



St. Patrick's School

22589 121 Avenue Maple Ridge, BC V2X 3T5 Canada



Parent Handbook 2020-2021

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 process, we encourage

Good character

Academic achievement

Citizenship

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To View All CISVA Policies, please visit: www.cisva.bc.ca





CISVA MISSION STATEMENT

The Catholic School shares in the mission of the Church to proclaim and build the Kingdom of God.

The Catholic School as a faith community is committed to the excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential.

The Catholic School strives to develop Christian leaders, responsible citizens and life-long learners.

PASTORS	St. Patrick's Parish	Rev. Fr. Matthew To
	St. Luke's Parish	Rev. Fr. Edwin Kulling
SCHOOL STAFF	Principal	Mrs. Maria Fonseca
	Vice Principal/ Learning Resource Coordinator	Mrs. Anna Kravjanski
	Office Administrator	Mrs. Tracy Rieu
	Kindergarten	Mrs. Rae-Anne Prinster
	Grade One	Mrs. Maria Cheng
	Grade Two	Ms. Kristina McBride
	Grade Three	Ms. Jane Schroeder
	Grade Four	Mrs. Jessica Newill Mr. Matthew Brooks
	Grade Five	Mr. Michael Taverna
	Grade Six	Mrs. Angela Martin Mr. Anthony De Guzman
	Grade Seven	Mr. Brian Geary
	French	Mrs. Christina Sketchley
	Music	Mrs. Emilia Boronco
	Health & Physical Education Teacher	Mrs. Lisa Murphy
	Learning Resource Teacher	Mrs. Sandy Stradeski
SUPPORT STAFF	CGS Instructor	Mrs. Margaret Zochowski
	Special Education Assistant	Mrs. Donna Albrecht
	Special Education Assistant	Mr. Jon Archer
	Special Education Assistant	Mrs. Connie DiCicco
	Special Education Assistant	Mrs. Joy Eguia
	Special Education Assistant	Mrs. Maria Eskut
	Special Education Assistant	Ms. Jena Koverchuk
	Special Education Assistant	Mrs. Carina Levins
	Special Education Assistant	Ms. Marta Lewicka
	Special Education Assistant	Mrs. Anne Que
	Special Education Assistant	Mrs. Christina Roth
	Special Education Assistant	Mrs. Angela Scott
	Special Education Assistant	Ms. Michelle Sim
	Special Education Assistant	Ms. Lu Sosnowski
	Special Education Assistant	Mrs. Paula Tomic
	Teaching Assistant	Mrs. Paula Barbosa
	Teaching Assistant	Mrs. Laura Toner
	Office Support	Mrs. Carla Erho
	Maintenance	Mr. Joe Antoniak Mrs. Joanne Antoniak



PARISH EDUCATION COMMITTEE MEMBERS	Pastor	Rev. Fr. Matthew To
	Chairperson	Mr. Eric Chow
	Vice-Chair	Mrs. Rosa Diaz-Salas
	Finance	Mr. Fernando Soler
	Secretary	Mr. Michael Goldberg
	Parent Participation	Mr. Joe Loch
	Fundraising	Mrs. Hailey McShane
	Maintenance	Mr. Mark Conlin



GENERAL ROUTINES, EXPECTATIONS AND REGULATIONS

SCHOOL HOURS:

First Bell	8:40 a.m.
Second Bell	8:45 a.m.
Recess	10:15 a.m. - 10:30 a.m. 10:35 a.m.-10:50 a.m
Lunch	12:00 noon - 12:30 p.m. 12:35 p.m. – 1:05 p.m.
Dismissal	2:55 p.m.

Please note:

WEDNESDAY Dismissal is 2:00 p.m.

SUPERVISION

Students are supervised outside from 8:25am to 8:40am, and after school from 2:55-3:20pm (2:15pm on Wednesdays). Any students not picked up 25 minutes after the bell will be placed in after school activity club and parents charged. The school does not take responsibility for students who are dropped off to school prior to morning supervision. Students are supervised at all times during the school day. Any siblings staying for after school activities must be supervised.

ATTENDANCE

Parents are asked to complete an online absentee form, phone the school (604-467-1571) or email (school@stpattsschool.org) before 8:40am if their child(ren) will not be attending school. Please give the reason for the absence in your telephone or email message.

Please be reminded that notes are needed for every absence with an explanation for audit purposes.

TARDINESS

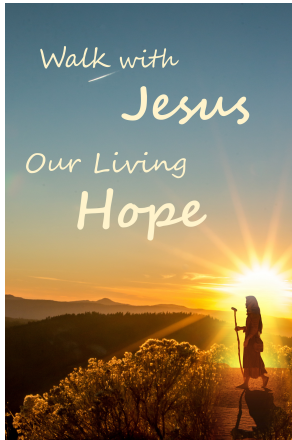
Students who arrive after the classes have been brought in need to come to the main building. ***They will need to complete the hand washing protocol at the front entrance and check in with office to obtain a late slip before going to class.*** We understand that there will be situations beyond a parent's control that will result in the child(ren) being late to school. However, if it becomes a regular problem, parents will be issued a notice by the classroom teacher reminding them of the importance of being on time. Should the problem persist, the Principal will contact the parents to discuss the matter and come up with a resolution.

VISITORS

Due to COVID-19 protocols, only staff and students are admitted in the buildings. If a visitor needs to come to the office, please phone the office for an appointment or ring the bell at the front door to be admitted. Visitors must fill in a health check form and sanitize their hands at the front door. Masks are highly encouraged.



STATEMENT OF SCHOOL OBJECTIVES



We believe that each Catholic school, as part of a larger believing community, has the mission to proclaim the Gospel of Jesus Christ through excellence in educational programs and service to the Catholic community in particular and in society in general. The foundation of Catholic belief and practice is taught while developing a sense of community, an atmosphere for worship, and a concern for social justice. These themes permeate all aspects of the school organization and curriculum which meet the religious, academic, personal, and social needs of children.

