

St. Joseph the Worker School Parent Handbook

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- **This Parent Handbook outlines the Policies of St. Joseph the Worker School and is made available to all parents of St. Joseph the Worker School. Policies are developed under the direction of the CISVA. The CISVA Policy Manual is available at the School office.**

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- **Please note – you may receive inserts for this binder throughout the year. It is your responsibility to insert them and keep this binder updated**

ORGANIZATION

A

MISSION STATEMENT:

St. Joseph the Worker Parent Handbook 2008

St. Joseph the Worker Parish School shares in the mission of the Church to proclaim and build the Kingdom of God in an unique way through our Franciscan charism that inspires and guides us to reach out to the community and its needs.

St. Joseph the Worker Parish School, as a faith community, is committed to excellence in Catholicity and in all areas that promote the development of the whole child to his or her full potential.

St. Joseph the Worker Parish School is an integral part of the parish family working together in a shared vision with all parish ministries.

St. Joseph the Worker Parish School strives to develop Christian leaders, responsible citizens and life-long learners.

SCHOOL PHILOSOPHY:

The philosophy of St. Joseph the Worker Catholic School is to develop the whole student through academic studies while maintaining Christian catholic values. Students are encouraged to strive for top spiritual, academic, cultural, physical and emotional performance and to demonstrate respectful behaviour towards others.

STUDENT EXPECTATIONS:

At St. Joseph the Worker School, we feel the role of the student is to take responsibility for their learning. Such responsibility involves getting to class on time, taking care of schoolbooks and materials, taking an active role in class activities, as well as completing and turning in homework assignments, which reflect the standards, and expectations set by the classroom teacher. The student will ensure that notices are delivered home. Students are expected to treat other people, such as staff members, other students, parent supervisors, and visitors, with courtesy and respect. It is expected that students wear their school uniform with pride.

STRUCTURE:

St. Joseph the Worker Parish School is a Roman Catholic School under the direction of the Catholic Independent Schools of the Vancouver Archdiocese. St. Joseph the Worker School serves the educational needs of the children of St. Joseph the Worker Parish.

St. Joseph the Worker School is, by its origin, committed to the teaching of the Catholic faith according to the Doctrine of the Roman Catholic Church as outlined in the Archbishop's Letter, "The Catholic School, Its Character and Mission".

The Pastor of St. Joseph the Worker Parish is the Spiritual and Executive Director of St. Joseph the Worker School. He is supported in this mission by an elected Education Committee as provided under "The Guidelines for Structure of our School Administration under the Catholic Independent Schools of the Vancouver Archdiocese".

These guidelines assign the responsibility of the day to day administration of the school to the Principal who is the organizer of the school community.

THE PARISH EDUCATION COMMITTEE:

The role of the Parish Education Committee is to cooperate with and assist the Pastor in the running of the school. They see that Archdiocesan policies are implemented and they set policy for the local school. The committee manages the finances of the school and the hiring of staff in consultation with the Principal and they assist the Pastor and Principal in the general running of school programs.

PARISH EDUCATION COMMITTEE PORTFOLIOS

PASTOR

- Is the member of the Society (the other is the Society Delegate)
- Is an ex-officio member of PEC and its sub-committees
- Member of the Executive Committee
- Receives his mandate from the Board of Directors
- By Canon Law he is entrusted the school
- Administers the school property (because they belong to the Parish)
- Responsible for the spiritual formation of the students
- Must make sure that the school is an active part of the Parish
- Provides pastoral care to the Faith of the staff
- Responsible for the Religious Education program in the school
- Promotes and cultivates parish support for the school
- Work collaboratively with the PEC
- Approves the Budget of the school
- He (the Parish) is responsible for all capital and extraordinary expenses
- Approves hiring and firing
- Has the right and responsibility of admission/dismissal for students

CHAIRPERSON

- Oversea all areas of the Education Committee
- Work closely with the Pastor and Principal
- Schedule and chair all meetings
- Meet with the Pastor and the Principal to prepare the agenda
- Ensure that all directives from the Central Committee are carried out
- Approve all correspondence from the committee
- Facilitates the PEC meetings
- Overseas election of officers of the PEC
- Ensure that Society policies are followed
- Ensures that the Treasurer prepares the Budget and consults with Parish Finance Committee
- Ensures that local policy is developed
- Ensures that Policies re: hiring and firing are followed
- Establishes and maintains liaison with parish groups and community
- Develops with PEC long range plans for the school
- Keeps Superintendent's Office informed of issues affecting the Society
- Member of the Executive, Finance and all sub-committees
- Society delegate.

VICE CHAIRPERSON

- Acts as chair in the absence of chairperson
- Carries out other duties as required by PEC
- Is Society delegate, if chair declines role.

ROLE OF THE SOCIETY DELEGATE

- Is the direct link from school to Society
- Open to standing for election at AGM to Executive Committee for Board of Directors
- Accepts and reports on all Society meetings, usually three or four times a year
 - Liaison meetings
 - Zone meetings
 - AGM
 - Other special meetings

SECRETARY

- Record the minutes of every meeting
- Distribute the copies of the minutes and other pertinent information to all members
- Maintain a file of the minutes
- Type correspondence when required.

TREASURER

- Prepare a yearly School budget in consultation with the school Executive Committee including the Chairperson, Pastor and Principal (to be approved by the PEC)
- Is a member of the Finance Committee
- Monitors all expenses and revenues with regards to the budget
- Monitors all school bank accounts
- Oversees the bookkeeping
- Oversees the collection of tuition
- Oversees outstanding Accounts Receivables, with consultation with Pastor
- Consult with the Pastor, Chairperson and Principal regarding any difficulties
- Bill all families for non-fulfillment of participation requirements and maintain communication with the bookkeeper
- Responds to the Executive Committee re Budget information
- Ensures that all CISVA monetary policies are followed.
- Keeps PEC up to date on all financial matters
- Provide and report on monthly Financial Statements to the PEC.

PARENT PARTICIPATION

- Coordinate the parent participation programme
- Communicate all pertinent information to the parents
- Provide a list of all the parents involved to the bookkeeper
- Oversee and monitor the programme
- Consult with the Pastor, Chairperson and Principal regarding any difficulties
- Bill all families for non-fulfillment of participation requirements and maintain communication with the bookkeeper
- Provide a monthly report to the PEC.

MAINTENANCE

- Work in consultation with the Chairperson, Principal and Pastor to maintain the day to day physical operation of the school and maintenance programme
- Oversee the implementation of the parent participation programme with regards to maintenance
- Seek financial approval for work needed through PEC or Parish Finance Committee
- Be a member of a sub-committee that oversees the position of the school custodian
- Provide a monthly report to the PEC.

