and will be charged a fee of \$1.00 per minute. If you are unable to pick up at regular dismissal time, please consider the After-School Club as an option for your child's supervision and safety.

Parents send their children to school with the expectation that they remain on the school grounds under supervision until they are picked up. Students leaving the school grounds without permission during supervision hours will be suspended until their parents are able to meet with the principal to resolve the matter.

## **9. PARENT HELPERS PLAYGROUND**

Parents on duty in the playground are requested to supervise all students in their care and not to focus on their own child. The after-school supervision is meant to help parents running late and is not to be used as a daily babysitting service. Parents on duty are to follow the schedule closely and to assist the teacher in ensuring that the students are well-behaved – courteous, considerate and respectful. Since their full attention is required, they are to turn off their cell-phones and all other electronic devices. Parents are strongly encouraged to move around and interact with students ensuring they are behaving according to playground expectations.

## **10. FIELD TRIP SUPERVISION**

Field trips should supplement and enrich the learning opportunities of the classroom. All activities outside of the school area will be closely supervised by teachers. A child must have written consent from a parent or guardian in order to participate. All information, including time, place and cost, will be provided in a note from the teacher, approved by the Principal prior to any such event. Any volunteer drivers are covered by the Archdiocesan Insurance for excess third-party liability. Field trips transportation policy is as follow:

### ***Bus Rental***

The principal, through experience, research and referral from other schools may approve bus rental from reputable firms. Buses will carry only the allowed number of passengers.

### ***Private Vehicles***

The mechanical condition of the vehicles is the responsibility of the parents who volunteered their use. The private vehicles will only carry allowed number of passengers. A seat belt must be worn by every passenger. Booster seats must be used for students who required them.

### ***Loading and Unloading Students***

Loading and unloading zones should be carefully chosen to ensure the utmost safety of the student. Safety rather than convenience should be of great consideration at all times.

Parent helpers on field trips are requested NOT to provide the children with treats from home or bought on site. They are also requested not to carry the students' belongings for them or allow them to switch groups. Since their full attention is required, they are to turn off their cell-phones and all other electronic devices.

## **11. CRIMINAL RECORD CHECKS**

All parents wishing to drive for and/or accompany classes on field trips must first obtain a Criminal Record Check and a Driver Form. Forms will be made available in the main office.

## **12. ILLNESS/ACCIDENTS**

Parents should inform the school of any allergies or chronic illnesses their child may have at the time of registration. Parents and their child's physician will be required to complete a care plan which will be filed and circulated among teachers. See the Office for Care Plans. Children who are ill should be kept at home instead of being sent to school. The teachers do not have the time to give needed care to sick children.

Teachers do not normally administer medication to a child unless they have received from the parents a note giving details of the nature of the medication, the schedule for administration

and the dosage, together with a note from the family physician. See the Office for the Administering Medication Form.

If a child becomes ill or is injured at school or while on a field trip, the secretary or Principal will notify the parents or guardian who should come and pick up the child **at once**. In the event of a serious injury, the Principal or a person designated by the Principal will call an ambulance and notify the parents immediately. Any cost will be the responsibility of the parent. It is up to the parent's discretion to decide if the child gets picked up immediately or waits to be picked up later.

### **13. EMERGENCIES**

Many teachers have attended a First Aid Course. Emergency help is also available from the Fire Station across the street. Cases needing further care may be taken to the Hospital. Parents will be notified of any condition requiring, special attention. Emergency phone numbers for every family must be kept up-to-date and on file at the office. It is the responsibility of the parents to advise the school of changes.

### **14. SCHOOL ANAPHYLAXIS PLAN**

Parents, students and school will work together to safeguard students at risk of anaphylaxis.

It is the responsibility of the parent/guardian to:

- inform the school of their child's allergies and complete a Student Emergency Procedure Care Plan.
- Ensure that their child's file is up to date.
- Provide a MedicAlert® bracelet for their child.
- Provide the school with two up-to-date auto-injection kits, clearly labeled with the child's name and prescription details; and ensures that the child carries with him or her at least one auto-injector at all times.
- Provide their child with safe foods, including for special occasions.
- Teach their child about the allergen and its triggers.
  - How to recognize the first symptoms of an anaphylactic reaction.
  - To know where medication is kept and who can get it.
  - To communicate clearly when he or she feels a reaction starting.
  - To carry his or her own auto-injector.
  - Not to share snacks, lunches or drinks.