- ✝ Strong Catholic schools are a ministry of the Catholic Church and strengthen all other programs of evangelization, service, catechesis, and sanctification.
- ✝ Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and concern for social justice are proclaimed, practiced, and integrated into the total experience of students, their parents, and staff.
- ✝ The Church calls parents, as the first educators of their children in knowledge and faith, to partnership in the mission of Catholic education by taking responsibility for their own life-long learning and supporting the educational opportunities offered for their children.
- ✝ Catholic schools are committed to integrating Catholic faith and culture as they help students develop into mature Christian persons whose lives are modeled on Christ and His Gospel, enabling students to hear, live, and proclaim the good news of the Gospel.
- ✝ Catholic schools aspire to excellence in all educational programs in order to meet the needs of the whole child.
- ✝ Catholic education encourages service learning with service projects that are acts of kindness and charity as well as education for global awareness and justice issues.
- ✝ The Catholic educator - teacher, administrator, pastor- is preeminent in creating the unique climate in which a Catholic philosophy and purpose can be realized.
- ✝ The entire Catholic community, especially the parish family, shares responsibility for providing the learning environment, the resources, the leadership and the community of faith that supports the educational mission of the Church.
- ✝ Catholic schools admit students because we are Catholic. Non-Catholic families who desire an educational experience founded on the Catholic philosophy of education are welcome in the school community.

PARENT / GUARDIAN STATEMENT OF COMMITMENT

“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 whether in person or virtually in the school building.
- 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, punctuality 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 fundraising 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. Please refer to Appendix B regarding any changes due to COVID-19 protocols.
- 8) Parents/Guardians are expected to attend the curriculum evening in September, all sacramental meetings (gr. 2, 7), as well as the parent support meetings (gr. 4-7). These meetings are an important part of the parents' role in supporting the education and faith development of their children. Due to COVID-19, these meetings may happen virtually or given in video format.
- 9) Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
- 10) Parents/ Guardians are expected to adhere to and support the school's uniform policy.
- 11) If any of these conditions are not met the school reserves the right to refuse admission, or remove the student from the school.

BIRTHDAY PARTY INVITATIONS

Please use consideration for others when distributing birthday party invitations. It is often not possible to invite everyone in the class, therefore we ask that you mail the invitations or distribute them yourself to the parents of the children that are invited. ***Please do not send invitations to school for your child to distribute, unless every child is receiving one.***

TOBACCO/ VAPOUR PRODUCTS

As per "Tobacco and Vapour Products Control Act", tobacco and vapour products are prohibited on school property at all times.



SCHOOL SAFETY

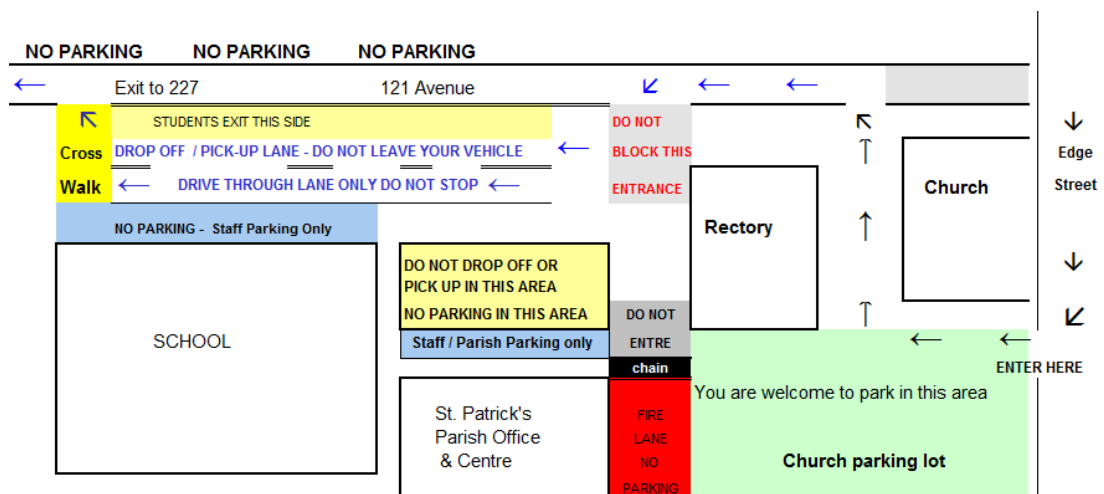
PLEASE REFER TO COVID 19 APPENDIX FOR ANY UPDATES

MORNING DROP-OFF

- 1) In the morning, parents are welcome to drop students off in the designated “drop-off” area.
- 2) The drop-off area is only meant as an area to stop the vehicle in order to let the children out. The driver should never get out of the car, as this holds up the process.
- 3) When pulling up at the drop-off area, drive as far ahead as possible to allow the cars behind to pull up as well.
- 4) Never let your child out of the vehicle before you have reached the designated drop-off area. Dropping off before this area causes frustration and slows traffic, but most importantly it is a safety concern.
- 5) A parent supervisor will be present to make sure the drop-off area rules are followed. Following their directions will create a safer and quicker drop-off area.

AFTERNOON PICK-UP

- 1) Please follow the same procedures as in the morning. Parents who wish to leave the car to come and pick up their children must park in the parish parking lot. Parking in front of the parish center **is not permitted**.
- 2) Students are not allowed to leave the school grounds without the schools’ permission. If you have made alternate arrangements with your child(ren) for pick up, kindly inform the school.
- 3) Please ensure that if someone else is picking up your child(ren), you let the office know ahead of time, and ensure that you have explained the procedures to them.



LEAVING SCHOOL PROPERTY

If your child is leaving school property without an adult, it is required that an email or letter be given to the teacher and principal advising of the parents' permission to allow their child to leave school unsupervised. This applies to a one-time situation, or an ongoing situation. If you know that your child will be leaving school unsupervised on several occasions, an email or letter can be sent to give permission for the school year.

SCHOOL SECURITY

All doors to the school are locked all day long. To gain access to the school, please ring the bell at the entrance to the main school building. Anyone coming during the school day must check in at the office, complete a COVID-19 assessment and adhere to handwashing protocols. We also highly recommend that all visitors wear a mask in the building.

PETS ON PROPERTY

Pets are not permitted on school property, unless the school has given permission. Service animals are permitted as necessary.

PERSONAL ELECTRONIC DEVICES (PED'S)

Students are not permitted to bring electronic gaming, photography, or phone devices for use at school. If such a device is brought to school for emergency communication or after school use it must remain in the student's schoolbag in the "off" position. Any electronic devices used without permission during school hours will be confiscated and will only be returned to the child's parents. Students who want to bring in their own Chromebook or iPad will be permitted but must allow the teacher to have access to their screens. No gaming laptops permitted.

