

St. Patrick's School

PARENT HAND BOOK OF POLICIES AND PROCEDURES

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Christ is the center of all our endeavors.

Our aim is to provide an atmosphere where the education of the whole person is promoted.

In the educational progress, we encourage

Good character

Academic achievement

and Citizenship

**``Come, Worship the Lord''
2009 ~2010**

TABLE OF CONTENT

Staff		<u>2</u>
Philosophy and Mission		<u>3</u>
Statement of School Objectives		<u>4</u>
	Parent / Guardian Statement of Commitment	<u>5</u>
	Parent / Guardian Uniform Commitment	<u>6</u>
	What We Wish to Reinforce	<u>7</u>
1.0	Religion	<u>8</u>
2.0	Curriculum	<u>9</u>
3.0	Programs	<u>9</u>
	3.1 Language Arts	<u>9</u>
	3.2 Mathematics	<u>9</u>
	3.3 Science	<u>9</u>
	3.4 Social Studies	<u>10</u>
	3.5 Music	<u>10</u>
	3.6 Learning Assistance	<u>10</u>
	3.7 Physical Education	<u>10</u>
	3.8 Social Responsibility	<u>11</u>
	3.9 Spiritual Development	<u>11</u>
	3.10 Art	<u>11</u>
	3.11 French	<u>11</u>
	3.12 Computers	<u>11</u>
	3.13 Library	<u>12</u>
	3.14 Extra Curricular	<u>12</u>
4.0	Report Cards and Interview Calendar	<u>13</u>
5.0	St. Patrick's School Discipline Policy	<u>14</u>
	5.1 Minor Incidents	<u>15</u>
	5.2 Major Incidents	<u>16</u>
	5.3 Policy on Complaints or Problems	<u>16</u>
6.0	School Regulations	<u>17</u>
	6.1 School Attendance	<u>17</u>
	6.2 Tardiness	<u>17</u>
	6.3 Inclement Weather Condition	<u>18</u>
	6.3.1 School Inclement Weather Conditions Policy	<u>18</u>
	6.3.2 Parent Participation Inclement Weather Conditions Policy	<u>18</u>
	6.4 Uniforms	<u>19</u>
	6.5 School Hours	<u>21</u>
	6.6 Home Communication	<u>21</u>
	6.7 Traffic Control & Parking	<u>22</u>
	6.8 Volunteers	<u>22</u>
	6.9 Field Trips / Responsibilities of Field Trip Participants	<u>23</u>
	6.10 Policy Dealing With Suspensions and Expulsion	<u>32</u>
	6.11 Policy For Dealing With Major Complaints	<u>33</u>
7.0	Regulations Regarding School Property	<u>34</u>
	7.1 Gymnasium	<u>34</u>
	7.2 School Buildings	<u>34</u>
	7.3 School Grounds	<u>35</u>
	7.4 Playground	<u>35</u>
	7.5 Special	<u>36</u>
8.0	Miscellaneous	<u>37</u>
	8.1 Non Instructional Days	<u>37</u>
	8.2 Visitors and Parents	<u>37</u>
	8.3 Promotion	<u>37</u>
	8.4 Fund Raising	<u>38</u>
	8.5 Health Services/School Guidelines for Managing Students with Food Allergies	<u>39</u>
	8.6 Personal Information Privacy Policy	<u>40</u>
	8.7 Awards	<u>46</u>
	8.8 Admission Policy	<u>47</u>
	8.9 Parent Participation Obligations	<u>48</u>
	8.10 Parent Participation Cheque Cashing Policy	<u>48</u>
	8.11 Policy on Delinquent Fees	<u>50</u>
9.0	Education Committee - Duties & Responsibilities	<u>51</u>

STAFF

PASTOR

St. Patrick's Parish
St. Luke's Parish
St. Joseph's Parish, Mission

Rev. Fr. Richard Au
Rev. Fr. Amador Abundo
Rev. Fr. Wilfred Gomes

SCHOOL STAFF

Principal
Kindergarten
Grade One
Grade Two
Grade Three
Grade Four
Grade Five
Grade Six
Grade Seven
Music
Primary French
Learning Resource
Learning Resource

Mrs. Irene Wihak
Mrs. Rae-Anne Prinster
Mrs. Bella Yu
Ms. Corrina Ialungo
Mrs. Sandra Stradeski
Mrs. Anna Kravjanski
Ms. Jane Schroeder
Mr. Mark Seiler
Mr. Marcel Loretan
Mr. Rory Fader
Mrs. Christina Geary
Mrs. Joanne Figueiredo
Mrs. Angelique Rasmussen

SUPPORT STAFF

Special Education Assistant
Special Education Assistant
Special Education Assistant
Special Education Assistant
Early Childhood Educator
School Secretary
Maintenance
Parish Secretary

Mrs. Donna Albrecht
Mrs. Linda Potter
Mrs. Aldine Castres
Mrs. Terry Homme
Mrs. Paula Tomic
Mrs. Julie Rose
Mr. Joe Antoniak
Mrs. Merle Bawagan

PARISH EDUCATION COMMITTEE MEMBERS 2009 / 2010 SCHOOL YEAR

Pastor
Chairperson
Vice-Chair
Finance
Secretary
Parent Participation
Maintenance
Fund-raising

Rev. Fr. Richard Au
Mr. Ken Ngyou
Mr. Trevor Whalley
Mrs. Andrea Feil
Mrs. Urszula Fabbro
Mr. Jim Goheen
Mr. Timmy Wong
Mrs. Amber Lachance

The Parish Education Committee meetings are scheduled for the fourth (4th) Tuesday of each month at 7:00 pm. Visitors are welcome.

PHILOSOPHY AND MISSION

Christian education and teachings within a Catholic School are intended to supplement and deepen a faith already valued, *lived and practiced in the home*. Through the light of further instruction, the educators in the Catholic School strive to help the children become **more** conscious of the doctrines, traditions, and call to a living and active faith which is theirs as Catholics and/or Christians.

All people are called to salvation and to the Kingdom which Jesus promised when He walked the roads of Galilee. As Christians we are called to spread and share the kingdom. **For this to occur, our faith and our life must co-exist in our daily situations. Our faith must be part of our daily lives.**

An attitude of life is unavoidable in any educational institution because it comes into every decision that is made. The school's concept of life is related to its view of reality and that reality in the Catholic School is Christ-centered. Our school and schools similar to ours in nature strive to keep faith and Jesus as part of our daily lives, not merely a "subject to be learned". **Our schools were established and continue to promote the formation of the whole person- Spiritually, Mentally, Emotionally and Physically. The child must be enabled to think and choose freely based on sound Gospel values.**

This development is the task of Parents, Parish Priests, Teachers, Students, Parish and School communities. There may be times that the results are less than we would like them to be, but then we must place our trust in the Lord, whose strength, we are told, often shines forth in our own weakness.

STATEMENT OF SCHOOL OBJECTIVES

The school seeks to provide programs to develop the child educationally, personally (emotionally, spiritually, culturally), and socially. Communication with parents and the community is essential in effecting the growth. Parents, staff and others in the parish community strive to provide a warm, friendly atmosphere wherein concern and support are expressed. They likewise volunteer services to both the curricular and extra-curricular activities.

Through exposure to the community and encouraged service to the parish community, the staff strives to enable the child to grow in good citizenship and awareness of the whole community needs.

Although facilities are to some degree limited, the equipment and the materials are updated and increased as funds permit. The school staff strives to provide those resources which will enable the child to grow and develop to live within and cope with a complex society.

- i) The school strives to provide the child with knowledge and skills related to spiritual, mental, emotional, cultural, social and physical aspects of his/her being.
- ii) It strives to provide the child with sufficient challenge, encouragement and motivation to work to his/her potential realizing both his/her strengths and weaknesses.
- iii) It strives to provide programs suited to the individual differences within the children.
- iv) It strives to enable the child to work independently as he/she grows older making effective use of time and developing skills and abilities in creative expressions, critical thinking and problem solving.
- v) It strives to provide programs to help the child grow in his/her appreciation of other periods, ethnic and religious groupings, cultural values, physical settings and economic classes.
- vi) The school strives to provide a variety of activities (curricular and co-curricular) wherein a child can experience success and appreciate his/her capabilities and interest both in terms of educational abilities and in terms of social development, decision making, and leadership qualities.
- vii) It strives to foster within the child a sense of self worth, confidence, and self-respect, as well as a sensitivity to, acceptance and respect for others and their rights.
- viii) The school strives to provide opportunities for the development of knowledge and skills to enable the child to live and work in a rapidly changing society.
- ix) It strives to help the child grow in his/her awareness of his/her rights and responsibilities as a Christian.

PARENT / GUARDIAN STATEMENT OF COMMITMENT

PHILOSOPHY

“Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God's plan for creation.” From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B. C. by Catholic Bishops of B.C. 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. The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you. By returning the signed statement with your completed application, you accept the responsibility of this commitment.

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
 - (a) Parent/Guardians are expected to support the Religious Education Program and participate in it as required ie: Grade 7 students will participate in Sunday Mass and write a journal as part of the Grade 7 Confirmation program. **All** students will participate in school Masses.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
6. Each student is expected to know and follow school policies on behaviour.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend at least one orientation session which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
10. If any of these conditions are not met the school reserves the right to: refuse admission, or remove the student from the school.

PARENT / GUARDIAN UNIFORM COMMITMENT

*“Catholic Schools provide an environment where faith and learning go hand in hand
leading the young people to be the best they can be.”*

ALL school uniforms MUST be purchased through St. Patrick’s School.

Coloring, streaking, highlighting of hair, make-up and nail polish are not permitted. Any students not following these policies may be sent home until the problem is corrected.

Shoes – platform shoes are not permitted. Shoes **MUST NOT** have a heel higher than 2 cm (1”).

Girls’ Winter Uniform – **MUST** wear White, Black or Navy blue socks or tights.

Boys’ Winter Uniform – **MUST** wear **NAVY BLUE** or **BLACK** socks.

NO white socks are permitted.

NO JEAN JACKETS PERMITTED

SCHOOL POLICY STATES:

Within the mission of St. Patrick’s Catholic Christian teachings, respect for our bodies further deepens our valued faith. Therefore, while complying with the uniform, no body piercing is to be evident. Small stud earrings remain the only form of acceptable jewelry. Artificial or permanently applied tattoos are not to be visible. Hair color is to remain natural in appearance. No hair or pin curlers are to be worn during school attendance. Make-up and nail polish are not permitted. Daily, the teachers check to ensure the students are in full uniform. **Uniforms must be in good condition, laundered and remain at a suitable fit.** Responsibility of correction first rests with the parent, the child and then the teacher. If there are problems, the teacher will inform the parents by letter. After 3 such letters, the teacher will inform the principal and the principal will contact the parents. If no resolution can be reached, the Parish Education Committee will be informed.

