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# ST. PATRICK'S ELEMENTARY SCHOOL

## **PARENT HANDBOOK**

2850 QUEBEC STREET  
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A GREAT CATHOLIC SCHOOL  
WITH LONG-STANDING TRADITIONS  
of RELIGIOUS, ACADEMIC  
and ATHLETIC EXCELLENCE

### **SCHOOL PHILOSOPHY**

As members of the Catholic Community of St. Patrick's, we strive to deepen our faith and foster an environment whereby the children grow spiritually, intellectually, socially and physically so that they will be prepared to accept and live their Christian commitment to God and to the world.

# PARISH EDUCATION COMMITTEE

## **Description of the Committee:**

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 as 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.

Election 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.

## **Responsibilities of the Committee**

- A) To ensure the educational policy of Vancouver Catholic Independent Public School Society is followed in the school.
- B) To prepare an annual budget for the operation and maintenance of the school.
- C) To ensure proper books and records are kept for the purpose of claiming government grants and to submit such records to the executive committee.
- D) To hire qualified teachers for the school.
- E) To decide on renewal or non-renewal of staff contracts.
- F) To oversee the day-to-day operation of the school, including maintenance.
- G) To set and collect tuition fees.
- H) To implement student admission policies.
- I) To assume other duties assigned to it by the Society from time to time.

## **THE ROLE OF THE PRINCIPAL**

It would be hard to over-emphasize the importance of the role of the Principal, the leader, the organizer of the school community. The specific aim of the Catholic School, the synthesis of faith and culture, of faith and personal life should be visible in the life of the Principal. He or she is 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 Principal will be committed to close collaboration between, Parish and School particularly with the Pastor (Pastoral Letter "Christian Formation and the Catholic School", by Archbishop Carney, 1978).

## **THE ROLE OF THE TEACHERS**

The extent to which the school is and remains Catholic and the extent to which the Christian-message is transmitted through instruction depends very largely on the teachers and their commitment to the faith as well as their professional competence. The nobility of the task to which teachers are called demands that, in imitation of Christ, the only teacher, by every gesture of behavior. This is what makes the difference between a school whose education is permeated by the Christian spirit and one in which religion is only regarded as an academic subject like any other (pastoral Letter "Christian Formation and the Catholic School", by Archbishop Carney, 1978).

## **THE ROLE OF PARENTS**

The role and responsibilities of parents is multi-faceted. We would limit ourselves here to a restatement of the aim of the Catholic School. It is not simply to provide an excellent academic education, or to provide a disciplined learning place, or to teach good manners. The purpose of the school is the total formation of the pupil, the total integration of his/her Catholic Faith with his/her personal life. It is this purpose that justifies the tremendous sacrifices called on to make, to maintain our schools. And it is difficult to see how this objective of the school can, be attained without this also being the aim of continuing parental effort in the home, the school and the Christian community. Otherwise the faith of the child will not find sufficiently receptive soil to take deep root. (Pastoral Letter "Christian Formation and the Catholic School", by Archbishop Carney, 1978).

## **RIGHTS AND RESPONSIBILITIES**

To have a school that is a true "Community of Faith", it is important that each member be clear about the contributions expected. Each member should make efforts to be generous beyond the minimum whenever possible.

### **STUDENTS HAVE THE RIGHT TO:**

- a stimulating learning- environment
- interaction with qualified teachers
- respect for personal dignity
- be taught at their appropriate achievement level
- a safe and healthy environment

### **STUDENTS HAVE THE RESPONSIBILITY TO:**

- endeavor to contribute to the community spirit of the school
- be respectful of the school staff, other students and visitors to the school
- cooperate in doing assigned lessons according to directions and to the best of their ability
- care for school property and to respect the property of others at school

## **PARENTS HAVE THE RIGHT TO:**

- have the spiritual faith of the family respected and reinforced, according to the philosophy of the school
- be informed of the school's policies and expectations and school calendar
- expect their child to be taught the prescribed courses
- be informed of their child's progress and be given opportunities for parent/teacher interviews
- expect adequate supervision and safety procedures will protect the health and welfare of their child
- have family information treated with confidentiality according to the matter involved

## **PARENTS HAVE THE RESPONSIBILITY TO:**

- retain the primary responsibility for their child's development of faith and provide a consistent example of the practice of faith
- support the school in its endeavors academically, spiritually and in extra-curricular activities
- pay the prescribed tuition and fees on time
- get their child to school on time, wearing the prescribed uniform
- provide nutritious lunch
- provide a time and place for homework
- see that the child has adequate sleep according to age
- take adequate care of the school's books and materials
- inform the school of any health problems and/or emotional concerns affecting the child
- THE COST OF TESTING BY ANY OUTSIDE AGENCY IS THE SOLE RESPONSIBILITY OF THE PARENTS OR GUARDIANS.