Please inform the people on your Emergency Form of our standards. It is essential that we all cooperate in ensuring the safety of our children in the event of an emergency.

FIRE, EARTHQUAKE AND LOCK-DOWN DRILLS

St. Patrick's School follows fire drill procedures as required by the Maple Ridge Fire Department. Fire Drills are held six times in each school year. Expectations for these drills are given to all teachers and substitute teachers and are posted in the classrooms. Three Earthquake Drills and two lock-down drills are also scheduled each year. Physical Distancing will be observed during the drills.

EMERGENCY PREPAREDNESS

St. Patrick's School staff and our Parent Education Committee have developed a detailed response plan to help assure the safety and well-being of your children in the event of an earthquake or other emergency. This plan includes training of staff and students in "duck and cover" and school "evacuation" procedures, hazard reduction and storage of supplies for first aid, search and rescue and long-term care.



In the event of an earthquake or other emergency requiring the closure of the school, the following procedures will be followed:

- 1) No student will be dismissed from the school unless a parent, friend, relative or guardian designated by a parent comes and signs for him/her.
- 2) No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student's Emergency form. These forms are kept in binders that will be carried out of the building when we evacuate. Each student will have this information on a name tag that they will have on them. To facilitate pick-up, your child will be assigned a colour based on alphabetical order of last name.
- 3) All parents or designated guardians who come for students must have them signed out at the office or at the alternative Student Release Station. If the school building is considered unsafe, we will create a Release Station. Signs will be posted if either of these alternative locations is being used.

We are prepared to care for children in the event of a critical situation, or if parents are not able to reach the school. Unclaimed children will be kept at the school for up to 24 to 48 hours. Subsequent arrangements will be posted at the school. In the case of a major earthquake or disaster, please:

- If you are able to offer assistance, come to the school and report to the principal.
- Do not call the school; phone lines must be open for emergency calls. We will call you if your child or spouse has been injured. We will not be able to call for emergency help or to advise you if the lines are busy with incoming calls.
- Park away from the school; the school access route and street entrance must remain clear for emergency vehicles. Signs will be posted.
- Go to the Student Release Station (office or designated area) to pick up your child or any other child for whom you are assuming responsibility (parental permission required).
- All adults taking a child from the school grounds will be required to sign the release form.

EXTRA CURRICULAR

Due to COVID-19 protocols all extra curricular activities are suspended. Grade level intramurals may be offered during school time for some sports.

FIELD TRIPS

FIELD TRIPS ARE TEMPORARILY SUSPENDED DUE TO COVID- 19 PROTOCOLS.



Fieldtrips and in-school presentations related to curriculum studies are seen as an integral component of a quality education. We rely upon the generosity of parent drivers for many of our field trips and we rent a bus when appropriate. Our general guideline for student field trip supervision is one adult supervisor for every 5 students.

Please be sure to return signed fieldtrip consent forms or your child will not be able to participate in a fieldtrip. No student will miss out on field trip opportunities for financial reasons, so please let the teacher or principal know if your family cannot cover a field trip fee and arrangements will be made to cover the cost. Parent Drivers must make sure that they have filled out a Criminal Record Check, Parent Driver Authorization form as well as an ICBC Driver's abstract dating back 10 years.

The Society of the Catholic Independent Schools has provided an Excess Third Party Liability policy to cover privately owned vehicles. This policy with I.C.B.C. gives protection to each teacher, parent, or other volunteer (or their spouse) while driving their own vehicle in the course of a school activity and with the authority or approval of the school board. Coverage of \$10,000,000.00 is in excess of the limit specified on the Owner's Certificate of Insurance.

Parent supervisors must be able to give their full and undivided attention to the children under their care. For this reason, we ask that parents coming along as supervisors not bring their other children. All pertinent care plans and medicines will be present on the classroom teacher.

VOLUNTEER CRIMINAL RECORDS CHECK

All volunteers who have the opportunity to be alone with children are required to have Criminal Records Check (CRC) completed. Getting a CRC is free, and simply requires that you go online and enter our unique school access code. Once you have entered your information, the school will receive the CRC via email. This information will be given out in the first week of school.

INCLEMENT WEATHER CONDITIONS

The school website is your first and best source for the latest school information. We will attempt to make sure that closures are posted by 7:00am. You can also turn your radio to CKNW (980 on AM dial) to listen for news regarding school closures. Subscribe to the school's Facebook page or follow us on Twitter to get instant updates on school news. We have also signed up with REMIND app that will send out an automatic message for school cancellations. Please note that you need to sign up to be added to the remind app. Contact the school office for information.



ILLNESS AND INJURY NOTIFICATION

In the case where a child is sick, injured or similar circumstances, school staff will call the primary contact numbers on the registration card. If the Parents or guardians cannot be reached, staff will call the alternate emergency contacts as listed on the registration card.

CURRICULUM

The curriculum follows the **Ministry of Education directives**. Teachers compose subject overviews of the year's work. This coming year will be the implementation year for the BC Redesigned Curriculum. All subjects must follow the new curriculum. For more information, please go to <https://curriculum.gov.bc.ca/>

HOMEWORK

Parents concerned about the time their child spends on home study should contact the classroom teacher for clarification of assignments. Each teacher will assign the homework necessary to complete the required outcomes. There are no specific parameters as to how much homework can or cannot be given.

Failure to complete classroom work during school hours may result in this work having to be completed over the weekend. The present policy of the school is not to assign homework on holidays. Classroom teachers are asked to use SeeSaw or Google Classroom as platforms to share information with the students and families. Please ensure that your child(ren) is using his/her planner to record all homework.

Should you chose to go on vacation during regularly scheduled school days, please note that work must be done as specified by the classroom teacher. It is the parents' responsibility to check in with the teacher upon return to make sure that students complete work that is missed. **It is not the teacher's responsibility to prepare work for a vacation.**

COMMUNICATING STUDENT LEARNING		
1 st	reporting period	October (Parent-Teacher Conference)
2 nd	reporting period	December (Interim)
3 rd	reporting period	February (Student Led Conferences)
4 th	reporting period	March (Formal Report Card)
5 th	reporting period	June (Formal Report Card)

Students will be sharing their learning weekly using See Saw or a similar digital portfolio platform. The intent is for students to be able to share their learning with parents on an ongoing basis, self-reflect, and learn how to create and maintain a digital portfolio



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. It is our understanding and that of the parents who enroll their children in our school that the students are here to grow in their faith and to work hard to reach their full potential, spiritually, academically, physically and socially. Therefore disrespectful, dangerous, disruptive or uncooperative behaviour, on the part of students (as well as parents and/or staff) will not be tolerated. It is required that parents support the school discipline policy as outlined in this handbook. Adherence to these policies will always remain a condition of acceptance to the school.