UNIFORM

- Be a liaison between the uniform supplier and the school
- Organize the uniform ordering
- Facilitate the sale of second hand uniforms
- Ensure that students are adhering to the uniform code
- Bring any uniform concerns or possible changes to the PEC
- Provide a monthly report to the PEC.

TUITION

- Oversee the initial collection of tuition fees by the school secretary at the time of registration
- Is given any tuition cheques which are returned NSF and after informing the Principal and Pastor contact the family
- Report to the PEC Executive any family who after repeated phone calls and/or letters, continues to be remiss in their tuition payments so that the appropriate course of action can be taken

POLICY

- To develop or change policy in consultation with the Pastor, Principal and PEC
- Present draft of policy changes or additions to PEC
- Inform school community of school policy changes or additions to PEC
- Inform school community of school policy changes or additions (including updates to Parent Handbook)
- Provide a monthly report to the PEC

PARENT EDUCATION

- To develop parent education programme in consultation with Principal and PEC
- To inform parents of parent education programme and encourage attendance of same
- Provide a monthly report to the PEC

FUNDRAISING

- Oversee fundraising in the school and chair meetings
- Bring proposal for fundraising to the PEC
- Provide a monthly report to the PEC

The Principal and teacher representatives are not members of the PEC but attend each meeting.

PRINCIPAL

- Present at PEC meetings
- Provide monthly report to the PEC

TEACHER REPRESENTATIVE

- Present at the PEC meetings.

POLICIES

ADMISSION POLICY:

St. Joseph the Worker School is a Parish School and one of the Catholic Independent Schools of the Vancouver Archdiocese. The School was built and supported by members of the Parish. It continues to be strongly supported by the Parish. As such, it stands primarily in the service of the parishioners who support and participate in the life of the Parish.

Admission to St. Joseph the Worker School is granted by the Parish Education Committee acting upon recommendations of the Pastor and School Principal.

- a) The Pastor determines who are supporting and participating in the life of the Parish and will make recommendations based on his pastoral judgement.
- b) The Principal takes into consideration the academic, learning and social abilities of the child and the approach of parents towards Catholic education. The Principal will make recommendations in view of the objectives and capacity of the school.

The Education Committee affirms that the School of St. Joseph the Worker is one with the Parish of St. Joseph the Worker. Therefore, it is our belief that the home, the school and the Parish must cooperate in the Christian education and formation of your child or children. Hence, we encourage all parents to involve themselves, if possible, in the monthly school masses. More importantly we expect that the entire family participate in the Sunday liturgies and the life and activities of the Parish.

In the spring of each year we shall review all the applications for registration and re-registration for the upcoming school year. Our priority of registration, including the acceptance of siblings, will be given to the child or children of parents who meet the criteria of "supporting parishioners" in the Parish of St. Joseph the Worker.

Families shall read and sign the Statement of Commitment prior to being accepted into the 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 PRIORITIES:

Priorities for admittance into elementary schools (new enrollment and re-enrollment) is as follows:

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.

CLASS SIZE:

Class size will be determined by consultation between the Principal, Staff and PEC.

POLICY REGARDING SCHOOL FEES:

As a member of the St. Joseph the Worker community we have the privilege of participating in both a vibrant parish and an excellent school. It is through the commitment and sacrifices of all parishioners that we can send our children to a Catholic School.

It is in the spirit of community building that all parents are expected to be participating members of the parish. Participation not only includes weekly use of offertory envelopes but also participation in the various ministries of the parish. Each family is encouraged to contribute by use of the offertory envelopes according to their financial means. Families who cannot afford to contribute should speak to the pastor.

School fees are paid on an in-parish or out-of-parish basis. **Families who are not using offertory envelopes on a regular basis and have not spoken to the pastor will be assessed out-of-parish fees.** All information concerning contributions is held in confidence by the pastor.

It is hoped that all parishioners will gladly share their time, talents and resources as we continue to build our Catholic community.

PARTICIPATION POLICY:

St. Joseph's is an independent school under the authority of The Bishop's Representative, the Pastor, and the elected Education Committee. Our school is funded by the government grant, the parish subsidy and tuition fees. Because of the parent participation program, we are able to generate income for the school as well as provide extras for the students. It also helps greatly in keeping our fees down. In addition, parents of the Grade Two and Grade Seven children are required to attend classes for the sacramental preparation program.

Parents are an integral part of the Parish and school community and should be invited and encouraged to become involved in the activities and endeavour of St. Joseph the Worker School. The Parish Education Committee shall direct the involvement of parents with the school. It is the responsibility of the Parish Education Committee to approve and direct any parent group working or acting on behalf of the school.

St. Joseph the Worker School requires parent's participation to fill various non-teaching functions in the school.

The Parent Participation Policy for this activity is as follows:

1. Each family is required to pay a \$100.00 deposit upon acceptance into the school. This deposit will be carried forward to the next school year unless forfeited or the child is transferred to another school at the end of the school year.
2. Failure to complete scheduled parent participation duties will result in the forfeiture of the \$100.00 deposit. The Parent Participation representative will phone to notify the family of their forfeiture. A letter of forfeiture will then be sent by registered mail to the family home (appendix 3). The family will then be required to reinstate the deposit in the amount of \$300.00.
3. When a family has been notified of forfeiture of their deposit, an appeal may be made to the PEC. In order to commence an appeal, a letter setting forth the grounds must be submitted to the Chairperson of the PEC no later than seven (7) days after receiving the notice of forfeiture. The matter will be discussed at the in-camera portion of the next meeting of the PEC at which time a decision will be made. This decision will be final with the approval of the Pastor.
4. The second failure to complete the scheduled duties will result in the forfeiture of the \$300.00 deposit and the family will be required to reinstate the deposit in the amount of \$600.00.
5. A further failure to complete the scheduled duties will result in the forfeiture of the above noted amounts. In addition the family will be referred to the Parish Education Committee for further consideration at that time.
6. If a parent is unable to perform their assignment they are required to arrange for a qualified substitution. The only acceptable substitutions are a spouse, another parent who will exchange days, or a substitute that has been pre-approved by the principal for school assignments. It should be noted that nannies are not on the list and will not be accepted as substitutes. An unsuitable substitute will be dismissed and the family will forfeit the appropriate deposit.
7. Any non-forfeited deposits will be refunded upon the family leaving the school.