- To understand the importance of hand-washing.
- To cope with teasing and being left out.
- To report bullying and threats to an adult in authority.

It is the school's responsibility to ensure that the staff is informed of your child's condition and be trained to deal with an anaphylactic reaction. The school will work with the parents and school nurse to provide a safe environment for your child.

Names and photos of the children will be displayed in the staff room, front office and classrooms.

Please refer to the CISVA website for a more detailed Anaphylaxis policy.

## **15. USE OF TELEPHONE**

The school telephone is a business phone. Students may not use the school telephone to make or receive phone calls. In emergency cases, messages may be left with the school secretary. Parents who wish to speak to a teacher on the phone should call during non-instructional times or leave a message with the secretary requesting the teacher to call them back after class. Students may have cellular phones but they must be turned off and in their bag during the day.

## SCHOOL CLOSURES

### 1. EMERGENCY SCHOOL CLOSURE

Severe weather or other emergency situations such as loss of hydro power, interrupted water supply or heating system breakdown may force school closure. If a decision to close the school is made prior to 8:30 a.m., it will be broadcasted over the local radio station CKNW - AM 980 and Z95.3 – FM 95.3 as early as possible. Parents are also advised to check the school website [www.spev.ca](http://www.spev.ca) and refer to the Remind app. In cases of heavy snow, the school will be closed when other Catholic schools in Vancouver are closed.

### 2. FIRE, EARTHQUAKE AND OTHER DISASTERS

Our school has developed a Crisis Management Plan that is designed to minimize danger to anyone occupying our school should an emergency occur. Our main objective is to attend to the health and welfare of your child in the event of a crisis.

In most emergencies your children will remain and be cared for at the school. In the rare event of an emergency affecting the school that requires evacuation of the building (e.g. broken gas or water main, a fire, toxic spill or earthquake), students will be transported via school transportation to the nearest and most appropriate facility (e.g. another school, a local church).

The school conducts regular fire, earthquake and lockdown drills during the school year to increase the students' awareness of safety and orderly emergency procedures.

### 3. PARENTS ROLES AND RESPONSIBILITIES

Because our school is located in the Lower Mainland, an earthquake-prone area, we ask you to be aware of our school's emergency policies and procedures.

This policy is intended to reduce the chaos and confusion that normally accompanies an emergency situation and to cover procedures necessary when an emergency incident occurs and evacuation of the school is required. It is intended to keep tension and anxiety levels low so that the time and process of locating students, staff and others can be kept to a minimum and so that we can ensure safety for all. Parents are asked to adhere to the following so that all students, staff and visitors may be given the best possible attention and care, as well as provide safety for all.

- **DO NOT TELEPHONE THE SCHOOL.** If an emergency has occurred, the telephone lines will be needed for the emergency.
- **Following an earthquake or other emergency, do not drive to the school;** streets and access to our school may be cluttered with debris; the school access route and street entrance areas must remain clear for emergency vehicles.

- **Do turn your transistor or car radio to CKNW 980-AM 980 or Z95.3-FM 95.3.** Information and directions will be given over the radio.
- As soon as it is safe to travel, we request that parents travel by the safest means possible to the school and retrieve their child/children.
- When arriving at the school, parents of designated guardians are to report to the Release station - which will be indicated by a sign "Parent Reception Centre."
- Parents are **NOT** permitted within the assembly area unless their child has been injured. A Student runner will accompany the parent to the injured child.
- Children will be released to Parents or designated alternate caregivers **ONLY**. (Be sure this information is kept up-to-date with the main office at our school)
- **BE PATIENT AND CALM - RELEASING STUDENTS WILL TAKE TIME.**
- The Parent Reception Centre Staff will send a runner to bring your child(ren) to you. In case of an injured child, the parent or designate will be taken to the child. If more than one child is at the school, they will stay in the assembly area until the parent and injured child are ready to leave the grounds.
- When reunited with your child(ren), a Parent Reception Centre Staff will require your signature on a Release Form.
- Initial the complete "Emergency Release Form" provided at the Parent Reception Centre.
- You will all then be released to leave the assembly area.