ST. PATRICK'S SCHOOL DISCIPLINE POLICY

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.

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(s) 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 (ie. 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. 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.

MAJOR INCIDENTS

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

- 1) violence - physical or verbal intimidation; including verbal threats and intimidation
- 2) possession of potentially dangerous items
- 3) throwing objects such as rocks, books, snowballs with intent to hurt others
- 4) defiance of authority
- 5) disrespectful/abusive language or gestures
- 6) 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 removed from the classroom. Immediately thereafter, the principal will issue a written statement. Upon return to school the following will occur:

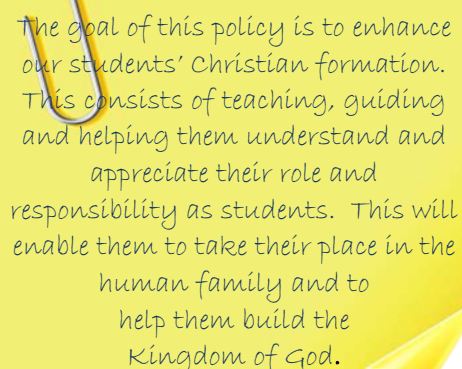
First Offense: up to a one-day in-school suspension where students will be required to work outside the classroom in a designated area under the supervision of another teacher or principal. Students will be readmitted to class following a conference with the teacher and principal.

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.

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.

POLICY ON DEALING WITH SUSPENSIONS AND EXPULSIONS

(Adapted from the CISVA Policy Manual)

Sometimes, the behaviour is so serious that we are not able to go through the above steps and a child must be sent home, not only for his/her own good, but for the whole community. Serious misbehaviour such as fighting, physical or verbal abuse, bullying in any form, defiance and disrespect of staff, offensive language, leaving the school grounds without permission, stealing or cheating, bringing dangerous objects, malicious vandalism, and illegal activities may result in automatic suspension without the process described above.

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 behaviour that, if continued, would ultimately result in an expulsion.

The principal is required to investigate fully every serious infraction to the best of 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, in consultation with the teacher most directly associated with the student or the incident being investigated. 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 and the Pastor/Archbishop's representative and/or the chairperson of the Education Committee. A written notification of said 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").

POLICY ON COMPLAINTS

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. Alternatively, a meeting may be set up with the Education Committee Chairperson and/or Pastor.
- 3) Parents are expected to act in a respectful and appropriate way, regardless of the situation. Staff has the right to end any meeting in which they feel the parent is not acting in an appropriate manner.

If the issue is not a classroom related issue, the following steps should be followed:

- 1) Parents are to contact the Principal to resolve the issue.
- 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. Alternatively, a meeting may be set up with the Education Committee Chairperson and/or Pastor.
- 3) If there is still no resolution, the parent may contact the CISVA superintendent's office to get in touch with an ombudsperson.
- 4) Parents are expected to act in a respectful and appropriate way, regardless of the situation. Principal/PEC member/ Pastor has the right to end any meeting in which they feel the parent is not acting in an appropriate manner.



Complaints Involving Education Policy or Education Matters

When the complaint involves matters relating to educational policy or educational matters, such complaints, if they cannot be resolved by the Principal and the parties concerned, are to be directed to the Superintendent directly for resolution rather than the Education Committee of the school.

Appeals to the Board of Directors

The Board of Directors may consider an appeal of the Education Committee's or Superintendent's decision for reasons that 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 appeals 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 (14) days after the Education Committee's decision. The decision of the Education Committee will not be overturned if school or CISVA policy and procedures were appropriately and fairly applied. If the decision of the Board of Directors is not acceptable, the appellant may request an Independent School Ombudsperson to review the appeal. The names and contact information of the current Independent School Ombudsperson shall be obtained from the Superintendent. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent. The Board of Directors will communicate its final decision to all parties involved.

SCHOOL DRESS CODE: 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:

- Hems should be worn, modestly, just above the knee.
- No body piercing is to be evident.
- Stud earrings continue to be the safest option for earrings. Hoop and dangling earrings pose a safety issue to girls and are therefore strongly discouraged. If your child is unable to wear stud earrings for any reason (allergies to certain metals, comfort, ...) please let your child's teacher know.
- Subtle hair clips or headbands- no big bows, flowers, or headbands with crowns/ears
- Artificial or permanently applied tattoos are not to be visible.
- Hair should be neat, clean and well groomed each day. No extreme hairstyles, or hair worn below the shoulders (on boys) is permitted.
- Hair colour – no artificial hair coloring permitted.
- 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.
- Students are expected to tuck in their shirts at all times
- Sweaters are mandatory at all times during Winter uniform period (after Thanksgiving to Mother's Day weekend), and optional during the other months EXCEPT for Mass when they are always mandatory.
- 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 three such letters, the teacher will inform the principal and the principal will contact the parents. Students who receive three infractions will not be permitted to take part in the next dress down day.
- 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 extracurricular activities.**

Uniform Ordering:

Uniforms can be ordered through Cambridge Uniforms, either in person or online. Parents can obtain the school code for online ordering from the school office.

135 - 1305 Welch Street

North Vancouver BC Canada V7P 1B3

»Tel: 604 924 9009

»Fax: 604 924 9927

Our Welch location store front faces south toward 1st Street.

<http://www.cambridgeuniforms.com>



DRESS DOWN DAYS

Once a month students will be permitted to dress in their CELTIC COLOURS if they bring a donation to support our monthly outreach. Students that do not wish to participate should wear school uniform.

BOYS' SCHOOL UNIFORM

WINTER:

- Navy blue dress pants
- Crested white polo shirt
- St. Patrick's School sweater or Sweater Vest
- Navy blue or black socks, above the ankle - **no white socks permitted**
- Black leather shoes

(NO sandals, runners or shoes above the ankle are permitted in the classroom. Permissible boots are ones that ONLY go slightly past the ankles.)