CHILDREN MUST wear the full school uniform at all times, including to and dismissal from school. **Children not in uniform will not be allowed to participate in classroom, field trips and/or extra curricular activities. Permission must be given by the Principal for students to change out of school uniform after school. This will only be given for special reasons.**

WHAT WE WISH TO REINFORCE

- 1) Politeness in speech and manners and the avoidance of bad language.
- 2) Respect in action of word towards all.
- 3) Peacemaking.
- 4) Friendliness, by inviting one another to participate in games consequently practice sportsmanship.
- 5) Respect for the property of others and the property of the school community.
- 6) Concern for the rights of others in the classroom and the playground.
- 7) Diligence in assignments.
- 8) Honesty and Justice - to admit when wrong and to take responsibility for one's action.
- 9) Gratitude for the talents we have and the use of them for the betterment of ourselves and the community.
- 10) Willingness to be of service.

1.0 RELIGION

The purpose of the *Christ Our Life* religion program is to nurture an authentic, living faith wherein the young child develops a deep prayer life through a living relationship with the **THREE PERSONS OF GOD. This is a life built on love not fear.**

In speaking of a religion program, we do not restrict ourselves to a body of material or doctrine. Our *Faith* must be a *lived experience not an intellectual exercise*. This is the reason why, *what the child experiences and sees lived at home* and at school is as important if not more important than what is presented in the textbooks.

Parents involvement is essential to such a program particularly in the early years where parental influence is so persuasive. *A religion program in a school can only supplement what is done in the home; it cannot replace what ought to be done. Parents, school and church must work in a co-operative manner to encourage the total development of the child's faith.*

Through our daily living at school, we try to live the principles of the *Good News of Jesus*. No matter how often we may fail, we try to pick up where we have failed and **trust** that **Our Lord** will take care of the rest.

The Christ our Life program itself is supplemented with units and celebrations related to the *Rosary and Mary, Advent, Lent, the Saints, and the Sacraments*.

Grade 1 and 3 students participate in the Archdiocesan personal safety program called "*I'm a Gift From God*". The Grade 7 students participate in the "*Love and Life*" program.

School Liturgies will be celebrated during each month as set out by the Pastor. Prayer Services will also be celebrated.

We invite ALL PARENTS to join in these celebrations of our Christian and Catholic Faith.

Daily mass is celebrated in the Parish Church at 8.05 a.m. We encourage parents and students to attend morning Mass. Instruct children to join in the morning celebration. Also start your day by attending the Eucharist.

The Chapel in the Fr. Verrall Centre is open for the students use as well as parents for quiet time and reflection. Students are to ask permission from the principal or a teacher if they are going to the chapel.

2.0 CURRICULUM

The curriculum follows the *Ministry of Education directives*. Teachers compose subject overviews of the year's work.

3.0 PROGRAMS

3.1 LANGUAGE ARTS

The aim of English Language Arts is to provide students with opportunities for personal and intellectual growth through speaking, listening, reading, viewing, writing, and representing to make meaning of the world and to prepare them to participate effectively in all aspects of society.

A variety of resources are recommended by the Ministry and are available to teachers and students. Resources are purchased to support the learning outcomes.

3.2 MATHEMATICS

Mathematics is one way of trying to understand, interpret, and describe our world. There are a number of components that are integral to the nature of mathematics, including change, constancy, number sense, patterns, relationships, spatial sense, and uncertainty. These components are woven throughout this curriculum.

Resources for Mathematics are recommended by the Ministry. A variety of materials are available to the students to meet individual needs.

3.3 SCIENCE

Through all the grade levels the science program emphasizes the understanding of one's interaction with the environment and how the environment influences us. A combination of programs, unit classroom experiences and field trips are used to develop this understanding.

3.4 SOCIAL STUDIES

The elementary social studies program is organized around key concepts, generalizations and themes derived from the social sciences, and is designed to allow for a wide selection of content by the teacher. The program encourages the child to organize his/her inquiry, provides him/her with a means of understanding the world around him/her and helps him/her to examine and consider values, and thus begin to develop his/her own system of values. The program investigates people as social and cultural beings.

3.5 MUSIC

Music is an important feature of the school program. The music program is based on the Orff Schulwerk philosophy. The purpose of Orff Schulwerk program is to assist in the musical and personal development of the child through a variety of experiences. The experiences of speech play, singing, movement, instrumentation (through the use of xylophones, glockenspiels, recorders, and non-pitched instruments) and notation in a group setting serve to enhance the total development of the child.

In both the primary and intermediate grades, students are able to participate in the school choir. The school choir participates in school concerts, St. Thomas More Festival and during the Christmas Season travels to various hospitals and Senior Citizen homes in Maple Ridge.

3.6 LEARNING RESOURCE

This program is designed to help students who are experiencing serious difficulties in language arts and/or mathematics. The assistance given is a supportive one and is completely tailored to a child's needs. This program is not a panacea. Difficulties in learning are often complex. The key objective of the program is to provide children with the feeling of achievement. Success builds further success and positively influences a child's self-concept. Parents would be consulted before a child would begin such a program. Children with special needs are welcomed at St. Patrick's, and wherever applicable, will be provided with an additional assistance. Teacher Assistants play an important role and are supervised by the Learning Assistance and Classroom Teachers.

3.7 PHYSICAL EDUCATION

Physical education is important and is receiving new emphasis in curriculum guidelines and ministry directives. Participation by all students is mandatory unless reasonable circumstances demand otherwise. **Children must have proper gym wear, and proper gym strip (see uniform requirements).**

A note from the parent is necessary for the student to be excused from P.E.

3.8 SOCIAL RESPONSIBILITY

A variety of experiences will be provided which enables the child to:

- value and respect individual contributions
- value, respect and appreciate cultural identity and heritage
- accept and demonstrate empathy
- establish a collaborative environment and acquire cooperative and independent social skills
- respect and care for the environment
- adapt to a changing world

3.9 SPIRITUAL DEVELOPMENT

The emphasis in promoting spiritual development will be on facilitating:

- growth in their relationship with God, the Father, Son and Holy Spirit
- a firm grasp of their faith enabling them to become evangelizers
- motivation to incorporate the faith message into their daily lives
- the ability to make decisions based on Christian values
- preparation for leadership and ministry in the Church and World
- vocation

3.10 ART

Through the use of media and methods the children develop their awareness of colour, texture, form, rhythm, line, shape, light and shade, perspective, etc.

3.11 FRENCH

The French program which extends from Kindergarten through Grade Seven has as its aim to create enthusiasm and enjoyment of the French Language, to promote positive attitudes towards other cultures, to promote the development of knowledge and use of the language suitable to the child's age and ability and by Grade Seven to develop a limited reading recognition of the material presented orally, and an ability to write simple French sentence patterns.

3.12 COMPUTERS

Computers are very much a focus in our technological society. St. Patrick's has responded to the needs of the children growing up in a world filled with computer technology. The **B.C. Ministry of Education Computer** curriculum suggests a hands-on experience for children in order to expose them to the use of computers. **Our goal** is to enable all grade levels to have hands-on experience.

3.13 LIBRARY

The library is a place of quiet reflection, study, and reading. The use of the library and reading is encouraged, but in order to maintain our present collection of material, parents are urged to encourage their child to take care of any books taken home, and to ensure the return of the books on the due date. Students are normally allowed to take out four books for a two week period.

Charges will be made for lost books, for books damaged beyond repair or use.

Students are required to have a school library bag. Students must bring a library bag to library class each week.

Encyclopedias and Reference books are to be used within the library only, they may not be taken home. Once a schedule has been arranged, students will be able to study in the library during the lunch break. The library is open for student use each lunch hour Monday through Friday.

3.14 EXTRA CURRICULAR

The school is involved in both the Catholic Sport's League and the Maple Ridge Public School's League. We try to provide a full sports program for any intermediate grade child who wishes to participate. The Leagues by nature are competitive, however, opportunities are provided not only for our school teams to succeed but for all players to participate as well. Participation is based on attitude, effort, skill and willingness to come to practices as regularly as possible. Students and parents sign commitment letters before each season begins.

Fall	Soccer Volleyball Cross Country
Winter	Basketball
Spring	Cross Country Track & Field
June	School Fun Day

The students also participate in various sports tournaments throughout the year.

Year round:	R.C. Challenge Intermediate / Primary Choir Intermediate / Beginner Band Recycling - Green Team / Adopt-a-block Broadcasting Club Chess Reading Link / Readers Are Leaders Spelling Club
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4.0 REPORT CARDS AND INTERVIEW CALENDAR

Official reporting periods will be held four times during the school year:

1st reporting period	October (Parent/Teacher Interview)
2nd reporting period	December (1st written)
3rd reporting period	March (2nd written)
4th reporting period	March (Student-led Conference)
5th reporting period	June (Final written)

The main purpose of assessment, evaluation, and reporting is to enhance and support students' learning. Reporting is a process, not a product. Written reporting, for the formal communication, is the most effective method of meeting the principles of assessment and evaluation. Written comments are recommended since they provide specific, detailed information on the students' continuing growth and development.

It is important to remind ourselves that the formal written reports are only a part of the communication process. Conferences, telephone calls and notes are part of on-going reporting and can provide necessary details about the development of the whole child.

Reporting must be meaningful - the data collected from students must be authentic. Authentic data is what students make, do or create. Authentic data may include portfolios, written observations of actions, performances and interactions, video tapes of regular classroom activities, audio tapes, projects, learning logs/thinking logs, journals, authentic tests, photographs, student notebooks.

A term overview is included with the formal, written report. A term overview is a synopsis of the attitude, skills, knowledge and content taught in the content of the Program.

Parents are always welcome to meet with the teacher anytime throughout the school year. For the convenience of both parent and teacher, these interviews should be pre-arranged. Phone the school office to arrange a time.

5.0 ST. PATRICK'S SCHOOL DISCIPLINE POLICY

Arising from our Catholic faith, it is our firm belief that the children enrolled in our school are here to grow spiritually, physically, intellectually and socially so that they become responsible, caring members of our society. At the same time, our school **must be** a safe, caring respectful environment for all students. Students have a responsibility to know and observe the rules and regulations of the school and to behave in a manner appropriate to good citizenship. The goal of our discipline policy is to encourage self-discipline, responsibility and mutual respect.