Parents and Guardians are key partners in their children's learning and are often very involved in school activities. They play an important part in the support of the school's emergency plan by:

- Participating in the development of the emergency management plan where practical.
- Becoming familiar with the plan.
- Providing vital and up-to-date information regarding contact, medical and student release information.
- Participating in drills or exercises related to emergency preparedness, including student release drills, when invited to do so by the principal.
- Encourage their children to take drills seriously.
- Helping to acquire and organize emergency supplies on an ongoing basis.

#### **4. VOLUNTEER'S RESPONSIBILITIES**

Volunteers are to be aware of the emergency policies and procedures and their responsibility (report any incidents, call 911, follow school policies) as they may be a primary person providing care.

## INSTRUCTIONAL POLICIES

### 1. CURRICULUM

The curriculum of St. Patrick's Elementary School follows that which is prescribed by the Ministry of Education in Victoria. All texts that are used must be those that are prescribed or authorized by the Ministry or the St. Patrick's Elementary School authorities. In the case of Religious Education, we follow the recommendations of the Superintendent of the Catholic Schools of the Vancouver Archdiocese and the Office of Religious Education.

Our program runs from Kindergarten to Grade 7. It consists of four strands:

#### *Humanities*

Christian Education                      English Language Arts

Social Studies                              Career Education

Core French

#### *Science*

Science                                      Mathematics

#### *Arts Education*

Music                                        Visual Arts

Drama                                        Dance

#### *Practical Arts*

Physical and Health Education

Applied Design, Skills and Technologies

#### *Core Competencies*

"Core Competencies are sets of intellectual, personal, and social and emotional proficiencies that all students need to develop in order to engage in deep learning and life-long learning."

Communication                      Creative Thinking

Critical Thinking                      Positive Personal and Cultural Identity

Social Responsibility                      Personal Awareness and Responsibility

Refer to [curriculum.gov.bc.ca](http://curriculum.gov.bc.ca) for The BC'S Redesigned Curriculum.



## 2. HOMEWORK GUIDELINES

Homework by definition is any out-of-class learning task designed to extend or elaborate on in class learning. It should be purposeful by providing opportunities for students to practice learning skills and behaviours that help them in becoming successful students. It should be designed to prepare students for future learning as well as assessment and evaluation activities.

The aim of homework is to foster good study habits including; time management, following directions, organization skills, attention to detail, and the use of information technology skills.

There are significant cognitive and social behavior advantages associated with homework. At the cognitive level, student engagement and self-efficacy grow through homework tasks that allow them to successfully apply the skills they are learning in the classroom to tasks that enrich, reinforce and integrate expected learning outcomes. At the social behavior level, the aim of homework is to foster independent work habits and problem-solving skills.

Homework offers parents the opportunity of being involved in their child's learning program and of being better informed with respect to grade-level expectations. A parent's positive attitude towards homework is a major factor in how their child will view homework. Homework requires a commitment from parents to support student learning by providing time, space, and resources that facilitate successful completion of assignments at home.

Purposeful homework is carefully planned. Its purpose must be clear. This requires coordination of homework assignments across the curriculum. It is never used as punishment or busy work.

Early primary students may be expected to complete 20-30 minutes of daily homework; including Home Reading, with emphasis on practicing the skills being taught in the classroom. Late primary and early intermediate students may be expected to complete 30 – 40 minutes of daily homework; including Home Reading, with more emphasis now being put on assignments that extend classroom learning and help prepare students for assessment and evaluation activities. Late intermediate students may be expected to complete 50 – 60 minutes of daily homework; including Home Reading, with emphasis on independent learning skills and problem solving in addition to extending classroom learning, and preparing for assessment and evaluation activities.

It is important that teachers communicate their homework plan; including the use of student planners, to parents and students at the beginning of each school year.