SUMMER: (Optional)

- Navy blue shorts
- Crested white polo shirt
- Navy blue or black socks, above the ankle- **no white socks permitted**
- Black leather shoes

GYM STRIP:

- Black shorts and grey St. Patrick's School T-shirt
- Gym bag (available through the school)
- Clean gym runners - ***only to be worn in gym***

Uniforms are required for all school related events, unless otherwise specified. Students must wear proper Gym strip at all athletic events. Students who are not in proper gym strip for these events will not be allowed to take part.

GIRLS' SCHOOL UNIFORM

WINTER:

- School **TARTAN KILT** or **TARTAN SKORT** (not to be higher than 1.5" above the knee)
- Crested white polo shirt
- St. Patrick's School sweater or Sweater Vest
- Knee high Navy blue socks or tights – **no white socks permitted**
- Black leather shoes (heel not to exceed 1 inch),
- *(NO sandals, runners or shoes above the ankle are permitted in the classroom. Permissible boots are ones that ONLY go slightly past the ankles.)*

SUMMER: (Optional)

- School **Skort**
- Crested white polo shirt
- St. Patrick's School sweater
- Knee high Navy blue socks or tights – **no white socks permitted**
- Black leather shoes (heel not to exceed 1 inch),



GYM STRIP:

- Black shorts and grey St. Patrick's School T-shirt
- Gym bag (available through the school)
- Clean gym runners - only to be worn in gym

Gym Strip can be work on PE days as the changerooms are temporarily closed due to COVID-19 protocols.

****Please note that students must have sweaters with them at school at all times**

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. An up to date school calendar as well as other important information can be found on the school website: www.stpatsschool.org. Parents will receive a weekly newsletter every Friday with important dates and information for the coming week. Within the newsletter will be information regarding general school news, classroom events, field trips, extracurricular activities, etc. This will be sent electronically-please inform the office if you are not receiving these.

Agenda books are a major means of communication and are used in Kindergarten – Grade 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.

Parents, community groups, local businesses or other organizations may request to provide information to the entire school community. Any such requests or letters must be made in writing with the full text available for review by the Principal. Distribution of any letters or correspondence is at the discretion of the Principal and/or the Parish Education Committee and may be edited for formatting or appropriate content. Correspondence from parents will be included in the weekly newsletter.

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.



VOLUNTEERS

Volunteers form an integral part of our school communities. They provide important services including, but not limited to, curricular and extra-curricular program support, 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. Volunteers are held to the same standards as school staff in terms of confidentiality. Please refer to [CISVA Policy 425](#).

Please note that volunteering is not the same as the Parent Participation obligation, as outlined on pages 32 and 33 of this handbook. All parents are invited to volunteer their services to the school, but there is no obligation to do so. Should you be interested in helping out in the school, please contact the school principal. Due to COVID-19 protocols, volunteer opportunities are very limited.

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. To avoid multiple fundraising activities (ie: chocolate sales), an optional yearly family donation of \$50.00 is appreciated as part of the registration package. There will be two major fundraisers in the year: Walkathon (October) and Trivia Night (February). There may also be one or two additional fundraisers based on parent feedback and requests. The goal of our fundraisers is not only to raise money for the school but to promote a strong sense of community.

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.

Thank you in advance to all parents for participating and helping in our fundraising events.
Our fundraising events exist to benefit our students.
Without your help and involvement these would not exist!



PERSONAL INFORMATION PRIVACY POLICY

PARENTS AND STUDENTS

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.

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. In cooperation with FISABC and the CISVA Superintendent's Office the Student Record Policy is being developed in accordance with the Ministry's Student Records-Requirements and Best Practices Guidelines for Independent Schools.

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.

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.

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.

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 behaviour 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.

RESTRICTING THE SHARING OF INFORMATION

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

HOW DOES THE SCHOOL SAFEGUARD INFORMATION?

St. Patrick's 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.



ADMISSION POLICY

All CISVA 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 CISVA 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.
- 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.

POLICY AND PROCEDURES FOR OVERDUE ACCOUNTS

The parish education committee has a clear process for dealing with overdue accounts. A late fee will be applied to all outstanding fees, and the parish education committee reserves the right to suspend school registration until accounts are paid. Families that are in arrears will be notified by the school office and contacted by a member of the education committee and will have the process further explained to them.

In June, teachers begin to inspect textbooks and to request a return of textbooks which are no longer used. The library will also begin the process of taking in the library books at the same time. Students who have lost texts or library books will be required to pay a flat fee of \$10.00/book for replacements.

PROVINCIAL GOVERNMENT FUNDING

St. Patrick's school receives the maximum allowed Government funding for independent schools (calculated at 50% of the operating cost of a public school in the Maple Ridge School District). For the school to receive this funding, pupils must meet Provincial Ministry Guidelines and be in attendance a minimum of 600 hours by May 15th of each school year.

Absence due to illness is not taken into account. However, a student, who because of extended holidays or reasons other than illness, are in attendance less than the required days qualify for only partial funding. Parents therefore are required to make up the difference in funding for their children who fail to meet these guidelines.

PARENT PARTICIPATION OBLIGATION

The parents understand that it is their 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.

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.

MAKE-UP FOR MISSED PARENT 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.

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 **third** assignment is missed without suitable replacement they will be raised to the non-participation rate.

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.

NON-PARTICIPATING STATUS/RATE

Parents who miss three 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.

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 Parish Education Committee 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 Parish Education Committee will review the appeal and respond in writing with their decision.

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 Parish Education Committee for approval.

PARENT PARTICIPATION ROLES

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

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. This is a more serious problem and must be dealt with accordingly.



RESPONDING TO STUDENT ABUSE/ NEGLECT

(Based upon CISVA Policy 405)

Every student has a right to a life free of abuse, neglect and violence. Child abuse is a serious societal issue. As “service providers”, everyone at CCS must be aware of signs of child abuse or neglect and know how to respond to them

GUIDING PRINCIPLES:

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

POLICY

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

- 1) At the beginning of each school year, the school principal will review with all school personnel the following three documents: “BC Handbook for Action on Child Abuse and Neglect” (BC Ministry of Children and Family Development), “Responding to Child Welfare Concerns” (BC Ministry of Children and Family Development), “Supporting our Students: A Guide for Independent School Personnel Responding to Child Abuse” (Office of the Inspector of Independent Schools BC)
- 2) The school principal is designated as the ‘Appointed School Official’ in accordance with Supporting Our Students: A Guide for Independent School Personnel Responding to Child Abuse.
- 3) Schools will protect personal information regarding child abuse, neglect or violence against improper or unauthorized disclosure and use.