**PERSONAL INFORMATION PRIVACY POLICY**  
**FOR PARENTS AND STUDENTS**

**St. Patrick's Elementary School  
2850 Quebec Street  
Vancouver, BC  
V5T 3A9**

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**ST. 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's 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 Manager* 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 Manager 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. (High schools may wish to develop policy on access by students to their own records.)

#### ***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 Manager by calling the school office. If necessary, you will be referred to use the school's complaint procedure and appeals policies.

## **SCHOOL POLICIES**

**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 if 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.

**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. However, post-dated cheques must be dated the first of the month. These cheques are due immediately at the office upon receipt of assessment.

**Policy on 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 to 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 of Grant:** 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, the full amount of the government grant, must be paid by the student's parent 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.

## **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/enrollment of children into the school.

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the 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..).

## **POLICY FOR DEALING WITH MAJOR COMPLAINTS**

In a Catholic school parents, students, teachers and support staff form an integral part of the Christian school community. The administration, teachers and parents must work closely together in the formation of their children according to the Gospel. To this end, parents are expected to be familiar with, accept and support the philosophy and policies of the school. Parents indicate this by signing the Statement of Commitment as teachers do when they sign their contracts.

From time to time issues may arise where the concerned parties differ in their perspectives. In these cases both concerned parties are expected to work toward a resolution of the issue in a Christian manner respecting each other's point of view. All parties must maintain confidentiality with respect to all information surrounding the particular issue.

To facilitate an amicable resolution to issues of conflict, the concerned parties will abide by the following guideline. Schools may develop a local policy that details more explicitly the steps to be followed. However, the following minimum procedures must be followed:

1. The issue must be dealt with first by the persons directly involved.

It is essential that meaningful communication is established right from the beginning. Both parties must clearly identify the issue being discussed. There must be open discussion and an honest attempt to settle the issue at this level. It is important to recognize that the resolution of an issue usually involves some compromises. Both parties should be aware of this and must be open to compromise, at the same time as understanding that policies must be followed.

2. If the issue cannot be resolved using the strategies above, the matter must be brought to the attention of the Principal of the school. The Principal will:
  - a) clarify the issue of disagreement. This will involve hearing both sides, reviewing relevant documentation, and meeting with any witnesses to determine the exact nature of the problem. All side issues that arise from the initial problem must be identified and removed from future discussions. It is the responsibility of the Principal to document all matters pertaining to the issue and its resolution. It is also recommended that both parties keep documentation to present to the principal or investigative committees.
  - b) determine what policy/policies of the school or CISVA can be applied to resolve the issue.
  - c) apply the above policies so that a judgment may be made to resolve the issue. The Principal should seek advice concerning any precedents and/or other issues of a similar nature that have been successfully resolved. Advisors might include the pastor, chairperson and a representative from the Superintendent's Office, etc.

3. If the Principal's resolution is not accepted, the matter may be appealed to the 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 Education Committee will form a subcommittee, which must always include the pastor. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.

After this, the subcommittee shall, in camera, present its recommendation to the Education Committee. The education committee will then provide a resolution to the issue. If the resolution requires disciplinary action, the education committee must consult with the superintendent before implementing the recommended action.

The education committee shall notify the parents and the principal of its decision within seven days of the meeting. The decision shall be communicated in written form.

When the complaint is about the principal the process should start at step 1. However, if there is not resolution at the end of this step, the process skips step 2, but the subcommittee will incorporate a, b and c of step 2 into step 3.

4. The Board of Directors may consider an appeal of the education committee's decision for reasons which the Board considers valid and appropriate. The Board of Directors reserves the right to resolve the issue through investigation or through the formation of an appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision.

The decision of the Board of Directors shall be final. Refusal of the education committee or employee to accept the decision of the Board of Directors may result in removal from office or termination of employment. If parents refuse to accept the decision of the Board of Directors and persist in pursuing the issues, disciplinary action may result in the removal of the child(ren) from the school.

5. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

(adapted from the CISVA – POLICY MANUAL - Handbook for Education Committee Members 1999)

## **DISCIPLINE POLICY:**

Discipline is a 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. The cooperation of the parents will be requested when there have been repeated incidents or infractions of the rules.

## **STUDENTS 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 (2) 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 the 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.

# **St. Patrick's School Anti-Bullying Policy**

## **Rationale:**

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 '*zero tolerance*' for unacceptable behaviour 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.

## **Policy:**

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

## **Definition(s):**

St. Patrick's School defines bullying as behaviour that is aggressive, intimidating and/or cruel in nature...Whether it is intentional or not; it has the result of hurting another person verbally, physically and/or emotionally.

## **Procedures:**

All staff should have a clear understanding of what bullying encompasses; be familiar with St. Patrick's School anti-bullying policy; and follow it appropriately when an incident of bullying is reported;

All parents and students should be thoroughly familiar with the school's anti-bullying policy; and should know the steps to follow if bullying occurs.

All students and parents should be reassured that St. Patrick's School will not excuse or tolerate bullying of any kind; and that the school staff will act to support victims of bullying and their families.

The principal will review the school's anti-bullying policy and procedures with all staff at the first Staff meetings in September.

The principal will review the school's anti-bullying policy and procedures with parents at the annual parent/teachers meeting in September (The ABCs of School Policy, Practice and Procedures)

All incidents of bullying should be reported to a supervising staff member.

Staff members will record all reported bullying incidents and share them with the principal.

All bullying incidents will be fully investigated with both victim and perpetrator being told that the bullying behaviour must stop immediately.

The staff member and/or principal will speak directly with the parents of both the victim and the perpetrator; and ask them to meet with them at the school to resolve the problem.

As a result of their actions, there will be consequences for the perpetrator that range from in-school community service to at-home suspension.

The parents of both the victim and the perpetrator may be encouraged/expected to seek out professional counseling services; and follow-up/monitoring meetings with the principal and staff member will be scheduled.

As a significant sign of resolution, the perpetrator will be expected to make a genuine apology to the victim; and may be required to write a letter of apology that includes a promise to end all bullying behaviour in the future.

Following the investigation, meetings and resolution of the matter, staff members will monitor both students through *check-ins* to ensure that bullying does not resume.

The principal and parents of each student will be advised of the results of the check-ins.

Parents will also be asked to monitor their child's behaviour through *check-ins*, and advise the principal or staff member concerned of the results.

All reports of bullying will be dealt with fairly and confidentially. Procedural Fairness and Privacy Information Protection policies will be observed.

# **St. Patrick's School**

## **Child Sexual Abuse Prevention Policy**

### **Rationale**

Every student has a right to a life free of abuse, neglect and violence. Child abuse is a serious societal issue. As “service providers”, staff of St. Patrick’s School must be aware of signs of child abuse or neglect and know how to respond to them.

### **Guiding Principles:**

1. The safety and well-being of children are the paramount considerations.
2. Children are entitled to be protected from abuse, neglect, harm or threat of harm.
3. A family is the preferred environment for the care and upbringing of children and the responsibility for the protection of children rests primarily with the parents.
4. If, with available support services, a family can provide a safe and nurturing environment for a child, support services should be provided.
5. The child’s views should be taken into account when decisions relating to a child are made.
6. Kinship ties and a child’s attachment to the extended family should be preserved if possible.
7. The cultural identity of Aboriginal children should be preserved.
8. Decisions relating to children should be made and implemented in a timely manner.

### **Policy**

St. Patrick’s School in compliance with CISVA Policy # 405 *Responding to Student Abuse/Neglect* affirms that:

The CISVA Board prohibits any form of child abuse, neglect or violence; and The *Child, Family and Community Service Act* requires anyone who has reason to believe that a child has been or is likely to be at risk has a legal duty to make a report to a child welfare worker or directly to the police if a child is in immediate danger.

To assist parents in safeguarding their children and in preventing child sexual abuse in our community, St. Patrick’s School will provide instruction that supports parents in their role as primary educators and educates children in matters concerning safe, healthy, loving relationships

### **Procedures**

- A. At the beginning of each school year, the school principal will review with all school personnel the following 3 documents:
  - a. “*BC Handbook for Action on Child Abuse and Neglect*” (BC Ministry of Children and Family Development)
  - b. “*Responding to Child Welfare Concerns*” (BC Ministry of Children and Family Development)
  - c. “*Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse*” (Office of the Inspector of Independent Schools BC)
- B. The Principal together with professional teaching staff in Kindergarten through Grade 3 will work with parents to teach students in Kindergarten through Grade 3 the *I’m a Gift from God Child Sexual Abuse Prevention Program*.
- C. The school principal is designated as the ‘*Appointed School Official*’ in accordance with *Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse*.