The times indicated above are not intended to be prescriptive; they are guidelines to assist parents and teachers. Parents may wish to extend and enrich their child's education beyond classroom learning and homework. Students may be encouraged to read beyond their Home Reading and Responding to Reading activities; and teachers may find it necessary to extend

daily homework minutes in order for students to successfully complete project-type assignments. The homework policy/guidelines are intended to accommodate all such activities.

### **3. ASSESSMENT AND EVALUATION**

Assessment is carried out for one or more purposes such as:

- to diagnose a weakness; to find out where and for whom additional instruction is necessary;
- to check progress of individual students;
- to check mastery of skills taught;
- to measure general achievement related to skills or content.

A variety of evaluation devices are employed throughout the school year. These range from diagnostic tests, skills tests, oral quizzes, reviews, unit/chapter tests, standardized tests and observation of day-to-day work. The information gathered through these many sources form the basis for reporting on student progress.

### **4. REPORTING ON STUDENT PROGRESS**

Detailed written reports are issued three times each school year - in December, March and June.

In order to facilitate communication on your child's progress, all parents will pick up their child's first report card. At other times, interviews will be held according to the specific request of teachers or parents.

This year we have implemented Seesaw to communicate and celebrate student learning. To do this school staff will collect and document evidence of student learning by taking photographs and videos of your child throughout the school year. This data will be used by teachers as evidence of learning and will be stored in a secure online portfolio using Seesaw.

With Seesaw, teachers and students can easily capture learning from any classroom and upload them to an online portfolio where parents, students and other teachers can access them, making learning visible in real time. Seesaw portfolios move with the students from year-to-year, creating rich documentation of learning for teachers, students, and parents.

During the school year, there are occasions where evidence of student learning will include partner, small and large group work. This work may be relevant to your child's portfolio and the teacher may choose to document this through photographs or video. Photographs/videos of your child engaged in partner/group work may appear on another child's portfolio which may then be shared with another child's family.

There will be a student-led conferences which provides the students with an opportunity to self-evaluate and report their own progress to parents.

## **5. COMMUNICATING STUDENT LEARNING SCHEDULE**

Term 1 Communicating Student Learning (picked up by parent)

Seesaw throughout the year

Term 2 Communicating Student Learning

Student Led Conferences with parents

Term 3 Communicating Student Learning

Please note that the staff will be working towards revising the reporting procedures, therefore, changes may be made throughout the year.

## COMMUNICATIONS

### 1. SCHOOL NEWSLETTERS

Parent Bulletins are posted to the school website at the beginning of each month to keep parents informed of past and future school events, policies, routines, etc.

### 2. SCHOOL WEBSITE

Parents who have Internet access are encouraged to visit our website [www.spev.ca](http://www.spev.ca) for school information and events.

### 3. REMIND APP

It is very important that all parents sign up for the Remind Text Message system. This is one of our sources of communication with parents. Please sign up if you haven't already. If you need help stop by the office.

### 4. SCHOOL CALENDAR

A school calendar which lays out the events scheduled for the school year is posted on our website.

### 5. CLASSROOM BULLETINS

Monthly newsletters will be posted on our school website to inform parents of past and future events happening in classrooms.

### 6. CONFERENCES

Whenever a need arises, the teacher and/or Principal will arrange for a conference with the parents. This may take the form of a telephone conference or a meeting before or after school. Parents are encouraged to initiate a conference if they have a concern or if there is something, they wish to share with the teacher.

## ADDITIONAL SCHOOL SERVICES

### 1. LIBRARY

The school library houses an extensive collection of non-fiction and fiction materials. Students have a library period each week and are encouraged to borrow books to read at home. It is the responsibility of each child to ensure that all books on loan from the school be returned in good condition. The parent or guardian will be expected to compensate for any text or library book lost or damaged by their child. Please encourage your child to take good care of books and return them promptly.

### 2. LEARNING ASSISTANCE

Our learning assistance teachers provide additional intensive remedial instructions to students who need help. The Learning Assistance teachers work closely with classroom teachers and Educational Assistants to design individual education plans to enable each student achieve success.