Revised 6/07

POLICY ON THE COLLECTION OF UNPAID BILLS AND BAD DEBTS:

- 1) The Parish Education Committee (PEC) Bookkeeper informs the PEC Treasurer/Tuition PEC Representative of any unpaid bills or outstanding debts.
- 2) The Treasurer/Tuition PEC Representative contacts the family in confidence by phone and by letter (appendix 1).
- 3) If after above contact there is no response within seven (7) days of receipt of letter (appendix 1), the PEC Treasurer/Tuition Representative shall send a second letter by registered mail to the family home (appendix 2).
- 4) If there is no response to the second letter (appendix 2), or no resolution has occurred, the matter will be referred to the next in-camera session of the PEC.
- 5) After discussion at the in-camera session, the PEC will decide on the action to be taken in each circumstance. Any decision made by the PEC may be appealed to the Pastor.

Please note that all discussions and correspondence will be considered confidential.

APPENDIX 1
Notice of Arrears

Dear

Re: Student Name – Notice of Arrears

Our records show that there is an outstanding amount of \$_____ owing for (fees, books, etc.).

If you have any questions regarding this amount please contact _____ through the school office at 277-1115, between the hours of 10:00 a.m. and 2:30 p.m., Monday to Friday.

As we wish to settle all accounts by the end of each month your prompt attention to this matter would be appreciated.

Sincerely,

Treasurer/Tuition PEC Representative
St. Joseph the Worker School

APPENDIX 2
Notice of Delinquent Bills

Dear

Re: Student Name – Notice of Delinquent Bills

Our records show that there is an outstanding amount of \$_____ against your account for _____.

I have contacted you by phone and letter regarding the above amount. To date no payment has been received. You are requested to meet in confidence with the Tuition Committee by _____. Call _____ at _____ to make an appointment.

Sincerely,

Treasurer/Tuition PEC Representative
St. Joseph the Worker School

CONFLICT RESOLUTION POLICY:

Parents have the responsibility to read and understand the Parent Handbook and the school policy as outlined in this Handbook. These policies are the result of PEC policy and C.I.S.V.A. policy. Parents also have the responsibility to explore alternatives to resolving a problem without undue issue or conflict. Parents have the right and responsibility to discuss disagreements involving a staff member on a *timely basis*, in an atmosphere of *courtesy, confidentiality and respect*. The channels of communication are as follows:

1. The issue must be dealt with first by the persons directly involved. For example, the classroom teacher. She/He knows your child best and will hopefully be able to solve any problems or deal with your concern.
2. Speak to the Principal if the problem involves the school at large or if you do not feel satisfied that your concern has been acted upon or understood by the classroom teacher.
3. The Principal will clarify the issue of disagreement and document all matters pertaining to the issue and its resolution.
4. The Principal will determine what policy/policies of the school or CISVA can be applied to resolve the issue. If necessary, advisers might include the Pastor, Chairperson and a representative from the Superintendent's Office etc., to help provide a resolution to the issue.
5. The Principal having made a judgment to resolve the issue, shall promptly notify both parties of the resolution in writing. In this written notification, the parties must be informed of the available appeal procedures.
6. If the Principal's resolution is not accepted, the matter may be appealed to the Education Committee. The appeal must be submitted in writing no more than seven days after the Principal's decision has been received.
7. Upon receiving the complaint, the Education Committee will form a subcommittee with authority to make a decision regarding the appeal. This committee must always include the school's Pastor. The subcommittee will study the documentation and then call a meeting to hear presentations from the complainant and the Principal. Both parties will be in attendance and be given the opportunity to respond.

8. After this, the subcommittee shall, in camera, present its decision to the Education Committee. The Education Committee will ratify the decision and take the steps necessary to implement the decision. If the resolution requires disciplinary action, the Education Committee must consult with the Superintendent before implementing the recommended action. The Education Committee may reject the sub-committees decision only if there is a serious flaw in the procedures of the appeal process. At that time, the Superintendent must be notified and a decision will be delayed until the Education Committee receives direction from the Board of Directors.
9. The Education Committee shall notify the appellant, and the principal, of its decision within seven days of the meeting. The decision will be communicated in written form.
10. When the complaint is about the Principal, the process should start at #1. However, if there is no resolution at the end of this, the process should skip to #6 and following.
11. The Board of Directors may consider an appeal of the Education Committee'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 appeal committee. The appellant must prepare a written submission to the Board detailing the reasons. This submission must be delivered to the Superintendent's Office no later than fourteen days after the Education Committee's decision.
12. 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 Ombudspersons shall be obtained from the Superintendent of the CISVA.
13. The procedure and scope of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
14. The outcome of the Independent School Ombudsperson's review shall be communicated to the appellant by the Superintendent.
15. The Board of Directors will communicate its final decision to all parties concerned.
16. Requests for extensions of the timelines mentioned in this policy, will, for valid reasons, ordinarily be approved.

PERSONAL HARASSMENT POLICY:

St. Joseph the Worker recognizes the rights of its staff, students and parents to function in an environment free from personal harassment.

Personal harassment means engaging in behaviour that is known or ought reasonably to be known to be unwelcome and shall include, but not be limited to, direct or indirect conduct, comment, suggestion, gesture, communication or physical contact which:

- i) is likely to cause offense, humiliation or intimidation to any person;
- ii) is unwanted or unwelcome, whether deliberate or unknowing;
- iii) interferes with an individual's job performance;
- iv) has the effect of creating a hostile work environment

The above conduct is separate and distinct from the normal discipline and evaluation that occurs within the daily operation of an elementary school.

Complaint Resolution and Grievance Procedure:

If a staff member, student or parent believes that a fellow staff member's, student's or parent's conduct is inappropriate, even if that person did not intend his/her behaviour to be considered inappropriate and/or hurtful, then the injured person should tell the individual in what way their behaviour was inappropriate to them and ask them not to repeat it in future.

If a staff member, student or parent is uncomfortable speaking to their fellow staff member, student or parent directly, then the complaint should be brought to the attention of the Pastor, Principal or Chairperson of the PEC and they will intervene in an informal manner on the person's behalf.

If harassment is too serious to be dealt with on an informal basis the injured person should immediately document the incident(s) in writing and provide details regarding the harassment incident(s), including date, time and place. The injured person should bring the formal complaint complete with the documentation to the Pastor, Principal, or Chairperson of the PEC.

Once such a formal complaint is received, the Pastor and a sub-committee of the PEC (chosen by the Pastor) will investigate the complaint. While the steps will be taken to preserve the confidentiality of the complaint the complainant should understand that the alleged harasser(s) will be made fully aware of the details of the complaint and will be given an opportunity to respond. In addition, other person's who may have pertinent information may be interviewed. The complainant will be comprised of the outcome.

Where the allegations of the harassment are found to be valid the Pastor and committee will determine what action should be taken against the harasser and what remedial steps if any should be implemented. Disciplinary action against the harasser may range from a reprimand to dismissal.