The policy focuses on restitution rather than punishment. When children relate their actions to specific consequences they learn to make appropriate choices. Therefore, all students are expected to behave in a reasonable and responsible manner according to the following (4) school rules:

1. Treat others in a respectful and Christian or Christ-like manner.

Jesus was the greatest teacher of kindness and tolerance towards others.
Some examples of this rule include:

Appropriate

- treating others with kindness/respect
- including others in games
- using polite language, manners and respectful tones
- taking turns
- acceptance of differences
- following instructions, being courteous

Inappropriate

- fighting, name calling, bullying
- teasing, excluding others
- mocking, swearing, lying
- being sarcastic, taunting
- disregarding instructions, arguing, talking back

2. Respect the property of others.

Personal and shared property needs to be treated with care and respect.
Some examples of this rule include:

Appropriate

- taking care of our school
- keeping the grounds free from litter
- taking care of school books/equipment
- respecting the property of classmates/staff

Inappropriate

- vandalism/theft
- littering
- defacing property, writing on or inside desks or text books
- taking items without permission

3. Follow school safety rules and play safely.

The school must be a place where all students feel safe.
Some examples of this rule include:

Appropriate

- walking in the school, lining up quickly
- keeping **“hands off”** others
- staying within school boundaries
- using playground equipment safely

Inappropriate

- running inside, being noisy
- rough housing, wrestling
- leaving the school grounds
- using deliberate hurtful actions towards others (physical or emotional)

4. Take responsibility for your actions and your learning.

Throughout life, we all make decisions and must take responsibility for those decisions. Therefore, it is expected that students do the right thing even if a teacher or parent is not present. This is called **acting responsibly**. Some examples of this rule include:

Appropriate

- doing homework
- telling the truth,
- working and staying on task
- being in school uniform
- getting involved in the learning process
- being prepared for school tasks
- arriving at school on time

Inappropriate

- incomplete work
- blaming others
- disturbing others, fooling around
- forgetting gym strip/uniforms
- coming to school unprepared
- being tardy/truant

The following procedure will be followed in relation to **Minor** and **Major** incidents for the disciplining of students who fail to cooperate with the rules and regulations.

5.1 MINOR INCIDENTS

Step 1. The correction of unacceptable behaviour and minor incidents is primarily the responsibility of the classroom teacher. In common areas such as playground, hallways, etc. classroom teachers and supervising teachers are responsible for the handling of these incidents.

Consequences for minor incidents:

Teachers will use whatever technique for modifying behaviour that is judged to be the most suitable for the individual or individuals concerned and is appropriate for use in a school. These may include time out, service work assigned, loss of recess, make up time after school, planning sheets, phone calls home, student / teacher or parent conference, redoing messy work, loss of privileges, monetary repayment, etc.

Any incident that requires immediate attention will be reported to the Principal (eg. Broken window).

Step 2. If the problem persists, the student will be referred to the Principal. The teacher informs the Principal of the problem and indicates what attempts were made to resolve the conflict. Further acts of restitution may be given. The teacher will report the matter to the parents either verbally or in writing.

Step 3. If the problem remains unresolved, the student is again referred to the Principal. The student/teacher/Principal will meet in a conference to help the student resolve the problem. When a 2nd referral is made, the Principal will report the matter to the parents either verbally or in writing.

Step 4. If the problem remains unresolved, a conference with the principal / teacher / parent student will be arranged to help resolve the problem. The Pastor may be informed of the problem. The parents will be asked to cooperate with the school in finding ways to encourage the student to be successful within the school setting. In addition to this, a School Based Team meeting may also be scheduled.

Step 5. If the problem remains unresolved, a conference will be arranged which will include the Pastor and/or Education Committee Chairperson, at which time conditions will be set for the student. In the event that parents will not or cannot cooperate, they will be asked to withdraw their child from the school.

5.2 MAJOR INCIDENTS

The following are classified as **MAJOR INCIDENTS**:

- 1) violence - physical or verbal intimidation; including verbal threats and intimidation, or possession of potentially dangerous items.
- 2) throwing objects such as rocks, books, snowballs with intent to hurt others
- 3) defiance of authority
- 4) disrespectful/abusive language or gestures
- 5) leaving school grounds without permission

If the Principal concludes that a student has participated in a major incident, his/her parent(s) will be contacted immediately and the student will be sent home on the day of the incident. This will be followed up by a written statement from the Principal. Upon return to school the following will occur:

First Offense: up to a one-day in-school suspension where students will be required to work outside the classroom in a designated area under the supervision of another teacher or Principal. Students will be readmitted to class following a conference with the teacher and Principal.

Second Offense: up to a three-day in school suspension; students will be readmitted to class following a conference with the student, parent, teacher, and Principal.

Third Offense: an out of school suspension of up to three days; the student will be readmitted following another conference including the Pastor and / or Education Committee Chairperson, where conditions for returning to school will be set. Students are responsible for all assignments.

Fourth Offense: the problem is such that it cannot be resolved. The parents will be asked to withdraw the student from the school where a fresh start at another school may be needed. Prior consultation with the Education Committee has taken place.

*** NOTE * A student that has participated in an above offense that is deemed to be so severe by the Principal, Pastor and / or Education Committee Chairperson may be subject to immediate expulsion.**

The goal of this policy is to enhance our students' Christian formation. This consists of teaching, guiding and helping them understand and appreciate their role and responsibility as students. This will enable them to take their place in the human family and to help them build the Kingdom of God.

5.3 POLICY ON COMPLAINTS OR PROBLEMS

PREAMBLE

We all experience problems in different aspects of our lives and some may arise about school. If problems do arise, please follow the outlined procedures. These procedures apply to anyone interested in registering a complaint.

SCHOOL RELATED PROBLEMS:

If the difficulty is a classroom related issue then the following steps shall be followed:

1. The classroom teacher should be the first person, with the parent, to identify the problem and develop a plan to solve it. When this involves conflict between students, wherever possible, the students should be encouraged towards reconciliation and kinder actions. The classroom teacher monitors the plan with the parents and assesses its effectiveness. If the parent is unsatisfied with the results he/she will contact the principal.
2. If no resolutions in (1) are found then contact the Education Committee in writing outlining the difficulty by the 15th of the month to enable placement on the agenda.

6.0 SCHOOL REGULATIONS

The ideal is to develop within the child the means for self discipline. Every effort is made to understand the child, to be flexible with the home in helping the child to mature.

Positive reinforcement is an essential means for obtaining desirable behavior. Parents and Teachers, by reinforcing Christian principals of action and encouraging children through praise and love, can create a vibrant Christian School Community.

6.1 SCHOOL ATTENDANCE

Parents should be aware of the necessity of having their child(ren) present at school for those days school classes are in session, unless otherwise prevented by illness or a family emergency.

Should it be necessary for your child to be absent, **please contact the school prior to 9:00 a.m. to report the reason.** All unexplained absences will be checked, to ensure the safety of all our children.

All children returning to the school must provide a written note to the Classroom Teacher stating the reason for their absence from the school. ***Any child, absent more than three consecutive days, due to illness must provide a doctor's certificate.***

If you are removing a child from school for a special reason, please report to both the School Office and the Classroom Teacher.

For all school sponsored Field Trips, Music or Sports events, parents will be notified in writing prior to the event. Children cannot be taken from the school without written permission.

Taking children out for holidays during school times, however educational the holiday may be, do not meet Provincial or Education Committee requirements for attendance. Children miss valuable work and discussion which cannot be replaced. This is also true when a child is repeatedly late.

Parents are asked to note the following:

- 1) Teachers cannot be expected to provide work in advance for a planned holiday from school. If a child misses work for other than illness or a family emergency, parents assume the responsibility for the work missed.
- 2) If absence from school (due to other than illness or family emergency) results in a partial loss of the government grant for the child, parents will be billed for the loss.

Absences: students are expected to attend every scheduled school day, excepting illness or medical appointments. When possible, routine medical and dental appointments should be scheduled outside of school hours. Alternate programs or school schedules are only allowed with permission of the Education Committee, as recommended by the principal.

NOTE: Parents are responsible for ensuring that their child/ren attend school regularly and that if the minimum of 135 days of attendance between September and May 15th is not reached and the Provincial Government Grant is lost, in whole or part, the parents will reimburse the school for the amount.

6.2 TARDINESS

Any child coming to school late must report to the school office and state the reason for his/her tardiness. Please note that children who are persistently late become a disturbance to the class. The only reason for tardiness is a medical appointment, although if at all possible these appointments should be made outside school hours, especially on Wednesday after 2:00 p.m.

School begins each day with prayer. This is a very important time for the class to be together. Parents must make every effort to have their children to school on time.

6.3 INCLEMENT WEATHER CONDITIONS

6.3.1 School Inclement Weather Conditions Policy

- 1) Snow overnight: In the event of a heavy snowfall overnight, St. Patrick's School may follow the direction of Independent Bus Lines in determining whether the school will be open. Parents are asked to listen to **CKNW 980 AM** for any announcement of school closure.
- 2) Snow during the day: Once again St. Patrick's may follow the direction of the Bus Line and Public Schools. Although the school will remain open to students, parents are welcome to pick up their children early should they feel that driving conditions in their area are deteriorating.
- 3) Power outage: In the event of a power outage, follow the above criteria.

6.3.2 Parent Participation Inclement Weather Conditions Policy

- 1) Schoolyard duties: If the school has been declared closed for the day as per the above policy, daytime parent participation duties are also cancelled. If the school remains open, each parent with scheduled parent participation duties is responsible to fulfill their duty or switch shifts with another qualified parent and notify the appropriate Team Captain. This applies even if you make a personal decision to not bring your child to school that day. Remember, it is YOUR responsibility to fulfill your Parent Participation Obligation.
- 2) Bingo duties: A decision to cancel bingo due to inclement weather will be made by the Parish Priest or his assigned delegate, no later than 2:00 PM. The bingo manager and team captain will be notified. All team members will then be notified and duties for that night will be cancelled. If bingo is not cancelled, each parent with scheduled parent participation duties is responsible to fulfill their duty or switch shifts with another qualified parent and notify the appropriate Team Captain. This applies even if you make a personal decision to not attend. Remember, it is YOUR responsibility to fulfill your Parent Participation Obligation.
- 3) Official cancellation: If there is an official cancellation of school or bingo and duties are cancelled, Parent Participation Obligation for that shift is considered fulfilled.
- 4) Reference to Policy 8.10 Parent Participation Cheque Cashing Policy: As per Policy 8.10.3 "... A missed obligation without suitable replacement will result in one of the undated Parent Participation cheques being cashed and a letter of explanation being sent to the parent for their banking records..."

Passed: 09/2007

6.4 SCHOOL UNIFORM: KINDERGARTEN TO GRADE SEVEN

Within the mission of St. Patrick's Catholic Christian teachings, respect for our bodies further deepens our valued faith. Therefore, while complying with the uniform,

- no body piercing is to be evident.
- small stud earrings remain the only form of acceptable jewelry.
- artificial or permanently applied tattoos are not to be visible.
- hair should be neat, clean and well groomed each day.
- caps and hats may not be worn in classes or in school buildings.
- make-up and nail polish are not permitted.
- daily, the teachers check to ensure the students are in full uniform. Uniforms must be in good condition, laundered and remain at a suitable fit.
- responsibility of correction rests first with the parent, the child and then the teacher. If there are problems, the teacher will inform the parents by letter.
- After one such letter, the teacher will inform the principal and the principal will contact the parents.
- if no resolution can be reached, the Parish Education Committee will be informed.

Revised 06/01; Revised: 09/2004; Revised 09/2005
Revised 09/2008

The shipping and handling costs for ordering uniforms (other than those ordered at the three regular ordering times), will be added into the cost of uniforms. This will only apply to articles that must be ordered in and not to any existing stock on hand at the school. Although it is school policy that students are to be in proper uniform at all times, it is not feasible to keep enough stock of every item on hand. The three ordering dates should provide parents with ample opportunity to ensure that their children are properly attired. Stock items will continue to be available, at no additional charge. Passed: 01/03

CHILDREN MUST wear the full school uniform at all times, including to and dismissal from school. **Children not in uniform will not be allowed to participate in classroom, field trips and/or extra curricular activities.** Permission must be given by the Principal for students to change from the school uniform after school. This will only be given for special reasons and must be requested by the parent.