- D. Schools will protect personal information regarding child abuse, neglect or violence against improper or unauthorized disclosure and use.
- E. School personnel will report suspected child abuse, neglect or violence immediately. Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Service Act is legally responsible under section 14 of that Act to report promptly to a social worker. School personnel, who are uncertain about their duty to report, will consult with a social worker who can discuss the options and course of action.
- F. School personnel will inform the principal (or another school official in the event that the principal is the alleged offender) as soon as possible. For further details see
- G. School personnel will co-operate with the resulting investigation.
- H. School personnel will support students who have experienced child abuse, neglect or violence.
- I. Anyone who thinks a child is being abused or neglected, has the legal duty to report the concern to a local child welfare worker. There is contact information available on page 12 of *The B.C. Handbook for action on Child Abuse and Neglect*. If it is after hours or in the case of uncertainty about who to contact, call the Helpline for Children toll free at 310-1234 (area code not required) at any time of the day or night. The caller's name is not required. **If the child is in immediate danger, call 9-1-1.**

### ***Summary of Roles and Responsibilities***

1. Parents have the primary responsibility to protect their children. When parents are unwilling or unable to care for a child or protect the child from harm, the Ministry of Children and Family Development (MCFD) is authorized to intervene.
2. MCFD has the lead responsibility for responding to suspected child abuse and neglect. It also delegates authority for child protection and family support to Aboriginal Child and Family Services Agency, which provide services to their communities.
3. Police respond when a child is in immediate danger and investigate suspected cases of criminal offence.
4. Service providers must be aware of signs of possible child abuse or neglect and respond to any concern about a child's safety or well-being.
5. The school principal is the designated "Appointed School Official", who may be required to:
  - investigate on behalf of the school authority;
  - ensure a safe school environment during investigations;
  - consult with the child welfare worker and/or police;
  - ensure that no school employee interferes with any investigations;
  - communicate with parents with respect to actions taken by the school authority;
  - report to the British Columbia College of Teachers and/or the Inspector of Independent Schools when the School Authority dismisses, suspends or otherwise disciplines a certified teacher (Independent School Act section 7);
 Inspector's Order 1 1/92, Discipline Reporting Order);
  - refer student(s) for counseling.
6. Anyone who has reason to believe a child may be at risk and the child's parent is unwilling or unable to protect the child has a legal duty to report to a child welfare worker. The duty to report overrides any duty to protect the privacy of clients, patients, students or staff with the exception of solicitor-client privilege or confidentiality provisions of the federal *Youth Criminal Justice Act*.

## Appendix A – Legislation

### *Child, Family and Community Service Act*

The *Child, Family and Community Service Act* is the legislative authority for child welfare in British Columbia. Its fundamental guiding principle is that the safety and well-being of children are the paramount considerations. The *CFCSA* is available online at

[www.qp.gov.bc.ca/statreg/stat/C/96046\\_01.htm](http://www.qp.gov.bc.ca/statreg/stat/C/96046_01.htm)

Part 3, Section 13 of the “*Child, Family and Community Service Act 1996*” (amended 2002) clarifies when protection is needed and the duty to report child protection concerns.

Section 13 (1) A child needs protection in the following circumstances:

- (a) if the child has been, or is likely to be, physically harmed by the child's parent;
  - (b) if the child has been, or is likely to be, sexually abused or exploited by the child's parent;
  - (c) if the child has been, or is likely to be, physically harmed, sexually abused or sexually exploited by another person and if the child's parent is unwilling or unable to protect the child;
  - (d) if the child has been, or is likely to be, physically harmed because of neglect by the child's parent;
  - (e) if the child is emotionally harmed by the parent's conduct;
  - (f) if the child is deprived of necessary health care;
  - (g) if the child's development is likely to be seriously impaired by a treatable condition and the child's parent refuses to provide or consent to treatment;
  - (h) if the child's parent is unable or unwilling to care for the child and has not made adequate provision for the child's care;
  - (i) if the child is or has been absent from home in circumstances that endanger the child's safety or well-being;
  - (j) if the child's parent is dead and adequate provision has not been made for the child's care;
  - (k) if the child has been abandoned and adequate provision has not been made for the child's care;
  - (l) if the child is in the care of a director or another person by agreement and the child's parent is unwilling or unable to resume care when the agreement is no longer in force.
- (1.1) For the purpose of subsection (1) (b) and (c) and section 14 (1) (a) but without limiting the meaning of "sexually abused" or "sexually exploited", a child has been or is likely to be sexually abused or sexually exploited if the child has been, or is likely to be,
- (a) encouraged or helped to engage in prostitution, or
  - (b) coerced or inveigled into engaging in prostitution.
- (2) For the purpose of subsection (1) (e), a child is emotionally harmed if the child demonstrates severe
- (a) anxiety,
  - (b) depression,
  - (c) withdrawal, or
  - (d) self-destructive or aggressive behaviour.

### *Criminal Code of Canada*

The *Criminal Code* provides the justice system with the legal authority to enforce criminal law as it applies to the abuse and neglect of children. It establishes criminal offences, procedures for investigation, and prosecution and sanctions for offenders. The *Criminal Code* is available online at <http://laws.justice.gc.ca/en/C-46/>

## Appendix B – Glossary / Definitions

A number of the terms used in this policy have specific meanings in the context of the British Columbia child welfare system. These are defined below to help ensure clarity and support a collaborative response to suspected child abuse and neglect.

**Appointed School Official:** the school principal

**Aboriginal:** includes the Indian, Inuit and Métis peoples

**Caregiver:** a person who is legally responsible for a child's day-to-day care, for example, a foster parent

**Child:** anyone under the age of 19 in British Columbia; cf. *Child, Family and Community Service Act (CFCSA)*

**Child welfare worker:** a person delegated under the *CFCSA* to provide child welfare services, including responses to suspected child abuse and neglect

**Delegated Aboriginal Child and Family Services Agency:** an organization that provides culturally-appropriate services to aboriginal children and families, and whose child welfare workers have delegated authority under *CFCSA* to provide child welfare services, including responses to suspected child abuse and neglect

**Director:** a person designated by the Minister of Children and Family Development under the *CFCSA*. The director may delegate any or all of his/her powers, duties and responsibilities under the *Act*.

**Emotional Abuse:** The most difficult type of abuse to define and recognize. It may include ignoring or habitually humiliating the child or withholding life-sustaining nurturing. It involves acts or omissions likely to have serious negative emotional impacts. Emotional abuse may occur separately from or with other forms of abuse and neglect. It includes the emotional harm caused by witnessing domestic violence.

**Emotional harm:** When emotional abuse is chronic and persistent, it can result in emotional harm to the child. Under the *CFCSA* a child is defined as emotionally harmed if they demonstrate severe:

- anxiety
- depression
- withdrawal
- self-destructive or aggressive behaviour

**Neglect:** Neglect is failure to provide for a child's basic needs. It involves an act of omission by the parent or guardian, resulting in (or likely to result in) harm to the child. Neglect may include failure to provide food, shelter, basic health care, supervision or protection from risks, to the extent that the child's physical health, development or safety is, or is likely to be, harmed.

**Parent or Guardian:** the mother or father of a child; a person to whom custody of the child has been granted by a court order or agreement; a person with whom the child resides and who stands in place of the child's mother or father.

**Physical Abuse:** Physical abuse is a deliberate physical assault or action by a person that results in, or is likely to result in, physical harm to a child. It includes the use of unreasonable force to discipline a child or prevent a child from harming himself/herself or others.

**Service provider:** employees and volunteers of the CISVA

**Sexual Abuse:** Sexual abuse is when a child is used (or likely to be used) for the sexual gratification of another person.

**Sexual Exploitation:** Sexual exploitation is a form of sexual abuse that occurs when a child engages in a sexual activity, usually through manipulation or coercion, in exchange for money, drugs, food, shelter or other considerations.