### 3. Computers and Personal Electronic Devices (PED)

Computers and personal Electronic Devices (PEDs) have the potential to enhance student learning ... Their use however, should in no way interfere with the safety, security, and/or privacy of students and staff. In addition, their use should in no way interfere in any way with student learning and school operations. The unregulated use of computers and PEDs may facilitate illegal and/or unethical activities in the school environment (CISVA Policy 430) and violate the spirit and intent of our mission and vision as a Catholic elementary school in the Roman Catholic Archdiocese of Vancouver.

Computers and PEDs may be used to enhance student learning and develop positive communication skills provided students and staff are in compliance with the school's acceptable use agreement.

To promote respect for the dignity of all members of our school community and to enhance student achievement and safety, the use of computers and PEDs is strictly regulated in the school, during the school day and during school related activities such masses, field trips and sports events.

Failure to comply with this policy may result in loss of computer privileges, confiscation of PEDs, and disciplinary action consistent with the school's code of conduct and anti-bullying policies.

The school encourages students to leave their PEDs at home or in their cloakroom and assumes no responsibility for the loss, recovery, repair or replacement of any computer or PED brought onto school property by individual students. PEDs are to be kept out of sight, turned off and

not used within the school premises during the school day and/or during school events except as stated and agreed.

The following uses of Computers and PEDs are prohibited:

1. Any use that compromises the academic integrity of the school or any individual in the school.
2. Any use that interferes with or disrupts the academic day or the teaching/learning environment.
3. Any use that violates a person's reasonable expectation of privacy.
4. Any use that compromises personal and/or school safety.
5. Any use that facilitates illegal and/or unethical activities.

The following limited conditions under which Computers and PEDs may be used on school premises or during the school day:

1. The school principal (or designate) may authorize an individual(s) to use a computer or PED on school premises during the school day for a specific designated purpose provided an acceptable use agreement has been completed and is current.
2. The school principal (or designate) may provide specific instruction to the school community pertaining to the limited acceptable use of computers and PEDs in extraordinary circumstances including emergency conditions (evacuations, lockdowns, etc.)

Definition(s):

Personal Electronic Devices (PED) are wireless and/or portable electronic handheld equipment that include, but are not limited to, existing and emerging Mobile Communication Systems and Smart Technologies (cellular phones, smart phones, pagers and walkie-talkies etc.), portable internet devices, PDAs, handheld entertainment systems (MP3, video games, compact DVDs, iPods camcorders, digital cameras, etc.), spy gadgets (cameras, covert listening devices, etc.) and other convergent communication technologies.

PEDs also include any current and emerging wireless handheld technologies or portable IT systems (iPads, etc.) that can be used for the purpose of communication entertainment, data management, word processing, wireless internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

1. The school principal will ensure that students and staff are made aware of the benefits and risks associated with computers and PEDs and are informed with respect to CISVA Policy #430 Personal Electronic Devices.

2. The school will maintain and review an acceptable use agreement for students to facilitate compliance with this policy
3. The school's acceptable use agreement will be attached to this policy statement as Addendum 2.

#### **4. EXTRA-CURRICULAR PROGRAMS**

The school provides extra-curricular programs for students during the week. A schedule for activities will be posted each term offering a variety of programs. Some programs may include participation in the School Choir, Speech Festivals, various Art and Poster Competitions, as well as the numerous sports activities, offered throughout the year, such as basketball, volleyball, swimming, skiing, etc. Some of the goals for such activities are:

- a) to encourage all children to participate with others.
- b) To train children to strive to reach their potential.
- c) To stress hard-work and dedication to the team and teammates.
- d) To prepare children properly for games and events.
- e) To encourage good sportsmanship.
- f) To develop a spirit of competition.

The fundamental goal of all activities is to help children realize that hard work will result in success although success is not always defined as winning. Success is making and keeping a commitment.

During participation in extra-curricular activities:

Students are under the supervision of their coach or teacher during all practices and competitions. Their conduct should be a favourable reflection of our school.

Practices and games will be scheduled with the approval of the Principal and published to give adequate notice to parents.

Transportation will be arranged with the approval of the Principal. Parents will be informed of the time the children can be expected to return to school or home. Teachers will not be expected to remain with students after the time agreed for parents to pick up their children.