A complaint of harassment that is found to be initiated for malicious, frivolous or vexatious reasons will lead to disciplinary action against the complainant.

Where a complaint is found to be not substantiated, the Pastor and the committee will privately inform the complainant and all other parties involved will be informed that the complaint was found not to be substantiated. No further action will be taken.

Responsibility:

The responsibility of creating and maintaining a positive environment rests with all persons sharing the workplace. Staff, students and parents are expected to recognize and refrain from actions, which offend, embarrass or humiliate others, whether deliberate or unintentional.

The Pastor and PEC has an ongoing responsibility to respond immediately to stop and activity which undermines this policy, whether or not there has been a complaint. Staff, students and parents have an equal responsibility not to make frivolous or vindictive accusations.

Addendum:

Nothing in this policy is intended to preclude an individual's right to file a complaint with the Human Rights Commissioner.

ABUSE DISCLOSURE POLICY:

In the event that a student discloses possible abuse to their teacher or the teacher has a valid reason to believe abuse is occurring the responsibilities of that teacher are very clearly outlined in the Child, Family and Community Service Act 14(1) which states:

“A person who has reason to believe that a child needs protection under section 13 must promptly report the matter to a director or a person designated by a director (i.e. a social worker).”

Child Abuse is a traumatic experience for both the child and the parents. Teachers and administrators are aware that no one indicator necessarily constitutes child abuse. Emphasis will be placed on the need for accurate, factual and objective recording.

SERIOUS MISCONDUCT POLICY:

Where a child is guilty of serious misconduct, the matter shall be reported to the Principal who shall take appropriate disciplinary action, which may include:

Suspension

The parents will be called and the child sent home. The child may not return until the parents and Principal have met and agreed upon a suitable punishment. The suspension will be recorded and remain in the student's permanent file.

Expulsion

The Principal must call the Chairperson of the Education Committee and the Pastor for the approval of the decision to expel.

THEFT AND VANDALISM:

The Principal will deal with incidents of theft and vandalism. If a student is found to have committed either theft or vandalism, retribution to the victim will be made by the student who committed the act, and suspension will be considered at the discretion of the Principal.

WEAPONS POLICY:

Our policy concurs with the definition of a weapon in The Criminal Code of Canada, Sec. 82 "Weapon" means

- a) anything used or intended for use in causing death or injury; or
- b) anything used or intended for use for the purpose of threatening or intimidating any person.

Consequences:

Weapons of any kind are prohibited on any school premises and students who are found with weapons on their person or in their desk will be subject to severe disciplinary action.

1. When a principal has reasonable grounds to believe that a student has on either his/her person, or in a locker or desk, the principal will:
 - a) locate and confiscate the weapon;
 - b) inform the parents/guardians;
 - c) begin disciplinary action.

2. When a principal has reasonable grounds to believe that a student has displayed or brandished a weapon in a threatening or intimidating manner or assaulted another person with a weapon the principal will notify the parents/guardians, begin disciplinary procedures and may refer the matter to the police.

TOBACCO USE ON SCHOOL GROUNDS POLICY:

As outlined in Tobacco Control Act section 2.2 (2007):

“a person must not smoke or use tobacco, or hold lighted tobacco, in or on school property.”

This prohibition includes vehicles on the school grounds.

HEAD INJURY OR SERIOUS INJURY POLICY:

1. Do not move child if severely injured. Send for first aid person immediately. Control any bleeding with pressure, cover child and reassure him/her. Call 911 from Religious Education Office. (Keep calm).
2. If a child has been injured and medical attention is required:
 - a) first call parents or emergency contact.
 - b) call family doctor to advise if parents or emergency contact cannot be reached.
 - c) if the parents or emergency contact is not available the child will be taken to the Richmond Hospital Emergency or the family physicians office on the advice of the family doctor. In the event of a serious injury then 911 will be contacted to assess and transport the patient to the nearest emergency room (Richmond Hospital).

MEDICATION POLICY:

If any child needs to receive medication at school it should be put in a plastic bag (with a spoon if required) and left with the secretary at the office and she will administer it to them at the appropriate time.

EpiPens will be kept in a central location - at the office. Parents must supply the school with a child's EpiPen with their name and picture in a plastic bag (it is the parents responsibility to ensure that the EpiPen is current). Students with EpiPens or other serious medical conditions will have their pictures posted in the Staff room for emergency identification purposes unless the parent requests otherwise in writing.

Students with inhalers will be permitted to keep their medication with them during the school day. All other medication must be reported to the teacher and secured in the office.

It is the parent's responsibility to inform the school of any changes to the medication needs of their child. If necessary, parents must update information contained on emergency form kept on file in the school. As well parents are responsible for ensuring that when their child is on a fieldtrip they have their medication needs discussed with and provided to the teacher.

DAILY DISMISSAL POLICY:

When children are repeatedly left after dismissal or picked up after supervision has ended, the parents/guardians will be contacted by the principal.

PARENT VOLUNTEER POLICY:

St. Joseph the Worker School encourages and relies on the participation of our parents. We are very fortunate to have many parents functioning in supervisory roles within the school. It is imperative that parents realize the responsibility they have in carrying out those participation roles that involve contact with our children.

For those volunteers who work directly with students in an unsupervised capacity a criminal record check will be required. Some situations arise whereby the supervisory role of a volunteer is limited and/or indirect and may not warrant a criminal record check. The principal will consider the need to request a criminal record check, interview prospective volunteers, and/or request additional information from the prospective volunteer based on:

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

Parents will assume they are representatives of the school and are in a position of authority when fulfilling their parent participation duties.

Parents who are Grounds, Parking Lot, Classroom and Field Trip Supervisors are in a position of trust with the children and are asked to respect this when a disciplinary or first aid incident arises. The parent volunteer is expected to deal with these immediately and to inform the teacher on duty.

The safety and conduct of our students is paramount and it is through these measures that we can assure their well being.

HOMEWORK POLICY:

Homework is an important skill that needs to be developed gradually over the elementary years. It will consist of unfinished class work, studying for tests and reinforcing skills taught in class. Projects will be assigned not only as an enrichment tool but also to help students learn organizational and long range planning skills. Students should always challenge themselves to use their time and effort wisely to produce quality work.

Typical homework expectations:

Grades K-3 See Primary policy below

Grades 4,5 30-45 minutes/night

Grades 6,7 45-60 minutes/night

The above times are based on new work assigned or studying over a period of time for a scheduled test. Time management is important both in class and in completing multi-day assignments so that the time to complete this work does not add up and become unmanageable by the due date. If a parent finds that the length of time that a student is spending on homework is of concern or is consistently outside these time expectations, the classroom teacher should be contacted to discuss the situation as soon as possible.