**References:**

Child, Family and Community Service Act BC

*BC Handbook for Action on Child Abuse and Neglect;*

(Ministry of Children and Family Development BC)

*Responding to Child Welfare Concerns*

(Ministry of Children and Family Development BC)

*Supporting our Students: A Guide for Independent School Personnel*

*Responding to Child Abuse* (Office of the Inspector of Independent Schools BC)

*Student Records: Requirements and Best Practice Guidelines for Independent Schools* (Office of the Inspector of Independent Schools BC)

Approved:

January 4, 2004

(Format updated

September 8, 2006)

Personal Information Protection Act (PIPA)

Youth Criminal Justice Act

Date(s) Revised:

June 21, 2007

October 14, 2009

October 5, 2010

December 7, 2010

## **GENERAL ROUTINES AND REGULATIONS**

**STUDENT ABSENCE:** When a child will be absent from school, the parent must phone the school before 9:30 a.m. This is to ensure safe arrival of pupils and that the absence is approved by the parent.

**SCHOOL SECURITY:** Doors at the side of the school are locked for security purposes. All persons entering the building are to report to the office before proceeding to any room in the building.

**PARENT INTERVIEWS:** 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.

**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. Please notify staff members if, on a special occasion someone other than a family member is to pick up your child.

**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.

**LIBRARY:** 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.

**FIELD TRIPS:** 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 Trip transportation policy is as follows:

- A) **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.
  
- B) **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-**
  
- C) **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.

**EMERGENCIES:** Many teachers have attended a First Aid Course and a Public Health Nurse is in the school about once per month. Emergency help is also available from the Fire Station across the street. Cases needing further care will be taken to Mount St. Joseph's 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.

**INJURED STUDENTS:** It will be the responsibility of a staff member to transport an injured student to the hospital for medical treatment. In the event that a child is injured, the staff member will contact the parent to come to the school and take charge of their child. If the parent cannot come or refuses to come to the school and take their child for medical treatment, we will call for an ambulance. Any cost will be the responsibility of the parent.



## Memo to Parents - Emergency Procedures

### MEMORANDUM

**To: Parents**  
**From: Administrator**  
**Re: Emergency Procedures for Schools**

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 children 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).

We ask that you follow this procedure if you hear of any school emergency:

1. **Turn on your radio to CKNW or Z95.3.** We will keep the media informed of any emergency.
2. **Please do not telephone the school** We have limited phone lines. These must be used to respond to the emergency.
3. **Please do not come to the school unless requested to pick up your child.** Any emergency involving your child's school may mean emergency vehicles and workers must be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed via the media of the new location.

## Letter to Parents - School Earthquake Plans

Dear Parents:

To ensure the safety of students and staff, precautions such as fire and earthquake drills are practiced regularly at our school. However, this is only part of the preparation needed. The following information outlines the steps to be followed by staff at the school in case of an earthquake. Also included are directions for parents and guardians to support the school's efforts in ensuring your child's safety. Please read this information carefully and keep it inside your school directory.

### ***At school during the earthquake:***

- Staff and students will **take cover** as practiced in drills.
- Staff and students will **exit quickly** when the shaking has stopped and assemble outside in a designated area.
- A **Command Centre** will be established near the front of the school.
- A **Parent Reception Area** will be established once designated parent volunteers arrive to staff this area.
- **Students will be dismissed** according to the directions you have been given on the Emergency Information Sheet you completed before school started this year.
- **Parents will report to the Parent Reception Area** to fill out the necessary forms in order to have their child/children released to them.

### ***Before the earthquake parents should:***

- **Ensure that accurate and up-to-date information is recorded on the Emergency Information Sheet** on file at the school. As changes in this information occur, please inform the office in writing as soon as possible.
- **Purchase an emergency kit** for your child/children through the school office (if you have not already done so).
- **Discuss the family's plan**, preparedness routines, and an out-of-area phone contact number with your child/children.

***During the earthquake parents should:***

- **Follow the previously discussed plan** to reunite family.
- If children are at school, **do not phone the school** as the phones will be needed to contact help from emergency services.
- You should **arrive at school as soon as possible and report to the Parent Reception Centre.** Please walk onto the school grounds. Only emergency vehicles are permitted to be on the school property. **Bring identification with you!**
- Your child/children will be brought to you in the Parent Reception Centre once the necessary paper work has been completed.
- If you arrive at school after the evacuation has been completed, information will be posted regarding the location of the children.
- Please consider being involved in the school's emergency preparations. Parent volunteers are needed in many areas. Feel free to contact a member of the Emergency Preparedness Committee with your suggestions and questions.

*(Adapted From: Delta School District. 1995. Partners in Emergency Planning)*

## Letter to Parents -Earthquake Preparation

Dear Parents:

Because our school is located in the Lower Mainland, an earthquake-prone area, we ask you to be aware of our school's earthquake policies and procedures. Additional information for home preparation is available in the telephone book under the headings of "Earthquake" and "First Aid."