## HEALTH AND SERVICES

### 1. COMMUNITY HEALTH NURSE

The School is provided with a designated Community Health nurse from Vancouver Health Department.

- The nurse consults with teachers regarding any medical concerns that may affect a child's education;
- The nurse conducts vision tests for students;
- The nurse can make referrals to the school doctor or the specialists such as the pediatrician, the psychiatrist or the psychologist;
- The nurse conducts health programs for the students.

### 2. MOBILE HEARING CLINIC

The Mobile Hearing Clinic visits the School once a year to conduct hearing screening for all the students in Kindergarten and higher-grade students who are referred by their classroom teacher.

### 3. HEPATITUS B/MENINGOCOCCAL IMMUNIZATIONS

Immunizations are arranged in co-operation with the Public Health nurse for Grade six students. Information and consent forms are sent home when appropriate.

### 4. CHICKENPOX (VARICELLA) VACCINE

Students upon entrance to the school must provide a copy of proof of vaccination against chicken pox.



## A FINAL WORD

I am excited and honored to begin this journey with you and your children. Together we will foster relationships characterized by mutual respect, open communication and the commitment to serve each other's needs. Thank you for choosing Catholic education and entrusting your child's education with St. Patrick's Elementary School.

Stay informed with dates and events by reviewing the School website [www.spev.ca](http://www.spev.ca)

Please refer to the CISVA website [www.cisva.bc.ca](http://www.cisva.bc.ca) for all the updated policies and procedures for Catholic Schools.

Remember to stop by the Parish website [www.stpatsvan.com](http://www.stpatsvan.com) for mass schedules and community involvement.

I invite you to stop by the office and speak with the administration team at any time. Together we can do things through Christ.

## APPENDIX 1

### SCHOOL FEES 2019-2020

#### Kindergarten – Grade 7

##### 1. Parishioners

One child	\$300.00/Month	(\$3,000.00/year)
Two children	\$540.00/Month	(\$5,400.00/year)
Three + children	\$655.00/Month	(\$6,550.00/year)

##### 2. Non-Parishioner

One child	\$400.00/Month	(\$4,000.00/year)
Two children	\$640.00/Month	(\$6,400.00/year)
Three + children	\$755.00/Month	(\$7,550.00/year)

**General Fee:** \$95.00 per student annually (non-refundable)

**School Supplies:** Parents of student in Grade 1 through 7 are required to purchase their own school supplies. A list of required supplies will be sent at a later date.

**Emergency Prep:** \$30.00 per student. In order to ensure that all students have a proper comfort pack that will cover some of their emergency food and medical needs, each student will be required to purchase an emergency food and medical pack from the school for the cost of \$30.00. This comfort pack is to be purchased at the beginning of kindergarten and then again at the beginning of grade 4 as it will expire.

**Fundraising:** Minimum \$100.00 per family. Please be advised that each family is required to contribute a minimum of \$100.00 towards our school fundraising goals each year. This can be accomplished by supporting such projects as the school walkathon, entertainment books, poinsettias sale or any other project sponsored by the school fundraising group.

**Parent Participation:** All families are expected to take part in the Parent Participation Program. A cheque in the amount of \$960.00, post-dated for June 1<sup>st</sup>, 2020 is required. The cheque will be returned to you upon completion of the participating hours (48 hours) in June 2020.