Uniform Ordering:

Uniforms can be ordered throughout the year. If the items are in stock we will fill the order. In order to guarantee that you will receive your child/ren's uniforms for the appropriate season orders must be placed by these dates:

- September 28, 2007 (Winter uniforms)
- February 1, 2008 (Summer uniforms)
- April 25 & 26, 2008 (September uniforms - a fit line is available at this time)

For information regarding school uniforms, please contact the school uniform coordinator,

Mrs. Tonya Kahlert 604-462-9685 / Mrs. April Lucarino (used uniforms) 604-465-1894

UNIFORM REGULATIONS:

1. **All school uniforms must be purchased through the school**
2. Girls Shoes: 1" - 2" heel will be permitted
3. Crested Shirts
4. Tunics/Kilts - no shorter than mid knee
5. Sweaters: Hunter green
6. Tailored blouses - long/short sleeves
7. Crested, green, hooded sweatshirt **NOT TO BE WORN IN CLASS OR GYM.**

NOTE: ALL UNIFORMS MUST MEET THE SCHOOL STANDARDS.

COLOUR DAY: Colour Days are days when the students do not have to wear the school uniform. Students are not permitted to wear any clothing that has rude or crude writing, spaghetti straps, bare mid-drift or any clothing that is not in keeping with our Catholic Philosophy. Revised 09/2004

Uniforms are required for all school related events.

BOYS SCHOOL UNIFORM

- WINTER:**
- Navy blue dress pants – (Grs. 4-7) Navy blue pull-on (K-Gr.3)
 - Crested white polo style shirt
 - St. Patrick's School Sweater - Hunter green only
 - Navy blue or black socks
 - Black dress shoes

(NO boots, sandals, runners or shoes above the ankle are permitted in the classroom)

Runners may be worn outdoors only

SUMMER WEAR...Optional (can be worn from Spring break to Thanksgiving in October)

- Tailored navy blue walking shorts
- Crested white polo shirt
- White or navy blue socks
- Sweater and shoes as winter uniform

GYM STRIP:

- Green shorts and St. Patrick's School crested T-shirt
- Clean gym runners - only to be worn in gym

GIRLS SCHOOL UNIFORM

- WINTER:**
- School tartan jumper (Kindergarten to Grade 3) **with** blouse only.
 - Tailored white blouse Top Marks issue only (*optional for grades 4 to 7 only.*)
 - School tartan skort (Grades 4 & 5 only) **with** crested white polo shirt or blouse.
 - School tartan kilt (Grade 6 & 7 only) **with** crested white polo shirt or blouse.
 - St. Patrick's School sweater Hunter green only.
 - White, black or navy blue socks.
 - Navy blue tights **only** – All grades (permitted with Gr. 4 & 5 skort)
 - Black dress shoes,

(NO boots, sandals, runners or shoes above the ankle are permitted in the classroom)

Runners may be worn outdoors only

SUMMER WEAR...Optional (can be worn from Spring break to Thanksgiving in October)

- Navy blue culottes K to 7
- School tartan skort for Gr. 4 & 5 only permitted as summer wear.
- White tailored blouse (*as stated above*) **OR** Crested white polo shirt (*all students*)
- White or navy blue socks - **NO TIGHTS PERMITTED**
- Sweater and shoes as winter uniform

GYM STRIP:

- Green shorts and St. Patrick's School crested T-shirt
- Clean gym runners - only to be worn in gym

6.5 SCHOOL HOURS

SCHOOL HOURS:

Starting time	8:45 a.m.
Recess	10:15 a.m.-10:30 a.m. **
Lunch	12:00 noon-12:40 p.m. **
Dismissal	2:45 p.m.
WEDNESDAY Dismissal	2:00 p.m.

KINDERGARTEN SESSIONS:

Kindergarten : Monday and Wednesday – full days 8:45am – 2:45pm
WEDNESDAY Dismissal 2:00 p.m.

Tuesday, Thursday and Friday - 8:45 a.m. - 11:40 a.m. **
**** subject to change on special occasions**

6.6 HOME COMMUNICATION

Communication between the home and the school is of the utmost importance. The staff will do this through phone calls, newsletters, meetings etc. In order to facilitate this communication, there will be a newsletter going home weekly as well as periodic information during the month.

This and all correspondence is brought home by your youngest child. Within the newsletter will be information regarding general school news, classroom events, field trips, extra curricular activities, etc.

Agenda books are a major means of communication and are used in Grades 1 - 7. Parents are asked to review them daily. Should you have any questions or concerns especially regarding homework, projects, etc. please make note and the teacher will respond.

To keep parents informed and to keep them abreast of current trends in education, newsletters will go home weekly. Parents may ask questions, place them in the school suggestion box and they will be answered in a bulletin, if deemed appropriate.

All correspondence going home from the classroom and / or the office should be kept for easy reference. Communication is a top priority with all staff and Education Committee Members.

PLEASE RESPOND TO ALL NOTICES SENT HOME.

6.7 TRAFFIC CONTROL & PARKING

Please follow the guidelines regarding the dropping off of children at the school. These will have been given to you in September. Also please pay attention to the policy concerning parking. If you wish to see any member of the staff, even only for a minute, please park in the church parking lot.

Do not park in drive through lanes and then leave your car.

***Please do not arrive on the school grounds until after 2:30 p.m.
with the exception of Wednesday then 1:45 p.m.***

Please have your children exit from cars in the drive-through lane as quickly as possible. If for any reason your children are not ready to exit, park in the church lot. This prevents a back up of traffic on 121st. Avenue.

These policies apply to Kindergarten drop-off and pick-up. All parents are to remain in their vehicles in the drop-off lane. If they choose to walk their child to the Kindergarten line-up and/or wait with their child they must park in the parking lot behind the church.

Revised: 09/04

6.8 Volunteers

Rationale

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, governance, facility operations, supervision, fundraising, maintenance, and special events. Whenever volunteers work directly with students in an unsupervised capacity, policies and procedures must be in place to best facilitate the enhancement of the programs being provided and to ensure the safety and well-being of students.

Policy

The Board of Directors supports the use of volunteers in schools, in a manner that enhances and promotes the safety of students and the quality of student learning.

Procedure

In order that the safety of students is ensured and that the best interest of the school is served, procedures should be established for the recruiting, training and supervising of volunteers.

The Principal is responsible for overseeing the use of volunteers who work directly with students in an unsupervised capacity and must consider the following when developing local procedures for managing volunteers in the school:

Criminal Record Check

All volunteers who work directly with students in an unsupervised capacity should have a criminal record check. Some situations may arise whereby the supervisory role of a volunteer is limited and/or indirect and may not warrant a criminal record check.

The principal will consider the need to request a criminal record check, interview prospective volunteers, and/or request additional information from the prospective volunteer based on:

- the nature of the activity
- the extent of supervision required by the prospective volunteer
- the knowledge, skills, abilities, and suitability of the prospective volunteer
- available references

Registration of Volunteers

Administrative personnel should be aware of volunteers serving in the school at all times. This may be accomplished through appropriate procedures of “sign-in” and/or “scheduling” of volunteers. A process should be in place that clearly identifies volunteers and visitors in the school.

Training

All volunteers should have a competency at the task for which they are asked to provide volunteer service. This competency may be achieved through an informal process of volunteer orientation and training or through a process of specific and formal training/certification. The level of training required will vary according to the task(s) for which volunteer service is provided.

Volunteer File

A volunteer file should be maintained at the school office and updated on a regular basis. The file should contain pertinent information such as:

- i. Criminal record check
- ii. Contact information
- iii. Information regarding relevant certification and training
- iv. Other relevant volunteer information (ie. medical information, driver's license, etc.)

Supervision

- i. The Principal and/or Education Committee will provide supervision guidelines.
- ii. Classroom volunteers will be under the supervision of the teacher.
- iii. Other volunteers will report to a designate of the Principal and /or Education Committee.
- iv. At times it will be both necessary and appropriate for volunteers to work in an unsupervised capacity with groups of students.
- v. Volunteers are to be discouraged from working in an unsupervised, or unmonitored, one-on-one capacity with students.

6.9 FIELD TRIPS

Field trips and other outside school related activities are encouraged by the Ministry of Education and the Catholic School Board. It is the policy of the school to have at least one Supervisor for every five primary children present on such an outing. The ratio for Grades 4 and 5 is 1 – 8. The ratio for Grade 6 & 7 is 1-10.

In order for the school to make these activities available for the students, parent participation is essential. Parents who volunteer their time in this capacity are expected to supervise classroom students assigned to them by the home room teacher. Therefore, parents or supervisors may not bring with them any other children from outside the class.

At times, parents may be invited to bring other members of the family to events. This will be at the discretion of the home room teacher, coach or supervisor.

RESPONSIBILITIES OF FIELD TRIP PARTICIPANTS

1. PRINCIPAL'S RESPONSIBILITY

The Principal shall ensure that:

- i.) the guidelines and protocols laid out in this *Field Trip Policy Manual* are understood and followed by all participants;
- ii.) every field trip has a knowledgeable and prepared leader who is a teacher from SPS. (Hereafter referred to as the '**field trip leader**'.)
- iii.) the following elements are reviewed when making decisions regarding field trips:
 - ◆ curriculum fit;
 - ◆ risk;
 - ◆ age/grade appropriateness for the activity;
 - ◆ required supervision ratios;
 - ◆ selection of supervisors;
 - ◆ relevant instructional activities before, during, and after the trip;
 - ◆ cost, fundraising, budgeting;

- ◆ appropriate communication with parents/guardians regarding field trip details;
- ◆ itinerary and trip schedule;
- ◆ transportation arrangements; and
- ◆ accommodation arrangements, if applicable.

FIELD TRIP LEADER'S RESPONSIBILITY

The field trip leader shall be a SPS teacher who has volunteered to plan and coordinate the trip. If, for some reason, the field trip leader cannot attend, the field trip shall be cancelled, unless a knowledgeable, alternate teacher replacement, approved by the Principal, agrees to conduct the field trip. A "substitute teacher" will not be allowed to be a field trip leader, unless he/she is filling a long-term absence.

The field trip leader shall consider the responsibility to preview field trips in a similar manner to which he/she previews other school resources prior to including them in the instructional plan.

The field trip leader is to familiarize himself/herself with the destination and associated details of the event. The teacher should have completed a curriculum fit and risk assessment to ensure maximum learning opportunities are provided to the students.

The Principal and field trip leader shall ensure that specified supervision ratios are met.

Planning Process

The field trip leader will:

- ◆ consult with and obtain the approval of the Principal to proceed before initiating discussion with parents/guardians or students, and before planning the field trip. Certain time lines are to be followed to ensure adequate preparation time.
- ◆ in conjunction with the Principal, evaluate all aspects of the field trip, including educational opportunities and curriculum fit, risk assessment, activities, accommodation, modes of transportation, supervision, security, emergency communication arrangements, and emergency evacuation procedures.
- ◆ document the above as well as any parent information meetings held.