Student Planners

Each student in Grade 1-7 has an individual student planner in which he or she records homework assignments and due dates. Parents are encouraged to monitor their child's planner to see that it is being used effectively since the planner is an excellent communication tool between the school and home.

Illness

When a child is absent due to extended illness, parents should contact the classroom teacher to make plans for the completion of missed work. Students in turn then should make a reasonable effort to complete as much as missed work as possible.

Vacation

Parents are strongly discouraged from taking their child on vacation during school time. In the event a child is missing due to vacation, assignments will not be given ahead of time. Upon the return of the student, some school work will be required for assessment purposes and students will receive the accumulated missed school work. In some cases, concepts will be missed and the student's progress may be affected. Parents or a tutor will be required to teach missed concepts outside of school time.

Homework in the Primary Grades

Homework is an important skill that needs to be developed gradually over the elementary years. It can consist of reading aloud, assignments or learning tasks to reinforce concepts taught in class, (i.e. spelling, math facts, games) and it may also include unfinished class work.

The following may be used as a homework time guideline and times will vary according to each student's learning style: Approximately 15 min-30 min. daily.

REPORTING PERIODS:

There are three formal reports written for each student, in December, March and June. Reports for students in Kindergarten - Grade 3 are structured written reports. Reports for students in Grades 4-7 are a combination of written comments as well as letter grades for Language Arts and Math in Grades 4 and 5, and Language Arts, Math, Science and Social Studies in Grades 6 and 7. Parent/Teacher-Student Led conferences are also held in the Fall and in the Spring in order to facilitate discussions on student progress.

PROMOTION POLICY:

All students in K-7 are automatically promoted to the next grade following the completion of assigned curriculum in their designated grade. Exceptions may occur when both parents and school agree it is in the best interests of the child to be assigned to another grade. Educational testing would be necessary in order to support such a decision.

RECORDS POLICY:

St. Joseph the Worker School complies with the Ministry of Education rules on the release of student records.

When a student transfers, the new school may request and St. Joseph the Worker School will release, copies (if transferring to a public school) or originals (if transferring to a Catholic Independent school) of the students Permanent Record, 2 previous years report cards and the students Individual Education Plan. Any other student records held by St. Joseph the Worker School can not be released without the written consent of the parents.

If there is a custody issue, the registered court copies of custody must be kept on file with St. Joseph the Worker School.

01/01

UNIFORM POLICY:

At St. Joseph the Worker School we have specific uniform requirements that are outlined in the section under Uniforms. Students must wear their school uniform which includes having their sweater available at all times. Uniforms are to be purchased through our uniform supplier. Parents will be notified, in writing, if their child is not in proper uniform and they will be expected to make the necessary changes.

01/01

POLICY FOR HANDLING FUNDRAISING MONEY:

All money collected by the fundraising committee must be deposited immediately into the bank or stored in the Parish Office until a bank deposit can be made. All collected fundraising money must remain on the parish property until deposited into the bank.

12/00

POLICY FOR FILING PEC DOCUMENTS:

The PEC of St. Joseph the Worker School must retain one copy of each financial statement and financial information for a period of seven (7) years. The PEC will keep one copy of the approved minutes of each PEC meeting (in and out of camera) indefinitely. A copy of each member's report will be kept with these approved minutes. The PEC will keep all original correspondence received by the PEC indefinitely. All the above-mentioned files will be kept in St. Joseph the Worker School in a secured filing cabinet. All documents produced and received by the PEC representatives are the property of St. Joseph the Worker School.

12/00

POLICY FOR THE USE OF THE ST. JOSEPH THE WORKER SCHOOL NAME, LOGO AND CREST:

The St. Joseph the Worker School name, logo and crest are not to be embroidered, stenciled, screened and/or reproduced onto any unauthorized items. Only PEC approved items will bear the St. Joseph the Worker School name, logo and crest.

01/2006

PLAYGROUND EQUIPMENT SAFETY POLICY

The playground equipment will be inspected on a regular basis with defects being repaired before student use is permitted.

HOT LUNCH POLICY

The hot lunch team is made up of one Hot Lunch Coordinator and seven Hot Lunch team members.

- One member of the hot lunch team must be Food Safe Certified. This individual/s must be present on any hot lunch day in order to ensure that safe food handling practices are observed.
- The hot lunch team must be **aware of the food allergies/restrictions for specific children**, as documented on the food allergy list obtained from the school office.
- All food sold within the school must conform to the BC Provincial Guidelines for Food and Beverage Sales in BC Schools 2007.
- Parents are responsible for not ordering hot lunches that may potentially cause a reaction for their children. Parents are responsible for forwarding any queries regarding the food being served to the Hot Lunch Coordinator, care of the school office.
- For school lunch events (i.e. Walkathon lunch, Hunger lunch, and Fun Day lunch), parents of children with allergies/food restrictions are responsible for providing the Hot Lunch Coordinator with instructions on the type of food to serve their child during the event. The hot lunch team is responsible for carrying out these instructions, as long as it is within reason and fits into the scope of the event. If the instructions are outside of the scope (i.e. requires a lengthy time to prepare given the hot lunch team's resources) for the hot lunch team, it is the parent's responsibility to attend the event and oversee their child's lunch personally.
- It is the policy that any hot lunches for children not served on the day as a result of absence from school will be given away or sold to others who want it. The hot lunch will not be saved or given to a sibling of the absent child.

Responsibilities

The Hot Lunch Team comprises the Hot Lunch Coordinator and the Hot Lunch Team Members. Their duties are outlined as follows.

The Hot Lunch Coordinator is responsible for:

- Liaising with the Principal and Staff to determine and schedule hot lunch dates for the school year.
- Acquiring the food allergy/restrictions list from the school office at the beginning of the school year and informing each member of the hot lunch team, including student helpers, of those affected students.
- Organizing and attending Walkathon, Hunger and Fun day lunches and delegating specific tasks to each Team Member per event.

- Acting as a parent contact on any hot lunch related matter.
- Ensure that each Hot Lunch Team Member review guidelines and procedures at least annually.
- Maintaining the hot lunch coordinator binder, ensuring it has up-to-date information (i.e. current menu item pricing) at all times and removing any irrelevant or outdated information.

A Hot Lunch Team Member is responsible for:

- Attending the hot lunch meetings.
- Attending each hot lunch date and serving the hot lunch to an assigned grade.
- Performing assigned or chosen tasks as directed by the Hot Lunch Coordinator.