## APPENDIX 2

### St. Patrick's School Acceptable Use Agreement Computers and Personal Electronic Devices (PED)

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

1. I will only use computers and/or PEDs at St. Patrick's Elementary School with the permission of my teacher or other supervising adults; and for the specific purposes of enhancing student learning and developing positive communication skills.
2. I will not use computers or PEDs to harm other people or their work.
3. I will not damage school computers or the school network in any way.
4. I will not violate copyright laws.
5. I will not view or use other people's folders, files, or work without their permission and the permission of my teacher.
6. I will not view, send, or display offensive messages, text or pictures.
7. I will not give out my name or other personal information, or personal information of my parents or friends; including passwords, over the internet.
8. If I require a password to access any site, my parents and teachers will have access to that password and my account on that site.
9. I will not access or view internet sites that my school, my teachers, or my parents do not allow or think appropriate.
10. I will be courteous and polite when I write emails or other electronic text messages. This includes the use of appropriate abbreviations when texting.
11. I will not waste computer resources (paper, disk spaces, etc.).
12. I will advise my teachers, parents or other supervising adults immediately if I see or receive any material (text, picture or other) that violates this agreement.
13. I will not adjust computer settings without direction/permission of my teachers, parents, or other supervising adults.
14. If I am allowed to bring any computer or PED to school, I will do so only with the permission and knowledge of my parents.
15. I acknowledge that I am solely responsible for the safe keeping of any PED or computer that I bring to school.
16. If I bring a PED or computer to school, I acknowledge that I must inform my teacher that I have it; and that I have secured it, and will not use it except with permission and in compliance with this agreement.

I acknowledge that I have read St. Patrick's Elementary School Acceptable Use Agreement and that it has been explained to me by my teacher and my parents. I understand that I will be held responsible for my actions; and that as a consequence, may lose my privilege to use computers and PEDs at school and at home if I fail to follow the rules as outlined above.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 3

### STAFF ASSIGNMENT 2019– 2020

#### Administration

Diane Sorochnik	Principal
Fatima Gaspar	Vice principal/Librarian

#### Teachers

Bill Wicken	Grade 7
Adam Quan	Grade 6
Michelle Milan	Grade 5
Cliona Mulroy	Grade 4
Grainne Kinsella	Grade 3
Courtney Tabuenca	Grade 2
Anna Lancaster	Grade 1
Charmaine Harris	Kindergarten
Rachel Reade	Preschool

#### Specialists

Sandra Pink	Learning Resource
Paul Venegas	Physical Education
Gregory Coles	Music

#### Educational Assistants

Josephine Cabanting	After school Care Supervisor and Educational Assistant
Ashley Clarke	Educational Assistant
May Ann Laureles	Educational Assistant
Janet Madhaven	Educational Assistant
Andrea Reynolds	Preschool Teacher and Educational Assistant
Lindsay Miemban	Educational Assistant
Naida Rasotto	Educational Assistant
Charo Retuta	Educational Assistant
Ria Sotong	Educational Assistant
Teresa Toljanich	Educational Assistant

#### Support Staff

Stephanie Evans	Administrative Assistant
Carmina Quian	Bookkeeper
Fernando Robles	Maintenance

## APPENDIX 4

### ST. PATRICK'S SCHOOL CALENDAR 2019-2020

Note 1. The dates below are subject to change.

Note 2. Professional Development Days are working days for staff – all staff must be present, but there will be no school for students.

Note 3. Every Wednesday will be a 2:30 p.m. dismissal for students.

Note 4. Every Friday school begins at 8:15 a.m. with a school mass.

Day	Describe Your Event
02 September 2019	Labour Day Holiday
03 September 2019	School Opens, <b>11:00 am dismissal</b> , PEC Meeting 5:00 p.m.
05 September 2019	AGM and Meet the Teacher Night Meeting 6:30 p.m.
18 September 2019	Grade 6 & 7 Camp, 2:30 p.m. dismissal
19 September 2019	Grade 6 & 7 Camp
20 September 2019	Grade 6 & 7 Camp, 8:15 a.m. Mass
21 September 2019	Education Committee Leadership Conference
24 September 2019	PEC Meeting 5:00 p.m.
25 September 2019	Kindergarten Hearing Tests and Immunization, 2:30 p.m. dismissal
30 September 2019	School Portraits
01 October 2019	Living Rosary 11:00 a.m.
02 October 2019	CISVA Cross Country Meet - Swangard Stadium, 2:30 p.m. dismissal
11 October 2019	8:15 a.m. Mass, Walk-a-thon, Hot Dog Lunch, <b>1:00 p.m. Dismissal</b>
14 October 2019	Thanksgiving Day Holiday
17 October 2019	EEWT @ 11:00 a.m.
21 October 2019	Pro-D Day <b>NO SCHOOL</b>
28 October 2019	Book Fair
29 October 2019	Book Fair, Open House 3:00-5:00 p.m. & 6:00-8:00 p.m., PEC Meeting
30 October 2019	Book Fair, 2:30 p.m. dismissal
31 October 2019	Book Fair, Halloween Costume Carnival and Fundraiser (Holy Childhood and Chalice), Hot Dog Lunch, 12:00 p.m. Costume Parade, <b>1:00 p.m. Dismissal</b>
01 November 2019	8:15 a.m. Mass, All Saints Day, Book Fair