Selection and Training of Field Trip Supervisors

The field trip leader, together with the Principal, shall:

- ◆ select appropriate adult volunteers (i.e. TAs, other teachers, parents, etc.) to act as supervisors on the field trip. SPS classroom teachers utilize a rotation system, if possible, to try and ensure that parents have the opportunity to help with supervision. Parents accompanying the class for the purpose of supervision are chosen at the field trip leader's discretion based on:
 - i.) specific criteria given to the school by organizations (e.g. Science World, etc.);
 - ii.) the needs (physical, emotional, social) of students in the class; and
 - iii.) the suitability and availability of parents.
- ◆ **inform parent supervisors of their primary purpose, namely to supervise the students involved. Parent supervisors need to understand that the presence of pre-schoolers may be a distraction. Supervising parents with pre-schoolers are to arrange alternate care for these children.**
- ◆ ensure all teacher supervisors and volunteer supervisors receive an orientation or briefing on details regarding the trip and their specific duties and authority prior to departure.

Emergency Preparedness

The field trip leader and field trip supervisors shall carry with them a Field Trip Kit containing emergency First Aid supplies in order to be as prepared as possible for emergencies. The contents of

this kit will depend on whether the field trip is designated to be low or increased risk. Communication should be possible between the school and the group on the field trip. A cell phone or other phone must be available in the event of an emergency.

Attendance Counts

The field trip leader will be responsible for ensuring that a precise attendance count is taken at all points of arrival and departure on the trip, as well as at appropriate points during the trip.

Post Field Trip Reports

The field trip leader is to complete and submit a post field trip report in the event of accidents/incidents, and if unusual, unexpected, or unsatisfactory experiences have occurred on the trip or during the activity.

OTHER FIELD TRIP SUPERVISORS' RESPONSIBILITIES

Each field trip supervisor (T.A., teacher, parent, etc.) shall:

- ◆ report to the field trip leader
- ◆ support and follow the school's code of conduct and report any inappropriate conduct to the field trip leader
- ◆ conduct him or herself in a professional demeanor consistent with the school's expectations. Supervisors serve as role models to students, and act as ambassadors of the school. No alcohol is to be consumed while supervising students
- ◆ take whatever precautions are necessary to ensure the safety, proper conduct, and appropriate behaviour of students
- ◆ adhere to the schedule or itinerary
- ◆ dress appropriately according to the type of activity
- ◆ attend an orientation session or receive an oral or written briefing from the field trip leader and/or the Principal regarding field trip details and the supervisor's specific duties and responsibilities during the field trip
- ◆ fulfill his/her supervision duties for the duration of the field trip. Supervisors are on duty at all times during the field trip. There is to be no unsupervised time for students on a field trip.

STUDENTS' RESPONSIBILITIES

Field trips are privileged outings and participation may be denied if a student fails to meet academic or behavioral expectations. Each student participating in a field trip shall:

- ◆ comply with the requirements of the SPS student code of conduct (*see School Policy Handbook-Discipline*)
- ◆ be prepared for the particular type of field trip (i.e. wear appropriate clothing and footwear to be prepared for possible seasonal weather variances)
- ◆ advise the field trip leader of any health concerns or dietary restrictions
- ◆ bring any equipment, food, drink, etc. as listed on the *Field Trip Consent Form*
- ◆ be accountable to the field trip leader and all supervisors
- ◆ participate in a responsible and cooperative manner during the trip
- ◆ complete all academic activities related to the field trip before, during and after the trip in a satisfactory manner./

PARENTS'/GUARDIANS' RESPONSIBILITIES

Parents/Guardians are responsible for:

- ◆ returning the signed authorization/consent form to the school by the required deadline
- ◆ advising the school of any health concerns or dietary restrictions
- ◆ ascertaining if the level of risk associated with the trip is appropriate for their child, and accept risks involved
- ◆ agreeing to their child's transportation to and from the school or meeting place for field trip departure and arrival
- ◆ informing the school in writing of any injury sustained outside of school that may affect the student's ability to participate safely in school field trips
- ◆ attending any parent/guardian information meeting regarding the field trip, if applicable
- ◆ ensuring their child is appropriately dressed for seasonal weather conditions, and that the child brings the required equipment, food, drink
- ◆ reinforcing with their child the importance of appropriate behavior while on the field trip.

2. TRIP PLANNING

The field trip leader is to plan well in advance of a field trip to ensure that adequate time is dedicated to preparing for and carrying out the field trip. The field trip leader is to use the *SPS Field Trip Request Form* to provide information such as the purpose of the trip, destination, grade and numbers of participating students to the Principal for approval.

Once approval has been given, he/she may then proceed to plan the details for the trip, and can then inform parents and students. For an overnight trip, such as Outdoor Education, approval from the PEC must also be given.

3. SUPERVISION RATIOS

Supervision must be adequate given the inherent risk of the activity. Supervision provided must be reasonable and consistent with parental expectations based on the information provided in the *Consent Form to Parents*. While it is not possible to be with all students at all times, it is possible to maintain supervision of students participating in a given activity. (*See special guidelines for/increased risk activities.*)

Based on information collected from other school districts, the following are minimum supervision ratios: For every 5 primary students one supervisor. . The ratio for Grades 4 and 5 is 1 – 8. The ratio for Grade 6 & 7 is 1-10.

Additional supervision is required when:

- i.) the field trip is an overnight activity. In this case, there must be appropriate male and female adult supervision.
- ii.) there is increased risk
- iii.) there is participation of students with special needs

For increased risk of activities, competent instruction and vigilant supervision is mandatory. Competence may be established by virtue of a certificate from a governing body, such as a Canoeing Instructor's Certificate from Canoe Sport BC. In areas where certificates are not issued, competency may be that recognized by the leader's peers by virtue of experience and demonstrated expertise in the activity. In increased risk activities, supervisors should be:

- i.) aware of the limitations of students on the trip
- ii.) aware of the difficulty/danger of the area where the trip is occurring
- iii.) ensuring that students are aware of the expectations of the trip, as well as the behavior and conduct expected in relation to the SPS Code of Conduct (*see SPS Policy Handbook pg. 12*)

4. ACCESSIBILITY

Eligibility criteria to participate in field trips must be established. No eligible student will be denied access based on inability to pay in order to participate in a day field trip held during instructional hours.

Student field trips are financially supported in whole or in part by parents and guardians, but are to be planned with a due regard for economy in order to be affordable. Field trip costs are assessed in the Activity Fees.

5. INFORMED CONSENT

Parents/guardians are responsible to determine whether their child may participate in a student field trip. In order to provide informed consent, comprehensive student field trip information that clearly describes the educational benefits and safety risks must be communicated to parents and guardians. When a parent meeting has been called to discuss a proposed field trip, attendance must be documented. If a parent cannot attend, he/she must personally discuss the field trip with that teacher prior to signing the consent form.

There are some circumstances where one permission form may be appropriate for a series of common activities. For example, permission to participate in extra-curricular league games.

6. TRANSPORTATION

Student safety and well being are the first and most important criteria that must be met for any trip. The field trip leader is responsible for obtaining, prior to each trip, the written consent of the parent/guardian of each student to be transported. The method of transportation must be clearly stated.

BUSES

- Buses are usually hired for field trips that require extensive travel (i.e. trips outside the Tri-city area.)
- Students who are transported to a field trip by bus are normally required to ride to/from the site with the class unless otherwise specified by the classroom teacher. An extenuating circumstance such as an early doctor's or dentist's appointment would indicate the need to leave a field trip in a private vehicle. A note is required from the parent prior to the field trip for this circumstance.
- If there is insufficient space on the bus, the teacher/student supervision ratio may be lower; however, there are to be at least two supervisors on the bus.

PARENT DRIVERS

- All parent drivers are to have a valid BC driver's license, carry valid insurance, and be in compliance with all Motor Vehicle Branch requirements. Parent drivers must complete a *Driver's Certification of Insurance*. A record is kept, and teachers are to check that a form has been completed for any parent who volunteers to drive for a field trip/sporting event.
- When driving in a private vehicle, all passengers must wear a seatbelt. Students may not be seated where there is an airbag. When volunteering to drive, parents are to note the number of seats excluding airbags that are available.
- Students are to be driven directly back to the school following the field trip/sports event.
- Neither the volunteer driver nor the vehicle owner shall be reimbursed or remunerated for expenses incurred for the use of any vehicle used in the voluntary transportation of students.

GENERAL TRANSPORTATION GUIDELINES

The field trip leader will determine the list of passengers that parent drivers will transport. Parents may not make any changes, unless approved by the field trip leader.

Whether being transported by bus or by private vehicles, the field trip leader is to complete a list of students assigned to each bus or vehicle. A copy of this list is filed at the school. This list should be used to account for all students before leaving the school, and again when returning to the school.

The field trip leader will also insure that students traveling by bus and/or private vehicle have available their medical alert information. The office staff will assist in facilitating this protocol.

Teachers/coaches are to refer to the *Guidelines for Coaches – Away Games* for detailed protocol.

7. PARENTAL COMMUNICATION AND NOTIFICATION OF FIELD TRIP DETAILS

Once a field trip has been approved, the field trip leader shall provide parents/guardians in writing with field trip information, which may include (according to the complexity of the field trip):

- the purpose and educational objectives of the field trip, as well as related academic expectations and outcomes;
- the name of the field trip leader and his/her contact number at the school;
- the destination;
- the date(s) and times of the field trip (including departure and return times);
- a detailed itinerary, outlining the nature and number of activities;
- transportation plans;
- cost details, including trip supervisors' costs (where applicable);
- supervision arrangements;
- the date, time, and location of the compulsory parent/guardian meetings;
- any special risks associated with the activity (including safety precautions);
- a request that parents/guardians inform the field trip leader about any relevant medical conditions of the students; and
- any other relevant information about the trip which may influence the parent's/guardian's decision whether or not to approve their child's participation and to accept the risks involved.

For some field trips with multiple dates (e.g. skating, swimming, extra-curricular league games, etc.), one form may be used as long as the form includes a schedule of all activities. Should any schedule change occur, parents/guardians shall be sent a written notification which they are required to sign and return to the school prior to the event taking place.

8. FIELD TRIP REQUEST FORM

Teachers are to use the *SPS Field Trip Request Form* and complete all information required.

Curriculum Link:

- ✓ Give a brief description regarding educational goals of trip. Tie in with IRP Goals.
- ✓ Indicate the learning expectations(s) of students taking part in this trip.

Nature of the Field Trip:

- ✓ Describe the program schedule/itinerary of activities to be undertaken.

Risk Assessment:

List the possible risks involved.