- 4) School personnel will report suspected child abuse, neglect or violence immediately. Everyone who has a reason to believe that a child has been or is likely to be physically harmed, sexually abused or exploited, or neglected by a parent, or otherwise in need of protection as set out in Section 13 of the Child, Family and Community Service Act, is legally responsible under section 14 of that Act to report promptly to a social worker.
- 5) Community Service Act is legally responsible under section 14 of that Act to report promptly to a social worker. School personnel, who are uncertain about their duty to report, will consult with a social worker who can discuss the options and course of action.
- 6) School personnel will inform the principal (or another school official in the event that the principal is the alleged offender) as soon as possible.
- 7) School personnel will co-operate with the resulting investigation.
- 8) School personnel will support students who have experienced child abuse, neglect or violence.

PROCEDURE

Anyone who thinks a child is being abused or neglected has the legal duty to report the concern to a local child welfare worker. There is contact information available on page 12 of The B.C. Handbook for action on Child Abuse and Neglect.

If it is after hours or in the case of uncertainty about who to contact, call the Helpline for Children toll free at 310-1234 (area code not required) at any time of the day or night. The caller's name is not required. If the child is in immediate danger, call 9-1-1.



MAY THE *STRENGTH* OF GOD
PILOT US,
MAY THE *WISDOM* OF GOD
INSTRUCT US,
MAY THE *HAND* OF GOD
PROTECT US,
MAY THE *WORD* OF GOD
DIRECT US

ST. PATRICK

APPENDIX A:

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:
 - ❖ Awareness/ identification of 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 (if necessary).



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 ensure 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. Ensure 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 and 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

- Do not 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

- 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.

IMPORTANT HEALTH NOTICE

We understand that it can be difficult to ensure the safety of food items, especially with the various food allergies present in our school (students and staff) community. We have several serious cases of food allergies in our school, and as such **food item treats are not allowed in the school** for birthdays and other special occasions. You may send non-food item treats like pencils, erasers, stickers/tattoos, or you may choose to donate a book to the classroom library in lieu of a treat. Special parties will still be permitted, however the teachers will be sending home specific food items needed for the parties, to ensure that only safe foods are brought to school. Please note that any treats brought to school will be sent home again with the student at the end of the day.

The students' safety is our number one priority, and as such we thank you for taking this policy seriously.



APPENDIX B:

COVID-19 HEALTH AND SAFETY PROTOCOLS

updated August 2020

OBJECTIVES

These health and safety guidelines are in place to guide students, staff and parents to support continuity of learning during the COVID-19 pandemic:

- Work and learn in a healthy and safe environment
- Be informed about public health measures
- Understand the roles and responsibilities in promoting public health and safety in the school setting.

All staff will be in-serviced on the following safety procedures prior to the reopening of school (Sept. 8 & 9), and any students returning to school will be in-serviced on Sept. 10 & 11.

Please note that any student(s) and parent(s)/guardian(s) that does not adhere to these safety measures will not be permitted to return to school. It is of the utmost importance that students and parents/guardians understand the seriousness of keeping all students and staff healthy and safe by following school staff's instructions.

1. Cleaning and Disinfection

Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. Schools should be cleaned and disinfected in accordance with the BCCDC's Cleaning and Disinfectants for Public Settings document.

- Custodial staff hours have been increased to allow for regular cleaning and disinfecting.
- General cleaning and disinfecting of the premises shall occur at least **once a day**.
- Frequently touched surfaces must be cleaned and disinfected by custodians at least **twice a day**. (These include door knobs, light switches, toilet handles).
- Classroom furniture (desks, chairs) shall be cleaned and disinfected at least **once a day** by classroom staff and custodians.
- Custodial and classroom staff will clean and disinfect any surface that is visibly dirty.
- Use of common, commercially available detergents and disinfectant products and closely follow the instructions on the label.
- Limit items that are not easily cleaned in terms of classroom furniture (e.g., fabric or soft items)
- Empty garbage containers daily.
- Staff will wear disposable gloves when cleaning blood or body fluids (e.g., runny nose, vomit, stool, urine). Staff will be instructed to wash their hands before wearing and after removing gloves.

2. Physical Distancing

- Avoid close greetings (e.g., hugs, handshakes). Regularly remind students about keeping their "hands to yourself".
- Limit indoor contact to your learning group
 - Learning group is defined as a group of students and staff who remain together throughout the school quarter, semester or year and who primarily interact with each other. Learning groups were recommended by the Provincial Health Officer to help reduce the transmission of COVID-19. (<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school#learning-group>)
- Learning groups will be restricted to staff and students in one class (Each class will be its own learning group).
- In the case of smaller class sizes, some learning groups may include a grade partner (for example, both Gr 6 classes will be one learning group).
- Strive to minimize the number of different teacher(s) and educational assistant(s) that interact with groups of students throughout the day. In the case of specialist teachers, they will be physically distancing with the students and will wear PPE.



- Take students outside more often for classes and breaks.
- Incorporate more individual activities or activities that encourage more space between students and staff.
 - For younger students, adapt group activities to minimize physical contact and reduce shared items.
 - For intermediate students, minimize group activities and avoid activities that require physical contact.
- Manage flow of people in common areas, including hallways. Staff must wear PPE in common areas and students are highly encouraged to do the same
- ***Parents and caregivers and other non-staff adults will not be permitted to enter the school unless given permission for necessary circumstances.*** They should also be reminded to practice diligent hand hygiene and maintain physical distance when they are in the school. Use of masks are highly recommended.
- Assemblies and other school-wide events should be held virtually to avoid a large number of people gathered in one space.
- A plexiglass barrier will be in place at the school office counter. People are only to enter the office when instructed to do so by office staff.