PROCEDURES

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BICYCLES:

We ask that any bicycle used as transportation to and from school have a secure lock. We recommend that ID #'s be engraved on bicycles for security reasons.

CARE OF BOOKS AND PROPERTY:

Proper care of all books, whether the property of the school or of the student, is an important part of every child's education. All texts should be returned to school each day. Compensation will be expected for any lost or destroyed text or library book. Please see that your child has a book bag in which to carry his/her books.

COMPUTER USE:

School Computer use is to be supervised at all times. Students must ask permission from supervising teacher before accessing Internet. Improper use of the Internet is prohibited (See Serious Misconduct).

DISCIPLINE:

Discipline at St. Joseph the Worker is meant to develop courtesy and respect for themselves, their teachers, and fellow students. Students will learn to practice, self-discipline spiritually, intellectually, socially and physically. Students must accept the responsibilities for their behaviour.

If a student is disruptive or uncooperative, responsibility for correction rests with the student, teacher and parent. Positive reinforcement is an essential means of obtaining desirable behaviour. Teachers and parents, by reinforcing Christian principles or actions and encouraging children through praise and love, can create a vibrant school community, and one in which its members are responsible and inner-directed.

Discipline Procedures:

In the case of minor infraction of the rules, the teacher or staff member in authority will issue discipline consistent with the school's philosophy, the child's maturity, and the degree of seriousness. The teacher shall use their discretion as to whether the matter should be brought to the attention of the Principal and/or the parent.

In the case of serious infraction of the rules, the matter must be brought to the attention of the Principal who will take appropriate action. (See Serious Misconduct Policy).

EMERGENCY PROCEDURES:

Fire

Fire drills are conducted regularly to practice emergency procedures. In the occurrence of a fire, students will be evacuated from the school to a specified area on the playground. Students will be dismissed according to Steps 1 – 3 found under **Earthquake Procedures**.

Earthquake Procedures

Because our school is located in an earthquake-prone area, we want to remind you that, in the event of an earthquake occurring, the following procedures will be followed:

1. No student will be dismissed from school unless a parent (or guardian designated by the parent) comes for him/her.
2. No child will be allowed to leave with another person, even a relative or baby-sitter, unless we have written permission to that effect or that particular person is listed on the student's emergency form. With this in mind, if your child's form is not up-to-date, please request a new form from the office.
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 at the entrance to the school yard. Signs will be posted in front of the church if this alternative location is being used.
4. We are prepared to care for children in the event of a critical situation if parents are not able to reach the school. We have a number of people with first aid certificates, and will be in communication with local emergency areas:
 - please do not call the school; we must have the lines open for emergency calls.
 - following the earthquake or other emergency, do not immediately drive to the school; streets and access to our school may be cluttered with debris; the school access route and street entrance areas must remain clear for emergency vehicles.
 - do turn your radio to C.B.C. - 700 on the a.m. dial; information and directions will be given over the radio.

EXTRA CURRICULAR ACTIVITIES:

St. Joseph the Worker School offers a variety of extra-curricular programs such as:

- Basketball and Volleyball for both boys and girls in Grades 5-7
- Cross Country Running : Grades 2-7
- Speech Arts: Grades 1-7
- Track and Field : Grades 3-7
- Choir : Grades 3-7
- Drum Club : Grades 4-7

All students in eligible grades are invited to participate in these activities. Students who join extra-curricular activities are expected to attend all practices and events unless a note is received from a parent.

Teams that enter the CISVA leagues must follow and adhere to guidelines set out by the CISVA Elementary Athletic Commission.

FIELD TRIPS:

In order for your child to participate in any off-site school field trip, your signature is required on school consent forms. These forms include a description of supervisory arrangements, the activity and, to the extent possible, the associated risk. You are asked to read the form carefully in order to give informed consent of your child's participation in the specified activities. These include Outdoor Education, skiing program and all school-related events outside of school. Driver consent forms are distributed to volunteers with specific instructions regarding the use of Personal Information in the event of an accident. The Society of the Catholic Independent Schools (CISVA) has provided in their yearly budget a Personal Liability Policy underwritten by Insurance Corporation of B.C. which increases the Personal Liability Coverage for each volunteer driver to a limit of \$10,000,000.00. This coverage protects each teacher, parent, or other volunteer while driving their own vehicle in the course of a school activity and with the authority or approval of the school principal. The additional protection provided by the CISVA does not include any coverage for the volunteer's vehicle, for collision or comprehensive perils, nor will the school or parish be responsible for loss of premium credits and increased class of insurance following an accident where the volunteer driver is considered to be "at fault".

Child Restraints

As per the new legislation governing child restraint seats, children being driven by parent drivers must be in booster seats if they are under 9 years of age, and under 4' 9" tall.

The compulsory Student Accident Insurance has been continued for another year. Please note that coverage is limited to 24 hours per day on school days and also covers days when the student is involved in extra-curricular activities sponsored by the school. THERE IS NO COVERAGE FOR WEEKENDS, HOLIDAYS, SUMMER BREAK, ETC.

HEALTH NURSE:

St. Joseph the Worker School receives the services of a school nurse from Richmond Public Health. The nurse visits the school every 2 weeks, and is available to monitor health concerns for individual students, set up screening sessions for both vision and hearing, schedule Hep. B immunizations for Grade 6 students, MMR immunizations for Kindergarten, as well as provide information or advice as needed.

HOLIDAYS WITHIN SCHOOL TIME:

Absences for reasons other than illness must be kept to a minimum. (Please try to schedule holidays during school breaks.) Loss of school time may jeopardize the child's year and usually results in missing new concepts taught during his/her absence.

In order to receive the government grants a child must be in attendance for a specified number of days during the year. If a child were to miss too many days due to holidays this could jeopardize reception of the grant, in which case the parents would be held responsible to pay the balance.

IDENTIFICATION OF PERSONAL PROPERTY:

Please ensure that every item your child wears or brings to school is carefully labeled. We suggest you put your child's name into the sweater label. Students are discouraged from bringing expensive toys to school. If items are lost please check in the Lost & Found located at the School office. If students bring a special object for show and tell, then it can be placed in the classroom and returned home at the end of the day. Items in the Lost & Found that are not claimed within 1 month will be donated to a local charity.

INFORMATION CHANGES:

It is extremely important that the school be notified of changes of address, place of work or emergency contact number. If you change banks before your post-dated cheques are to be cleared, please send new replacement cheques. Any changes in medical information must be reported to the School office. Parents are required to ensure that changes to the Student Information Card are current, accurate, dated and signed promptly.

KINDERGARTEN DISMISSAL:

When the Kindergarten children are dismissed they are brought up to the front office area to wait inside until they are picked up. We ask anyone waiting in the foyer to try to maintain quiet so that the office can continue to function.