Risk Management:

- ✓ Define training and safety equipment (if required). For increased risk activities, determine if student's skill levels are to be assessed and formal instruction provided prior to or at beginning of field trip. Parents may be required to "sign off", indicating that they know and agree with the skill level of their son/daughter.
- ✓ Detail the instructions that will be given to students to maintain safety.
- ✓ Consider a mandatory parent/student orientation prior to a student's participation in a planned field trip. If possible, arrange for a presentation by the organizing body/company.

9. PARENTAL CONSENT FORMS

Using the information from the *Request for Field Trip Form*, the office staff will ordinarily complete the *Parental Consent Form*. Wording for standard field trips will be similar in regard to advising parents of inherent risks, having parents agree that the activity described is suitable for their child, and advising them that there is a risk of injury associated with this activity.

10. STUDENTS NOT PARTICIPATING

Supervision will be provided for those students not attending a field trip. Ordinarily students will go to another teacher's class. If not enough students participate in a given field trip, the field trip leader may cancel the trip.

11. LIMITED AND/OR INCREASED RISK ACTIVITIES

Classroom teachers are to bring field trips with increased risks to the attention of the PEC for approval. If the trip is to be done on regular basis, e.g. Outdoor Education, approval will only be needed in the first year. In subsequent years, should the venue or activities conducted on these approved field trips be changed, the PEC is to be consulted for approval.

09/2004

Resources: *SPS Staff Handbook*
 SPS Parent Handbook
 Queen of All Saints School
 Calgary Catholic School District

 School District #36 (Surrey)
 School District #43 (Coquitlam)
 School District #45 (West Vancouver)

6.10 POLICY DEALING WITH SUSPENSIONS AND EXPULSIONS

In the normal operation of a school, instances may arise in which a student commits a serious infraction of school or CISVA policy. This serious infraction may lead to the student's being suspended or expelled from the school. When dealing with such matters, schools are required to act for the protection of all members of the school community.

An expulsion is usually preceded by a suspension, during which the student is denied the privilege of attending school and all school-related activities. Suspension from school is considered to be a serious penalty for behavior which, if continued, would ultimately result in an expulsion.

The principal is required to investigate fully every serious infraction to the best of his/her ability and is required to maintain documentation that accurately records the incident and the investigation. This documentation would be used to support the school's decision to suspend and/or expel.

A suspension is decided upon by the principal or vice-principal only after thorough investigation. The length of the suspension must fit the severity of the infraction. No student shall be suspended for a period exceeding one school day without prior consultation between the principal or vice-principal and the Pastor/Archbishop's representative and/or the chairperson of the Education Committee. A written notification of suspension must be given to the parents or guardians. The letter must contain the school's expectations of the student if re-admission to the school is granted.

If the principal has determined that the incident is serious enough to warrant expulsion, the principal must immediately consult the Pastor/Archbishop's Representative and the Education Committee Chairperson. During this consultation period, the student will be suspended. After the consultation, the principal will make his/her decision about the expulsion and inform the student's parents or guardians, either in person or by telephone.

Appropriate arrangements must be made for the student to leave the school. A written notification must be given to the parents or guardians within twenty-four hours of the expulsion.

Parents may appeal a suspension or expulsion decision. (See "Policy for dealing with Major Complaints".)

EFFECTIVE
SEPTEMBER, 1977

6.11 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 involved must maintain confidentiality and 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 guidelines. Schools may develop a local policy that deals 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 communications 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 any issue usually involves some compromises. Both parties should be aware of this and must be open to compromises, at the same time 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 committee.
 - (b) determine that 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. Advisers might include the pastor, chairperson and a representative from the Superintendent's Office, etc.

- (d) provide a resolution to the issue.

The principal having made a judgment to resolve the issue, both parties must be promptly notified of the resolution in writing. In this written notification the parties must be informed of the available appeal procedures.

- 3. If the principal's resolution is to 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 no 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 extension of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

11/13/96

7.0 REGULATIONS REGARDING SCHOOL PROPERTY

7.1 GYMNASIUM

- 1) Students are ONLY permitted into the gym with proper supervision.
- 2) No food, gum, or drink is permitted in the gym.
- 3) Only barefoot or runners permitted for gym activities.
- 4) All equipment must be put away neatly and carefully after use.
- 5) Gym washrooms are to be used only during P.E. or special events.
- 6) Because of classrooms in the vicinity, classes are to proceed to and from the gym quietly and change in a like manner during school hours.
- 7) The pop machine in the gym may not be used. The pop machine is for Bingo use only.
- 8) Equipment may be taken from the gym only with proper permission from the teacher or the principal.
- 9) Spectators require permission to be in the gym and then should be seated on the stage. Spectators may never use the gym equipment.
- 10) When league practices, drama or other such practices are held in the gym, students not participating in these activities may not go into the gym. If students are waiting for siblings, they must present themselves to the principal for permission to wait on the stage. No equipment may be used. If students do not follow the rules parents will be notified and students will be asked to leave the school grounds promptly at dismissal time.

7.2 SCHOOL BUILDINGS

- 1) Students should walk on the stairways and in the halls.
- 2) When the bell rings for lining up, students should move directly to their lines.
- 3) When students have gone outside at recess and noon they should remain outside unless given permission to re-enter the school or unless an emergency arises.
- 4) Students should be outside during recess and/or lunch on good weather days unless they have permission to remain inside. If a student has to remain inside, a note must accompany the student from the parent.
- 5) On their way outside, students should move quickly and directly to the water fountains and washrooms and then outside.
- 6) Students should have their P.E. Strip and supplies at school so that borrowing from students in other classes is not necessary.
- 7) Permission is required for students to visit another student's classroom or go into the teacher's or other student's desk to borrow materials.
- 8) Students should show respect for the school facilities, school property and other students' property.
- 9) Clothing and other articles should either be hung up or put in the desks before students go home for the day.

7.3 SCHOOL GROUNDS

- 1) Students must walk their bicycles on the church grounds and playground when arriving at or leaving the school.
- 2) Bicycles are to be parked during the school day and students are to stay away from this area.
- 3) The playing areas are East of the school, gym and portables.
- 4) Students should strive to act in a manner that improves the appearance of the school and school ground. (Always throw the litter in the containers provided.)
- 5) Guns, knives (toy or otherwise), sharp instruments, Ipods, MP3 players, etc. are not permitted at the school.
- 6) Permission is required from the Principal for a student to leave the school grounds.
- 7) Fire-escapes and steps to the school should always be left clear of students and books, so that people have safe access to or from the school buildings.
- 8) Games played on the playground should be games that show respect for safety and feelings of others. British Bulldog, Piggyback fights, and play fights often end up in injury and therefore are not suitable.
- 9) Effort should be made to include all students in games. Any sports equipment given to class for play outdoors should be shared by all in the class and should be taken care of by a monitor.
- 10) Students should check with the teachers on supervision when a problem arises.
- 11) Gum is never permitted at school or at any related school activity.

PLEASE NOTE:

**DO NOT take pets on the school grounds at any time.
If your pet is with you, please stay off the school grounds.**

7.4 PLAYGROUND

As playground equipment is supplied for each class, hockey sticks, lacrosse sticks, etc. are not allowed on the school playground.

As children are required to play outside in varying weather conditions, please ensure that your child is properly dressed during the winter season. Indoor recesses are called only in extreme downpour or storm conditions.

7.5 SPECIAL

- 1) The phone may be used only with the permission of the Principal and/or supervising teacher.
- 2) Prior arrangements must be made if a student wishes to go to another student's home after school. The school phone cannot be used for this purpose.
- 3) The Library is a place for quiet study, reading and reflection during school hours.
- 4) Students should move quietly through the buildings when going from one destination to another as not to disturb other students.
- 5) The health room and staff room are normally out of bounds to the students.
- 6) Students must bring a note, if absent or late, or if required to leave the school early.
- 7) Lost and Found: All articles should be returned to the office. After one month they will be given to the poor.
- 8) Uniforms, as described in the handbook, are to be worn at all times during school hours.
- 9) Students are expected to display courteous behavior at all times to other students, all teachers and any visitor to the school.
- 10) Students are expected to complete all assignments carefully and promptly.
- 11) All students are required to wear helmets while skating.
- 12) Students must wear school uniforms for all school related events unless other clothing is permitted.

Revised 09.2005

8.0 MISCELLANEOUS

8.1 Non-Instructional Days

On designated non-instructional days children are not required to be in school attendance. Only teachers are required to be in attendance. The school will have 6 Pro-D Days and 1 Religious Holiday throughout the year. You will be notified of these dates.

8.2 VISITORS & PARENTS

All visitors and parents are welcome but, as a matter of safety and courtesy, we ask that you report to the office upon entering the school.

Classroom helpers and/or visitors who are on the premises for a period of time are required to sign in at the office and wear a "Visitor's Tag". No one is allowed to go to a classroom. All items for a student must be dropped off at the office. Parents and/or Guardians picking up children early from school must notify the classroom teacher in advance. Report to the office and the classroom teacher will be notified to dismiss the child.

Parents are encouraged to consult with the teachers should any problem arise. This can be done by means of a phone call or a personal interview. Generally, *unexpected or spontaneous* interviews are not as beneficial as prearranged interviews and, therefore, are discouraged.

During the Lunch Hour - 12:00 - 12:40 p.m., the front doors of the school will be locked. Everyone, parents and students, must use the back door. This ensures that no intruders will enter the school at this time.

8.3 PROMOTION

Promotion practice is essentially a matter of deciding what is best for the growth and development of a student. It is based on (a) *Marks*; (b) *Effort and Attitude*; (c) *Social age*; and (d) *Ability to do the work of the next grade*.

Progress through the work of elementary school may require anywhere from eight to nine years depending upon the maturity of the child.

8.4 FUNDRAISING

St. Patrick's school participates in fundraising activities in order to acquire items deemed important by the parents, staff and students but not covered under the general budget. Each year a fundraising plan is developed by the Education Committee and implemented by the Fundraising Chairperson. It is generally believed that St. Patrick's School community has preferred to avoid multiple fundraising activities (ie: chocolate sales), and that this has been replaced by a yearly family donation (ie: \$50), and one large fundraising event, (ie: Trivia Night).

The teachers also coordinate and implement a fundraising event (ie: the Walk-a-thon) and are responsible for determining how these funds are spent.

The following will also apply:

1. Fundraising activities, within the school community (ie: special events), are only permitted with the approval of St. Patrick's Parish Education Committee.
2. Exempt from the above if fundraising for charitable causes (ie: Holy Childhood), and is usually done at the classroom level.

Revised 09/2004

8.5 HEALTH SERVICES

School health services are intended to help the student achieve or maintain his maximum potential physically, emotionally, and socially through detection and prevention of disease. The school nurse initiates and co-ordinates this program with other members of the school staff. The nurse is available on appointment only for health counseling. Each student's health is an individual matter and is given confidential attention.

8.5.1 SCHOOL GUIDELINES FOR MANAGING STUDENTS WITH FOOD ALLERGIES

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, and parents, to minimize risks and provide a safe educational environment for food-allergic students.