04 November 2019	Photo Retakes
05 November 2019	Volleyball Girls Finals @ Harry Jerome
07 November 2019	Remembrance Day Service led by grade 7
08 November 2019	<b>NO SCHOOL</b> - Day in Lieu for August 28 Faith Development Day
11 November 2019	Remembrance Day Holiday – <b>NO SCHOOL</b>
19 November 2019	Volleyball Boys Finals @ Harry Jerome
22 November 2019	CISVA Networking Day Professional Development – <b>NO SCHOOL</b>
26 November 2019	PEC Meeting 5:00 p.m.
27 November 2019	2:30 p.m. dismissal, Communicating Student Learning 1 to parents
02 December 2019	Advent Assembly
December 2019	Christmas Play 7:00 p.m. TBD
December 2019	Late Start for students 10:30 a.m. TBD
09 December 2019	Advent Assembly
13 December 2019	8:15 a.m. Mass, Christmas Dinner for staff and PEC
16 December 2019	Advent Assembly
17 December 2019	Mass Misa de Gallo 7:00 p.m. Mass
20 December 2019	8:15 a.m. Mass, <b>1:00 p.m. Dismissal</b> , School Closes for Christmas Vacation
06 January 2020	School Reopens
16 January 2020	Grade 6 and 7 Skiing
23 January 2020	Grade 6 & 7 Skiing
31 January 2020	Student Led Conferences
10 February 2020	Catholic Educator's Week
12 February 2020	Casual Day Wear your PJs, 2:30 p.m. dismissal
13 February 2020	Catholic Educator's Conference - <b>NO SCHOOL</b>
14 February 2020	Catholic Educator's Conference - <b>NO SCHOOL</b>
17 February 2020	Family Day Holiday – <b>NO SCHOOL</b>
24 February 2020	Class and Panorama Photos
25 February 2020	Shrove Tuesday \$2.00 pancake and hot chocolate
26 February 2020	Ash Wednesday, 2:30 p.m. dismissal
28 February 2020	8:15 a.m. Mass, Anti bullying day

02 March 2020	Speech Arts Individuals
03 March 2020	Speech Arts Groups
10 March 2020	Speech Arts Groups at St. Francis Xavier School
11 March 2020	Speech Arts Individuals at St. Joseph & St. Patrick's, 2:30 p.m. dismissal
12 March 2020	St. Patrick's Day Celebrations, Communicating Student Learning Cards Distributed
13 March 2020	8:15 a.m. Mass, Last Day before Spring Break - <b>1:00 p.m. Dismissal</b>
30 March 2020	School Reopens
02 April 2020	Immunization
09 April 2020	Holy Thursday Stations of the Cross, <b>1:00 p.m. dismissal</b>
10 April 2020	Good Friday - <b>NO SCHOOL</b>
11 April 2020	Holy Saturday
12 April 2020	Easter Sunday
13 April 2020	Easter Monday – <b>NO SCHOOL</b>
20 April 2020	Spring Photos
27 April 2020	Spring Photos retakes
10 May 2020	Mother's Day
18 May 2020	Victoria Day - <b>NO SCHOOL</b>
19 May 2020	Day in lieu for August 29 Pro-d – <b>NO SCHOOL</b>
28 May 2020	EEWS Test 11:00 a.m.
01 June 2020	Step-Up Day
12 June 2020	Planning Day No Classes
19 June 2020	8:15 a.m. Mass, Sports Day
21 June 2020	Father's Day
23 June 2020	Grade 7 Graduation Mass and Dinner
25 June 2020	Last day for students - <b>11:00 a.m. Dismissal</b> , Communicating Student Learning 3 Distributed
26 June 2020	Last day for Teachers