We are prepared to care for all of the children in the event of a critical situation or in the event parents are not able to reach the school. We have first aid supplies and will attempt to be in communication with local emergency services. We do ask for your help in the following areas:

- Please **do not phone the school**; we must have the lines open for emergency calls.
- 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 or Z95.3**; 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.
- No student will be dismissed from school unless a parent or a guardian previously designated by a parent comes for them. (Be sure this information is kept up-to-date with the main office at our school.)
- All parents or designated guardians who come for students must have the student signed out at the Student Release Centre.

Thank you for your willingness to follow these guidelines and assist in making it possible for us to handle the emergency in an effective and efficient manner.

Yours sincerely,

Principal

*(Adapted from: Coquitlam District, 1996. Emergency Preparedness Handbook.)*

## **EXTRA-CURRICULAR ACTIVITIES:**

These activities 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 soccer, 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:**

1. Students are under the supervision of their coach or teacher during all practices and competition. Their conduct should be a favourable reflection of our school.
2. Practices and games will be scheduled with the approval of the Principal and published to give adequate notice to parents.
3. 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.

## **ARRIVAL AND DEPARTURE OF STUDENTS:**

### **A) 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 12th Avenue, or the south side of the school on 13th Ave.

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.

### **B) Student Training:**

It is the teacher's responsibility under the direction of the Principal to educate the students as to the proper conduct while riding buses or private vehicles during field trips, emergency procedures and proper boarding and disembarking procedures.

## **TELEPHONE PRIVILEGES:**

Children WILL NOT be called to the phone at any time. Messages can be left with the school secretary. Students will not be allowed to call home unless there is an emergency.

## **DETENTIONS.**

Children will not be detained at school beyond 3:30 p.m. Normally a child will not be kept in at recess time.

If children must be kept in during recess periods, they will be supervised.

## St. Patrick's School Homework policy/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 behaviour 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 behaviour 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.

## **SCHOOL UNIFORMS**

### **GIRLS UNIFORM**

TUNIC (GR. K-4)  
KILT (GR. 5-7):

SWEATER:

BLOUSE:

SOCKS:

SHOES:

EARRINGS:

HAIR:

### **KINDERGARTEN TO GRADE SEVEN:**

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.

REGULATION WHITE - to be fitted and ordered through the school supplier. NO SUBSTITUTES.

PRIMARY – POLO SHIRT INTERMEDIATE – OXFORD SHIRT

REGULATION GREEN COLOR (same as the sweater), Green Knee Highs, ankle socks or tights. (Not Pantyhose)

ALL BLACK IN COLOR. Low cut, dress, casual or running shoes. (NO PLATFORM SHOES - 1½ inch heel max).

Only small studs and hoops are permitted.

No large hair accessories should be used. Artificial hair color, streaks or highlights will not be tolerated.

### **BOY'S UNIFORM**

TROUSERS:

SWEATER:

SHIRT:

SHOES:

SOCKS:

EARRINGS:

HAIR:

### **KINDERGARTEN TO GRADE SEVEN:**

REGULATION BLACK DRESS TROUSERS -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 To be ordered through the school supplier. NO SUBSTITUTES.

ALL BLACK IN COLOR. Low cut, dress, casual or running shoes. (NO PLATFORMS).

Black Socks only.

No earrings allowed.

Clean-cut hair. Artificial hair color, streaks or highlights will not be tolerated.

**SCHOOL UNIFORM, cont...**

**SUMMER UNIFORM:** MAY BE WORN IN SEPTEMBER, OCTOBER, MAY & JUNE  
\*GIRLS – CHARCOAL SKORTS  
\*BOYS – BLACK SHORTS  
- to be ordered through the school supplier. NO SUBSTITUTES.

**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.

**OPTIONAL:**

SWEAT SUITS:           GREY TOPS & PANTS - AVAILABLE THROUGH THE  
SCHOOL SUPPLIER - TO BE WORN OVER P.E. STRIP

\*\*\*\*\*

***All articles of clothing, as well as shoes and school bags, must be labeled 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. ie: Cleaned, pressed and mended.***

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

***School sweaters must be worn for all formal functions and all school masses.***

Sweaters are available from Cambridge & Co. @ 604-924-9929  
All other items are available through Neat Uniform @ 1-800-668-8261