3. Hand Hygiene

- Students will be required to wash their hands with water and soap as they enter the school buildings.
- Clear signage will be provided for each of the following sink stations, along with posters on how to properly wash your hands

Main Building

- Kindergarten - Classroom sink
 - Gr. 1 foyer sink
 - Gr. 2 foyer sink
 - Gr. 3 Art room sink
 - Gr. 6D Washrooms
 - Gr 6M Washrooms
 - Portable & Annex classrooms have their own sinks
- Students need to wash their hands after re-entry (arrival, recesses, outside time).
 - Hand sanitizer will be at all entry/exit points and sanitizer bottles will be available in rooms where sinks are not available.
 - Students will be instructed on how to safely use sanitizers (amount of liquid, how to safely rub on your hands).
 - Staff working with students with high needs will encourage them to practice physical distancing, frequent hand washing, and desensitizing the use of a mask or face shield.
 - Parents may choose to send their child to school with an individual hand sanitizer.
 - A schedule to regularly clean hands will be built into daily routines across all grades.
 - Water fountains will be marked for water bottle filling purposes only. Signage will be posted to show how to do so safely.
 - Hand washing supplies will be well stocked at all times including soap, paper towels and where appropriate, alcohol-based hand rub with a minimum of 60% alcohol. Checking of hand washing supplies will be done regularly to ensure availability.
 - Regular reminders over the school PA system throughout the day, reminding students and staff to wash hands, as well as visuals in the form of student friendly posters.



<i>When Students Should Perform Hand Hygiene:</i>	<i>When Staff Should Perform Hand Hygiene:</i>
<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g., recess, lunch). • Between different learning environments (e.g., outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • After using the toilet. • After handling common resources/equipment/supplies or pets. • After sneezing or coughing into hands. • Whenever hands are visibly dirty. 	<ul style="list-style-type: none"> • When they arrive at school and before they go home. • Before and after any breaks (e.g. recess, lunch). • Between different learning environments (e.g. outdoor-indoor transitions, from the gym to the classroom). • Before and after eating and drinking. • Before and after handling food or assisting students with eating. • Before and after giving medication to a student or self. • After using the toilet. • After contact with body fluids (i.e., runny noses, spit, vomit, blood). • After cleaning tasks. • After removing gloves. • After handling garbage. • Whenever hands are visibly dirty.

4. Use of Personal Protective Equipment (PPE)

- All staff will wear non-medical grade masks when physical distancing is not possible (i.e. movement in the buildings outside the classrooms such as hallways, library, offices). Face shields are optional.
- All staff and students will be given two (2) non-medical reusable masks.
- It is optional for students to wear masks, but are highly recommended to do so, especially when physical distancing is not possible in high traffic areas, such as the hallways.
- Face shields are available upon request, and can be used in combination with the face masks.
- If a staff member or a student have forgotten their reusable masks, single use masks are available upon request.
- In the learning groups, masks are not mandatory but encouraged (e.g. in the classroom).
- Specialist teachers are asked to wear PPE if physical distancing is not possible as they teach learning groups.
- Any other staff member entering another learning group will be asked to wear a mask (e.g. administrators, learning support teachers, educational assistants).
- A video indicating how to properly wear a mask will be shared with staff and students.
<https://www.youtube.com/watch?v=gvLA--hGU70&feature=youtu.be>

Respiratory Etiquette: Students and staff should;

- Cough or sneeze into their elbow sleeve or a tissue.
- Throw away used tissues and immediately wash your hands.
- Refrain from touching their eyes, nose or mouth with unwashed hands.

5. Symptom Assessment and Illness at School

- If a staff member feels sick in the middle of the day, they must notify the principal immediately and leave the premises.
- If a student complains of feeling sick or is visibly ill, the student must be taken out of the classroom and taken to the office, where the administrator will supervise the student. If weather permits, the administrator will take the student outside immediately with their belongings. The family must be called for an immediate pick up.
- Families must ensure emergency contacts are up to date for immediate pick up.
- BCCDC info on COVID-19 symptoms and how to recognize them will be shared on the school website, as well as on the COVID-19 information board at the office. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/if-you-are-sick>

If a student or staff member is sick

- Under the Quarantine Act, all students and staff who have symptoms of COVID-19 OR travelled outside Canada in the last 14 days OR were identified as a close contact of a confirmed case or outbreak must stay home and self-isolate, including children of essential service workers who are ill. <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/self-isolation>
- Parents and caregivers must assess their child daily for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school.
- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to entering the school. Staff will fill in a weekly screening online and notify administrator if there are any changes during the week.
- School Administrators must ensure school staff are aware of their responsibility to assess themselves daily for symptoms of common cold, influenza, COVID-19 or other infectious respiratory disease prior to entering the school.

Role of School Administrators

- Clearly communicate with parents and caregivers their responsibility to assess their children daily before sending them to school.
- Alternatively, conduct daily checks for respiratory illness at drop-off by asking parents and caregivers to confirm the child does not have symptoms of common cold, influenza, COVID-19 or other respiratory disease.
- Establish procedures for students and staff who become sick while at school to be sent home as soon as possible.
- Ensure that staff and students who are ill, including children of essential service workers, should not be permitted to attend school. See following chart.

In the event of suspected cases, administrators will contact the Local Office of Public Health and they will direct us in how to share information.



If a Student Develops Symptoms of COVID-19	If a Staff Member Develops Symptoms of COVID-19
<p><u><i>IF STUDENT DEVELOPS SYMPTOMS AT HOME:</i></u></p> <p><i>Parents or caregivers must keep their child at home. The student must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</i></p> <p><u><i>IF STUDENT DEVELOPS SYMPTOMS AT SCHOOL:</i></u></p> <p><i>Staff must take the following steps:</i></p> <ol style="list-style-type: none"> 1. Immediately separate the symptomatic student from others in a supervised area. 2. Contact the student's parent or caregiver to pick them up as soon as possible. 3. Where possible, maintain a distance of 2 metres from the ill student. If not possible, staff may wear a mask if available and tolerated, or use a tissue to cover their nose and mouth. 4. Provide the student with tissues to cover their coughs or sneezes. Throw away used tissues as soon as possible and perform hand hygiene. 5. Avoid touching the student's body fluids (e.g., mucous, saliva). If you do, practice diligent hand hygiene. 6. Once the student is picked up, practice diligent hand hygiene. 7. Staff responsible for facility cleaning must clean and disinfect the space where the student was separated and any areas used by them (e.g., classroom, bathroom, common areas). 8. Contact 811 or the local public health unit to notify them of a potential case and seek further input. <p>Parents or caregivers must pick up their child as soon as possible if they are notified their child is ill.</p>	<p><u><i>IF STAFF DEVELOPS SYMPTOMS AT HOME:</i></u></p> <p><i>Staff must be excluded from work and stay home. Staff must self-isolate for a minimum of 10 days from the onset of symptoms AND until symptoms resolve, whichever is longer.</i></p> <p><u><i>IF STAFF DEVELOPS SYMPTOMS AT WORK:</i></u></p> <p><i>Staff should go home as soon as possible. If unable to leave immediately:</i></p> <ol style="list-style-type: none"> 1. Symptomatic staff should separate themselves into an area away from others. 2. Maintain a distance of 2 metres from others. 3. Use a tissue or mask to cover their nose and mouth while they wait to be picked up. 4. Staff responsible for facility cleaning must clean and disinfect the space where the staff member was separated and any areas used by them (e.g., classroom, bathroom, common areas). 5. If concerned, contact 8-1-1 or the local public health unit to seek further input.