Family's Responsibility

- Notify the school of the child's allergies.
- Provide emergency contact information.
- Provide the school with physician's instructions for administering medication and work with the Public Health Nurse to develop an individualized care plan. Include a photo of the child on written form.
- Provide properly labeled medications and replace medications after use or upon expiration. Provide the school with up-to-date injection kits, and keep them current.
- Provide support to school and teachers as requested.
- Be willing to provide safe foods for special occasions.
- Educate the child in the self-management of their food allergy including:
 - *safe and unsafe foods
 - * strategies for avoiding exposure to unsafe foods
 - * symptoms of allergic reactions
 - * how and when to tell an adult they may be having an allergy-related problem
 - * how to read food labels (age appropriate)
- Review policies/procedures with the school staff, and the child (if age appropriate) after a reaction has occurred.
- Pay costs of emergency ambulance transportation after an attack.

Responsibilities of the School Principal

- Work as closely as possible with the parents of an anaphylactic child.
- Ensure that the parents have completed all the necessary forms.
- Ensure that the Individual Care Plan is on file.
- Notify the school community of the anaphylactic child, the allergens and the treatment.
- Post allergy-alert forms in the staffroom/ office area.
- Maintain up-to-date emergency contacts and telephone numbers.
- Ensure that all staff and volunteers have received instruction with the auto-injector.
- Ensure that all substitute teachers are informed of the presence of an anaphylactic child, and have been adequately trained to deal with an emergency.
- Arrange for annual in-service.
- Develop an emergency protocol with parents and the Public Health Nurse for each anaphylactic child.
- Store auto-injectors in easily accessible locations.
- Establish safe procedures for field trips and extra-curricular activities.
- Develop a school policy (or implement the board policy) for reducing risk in classrooms and common areas.

Responsibilities of the Classroom Teacher

- Inform all parents that a child with life-threatening allergies is attending the school and ask for their support.
- Review the health records submitted by parents and physicians.
- Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans.
- Coordinate with the Public Health nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains epinephrine or other medication. Medications are kept in an easily accessible secure location central to designated school personnel, not in locked cupboards or drawers.
- Review policies/prevention plan with parents/guardians, student (age appropriate), after a reaction has occurred.
- Keep Individual Care Plan in a prominent classroom location and in the substitute teacher file.
- Discuss anaphylaxis with the class, in age-appropriate terms.
- Encourage students not to share lunches or trade snacks.
- Choose allergy-free foods for classroom events.
- Establish procedures to ensure that the anaphylactic child eats only what he/she brings from home.
- Reinforce hand-washing before and after eating.
- Facilitate communication with other parents.
- Follow the school policies for reducing risk in classroom and common areas.
- Leave information in an organized, prominent and accessible format for substitute teachers.
- Ensure that auto-injectors are taken on field trips. Keep the allergic child in the teacher's care while traveling and at the event.

Student's Responsibility

- Not to share snacks, lunches or drinks.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- 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/her own auto-injector in a fanny-pack.
- To understand the importance of hand-washing.
- Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Responsibilities of Public Health/School Nurse

- Consult with and provide information to parents, students and school personnel.
- Participate in in-service and auto-injector training.
- Assist in developing emergency response plans.
- Refer known cases of anaphylaxis to the school principal.

Responsibilities of All Parents

- Respond co-operatively to requests from school to eliminate allergens from packed lunches and snacks.
- Participate in parent information sessions.
- Encourage children to respect anaphylactic child and school policies.

Responsibilities of All Students

- Learn to recognize symptoms of anaphylactic reaction.
- Avoid sharing food, especially with anaphylactic children.
- Follow school rules about keeping allergens out of the classroom and washing hands.

8.6 PERSONAL INFORMATION PRIVACY POLICY

FOR PARENTS AND STUDENTS

8.6.1 The School's Commitment To You

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.

8.6.2 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 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.

8.6.3 Ten Privacy Principles

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

Principle 8 – Openness

St. Patrick's 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 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 School.

8.6.4 What Information is Collected?

St. Patrick's 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.

8.6.5 How is Information Used ?

St. Patrick's 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.

8.6.6 When May Information be Disclosed ?

St. Patrick's 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 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 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.

8.6.7 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.

8.6.8 How Does The School Safeguard Information ?

St. Patrick's 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.

8.6.9 Accessing and Amending Information

St. Patrick's 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.

8.6.10 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.

8.7 AWARDS

We believe that all children are entitled to be recognized for their unique contribution to the school culture and community. Our inspiration is taken from St. Paul's letter to the Corinthians:

Now there are varieties of gifts, but the same Spirit; and there are varieties of ministries, but the same Lord; and there are varieties of workings, but the same God who works all things in all. (I Corinthians: 4-6)

As children work and progress throughout the school year, recognition is given in the form of praise, certificates, stickers, etc.

At the end of the school year, special awards are offered in Grade Seven. These are in the form of Plaques, Book Prizes, Ribbons, and/or Certificates. The awards given are not for academic progress only. They are presented for effort, improvement, and citizenship as well.

Special Awards or trophies are presented in the following categories:

Grade Seven Awards: *Based on grades, achievement, effort and/or improvement in:*

- | | | |
|-------------------|-----------------------|--------------------------|
| a) Math | e) French | h) Most Improved Student |
| b) Language Arts | f) Music | i) Religious Knowledge |
| c) Social Studies | g) Physical Education | j) Christian Living |
| d) Science | | |

All students will be recognized in front of their peers and parents for a particular accomplishment demonstrated that year.

In addition, students are eligible for the following awards:

Michael Duyvesteyn Award -Athletics
Father Steele Memorial Award- Religion

Baxter Trophy-Outstanding Student
Elsie McLellan Award-working hard, cooperating, and volunteering time with a positive attitude.

Class Awards: Intermediate

All students will be recognized in front of their peers and parents for a particular accomplishment demonstrated that year. This will be outlined on a certificate which is ceremonially presented to the student by the teacher at a class assembly, to which the parents are invited.

Special Awards: *Mrs. Mills' Citizenship Award*

This is given to a student, parents or group of students/parents who have involved themselves generously in some service to the parish, school or civic community.

8.8 ADMISSION POLICY

All schools must have a process for admitting students. As part of this process the Pastor/ Archbishop's Representative, the principal and, when practical, a member of the Education Committee shall meet with each new family. Any difficulties arising out of the interview process shall be referred to the Pastor/Archbishop's Representative for resolution.

Families shall read and sign the Statement of Commitment prior to being accepted into a school. For purposes of this policy, "*practicing Catholics*" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly; "*active in a parish*" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

ADMISSION FOR ELEMENTARY SCHOOLS

Priorities for admittance into elementary schools shall be:

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. Enrollment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. 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.

CISVA POLICY JULY 5/95

- Parents are aware that re-admission of their child or children to St. Patrick's School is dependent on all financial matters from the previous year being attended to before re-registration. A Registration fee is charged each year. The purpose of this fee is to help cover the costs of operating the school during the summer months. Costs include secretarial, janitorial, hydro, phone, cleaning of the school etc.

Passed: June 1995
Revised: June 2001

8.9 PARENT PARTICIPATION OBLIGATION

We the parents understand that it is our choice to participate in the school parent participation program or pay the non-participation rate of \$100.00 per month. Should a parent wish to have a non-school parent (or another school parent) replace them in fulfilling their parent participation obligation on an ongoing basis, approval must be obtained in writing from the Parish Education Committee. Such approval is subject to review and may be revoked if the replacement proves to be unsuitable.

Passed: 06/95
Revised, 2001
Revised: 05/2002

St. Patrick's values and encourages volunteerism and is dependent on the generosity of parents and the broader community to support the school with their talents and time. From time to time some regular school tasks will be made into parent participation jobs and will count towards participation hours. This decision is made at the discretion of the Parish Education Committee.

05/2004

8.10 PARENT PARTICIPATION CHEQUE CASHING POLICY

St. Patrick's School Parent Participation program is mandatory.

The **obligations** of the Parent Participation program are:

- to arrive on time and sign in as per schedule
- to find a suitable replacement
- and to inform the captain/office of replacement prior to date/time

8.10.1 Suitable Replacement

- a) **Short-term:** every effort must be made to meet your obligation. A parent who cannot meet a specific obligation must arrange mutual exchange with another **school parent** who does the same job (or is familiar with the job) from an alternate day. All parents must ensure they have the phone numbers of parents who do like jobs in cases of unexpected short-term absence. If you do not have the numbers, please ask the person you report to. ie: Bingo captain or the office.

Family members who may be substituting for the primary parent during the school year, need to 1) be identified in writing on the Parent Participation form at the beginning of the year, 2) be approved by the board, 3) be orientated to the role. Such approval is subject to review and may be revoked if the replacement proves to be unsuitable.

Revised Jan/02

- b) **Ongoing replacement** Should a parent wish to have a non-school parent (or another school parent) replace them in fulfilling their Parent Participation, on an ongoing basis, approval must be requested in writing, by the parent, from the Parish Education Committee. Such approval is subject to review and may be revoked if the replacement proves to be unsuitable. 06/95

If a long-term illness is preventing Parent Participation, the parent should discuss options with the parish priest. If it is determined that a parent cannot take part in their obligation, it will be discussed at the board level and options explored and a decision made. June/01

8.10.2 **Makeup for missed participation**

A suitable replacement must be found for all participation activities and make-up time is **not** an option. The only exception to this is one of a kind participation jobs where there is no one to trade with.

Jan/02

8.10.3 **Missed Parent Participation without suitable replacement**

Office/Captain must inform the Parent Participation coordinator and include reason if known. A missed obligation without suitable replacement will result in one of the undated Parent Participation cheques being cashed and a letter of explanation being sent to the parent for their banking records.

A **second** missed assignment results in another cheque being cashed and a letter informing the parent for their banking records, as well as reminding them that if a 3rd assignment is missed without suitable replacement that they will be raised to the non-participation rate.

Jan/02

8.10.4 **Late arrivals for Parent Participation**

A manager/supervisor has the responsibility of reporting parents that are late for their parent participation. If a parent is repeatedly late three times within a school year, a cheque will be cashed as it will be considered a missed parent participation.

A letter will be sent after the second late parent participation, notifying the parent that a cheque will be cashed if the parent is repeatedly late a third time.

June/03

8.10.5 **Non-participating status/rate**

Parents who miss 3 assignments without finding suitable replacements (in one school year) will be removed from the role for the remainder of the year and their Parent Participation cheques will be cashed monthly for the remainder of the school year. In June, the family has the option to begin July by returning to the Parent Participation program or continue to pay the non-participation rate.

Jan/02

8.10.6 **Appeal Process**

All missed obligations will result in a cheque being cashed regardless of the reason. Appeals will only be considered in exceptional circumstances or if the basis of the information is incorrect.

A parent wishing to appeal a cheque being cashed or the change to non-participation rate, must appeal in writing to the board within 30 days of receiving their letter.

The appeal letter must include: Parent's name, participation role, dates of missed obligation, reasons for missed and reason(s) no suitable replacement was found.

The board will review the appeal and respond in writing with their decision.