LUNCHES:

If a lunch is brought for a child after 9:00 a.m. it should be left at the office and the child will be encouraged to come up and get it. Fast food lunches are discouraged. The school organizes 1 –2 hot lunches per month.

NOTICES HOME:

Classroom and school notices are sent home with the children. Copies of these notices are maintained for your reference in the school office.

NOTIFICATION OF SICKNESS:

Please make sure you inform the school immediately if your child has been treated for any communicable disease such as chicken pox, lice, pink eye, etc.

OFFICE HOURS:

School office hours are from 8:00 a.m. - 4:00 p.m., Monday to Friday. Visitors are required to check in at the office before proceeding down the hallway into the classroom area. Parents coming to the school for parent participation are asked to sign in at the office and wear a "visitor" badge to identify themselves to students. Parents dropping off books, lunches, or belongings for their children are asked to leave these items at the office.

PARKING LOT / TRAFFIC CONTROL:

There are a series of pylons in front of the school, which outline the drop-off lane. The drop-off lane is to be used for a single lane of traffic, please **do not pass** other cars already in the lane. Also, follow the lane completely, do not cut out between the parked cars. If your child is not ready to come to the car right away after school please park the car in a designated spot so that you do not hold up the traffic in the lane. Also, please remind the children to walk across the lane at the western end to go to their cars.

Another very important point is that there is no parking in the stalls on the west side of the lot against the side of the Church. When people do park there they are backing up into the area where the children have been told to walk.

We understand that there are times when someone else comes to pick-up your child, someone who does not do it regularly. Please let them know these simple guidelines

RAINY AND COLD DAYS:

Please make sure that your child comes dressed appropriately when it is cold or rainy weather (boots, raincoat, mittens, etc.). The children need fresh air and will play outside if it is drizzling or if there is snow on the ground. If the weather is inclement a decision may be made to keep the students indoors. On days when the students will be outside all students will be sent outdoors unless they have a physicians note.

SACRAMENTAL PROGRAMS:

The children of Grade Two prepare for their First Reconciliation and First Eucharist. Our Grade Seven children prepare for the Sacrament of Confirmation. Our preparation program for these Sacraments is run in conjunction with our Parish Religious Education Program. This involves scheduled parents' meetings as well as celebrations for the children and their families. Parents are called to meetings so that they will be able to participate more fully in this process of faith development. We recognize that parents are the primary educators of their children "in the ways of the faith" (Baptism liturgy) at both the Grade Two and Grade Seven levels. The parents have the option to choose whether their child is to be prepared for the sacraments and in choosing the preparation they make a commitment to the program presented by the parish.

SAFETY AND SUPERVISION:

We are concerned about the safety of your child, as we are responsible for them during school hours. If they need to leave the school during those hours, we must have a written note explaining why. The only exception will be children going home for lunch every day. In this situation only one note to cover the year is required. However, whenever a child leaves the school at noon they must check in with the secretary before they leave.

For children who make their own way home they are encouraged to leave from school as soon after 3:00.p.m. as possible. If a staff member requires your child to remain after school, you will be informed in advance if it is more than ten minutes. Children may play on the Big Toy after school only if their parent has given them permission and is supervising them there.

An early warning system exists at St. Joseph's. If your child is not at school and we have not been informed why he/she is away by a previous note or morning phone call, then you will be phoned by 9:30 a.m. and asked why they are not at school. We need to verify that they are not missing or en route. If your child is away, we must have a statement in writing explaining their absence - this is for our information but also for the government funding requirements.

Visitors, **including parents**, must report to the office and sign in. They must receive a visitor tag to be worn in plain view of students and staff.

Supervision

Supervision is provided before, during and after school hours. In the morning, there is one staff member on duty outside from 8:30 - 8:50 am. During short recess from 10:30-10:45 a.m., there are two staff members on supervision duty. While students are eating lunch, there is a parent or a teacher supervising from 12 Noon until 12:15 p.m. During long recess from 12:15 - 12:50 p.m., there are two parents and one teacher supervising the students. After school, there is one teacher on duty outside until 3:20 p.m.

The classroom teacher, as well as the parent volunteers who drive, provide supervision on field trips. The staff member in charge of a particular group or team supervises extra-curricular activities.

SCHOOL CLOSURE / EVENT CANCELLATION:

In the event of snow or other reasons for cancellation of school the following radio stations will announce the information:

98 CKNW AM
NEWS 1130 AM

Please note that if you do not hear the school mentioned in the closure announcements, school will carry on as usual. If snow conditions exist children must have proper clothing and footwear – warm coats, gloves, hats and boots

SCHOOL MASSES:

The importance of the Mass is recognized as a way of increasing the faith of the children and helping in the building of a Christian community. Attendance at, and participation in the Parish Sunday Masses is taken to be an essential feature of our school families lives.

Masses are regularly offered for the whole school. Students are given an opportunity to share the preparation of the Masses and parents are invited to attend. Those not of our faith are very welcome and invited to receive a special blessing at communion time rather than sitting in their place.

SCHOOL SCHEDULE:

School begins at 8:50.a.m. and ends at 3:00.p.m. We have Early Dismissal at 2:00 p.m. two afternoons a month. At the beginning of the year the particular day and dates are sent home. We ask that you please be prompt in picking up your children. These early dismissals are a good opportunity for dentist and orthodontic appointments, etc. so that the children miss as little school time as possible. A calendar of events is sent home monthly; please keep it for reference.

SCHOOL TELEPHONE USE:

There is a great demand on the use of our school telephone and we try to keep it open for emergencies and access by parents. The children are allowed to use the phone in emergencies and to return messages from parents. The children are not permitted to use cellular phones or pagers on school property and these must remain turned off while on the property. If you need to reach your child at school we will ensure that your child receives the message. Your child should arrange all after school plans ahead of time and will only be allowed to use the phone if a practice is cancelled or something unforeseen happens at school. If children forget gym strip, homework, etc. they will not be allowed to phone home. Learning to be responsible, to plan ahead is a step towards independence and we ask your support in controlling the use of the school phone by the children. We can also foster independence by encouraging your child to remind you of early dismissals or after school practices and games.

STUDENT ILLNESS / INJURY:

If a student is unable to stay at school due to illness or injury, the parent is contacted to make arrangements for the child to be brought home. If the parent cannot be reached, the emergency contact numbers listed on the blue cards are phoned. The students are brought to the office where they are able to rest until picked up. If the injury or illness is deemed serious enough, then 911 is phoned for ambulance service.

Minor scrapes and cuts are treated in the office in the school, and procedures followed are recorded.