If a student or staff member is assessed by their family physician or nurse practitioner and it is determined that they do NOT have COVID-19, they may return to school once symptoms resolve.

6. Arrival and Dismissal Protocol

- Parent/guardian will drop off child(ren) at the blacktop between 8:30-8:40 am.
- Students are to immediately go to their designated line up. There is to be no playing together while waiting. Line ups will be clearly marked for each class.
- Parents/guardians are not permitted in the line up area (the blacktop) and are not to enter the school building unless permission is given for what is deemed a necessary situation.
- Parents can walk their children to the chained area or wait in front of the school or in the parking lot.
- Communicate to parents the importance of their child(ren) dressing for the weather to line up outdoors.
- Following drop off, parent/guardian is to leave the school property. Congregating is not permitted.
- Teachers are to meet their class at the 8:40 bell and begin entry protocol (handwashing).
- There will be assigned entrances for each class.
- Same line up spots will be used for dismissal. Teachers will take their classes out. Parents will pull up and students will be sent to the cars. Parents can also park in the parking lot and come and get their students from the line ups. Older siblings can also take younger students to the family vehicle.
- Encourage parents to leave immediately. Supervisors will ensure the playground will not be used at the start or end of the day.

7. Recess & Outside Time/Supervision

- Teachers may conduct classes outside, weather permitting.
- Students are allowed to have recess all together if they are physically distancing and outdoors.
- Playground will be split into sections, learning groups will be assigned to a section and supervisors will watch the various areas.
- The playground equipment will be designated for one learning group and will rotate each recess.
- Parent supervisors are still allowed to be outdoors with students, maintaining distance. PPE is highly recommended.
- Certain games that require physical touching will not be permitted at this time, such as tag, football, handball games, etc.

8. Food/Drink

- Food services will continue for those families wishing to purchase hot lunch. All food will be provided by vendors. There will be no in-house cooking or baking.
- Staff luncheons (when provided) will also be from vendors.
- Water fountains will be taken out of service.
- Staff and students will be able to fill their water bottles at the bottle filling station. Signage will be put in place to reinforce safe use and will be cleaned often as part of the high touch areas.
- Parents are asked to send their children to school with a full bottle of water each day.
- Parents are asked to send waste free lunches and anything that is brought to school in their lunches will be sent home to dispose (this will eliminate the need to have organic bins that need sanitizing, as well as limits the garbage in the school).
- Any utensils, containers, etc. will be sent back home uncleaned.
- Any kitchenware in the staffroom will be taken out for the time being and replaced with one time use cutlery for those who need them.
- Organic bins will not be available in the school.
- Before and after every snack, students will be asked to wash/sanitize their hands. Parents are encouraged to send individual sanitizer containers.
- There is to be absolutely no sharing of any food or drink.
- Treats from home will not be permitted at school for special occasions.



9. Washroom use

- Students are permitted to use the washroom with washroom passes. They are encouraged to wear their masks when they are in the hallways.
- There are hooks outside the washroom that students hang the passes on to indicate someone is in the washroom. If there is already a pass hanging, students must wait on designated spots in the hallway.
- If it is urgent, the student may go in the washroom but must physically distance from anyone inside.
- All staff and students MUST wash their hands using handwashing guidelines (posters will be visible in all washrooms).
- Adults will ensure that younger children wash their hands according to handwashing guidelines.
- Washrooms will be sanitized twice a day.

10. Classrooms

- Students will remain in one classroom, whenever possible, throughout the day.
- Classrooms will have minimal decor and have furniture that can be cleaned and sanitized regularly.
- Excess equipment, furniture and rugs will be stored.
- Maintain as much distance in the classroom as permitted—consider different classroom configurations, desks/tables arrangements where students are not facing each other, assigned seating.
- Offer manipulatives (counters, dice, etc.) and items that encourage individual play and that can be easily cleaned.
- Students should have access to their own high touch materials (pencils, pens, rulers, etc.).
- Clear desks off at the end of the day.
- As much as possible, limit movements outside of the classroom (in the buildings).
- Opening of windows where possible will be encouraged to increase fresh air into schools.
- Air conditioning units with output hoses are permitted.
- Ventilation system will be checked prior to school re-opening.

Uniforms

- Students are expected to wear **clean** uniform pieces to school.
- On days the class have PE, students may come to school in their gym strip to refrain from using the change rooms (Until October 15, 2020).

11. School Masses

- The class in charge of the Mass will attend mass in person with their learning group. The other learning groups will participate via live stream.
- Classes will be encouraged to attend Adoration in their class group with learning groups signing up back to back. We will allow for cleaning between the learning groups.

12. Assemblies, Extracurricular Activities

- Large in-person gatherings, field trips, assemblies, intramurals, and extracurricular sports are postponed at this time. Virtual extracurricular activities can continue.
- Classes can still prepare assemblies with their learning group.
- Assemblies will be live streamed to classrooms or filmed and shared.

13. Before and After School Celtics Club

- We will continue to offer Celtics Club but in limited numbers.
- The staff will follow the same hygiene procedures.
- Students and staff will have to physically distance themselves.
- PPE is highly recommended as they are not in the same learning groups.
- This will include enhanced cleaning procedures and follow school protocols.
- Students who are signed up to attend Celtics Club will be collected from their line ups by the staff.



Useful Links:

The BC Government has announced that we are opening schools in Stage 2.

What does that mean for the province? See the link to the Ministry of Education:

<https://www2.gov.bc.ca/gov/content/education-training/k-12/covid-19-return-to-school>

Updated Worksafe BC documents:

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation/education>

BC CDC:

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>