Jan/02

8.10.7 **Switching Parent Participation activities**

Efforts are made to accommodate requests submitted with your registration package, but not all requests can be met. Please note that no requests for changes will be considered after Sept. 30th of each year except in exceptional circumstances, which will be taken to the board for approval.

Jan/02

8.10.8 **Parent Participation Roles**

Parent Participation roles will be reviewed annually in relation to needs identified by the board. The review will include feedback from participants, review of role descriptions and clarification of need for the role.

Passed: June 10, 1996 / Revised 1999
Revised: May, 2002 / Revised: Feb/02

8.10.9 Consumption of Alcohol

During fulfillment of your Parent Participation duties, there **shall be no consumption of alcohol or other intoxicants**. Anyone found to be in violation of this expectation will be dismissed for the day/evening and one of your \$100.00 Parent Participation cheques will be cashed. Furthermore, anyone arriving at their Parent Participation activity in an intoxicated state will also be dismissed for the day/evening and one of your \$100.00 Parent Participation cheques will be cashed. Upon the second occurrence of a violation, you will be removed from the parent participation program for the remainder of the school year and raised to the non-participation rate (your \$100.00 cheques will be cashed on a monthly basis).

Note that removal from the Parent Participation Program will occur after the *second* violation of this requirement, unlike other violations currently identified in Section 8.11 of the school's policy manual where removal occurs after the third occurrence. This is a more serious problem and must be dealt with accordingly. **Passed 05/22/07/ Revised: 09/08**

8.11 POLICY ON DELINQUENT FEES

- Delinquent fees should be investigated as they arise
- Delinquent fees must be paid in full or other arrangements made before re-enrolment for the next school year is accepted.
- Service Charge of \$20.00 will be assessed on each NSF cheque.
- After 2nd NSF cheque, cash or certified cheque will be required for all payments.

Passed: 1979 Revised: 2006

8.11.1 Policy on Exempt Tuition Fees

- Families not able to pay their school tuition fees are required to make arrangements with their Parish Priest. The parish priest with the help of a committee, if necessary, will decide if there is a legitimate reason.
- At the time of interviews with the parish priest, any hardship concerning school fees will be discussed. Families who become exempt from school fees will be notified by letter. It should be noted, that if at all possible, payment of even partial school tuition fees is beneficial to the school community and to the family.
- A letter addressed to the "Parish Priest" must be sent by the exempt family within 14 days as a response to the exemption letter.
- Exempt tuition fees will be reviewed at registration time and again 6 months later to assess whether the family circumstances have changed and if exemption will continue, or if the family is able to pay some or all of the tuition fee.
- Families who are exempt from school tuition fees, are responsible for the other fees related to the school year. This includes but is not limited to: registration, activity fees, student supplies and if applicable Outdoor Education. These fees shall be paid at the appropriate time or if needed can be spread out over the 10 month school year by post dated cheques. Where this is not possible, the family must contact the Parish Priest to make other arrangements.
- Families who are exempt from school tuition fees, are still required to work in the Parent Participation Program. Any exemption to this Policy will be made by the Education Committee on a case by case basis.
- If necessary, there will be a committee in charge of exempt/delinquent accounts working closely with the Parish Priest on a yearly basis. **Passed 2006**

9.0 PARISH EDUCATION COMMITTEE DUTIES & RESPONSIBILITIES

PARISH EDUCATION COMMITTEE MEETINGS

Meetings will be open, except for in-camera sessions. There will be a minimum of twelve (12) meetings a year. The first meeting after the elections must be held within thirty (30) days of the date of the election. Requests by non members to speak at meetings must be in writing and received seven (7) days in advance.

CISVA Policy & Procedures Manual

CHAIRPERSON - DUTIES

The Chairperson is required to chair all meetings of the Parish Education Committee and to maintain appropriate conduct of all members of the P.E.C. at their meetings. The Chairperson is only required to vote in the event of a tie and his/her vote is required to break the tie.

Responsibilities of the Chairperson:

1. To chair all meetings
2. To meet with Parish Priest and Principal on a regular basis to ensure the day-to-day operation of the school.
3. To meet with Pastor and Treasurer on a regular basis for appropriate financial direction.
4. To establish and coordinate all other committees that are established by the P.E.C.
5. To attend meetings set up by the C.I.S.V.A. when required.

Passed: 1989 / Revised:: 1999/June 2001

SECRETARY - DUTIES

1. Attend monthly meetings held on the 4th Tuesday of each month.
2. Record the proceedings of each Board Meeting "MINUTES". When typed, make copies for each board member and make sure each member has a copy by next board meeting. Ensure prior month's minutes are read at meetings and accepted, with or without any changes. When the minutes are approved they are to be posted on the Parent Information Board.
3. Record proceedings at In-Camera meetings - type - make 7 copies, distribute them to each member at the start of each In-Camera meeting. After these minutes are passed, collect all copies. Only one copy is to remain in the Education Committee file, the rest are destroyed.
4. Assist Chairman where necessary. Maintain a calendar or diary to record dates on which board is to take action and when possible, notify board in advance.
5. Maintain Education Committee Record Files:
 - a) Minute's File - this holds General Meeting Minutes: In-Camera Minutes, Agenda, School Report, Budget and other Board member's documentation.
 - b) Correspondence File - holding correspondence/letters received by board members including Executive, C.S.B. and F.I.S.A. Newsletters.
6. Arrange for flowers/gifts for special occasions on behalf of the school board when necessary.

Passed: 1999 / Revised: June, 2001

VICE-CHAIRPERSON - DUTIES

The Vice-chairperson has the following functions:

1. To be acting chairperson during the Chairperson's absence.
2. To be the Society delegate if the local committee decides.
3. To carry on any other duties as assigned by the Parish Education Committee.

TREASURER - DUTIES

The Treasurer of the Parish Education Committee will undertake the following responsibilities:

1. Prepare a proposed budget in consultation with the Pastor, Chairperson and Principal.
2. Submit the budget to the Pastor and Education Committee for the approval.
3. Monitor all expenditures and receipts with regards to the budget.
4. Provide monthly printed financial reports to the committee as per policy manual.
5. Monitor all school accounts.
6. Oversee the collection of tuition.
7. Oversee the collection of overdue accounts after first consulting with the Pastor.
8. Respond to the executive committee's request regarding budget information as per policy manual.
9. Monitor to ensure C.I.S.V.A. financial policies are followed.

Passed: 1989
Revised: 1999/June 2001

POLICIES AND PROCEDURES - DUTIES

Responsible to the Parish Education Committee for the organizing and recording of policies and procedures:

1. To assist in the researching, developing and drafting of policies for Parish Education Committee approval.
2. To maintain records for the distribution of the Policy and Procedures Manuals.
3. To update the ten Policies and Procedures Manuals.
4. To ensure that each policy has the date of passage for records.
5. Manuals to be turned in for updating at the May meeting. Manuals will be returned to Committee members at the June meeting.

Passed: 1989
Revised: 1999/June 2001

PARENT PARTICIPATION - DUTIES

1. Meet with Bingo Manager, Principal, Librarian, and Head of Maintenance to organize lists of participating families by May for up-coming year. (Participation Forms from school secretary.)
2. Keep an attendance record. Bingo participation sign-in sheets can be picked up the night of Bingo or have Captains leave in School secretary's office to be picked up every Thursday.
3. Collect sign-in sheet for Library, Yard Supervision and School Cleaning, from school office.
4. Check with Maintenance coordinator for attendance - he/she should be keeping a record of attendance.

5. Submit names of those who have not fulfilled required participation time to School Bookkeeper by the 4th of each month, so that one of the undated \$100.00 cheques can be cashed.
6. If problems arise with certain families, keep in close contact with the Pastor, as he may be aware of certain circumstances or will be able to contact these people to discuss the problem.
7. If Pastor has no need to contact certain problem families, the Parent Participation Coordinator may have to speak personally to them regarding the problem.
8. Keep line of communication open from all areas of participation as well as School Principal, Secretary and Pastor.
9. On occasion, old forms, (policies), may have to be revised for Parent Participation or make suggestions regarding same and take to the Education Committee for approval.
10. Submit monthly reports to Education Committee at monthly meeting.
11. Attend Education Committee meetings on 4th Tuesday of each month.
12. Always be open to special requests for change of areas of participation from school families and be a liaison between school families and area heads if need be.

updated: 1999 / revised: 06/ 2001 / revised: 09/2004

FUND RAISING REPRESENTATIVE - DUTIES

1. Attend Fund Raising Committee meetings as necessary.
2. Attend monthly Parish Education Committee meetings on the 4th Tuesday of each month and report Fund Raising Groups activities, both upcoming and current.
3. Keep up to date with the Fund Raising Group bank balances.
4. Liaise with school Fund Raising groups, Parish Education Committee and Principal.
5. Make sure that Fund Raising activities do not overlap Parish activities.

Passed: 1983 / Revised: 1999 / Revised: 06/ 2001

MAINTENANCE REP

Job Description - Education Committee Maintenance - Duties

1. Attend Monthly meeting on the 4th Tuesday of each month.
2. Present a written report on the activities of the maintenance program at each Education Committee meeting.
3. Maintain an inventory of required repairs and maintenance.
4. Schedule activities for the Parent Participation Maintenance program.
5. Maintain a record of attendance for the Parents in the Maintenance program.
6. Notify Parent Participation Coordinator of parent attendance.
7. Obtain and facilitate externally contracted maintenance and repair.

Approved 1999

SOCIETY REPRESENTATIVE

The Society Representative on the Education Committee is the direct link to the Society of the Catholic Independent Schools of Vancouver Archdiocese. Therefore, the Chairperson or Vice-chairperson is in the best position to be the representative to the Society. Under special circumstances the Parish Education Committee may assign a member other than the Chairperson or Vice-chairperson to the Society.

The Society Representative has the following functions:

1. To stand for election to the Society at the AGM.
2. To attend all Society meetings.
3. To report on all Society meetings.
4. To attend all Society liaison meetings.
5. To be the liaison between the Parish Education Committee and the Executive Committee and to report as appropriate.
6. To attend with representatives of the zone schools for Question/Answer on information, as appropriate.

ST. LUKE'S PARISH LIAISON

- St. Patrick's PEC consists of 7 members from St. Patrick's Parish
- St. Patrick's School belongs to St. Patrick's Parish.
- St. Patrick's Parish has the responsibility of administering all temporal goods.
- All PEC members have a specific responsibility and role.
- St. Luke's Liaison was established to ensure that St. Luke's Parish would have a greater understanding and knowledge of St. Patrick's School operations.
- St. Luke's Liaison is invited to attend PEC Meetings once every quarter and placed on the Agenda for any questions and/or concerns relating to St. Luke's Parish and/or school families.
- St. Luke's Liaison does not have the right to address personal issues or concerns at this time.
- St. Luke's Liaison does not take part in any discussion and does not have any voting power. Their role is strictly as an observer.
- St. Luke's Liaison is responsible to report directly to St. Luke's Pastor.
- Any concern that the St. Luke's Pastor may have should be made directly to St. Patrick's Pastor or the Chairperson of St. Patrick's Parish Education Committee.

Approved: 10/2005