STUDENT ALLERGIES:

Students with severe food allergies are identified to staff by the school nurse based on information provided by parents. Specific allergies are identified to classroom communities by the classroom teacher and by a sign outside the classroom door. In the interests of the health and safety of students, families are asked to observe restrictions in specific classrooms and to refrain from sending in any food items which may represent a health risk to students.

(March 9, 2004)

PROCEDURE FOR COUNTING AND PREPARING FUNDRAISING MONIES FOR DEPOSIT:

1. All money collected must be placed in the parish office daily as it comes into the school and kept there until the scheduled "counting day". If funds are collected after hours, arrangements must be made with the PEC Fundraising representative for after hours access to the parish office unless the money is deposited into the bank immediately (as per PEC policy).
2. On the "counting day" reconcile all the cash/cheques collected with the pledge sheets (re: Walkathon).
3. Count all money and separate into same denominations of bills and cheques.
4. Money shall be counted by at least two unrelated adults.
5. Record all individual donation amounts into the fundraising ledger.
6. Write up deposit slips and place money into deposit bags supplied by parish office.
7. Take all money to the bank or arrange for the representative from the parish office to take the money to the bank.
8. Arrange for tax receipts to be prepared for all donations over the designated amount.

PROCEDURES FOR FILING THE PEC DOCUMENTS:

1. The Secretary of the PEC will file the necessary documents in a designated secure filing cabinet in the school.
2. Keys for the secure filing cabinet will be held by the school Principal, the Chairperson of the PEC and the PEC Secretary.
3. All portfolio files held by the PEC members should be shredded when no longer required (at the member's discretion).

01/2006

PLAYGROUND EQUIPMENT SAFETY PROCEDURES

A weekly safety inspection of the playground equipment and surrounding pea-gravel safety area is to be carried out on Monday mornings prior to any student use of the equipment. Any safety concern will be remedied immediately and the playground will remain closed until this is corrected. A log book of the inspections will be maintained and reviewed by the principal monthly. A yearly safety inspection will take place in August prior to the beginning of the school year by the installing company.

UNIFORM

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SCHOOL UNIFORM The uniform requirements are as follows:

Boys:

The boys must wear grey twill pants, crested or plain white standard golf shirt, grey or white trouser or crew length socks with no logo, black dress shoes (not runners) and school sweater (cardigan, pullover or vest).

Girls:

The girl's uniform for Grades Kindergarten to Grade Three consists of a plaid tunic, crested or plain white standard golf shirt, white or grey knee high socks with no logo or white or grey tights, black dress shoes (heels no higher than 1½ inches and no ankle boots), and school sweater (cardigan recommended).

The Grade Four to Grade Seven girls must wear the plaid kilt instead of the tunic, and school sweater (cardigan, pullover or vest).

Tunics and kilts must not be more than 3 inches above the knee or 1 inch below the knee. Girls are strongly encouraged to wear gym shorts under their tunics or kilts.

Dress Requirements:

Students must have their uniform sweater with them at school at all times.

Gym Strip:

Kindergarten gym strip consists of school uniform and indoor runners. Girls must wear burgundy shorts under their tunic.

Grades One to Five gym strip consists of uniform golf shirt, burgundy shorts, socks and indoor runners.

Grade Six and Seven gym strip consists of white crested t-shirt, burgundy shorts, socks and indoor runners.

Children may come to school with gym strip under their uniform but must wear their regulation shoes in class and change into runners at gym time and for Assembly.

Extra-Curricular Sports:

Volleyball and basketball athletes are provided with team uniforms to be worn to all games.

Cross-Country and Track & Field athletes must wear burgundy shorts, white crested t-shirts, white socks and runners to all Meets.

Outdoor Recess:

Non-gym runners may be worn at recess. There will be days when only boots will be acceptable outside wear. On hot sunny days and cold days the use of hats is encouraged.

Accessories:

Only burgundy, white, grey, black or hair colour discreet hairbands, barrettes, etc. are acceptable. No jewellery except for simple watches and stud earrings are permitted. This applies to both girls and boys. Nail polish and make-up are not permitted.

Summer Uniform: (optional)

Boys: Grey shorts, crested or plain white standard golf shirt, grey or white trouser or crew length socks with no logo.

Girls: Grey culottes, crested or plain white standard golf shirt, white or grey knee high socks with no logo.

The period of use of the summer uniform is up to the discretion of the Principal.

The summer uniform shorts may be worn as gym strip during the time they are allowed as summer uniform.

Our uniform supplier is **Neat Uniforms**, located at 1050 Boundary Road, Burnaby, B.C. (Tel: 604 205-7555) (Fax: 604 205-7556) www.neatuniforms.ca

All uniform articles **must** be purchased at this supplier's store to keep the uniform consistent with the exception of socks and tights, which can be purchased wherever you like, but must conform to our uniform standard of being plain or cabled. The plain white standard golf shirts (no cresting or logo, sleeve length should be midway between elbow and shoulder) can be purchased at the store of your choice. The gym shorts and crested gym shirts are ordered through the PEC Uniform Representative.

If your child is out of uniform, you will be sent a note, which we ask you to return, signed so that we know you have received it. We thank you for ensuring that your child has the correct uniform.

Updated: January 10, 2006

THIRTY WAYS TO HELP YOUR CHILDREN IN SCHOOL

1. Be the principal teacher in their formation of faith.
2. Keep your children healthy.
3. Talk with your children.
4. Listen to your children
5. Praise your children.
6. Be patient with your children.
7. Avoid comparing your children.
8. Set the stage for good homework habits (e.g. ensure that there is a quiet place to work, a flat uncluttered surface, good lighting etc.).
9. Schedule home study on a regular basis.
10. Set a bedtime and stick to it.
11. See that your children's school attendance is excellent.
12. Know exactly how your children are doing in school (e.g. check student planner each night.)
13. Make family mealtimes meaningful.
14. Make television your servant, not your master.
15. Take your children places.
16. Read with your children.
17. Help your children read.
18. Have your children read to you.
19. Listen as your children tell you about what they have read (e.g. ask them to summarize, to make predictions).
20. Provide a wide variety of reading materials in your home.
21. Give your children books as birthday or holiday gifts.
22. Tempt your children with paperbacks.
23. Intrigue your children with their own magazine subscriptions.
24. Get your children interested in daily newspapers.
25. Join and use the free public library.
26. Encourage a wide variety of reading experiences.
27. To encourage your children to show respect for each member of the school community and the property itself.
28. Encourage your children to participate in extra curricular activities.
29. Promote and encourage realistic goals for your children.
30. Pray, worship and celebrate with your children.

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